



Request for Proposals

2014 Human Services Fund

City of Boulder

Department of Human Services
1101 Arapahoe Avenue, 2nd Floor
Boulder, Colorado 80302
Ph: 303-441-4059
pelegrinaw@bouldercolorado.gov

Proposal Due Date: November 4, 2013 5:00 pm

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

2014 Human Services Fund (HSF)

The City of Boulder Department of Human Services is issuing this Request for Proposals (RFP) for the Human Services Fund for 2014. The city expects to be able to award approximately \$2 million for 2014. 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. In general, the HSF funds *programs*, not entire agencies.

Agencies requesting funds must align with the 2014 Regional Community Impact Areas, Outcomes and Indicators designated by the City of Boulder, Boulder County and the City of Longmont. (See Section 2: Background Information for a full listing of the impact areas and their corresponding outcomes and indicators.) Note that although the cities of Boulder and Longmont and Boulder County have partnered for a joint grant management and 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 application.

Deadline for Proposal Submission

All proposals must be submitted on or before 5:00 pm on Monday, November 4, 2013 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. Paper submissions will not be accepted.

Review Process

All proposals in response to this RFP will be reviewed and considered by the Human Services Fund Advisory Committee (HSFAC) in the fall of 2013. As part of the Regional Grant Management System, 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 and staff to present or clarify information relevant to the proposal. The city anticipates that final funding approvals will be completed by the end of 2013. Contract negotiations for successful applicants will be held in early 2014 for the program year beginning January 1, 2014.

The City reserves the right to reject any or all proposals, to waive informalities and irregularities in proposals received, and to accept any portion of any proposal or all items proposed if deemed in the best interests of the City.

Funding Cycle

The 2014 HSF funding cycle is a one-year funding cycle for services performed from January 1 to December 31, 2014.

Use of Funds/Contract Requirements

Funds provided by the City of Boulder under this RFP are intended to serve low-income and/or at-risk¹ City of Boulder residents. If your proposal is approved for funding, funds will be provided through a contract between your agency and the City, which will be negotiated in early 2014. 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

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.

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, Human Services Fund Administrator, at 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. If you wish to request funding from 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 Cities of Boulder and Longmont and Boulder County Commissioners, including Worthy Cause. 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 2014 Collaborative Funding Application. From the agency login page select 'Create new agency 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.

Select the 2014 Collaborative Funding Application. Continue to the pre-qualification test and answer all the questions. Failing to do so will result in immediate denial of your request to participate in the 2014 funding round for the City of Boulder Human Services Fund, City of Longmont Human Services Agency Funding, Boulder County Human Services Funding and Worthy Cause 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 'Confirm 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. Agencies failing to attend the orientation will not be considered for funding.

Five orientation sessions and one drop-on office hours for specific Q & A will be held from October 7 to November 4, 2013 as follows:

| Date | Time | Location |
|------------------|---|---|
| October 9, 2013 | 1:00 p.m. - 3:00 p.m. | City Council Chambers 350 Kimbark Street Longmont, CO |
| October 11, 2013 | 9:00 a.m. - 11:00 a.m. | City Council Chambers 350 Kimbark Street Longmont, CO |
| October 15, 2013 | 10:30 a.m. - 12:30 p.m. | Via Mobility Services Board Room 2855 N. 63 Street Boulder, CO |
| October 21, 2013 | 10:00 a.m. - 12:00 p.m. | Boulder County Campus Broadway & Iris Baltic Room Boulder, CO |
| October 25, 2013 | 12:00 p.m. - 2:00 p.m. | Boulder County Campus Broadway & Iris Baltic Room Boulder, CO |
| October 29, 2013 | 10:00 – a.m. – 1:00 p.m. Drop-in “office hours” for Q & A | Via Mobility Services Board Room 2855 N. 63 Street Boulder, CO |

Participants are encouraged to bring their own laptops to follow along with the training session.

Deadline for Proposal Submission

All proposals must be submitted online on or before 5:00 pm on Monday, November 4, 2013. 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 November 4, you will not be eligible for funding from the City of Boulder, Boulder County or the City of Longmont and you will need to wait until the 2015 funding round to become eligible. **The GMS will confirm receipt of your application.**

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.

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

The areas above have been modified to create joint impact areas, outcomes and indicators for the 2014 application in partnership with the City of Longmont and Boulder County as part of the joint grant management process. The majority of programs and services previously eligible for funding would also be eligible within the new impact areas. Applicants can evaluate which impact area their programs may fit into by reviewing the outcomes and indicators listed within 2014 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 2014 will need to report on their goals (outputs and outcomes) based on the following community goals and their prescribed indicators.

2014 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:

- Increased parenting knowledge, skills and engagement
- Increased access and availability of quality, affordable, culturally competent child care options
- Increased percentage of kindergarten students who are measured as school ready
- Increased physical, social, emotional, language and cognitive skills development for children

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

Indicators:

- Increased school attendance rates
- Increased minority or at-risk youth high school graduation or GED completion rates
- Increased number and percentage of youth who complete career technical training or post-secondary education
- Decreased achievement gaps for minority or at-risk youth
- Decreased number of youth engaging in risk behaviors as defined by the Youth Risk Behavior Survey

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:

- Increased number and percentage of people completing career or job readiness training, and/or employment services
- Increased number and percentage of lower-income people achieving stabilization with housing, employment, education and/or asset building
- Increased number and percentage of adults who complete basic adult literacy and/or GED

B. Outcome: Individuals who have continuing and long-term needs achieve or maintain healthy, safe and independent lives to the maximum extent possible

Indicators:

- Decreased isolation and increased community engagement
- Increased mobility and independence through use of community-based services and resources
- Improved independence of individuals with disabilities and elderly

Impact Area 3: Meeting basic needs for individuals and families

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

Indicators:

- Increased number and percentage of homeless persons living on street, in cars, or are otherwise outside who are provided emergency shelter or housing
- Increased number and percentage of persons provided short-term assistance who are homeless or who are housed but would become homeless
- Increased number and percentage of homeless persons seen who are moved into permanent, permanent supportive or transitional housing
- Decreased number of individuals or families who are homeless or at risk of homelessness
- Increased access to affordable, nutritious food
- Increased access to transportation
- Increased number and percentage of clients that develop, implement and/or complete recovery/treatment/service plans
- Increased number of uninsured/under-insured people accessing prevention and treatment for dental, mental and physical health care
- Increased enrollment in public benefits for qualified individuals and families

Impact Area 4: Building a safer community

A. 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:

- Increased access to services that provide individual and family safety
- Decreased isolation and increased physical and emotional safety for individuals and families
- Reduction in child abuse and neglect cases
- Reduction in acts of crime and violence in the community*
- Increased number and percentage of residents who have a support network and did not re-offend 12 months after their release from correctional institutions

**Currently, the City of Boulder does not fund this indicator*