Request for Proposals

Education and Mentoring

January 2015
Table of Contents

Timetable ................................................................. Page 2
Overview ................................................................. Page 4
Background ............................................................... Page 4
Focus Areas ............................................................... Page 5
Basic Tenets ............................................................... Page 6
Goal, Outcome and Key Strategies ................................. Page 7
General Application Information .................................. Page 9
Appendix A: Standards of Accountability ....................... Page 14
Appendix B: Certificate of Compliance .......................... Page 17
Appendix C: Application Review Criteria ....................... Page 19
Timetable

12/10/14  Announce release of funding for FY 2015-16 (RFP Education and Mentoring) and applicant orientation sessions.

12/10/14 – 1/19/15 RSVP for Applicant Orientation to Tamara Worley at United Way, 561-375-6630 or tamaraworley@unitedwaypbc.org.

1/9/15  Release Request for Proposals. RFP posted at www.unitedwaypbc.org

1/14/15 & 1/20/15  Applicant Orientation sessions, United Way Palm Beach County Elmore Auditorium, January 14, 1-3 p.m. and January 20, 9:30-11:30 a.m.

1/27/15  Deadline for applicant agencies to submit questions in writing pertaining to the RFP to Linda Roman (for Education area applicants) at lindaroman@unitedwaypbc.org or Gary Graham (for Mentoring area applicants) at garygraham@unitedwaypbc.org.

1/30/15  Responses to applicant questions are posted by 5 p.m. on United Way of Palm Beach County website, at www.unitedwaypbc.org.

2/13/15 (5 p.m.)  **FULL PROPOSAL APPLICANT DEADLINE** – Proposals must be submitted to be considered for funding. Proposals must be submitted using the United Way of Palm Beach County online application (available through the United Way of Palm Beach County website at www.unitedwaypbc.org.) Note: Consistent with United Way of Palm Beach County’s Policy on the Submission of Late or Incomplete Grant Applications, late applications and applications missing required information or documents will not be accepted.

2/14/15 – 6/18/15  United Way reviews proposals and makes determinations regarding funding.
United Way of Palm Beach County  
Request for Proposals FY 2015-2016  
Education and Mentoring

<table>
<thead>
<tr>
<th>Date Range</th>
<th>Event Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>6/19/15-6/22/15</td>
<td>United Way sends notification or declination of funding to applicants.</td>
</tr>
<tr>
<td>6/23/15-6/30/15</td>
<td>Contracts for Education area programs negotiated and finalized.</td>
</tr>
<tr>
<td>7/1/15</td>
<td>Funding begins for Education area programs.</td>
</tr>
<tr>
<td>7/15/15-8/15/15</td>
<td>Contracts for Mentoring area programs negotiated and finalized.</td>
</tr>
<tr>
<td>10/1/15</td>
<td>Funding begins for Mentoring area programs.</td>
</tr>
</tbody>
</table>
Overview

United Way of Palm Beach County (UWPBC) seeks proposals to implement its funding strategies in the areas of Education and Mentoring. Funding for Education programs is subject to availability and approval by the United Way Palm Beach County Board of Directors. Funding for Mentoring programs is subject to availability and approval by the Children’s Services Council of Palm Beach County.

Nonprofit 501(c)(3) agencies that are currently providing, or could successfully implement, quality programs in alignment with the strategies noted in this RFP are encouraged to apply for UWPBC funding.

Programs that are focused on supporting low-income populations within geographic locations in which there is a pressing need, that provide services within a best practices or evidence-based framework, that are collaborative and integrated into the fabric of other community efforts, and that are innovative will be at an advantage in seeking UWPBC funding. Funds will be provided to support programs for one year, with the possibility of renewal funding for up to two additional years, based on availability of contributions and other funding provided to UWPBC.

Background

United Way of Palm Beach County

United Way has been supporting local human service programs that achieve measurable results for more than 80 years. Following the devastating hurricane on 1928, community leaders recognized the need for a unified effort to respond to human needs. As a result, in 1929, several federated organizations were formed in Palm Beach County. Since that time, the original organizations have undergone many changes in title and structure. At one time, four separate United Way organizations existed in Palm Beach County. After several mergers, UWPBC was formed in 1992. Today, UWPBC serves all of Palm Beach County, except for the island of Palm Beach, which is served by the Town of Palm Beach United Way.
The mission of UWPBC is to improve measurably the lives of individuals and families in Palm Beach County by uniting the resources of donors, volunteers, agencies and the community. In line with our mission, UWPBC consistently strives to create powerful community impact.

In the past 10 years alone, more than $100 million has been raised and distributed by UWPBC locally and regionally through individuals, corporate workplace campaigns, grants and leadership gifts. UWPBC’s local community impact work focuses on supporting human services programs that are run by local nonprofits and that directly benefit Palm Beach County residents who are most in need. This work also involves partnering in local collaborations and initiatives. UWPBC recognizes that it can only achieve its goals in partnership with others. In all of the work UWPBC does, it remains focused on meaningful and lasting results.

Focus Areas

UWPBC is committed to supporting efforts within the areas of Education, Mentoring, Income, and Health, with a new emphasis on Hunger Relief and Financial Stability.

This Request for Proposals (RFP) is designed to align with UWPBC’s Community Impact work in the areas of Education and Mentoring.

Education and Mentoring

Youth who live in Palm Beach County’s most economically disadvantaged areas often struggle to successfully navigate the journey from childhood through adolescence to young adulthood. Many face complex social and emotional challenges, have difficulty being successful in school and staying in school, and are in need of guidance to choose a career path and/or pursue post-secondary education/training.

In 2014, United Way of Palm Beach County conducted a series of 13 community conversations around the topics of Education and Mentoring. This RFP was developed utilizing information gleaned from those community conversations with students, parents, partner organizations, system partners and donors, along with research conducted by United Way Community Impact staff.
United Way of Palm Beach County  
Request for Proposals FY 2015-2016  
Education and Mentoring

UWPBC seeks to support quality programs (preferably best/promising practice and evidence-based programs) that address the Basic Tenets, Goal, Outcome, Key Strategies, Target Populations and Priority Geographic Areas described below.

- **Education Area** – Successful applicants in the Education area must integrate at least THREE of the Key Strategies listed below.

- **Mentoring Area** - Applicants must be members in good standing of the Palm Beach County Mentor Center Network, and subscribe to the Elements of Effective Practice for Mentoring.

**Basic Tenets**

All youth programs supported by UWPBC must meet the following Basic Tenets:

- Facilities are safe and secure
- Staff and volunteers in direct contact with children have Federal Level 2 background screening
- Programs are run by trained staff actively participating in professional development through Primetime Palm Beach County and subscribing to the *Palm Beach County Afterschool Core Competencies* ([www.primetimepbc.org/core-competencies](http://www.primetimepbc.org/core-competencies))
- Staff are supported with links to instructional resources
- Program activities are linked to classroom instruction
- Programs support the social/emotional/behavioral health of youth
- Filling, nutritious food is provided for youth
- Programs incorporate evidence-based or best/promising practices
- Programs incorporate experiential learning activities
- Youth have opportunities to develop leadership skills
- Youth are connected to their communities through community engagement projects
- Youth have opportunities for fun and exercise through sports and arts programming
- Parents are regularly informed about program activities and their children’s progress
- Families are linked to community services and engaged as often as possible.
Goal

To support the education and development of Palm Beach County youth so that they graduate from high school and succeed in life.

Outcome

Increase academic success for youth by offering high quality programs for students at highest risk of not graduating from high school, including students from Title 1 schools, students with special needs, and students who are English Language Learners.

Education Area Key Strategies

To be eligible for funding through the Education area, programs must address at least THREE of the following strategies to assist middle and/or high school age youth:

- Provide homework assistance in order to increase academic success
- Provide tutoring in order to increase academic success
- Teach study skills (organization, decision-making, critical thinking) in order to increase academic success
- Provide experiential learning projects related to academic subjects (e.g., math, science, language) in order to generate enthusiasm in key subject areas, have fun, and increase academic success
- Teach financial literacy in order to equip students with the knowledge they need to make sound financial decisions
- Engage students in planning and implementing community service projects in order to build leadership skills and increase positive connections with their communities
- Increase preparedness to transition to high school, college and/or career in order to increase opportunities for success
- Provide opportunities to learn about entrepreneurship; plan and participate in entrepreneurial projects
- Provide graduation coaching for high school students in order to ensure that students have the supports needed to graduate
- Provide informal mentoring in order to improve social/emotional/behavioral skills, and increase academic success.

Mentoring Area Key Strategies

- Programs must serve children, youth and/or young adults between the ages of 6 and 22
- Applicants must be members in good standing with the Palm Beach County Mentor Center Network
• Applicants must subscribe to the Elements of Effective Practice for Mentoring, a copy of which can be accessed through MENTOR National Mentoring Partnership at the following address: www.mentoring.org/program_resources/elements_and_toolkits.

**Target Population**

**Education Area:** Programs should serve middle and/or high-school-age youth who live in high poverty areas of Palm Beach County, who attend Title 1 schools, who have special needs or who are English Language Learners.

**Mentoring Area:** Programs must serve children, youth, and/or young adults between the ages of 6 and 22 who live in high poverty areas of Palm Beach County and/or attend Title 1 schools.

**Priority Geographic Areas**

Belle Glade, Boynton Beach, Canal Point, Delray Beach, Greenacres, Lake Park, Lake Worth, Pahokee, Palm Springs, Riviera Beach, West Palm Beach, South Bay. *Areas not listed here but that have programs serving the Target Population will also be considered.*

**Program Types**

• Mentoring programs may be school-based, site-based, or community-based.
• Education programs may be in-school, afterschool, and during non-school days.

**Professional Development**

Directors and staff of funded agencies in the Education and Mentoring areas will be required to participate in professional development trainings provided by Primetime Palm Beach County. Information can be found at [www.primetimepbc.org/our-work/professional-development](http://www.primetimepbc.org/our-work/professional-development). If funding is renewed for a second and third year, successful applicants may be required to participate in Primetime’s Quality Improvement System for Afterschool, which consists of services and supports that increase afterschool program quality. Using the *Palm Beach County Quality Standards for Afterschool* as the foundation for the work, Primetime quality advisors guide participating programs through a self-assessment process and development of an improvement plan.
Metrics

- The Palm Beach County high school graduation rate for SY13-14 was 77.9%. The rate fell to 76.7% for Hispanic students, and to 64.8% for black students. For black males the graduation rate for SY12-13 was 59%. (Florida Department of Education and School District of Palm Beach County)
- For the roughly 29,000 Palm Beach County students with disabilities, the SY13-14 graduation rate was 59.6%. (Florida Department of Education)
- For English Language Learners, the SY13-14 graduation rate was 45.7%. (Florida Department of Education)
- Approximately 1,900 youth are on a wait list for mentors in Palm Beach County. Within this group, black and Hispanic males are over-represented, meaning that 60% of youth on the wait list are black or Hispanic boys who are waiting to be matched with a mentor. (Children’s Services Council, 2013 Mentoring Network Survey)

General Application Information

Terms of Agreement

UWPBC seeks to invest in 501(c)(3) nonprofit agencies that serve low-income Palm Beach County residents with program-based services in alignment with the strategies of the Education and Mentoring RFP.

Agencies selected to receive funding through this RFP process will be required to:

- Sign an agreement with UWPBC, with the proposal serving as a component of the agreement.
- Sign and abide by the UWPBC Standards of Accountability. (Appendix A)
- Sign and abide by the UWPBC Certificate of Compliance. (Appendix B)
- Obtain or maintain Certification of Sound Business Practices through Nonprofits First. If already Certified, funded agencies must maintain Certification throughout the period of this agreement. If not Certified, Certification must be achieved within 18 months of
receiving UWPBC funding. Renewed funding will be considered only if Certification is maintained or, for agencies not currently Certified, achieved.

- Attain and maintain any additional compliance standards as defined by UWPBC, including standards that assure UWPBC of the funded agencies’ sound business practices in the areas of governance, administration, board governance, human resources and financial management. UWPBC reserves the right to modify its current compliance standards, and/or to add more restrictive compliance standards, without advance notice as it deems necessary at its discretion.

- Facilitate an annual UWPBC workplace fundraising campaign.

- Identify themselves as UWPBC funded agencies by displaying the UWPBC brandmark (logo) within their facilities and on all communication materials pertaining to UWPBC-funded programs.

UWPBC will commit funds in support of selected programs for one year, with the possibility of renewal funding for up to two additional years based on:

- The continued need for program services;

- Alignment of outcomes with UWPBC’s Strategic Plan for 2014-2020;

- Satisfactory performance of the program to be measured as mutually agreed in each separate agreement between the agency and UWPBC; and,

- The availability of sufficient contributions to UWPBC.
Application Submission and Review Process

Applications must be submitted using the online application available through the UWPBC website at www.unitedwaypbc.org. (Click on the Education/Mentoring RFP icon.) Detailed contact, organization, and organization financial information is required as part of the application process.

UWPBC will be conducting a one-stage application process. The following elements must be detailed within the application:

- Need for Program Services
- Target Population
- Program Approach and Design
- Scope of Work and Timeline
- Evaluation Plan and Evaluation Model
- Program Sustainability
- Project Innovation
- Anticipated Challenges
- Project Partners
- Staff and Organizational Capacity to Provide the Services
- Program Line Item Budget

Please refer to the Budget Instructions located in the budget section of the online application for more information about completing the budget.

Applicants are strongly encouraged to attend one of the Applicant Orientation Sessions scheduled for January 14, 2015 at 1 p.m., or January 20, 2015 at 9:30 a.m. (both will be held at UWPBC). The deadline to submit applications is February 13, 2015 at 5 p.m.

Consistent with UWPBC’s Policy on the Submission of Late or Incomplete Grant Applications, late applications and applications missing required information or documents will not be accepted.

Applications will be under review by a volunteer panel of reviewers comprised of UWPBC Community Impact Committee members and other community members. Applicants may be contacted regarding their applications during the review process, should the reviewers have
questions about their applications. Application review criteria can be found in Appendix C. Based on the review of applications, the review panels will develop funding recommendations. These recommendations are scheduled to be presented to the UWPBC Board of Directors on June 18, 2015, at which time the Board will make its final determination regarding funding. Applicants will be notified of the determination regarding their applications by June 22, 2015. This decision is final. Appeals will not be accepted.

Throughout the application and review process, applicant agencies are asked to refrain from lobbying or discussing in any way their applications with UWPBC’s Board of Directors, staff or involved volunteers. Such discussions may disqualify an agency’s application(s) from further consideration.

**Inquiries about the Application**

Phone calls to UWPBC staff concerning the RFP and the application process are not allowed. Questions about the RFP and application content may be asked during one of the Applicant Orientation Sessions; otherwise, these questions should be submitted in writing by January 27, 2015 at 5 p.m. via e-mail to Linda Roman, Community Impact Director – Education, at lindaroman@unitedwaypbc.org, or to Gary Graham, Mentoring Initiative Director, at garygraham@unitedwaypbc.org. Responses to submitted questions that communicate significant new information or significant changes to information provided earlier, or that communicate material changes in schedules mentioned herein are scheduled to be posted by January 30 at 5 p.m. on the UWPBC website at www.unitedwaypbc.org. Applicants are required to review these responses and revise, if necessary, their applications, such that their applications, when submitted to UWPBC, comply with any new or changed information, requirements or schedules described in these responses.

Please keep in mind that UWPBC will only consider applications that have been submitted within the application deadline and that include all required information and documents. Applicants are strongly encouraged to complete their applications early to avoid missing the deadline date because of delays obtaining and including required attachments, getting answers to technical questions, etc.
Technical Support

Helpdesk support is available for technical questions related to the application (click the “Need Support?” link located at the bottom of each page). Helpdesk support is normally available Monday through Friday from 9 a.m. to 5 p.m. Most technical questions submitted to the helpdesk will receive a response within one business day.

Post-Award Requirements and Disbursement of Funds

UWPBC requires semi-annual reporting (programmatic and financial) from all its funded programs. The disbursement of funds is typically on a monthly basis and in accordance with the funding agreement between UWPBC and the agency.
Appendix A

Standards of Accountability

The United Way of Palm Beach County (UWPBC) Standards of Accountability listed below define the minimum standards to assure appropriate accountability of organizations receiving funding from UWPBC.

Standard 1: The organization is tax-exempt under IRS Section 501(c)(3) and is incorporated as a nonprofit organization in the State of Florida.

Standard 2: The organization agrees to understand and comply with all applicable federal, state, and local laws, including laws governing agency operations and employment practices.

Standard 3: The organization must have an annual financial statement audit completed within six months of the end of its fiscal year by an independent certified public accountant in accordance with generally accepted accounting principles. The audit must provide evidence that the organization is fiscally sound.

Standard 4: The organization will provide equal access to services to all who qualify without discriminating based on race, religion, national origin, disability, gender, veteran status, sexual orientation, or age. This standard does not prohibit any organization from offering specific programs designed to meet the special needs of target populations based on age, gender, health, or disability.

Standard 5: The organization will not discriminate on the basis of race, religion, national origin, disability, gender, veteran status, sexual orientation, or age in employment, promotion of personnel, election to the board of directors, or selection of volunteers or vendors.

Standard 6: The organization has by-laws that determine: minimum and maximum number of board members; tenure of board members; officers; committees; quorum requirements; and that members of its board of directors serve without compensation.

Standard 7: The organization is governed by a board of directors that: meets with a quorum at least four times per year; annually reviews the organization’s mission statement; annually reviews the organization’s by-laws; approves the annual budget; reviews financial statements at least quarterly. The organization will provide training to board members on their roles and responsibilities.

Standard 8: The organization has board policies that state that members of the board of directors must identify all conflicts of interest and may not participate in decisions affecting themselves or organizations they represent.
Standard 9: The organization will maintain appropriate administrative records and make those records, including its annual budget; year-to-date financial statements and program outcomes, available to United Way for review within three (3) days of United Way’s written request. These records must reflect efficient administration.

Standard 10: The organization will maintain appropriate records of operational management, including records with respect to training of staff and volunteers as to their roles and responsibilities, table of organization, staff evaluation, and staff turnover, and make those records available to United Way for review within three (3) days of United Way’s written request. These records must reflect a well-managed organization.

Standard 11: The organization will cooperate with other human service agencies in providing quality services to similar populations.

Standard 12: The organization shall comply with such other standards as United Way may adopt from time to time upon written notice to organization.

The organization agrees to comply with the above Standards of Accountability and to obtain and maintain Certification for Sound Business Practices through Nonprofits First, Inc.

Certified Agencies:

The organization will maintain its Certification for Sound Business Practices through Nonprofits First throughout the period of its Agreement. The organization will successfully complete the annual renewal process for such Certification as outlined by Nonprofits First. Renewed funding will be considered only if the Impact Partner has maintained such Certification and may be denied solely on the basis that the Impact Partner has failed to maintain such Certification. The organization must provide United Way with proof of its Certification for Sound Business Practices within three (3) business days of United Way’s written request.

Non-Certified Agencies:

The organization will complete the Certification for Sound Business Practices through Nonprofits First within 18 months of its Agreement. Renewed funding will be considered only if the Impact Partner is making sufficient progress toward achieving such Certification and may be denied solely on the basis that Impact Partner has failed to do so. Whether the Impact Partner is making sufficient progress will be determined solely by United Way in its sole discretion based, among other things, on whether the Impact Partner is adhering to the requirements, milestones and deadlines within the Letter Agreement and/or Certification Agreement between the Impact Partner and Nonprofits First.
IMPACT PARTNER:

__________________________________________

By: ______________________________________  Date: ______________________
Name: ____________________________________
Title: _____________________________________
Appendix B

United Way of Palm Beach County
Certificate of Compliance

Agency __________________________________________________________
Executive Director (please print) ______________________________________
Board Chairperson (please print) ______________________________________
Date _________________________

As part of this Request for Proposals (RFP) process United Way requires you to certify on behalf of the agency that the following statements are true. Each statement requires the original signature of the Executive Director and Board Chairman. If a statement is not true, do not sign for that statement.

By your execution below, you do hereby certify that:

(I.) The agency is (i) incorporated as a non-profit organization in the State of Florida and (ii) tax-exempt under Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended, and has filed on a timely basis its Form 990 and all other reports required to maintain such status.

________________________________
Executive Director

________________________________
Board Chairperson

(II.) The agency’s Florida Department of Agriculture Charitable Contributions letter is current (please include the letter).

________________________________
Executive Director

________________________________
Board Chairperson

(III.) There are no tax liens against the agency. The agency owes no delinquent federal or state payroll taxes or past due payments to other governmental agencies.

________________________________
Executive Director

________________________________
Board Chairperson
(IV.) There was no adverse action against the agency by regulatory, licensing, or oversight agencies to date in 2014-2015.

________________________________  ______________________________
Executive Director                Board Chairperson

(V.) All licenses necessary to provide the agency’s programs and services are in full force and effect.

________________________________  ______________________________
Executive Director                Board Chairperson

(VI.) Any court or other governmental authority made no finding of discrimination against the agency to date in 2014-2015.

________________________________  ______________________________
Executive Director                Board Chairperson

(VII.) The agency adheres to United Way of Palm Beach County Standards of Accountability. (Appendix A)

________________________________  ______________________________
Executive Director                Board Chairperson
Appendix C

United Way of Palm Beach County Application Review Criteria

The following criteria are used during the review of applications submitted to the United Way of Palm Beach County (UWPBC).

Need for Program (10 Points)

- The application describes how the program aligns with the Goal and Outcome for UWPBC’s Education and Mentoring RFP.
- The need being addressed by the program is described using local data.
- The application describes why it is timely and/or urgent to address the identified need.

Program Approach and Design (25 Points)

- The application describes the program’s targeted population, geographic service area, and activities.
- The program uses an innovative approach to addressing the identified need.
- The program’s overall design and activities are reasonable and are likely to achieve the program’s stated outcomes.
- The program’s overall design and activities are in-line with best practices.
- The program’s overall design and activities integrate with relevant existing services.
- The program’s activities are well-designed and logical given the identified need and target population.
- The program’s implementation timeline, if applicable, is realistic.

Evaluation (15 Points)

- The evaluation model clearly identifies program goals, activities, and measurable outcomes.
- The evaluation model demonstrates how the program outcomes will have a significant impact on the UWPBC targeted outcome.
- The program outcomes are realistic and appropriate for the identified need.
- The program outcomes are realistic and appropriate for the capacity of the organization and its partners.
- The program outcomes are measurable and related to the goals/outcomes of the program.
- The proposed evaluation model will clearly demonstrate the program’s impact.

Budget and Budget narrative (20 Points)

- The total program budget is adequate to successfully implement/operate the program and address the identified problem, need or issue.
- The total program costs are reasonable, given the scale and scope of the program.
- The budget and budget narrative clearly describe how UWPBC funds and other funds necessary to provide the program will be applied to the various program budget line items.
- The budget narrative is sufficiently detailed to provide programmatic justification for each line item in the total program budget.
- The applicant has sought additional funders (pending and/or confirmed) and has secured sufficient funding to adequately implement/operate the program as described. Confirmation of secured funding is provided.

Organizational Capacity (20 Points)

- The applicant’s financial information (e.g. audited financials, 990, annual organizational operating budget) indicates that it will be a good steward of UWPBC funds.
- The organization indicates a strong commitment to the program.
• The qualifications of the organization as a whole and key program staff suggest that the program will be implemented and/or managed successfully.
• The organization has developed relationships with other organizations doing similar or closely-related work to address the identified need. Letters of support from key partners, stakeholders or other organizations are provided.
• The organization has experience in the implementation/operation of programs of similar size and scope in serving the target population and in achieving identified program outcomes.

**Sustainability (10 Points)**

• The proposed strategy to continue funding of the program when UWPBC funding ends is reasonable and realistic.

**Total possible points: 100**