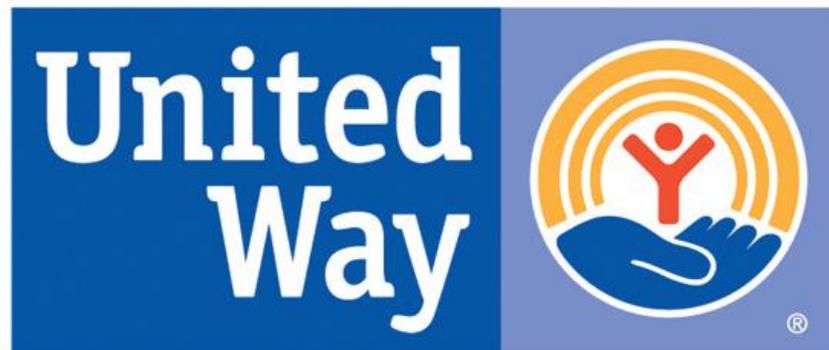


LIVE UNITED



**United Way of
Medina County**

www.UnitedWayMedina.org

2018-21 Request for Proposal Instructions

Thank you for your interest in becoming a United Way of Medina County (UWMC) Community Impact (CI) Program Partner. This document contains application deadline dates, instructions needed to complete the 2018-21 Request for Proposal application, and supplemental information. For additional information or questions, please contact Maria Burk, Director of Community Impact at mburk@unitedwaymedina.org or 330-725-3926.

Background: In 2014, United Way of Medina County transitioned to a Community Impact model, which shifted funding focus to address the most pressing needs within the county. Living Well Medina County, a collaboration of healthcare, government, education, business, nonprofit, and faith organizations, commissioned the 2012 Community Health Assessment. The data provided in this report was reviewed by community volunteers over the course of a year to determine the highest priorities of the county. The result was a more focused and intentional three-year funding model that directly supported the areas of Early Childhood, Youth Engagement, and Household Sustainability.

In 2017, the Living Well Medina County collaboration commissioned the second Community Health Assessment report to determine progress achieved over the past four years and get perspective on issues that might remain a focus of community concern. In addition to this study, the United Way of Ohio released the ALICE (Asset Limited, Income Constrained, Employed) study which examines working families that continue to struggle financially in the State of Ohio. Additionally, UWMC retained The Center for Community Solutions to incorporate pertinent indicators from other sources such as the Ohio Department of Education, and it conducted a series of Community Conversations to capture direct community input from across the county. Again, UWMC engaged community volunteers to review data from all reports and determine how to strategically investment in programs that will address the greatest needs. The process resulted in the following focus areas and strategies:

- Childhood Success: Strategies include-
 - Kindergarten Readiness
 - Wrap-around/Support Services
 - Summer Slide Prevention
 - Supplemental Food
- Youth Success: Strategies include-
 - Mental Health and Prevention Services

United Way of Medina County is seeking applications from nonprofit organizations that provide programs and services in alignment with the identified focus areas and strategies. Funded program partners will join UWMC in developing 'working groups' that address the strategies outlined above as well as other trends and issues that may emerge over the next three years. The working groups will meet on a regular basis to discuss progress made, examine best-practices implemented nationally, and discover approaches that will collectively benefit the residents of Medina County.

United Way of Medina County welcomes nonprofit organizations that meet the member criteria (listed below) and align with the strategic focuses to apply for funding.

Please NOTE: Currently funded Community Impact Program Partners must re-apply through this process to be considered for funding.

Membership Criteria:

To qualify to become a Community Impact Program Partner with United Way of Medina County, a nonprofit organization should meet the following minimum criteria:

1. Provide Medina County residents access to human service programs that align with the Community Impact focus areas of Childhood Success or Youth Success.
2. Be a tax-exempt corporation as defined under Section 501(c) of the Internal Revenue Service Code.
3. Be established and functional for a preferred minimum of three years.
4. Meet the on-going criteria for membership as set forth in the United Way of Medina County grant agreement.
5. Provide United Way of Medina County one copy of the annual independent Audit by a certified public accountant in compliance with the American Institute of Certified Public Accountants' Audit and Reporting Guide for Not-for-Profit Organizations six months after the end of its fiscal year*.
6. Be able to provide semi-annual reports and information and other outcome measures as requested by UWMC.

*NOTE If an annual audit is not available, the nonprofit organization will submit the annual 990.

Important Dates/Deadlines:

- **April 2:** Request for Proposals available online at www.unitedwaymedina.org (see Request for Proposal tab underneath Community Impact tab)
- **April 4:** Open Request for Proposal meetings: 10:00-11:00, 1:00-2:00, and 3:30-4:30. Registration not required; held at UWMC office (728 E. Smith Road, Medina).
- **April 16: Financial documents due.** Email all required to mburk@unitedwaymedina.org by 5:00 pm. Late applications will not be considered. (See following page for more detail)
- **April 27:** Completed RFP applications due by 5:00 pm. Late applications will not be considered. Email the application and required attachments to mburk@unitedwaymedina.org.
- **June:** Funding announcements made within first two weeks
- **July:** 2018-21 Funding allocations begin

Request for Proposal Application Instructions

Submit All Financial Documents *prior* to submitting RFP Application

UWMC will assess the financial health of each organization applying for funding. The following documents must be submitted for review **prior to submitting the RFP application**. The deadline for submission is **April 16 by 5:00 pm** to mburk@unitedwaymedina.org. All documents must include the organization name *and* the type of document (ex: ABC Organization-2017 990).

- Provide most recent financial audit & 990 within the last two (2) years. If the nonprofit organization does not complete an annual audit, please submit the most recent 990s only.
- Internal financial statements for the organization's previous fiscal year (year to date budget, income statement or equivalent, balance sheet or equivalent)
- Program Budget and Budget Narrative (Please use Excel template for budget, use Word template at end of this document for Budget Narrative)
- Organizational Budget (may submit in format used by nonprofit)

Complete the RFP Application and submit by April 27, 2018, 5:00 pm.

The focus areas for funding, with corresponding strategies, are listed within this document. Nonprofits may apply in more than one strategy area but must submit a separate narrative and budget for each program funding request. Only one copy of financial documents (990, audits, and financial statements) is required per organization.

TIP: It is highly recommended to complete narrative answers in a separate Word document, then cut and paste into the application. All answers are limited in the number of character spaces allowed.

Program Interviews

Programs that are selected for potential funding will be invited to interview with the Community Impact Committee. It is recommended that the CEO/Executive Director and/or Program Director, with additional staff member as deemed necessary, attend the interview. Interviews will be 30 minutes and take place on May 9, 2018. A UWMC staff member will call to schedule interviews prior to the date; **Substitute date will not be provided.**

Application Review Process

UWMC staff will review all submitted RFP applications for completeness and will furnish the designated Community Impact Committee with applications for review and scoring. Staff will inform the panel of any deficiencies in the data submitted or failure to meet the criteria required.

After application reviews and interviews are completed, the Community Impact Committee will determine program funding recommendations, which will in turn be provided to the Board of Trustees for final approval.

The United Way Board of Trustees must vote on the recommendations from the Community Impact Committee; 2018-21 grant payments will begin on July 1, 2018. Over the grant term, approval, disapproval or modification of the recommendations may rest on the results of UWMC annual fundraising campaigns. Funding announcements will be provided in early June.

Attachments

One PDF-format of each required attachment must be submitted with the grant narrative application:

- Certificate of Good Standing as a 501c3 from the Ohio Secretary of State OR Statement of Continued Existence
- United States Patriot Act Disclosure
- Board roster
- Current proof of active Insurance Coverage (property, liability, malpractice, etc.)
- Policy(ies) on Non-Discrimination and Inclusion
- Organization Staff Chart, identifying filled and vacant positions.
- Proof an Agency has updated its 2-1-1 profile within the past 12-months. If the organization's profile has not been updated within the past 12 months, please contact 2-1-1 to provide current information.
- Copy of assessment tool used to assess program clients; overview or summary also permitted (if applicable to program funding requested)

Application Check List

- April 4th: RFP Meeting to learn about Focus Areas and Strategies
- April 16th: Deadline to submit financial documents for review; Must include:
 - Most recent financial audit;
 - Most recent 990;
 - Financial statements for previous fiscal year (YTD budget, income statement, or equivalent, balance sheet or equivalent);
 - Program Budget and Narrative; one per program funding request (if applying for more than one program)
 - Organizational Budget
- April 27th: Completed cover page with organization information (one per organization) and completed narrative application (one per program funding request)
- Ohio Secretary of State certificate
- United States Patriot Act Disclosure
- Current Board Roster
- Current proof of active Insurance Coverage (property, liability, malpractice, etc.)
- Policy(ies) of Non-Discrimination and Inclusion
- Organization Staff Chart, identifying filled and vacant positions
- Proof organization has updated its 2-1-1 profile within the past 12-months. If the profile doesn't exist or hasn't been updated, contact Maria Burk at mburk@unitedwaymedina.org
- Copy or overview of assessment tool being used in program to assess clients (if applicable)

Focus Area: Childhood Success

Vision: Children have high-quality learning experiences that prepare them for kindergarten.

Strategy 1

Kindergarten Readiness: Programs that serve Pre-Kindergarten children, ages 3-5, perceived to be at-risk of not entering Kindergarten ready to learn. The program model must be able to demonstrate improvement in social, emotional, cognitive, and language skills for the target population. The program may be home or community based and must work with both child and parents. Preference will be given to programs that focus on the Cloverleaf, Medina City and Brunswick School Districts.

Programs will be required to use the ASQ, or a similar evidence-based assessment tool, to track child progress throughout the program. Please attach a copy of the assessment tool or an overview summary describing use and validity.

Why It's Important:

The academic success of children in later years depends heavily upon their kindergarten readiness. The first few years of education and preparedness are the most crucial in establishing a solid foundation from which children can adapt to school systems and learn successfully. During this period, children develop primary skills that form the foundations of reading, counting and social interaction.

In Medina County, Cloverleaf School District struggles with the lowest rates for kindergarten readiness, 17.7% are emerging (skills are just beginning) and 42% are approaching (skills partially evident); Medina City School District is second at 17.4% emerging and 33.6% approaching; Brunswick is third with 12.8% emerging and 36% approaching¹.

All programs must be able to report on the following indicators:

- Number of children identified as having social, emotional, cognitive, or language challenges
- Number of children that received intervention for social, emotional, cognitive, or language development
- Number of children that showed improvement in social, emotional, cognitive, or language development
- Number of parents with increased confidence that their child is prepared to enter kindergarten, as evidenced by pre- and post-assessments

All program must be able to report the following Metrics:

- Number of unduplicated children served; Number of unduplicated families served
- # of sessions provided per client
- Number of children assessed for social, emotional, cognitive, or language challenges

¹ Source: Ohio Department of Education

Vision: Children read proficiently by the end of third grade.

Strategy 2

Wrap-Around/Support Services: Provide an array of services and support to *Garfield Elementary School* students which will support academic success by eliminating barriers that prevent learning. Focus to be placed on grades K-3. The school-based coordinator will assist school administration with identifying and providing access to supplemental resources and experiences to students and their families. Examples include mobile dental/health services, activities that support emotional/behavioral development, family engagement, and other services/resources as needed.

Why It's Important:

By the end of 3rd grade, children transition from learning to read to reading to learn-and children who do not make this transition struggle in the school years that follow. For low-income families, there are often social determinants of health that hinder academic learning. Removing barriers to basic needs and supporting families holistically can help improve academic performance and prepare children to be on grade level by the end of third grade.

In Medina County, Garfield Elementary struggles with the lowest 3rd grade reading proficiency levels: 41.8% are limited and 14.5% are basic. Garfield has the highest free and reduced lunch population in the county; 71% of the student population qualifies².

All programs must be able to report on the following indicators:

- Number of collaborative relationships and services provided to Garfield students and families
- Improvement in reading progress scores, as indicated by school assessments
- Reduction in the number of disciplinary actions, as indicated by school records
- Number of families attending and participating in family engagement nights/activities
- Number of students missing fewer than 10% of school days

All program must be able to report the following Metrics:

- Number of students identified by schools as academically at-risk that receive support services through collaborations

² Source: Ohio Department of Education

Vision: Children build upon retained skills to advance.

Strategy 3

Summer Slide Prevention: Programs that serve students K-3 who are perceived to be at-risk for losing academic skills in reading and math over the summer months. Preference given to programs that serve students that qualify for free and/or reduced lunch, according to federal guidelines.

Successful applicants will use an assessment tool and provide a copy or an overview summary describing use and validity.

Why It's Important:

An early comprehensive review of the literature summarized several findings regarding summer loss. The authors concluded that on average, students' achievement scores declined over summer vacation by one month's worth of school-year learning. Importantly, they also concluded that income-based reading gaps grew over the summer, given that middle class students tended to show improvement in reading skills while lower-income students tended to experience loss.³

All programs must be able to report on the following indicators:

- Number of students that met or maintained level of reading/literacy scores
- Number of students that met or maintained level of math scores

All program must be able to report the following Metrics:

- Number of students preventing summer slide

³ <https://www.brookings.edu/research/summer-learning-loss-what-is-it-and-what-can-we-do-about-it/>

Vision: Learning is supported by access to basic needs.

Strategy 4

Supplemental Food programs for food-insecure elementary students: Programs that provide supplemental food resources for children at risk of being food insecure. Preference for programs that serve students in grades K-3 that qualify for free and/or reduced lunch, according to federal guidelines.

Why It's Important: The amount, availability, and quality of food all affect children's health, as well as their brain development. Children who grow up in food insecure households often lag their food-secure peers in terms of cognitive, emotional and physical development.

- Children from homes with persistent food insecurity have shown smaller gains in both reading and math than their food-secure counterparts.
- Food-insecure children and teenagers have been shown to miss school more frequently, and are more likely to repeat a grade, than food-secure children.
- Food insecurity has been shown to reduce a child's chances of graduating from high school.⁴

All programs must be able to report on the following indicators:

- #lbs. of food distributed
- # of clients receiving assistance
- # of referral/educational/information pieces provided

All program must be able to report the following Metrics:

- # of volunteer hours

⁴ <http://www.aypf.org/comprehensive-community-solutions-for-youth-success/food-for-thought-how-food-insecurity-affects-a-childs-education/>

Focus Area: Youth Success Strategies

Vision: Students have access to mental health services that focus on prevention and remove challenges and barriers that prevent academic success.

Strategy 1

Provide Mental Health and Prevention Services (1-on-1 and Group Settings) to entire school districts, Elementary through High School. Programs that provide resiliency-based mental health programming to Medina County students, with a focus on services not traditionally covered by insurance providers. The provider should also serve as a resource and support to school staff and administration for Positive Behavioral Interventions and Supports (PBIS) efforts.

Efforts should also include working with the local school systems to develop early warning systems to identify students that are at risk of dropping out based on attendance, grades and behavior.

Successful applicants will use an assessment tool and provide a copy or an overview summary describing use and validity.

Please NOTE: organizations currently serving Medina County school districts must submit a Letter of Support from the schools in which services are provided.

Why It's Important:

There is an increasing awareness that there needs to be a strong focus on prevention and wellness from preconception on through early adulthood to lay a firm foundation for later general and mental health⁵. Studies show that half of those who will develop mental health disorders show symptoms by age 14. Evidence-based mental illness prevention programs have positive effects on children and family health as well as on multiple social health issues such as educational achievement, financial stability, building safe communities, and many other social goods. With such programs in place, mentally healthy children can take fuller advantage of learning opportunities, individuals can be more effective in their job performance, and youth can feel safer in their homes and in their neighborhoods.⁶

In Medina County, 14% of youth have considered suicide, 7% attempted suicide, and 25% have reported feeling hopeless for more than two weeks. (Living Well Medina County Assessment)

⁵ (Center on the Developing Child at Harvard University (2016). *Building Core Capabilities for Life: The Science Behind the Skills Adults Need to Succeed in Parenting and in the Workplace*. Retrieved from www.developingchild.harvard.edu.)

⁶ http://www.mentalhealthamerica.net/positions/prevention-youth#_edn3

All programs must be able to report on the following indicators:

1. Client demonstrates improved ability to cope
2. Client improved healthy relationships by increasing number of trusted relationships and/or persons identified as a trusted source
3. Number of Referrals Provided

All program must be able to report the following Metrics:

1. Total Number of Clients Served (sum should #2+#3):
2. Total Number of Clients in Progress
3. Total Number of Clients Completed
4. Total Number of Clients Discontinued or no longer engaged
Please indicate the reason for each client reported in #4:
 - Client Moved
 - Parental Approval Not Given
 - Required Higher Level of Services
 - Other
5. Document and record the number of interactions/support sessions provided to school staff and administration to help strengthen the PBIS model used in schools. (if applicable)

Program Budget and Narrative Instructions

All budget forms **MUST** be submitted by **April 16, 2018, 5:00 pm** to mburk@unitedwaymedina.org.

UWMC will assess the financial health of each organization applying for funding. The following documents must be submitted for review **prior to submitting the RFP narrative application**.

All documents must include the organization name *and* the type of document (ex: ABC Organization-2017 990).

- Provide most recent financial audit & 990 within the last two (2) years. If the nonprofit organization does not complete an annual audit, please submit the most recent 990s only.
- Internal financial statements for the organization's previous fiscal year (year to date budget, income statement or equivalent, balance sheet or equivalent).
- Program Budget (Excel or Word template acceptable) and Budget Narrative (Word template). Both documents should clearly demonstrate how requested UWMC funds will be used in the program.
- Organizational Budget (may submit in format used by nonprofit)

ANNUAL PROGRAM BUDGET

ORGANIZATION NAME:			
PROGRAM NAME:			
INCOME/REVENUE	Proposed 2018-19	UWMC Request	TOTAL
Contributions and Dues			
Foundations and Trusts			
Special Events			
Contracts/Grants from Govt. Orgs.			
Membership Dues			
Program Service Fees			
Investment Income			
Other Revenue			
UWMC Allocation/Request			
TOTAL			
EXPENSES			
Description	Proposed 2018-19	UWMC Request	TOTAL
Salaries			
Employee Benefits			
Payroll Taxes			
Profess. Fees/Contracted Services			
Occupancy			
Specific Assistance to Individuals			
Membership Dues			
Special Event Expenses			
*All Other Expenses			
TOTAL			

Enter UWMC funding request in highlighted cell. In Expense section, the UWMC Request column should reflect how UWMC funding will be expended in the program. All other program expenses should be listed in the Proposed 2018-18 column.

Budget Narrative

Provide a brief narrative explanation of each expense and how it was calculated.
Describe how UWMC requested funding will be used within the program.

Description	Amount	Explanation
Salaries	\$30,000	FT Staff @ \$14.40/hr. x 2080 hrs./year=\$29,952; UWMC funds will support this position

EXAMPLE:

Description	Amount	Explanation
Salaries		
Employee Benefits		
Payroll Taxes		
Profess. Fees/Contracted Services		
Occupancy		
Specific Assistance to Individuals		
Membership Dues		
Special Event Expenses		
*All Other Expenses		