Request for Proposals
2019 Human Services Fund

City of Boulder

Department of Human Services
909 Arapahoe Road
Boulder, CO 80302

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Proposal Due Date: August 24, 2018

All proposals shall be submitted via the e-CImpact online grant management system

Paper and late applications will not be accepted

2019 Human Services Fund Overview
The City of Boulder (COB) Department of Human Services (HS) is issuing a Request for Proposals
(RFP) for the Human Services Fund (HSF) for the 2019-22 funding cycle. The city expects to award
approximately $2.1 million with the goal of investing resources to create a healthy socially thriving and
inclusive community that supports Boulder residents in need. The HSF supports programs and services
consistent with the city's core principles and goals. In funding programs, the city's mission is to be an
investor and partner in the community rather than simply a funder of human services.

Timeline

Event	Date
RFP released, and applications accepted	July 18, 2018
Proposals due	**August 24 at 4:00 p.m. MT**
Human Services Fund Advisory Committee (HSFAC) reviews proposals	August – September 2018
City manager receives funding allocation recommendations from the HSFAC	November 2018
City Council receives funding decisions	December 2018
Contracts negotiated	December -January 2019
Contracts executed, and funds distributed	January 2019
Grantee mid-year report	July 31, 2019
Grantee end-of-year report	January 31, 2020

Deadline for Proposal Submittal
All proposals are due on or before 4:00 p.m. on August 24, 2018, and shall be submitted through the
online joint application found in the e-CImpact grant management system (GMS) at: https://agency.e-
cimpact.com/login.aspx?org=COB. No extensions will be granted, nor paper applications accepted
under any circumstances.

Due to this restriction, we strongly encourage proposal submission at least one day early. If the proposal
is not submitted by 4:00 p.m. on the 24th you will not be eligible for funding and you will need to wait
until the next competitive fund round to become eligible. **The GMS will confirm receipt of the
submitted application.**

Strategy and Goal Areas: The 2019 HSF fund round will align with the goals and strategies identified
in the 2017-2022 Human Services Strategy. The Human Services Strategy aligns investments with
priorities through the appropriate city roles as a service provider, funder and community partner and
identifies human services goals that will guide city investments over the next five years. Funding proposals
must align with one of the City of Boulder's following six human services goal areas:

- Aging Well – The City will fund programs that help older adults remain and thrive in the community as they age.
- A Good Start – The City will fund programs that help children start school healthy and socially, emotionally and cognitively ready. The City will also fund programs that help children and adolescents in school gain the skills necessary for self-sufficiency and success as an adult.
- Economic Mobility and Resilience – The City will fund programs that help residents improve their economic condition and create intergenerational mobility.
- Health and Well-being – The City will fund programs that increase resident's access to resources that optimize their physical, mental and social well-being.
- Homelessness – The City will fund programs that help residents achieve and maintain a safe, stable home.
- Inclusive and Welcoming Community – The City will fund programs that help residents and visitors feel safe, welcomed and included in social, civic and economic life.

Applicants will be asked to select one of 16 goal areas as the focus of the proposal:
1. Increase earnings, employment or eligible benefits
2. Improve financial literacy, employment skills or English language acquisition
3. Increase ability of vulnerable populations to live independently
4. Prevent, maintain and improve physical health and/or behavioral health
5. Increase access to adequate and healthy food
6. Increase ability of older adults to age in place
7. Improve social, emotional and cognitive school readiness for children
8. Improve school achievement and high school graduation
9. Increase the skills necessary to successfully transition into adulthood
10. Reduce unhealthy and risky behaviors
11. Increase access to advocacy and legal representation
12. Increase protections and support for survivors of child abuse and domestic violence
13. Support or expand access to and availability of culturally appropriate resources and services and to programs that advance social equity
14. Encourage and facilitate positive community relations
15. Increase housing stability for at-risk families and youth
16. Provide comprehensive, wrap around safety net services to advance self-reliance through the life span

Core Principles

Applications received in response to this request for proposals will be assessed to determine whether they incorporate one or more of the City's three core principles for human services funding: upstream investment, data informed decisions and systems integration. These principles will be used as part of the criteria to evaluate funding applications. Program proposals that incorporate one or more of the core principles will be eligible for higher scoring. Incorporating core principles into agencies' work does not guarantee funding.

1. Upstream Investment: The City seeks applications that focus on interventions that target the root causes of social problems. Upstream investments focus on outcome-based programs and policies designed to address problems before they become more critical and costly.

2. Data Informed Decisions: The City seeks applications that focus on decisions informed by data that drive continuous improvement and refinement of services to meet intended community outcomes. Meaningful indicators measure client outcomes rather than simply the number of services provided or clients served. Meaningful outcomes demonstrate program results, such as improved health and well-being, increased economic stability or improved knowledge.

3. Systems integration: The City seeks applications that focus on client-centric, no-wrong-door approaches to accessing services and funding partnerships. Systems integration emphasizes a coordinated, seamless social safety net that is more efficient and effective for clients.

Eligibility
Through this RFP, the city will fund a wide variety of nonprofit agencies and organizations, educational or governmental entities– public or private- that propose to serve COB residents. Proposals must request a minimum of $10,000 with at least $8,000 in eligible expenses. Proposals that do not meet the minimum request will not be considered for funding.

Child Care Subsidy and the Human Services Fund
The Child Care Subsidy Program (CCS) supports City of Boulder residents in acquiring affordable licensed, quality child care through an annual subsidy paid directly to the child care provider. Child care centers or programs receiving funds from the CCS Program or another city-funded grant or contract may only apply for the HSF if the funding request is for a purpose other than subsidies or scholarships.

Through the HSF, the City seeks to fund proposals that:
- Serve primarily at-risk[1] City of Boulder residents;
- Align with Human Services Strategy goals, core principles and community priorities;
- Demonstrate sound research or evidence-based best practices;
- Demonstrate strong and long-term evaluation of outcomes, or the potential for long-term evaluation, beyond pre- and post-test assessments;
- Meaningfully engage at-risk community members in the design, implementation and/or evaluation of the proposed program;
- Demonstrate strong collaboration and partnerships that move beyond informal relationships;
- Demonstrate a cost-effective approach that benefits program participants, target populations or the community;
- Demonstrate financial sustainability and organizational capacity beyond this funding cycle; and
- Exhibit diverse funding sources.

Funding from the HSF cannot be used for:
- Arts, cultural, sport and/or recreation programs;
- General staff training or professional development programs outside of data collection, evaluation, or systems integration work;
- General agency operating expenses such as rent or agency overhead;
- One-time presentations, events, activities, advocacy, outreach or marketing campaigns and activities that do not include long-term evaluation;

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[1] For the purpose of this RFP, "at-risk" is defined as vulnerable residents that have additional barriers in meeting basic needs or self-sufficiency due to factors such as income, housing status, disability, language/culture, mental/physical health, history of family violence and the elderly, as examples.

- Programs, initiatives or efforts that cannot be directly linked to identified outcomes and indicators;
- Seed, startup funds or programs that cannot demonstrate established data collection and evaluation;
- Programs proposing the same activities that are currently supported by other City of Boulder Department of Human Services funding;
- Individual applicants; or
- Budgets that are heavily reliant on a single funder, including the City of Boulder.

Funding Proposal Best Practices

Successful proposals will include:
- Specific information about the population being served;
- Clear alignment with a strategy goal area;
- A clear plan for implementing the strategy;
- Specific, measurable activities, deliverables and outcomes; and
- Detailed descriptions of evaluation tools and methods used to measure outcomes.

Generally, the city will fund no more than twenty percent of the total application budget for the following group of activities:
- Evaluation;
- Data collection;
- Reasonable administrative costs; and
- Systems integration projects.

The proposal must also demonstrate how the requested amount will further the goals and strategies identified, and funding shall not be used to supplant another funding source.

Evaluation and Data Collection Expenses: Funding may be used to support evaluation and data collection. Proposals requesting evaluation or data collection support should clearly demonstrate the evaluation plan including proposed funding uses, data collection methodology and plan for reporting outcomes. Applicants should also detail a plan for using evaluation findings to improve program delivery.

Administrative Costs and Operating Expenses Related to Systems Integration: Funding may be used to support administrative costs and operating expenses related to systems integration. Proposals that include requests for systems integration funding must clearly articulate how any staff time and salaries would benefit systems integration work and further the goals and strategies identified in the RFP.

Funding Cycles

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Application meets multi-
year minimum eligibility
criteria (pg 7 of the RFP)
    ├── Encouraged to apply for
    │   three-year funding award
    │       ├── Recommended for a
    │       │   three-year award
    │       └── Not recommended for a
    │           three-year award, but
    │           considered for a single-
    │           year award
    │               ├── Recommended for a
    │               │   single-year award
    │               └── Not recommended for
    │                   2019 funding
    └── Can still choose to apply
        for a single-year award
            ├── Recommended for a
            │   single-year award
            └── Not recommended for
                2019 funding
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Multi-year Awards

Applications that meet minimum eligibility criteria are encouraged to apply for consideration for a three-year award covering the period of January 1, 2019 to December 31, 2021. Multi-year applications that meet minimum eligibility but fail to receive a multi-year award recommendation will automatically be considered for a one-year award.
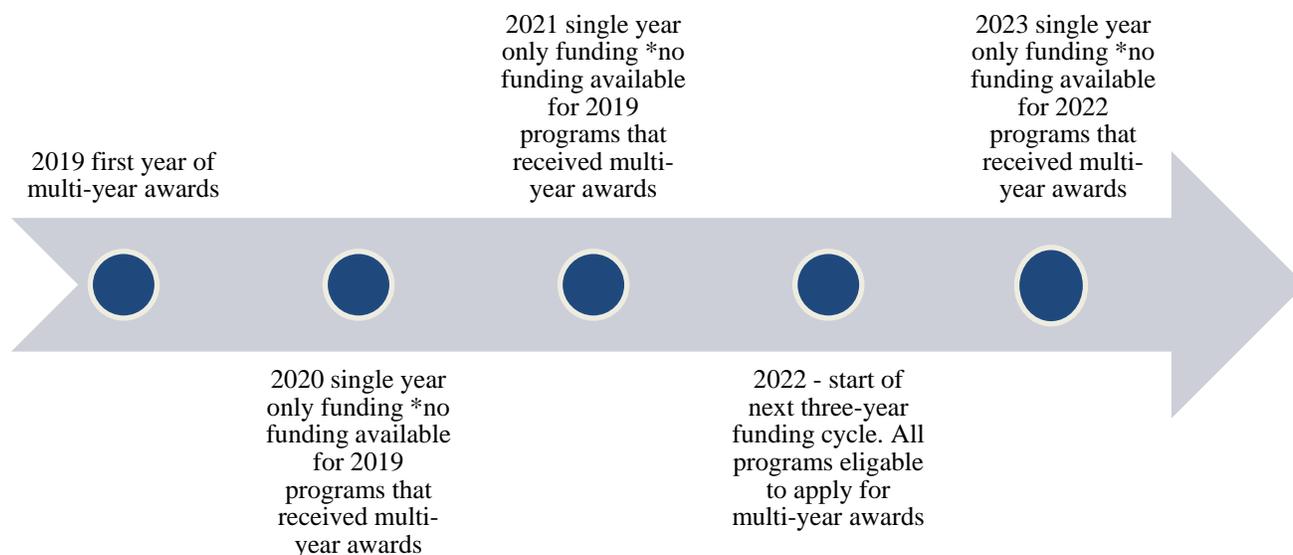
Multi-year awards are contingent on annual appropriations and meeting performance and reporting benchmarks. Even in instances when an organization is awarded a multi-year award, the organization must meet annual objectives before subsequent year monies are disbursed. Applications for multi-year funding are required to complete additional fields in the application. Applicants should clearly outline the need for multi-year funding in the application, justify any increase or decrease in annual funding request, and demonstrate that a three-year contract will enhance the program.

Single-year Funding

Applications that are not eligible to apply for a multi-year award may still apply for a single-year award for the period of January 1, 2019 to December 31, 2019. **Applicants applying for a single-year award do not need to complete the multi-year award application sections.**

The City will conduct fund rounds outside the three-year fund cycle. Programs that receive a multi-year award will not be eligible to apply again for funding for the same program until the end of the three-year funding cycle. Applicants that apply for a multi-year award but receive a single-year award are eligible

to apply again next year in the single year only funding cycle. Similarly, applicants that are not awarded single or multi-year awards are eligible to apply in 2020 for the single-year only funding cycle.

2019 first year of multi-year awards

2021 single year only funding *no funding available for 2019 programs that received multi-year awards

2023 single year only funding *no funding available for 2022 programs that received multi-year awards

2020 single year only funding *no funding available for 2019 programs that received multi-year awards

2022 - start of next three-year funding cycle. All programs eligable to apply for multi-year awards

Minimum Eligibility Criteria for Multi-year Awards

Only applications that meet the following criteria will be eligible for consideration of a three-year funding award:

- At least three consecutive years of HSF funding for the applying program prior to 2018;
- At least three consecutive years of on-time mid-year and end-of-year reporting; and
- At least three consecutive years of demonstrated successful completion of outputs and indicators.

Multi-year Review Criteria

Applications that meet the minimum eligibility requirements will be evaluated for a multi-year award based on the following additional criteria:

- Demonstrates enhanced benefit from a multi-year award either for the proposed program or City of Boulder residents served;
- Demonstrates experience or staff expertise with multi-year funding cycles;
- Establishes a clear community need for the proposed program beyond 2019;
- Provides well defined short, medium and long-term activities, outcomes and indicators;
- Includes a plan for using annual evaluation to continuously improve program delivery throughout the duration of the award;
- Demonstrates organizational and program stability through formal agreements with partner agencies, stable program delivery, continuity among board and staff members, consistent annual budgeting or existing financial reserves; and
- Demonstrates potential for long-term program sustainability through diverse funding sources.

Review Process

Proposals will be screened by staff to determine if they meet basic eligibility criteria. Proposals that do not meet basic eligibility criteria will be eliminated from further consideration with notification sent to the proposing agency.

Eligible proposals will be reviewed and considered by the Human Services Fund Advisory Committee (HSFAC) during the fall of 2018. At the discretion of the committee, there will be an opportunity for applicant agencies to interview with the advisory committee to clarify information relevant to the proposal. The city anticipates announcements in December 2018, with final funding approval by the end of 2018. Contract negotiations for successful applicants are expected to occur in December 2018 – January 2019 for the program year beginning January 1, 2019.

A completed proposal does not guarantee funding. The city reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to accept or reject any or all proposals or portions of any or all items proposed if deemed in the best interests of the city.

Contract and Reporting Requirements

Funds provided by the City of Boulder under this RFP are intended to serve primarily City of Boulder residents. Successful applicants will not receive city funds until they have signed a valid contract, including a Scope of Work detailing specific activities, deliverables, outcomes, measurement tools and indicators. The Scope of Work will be developed jointly by the grantee and City of Boulder staff.

Applicants will be required to report outcome data and metrics as determined by the city. Applicants are expected to demonstrate how proposed activities fit within a strategy goal area and progress towards goal achievement will be reflected in the outcomes and indicators outlined in the completed logic model. Outcome data and metrics may include the number of City of Boulder residents served with the funding, demographic characteristics of the population served such as age, gender, income, and race or ethnicity, and progress toward achievement of the designated long-term outcomes and performance measures. Successful applicants will be required to submit data and financial reports about the use of city funds on a bi-annual basis as specified by contract.

The city may terminate the contract for the failure of the contractor to perform adequately any of its covenants. At its discretion, the city may conduct a financial audit and/or site visit of funded applicants.

Funded agencies will be expected to participate in an annual summit to meet with funders and other funded agencies to increase collaboration and provide shared learning and opportunities for ideas and innovation.

For Additional Information

Please contact Tony Barkey, Human Services Project Manager, at barkeya@bouldercolorado.gov or (303)441-3146 if you have any questions about this RFP.

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2019 HUMAN SERVICES FUND
PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted via the e-CImpact regional GMS. No paper submittals will be accepted. All application sections must be completed prior to the deadline for the proposal to meet minimum eligibility. A complete application must include:

Part I: General Agency Information
Part II: Agency Narrative
Part III: Program Information
Part IV: Program Narrative
Part V: Financial Information – Agency, Program, and Requested Amount
Part VI: Logic Model

Accessing the e-CImpact Grant Management System (GMS)
To access the e-CImpact GMS, applicants need a computer with an internet connection and current version of a web browser such as Internet Explorer, Firefox, Chrome or Safari.
Go to https://agency.e-cimpact.com/login.aspx?org=COB and bookmark the address to easily access e-CImpact at your convenience. This serves as the portal to the application to be considered for the 2019 Human Services Fund.

Registering Your Agency
Registration is required for all agencies to access the 2019 Collaborative Funding Application.

- **Existing Applicants**
  From the agency login page, sign-in using your existing username and password or use the 'Forgot your password?' link if you no longer remember your password.
  From the Home page (your dashboard), select 'Request grant Application' from the left-hand side of the page and follow the instructions through the pre-qualification survey and registration.

- **New Applicants**
  From the agency login page select 'Create an e-CImpact account' and after reading the Welcome Screen, click 'Next' to continue with your registration process.
  You will need the agency's EIN number, which the system will use to validate nonprofit status and automatically populate the agency's contact information. GMS will then allow you to review the information for accuracy and edit any incorrect or outdated information.
  Next, you will set up your account username and password. Please take note of it, as you will use it to access your account once your registration is approved.

Registration Process
Select the 2019 Regional Collaborative Fund Application. Continue to the pre-qualification survey and answer all the questions. Failing to do so will result in denial of your request to participate in the 2019 fund round. In the event you do not qualify, you will be provided information on who to contact with any questions.

Review all agency information entered, and then click 'Complete Registration.' After your registration is complete, you will be able to print your confirmation page. You will also receive a confirmation email with further details on how to continue your application. Upon receiving your confirmation email, you can log into e-CImpact and access the current human services funding application. Please note the agency information and in particular the agency physical mailing address and primary application contact person are correct. All future communication related to the application will be sent to the designated application contact person only.

Enter the username and password you created and click 'Sign in to our Secure Server' or use the enter key.

If you forgot your password, click 'Forgot your password?' on the agency login page; enter your username; and select 'Auto-Generate my Password.' Check your email, return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the 'junk' folder.

Technical Assistance
Once inside the system, access the e-CImpact Agency Application Guide from the Resource Center located in the lower left side of the agency homepage.

Technical assistance will be provided for applicants who would like more in-depth training or guidance on how to complete the application. For technical assistance, contact Tony Barkey at barkeya@bouldercolorado.gov or 303-441-3146.