

LIVE UNITED

United Way of Northwest Illinois, Inc.

Serving Jo Daviess, Stephenson, & Carroll Counties



RFP Financial Stability

For Fiscal Year 2021-2024

Board Approved: November 6, 2020

The United Way of Northwest Illinois aspires to be the critical link which brings together our diverse communities to build stronger, healthier and more sustainable communities as cost effectively as possible.

Funding Announcement

United Way of Northwest Illinois UWNI (United Way of Northwest Illinois) announces availability of funding for the three-year period of July 1, 2021- June 30, 2024. Funding will be awarded on an annual basis, continuation after one year based on agency/program performance and available dollars. Investment decisions will be based on the results of a competitive Request for Proposal (RFP) Process. Anticipated total annual available funding for Community Impact Initiatives is based on the annual campaign.

This RFP does not commit UWNI to award funding, to pay any cost incurred in the preparation of a proposal, or to enter into negotiations. UWNI has the right to reject or accept any or all proposals or part of any or all proposals, or to cancel this RFP in whole or in part. UWNI has the right to require additional information from one or more applicant, to negotiate with one or more applicant, and/or to accept any proposal or proposals without negotiations. UWNI has the right, at its sole discretion, to waive minor discrepancies in proposals and minor deviations from RFP requirements. The successful applicant(s), if any, shall be selected based on UWNI's sole discretion in its determination of best value in terms of services provided, qualifications, and cost. At its sole discretion, UWNI may also choose to discontinue a program based on available funding or need, or a change in UWNI prioritization.

Eligibility Requirements

- Be located in and primarily serving residents of Carroll, Jo Daviess, and Stephenson Counties
- Be a not-for-profit organization (a 501c3 designation is NOT required)
- Be incorporated or chartered under appropriate local, state or federal statutes;
- Abide by federal and state laws regarding non-discrimination and anti-terrorism;
- Have an active, locally based, volunteer board of directors that meet regularly;
- Makes policy decisions and holds election of officers;
- Have an administrative structure with defined lines of responsibility, a mission statement and bylaws
- Be financially stable, perform a regular budgeting process and be able to submit IRS Form 990 and all written communications from auditor including Management Letter comments and reports on internal control deficiencies (or Review level financials statements if the Organization is not audited by an independent auditor);
- Have current license, certification and permits if applicable;
- Be able to demonstrate effectiveness of its programs/services or activities through measurable outcomes as defined in this RFP.

Requirements of the UWNI Grant Recipients include the following:

- Identify, implement, and if necessary, build a data system for collection and reporting of outcome indicators and demographic data
- Develop a process for sharing of data related to outcome measures
- Become knowledgeable with the Community Impact model and processes

- Establish collaborations and partnerships within the community based on Financial Stability goals and focuses
- Provide regular updates to the United Way Community Impact committee regarding initiative progress
- Explore new innovative improvement approaches as they become available
- Deliver program/services as outlined in the approved funding application
- Identify itself as a UWNI funded partner with logo and name on signage at all service locations, on stationary, newsletters, pamphlets, public communications and press releases
- Submit 6 month progress reports to UWNI

Use of Community Impact Model

The UWNI believes that large-scale social change comes from better cross-sector coordination rather than from the isolated intervention of individual organizations, therefore the UWNI utilizes a Community Impact model to address community needs. Utilization of this model must be shown in the grant request. Research shows that successful community impact initiatives typically have five conditions that together produce true alignment and lead to powerful results:

1. Common Agenda - Community impact requires all participants to have a shared vision for change, one that includes a common understanding of the problem and a joint approach to solving it through agreed upon actions.
2. Shared Measurement Systems - Collecting data and measuring results consistently on a short list of indicators at the community level and across all participating organizations not only ensures that all efforts remain aligned, it also enables the participants to hold each other accountable and learn from each other's successes and failures.
3. Mutually Reinforcing Activities - Community impact initiatives depend on a diverse group of stakeholders working together, not by requiring that all participants do the same thing, but by encouraging each participant to undertake the specific set of activities at which it excels in a way that supports and is coordinated with the actions of others.
4. Continuous Communication - Developing trust among nonprofits, corporations, and government agencies is a monumental challenge. Participants need several years of regular meetings to build up enough experience with each other to recognize and appreciate the common motivation behind their different efforts. They need time to see that their own interests will be treated fairly, and that decisions will be made on the basis of objective evidence and the best possible solution to the problem, not to favor the priorities of one organization over another.
5. Backbone Support Organizations - The backbone organization requires a dedicated staff separate from the participating organizations who can plan, manage, and support the initiative through ongoing facilitation, technology and communications support, data collection and reporting, and handling the myriad logistical and administrative details needed for the initiative to function smoothly.

Purpose of Funding

UWNI's focus areas are rooted in an extensive review of the academic literature around the issues of financial stability. When people are able to find decent jobs, provide for their families and save for the future, they and their children are more likely to enjoy healthy lives and succeed in school. Everyone benefits, because financially stable individuals and families lead to a more competitive workforce and a stronger community.

Target Area Requirements

Applicants may apply for funding in one or all of these areas.

1. Working individuals and families have access to quality training and skill development to increase income and improve financial stability.

This target area is intended to develop a coordinated initiative that connects the unemployed or underemployed individuals with job training opportunities that increase annual income to build financial stability for working families in Northwest Illinois.

- Training and Job Skill should be developed utilizing skill gaps identified through local data from local employers, economic development partners, or the most recent environmental scan from Highland Community College.
- A coordinated system takes into account various populations that would be served by different agencies and brings them together in one collaborative initiative with shared data and measurements
- Job readiness skills will lead to an income increase through job placement, retention and advancement

CHANGE IN EMPLOYMENT STATUS- REQUIRED OUTCOME MEASUREMENTS

How much did we do?	How well did we do it?
<ul style="list-style-type: none">• # of job training opportunities offered• # of participants enrolled in workforce training• average hourly wage at placement	<ul style="list-style-type: none">• % of referrals for job training opportunities that attended at least one session• % of participants enrolled in workforce training• % of job placements
Is anyone better off?	Is anyone better off? (percent)
<ul style="list-style-type: none">• # of & Listing of participants and their change in employment (no identifying information is required)• # of participants who improved working conditions ie: change of position, increase pay, new job, increase in hours, etc. at 6 month intervals.	<ul style="list-style-type: none">• % of participants whose annual income increased• % of participants whose dependency on state or federal aid programs decreased based on completion of workforce training programs

2. **Help students build a future plan by connecting school to real life opportunities that positively impact their academic achievement, classroom engagement, and career and life success.**

This target area is intended to develop our area's future workforce by connecting students with local employers and job training, shadowing, or internship opportunities that increase their ability to develop a career plan and resources to execute this plan.

STUDENT CONNECTIONS- REQUIRED OUTCOME MEASUREMENTS

How much did we do? <ul style="list-style-type: none"> • # of eligible students • # and list of businesses approached to support student opportunities 	How well did we do it? <ul style="list-style-type: none"> • % of students involved • % of businesses that commit to supporting students through workplace/skills training opportunities
Is anyone better off? (number) <ul style="list-style-type: none"> • # of Direct Connections made between Students/Adults and Employers ie: Job Shadows, Mock Interviews, Resume Writing, Mentoring • # of students who were employed/hired due to this connection 	Is anyone better off? (percent) <ul style="list-style-type: none"> • % of employers who report that they have actively engaged with students/adults through direct connections • % of students who were employed/hired due to this connection

3. **Develop a social and financial support network to break the cyclical patterns of poverty and increase financial stability.**

This target area is intended to tackle the barriers that keep people in poverty and is designed to improve financial stability.

- Low-income individuals/families have access to mainstream financial products & services
- Low-income individuals/families have access to, knowledge of, and use of mainstream financial products and services

ASSET GROWTH- REQUIRED OUTCOME MEASUREMENTS

How much did we do? <ul style="list-style-type: none"> • # of individuals/families who are participating in a financial literacy program • # of individuals who complete a financial literacy program (unduplicated) 	How well did we do it? <ul style="list-style-type: none"> • % of individuals/families who are participating in a financial literacy program • % of individuals who complete a financial literacy program (unduplicated)
Is anyone better off? (number) <ul style="list-style-type: none"> • # of clients served • # of clients who are receiving financial coaching 	Is anyone better off? (percent) <ul style="list-style-type: none"> • % of clients served • % of clients who are receiving financial coaching

Application and Submission Information:

1. UWNI requires applicants for this RFP to apply electronically through uwnwil.communityforce.com
2. Program Specific Instructions: *Proposals will include the following:*
 - A. Organizational Information: Provide organizations current mission and structure, scope of current services, and describe how all these all contribute to the ability of the organization to conduct program requirements and meet program expectations. Describe the programs current relationship with community collaborations, and how the organization plans to facilitate community impact.
 - B. Project Staffing: What is the staffing of the program/activity including staff qualifications and professional development needs?
 - C. Project Narrative: This section provides a comprehensive framework and description of all aspects of the proposed project using the following headers:
 - a. Introduction –Highlight the overarching problem to be addressed and the contributing factors
 - b. Program Support – provide a brief description of the program/activity, including the utilization of the community impact model to address the target area requirements
 - c. Target population – describe the specific needs or present condition of the target population. Include the area to be served, age group, racial background, household income, and county of residence of participants.
 - d. **Contingency Plans- describe in detail the plan for the Initiative should the pandemic prevent or halt the full implementation of the program.**
 - D. Work Plan: Describe the activities or steps that will be used to meet the target area requirements. Use a time line that includes each activity and identifies responsible staff.
 - E. Evaluation: Describe what constitutes success/results for the individuals you serve, including the specific tools and methods used to track results. Include the time intervals that are measured. Describe assessment tools that will be utilized for both indicators of success and outcome measurements. Describe how the program intends to reach target population.
 - F. Budget Narrative: Please include in your budget any expenses related to evidence-based purchases, training/certification, data collection tools, etc.

3. Letters of support – Please include letters of support from partners demonstrating their willingness to enter into a Linkage Agreement with the recipient to participate in this project. The Linkage Agreement is to be submitted to the UWNI at the time of application. The Linkage Agreement should confirm actual contractual agreements and should clearly describe the roles of the contractors and any deliverables.
4. Submission Dates and Times – The application is due **February 28th, at 4:00 p.m.**

December 1 st , 2020	RFP available online (www.uwnwil.communityforce.com)
Dates TBD	RFP Informational Session & Community Impact Introduction. <i>Applicants who attend this session will receive additional points on their evaluation rubric.</i>
February 28 th , 2021	Grant proposal due
June 2021	Funding award announcement
February 28, 2021	Linkage agreement due
January 31st, 2022	6 month progress report due (each year of funding)
April-May 2022	Updated Budgets due for currently funded initiatives (each year of funding)
July 31st, 2022	Annual Report Due July 31 (each year of funding)

This RFP does not commit UWNI to award funding, to pay any cost incurred in the preparation of a proposal, or to enter into negotiations. UWNI has the right to reject or accept any or all proposals or part of any or all proposals, or to cancel this RFP in whole or in part. UWNI has the right to require additional information from one or more applicant, to negotiate with one or more applicant, and/or to accept any proposal or proposals without negotiations. UWNI has the right, at its sole discretion, to waive minor discrepancies in proposals and minor deviations from RFP requirements. The successful applicant(s), if any, shall be selected based on UWNI's sole discretion in its determination of best value in terms of services provided, qualifications, and cost. At its sole discretion, UWNI may also choose to discontinue a program based on available funding or need, or a change in UWNI prioritization.