



LIVE UNITED[®]

2020

REQUEST FOR PROPOSAL INSTRUCTIONS



United Way of Wayne
& Holmes Counties, Inc.

Table of Contents

Letter to Applicants	3
Agency Eligibility Requirements	4
2019 Schedule	5
Funding Areas	6
2019 RFP Details	7 -8
Health & Mental Health Guidelines	9
Safety Net Guidelines	10-11
Workforce Development Guidelines	12-14
Youth Development Guidelines	15-16
Sample Agreement	17-18

October 16, 2019

Dear Interested Applicant,

Funds from United Way of Wayne and Holmes Counties, Inc. are not like other grant funds. When you are awarded a grant from UWWH you are entering into a partnership with not just our organization, but with all the other organizations that are granted funds.

While our dollars are generally very flexible as far as your use, we have requirements that are not flexible. For example: Your attendance at quarterly meetings, you administer a workplace campaign, your attendance at certain campaign related events, mid-term and final reporting and adherence to our corporate push period (where you are not permitted to solicit funds from companies in Holmes and/or Wayne County).

Because of this partnership and because we want to make a big impact in our community, we have raised the dollar amounts of many of our grants.

This is a competitive grant process. Grants are not guaranteed from year to year. There is no doubt that every organization applying for funds is a worthwhile cause. Your results are what will distinguish your program(s). You must be able to prove results.

All grant proposals are reviewed and graded by a citizen review committee. They are also donors to UWWH and expect fiscally responsible programs that have diversified funding streams and are able to prove their results.

When completing this application, consider your need and decide how you can best use funds from UWWH.

If you have any questions, please contact us!

Your United Way of Wayne and Holmes Team

Eligibility Requirements

1. **Be an organization meeting one of the following criteria:**
 - a. **A 501(c)3 nonprofit currently registered with the Secretary of State of Ohio.**
 - b. **A governmental organization, such as public education institution, voluntary associations, or faith based community.**
2. **Run by a volunteer Board of Directors, none of whom receives any remuneration from the organization.**
3. **Currently provide services in Wayne and/or Holmes Counties**
4. **Programs must serve residents living at or below 200% of Federal poverty limit in Wayne or Holmes County and be aligned with at least one of our four focus areas:**
 - a. **Health & Mental Health**
 - b. **Safety Net**
 - c. **Workforce Development**
 - d. **Youth Development**
5. **Brand new programs shall apply for a Venture Grant. This is a different application process with a different timeline. Please contact us if you are interested in applying with a brand new program for your organization.**

We do not fund:

1. **Grants to individuals**
2. **Organizations awaiting 501(c)(3) designation**
3. **501(c)4 or 501(c)(6) organizations**
4. **Capital expenses**
5. **Capacity grants**
6. **Multi-year funding requests**

SAFETY NET Applications Only. These funds are meant to meet the needs of people in need with direct client services. Therefore, we will not fund:

- **Personnel expenses. Including salaries, benefits, travel and trainings**
- **Technology or occupancy expenses**

2020 RFP Schedule

Request for Proposals Open	October 17, 2019
RFP Q & A Session (10 AM and 2 PM)	November 14, 2019
RFP Submission Deadline	December 31, 2019
Clarification Meetings (Time TBA Week Prior)	February 4-6, 2020
Award Announcements	February 28, 2020
First Distribution	By March 31, 2020

***Dates subject to change.**

***Representation at the RFP Q&A Session is highly recommended. Questions not addressed during that session must be submitted in writing to Carolyn Salazar at carrolyn@uwwh.org. All submitted questions and answers will be displayed on our website, UWWH.ORG.**

***Request for proposals must be submitted by the stated deadline. Late submissions will not be accepted.**

Completed applications must be submitted in person or via email to Carolyn Salazar no later than 5:00pm on 12/31/2019. Mail to: 215 South Walnut Street, Wooster, Ohio 44691 or email carrolyn@uwwh.org

Request for Proposal

United Way of Wayne and Holmes Counties has identified areas of need in the community. The following areas have been identified for the 2020 grant cycle.

Request for Proposal Funding Areas;

- 1) Health & Mental Health**
- 2) Safety Net**
- 3) Workforce Development**
- 4) Youth Development**

Details of each RFP to follow.

If you choose to collaborate with other organizations, please delegate one organization as the applicant, fiscal and reporting agent. Collaborative grants are encouraged; however, United Way will only accept one application for the collaborative program.

2020 RFP Details

United Way of Wayne and Holmes Counties will be offering a total of \$750,000.00 to organizations providing services to low income residents in Wayne or Holmes County.

There will be additional designated funds that will not be included in the competitive grants. Donor designated contributions will be honored by donor intent.

We also have a Holmes County only designation. The Holmes County only funds will be distributed to organizations providing funded programs in Holmes County.

We highly recommend you think about your actual needs. If you choose a grant at one amount, we will want to know if you could move down a level if needed. There is always a risk in grant funding that you may not be awarded any funds.

Multiple grants for the same program will not be accepted.

Grants for programs that work exclusively in Orrville, Dalton and/or Marshallville will not be accepted. You are encouraged to apply to the Orrville Area United Way.

No pictures, graphs, graphics or colors are permitted in your application. If we receive such things, your application will be returned to you.

Attach additional PDF documents of program KPI's, budget, budget narrative and other part of the application if necessary.

Brand new programs shall apply for a Venture Grant. This is a different application process with a different timeline, regardless of impact area. Please contact United Way of Wayne and Holmes Counties for more information.

2020 RFP Details – Grant Amounts

Focus Area	Grant Amounts
Health, Mental Health & Substance Abuse Treatment	\$80,000.00
	\$50,000.00
	\$25,000.00
	\$10,000.00
Safety Net	\$50,000.00
	\$40,000.00
	\$30,000.00
	\$20,000.00
Workforce Development	\$40,000.00
	\$30,000.00
	\$20,000.00
	\$ 10,000.00
Youth Development	
Early Childhood Development	\$50,000.00
Early Childhood Development	\$25,000.00
Early Childhood Development	\$5,000.00
Summer Programs	\$10,000.00
Summer Programs	\$5,000.00
All Other Youth Programs	\$20,000.00
All Other Youth Programs	\$10,000.00
All Other Youth Programs	\$5,000.00

2019 Health & Mental Health Funding Guidelines

Target Population: Low income residents in Wayne and/or Holmes County.

Preference given to programs that:

- 1. Meeting a need that no other program is meeting**
- 2. Clearly track client progress**
- 3. Provide annual reporting of clients and services provided**
- 4. Provide referrals to United Way and other local organizations**
- 5. Collaborate with other programs, services and organizations within Wayne and/or Holmes County**

Key Performance Indicators:

- **Number of services provided by type of service**
- **Number of households served**
- **Number of individuals served (unduplicated)**
- **Number of collaborative programs, services and organizations**
- **Number of referrals to UW or other local organizations**

Each program is required to track and report the above key performance indicators.

Physical Health

Objective: Individuals and families will have access to physical health care.

Qualifying Services:

- **Physical Health**
- **Dental Health**
- **Preventative Health**

Mental Health

Objective: Individuals and families will have access to mental health care.

Qualifying Services:

- **Programs/Services that help create stability for those affected by mental illness**

Substance Abuse

Objective: Individuals and families will have access to substance abuse treatment.

Qualifying Services:

- **Substance abuse treatment**

RFP submission deadline is December 31, 2019

2020 Safety Net Funding Guidelines

The United Way of Wayne and Holmes Counties Safety Net Funding addresses services necessary to assist individuals and families in meeting their most basic needs: shelter, food and utility assistance. Funds are used for direct services to clients only.

Safety Net funding is meant to alleviate the pressure for individuals in need. Therefore, funding through the safety net focus area should be used primarily for direct client assistance.

Items that will not be funded by United Way of Wayne and Holmes for Safety Net applications:

- 1.) Salaries, benefits
- 2.) Occupancy expenses
- 3.) Technology
- 4.) Training for employees

Target Population: Low income residents in Wayne and/or Holmes Counties.

Preference given to programs that:

1. Meeting a need that no other organization/program is meeting
2. Clearly track intake, qualification and progression of client usage
3. Provide annual reporting of clients and services provided
4. Provide referrals to United Way and other local organizations
5. Collaborate with other programs, services and organizations within Wayne and/or Holmes County

Key Performance Indicators:

- Number of services provided by type of service
- Number of households served
- Number of individuals served (unduplicated)
- Number of collaborative programs, services and organizations
- Number of referrals to UW or other local organizations

Each program is required to track and report the above key performance indicators.

Shelter

Objective: Individuals and families will have access to and retain shelter.

Qualifying Services:

- Rent assistance
- Security deposit assistance
- Shelter
- Legal assistance to prevent eviction

Food

Objective: Individuals and families will have access to food.

Qualifying Services:

- **Programs/Services that help people access nutritious food and avoid hunger.**

Utilities

Objective: Individuals and families will have access to utility assistance.

Qualifying Services:

- **Utility payment assistance**

RFP submission deadline is December 31, 2019

2020 Workforce Development Funding Guidelines

Target Population: Residents in Wayne or Holmes Counties that are at-risk employees, 25+ ready, willing and able, underemployed, unemployed, or have obstacles and barriers to gainful employment.

Preference given to programs that:

1. Meeting a need or providing a service that no other program is meeting.
2. Clearly track client progress
3. Provide annual reporting of clients and services provided
4. Provide referrals to United Way and other local organizations
5. Collaborate with other programs, services and organizations within Wayne and/or Holmes County

Key Performance Indicators:

- Number of working individuals receiving and utilizing referrals from life mentors for community based services to reduce employment barriers
- Number of individuals attaining credentials for job readiness and/or advancement
- Number of individuals with growth in wages and earned income
- Number of individuals reducing barriers on their individual development plan
- Number of collaborative programs, services and organizations
- Number of referrals to UW or other local organizations

Each program is required to utilize life mentors, individual development plans for each participant and track and report the above key performance indicators.

Upgrade or Obtain Employment

Objective: To increase earnings and/or benefits for the target population.

Qualifying Services:

- Education and Skill Building Courses
- Coaching and Mentoring
- Reduction of Barriers
 - Rent assistance
 - Physical health
 - Behavioral health
 - Transportation assistance
 - Crisis assistance
 - Job readiness assistance: uniform, shoes, safety equipment, official documents, clothing

Decrease Preventable Job Loss

Objective: To retain employment for at risk employees and decrease turnover for employers.

Qualifying Services:

- **Coaching employers to attract and retain quality employees**
- **Soft skill training and development**
- **Reducing barriers to engage target population**
- **Other data driven services**

Address Educational and Skill Barriers for High Risk Populations

Objective: Reduce barriers or add skills in order to obtain employment for those at the highest risk with the most barriers.

Qualifying Services:

- **GED Classes**
- **Empowerment Classes**
- **Services/programs geared toward reducing barriers, such as:**
 - **Rent assistance**
 - **Physical health**
 - **Behavioral health**
 - **Transportation assistance**
 - **Crisis assistance**
 - **Job readiness items: uniforms, shoes, safety equipment, official documents, clothing**

Description of Life Mentors:

Life Mentors achieves these goals:

- **Develops strength-based relationships with program participants**
- **Connect program participants to community resources**
- **Guide program participants through the process of success planning**

Key Elements of a Life Mentor Include:

Family Success Coaching – Develop strength-based relationships with individuals and/or families. Review client assessments and guide clients in developing Individualized Development Plans. Guide clients as they connect with community resources. Advocate for members in order to ensure that they receive adequate support and quality service. Motivate and empower families to obtain goals established in Individual Development Plans. Encourage family responsibility and accountability. Visit community agencies, attend meetings and confer with other Life Mentors.

Data Management – Collect information from families, maintain case records, manage data, and correspond with families formally and informally. Respect family privacy and confidentiality needs, while handling sensitive information and sharing information with other providers.

Communication - Work with agencies and service providers to facilitate case coordination and information sharing. Maintain regular contact with the families via formal and informal correspondence including meetings, home visits and phone calls.

Job Development/Employer Support- Initiates and maintains ongoing personal contact with a variety of business and industry representatives and job placement/training agencies to promote programs for participant placement. Meets with employers/employees on a regular basis to maintain relationships. Responds to employee complaints or concerns and provides solutions to maintaining retention with employer.

RFP submission deadline is December 31, 2019

2020 Youth Development Funding Guidelines

Target Population: Resident children of Wayne or Holmes Counties, from low-income households, living at or below 200% of Federal poverty limit and the professionals who serve them.

Preference given to programs that:

1. Meeting a need that no other organization or program is meeting
2. Working in an underserved school district
3. Clearly track student's (child's) progress
4. Provide annual reporting of clients and services provided
5. Strengthen parent/caregiver engagement
6. Provide referrals to United Way and other local organizations
7. Collaborate with other programs, services and organizations within Wayne and/or Holmes County

Each youth development program is required to track and report the key performance indicators.

Early Childhood Education

Objective: Increase the number of children who are ready for Kindergarten, sustain development of children through third grade and achieve higher step-up to quality ratings.

Qualifying Services:

- Site-based early childhood scholarships
- Professional development for early childhood practitioners that satisfies Step-Up to Quality requirements
- Family Events (at least one event)

Key Performance Indicators:

- Number of early childhood staff trained to provide quality programs and where the training satisfies Step-Up requirements
- Number of children receiving scholarships
- Number of children (0-5) served who achieve developmental milestones
- Percent of children who are proficient on Kindergarten readiness assessment
- Percent of families, caregivers served that are provided with information, resources, tools, trainings, and/or teaching skills

Summer Learning

Objective: To combat the summer slide of students in Wayne and Holmes Counties while ensuring safe, active and stable supervision over the summer months.

Qualifying Services:

- Providing tutoring and other academic interventions in reading and/or math
- Healthy snack/meals
- Physical fitness/recreational activities

- **Enrichment activities (Examples: arts, music, technology, learning about other cultures.)**
- **Volunteerism/experiential learning**
- **Family events**

Additional Preference Given to:

- 1. Programs that serve underserved school districts**
- 2. Programs that collaborate with the local school district**
- 3. Services that strengthen parent/caregiver engagement**

Key Performance Indicators:

- **Number of students served and types of services**
- **Number of individuals served (unduplicated)**
- **Number of parents/caregivers that were engaged**

Out of School Time

Objective: Increase future success for disadvantageded students in Wayne and Holmes Counties.

Qualifying Services:

- **Providing tutoring and other academic interventions in reading and/or math**
- **Healthy snacks/meals**
- **Physical fitness/recreational activities**
- **Enrichment activities (Examples: arts, music, technology)**
- **Volunteerism/experiential learning**
- **Family events**

Additional Preference Given to:

- 1. Programs that are outcome driven with specific metrics tied to participants' progress towards academic, reading or math proficiency**
- 2. Programs that engage with local school districts in reporting participants' academic progress**
- 3. Programs that reduce absenteeism and discipline referrals**
- 4. Programs that employ strategies that strengthen parent/caregiver engagement**

Key Performance Indicators:

- **Number of youth participating**
- **Percent of youth demonstrating academic improvement in math and reading**
- **Percent of youth decreasing disciplinary referrals**
- **Percent of youth decreasing absenteeism**
- **Number of families, caregivers served that are provided with information, resources, tools, trainings, and/or teaching skills**

RFP submission deadline is December 31, 2019

2020 PARTNER AGREEMENT (SAMPLE)

THIS PARTNER AGREEMENT ("AGREEMENT") DATED: _____

BETWEEN

The United Way of Wayne and Holmes Counties, Inc of 215 S. Walnut Street, Wooster, OH 44691

("UWWH")

-AND-

Partner Agency Name: _____

Located at: _____

("PARTNER")

IN CONSIDERATION OF the matters described and of the mutual benefits and duties set forth in this Agreement, the receipt and sufficiency of which consideration is hereby acknowledged, the UWWH and the PARTNER agree as follows:

B. DUTIES OF PARTNER

1. **PARTNER Executive Director or designee agrees to attend quarterly (or as needed) United Way Partner Executive Directors Meeting and to be in attendance at, at least three campaign and/or annual events.**
2. **PARTNER must display current United Way logo on all funded programmatic printed and digital collateral.**
3. **PARTNER must assist United Way in its annual fundraising campaign in the following:**
 - a. **The Partner Providers must adhere to the United Way "Corporate Push" August 15-October 31, by conducting supplemental fundraising endeavors outside of this window, in accordance with the following:**
 1. **There shall be no solicitation of businesses, corporations, or corporate foundations within Wayne or Holmes Counties.**
 2. **There shall be no competing social or fundraising events.**
 3. **There shall be no capital campaign asks to businesses, corporations or corporate foundations within Wayne or Holmes Counties during this timeframe.**
4. **PARTNER Executive Director will financially support the United Way giving campaign annually.**

- a. **PARTNER Executive Director will conduct a United Way annual employee giving campaign within their Partner Provider organization.**
 - b. **PARTNER will assist in the United Way giving campaign by participating in employee giving campaigns when needed, and by providing Partner Provider facility tours when requested.**
5. **PARTNER will participate in the Fund Distribution Process by presenting any additional documents required to disburse funds.**
 6. **PARTNER will request in writing for approval to UWWH any reallocation of funds or changes to the original scope as presented in the proposal at least 30 days prior to any actions. UWWH shall respond to request within 30 days of receipt.**
 7. **PARTNER will provide a mid-term and annual report to UWWH. Forms will be provided.**

C. DUTIES OF UNITED WAY

1. **UWWH will promote the services and programs of Partner Provider through public service announcements, newsletters, online and social media presence, and speaking presentations.**
2. **UWWH will invite the Partner Provider executives through the Partner Provider Executive Director Council to provide representation on committees throughout United Way.**
3. **UWWH will disperse payments quarterly by the last day of the month as follows: March, June, September and December.**

D. TERM OF AGREEMENT

1. **The term of this AGREEMENT will begin on the date of this AGREEMENT and will remain in full force and effect until December 31, 2019.**
2. **If the PARTNER violates this Agreement, then UWWH reserves the right to impose sanctions, including without limitation the termination of this AGREEMENT with 30 day prior written notice.**
3. **If PARTNER believes that the UWWH has breached any of the provisions of this Agreement, then it may make written request for a non-binding hearing before UWWH Board of Directors.**
4. **In witness of approval of this Partner Provider Agreement, the undersigned have affixed their signatures:**