

Request for Proposals

2008-09 Inland Empire United Way Program Grants

KidSmart Initiative

January 14, 2008

Inland Empire United Way is releasing a Request for Proposals (RFP) for program grant funding through the KidSmart initiative. An overview of the process, including a tentative timeline is included below. A mandatory **Bidder's Conference** will be held for all interested program representatives. Programs not represented at the Bidder's Conference will not be eligible to apply for a grant. Attendance is required at one of the following Bidder's Conference sessions:

Monday, January 28 – 3:00 p.m.
Tuesday, January 29 – 8:30 a.m.

Meeting location:

Inland Empire United Way
9624 Hermosa Avenue
Rancho Cucamonga, CA 91730

Directions from I-10:

- Exit Haven Avenue
- Go north on Haven
- Turn left onto 4th Street
- Turn right onto Hermosa Avenue
- IEUW is located on the left side of Hermosa, just north of 4th Street
- Please park only in a spot designated for "United Way"

The sessions will last approximately 1 to 1 ½ hours. Please plan on remaining to the end of the session to earn credit for attendance.

Process Overview:

- IEUW will conduct a **competitive** program grants process for the 2008-2009 year. Grants will be awarded based on merit of the proposal.
- Funding will be **zero-based** (in other words, past grant amounts will not be taken into consideration.)
- As in the past, program grants will be determined by a **volunteer team review** process. Grants will be awarded by the rating/ranking of the program and availability of funds.
- IEUW will use a **Letter of Intent** process to determine initial agency eligibility, effectiveness of programs, and alignment with initiative goals. Agency programs meeting this criteria will then be notified to submit the full proposal
- The process will be **open**. All eligible community programs are invited to submit a Letter of Intent.
- Agencies will be invited to submit a proposal for **one program per initiative** only. The maximum grant award per initiative will be **\$45,000**.
- To be eligible to receive funding, agency programs must be working toward at least one of the initiative's **common outcomes**.
- As in the past, the agency must meet all fiscal and programmatic eligibility criteria, as outlined in **IEUW's Standards of Affiliation**.

Proposed Timeline

This timeline may be subject to change

January 14	Release RFP and Letter of Intent Packages
Week of January 28	Hold Bidder's Conferences
February 25	Letter of Intent Packages Due
Early to Mid-March	Staff Analysis Volunteer Initial Review
March 24	Send Notification to Submit Full Proposals
April 14	Full Proposals Due
Mid-April to Mid-May	Volunteer Review Process
Week of May 26	Review Team Recommendations Due
June 10	Board of Directors Approves Recommendations
June 16	Send Funding/Decision Letters

FOR MORE DETAILED INFORMATION, PLEASE REVIEW THE FOLLOWING:

- KidSmart Letter of Intent Packet
- Attachment A: IEUW Standards of Affiliation
- Attachment B: IEUW Service Area & Federal Poverty Guidelines
- Attachment C: KidSmart Initiative Outcomes

ATTACHMENT A



INLAND EMPIRE UNITED WAY STANDARDS OF AFFILIATION

For an agency to be eligible to receive program grant or contract funding with Inland Empire United Way, it must meet all the criteria below. The agency must remain in compliance with the criteria at all times. All agency affiliations are subject to final approval by Inland Empire United Way Board of Directors.

ELIGIBILITY STANDARDS for 501(c)(3) organizations and select government/public entities

1. Legal:
 - a. Current IRS 501(c)(3) status, registration with the state of California as non-profit public benefit corporation. The applicant or funded agency shall have its own 501(c)(3), or have the authorized use of another agency's 501(c)(3) (** see note). Government/public entities do not need to obtain 501(c)(3) status for the program.
 - b. Current articles of incorporation and bylaws.
 - c. Evidence of compliance with laws, codes, and regulations (including any required licensing standards) applicable to the particular type of business or organization.
 - d. Must review and be able and willing to sign the funding agreement and operate under the agreement.
2. Non-discrimination

Board-adopted policy or policies for clients, staff, and volunteers emphasizing maintaining diversity reflective of community served.
3. Organizational/Management
 - a. Volunteer board of directors which functions in accordance with agency bylaws, and which maintains accurate and complete records of its corporate functioning.
 - b. Adequate liability and other applicable insurance coverage as required by law.

ATTACHMENT A

- c. Board-adopted, written agency policies as necessary (including personnel policies) to provide for legal, safe, and appropriate functioning of the agency, with consistent procedures for implementation, review, and revision as appropriate.
 - d. Evidence of a functioning agency planning process, to include a minimum of board-approved agency goals and objectives for one year of operations.
 - e. Evidence of regular communication with agency constituency regarding agency services and operations.
 - f. Regular board, staff and volunteer training to maintain continuity, quality, and currency of agency operations.
 - g. Minimum history of two (2) years of operations as a 501(c)(3).
4. Fiscal Management
- a. Evidence of adequate financial accountability and accounting procedures to be documented by annual submission of a certified audit for budgets \$500,000 or more; a CPA review for agency budgets of \$100,001 – \$499,999; a CPA compilation for agency budgets of \$100,000 or less. All agencies are also required to submit a completed IRS Form 990 whether or not they are required to send one to the IRS. Agencies who file Form 990EZ with the IRS may submit that form as long as pages 1, 2, and 5 of the regular IRS Form 990 are attached and page 6 is signed and dated.
 - b. Appropriate percentage of budget directed to program services; less than 25% of revenue to be spent on management/general (including required dues payments to National organizations) and fundraising expenses.
 - c. Broad, stable funding base and/or plans for maintaining/developing adequate resources to cover projected needs.
5. Program
- a. Mission statement that indicates a primary focus on provision of health/human services
 - b. Program which is consistent with the agency's mission.
 - c. Accurate program/service records specific to this United Way's service area, and appropriate data collection (to include demographic data on service recipients) and record-keeping procedures to ensure adequate reporting and accountability while protecting rights of service recipients.
 - d. IEUW funding will only be available for programs provided to low-income households with income levels of up to 250% of the Federal Poverty Level.

ATTACHMENT A

- e. Evidence of appropriate program evaluation procedures, including a system to measure program outcomes.
- f. Appropriate physical facilities that comply with applicable health and safety codes.
- g. Non-profit agencies with primary missions in arts, competitive sports, housing services (other than shelter), legislative advocacy, religion, and other similar missions, are not eligible for funding from this United Way.

***Note: The authorization consists of an original, current letter, signed by the chair of the board of directors of the authorizing agency including such statements as: the board of directors of (X agency) authorizes (Y agency) to use the not-for-profit status of our agency, and is taking full responsibility for (Y agency's) program, organizational, and fiscal management.*

ATTACHMENT B

IEUW Service Area & Federal Poverty Guidelines

The Inland Empire United Way service area includes the east end of Los Angeles County, the west and east regions of San Bernardino County, and the Palo Verde Valley region of Riverside County. Programs requesting funding from IEUW must provide service to residents in the following zip codes:

MT. BALDY REGION

91701 – Alta Loma	91766 – Pomona
91708 – Chino	91767 – Pomona
91709 – Chino Hills	91768 – Pomona
91710 – Chino	91769 – Pomona
91711 – Claremont	91773 – San Dimas
91729 – Rancho Cucamonga	91784 – Upland
91730 – Rancho Cucamonga	91785 – Upland
91737 – Alta Loma (R.C.)	91786 – Upland
91739 – Etiwanda (R.C.)	91788 – Walnut
91743 – Guasti (Ontario)	91789 – Walnut
91750 – La Verne	91795 – Walnut
91758 – Ontario	91798 – Ontario
91759 – Mt. Baldy	91799 – Pomona
91761 – Ontario	92335 – Fontana
91762 - Ontario	92334 – Fontana
91763 – Montclair	92336 – Fontana
91764 - Ontario	92337 – Fontana
91765 – Diamond Bar	92358 – Lytle Creek

EAST VALLEY REGION

92305 – Angelus Oaks	92359 – Mentone
92318 – Bryn Mawr	92373 – Redlands
92320 – Calimesa	92374 – Redlands
92339 – Forest Falls	92375 – Redlands
92346 – Highland	92399 – Yucaipa
92354 – Loma Linda	

PALO VERDE VALLEY REGION

92225 – Blythe	92266 – Palo Verde
92226 – Blythe	

2007 FEDERAL POVERTY GUIDELINES

For all states (except Alaska and Hawaii) and for the District of Columbia

	100%	110%	125%	150%	175%	185%	200%	250%
1	\$10,210	\$11,231	\$12,762	\$15,315	\$17,867	\$18,888	\$20,420	\$25,525
2	\$13,690	\$15,059	\$17,112	\$20,535	\$23,957	\$25,326	\$27,380	\$34,225
3	\$17,170	\$18,887	\$21,462	\$25,755	\$30,047	\$31,764	\$34,340	\$42,925
4	\$20,650	\$22,715	\$25,812	\$30,975	\$36,137	\$38,202	\$41,300	\$51,625
5	\$24,130	\$26,543	\$30,162	\$36,195	\$42,227	\$44,640	\$48,260	\$60,325
6	\$27,610	\$30,371	\$34,512	\$41,415	\$48,317	\$51,078	\$55,220	\$69,025
7	\$31,090	\$34,199	\$38,862	\$46,635	\$54,407	\$57,516	\$62,180	\$77,725
8	\$34,570	\$38,027	\$43,212	\$51,855	\$60,497	\$63,954	\$69,140	\$86,425

For each additional person, add \$3,480 for 100% of the FPL

ATTACHMENT C

Inland Empire United Way KidSmart Initiative 2008-2009 Focus & Outcomes

The goal of the Inland Empire United Way KidSmart initiative is to ensure that underprivileged children have the tools and resources they need to learn and succeed in school. We work toward this goal by focusing on:

- Alleviating childhood hunger and food insecurity
- Encouraging physical fitness and good nutrition for kids
- Providing supplies for school and to meet other basic needs
- Strengthening after-school programs to facilitate social and academic development
- Supporting physical and mental health programs for underserved youth
- Engaging the community and mobilizing resources to create a positive change for kids

Together, IEUW KidSmart and its community partners provide programs that accomplish the following outcomes:

Low-income children are doing better in school.

- Completed more assignments/homework
- Improved grades
- Improved test scores
- Improved attendance
- Improved attitude/behavior
- Increased high school graduation rates

Low-income children are healthier.

- More physically fit
- Reduced food insecurity (*for hunger programs*)
- Eating better/improved nutrition (*for nutrition/health programs*)
- Improved mental health
- Increased utilization of health services/optimized physical health

For the 2008-2009 year, agencies applying to receive an IEUW Program Grant through the KidSmart initiative MUST be able to measure and demonstrate progress in one or more of the outcomes listed above. Some acceptable measures/indicators of these outcomes will be discussed further at the bidder's conference.