



United Way of Central Maryland Family Stability Program Grants FY2021-22

Request for Proposals

Due by November 20, 2020, 5:00 pm EST

General Application Information

Overview

The United Way of Central Maryland (United Way) is seeking grant applications from organizations wishing to serve as funded partners in the implementation of a regional homelessness prevention program model with demonstrated success.

United Way's Family Stability Program (FSP) works to prevent homelessness for at-risk families. It is based on the Siemer Institute's evidence-based model used nationwide to prevent homelessness for families. Since 2011, the Siemer Institute's model has been used to help more than 30,000 families with over 60,000 school-aged children across the country.

Avoiding homelessness saves the high cost of keeping a family in a shelter (\$35,000 to 40,000 per year) and protects children from the adverse effects of a disruptive mid-year school transfer. Studies show that every time a student transfers schools mid-year they lost approximately three months of reading and math learning.

United Way's first FSP site was established in 2012 in Northwest Baltimore City. Over the past 8 years, the program has grown to the 16 sites now operating across Central Maryland. Since its inception, with the hard work of a number of funded partners, the FSP has helped 1,728 Central Maryland families avoid homelessness, prevented disruptive school transfers for 3,471 students and helped 910 families (52% of all served) increase their income. It does this by providing emergency financial assistance and case management services to prevent families from becoming homeless and help them on their path to financial self-sufficiency.

For detailed information about this initiative, and when considering and/or preparing for your grant application submission, **please thoroughly review the United Way's FY2021 Family Stability Program Overview** which can be found on our [Nonprofit Funding Page](#).

Submission Deadline

All applications must be submitted through United Way of Central Maryland's CommunityForce portal by **5:00 pm EST, November 20, 2020**. At that point, the portal will close and will no longer continue accepting applications. Please make sure all applications are complete at submission and include all required attachments.

Number of Applications

Eligible organizations may apply for funding to operate up to three Family Stability Programs – submitting a separate, distinct application for each desired site.

Submission Instructions

Applications must be submitted through United Way's Grants Portal, [CommunityForce](#).

Please follow the instructions on the webpage to create an account, or utilize an existing account, to log into the portal. Then, click "search" and "view all grants" on the top of your dashboard so that you can access the "Family Stability Program Grant – FY2021-22" application. Select "Apply" and proceed to

answer all prequalification questions. Once you have done so, you will see your application dashboard for this opportunity, along with all accompanying submission instructions.

You must submit your application and application sections by answering all required questions and clicking the red “*final review and submit*” button on your dashboard, or your application will not be seen as completed.

For technical support questions related to CommunityForce please reach out to the United Way’s Grantmaking Manager, Lillie Hughes, at lillie.hughes@uwcm.org with the subject line **Family Stability Program Grant Technical Question**. Lillie will be available until the deadline to help answer any questions. Please give reasonable notice prior to the submission deadline, as technical issues can vary in complexity.

Family Stability Program Grant Information Session

United Way will hold a virtual information session for this grant opportunity on November 9th at 1:00 pm. While not mandatory, it is strongly recommended that interested applicants attend. Please register online on United Way’s [Nonprofit Funding Page](#).

Questions/Additional Information

Questions about the application may be submitted up until November 9, 2020 @ 5:00 pm EST. Please submit questions with the subject line **Family Stability Program Grant Question** via e-mail to grantquestions@uwcm.org. Answers to all questions will be posted on the United Way’s [Nonprofit Funding Page](#) by November 12, 2020.

Application Follow-up Questions

United Way staff and grant application reviewers may elect to make follow-up inquiries regarding your application between the submission of your application and our award announcement (mid -November through mid-December).

FY2020 Application Timeline

Activity	Date
RFP Released	Tuesday, October 20, 2020
Family Stability Program Grant Information Session	Monday, November 9, 1:00 pm
Deadline to submit questions	Monday, November 9, 5:00 pm
Q&A Posted on Nonprofit Funding Page	Thursday, November 12
Grant Application Submission Deadline	Friday, November 20, 2020, 5:00 pm
Selections announced	Early December, 2020
18 Month Grant Period	January 1, 2021 – June 30, 2022

Applicant Eligibility

Non-Discrimination

United Way is committed to the principles of equity, diversity and inclusion. We will accept applications only from organizations who recruit, accept, train, promote and dismiss employees, clients and volunteers, without regard to a person's sex, color, race, ancestry, religion, national origin, age, veteran status, citizenship, physical or mental disability, sexual orientation or any other legally protected characteristic.

Non-Profit Tax Status

United Way of Central Maryland will accept applications from 501(c)(3) nonprofit agencies, and other organizations that align with the IRS tax law (an agency that may not be a 501(c)(3) but may have other nonprofit IRS designations). For example, churches, not-for-profit hospitals and University and College programs may apply.

If you do not have tax-exempt status, we will also accept applicants that work with a **Fiscal Agent/Sponsor** that have tax-exempt status to apply for funding.

Certificate of Status

Organizations must hold a "Good Standing Certificate of Status" with the State of Maryland Department of Assessments & Taxation and must submit one to the United Way dated in the year 2020. You may submit a screen-shot of your certificate from the Maryland State Department of Assessments & Taxation website ([click here](#)) that includes:

- The General Information Page, including the phrase "THIS BUSINESS IS IN GOOD STANDING", and
- The date and time stamp from your computer dashboard.

Any organizations that do not have Good Standing Certificate of Status with Maryland State, may partner with a **Fiscal Agent/Sponsor** who meets these requirements.

Required Financial Statement

All applicants must be financially viable organizations – and demonstrate this through the submission of a copy (within the last two fiscal years) one of the following financial documents with the grant application:

- Financial audit of your organization (preferred for all organizations, and required for organizations with gross income from charitable contributions of \$750,000 or more); or
- Financial statement reviewed by an independent auditor (only acceptable for organizations with gross income from charitable contributions of less than \$750,000).
- Financial Compilation (only acceptable for organizations with gross income from charitable contributions of less than \$300,000).

Any organizations that do not have nonprofit status or cannot meet the financial document requirements above, may partner with a **Fiscal Agent/Sponsor** who meets these requirements.

Grant Information

Grant Award Amount and Grant Period

Organization selected for grant awards will receive a total grant award of \$110,000 to operate one Family Stability Program site from January 1, 2021 to June 30, 2022. This grant award will include \$40,000 for the second half of FY21 (January 1 – June 30, 2021) and \$70,000 for FY22 (July 1, 2021 – June 30, 2022). Contingent on strong grantee performance and funding available, United Way expects to renew grants for an additional year (July 1, 2022 – June 30, 2023). Details of use of funds, grant allocations, and matching requirements are provided below.

Use of Grant Funds and Matching Funds Requirement

In order to maximize the number of neighborhood/communities served and the program’s impact on families within those communities, United Way is implementing a revised program cost model and will require grantees to provide matching funding, beginning in FY2022.

Please note that the newly revised program cost model is Informed by the extensive national network of Siemer Institute Family Stability Programs. This model sets the core program cost at \$80,000 per year to serve 30 families. **Please review the United Way’s FY2021-22 Family Stability Program Overview** (found on our [Nonprofit Funding Page](#)) for more details.

Matching fund requirements will be phased in over the next 2½ years as outlined below.

		United Way Grant Award	Grantee Cash Match Required	Total Core Program Costs
FY21	January 1–June 30, 2021 (Half Year)	\$40,000	\$0	\$40,000
FY22	July 1, 2021–June 30, 2022	\$70,000	\$10,000	\$80,000
FY23*	July 1, 2022–June 30, 2023	\$60,000	\$20,000	\$80,000

* FY23 grant renewal contingent on grantee program performance and available funding.

Program Site Locations

Sustained FY20-21 Commitments

Based on donor funding that is dedicated to support specific existing program sites/partners, United Way has committed to continue funding the following five program sites identified below for FY21-22.

Jurisdiction	Community	Funded Partner
Anne Arundel County	North County (2Gen program)	Anne Arundel County Partnership for Children, Youth and Families.
Baltimore City	Brooklyn/Curtis Bay	Site operated directly by United Way
Baltimore City	Poppleton	Site operated directly by United Way
Baltimore County	Cockeysville	Epiphany Community Center
Baltimore County	Dundalk	Epiphany Community Center

Competitive Funding Priorities

Through this open, competitive funding opportunity, United Way expects to fund between **seven and nine additional sites**, depending on funding availability. Program site location will be a factor in the grant selection process as outlined below.

- United Way **will not** consider applications that propose to provide services in the any of the 5 neighborhoods / communities identified for sustained FY20-21 commitments in the previous section.
- United Way **will** consider applications for program sites in Baltimore County and/or Anne Arundel County that are not in neighborhoods / communities already being served by partner programs through Sustained FY20-21 Commitments (listed above).
- United Way expects to fund at least one application from each of these three Central Maryland communities: Carroll County, Harford County and Howard County.
- For applications serving Baltimore City, priority will be given to those serving one of the ten neighborhoods outlined below:

Current United Way Investments

Neighborhoods that are currently being served by United Way programmatic investments, including our Family Stability and Neighbors United initiatives.

- Clifton/Berea
- Morrel Park
- Sharp-Leadenhall
- Southeastern
- Southern Park Heights
- Upton/Druid Heights

High ALICE Concentration

The 4 neighborhoods (not counting those listed above) with the highest concentration of families living at or below the ALICE threshold.

- Cherry Hill
- Oldtown/Middle East
- Southwest Baltimore
- Greenmount East

FY2021 Family Stability Program Application

Organizational Information

Applicant Organization Name
Central Maryland Jurisdiction(s) Served by Organization (Multiple)
Applicant EIN
Applicant Address
Applicant Website
Contact Person Name, Title, E-mail, Phone
Executive Director Name, Title, E-mail, Phone
Executive Director Gender and Race Identity
Total Organizational Budget for your Current Fiscal Year, and Dates
Organization's Mission and Vision Statement

Is your organization utilizing a Fiscal Agent/Sponsor for this application? Yes / No

If yes:

- Please fill out the information below for your Fiscal Agent/Sponsor
- Make sure that you submit Financial Document, Tax-Exempt Status Letter and Good Standing Certificate from your Fiscal Agent/Sponsor

Fiscal Agent/Sponsor Name
Address
EIN
Contact Person Name, Title, E-mail, Phone
Executive Director Name, Title, E-mail, Phone

Family Stability Program Site Information

Homelessness Prevention Program Name
Program Address (if different than Organizational Address)
Central Maryland Jurisdiction for Program Activity
Name of Neighborhood/Community Served
Will you be partnering with other Service Providing Partner Organizations to implement the Family Stability Program in your jurisdiction? If so, please list out all partners here.
Match Funding – In FY2022, partner organizations are expected to contribute \$10,000 in match funding for client assistance support. Please indicate if “Yes” if you understand that this new requirement will begin on July 1, 2021.
Total Site Program Budget for your Current Fiscal Year

Proposal Narrative

Please provide narrative responses to questions 1-6 below. Keep your narrative response to a **six-page limit, one-inch margins and a 12-point font, 1.5-spaced, Arial font**. Please include the heading "Proposal Narrative" and your organization's name at the top of the first page and number the pages 1 through 6. Please label your answers with the number and bolded subheading provided below for each.

1. Commitment to Equity, Diversity and Inclusion

Please describe your Organization's commitment to Equity, Diversity and Inclusion as it relates to your strategic plan/organizational direction, staff makeup and board stewardship. Include:

- How you engage community members and/or those you serve in the development and ongoing implementation of your program.
- How your Organization, Staff and Board reflect the community in which you operate.

2. Community Need/ Relationship to Community

Describe the need for a Family Stability Program site in the neighborhood for which you are seeking funding and how you understand that need. You may cite data and resources as appropriate but should also touch on the personal knowledge of your neighborhood based on experience. Include:

- Basic demographic information and geography of your neighborhood.
- A description of your organization's relationship with constituents, potential clients and referring organizations in the neighborhood (including schools) for which you are seeking funding.
- Specific challenges that the community faces and strengths/assets that you can build on.
- If applicable: If you do not currently have a physical site in the community for which you are seeking funding, how will you establish relationships with the constituents, potential clients and referring organizations in this neighborhood?

3. Organizational Capacity and Implementation Plan

Describe your organizations capacity to successfully implement the program model outlined in the Family Stability Program Overview.

- A list of all staff that will be involved in monitoring program service delivery and reporting outcomes to United Way (name, title, brief description of responsibilities).
- A description of your organization's infrastructure, financial controls and management as it relates to the implementation of this program.
- An estimation of how you will recruit, engage and serve the expected number of individuals or families over the course of the grant period, especially in the midst of COVID-19.
- Describe the implementation timeline of the Family Stability Program Site for which you are requesting funding, including onboarding, training relevant staff and/or establishing site location.

4. Program History, Experience & Outcomes

Describe your organization's experience related to (a) improving educational outcomes for children/youth and (b) achieving housing stability for low-income households. Highlight any related outcomes from the past 2 years. * Include:

- Relationships with other service providers or referral agencies that have helped you to identify clients or provide services in this neighborhood.
- Why you believe your organization is best positioned to impact lives in the neighborhood for which you are requesting funding, through the implementation of the Family Stability Program.
- Any relevant data or outcomes from the past two years that demonstrate your ability/track record for supporting family stability.

**If you were a partner of United Way's in the past, please note that we will consider previous program performance and grant management/ compliance in funding decisions.*

5. Innovation

How is your program or organization advancing the conversation about homelessness as it relates to policy/advocacy, social impact and best-practices? Include:

- A description of any innovative programmatic strategies that you are working to import or best practices that you have developed or implementing.
- How you are addressing gaps in available resources/reducing systematic barriers with your program.

6. COVID-19

How has your organization pivoted during COVID to continue or expand services to clients and those experiencing homelessness. Include:

- How your organization changed the way that it operates to continue to deliver services safely to clients.
- If your organization has done anything new related public health/safety to address the pandemic that advances the mission of your organization.

Application Attachments

Please be prepared to upload the following attachments on CommunityForce as part of this application. Please make sure that the attachment reaches the established criteria discussed in this RFP.

- Proposal Budget (please use template provided by United Way)
- Certificate of Good Standing with Maryland Department of Assessment and Taxation
- Tax-Exempt Letter from the IRS
- Required Financial Document – following guidelines established based on annual organizational budget (Outlined on Page 4 of this RFP)
- FY21 Organization Budget (If not finalized, FY20 Organizational Budget will be accepted)
- Current Roster of Board Members