



**Community Impact
UNITED for Education Grant Guidelines
Calendar Years 2017, 2018, & 2019**

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Letter of Intent Due Date: May 27, 2016
Application Due Date: June 24, 2016

OVERVIEW

United Way of Cass-Clay (United Way) has made long-standing investments in our community that support education goals. In 2013, United Way announced a new three year collaborative approach to making investments called the UNITED for Education Collaborative that began to address some of the root causes of academic disparities between low socio-economic students and all students. Data continually demonstrates that these academic achievement disparities create long-term economic development challenges for our community; investments made early in a child and families' life will have greater long-term return on investment for the community. Through this three year collaborative process, United Way and its partners have begun to demonstrate which programs and initiatives are having the greatest impact on low socio-economic students and their families. United Way is now seeking to replicate and scale demonstrable and innovative approaches to provide opportunities for children to succeed.

In March of 2016, United Way of Cass-Clay announced 5 BOLD Goals that will build on past success of community partners and form new partnerships to accomplish by 2020:



In order to continue making progress towards each of these goals, United Way is committed to investing financial resources to achieve the 5 BOLD Goals. On May 2, 2016, United Way will be opening a grant application cycle and accepting requests for proposal (RFP) for a three year funding cycle (2017-2019). United Way will consider RFPs that primarily focus on increasing opportunities for families who are at a lower socio-economic status¹ in early childhood education, parent education and out of school time programming²

¹For definitions of low socio-economic status, see definitions on pages #8-10

²For definitions of Early Childhood Education, Parent/Guardian Education, and Out of School Time Programming, see Definitions section on page #7

ELIGIBILITY

All applicants must meet and provide evidence of the following requirements:

- Funding from this RFP will be used to serve residents of Cass County, North Dakota and Clay County, Minnesota. Organizations who serve a larger geographic area (i.e. statewide) may apply but must ensure that funding will support activities in these two counties.
- Be a not-for-profit, tax-exempt organization
- 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 meets 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 audited financial statements and/or IRS Form 990
- Have current license, certification and permits if applicable
- Be able to demonstrate effectiveness of its programs/services through measurable outcomes

EVALUATION/SELECTION PROCESS

United Way has convened a committee of dedicated professionals representing multiple areas of the education continuum. These experts form our Education Council and are responsible for assessing and developing a clear plan of investments according to needs based on specific demographic and geographic populations. They will be responsible for evaluating proposals and making funding recommendations to the United Way Board of Trustees. United Way staff will hold regular meetings with successful applicants to evaluate progress, understand the evolving needs of specific programs, and work to achieve program outcomes.

Continuation funding beyond the first year is renewable annually on a calendar year in 2018 and 2019. Renewal is contingent on successful completion of reporting requirements, requests for information, positive client outcomes, and United Way of Cass Clay Board of Trustees approval.

PUBLIC SCHOOL PARTNERSHIP/STUDENT PRIVACY PROTOCOL

United Way of Cass-Clay will continue a partnership with three area school districts: Fargo Public Schools, Moorhead Public Schools, and West Fargo Public Schools to correlate specific United Way partner nonprofit program level data against student academic achievement, attendance, and behavior. Data will be shared with program staff on an aggregated level. Because of student privacy concerns covered by the Family Educational Rights and Privacy Act (FERPA) and Healthcare Information Protection Privacy Act (HIPPA), student/client information will not be available on an individual level nor will this information be associated with a student's permanent school record.

To address concerns around student data privacy, programs funded through this process must obtain a parent or guardian data release agreement. This language may follow your organization's normal practices for such agreements and should include language reflecting the partnership outlined above between United Way and the local school districts. This agreement must also include permission to share:

- Academic performance
- Attendance and discipline
- Eligibility for free or reduced lunch

Organizations funded through this initiative will participate in a cohort that will allow us to improve our ability to measure program effectiveness over time.

This will be accomplished by

- Funded nonprofit organizations providing lunch identification numbers of program participants on an anonymous basis with United Way staff
- Staff will then de-identify your program and send set of lunch identification numbers to district personnel
- District staff will then return aggregate information to United Way for the purpose of evaluation and communication of student progress.

While we realize that a child's performance in school is not necessarily indicative of program success, we believe that this information is one of many measures of program effectiveness.

For example, we hope to return in aggregated form data similar to: *"87% of the children attending XYZ program increased their school attendance."*

Again, no identifying student information will be collected, shared or analyzed on an individual student level.

Applicants whose data may be subject to legal privacy agreements (i.e. FERPA, HIPAA) may meet with United Way to develop a solution that respects privacy concerns while honoring the need to collect data to prove program outcomes. Please use the example found on page #11 as the parental consent/release of information form.

INVESTMENT TIMELINE

May 27, 2016	Letter of Intent Due **all applicants MUST submit a Letter of Intent**
June 24, 2016:	Grant applications due to United Way of Cass-Clay for consideration
September 2016:	United Way of Cass-Clay notifies applicants of funding decisions
January 2017:	Funding for the United for Education Collaborative 2017 grant cycle begins

Please submit a Letter of Intent to apply to Thomas Hill, Community Impact Director at thill@unitedwaycassclay.org. For complete instructions, please see the "Letter of Intent" form on pages #12-13

A personalized link directing you to the secure online application will be sent to you no more than 2 business days following the receipt of the "Letter of Intent." Applications are due on **Friday, June 24, 2016 at 11:59pm**. **Applications received after the deadline will not receive consideration.**

PUBLIC INFORMATION MEETINGS

United Way will hold two public information meetings to offer community members an opportunity to ask questions and learn more about this effort and application. We **strongly** encourage any applicant to attend one of the public information meetings. Both meetings will be held at the Fargo Public Library's Downtown Fargo location (102 3rd St in Fargo, ND 58102) in their Community Room. The meetings will be held on:

May 17	10:00-11:00am	Fargo Public Library
May 24	10:00-11:00am	Fargo Public Library

PERFORMANCE MEASUREMENT

Applicants funded through this process will provide data on program outcomes in four ways: demographic information, shared performance measures, program specific measures and the research cohort. All demographic information and performance measurement will be entered into the secure online application.

Mandatory Performance Measurement

- 1) Demographic information:** Please provide the total number of clients served in each category. Numbers should reflect clients/children served in the past along with projections for clients/children served for September 2016-2017.

Throughout United Way of Cass-Clay's history, we have provided funding to create opportunities for everyone in our service area, including economically disadvantaged individuals, to access programs and services that can create lasting change to improve lives. To that end, we intend to use this process to measure the impact our investment have on children who live at or below 200% of the federal poverty level (for exact dollar figures, see the chart on page #8). This figure is important because it will allow all of us the opportunity to communicate the value partner programs create for those living at or near the poverty line. While we will continue to fund programs that serve children from all economic backgrounds, we will focus a heavier percentage of resources on those who are economically disadvantaged.

In addition, we intend d to gather demographic information on the participants including race, county of residence, and age. This information will be a critical step in allowing United Way and its partners to target interventions to the right areas.

- 2) Shared performance measures for the United for Education Collaborative:** All applicants must participate in the shared performance measures effort. By selecting the issue area, your program agrees to measure the indicators within that section.

- Early Childhood Education**
 - # of children enrolled
 - # of children enrolled in quality slots
 - # of children demonstrating growth on age appropriate skills for ages 0-4

- Parent/Guardian Education**
 - # of parents/guardians participating
 - # of negative behaviors reported by parents/guardians
 - # of parents/guardians reporting that they have to leave work early due to their child's behavior
 - # parents/guardians reporting that their relationship to their child has improved

- Out of School Time Programming**
 - # of children enrolled
 - # demonstrating age appropriate skills/knowledge
 - # of youth who spent time with a positive role model

3) Participation in the research cohort: Participation in this project requires funded partners in the area of 'out of school time programming' to submit the following client/student information to United Way:

- a. Student ID (lunch) number
 - i. Programs participating in the research cohort, will report participating student identification numbers on a semi-annual basis (January, August).
 - ii. United Way will provide a template for reporting this information in September 2016
- b. School district and building attending

4) Program specific performance measures: Applicants may choose to provide additional program outcome information specific to their services. United Way staff recommends no more than two additional outcome measures.

Individual program reports may vary depending on assessment dates for clients in specific programs, but at a minimum, all program will be required to submit semi-annual progress reports for their clients. Reports will generally conform to the following schedule:

Reporting Period	Reporting Due Date
9/1/2016 to 12/31/2016	1/31/2017
1/1/2017 to 8/31/2017	9/30/2017
9/1/2017 to 12/31/2017	1/31/2018
1/1/2018 to 8/31/2018	9/30/2018
9/1/2018 to 12/31/2018	1/31/2019
1/1/2019 to 8/31/2019	9/30/2019

Definitions

Early Childhood Education: Any program that consists of activities and/or experiences that are intended to positively affect developmental changes in children prior to their entry into elementary school. Read more: <http://www.healthofchildren.com/E-F/Early-Childhood-Education.html>

- # of children enrolled
Definition: Number of children enrolled in programming
- # of children enrolled in quality slots
Definition: 'Quality' is defined as a program with a current star 2 or higher rating or have applied to be star rated program through Bright & Early or Parent Aware administered by Child Care Aware or maintain a national accreditation status through an approved accreditation organization
- # of children demonstrating growth on age appropriate skills for ages 0-4
Definition: 'Age appropriate skills' are defined by the applicant's existing standards

Parent/Guardian Education: Any program or activity providing services for helping parents to understand children's development and their own parental roles and responsibilities by offering strategies, tools, and insight for observing, interpreting, and responding to children's behaviors in order to maximize positive outcomes for both children and families.

- # of parents/guardians participating
Definition: Number of parents/guardians participating
- # of negative behaviors reported by parents/guardians
Definition: The term 'negative behavior' is defined by the survey respondent's personal definition
- # of parents/guardians reporting that they have to leave work early due to their child's behavior
Definition: Respondents may answer yes or no to this question
- # parents/guardians reporting that their relationship to their child has improved
Definition: The term 'improved' is defined by the survey respondent's personal definition

Out of School Time Programming: Any program or activity serving children ages birth to 17 and provided outside of school hours, the academic school year (i.e. summer programs), or outside of traditional school programming.

- # of children enrolled
Definition: Number of children enrolled in programming
- # demonstrating age appropriate skills/knowledge
Definition: 'Age appropriate skills/knowledge' are defined by the applicant's existing standards
- # of youth who spent time with a positive role model
Definition: 'Positive role model' is defined by the applicant's existing standards



2016 U.S. Department of Health and Human Services
Poverty Guidelines for the 48 Contiguous States and the District of Columbia

Household Size	100%	138%	150%	200%	250%	300%	400%
1	\$11,770	\$16,242	\$17,655	\$23,540	\$29,425	\$35,310	\$47,080
2	\$15,930	\$21,983	\$23,895	\$31,860	\$39,825	\$47,790	\$63,720
3	\$20,090	\$27,724	\$30,135	\$40,180	\$50,225	\$60,270	\$80,360
4	\$24,250	\$33,465	\$36,375	\$48,500	\$60,625	\$72,750	\$97,000
5	\$28,410	\$39,205	\$42,615	\$56,820	\$71,025	\$85,230	\$113,640
6	\$32,570	\$44,946	\$48,855	\$65,140	\$81,425	\$97,710	\$130,280
7	\$36,730	\$50,687	\$55,095	\$73,460	\$91,825	\$110,190	\$146,920
8	\$40,890	\$56,428	\$61,335	\$81,780	\$102,225	\$122,670	\$163,360

*Chart is for 48 contiguous states and the District of Columbia; for Hawaii and Alaska please visit the website of the HHS Assistant Secretary for Planning and Evaluation (ASPE): <http://aspe.hhs.gov/poverty/14poverty.cfm>.

**Dollar amounts are calculated based on 100% column; rounding rules may vary across federal, state, and local programs. Every year, the perimeters of the Federal Poverty Level (FPL) increase based on the cost of living.

FAQ

What are the differences between the poverty guidelines and the poverty thresholds?

Poverty thresholds are used for calculating all official poverty population **statistics** — for instance, figures on the number of Americans in poverty each year. They are updated each year by the **Census Bureau**. [Poverty thresholds since 1973 \(and for selected earlier years\)](#) and [weighted average poverty thresholds since 1959](#) are available on the Census Bureau's web site. For poverty thresholds before 1980, contact the Census Bureau at 1-800-923-8282. For an example of how the Census Bureau applies the thresholds to a family's income to determine its poverty status, see "[How the Census Bureau Measures Poverty](#)" on the Census Bureau's web site.

The **poverty guidelines** are a simplified version of the federal poverty thresholds used for **administrative** purposes — for instance, determining financial eligibility for certain federal programs. They are issued each year in the *Federal Register* by the **Department of Health and Human Services** (HHS).

What programs use the poverty guidelines?

The HHS poverty guidelines, or percentage multiples of them (such as 125 percent, 150 percent, or 185 percent), are used as an eligibility criterion by a number of federal programs, including those listed below. For examples of major means-tested programs that do not use the poverty guidelines, see the end of this response.

- **Department of Health and Human Services:**
 - Community Services Block Grant
 - Head Start
 - Low-Income Home Energy Assistance Program (LIHEAP)
 - PARTS of Medicaid (31 percent of eligible in Fiscal Year 2004)
 - Hill-Burton Uncompensated Services Program
 - AIDS Drug Assistance Program
 - Children's Health Insurance Program
 - Medicare – Prescription Drug Coverage (subsidized portion only)
 - Community Health Centers
 - Migrant Health Centers
 - Family Planning Services
 - Health Professions Student Loans — Loans for Disadvantaged Students
 - Health Careers Opportunity Program
 - Scholarships for Health Professions Students from Disadvantaged Backgrounds
 - Job Opportunities for Low-Income Individuals
 - Assets for Independence Demonstration Program

What programs use the poverty guidelines? (Continued)

- **Department of Agriculture:**
 - Supplemental Nutrition Assistance Program (SNAP) (formerly Food Stamp Program)
 - Special Supplemental Nutrition Program for Women, Infants, and Children (WIC)
 - National School Lunch Program (for free and reduced-price meals only)
 - School Breakfast Program (for free and reduced-price meals only)
 - Child and Adult Care Food Program (for free and reduced-price meals only)
 - Expanded Food and Nutrition Education Program
- **Department of Energy:**
 - Weatherization Assistance for Low-Income Persons
- **Department of Labor:**
 - Job Corps
 - National Farmworker Jobs Program
 - Senior Community Service Employment Program
 - Workforce Investment Act Youth Activities
- **Department of the Treasury:**
 - Low-Income Taxpayer Clinics
- **Corporation for National and Community Service:**
 - Foster Grandparent Program
 - Senior Companion Program
- **Legal Services Corporation:**
 - Legal Services for the Poor

Most of these programs are non-open-ended programs — that is, programs for which a fixed amount of money is appropriated each year. A few open-ended or “entitlement” programs that use the poverty guidelines for eligibility are the Supplemental Nutrition Assistance Program (formerly Food Stamps), the National School Lunch Program, certain parts of Medicaid, and the subsidized portion of Medicare – Prescription Drug Coverage.

Some state and local governments have chosen to use the federal poverty guidelines in some of their own programs and activities. Examples include financial guidelines for child support enforcement and determination of legal indigence for court purposes. Some private companies (such as utilities, telephone companies, and pharmaceutical companies) and some charitable agencies also use the guidelines in setting eligibility for their services to low-income persons.

Major means-tested programs that *do not use the poverty guidelines* in determining eligibility include the following:

- Supplemental Security Income (SSI)
- Earned Income Tax Credit (EITC)
- State/local-funded General Assistance (in most cases)
- Large parts of Medicaid
- Section 8 low-income housing assistance
- Low-rent public housing

SOURCE: <http://aspe.hhs.gov/poverty/faq.cfm>



United Way of Cass-Clay, with the cooperation of three area school districts: Fargo Public Schools, Moorhead Public Schools, and West Fargo Public Schools, is undertaking a study to correlate **(Insert Nonprofit Name)** program information with student academic achievement, attendance and eligibility for free or reduced lunch.

The goal of this effort is to identify programs and services that work well for children and can improve their ability to perform at their highest level in school. To help provide the best opportunities for students, United Way and **(Insert Nonprofit Name)** will be partnering to find the best programs for your child. Data will be shared on an aggregated level with United Way and staff from its partner nonprofit programs. **We will not identify any individual student in this process.** Also, the information will not become associated with a student’s permanent school record. Data collected is **anonymous** and will only be used better understand what are the most helpful services for youth in our community.

By signing this agreement and providing my child’s student lunch ID number, I agree to allow **(Insert Nonprofit Name)** to share my child’s lunch ID number with United Way of Cass-Clay and the school district that serves my family. Further, I agree to allow the school district to share my child’s academic performance, attendance, and eligibility for free or reduced lunch as long as that information is part of a larger dataset and does not identify my child.

Child’s Name: _____

Child’s Lunch ID Number: _____

Parent/Legal Guardian

Date

(Insert Nonprofit Name)

Date

**UNITED WAY OF CASS-CLAY
LETTER OF INTENT**

ATTENTION ALL APPLICANTS

Please complete this Letter of Intent which will allow the United Way to create an electronic account in which to complete the application. Please email this Letter of Intent to Thomas Hill at thill@unitedwaycassclay.org Following receipt of the Letter of Intent, a link to the electronic application will be provided via email within the two business days. Applications must be completed electronically and received before **11:59pm on June 24, 2016** Late applications will not be considered.

1. ORGANIZATION INFORMATION (Please fill in the information requested below.)

Organization's Name:		
Legal name, if different:		
Address:		
Employer Identification Number (EIN):		
CEO/President:		
Fax:	Phone:	E-mail:
Contact person regarding this application:		
Title:	Phone:	E-mail:
Board Chair:	Phone:	E-mail:
Fiscal Year:	Program Year:	Web site:
Date Organization Formed:		
Organization Mission Statement:		
Total Annual Organization Budget:		

Is your organization an IRS 501(c) (3) not-for-profit? Yes _____ No _____

If No, is your organization a public agency/unit of government? Yes ____ No _____

If No, check with United Way for details on using fiscal agents, and list name and address of fiscal agent:

2. PROGRAM INFORMATION

Program Name:
Total Annual Program Budget:
Funding Request: \$
Impact Area: (Choose one: Early Childhood Education, Parent Education, Out of School Time Programming)

Provide a brief description of the program:	
Please give a summary specifically of how the dollars requested will be used:	
Unduplicated number to be served:	Geographic area served: