



United Way
of the Wabash Valley

*The Wabash Valley is made up of problem solvers, difference makers,
and opportunity creators.*

**Together, we're on a mission to change lives forever in our
community by investing in programs focused on our BOLD GOAL!**

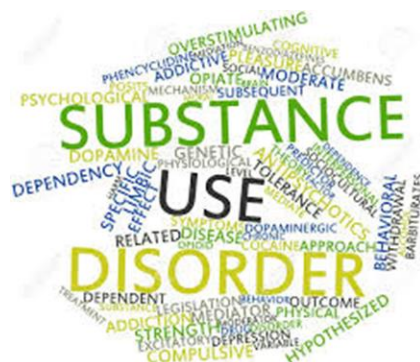


**Move 10,000 families
out of financial
struggles and into
stability!**

United Way of the Wabash Valley, Inc. Collective Impact Grant Opportunity Announcement *Request for Proposals*

Issuing Impact Council: **Substance Use Disorders**

Substance Use Disorders Impact Council, a is multi-sector volunteer committee of nonprofit, government, education, and business leaders with expertise in and passion for supporting prevention, treatment, and recovery solutions in our community. Learn more of their work, strategies and membership at www.uwwv.org/substance-use-disorders-council.



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| Grant Title: | <i>Jail Mentoring Programs</i> |
| Announcement Date: | October 21, 2019 |
| Fiscal Year Funding: | 2020-2021 |

Contained in this document is the grant overview, schedule, application requirements and instructions to provide a proposal to United Way of the Wabash Valley, Inc.

Overview of Funding Opportunity

Community Impact Goal

United Way of the Wabash Valley works with and for our community to create lasting solutions to our greatest challenges! We envision a thriving, inspired community focused on care and collaboration. We pursue this by convening the community to address key issues, collaborating to achieve a measurable impact, and connecting human and financial resources to improve lives.

United Way of the Wabash Valley has announced a long-term bold goal for the community of moving 10,000 households out of financial struggles and into stability. In the United Way service area (Clay, Parke, Sullivan, Vermillion and Vigo Counties in Indiana and Clark County in Illinois) more than 33,000 households live below a bare bones financial income referred to as ALICE (see www.uwwv.org/ALICE). The UWWV approach involves a collective impact movement focused in the four key initiative areas of Education, Health, Financial Stability and Neighborhoods, along with continuing core work in Basic Needs. Multiple Impact Councils, with local volunteer expertise, have been formed to develop, implement, and manage council investments in the initiative areas in an effort to achieve the long-term bold goal.

Issue Background

The UWWV Substance Use Disorders Council (UWWV SUD) will impact the ALICE population by investing in efforts intended to reduce the number of substance-use-disorder-related arrest records, substance-use-disorder-related Department of Child Services removal records, as well as measurement of key family statistics related to youth substance use provided by the Indiana Youth Survey. The UWWV SUD believes that growth in evidence-based jail mentorship programs will positively impact these measurements.

In the Wabash Valley, those incarcerated face the daunting challenge of overcoming obstacles associated with reentry and recovery. As evidence, 38% of former inmates return to prison, of which 58% is due to a probation or parole violation. In local jails, 60% of females and 50% of males report drug use within one month of the current charge that has led to their incarceration; Nationally, 63% of all inmates meet the criteria for a substance use disorder. This figure would be comparable on a local level. Not only does this take a human toll, but also a fiscal one, costing approximately \$26,000 a year to house an inmate in a local jail.

Substance use jail mentoring programs help reduce this cost by teaching, coaching, and supporting those incarcerated so that the risk of recidivism is reduced. Mentoring is often thought to provide prosocial benefits, including access to a reliable listener and association with someone who is outside of one's existing social network. These programs help some of our most vulnerable citizens—individuals who have severe and persistent mental illness and substance use disorders as well as criminal records—with the necessary supports for success in reentry.

Grant Offering

UWWV SUD is soliciting proposals to support or expand jail mentorship programs and availability of such mentors. UWWV is seeking proposals from qualified applicants to will create, sustain or expand a quality jail mentorship program with a focus on substance use to support and prepare inmates for sobriety and reentry.

Grant Funding Available

The UWWV SUD Impact Council has made available up to \$100,000 in funding to be provided over two years (24 calendar months from grant start-date). Applicants will be allowed to apply for up to a maximum of \$25,000 (per year) for investment in 2020 and 2021.

Grant Required Outputs/Outcomes

United Way of the Wabash Valley is committed to bringing our community together to pursue a bold goal to of moving 10,000 households out of financial struggles and into stability. The organization will use the biennially produced ALICE Project report to measure progress toward this long-term outcome.

The Substance Use Disorders Council will measure contributing outcomes of Wabash Valley wide substance use-related arrests and Department of Child Services substance use-related child removal cases. To contribute to success in these outcomes, this grant is requiring accomplishment of one of the following outputs:

1. Increased capacity (can include increased clients and/or increased mentors) in an existing jail substance use-related mentorship program; Or
2. Creation of a new jail substance use-related mentorship program

Grant Timeline

There are no exceptions to any deadlines for the applicant; however, the UWWV SUD reserves the right to change the dates with proper communication to potential applicants. All times provided are in Eastern Standard Time.

| Milestone Activity | Date |
|--|------------|
| Grant announcement. Solicitation for REQUIRED Letter of Intent (LOI) | 10.21.19 |
| LOI & Stewardship Package Meeting at 5:00 PM . Organizations interested in submitting an LOI application are HIGHLY ENCOURAGED to attend. Applications must be submitted electronically through United Way's e-CImpact system. Please RSVP to Mark Johnson if attending @ 812.235.6287 or mjohnson@uwwv.org. | 11.7.19 |
| LOI / Stewardship Package is due to UWWV by 4:00PM | 11.22.19 |
| Notification of application status. Only approved submissions will proceed beyond this point. | by 12.6.19 |
| Application meeting at 5:00 PM . On-line application orientation and training and how to submit electronically through United Way's e-CImpact system. HIGHLY ENCOURAGED MEETING. Please RSVP to Mark Johnson if attending @ 812.235.6287 or mjohnson@uwwv.org. | 12.11.19 |

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| Grant application period | 12.11.19 – 1.24.20 |
| Full application electronic submission is due to the UWWV by 4:00 PM | 1.24.20 |
| Review of applications | 1.27.20 – 2.21.20 |
| Notification of awards | by 3.27.20 |
| Funding period begins | 4.1.20 |
| Progress Report due to UWWV by 4:00 PM. Reports due once per quarter after initial report. | 9.7.20 |

Eligibility

Eligibility to apply for this funding opportunity will be based upon an initial Stewardship Review of Eligible Applicants and their submitted Letter of Intent and Stewardship Documentation Checklist.

Eligible Applicants

United Way of the Wabash Valley Substance Use Disorders Council (UWWV SUD) invites applications from:

1. Current community agencies operating an evidence-based jail mentorship program for adults and/or juveniles in Clay, Parke, Sullivan, Vermillion or Vigo Counties in Indiana or in Clark Co Illinois;
2. Community agencies seeking to start an evidence-based jail mentorship program for adults and/or juveniles in Clay, Parke, Sullivan, Vermillion or Vigo Counties in Indiana or in Clark Co Illinois;

Letter of Intent (LOI)

This funding opportunity will require all potential applicants to submit a Letter of Intent indicating their interest in pursuing this grant funding opportunity. These letters will be used to narrow an expected large field of applicants to a reasonable number of potential awardees. Organizations wishing to pursue a full funding application are **HIGHLY ENCOURAGED** to attend an LOI & Stewardship Package meeting to be held at the UWWV Offices on **Thursday, November 7, 2019**. Location address:

United Way of the Wabash Valley
100 S. 7th Street
Terre Haute, IN 47803

The LOI requirements are listed as follows:

- The LOI shall not exceed two pages.
- The LOI will provide the name and address of the organization, contact information, and confirmation of the tax status of the organization/program
- The LOI will describe how this funding opportunity fits the organization's mission and goals.
- The LOI will include a summary of the program's goals.

- The LOI will include an approximate amount to be requested for funding, the intended use of the funds and a brief description of how these funds will help the program achieve the required outputs/outcomes listed for this grant opportunity. The funding requested here is not binding and can be changed if the program is selected for a full application.

Stewardship Package Requirements

A Stewardship Documentation Checklist will be provided and reviewed at the HIGHLY ENCOURAGED LOI & Stewardship Package meeting discussed earlier. Minimum criteria for organizations to apply for grant funding will be included on this checklist and includes, but is not limited to the following:

- Current fiscal year budget for applying organization
- Board of Directors roster and recent Board Meeting minutes (as applicable)
- Organization financial review & management letter and/or unaudited financial statements
- Stated policies of nondiscrimination and compliance with all the requirements of state and federal laws and regulation on nondiscrimination and equal opportunity
- Certified compliance with U.S. Patriot act including recommended counter-terrorism measures
- IRS Determination Letter

Application Content

Application Overview

UWWV uses Seabrook's e-CImpact™ Grant Management Community Impact Software system for submittal and review of issued funding opportunities. The grant application will require the following on-line content to be completed and submitted by the applicant.

On-line Submissions:

- a. Applicant Organization General Information
- b. Applicant Organization Counter-Terrorism Compliance Certification
- c. Program/Initiative Proposal General Information

Uploaded Submissions:

- d. Proposal Work Plan Narrative
- e. Proposal Work Plan Calendar
- f. Proposal Work Plan Budget & Budget Narrative
- g. Additional Documents (*at discretion of applicant*)

Deliverables

This funding opportunity is seeking applicants that will create, sustain or expand a quality jail mentorship program with a focus on substance use to support and prepare inmates for sobriety and reentry. The minimum application materials for submission are described herein.

Proposal Work Plan Narrative

The applicant shall develop a detailed Work Plan Narrative for the activities as set forth in this section. The applicant shall identify in each work plan the steps to be taken to develop and implement the activity.

a. Recruitment, Set-up and Training Plan

The work plan narrative for Recruitment and Training shall include written description of how each of the following questions will be achieved. The applicant is welcome to describe additional information or activities planned to further enhance this portion the plan narrative.

- i. How the applicant will define quality training
- ii. How the applicant will select and maintain qualified trainers
- iii. How the applicant will recruit, train and retain additional mentors for the UWWV service area county jails

b. Implementation Plan

The work plan narrative for Implementation shall include written description of how each of the following questions will be achieved. The applicant is welcome to describe additional information or activities planned to further enhance this portion of the plan narrative.

- i. Identification of evidence-based jail mentoring models and programs. Demonstrate proposal has basis with evidence-based programming
- ii. How the applicant will make training available for additional mentors in the service area of the UWWV
- iii. How mentoring will be implemented, delivered and reported

Within the broad narratives described above, the applicant should also include written descriptions for how or affirm that each of the following items will also be measured and reported:

- Reduction in number of rearrests in local jails by program participants (new or existing programs) as compared to those not enrolled.
- The graduation and retention rate of the program post completion.
- Effectiveness of mentoring program on the decrease of illicit substance use.
- Effectiveness of mentoring program on increasing sobriety.
- Effectiveness of program on linking participants to community resources.

Proposal Work Plan Calendar

The applicant shall develop a detailed work plan that will outline all activities described in the Proposal Work Plan Narrative. The Proposal Work Plan Calendar should be laid out as a table and contain the following minimum elements:

- i. **Activities:** All activities should be included in the work plan as line items.
- ii. **Responsible Party:** For each activity on the work plan, identify the organization and/or staff member responsible and/or involved in the activity.
- iii. **Timeline:** Outline the specific time period during which the activity will occur.

The work plan should contain all required elements to fully implement the project/program and achieve the required outputs/outcomes including key meetings, development time, identified milestones, reporting requirements, target outputs/outcomes achieved, etc.

Proposal Work Plan Budget & Budget Narrative

The Proposal Work Plan Budget & Budget Narrative should be combined into a single document. The format of the submittal is at the option of the applicant, but should allow easy review and understanding of the financial content and applicable narrative explanations.

The budget should provide the details for each budget line item for the proposal, listing the total cost of each with the associated narrative explaining how such items were calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee that may be paid with grant funding. The budget should present as complete as possible of an itemization of all proposed costs.

In the event that the grant funding will be applied to support or expand an existing program, details of how the funds will be used should be provided along with a budget representative of the entire program highlighting use of the grant funding.

Selection Criteria

UWWV's *Investment Strategies and Partnership Requirements Manual* provides a description and additional insight to the Standardized Grant Process. The manual is available at www.uwwv.org/how-we-invest. The manual described how volunteers are recruited and used in the evaluation process. UWWV staff members do not make selection decisions for grant applications. As indicated in the manual, all volunteers will be trained to use the Best Investment Criteria to make their decisions. When comparing programs applying for grant funding under a particular issued RFP, Best Investment Criteria refers to the programs that most clearly demonstrate:

- **ALIGNMENT:** Connection between program goals, UWWV Impact Council metric(s), and the Bold Goal for our community.
- **IMPACT:** Effectiveness of programming as reflected by evaluation efforts and evidence-based outcomes
- **RESOURCES:** Access to the resources (staff, experience, financial, etc.) to successfully implement the program

The following additional criteria considerations are not required items, but are recommended in order to allow applicants to enhance their submittal based on these most basic evaluation criteria.

Organizational Capacity

- The applicant organization has provided a clear explanation of its mission, vision, and goals.
- The applicant organization's budget is consistent in terms of past, current, and proposed fiscal years and acceptable accounting practices are used.
- The applicant organization possesses the staff, space, equipment, and general organizational capacity to implement the outcomes.
- The applicant organization demonstrates the knowledge required to successfully provide programs of the quality proposed in this initiative through past experience or existing programs.
- Evidence of community engagement and partnerships are preferred.

Achieving Results/Program Evaluation

- The program proposal clearly describes how the new services/capital investment will be evaluated for effectiveness.
- The program proposal confirms how results data will be collected and reported.

Program Budget & Expenditure Detail

- If the program is “current/existing,” the program proposal adequately describes current funding sources.
- The grant request amount seems adequate to support the proposed initiative/program.
- Program proposal adequately describes how the requested grant funding will be used.

Sustainability

- The program proposal describes a plan to ensure the longevity and sustainability of the program after the grant period ends and funds have been expended.
- The program proposal includes information as to additional resources or community partnerships that could be drawn upon, if necessary, to ensure sustainability.

Application Instructions & Guidance

All applicants are encouraged to review the STANDARDIZED GRANT PROCESS section (Page 19) of the *UWWV Investment Strategies and Partnership Requirements Manual* which can be found at www.uwwv.org/how-we-invest. The manual provides key detail on selection and/or rejection criteria for submitted applications.

IMPORTANT: Only full requests will be awarded by UWWV. Partial funding will not be considered. Because of this, it will be important for applicants to request exactly what is needed. For example, applicants should not request \$25,000 expecting to receive \$15,000 in funding as this will not be allowed, and could also prevent an application from even being considered.

The UWWV Community Impact Director is the primary point of contact regarding the RFP from the date of issuance until selection of the successful applicant(s). The Community Impact Director for this RFP is:

Mark Johnson
100 S. 7th Street, Terre Haute, IN 47807
812.235.6287
mjohnson@uwwv.org

From the issue date of this RFP until announcement of the successful applicant(s), questions, requests for clarification, and suggested changes may be addressed only to UWWV staff regarding this RFP. The UWWV assumes no responsibility for verbal representations made by its officers or employees unless such representations are confirmed in writing (electronic accepted). In addition, the UWWV written responses to questions will not be considered part of the RFP.

UWWV reserves the right to amend or provide clarifications to the RFP at any time. If the amendment occurs after the closing date for receipt of applications, UWWV may, in its sole discretion, allow applicants to amend their applications.

The UWWV SUD may request clarifications from applicants for the purpose of resolving ambiguities or questioning information presented in the applications. Clarifications may occur throughout the review of applications. Clarification responses shall be in writing (electronic accepted) and shall address only the information requested. Responses shall be submitted to the UWWV within the time stipulated at the occasion of the request.

The UWWV acknowledges that the selected applicant(s) may contract with third parties for the performance of any of the applicant's obligations. The UWWV reserves the right to provide prior approval for any subcontractor used to perform services under any contract that may result from this RFP.

The Application shall be received by the United Way Community Impact Director by the time and date specified in the Grant Timeline. The UWWV will not waive this mandatory requirement. Any application received after this deadline will be rejected and will not be evaluated. Applications must be submitted online through e-CImpact. It is the applicant's responsibility to ensure that the application is received online prior to the deadline.

All programs that are awarded funding through any Collective Impact Grant issued from any Impact Council will be required to sign a Grant Recipient Agreement which confirms understanding of and requirements for abiding with all stipulations so as to receive full designated funding over the period of the grant and to allow the organization to apply for future grant funding. Failure to abide by the stipulations of the Grant Recipient Agreement will result in forfeiture of remaining funding and may prevent the organization from applying for future funds. An example of a Grant Recipient Agreement is included as Attachment E within the *UWWV Investment Strategies and Partnership Requirements Manual*.