



# Request for Proposals

## 2015 Human Services Fund

### City of Boulder

Department of Human Services  
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**Proposal Due Date: July 11, 2014, 5:00 pm**

All proposals shall be submitted via the e-CImpact online grant management system  
Paper and late applications will not be accepted

# 2015 Human Services Fund

The City of Boulder Department of Human Services is issuing this Request for Proposals (RFP) for the Human Services Fund (HSF) for 2015. The city expects to award approximately \$2 million for 2015. The awards will be consistent with the city's Housing and Human Services Master Plan and impact areas and objectives identified within this proposal.

## ***Eligibility***

Through this RFP, the HSF will fund nonprofit agencies and organizations, educational or governmental entities— public or private that propose to serve City of Boulder city residents. The HSF is interested in supporting a wide variety of organizations, including minority-focused organizations grassroots agencies.

The HSF funds *programs*, not entire agencies that meet the following eligibility criteria.

### **The HSF seeks to fund proposals (in order of priority):**

- serving primarily City of Boulder residents that are low-income or at-risk<sup>1</sup>
- in alignment with City of Boulder Human Services Master Plan priorities and City Council goals
- with strong nexus to the impact areas, their outcomes and indicators
- providing direct service(s) to those in need
- demonstrating strong and longer-term evaluation of their outcomes through case management or follow-up with clients
- establishing strong collaboration and leverage of resources
- with diverse funding sources

### **The HSF generally does not fund proposals:**

- for arts, cultural, sport and/or recreation programs
- providing indirect services such as training programs, one-time presentations, events, activities, advocacy, outreach and educational campaigns that do not include long-term evaluation
- for programs that cannot be directly linked to the outcomes and indicators
- requesting general operating funds or expenses that are not directly linked to providing the direct services of a program such as rent, salaries, supplies and general overhead
- for seed, startup funds or programs that cannot demonstrate established data collection and evaluation
- to fund individual applicants
- that are heavily reliant on any particular funder including the City of Boulder

Opportunity for fundraising or generation of revenue through private entities, community collaborations or governmental funding streams – and the potential impact of city funding in the context of other funding - will be considered when evaluating proposals.

Agencies requesting funds must align with the regional community impact areas, outcomes and indicators designated by the Cities of Boulder and Longmont, Boulder County and Foothills United Way. (See Section 2: Background Information for a full listing of the impact areas and their corresponding outcomes and indicators.)

Although the cities of Boulder and Longmont, Boulder County and Foothills United Way are collaborating for the joint application process, each funder will be awarding its own funds through its own grant review process, and some funder requirements may be different as described in the RFP and/or application.

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<sup>1</sup> 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.

### ***Deadline for Proposal Submittal***

All proposals are due on or before 5:00 pm on Friday, July 11, 2014 submitted via the online joint application found in the e-CImpact grant management system (GMS) at the web address: <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 you to turn in your proposals at least one day early. If your proposal is not submitted by 5:00 p.m. on July 11, you will not be eligible for funding from the Cities of Boulder and Longmont, Boulder County or Foothills United Way and you will need to wait until the next funding round to become eligible. **The GMS will confirm receipt of your application.**

### ***Review Process***

Proposals in response to this RFP will be screened by staff to determine if they meet basic HSF criteria as described in the eligibility section above. Proposals that do not meet these criteria will be eliminated from further consideration with notification sent to the proposing agencies.

Proposals determined to be eligible in the screening process will be reviewed and considered by the Human Services Fund Advisory Committee (HSFAC) during the fall of 2014. There will be an opportunity for applicant agencies including, but not limited to those who have not received prior human services funding, to meet with the advisory committee to present or clarify information relevant to the proposal. The city anticipates final funding approval by the end of 2014. Contract negotiations for successful applicants will happen in early 2015 for the program year beginning January 1, 2015.

Your 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.

### ***Funding Cycle***

The 2015 HSF funding cycle is a one-year funding cycle for services performed from January 1 to December 31, 2015.

### ***Use of Funds/Contract Requirements***

Funds provided by the City of Boulder under this RFP are intended to serve low-income and/or at-risk City of Boulder residents. If your proposal is approved for funding, funds will be provided through a contract between your agency and the City of Boulder, which will be negotiated in early 2015. You will be required to keep records and report on the number of City of Boulder residents served with this funding, including characteristics such as age, gender, income, and race or ethnicity, in addition to reporting on the process toward achievement of the designated long-term outcomes per the performance measures established by their indicators. Successful applicants will be required to submit these data along with financial statements on the use of city funds on a biannual 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.

### ***For Additional Information***

Please contact Wanda Pelegrina Caldas, HSF Administrator, at [pelegrinaw@bouldercolorado.gov](mailto:pelegrinaw@bouldercolorado.gov) or 303.441.4059 if you have any questions about this RFP.

# Part 1: Instructions

**Proposals in response to this RFP must be submitted via the e-CImpact regional GMS.** No paper submittals will be accepted. Your proposal must respond to one of the shared regional impact areas and show that the program will work toward meeting that impact area's shared long-term community goal (outcome) per the performance measures set by the impact area indicators. Each program is eligible to apply in one impact area per funder. If you wish to request funding in more than one impact area, the GMS allows you to submit separate data for each program within one main proposal.

## I. Accessing the GMS

To access the e-CImpact GMS, you need a computer with an internet connection and current version of your 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 human services funding by the Cities of Boulder and Longmont, Boulder County Commissioners, including Worthy Cause, and Foothills United Way. You may use the common application to apply to one and/or multiple funders.

## II. Registering Your Agency

Registration is required for all agencies to access the 2015 Collaborative Funding Application.

### *Existing Agencies*

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 Agencies*

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 2015 Collaborative Funding Application. Continue to the pre-qualification survey and answer all the questions. Failing to do so will result in immediate denial of your request to participate in the 2015 funding round for the City of Boulder HSF, City of Longmont Human Services Agency Funding, Boulder County Human Services and Worthy Cause Funding, and Foothills United Way Health and Human Services Funding. *In the event your agency does not qualify, you will be provided information on who to contact with any questions.*

Review all agency information entered, and then click 'Complete Registration'. Once 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 are able to log into e-CImpact and access the current human services funding application.

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

In the event that 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. If the email is not in either, please contact Wanda Pelegrina Caldas.

**Once inside the system, access the e-CImpact Agency Training Manual from the Resource Center located in the lower left side of the agency homepage.**

### III. Pre-submittal Training Requirement

The Agency Training Manual will help you navigate the GMS, but all agencies wishing to submit a proposal must attend one mandatory orientation session prior to submitting their application. First time applicants (agencies that did not use the GMS in 2013 or have new grant writing staff) should attend one of the new user trainings not the orientation sessions. Agencies failing to attend the orientation will not be considered for funding. Returning applicants with new users are highly encouraged to attend the GMS Training Sessions. Technical Assistance/Drop-In office hours are open to all applicants desiring in-person assistance.

| <b>New User GMS Training Sessions</b>  |                      |   |
|--|----------------------|---|
| MANDATORY for agencies that did not apply in 2013 or have new grant writing staff  |                      |   |
| <b>Date</b>  | <b>Time</b>          | <b>Location</b>   |
| June 18, 2014  | 10:30 a.m. – 12 p.m. | Boulder County Sundquist Building Baltic Room (enter through Public Health)<br>3482 Broadway Street Boulder, CO |
| June 19, 2014  | 10 – 11:30 a.m.      | Longmont City Council Chambers<br>350 Kimbark Street Longmont, CO   |
| <b>2014 Orientation Sessions - MANDATORY for returning applicants</b><br>(First time applicants should attend one of the New User GMS Training Sessions) |                      |   |
| <b>Date</b>  | <b>Time</b>          | <b>Location</b>   |
| June 20, 2014  | 3 – 4:30 p.m.        | Boulder County Sundquist Building Baltic Room (enter through Public Health)<br>3482 Broadway Street Boulder, CO |
| June 24, 2014  | 9 – 10:30 a.m.       | Boulder County Sundquist Building Baltic Room (enter through Public Health)<br>3482 Broadway Street Boulder, CO |
| June 27, 2014  | 2 – 3:30 p.m.        | Longmont City Council Chambers<br>350 Kimbark Street Longmont, CO   |
| <b>Technical Assistance/ Drop-in Q&amp;A office hours</b>  |                      |   |
| These sessions are not mandatory and do not fulfill the training requirement   |                      |   |
| <b>Date</b>  | <b>Time</b>          | <b>Location</b>   |
| July 1, 2014   | 10 a.m. – 12 p.m.    | Longmont Council Study Session Room (next door to Council Chambers)<br>350 Kimbark Street Longmont, CO          |
| July 2, 2014   | 2 – 3:30 p.m.        | Boulder County Sundquist Building Baltic Room (enter through Public Health)<br>3482 Broadway Street Boulder, CO |
| July 7, 2014   | 1 – 3 p.m.           | Council Study Session (next door to Council Chambers)<br>350 Kimbark Street Room Longmont, CO                   |
| July 8, 2014   | 11:30 a.m. – 1 p.m.  | Boulder County Sundquist Building Baltic Room (enter through Public Health)<br>3482 Broadway Street Boulder, CO |

Participants are encouraged to bring their own laptops to the training and technical assistance sessions.

# Part 2: Background Information

This part of the RFP contains background information on the City of Boulder Human Services Fund (HSF), including the impact areas, outcomes, and indicators with which your proposal must align and demonstrate the agency's ability to meet the outcomes identified.

The City of Boulder Housing and Human Services Master Plan, 2006-2015, which identifies priority areas for funding: Early Childhood, Childcare and Preschools, School Age Youth, Domestic Violence and Child Abuse, and Critical Infrastructure, guides HSF funding.

The City of Boulder modified the priority areas above to create joint impact areas, outcomes and indicators for the 2015 application in partnership with the City of Longmont, Boulder County and Foothills United Way as part of the joint grant management process. Applicants can evaluate which impact area their programs may fit into by reviewing the outcomes and indicators listed within 2015 impact areas described below. The city is now in the process of updating the Human Services Master Plan (Human Services Strategy) to guide future human services priorities, including those of the HSF.

Agencies funded in 2015 will need to report on their goals (outputs and outcomes) based on the following community goals and their prescribed indicators.

## 2015 Impact Areas, Outcomes, and Indicators

### Impact Area 1: Preparing low-income and at-risk children and youth for success

#### A. Outcome: Children are school-ready upon entering kindergarten

##### Indicators:

- Percentage of families with access to quality, and/or affordable, and/or culturally competent child care options
- Percentage of parents acquiring knowledge and skills to prepare children for school
- Percentage of parental involvement and engagement in their child's early childhood education
- Percentage of young children who exhibit developmentally-appropriate language, learning, cognitive and literacy skills
- Percentage of young children with social-emotional competence
- Percentage of young children with access to preventive and comprehensive medical, dental, mental and behavioral health care

#### B. Outcome: Youth are healthy and successful in school and have the skills necessary for self-sufficiency and success as an adult

##### Indicators:

- Percentage of students who have four or more absences during any one month or 10 days during a school year
- Percentage of youth engaging in risk behaviors (as defined by the Youth Risk Behavior Survey)
- Percentage of youth who graduate from high school
- Percentage of dropout youth who obtain their GED
- Percentage of youth who complete career technical training or post-secondary education
- Percentage of parental involvement and engagement in their child's education
- Percentage of youth with significant or chronic disabilities or special needs with a transition plan to adult-centered services and/or adult life

### Impact Area 2: Improving economic well-being, independence and self-reliance for adults

#### A. Outcome: Individuals and families have a path toward greater financial independence and security

##### Indicators:

- Percentage of adults who complete basic adult literacy and/or GED
- Percentage of individuals completing career or job readiness training
- Percentage of lower-income individuals acquiring skills to maintain stable housing, employment, education and/or assets
- Percentage of individuals who establish a support network of resources and services in order to avoid crisis
- Percentage of individuals moving toward increased wages or stable income to meet basic needs and away from (or decreased) public or private assistance

#### B. Outcome: Individuals who have continuing and long-term needs achieve or maintain healthy, safe and

independent lives to the maximum extent possible

**Indicators:**

- Percentage of individuals with access to community-based services and resources
- Percentage of individuals with access to transportation
- Percentage of elderly and/or individuals with disabilities who are able to maintain independent living

**Impact Area 3: Meeting basic needs for individuals and families**

**Outcome:** Individuals and families at-risk or in crisis access services to help meet immediate and/or basic needs

**Indicators:**

- Percentage of individuals and/or families with access to affordable, nutritious food
- Percentage of individuals and/or families with access to transportation
- Percentage of individuals and/or families with access to preventive support and treatment for dental, mental and physical health care
- Percentage of individuals and/or families enrolling in public benefits
- Percentage of homeless individuals and/or families provided emergency shelter or housing
- Percentage of individuals and/or families provided short term assistance who are homeless or at risk of homelessness
- Percentage of homeless individuals and/or families moving into transitional, permanent supportive or permanent housing
- Percentage of clients that develop, implement and/or complete recovery/treatment/service plans
- Percentage of individuals and/or families with a medical home

**Impact Area 4: Building a safer community**

**Outcome:** Individuals and families access services to prevent and reduce interpersonal violence in their lives; remain safe and crime-free in their neighborhoods; and have the tools and resources to prevent future harm.

**Indicators:**

- Percentage of individuals and/or families with access to services that provide safety
- Percentage of individuals and/or families with access to prevention and education resources\*
- Percentage of individuals and/or families who establish a support network to help remain free from abuse or recidivism
- Percentage of individuals who establish a support network and do not re-offend 12 months after completion of restorative justice or release from correctional institutions\*
- Percentage of individuals engaged in education, job training activities, or employment during 12 months after release from a correctional institution\*

\* *The City of Boulder does not currently fund these indicators.*