REQUEST FOR PROPOSALS

Tier 2 Emergency Relief Grants
RURAL COUNTY FOCUS

Date Issued: Monday, September 14, 2020
Application Due Date: Monday, October 5, 2020 4:00PM ET

All Assistance:
Mark Johnson, UWWV Community Impact Director
(812) 235-6287, mjohnson@uwwv.org

Background

The Wabash Valley COVID-19 Emergency Relief Fund was formed this past March with investment and management plans from United Way of the Wabash Valley (UWWV) and the Wabash Valley Community Foundation (WVCF). The purpose of the fund is to quickly and effectively grant resources to community-based organizations best positioned to meet the emerging needs resulting from this crisis. The funds will go to any organization including but not limited to healthcare, education, business or non-profit, that understand the need and can support local residents and families who are most affected by emerging health, economic, and social impacts of the COVID-19 virus.

For these Tier 2 Emergency Relief Grants, a specifically selected Guide Team met in mid-May to provide community-wide collaborative guidance on needs. The Guide Team included representation from all UWWV service counties with many of the following included: Community Foundations, American Red Cross, and Salvation Army representatives; County Health Department and major hospital designees; Child Care Resource & Referral expertise and Child Welfare; Mayoral and County Government representatives; Food and Shelter Coordinating Organization representatives; business representatives.

Grant Offering

UWWV and WVCF are soliciting proposals in any of the following impact areas designated as significant COVID-19 pandemic-related needs in our rural county communities including Clay, Parke, Sullivan, or Vermillion Counties in Indiana or in Clark County Illinois. Proposals can be an expansion of existing programs or new programs. Funding preference will be given to those proposals that expand multi-county services:

1) **Food and/or COVID-related Supplies, Service, Delivery**
   Applicant will demonstrate ability to provide meal/food and/or COVID-related supply services to un- or under-met populations.

2) **Stress Relief (Behavioral Health)**
   Applicant will demonstrate program capability to provide evidence-based behavioral health services including suicide prevention to first responders, essential workers or family members impacted.

3) **Financial Stability Assistance**
   Applicant will demonstrate capability for expanded case management and/or financial skills training/mentoring incentivized with financial assistance.
4) **Shelter Expenses**
   Applicant will demonstrate improved social distant capabilities & living conditions for shelter residents (includes Recovery, Domestic Abuse, Homeless and Adult Care facilities).

5) **Child Care Financial Assistance**
   Applicant will demonstrate ability to oversee/manage a financial assistance program for multiple child care facilities working toward pandemic-necessitated upgrades, scholarships or staffing.

6) **Engagement Programming**
   Applicant will demonstrate ability to expand youth programming in a clear means to “keep our youth engaged in academic-, health- or character-building pursuits.”

7) **Internet Access / Connectivity**
   Applicant will demonstrate management of a program to provide temporary or permanent internet connectivity to an un- or under-met population. Requested funds may be used for OCRA match.

**Grant Funding Available**

The *Wabash Valley COVID-19 Emergency Relief Fund* will make a minimum of $112,000 available for awards, and expect to award between 3-6 organizations. Awarded grants will have a 9-month contract term. Applicants may propose a total budget for this project of between $20,000 and $40,000. Grant awards will be paid in full upon receipt of a completed Grant Recipient Agreement. All funds awarded must be spent during the 9-month project period of 11/1/20 to 7/31/21.

**Grant Required Outputs**

UWWV and WVCF are committed through the *Wabash Valley COVID-19 Emergency Relief Fund* to assist service provider organizations helping individuals and families with short- and long-term COVID-19-related financial needs not covered by government programs or other relief sources. To contribute to success in this mission, this grant requires accomplishment of one of the following outputs:

1. Increased capacity (includes both increased clients and expanded services and/or service locations) in an existing program addressing any of the seven impact areas described in this RFP
2. Increased capacity (new clients, services and/or service locations) through creation of a new program addressing any of the seven impact areas described in this RFP

Applicants already conducting such programs must demonstrate growth of clients served. Grant funds will not be awarded to continue existing programs at normal capacity and in their current format.

**Grant Timeline**

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

<table>
<thead>
<tr>
<th>Milestone Activity</th>
<th>Date</th>
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<tbody>
<tr>
<td>Grant announcement</td>
<td>9/14/20</td>
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<tr>
<td><strong>Highly Encourage</strong> virtual meeting for questions and application system training</td>
<td>9/21/20 @ 12 noon</td>
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<tr>
<td>Full application by electronic submission is due to the UWWV by 4:00 PM</td>
<td>10/5/20</td>
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<tr>
<td>Notification of awards</td>
<td>10/30/20</td>
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<tr>
<td>Funding period begins</td>
<td>11/1/20</td>
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<tr>
<td>Final Report due to UWWV by 4:00 PM.</td>
<td>7/31/21</td>
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Please contact Mark Johnson at mjohnson@uwwv.org for virtual meeting log-in information for 9/21. If you are unable to attend the meeting contact Mark for detailed instructions on how to use application management system.

Eligibility

Applications are invited from:
1. a unit of local government; or
2. non-profit or for-profit organization; or
3. faith-based and community-based organizations based in or operating a facility or programs in Clay, Parke, Sullivan, or Vermillion Counties in Indiana or in Clark County Illinois.

To be eligible for funding under this grant opportunity, the applicant must be providing the applicable service within the rural counties listed. Services provided to residents of the listed counties, but taking place in Vigo County (or other not listed county locations) are not eligible for this grant funding.

Application Content

Application Overview

UWWV uses Seabrook’s e-Climpact™ 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.

Standard Information:
- Program Name
- Program Contact
- Amount Requested
- Select Impact Area
- Select New or Expanded Program
- Confirm Patriot Act Compliance

Uploads:
- Board Roster
  If no Board of Directors (e.g., not a non-profit), please upload a short, written description of financial oversight controls in place
- Recent Monthly Financials or Approved Annual Budget for Organization or Program

Narrative Questions:
1. **Program Summary.** Please provide a detailed summary of the proposed program. (500 words)
   Regardless of the selected impact area, the applicant should summarize the program proposed with emphasis on the expansion aspect of the program. Expansion can mean a new program or growth of an existing program. These funds cannot be used for existing programs that will be operated at their typical/regular capacity.
2. **Service Area.** Please name all target service areas. If applicable, please explain your methods for involving multiple counties in this service. (300 words)

   Collaboration is not required for funding, but preference may be given for organizations that creatively collaborate to provide needed services. If applicable, the application will require a commitment letter from the collaborating organization.

   Support Letter Upload: If a collaborative partner is proposed, upload a Letter of Support on that organization’s letterhead, signed by their representative.

3. **Outputs Tracking.** In the three (3) provided input sections, please provide the following:
   a. If this is an existing program, how many are currently served? (50 words)
   b. For existing program expansion or new program, how many more will be served? (50 words)
   c. Please discuss key demographics of the expected clients for the program. (200 words)

4. **Organizational Capacity.** Please explain and justify your organizational capacity to successfully implement this new or expanded program. (300 words)

   Organizational capacity means the ability of an organization to fulfill its mission (in this case – the proposed program) through a blend of sound management, strong governance, fiscal responsibility and persistent attention to assessing and achieving results. This section is about more than just staffing and equipment, but should also include skill sets, past experience and demonstration of financial prudence. Applicants must confirm in this section that the organization is ready to begin the proposed program immediately, i.e., no delays in starting the services proposed.

5. **Budget Summary.** Please complete a simple budget using the template provided. Please explain all program costs and the basis for these costs. (500 words)

   All program funds are required to be spent within 9 months of the grant award. This section should provide sufficient details for each of the line item, broad topics in the budget template. The section should allow the reviewer to easily understand what the funds will be used for and how they will logically relate to the expanded outputs discussed in Question #3.

6. Use the space provided here to provide any additional information about your proposed program. (500 words)

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**Selection Criteria**

Applications for funding will be evaluated by volunteers from the UWWV and WVCF. While evaluations will be based strictly on the written information provided, UWWV and WVCF reserve the right to request a visit or review with the applicant prior to funding decisions. The following criteria and considerations will be used in assessing all applications.

**Program Summary**

- The applicant organization has provided a clear explanation of the proposed program and how it will expand services in the selected impact area.

**Service Area / Outputs Tracking**
• The program proposal clearly describes how the new services/capital investment will result in expanded services and/or service area.
• The program proposal confirms that results data will be collected and reported.
Organizational Capacity

- The applicant organization’s financial information 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 the proposed work in this initiative through past experience or existing programs.
- Evidence of community engagement and partnerships are preferred.

Budget Summary

- The grant request amount seems adequate to support the proposed initiative/program.
- Program proposal adequately describes how the requested grant funding will be used.

Application Instructions & Guidance

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).

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.

UWWV and WVCF reserve the right to award multiple recipients in any single Impact Area, and alternatively may opt not to award any recipient in a particular Impact Area. Awards will be based on quality of applications and applicants, and may not be distributed evenly within the Impact Areas listed.

The UWWV 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.

Grant funds available may be used for staff salary and benefits, travel, equipment, supplies, contractual (including sub-awards for collaborative partners), and construction. All such spending must be associated with the provision of the proposed expanded services. These budget categories will be briefly defined in the Budget Template provided and should be explained within the Budget Summary.

Applicants should demonstrate their proposed project or expanded services can begin immediately. This includes the work of any proposed collaborative partners. Projects for which the start of work would be delayed by hiring issues, material and equipment procurement or other issues may not be funded.
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 that may result from this RFP.

The application shall be received electronically in the on-line e-Clmpact™ system by the time and date specified in the Grant Timeline. Any application received after this deadline will be rejected and will not be evaluated. It is the applicant’s responsibility to ensure that the application is received online prior to the deadline.

All programs that are awarded funding 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. Only a Final Report will be required essentially to confirm expenditure of funds and confirmation of clients served.