

United Way of Cass Clay (United Way) announces funding available for a three year grant cycle (2018, 2019 & 2020) that focuses on investing to *Reduce Hunger & Homelessness*. United Way of Cass-Clay is seeking partner organizations who deliver services along a continuum of care in the following areas:

- Homeless outreach efforts*
- Emergency shelter*
- Feeding programs/food recovery efforts*
- Supportive housing*
- Housing first initiatives*

The RFP will officially be open for submission from January 3, 2017-February 10, 2017.

United Way requires applicants to submit a letter of intent to BOTH Thomas Hill, Community Impact Director at thill@unitedwaycassclay.org and Megan Jenson, Community Impact Manager, at mjenson@unitedwaycassclay.org. Following receipt of your agency's intent to apply, a link to the electronic application will be made available to the primary contact person listed within two business days. All applications will be due by 11:59pm on February 10th 2017. **Applications received after the deadline will not be considered.**

For any questions, please contact Thomas Hill or Megan Jenson at (701) 237-5050.

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 of Cass-Clay will utilize a three-tiered vetting process that relies on volunteers to make funding recommendations and decisions. This process begins with a 'panel review' where volunteers review applications, tour applicants' facilities, and ask questions. The process concludes with the United Way Board of Trustees who makes final funding decisions.

*specific definitions and terms can be found in the glossary of terms in Appendix A

PERFORMANCE MEASUREMENT

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

- 1) **Demographic information:** Please provide the total number of clients served in each category. Numbers should reflect clients served in the most recent calendar year along with projections for clients to be served for the next calendar year.

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 individuals who live at or below 250% of the federal poverty level (for exact dollar figures, see chart in Appendix B). 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 individuals from all economic backgrounds, we will focus a heavier percentage of resources on those who are economically disadvantaged. In addition, we intend 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:** All applicants must participate in the shared performance measures effort. By selecting the issue area(s), your program agrees to measure the indicators within that section.
 - a. **Homeless Outreach Efforts**
 - # of unduplicated individuals served
 - # of contacts made
 - # of items distributed
 - b. **Emergency Shelter**
 - # of unduplicated individuals served
 - # of shelter nights provided
 - # of individuals turned away from shelter
 - c. **Feeding Programs/Food Recovery Efforts**
 - # of meals served/distributed
 - # of unduplicated individuals served
 - # of pounds of food distributed
 - d. **Supportive Housing**
 - # of individuals served
 - # of individuals that receive supportive services
 - # of individuals who attain stable housing
 - # of individuals who maintain stable housing for 6 & 12 months
 - e. **Housing First Initiatives**
 - # of individuals diverted from homelessness
 - # of individuals that remain in stable housing for 6 & 12 months
 - # of reductions in emergency room visits, jail admissions, and detox admissions
 - Cost reduction in social service utilization

- 3) **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.

INVESTMENT TIMELINE

- February 10, 2017 Electronic grant application due to United Way of Cass-Clay for consideration
- Feb 27-March17 On-site visits conducted by volunteers for organizations that have applied
- June 2017 Notification to applicants of Board of Trustees funding decisions
- January 1, 2018 Funding begins for 3 year grant cycle

PUBLIC INFORMATION MEETINGS

United Way of Cass-Clay will hold two public information meetings to offer community members an opportunity to ask questions and learn more about this new effort. Both meetings will be held at United Way of Cass-Clay. The meetings will be held on:

- January 10 10:00am-11:00am United Way of Cass-Clay
- January 17 3:00pm-4:00pm United Way of Cass-Clay

**UNITED WAY OF CASS-CLAY
LETTER OF INTENT
DUE: JANUARY 20, 2017**

Please complete this Letter of Intent which will allow the United Way to create an electronic account in which to complete the application with. Following receipt of the Letter of Intent, a link to the electronic application will be provided via email within the next two business days. Applications must be completed electronically and received before **11:59 PM February 10th, 2017**. 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: | |
| Area of focus: (Outreach, emergency shelter, feeding/food recovery, supportive housing, housing first) | |
| Funding Request: \$ | |
| 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: |

Appendix A

Emergency Shelter

Any facility with the primary purpose to provide temporary or transitional shelter for the homeless in general or for specific populations of the homeless²

Feeding Program

A specific service or program that distributes food, programs are classified as either a meal (a program that provides prepared meals or snacks) or a grocery (a program that distributes non-prepared food and grocery items) program¹

Food Recovery Efforts

Recovering food from farmers, the food industry and retailers and providing it to people in need¹

Homeless

An individual who lacks a fixed, regular, and adequate nighttime residence; as well an individual who has a primary nighttime residence that is a supervised publicly or privately operated shelter designed to provide temporary living accommodations, an institution that provides a temporary residence for individuals intended to be institutionalized; or a public or private place not designed for, or ordinarily used as, a regular sleeping accommodation for human beings²

Homeless Outreach Efforts

Meeting people where they are—geographically, philosophically, emotionally—in efforts to provide effective outreach to people experiencing homelessness and beginning pathway to engaging them in treatment and services³

Housing First Initiatives

A proven method of ending all types of homelessness, which offers individuals and families experiencing homelessness immediate access to permanent affordable or supportive housing, without clinical prerequisites like completion of a course of treatment or evidence of sobriety and with a low-threshold for entry⁴

Supportive Housing

A program designed to promote the development of supportive housing and supportive services to assist homeless persons in the transition from homelessness, and to promote the provision of supportive housing to homeless persons to enable them to live as independently as possible²

¹Feeding America - <http://www.feedingamerica.org/hunger-in-america/our-research/hunger-in-america/hia-2014-executive-summary.pdf>

²HUDUser.gov - https://www.huduser.gov/portal/glossary/glossary_e.html

³SAMHSA - <https://www.samhsa.gov/homelessness-housing>

⁴US Interagency Council on Homelessness - <https://www.usich.gov/tools-for-action/housing-first-checklist>

Appendix B

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 |

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

- 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>