Request for Proposal (RFP) Information and Instructions

IMPACT AWARD: Eviction Prevention and Housing Stabilization

City of Cincinnati Human Services Fund
FY2024

This packet provides information to apply for City of Cincinnati Human Services Fund Impact Award funding for the Fiscal Year 2024 beginning on September 1, 2023. **The Request for Proposal is a comprehensive document that details the requirements for proposal submission, provides tools for fulfilling the requirements and outlines the reporting requirements and expectations for Human Services funded agencies.**	
RFP ISSUE DATE	February 13, 2023
PROPOSAL DUE DATE	April 28, 2023 5PM

PROPOSAL OVERVIEW WEBINAR	An overview webinar and two Q&A sessions will be held on:
	
	 • February 15: overview webinar
	     ○ Register here: https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-fy-24-rfp-general-overview-tickets-536135073437
	 • February 23: Q&A webinar
	     ○ Register here: https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-impact-award-tickets-536246727397
	 • March 21: Q&A webinar
	     ○ Register here: https://www.eventbrite.com/e/city-of-cinci-human-services-fund-qa-service-categories-impact-award-tickets-537693013277
	 • April 11: Q&A webinar
	     ○ Register here: https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-final-qa-impact-award-tickets-537712491537
	
	 It is **highly recommended** that all interested applicants attend. If you are unable to attend the webinar, a recording will be posted online at: https://www.uwgc.org/for-nonprofits/funding-opportunities

DEADLINE FOR QUESTIONS	The deadline for questions is April 14, 2023 at 4pm Eastern. Questions and/or inquiries must be submitted in writing to humanservices@uwgc.org FAQ documents will be updated weekly and can be found here: https://www.uwgc.org/for-nonprofits/funding-opportunities
PROPOSAL SUBMISSION PROCESS	All proposals must be submitted online using United Way's online application system called e-Cimpact. Register here if you do not have an active account.
RFP WEBSITE	Nonprofit Grant & Funding Opportunities	United Way of Greater Cincinnati (uwgc.org)
RFP CONTACTS	humanservicesfund@uwgc.org

City of Cincinnati Human Services Fund

Background

Since 1981, Cincinnati City Council has allocated a portion of the General Fund to support human services programs and initiatives that are important to the city's health and vitality. The intent of the Cincinnati Human Services Fund (HSF) is to leverage, develop, and scale proven strategies to accelerate progress toward community goals.

In 2014, the Human Services Priority Review Working Group strongly recommended that the City restore HSF to 1.5 percent of the General Fund. If that goal was not possible, the Working Group recommended in the alternative that to achieve measurable impact, that "Council must adequately invest in one goal before establishing additional goals."

In the 2023 Fiscal Year, the City has finally restored the Human Services Fund to 1.5 percent of the General Fund. Yet they noted that there was still an opportunity to make a measurable, community-level impact by investing significant dollars in one priority. Council decided to maintain funding based on the current priorities but re-framed them to take a strategic focus.

With this current funding cycle, Council aims to impact specific city-wide issues with the HSF. In this partnership with local organizations, the City can use data and analytics to address these insights to better understand and solve for disparities as they relate to the City's funding of Human Services, and the delivery of those services, to implement effective programs and generate better outcomes for residents.

Under Motion #202202006, 25%-33% of HSF will be allocated for an Impact Award to fund one social innovation project aligned to Eviction Prevention and Housing Stabilization. Remaining HSF dollars will be allocated based on the following priorities:

- Overhead (administration) (2%)
- Comprehensive Workforce Development (25%)
- Youth Gun Violence Prevention and Reduction (20%)
- Supporting, Securing, and Stabilizing Housing for High-Risk Populations (10%)
- Project LIFT (10%)

Throughout all of these priority initiatives, the City seeks to partner with local organizations to collaboratively use their data to better understand the problems facing Cincinnati residents. By introducing specific, measurable priorities and leveraging city leadership and departmental resources, we can build a stronger and healthier City, together.

This RFP is for the Impact Award: Eviction Prevention and Housing Stabilization category of the Human Services Fund in Fiscal Year 2024.

Contents

REQUEST FOR PROPOSALS
Impact Award: Eviction Prevention and Housing Stabilization

Community Challenge: Housing

Cincinnati is in the middle of a historic housing crisis. In 2017, less than one percent (0.4%) of evictions in Hamilton County were decided in favor of the tenant.[1] This is further an issue of equity, with neighborhood racial composition being the strongest predictor of eviction filing rates in Hamilton County.[2] The housing crisis is further impacted by the rapid spike in rental rates across the entire state.[3] Just last month, Cincinnati ranked as one of the Top 10 U.S. Cities for largest year-over-year rent increases.

Purpose and Goal of the Impact Award

With the Impact Award, Council seeks to fund one collaborative project between multiple organizations and the City to address Cincinnati's eviction and housing crisis. The project should work to reduce evictions and stabilize housing by tracking eviction trends; using predictive analysis; funding immediate costs; and providing access to legal services.

Project proposals are encouraged to leverage multiple solutions to create a comprehensive strategy to address eviction and housing instability, including access to legal services, financial support, and social services. Reducing the number of evictions will ensure more stability for families and children, reduce the community costs associated with evictions, maximize the City's limited housing supply, and create a better quality of life for residents of all our neighborhoods.

Award Terms

Grant Period

Funding under the Impact Award is for a one-time grant, to begin on September 1, 2023 and provide support for a planning period of, up to, six months, and an implementation period of up to 30 months. The funding must be expended by August 31, 2026. Organizations that are selected to receive funding will be notified in July 2023 of the grant award.

The collaborative funded under this award will enter a subcontract with United Way of Greater Cincinnati, as the administrator of the Human Services Fund for the City of Cincinnati, with specific milestones during the planning and implementation period. Continuation of the funding will be based upon the achievement of agreed-upon performance measures and adherence to plans and reporting requirements.

Reporting and Participation Requirements

The funded collaborative will be asked to report results, at a minimum twice a year and no more frequently than quarterly. Programs may be asked to participate in quarterly meetings to review data, share common challenges, and support capacity building to improve data literacy and expand the use of data for decision making. Additional details will be provided at the time of grant announcements. Additionally, there will be required meetings to review progress and plans at specific milestones, including: the start of the planning period, beginning of the implementation period, and in the event of significant changes to the implementation plan.

---

[1] https://cincinnatilegalaid.net/wp-content/uploads/Eviction-Report_Final-1.pdf, page i

[2] Id.at 7

[3] https://www.citybeat.com/news/report-cincinnati-in-top-10-us-cities-for-largest-year-over-year-rent-increase-13897025#:~:text=Average%20rents%20throughout%20the%20Buckeye,year%20to%20%241%2C253%20in%20August.

Funding Request

The actual amount of funding available for the FY2024 Human Services Fund will not be determined until City Council approves the FY2024 General Fund Budget, which typically occurs in June. It is anticipated that approximately $1.875- $2.475* million dollars will be allocated for the Impact Award. Applicants are encouraged to submit requests within this funding range.

*This is an estimated range based on a minimum projected budget for the Human Services Fund in FY 24 of $7.5M and is subject to change based on the approval of the City of Cincinnati budget in July 2023.

Policies and Eligibility

City of Cincinnati Human Services Fund Policies

The following policies have been established:

- Submitting a program proposal is not a guarantee of funding.

- The City of Cincinnati may elect not to fund or advance any applicants with known management, fiscal, reporting, program, or other problems that make it unlikely that they would be able to provide effective services.

- All funding decisions are made by Cincinnati City Council based on the recommendation of the Human Services Advisory Committee.

- Qualification under the criteria and eligibility requirements listed in the *Request for Proposal* does not entitle an organization to receive funding.

- The City of Cincinnati reserves the right to reject any and all programs, in part or in whole; to negotiate with applicants and to award funding to those programs deemed most likely to contribute to the success of the Human Services Fund priorities.

- Organizations may be the lead applicant for only one Impact Award proposal; organizations may be a partner in multiple applications.

- Partnerships may not duplicate programs/services provided by entities within the City of Cincinnati, e.g. Health Department, Recreation Department, etc., but are encouraged to consider how City programs and services may support their efforts.

- There is no preference for or against agencies that have previously received Human Services Funding or that have a relationship with United Way of Greater Cincinnati.

- The City of Cincinnati, in accordance with the Public Records Act (Section 149.43 of the Ohio Revised Code), defines records as including the following: any document – paper, electronic (including but not limited to e-mail), or other format – that is created or received by, or comes under the jurisdiction of this office. All proposal submissions on behalf of the City of Cincinnati are public unless they are exempt from disclosure under the Ohio Revised Code.

Eligibility for All Human Services Programs

Agencies must be 501(c)3 organizations compliant with licensing, accreditation, and legal requirements. Nonprofit organizations do not need to be physically located in the City of Cincinnati, but City of Cincinnati Human Services funds may only be used to support city residents.

Impact Award Proposal Criteria

Proposals will be reviewed by United Way of Greater Cincinnati staff and the Human Services Advisory Committee (HSAC) using the criteria below. A final recommendation of applications to fund will be provided to City Council for the determination of funding.

Proposals will be evaluated based on the following criteria:

Organizational Capacity, Experience & Expertise to Implement Proposed Project

- o Demonstrates a strong collaboration of multiple community partners or stakeholders; and
- o Demonstrates the capacity to implement the proposed project within the time period and proposed budget; and
- o Demonstrates the experience and expertise to implement the proposed services and provide culturally responsive services to the targeted community. This includes organizational and staff proximity to the community challenge, lived experience, representation of staff in comparison to the community, and professional education, experience, and expertise.

Evidence of Data-Informed Approach(es) and Proposed Impact

- o Cleary demonstrates the problem the proposal seeks to address as it relates to the community; and
- o Provides clear data and evidence to support the proposed approach, timeline, and impact.

Alignment with Goals of the Impact Award

- o Demonstrates strong alignment to the goals of the impact award and purchase of the Impact Award. This includes aligning to one or more of the following goals:
  - Reducing the number of evictions for families and children
  - Reducing the community costs associated with evictions
  - Maximizing the City's limited housing supply
  - Creating a better quality of life for residents of all our neighborhoods

High Potential for Systems Change Learning, Scale or Sustainability
- o Demonstrates potential to leverage the Impact Award to do one or more of the following:
  - Build evidence of the impact of innovative approaches that could be broadly adopted by other organizations after the impact award;
  - Inform policy change to sustain impact; and/or
  - Establish longer term sustainability of the program/ approach through other funding.

Proposal Questions and Instructions

The following questions and attachments must be completed and submitted by the deadline. Proposals not adhering to these requirements may not be considered for review.

All information will be submitted online using the e-CImpact Online Data Manager.

<u>**Applicant Contact Information and Request**</u>

- **Lead Applicant Name and Mailing Address**
  Enter only the lead applicant's name (agency name)

- **Primary Contact for Proposal**
  Provide name, title, email, and phone number for the primary contact for this proposal and all related communication

- **Lead Agency CEO Contact Information**
  Provide name, title, and email address for the Lead Agency CEO

- **Lead Agency CEO Demographics**
  Provide the gender, age range, and race/ ethnicity of the Agency CEO

- **Lead Agency Board Chair Contact Information**
  Provide name, title/ organization (if applicable), and email address of the Board Chair

- **Agency Board Chair Demographics**
  Provide the gender, age range, and race/ ethnicity of the Board Chair

- **Lead Applicant History, Mission & Purpose**
  Briefly state the agency's history, mission, and overall purpose.

- **Collaborative Partners**
  List the collaborative partners names and provide a brief description of each partner

- **Type of Collaborative (Existing and Length or New)**
  Select the type of collaborative. If existing, provide the number of years the collaborative has been in place.

- **Service Capacity and City of Cincinnati Residents Served**
  Provide the total number of people served by the collaborative in an average 12-month period and the percentage of City of Cincinnati residents. Provide the top 10 City of Cincinnati zip codes served. If the collaborative is new, provide an aggregate number of the City of Cincinnati residents served by all collaborative partners.

- **Collaborative Project Name**
  Provide the name of the collaborative project

- **Amount Requested**
  Provide the amount of requested

- **Required Applicant Information Upload**
  Using the provided Impact Award- Application Information Required Upload, provide the following information:
    - **Agency & Collaborative Partner Board Roster & Demographics**: Complete Tab 1. Board Rosters to provide the name, role, and demographics for all board members of each partner (lead and collaborative).
    - **Collaborative Partner CEO Contact Information and Demographics:** Complete Tab 2. Collaborative Partner CEOs to provide the name, title, gender, age range, and race/ ethnicity for the CEO of each collaborative partner
    - **Lead & Collaborative Partner Staff Race/ Ethnicity**: Complete Tab 3. Lead & Collaborative Staff to provide an aggregate overview race/ ethnicity of each partner's staff.

  The excel template will provide the following options for each category:
  - **Gender**: Female, Male, Non-binary or Prefer to Self-Describe, Unknown/Not Collected
  - **Age Range**: Younger than 25, 25-35, 35-44, 45-54, 55-64, 65 and older, Unknown/ Not Collected
  - **Race/ Ethnicity**: Asian/Native Hawaiian/Other Pacific Islander, Black/African American, Hispanic/Latino, Native American/American Indian/Alaskan Native, White/Caucasian, Two or More Race/ Ethnicities, Other/ Prefer to Self-Describe, Unknown/ Not Collected

<u>Proposed Project</u>

- **Collaborative Project Description & Key Strategies**
  Describe the proposed collaborative project including the role, responsibility, and experience of each partner organization and the key strategies the project is advancing or plans to advance, such as, but not limited to, addressing evictions and housing stability, accessing legal services, financial supports, and social services. Share details about the communities or target populations the project seeks to serve.

  List any paid staff and explain their roles. If this is an existing collaborative, provide its history and results achieved. If this is a proposed new partnership, explain how the collaborative will be structured.

- **Collaborative's Capacity, Experience and Expertise**
  Briefly state the collaborative and lead agency's capacity, experience, and expertise to serve targeted communities, provide the proposed services, and implement the project as proposed. Explain how the partnership will have the capacity to achieve its proposed activities. Share how the partners in the collaborative are leveraging each other's capacity, experience, and/or expertise to create a greater impact than what is achievable when implementing individual efforts.

- **Data-informed Approach(es) and Impact**
  Share how the collaborative has used and plans to use data to inform the project, key strategies, and proposed impact. This could include details on evidence from proven models or research, best practices, past outcomes and internal learnings, or evidence in support of the collaborative's theory of change.

- **Current and proposed outcomes**
  Provide a brief narrative of current, if available, or proposed outcomes. Provide proposed outcomes for the following (if appropriate) along with how the outcome will be measured and methodology or data collection process.
    - Reducing evictions for families and children
    - Reducing community costs associated with evictions
    - Maximizing the City's limited housing supply*
    - Creating a better quality of life for residents of all our neighborhoods

  While the specific approach to maximize existing housing supply is not defined examples could include: providing housing repairs or improvements, reducing vacancies, and increasing occupancy. Please note new development is not eligible.

- **Planning Period Plan and Implementation Summary**
  Briefly summarize the proposed project plan detailed in the required upload, including the necessary planning period needed (not to exceed 6 months), milestones or key objectives of the planning period and summary of the implementation time period (up to 30 months). Share potential constraints, key assumptions or dependencies that could present a challenge to the proposed plan and how the collaborative plans to minimize or mitigate potential challenges.

- **Community Engagement and Voice**
  Share the collaborative's approach to community engagement and use of community voice in informing, guiding, or determining the proposed project/ approach and services during the planning and implementation period. Please specify the specific role of community in decision making and providing feedback throughout the award period.

- **Systems Change Learning, Scale or Sustainability**

  Describe what you expect to learn throughout the implementation of the proposed project, specifically associated with learnings that could influence policy change or impact other system change levers in support of scaling solutions or sustaining the impact of the project. Share how the project plans to leverage other dollars during the implementation period and the plans to ensure sustainability, if appropriate, after the implementation period.

Required Uploads
- **Documentation of Collaboration:** Upload document(s) to support the current state/ structure of the collaborative. This could be a MOU among partners, Letters of Commitment, Governance Structure or Partnership Agreements.
- **Planning Period and Implementation Plan Template**
- **Proposed Program Design*** (Note: While there is not a required template, this upload should include an overview of the proposed program design such as specifying the key drivers the program seeks to impact and its vision for change, proposed inputs, activities, milestones and short- and longer-term outcomes. Example tools include a Theory of Change or Logic Mode. If awarded, this documentation can be revised after the planning period.)

Project Budget

Complete the budget template in the online system for a projected program revenue and expenses for the entire implementation of the impact fund. Under each category, add separate line items for each expense. Include short descriptions or provide the required details for each line. *Include the requested grant award amount in Revenue: City of Cincinnati GFO*

Proposed Budget				
Revenue	Planning Phase	Year 1	Year 2	Year 3
Corporate				
Hamilton County				
Foundations				
Direct Federal Grants				
Fees for Program Participants				
City of Cincinnati GFO				
United Way of Greater Cincinnati				
State of Ohio				
Other – Please list all other specific sources of income				
Total Revenue (All Sources)				
Expenses				
Salaries				
Salaries (Itemized with the position title and percentage of time)				
Employee Fringe Benefits				
Contracted Services				
Contracted Services *(Itemized by subcontractor and associated cost; if awarded funding, contracts/ agreements with each subcontractor will need to be submitted and approved.)*				
Other Direct Expenses				
Travel *(Mileage only within the City of Cincinnati at a rate not to exceed the current City mileage reimbursement rate.)*				
Space *(Total for Rent, utilities, telephone, building insurance, etc. Excludes cell phone, beeper, long distance and directory assistance service.)*				
Consumable Office and Program Supplies *(Excludes food and beverage costs)*				
Operational Expenses *(Liability and Fidelity Bond insurance, printing, postage, etc.)*				
Other				
Other - Please list all other expenses connected with this program that do not fit in a previous category.*				
Total Expenses				
Surplus or (Deficit)	Auto calculated	Auto calculated	Auto calculated	Auto calculated