



United Way  
of Greater Cincinnati

# ***Request for Proposal (RFP) Information and Instructions***

## **SERVICE CATEGORIES:**

*Comprehensive Workforce Development; Youth Gun Violence Prevention and Reduction; and Supporting, Securing, and Stabilizing Housing for High-Risk Populations*

City of Cincinnati Human Services Fund  
FY2024

Updated: 2.27.2023

**This packet provides information to apply for City of Cincinnati Human Services Fund for the Fiscal Years 2024 and 2025, beginning on September 1, 2023, under the following service categories:**

- Comprehensive Workforce Development
- Youth Gun Violence Prevention and Reduction
- Supporting, Securing, and Stabilizing Housing for High-Risk Populations

**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.**

<b>RFP ISSUE DATE</b>	February 13, 2023
<b>PROPOSAL DUE DATE</b>	March 31, 2023, 5PM
<b>PROPOSAL OVERVIEW WEBINAR</b>	<p>An overview webinar and two Q&amp;A sessions will be held on:</p> <ul style="list-style-type: none"> <li>• February 15: overview webinar <ul style="list-style-type: none"> <li>○ Register here: <a href="https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-fy-24-rfp-general-overview-tickets-536135073437">https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-fy-24-rfp-general-overview-tickets-536135073437</a></li> </ul> </li> <li>• February 21: Q&amp;A webinar <ul style="list-style-type: none"> <li>○ Register here: <a href="https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-service-categories-tickets-536222434737">https://www.eventbrite.com/e/city-of-cincinnati-human-services-fund-service-categories-tickets-536222434737</a></li> </ul> </li> <li>• March 7: Q&amp;A webinar <ul style="list-style-type: none"> <li>○ Register here: <a href="https://www.eventbrite.com/e/city-of-cinci-human-services-fund-qa-service-categories-impact-award-tickets-537666794857">https://www.eventbrite.com/e/city-of-cinci-human-services-fund-qa-service-categories-impact-award-tickets-537666794857</a></li> </ul> </li> <li>• March 21: Q&amp;A webinar <ul style="list-style-type: none"> <li>○ Register here: <a href="https://www.eventbrite.com/e/city-of-cinci-human-services-fund-qa-service-categories-impact-award-tickets-537693013277">https://www.eventbrite.com/e/city-of-cinci-human-services-fund-qa-service-categories-impact-award-tickets-537693013277</a></li> </ul> </li> </ul> <p>It is <b>highly recommended</b> that all interested applicants attend. If you are unable to make the date, by registering you will still receive a copy of the recorded session. The recording will also be posted online.</p>
<b>DEADLINE FOR QUESTIONS</b>	<p>The deadline for questions is March 17, 2023 at 4pm Eastern. Questions and/or inquiries must be submitted in writing to <a href="mailto:humanservicesfund@uwgc.org">humanservicesfund@uwgc.org</a></p> <p>FAQ documents will be updated weekly and can be found here: <a href="https://www.uwgc.org/for-nonprofits/funding-opportunities">https://www.uwgc.org/for-nonprofits/funding-opportunities</a></p>
<b>PROPOSAL SUBMISSION PROCESS</b>	All proposals must be submitted online using United Way’s online application system called e-CImpact. Register <a href="#">here</a> if you do not have an active account.
<b>RFP WEBSITE</b>	<a href="https://www.uwgc.org/for-nonprofits/funding-opportunities">Nonprofit Grant &amp; Funding Opportunities   United Way of Greater Cincinnati (uwgc.org)</a>
<b>RFP CONTACTS</b>	<a href="mailto:humanservicesfund@uwgc.org">humanservicesfund@uwgc.org</a>

# 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%) 1.875M
- Youth Gun Violence Prevention and Reduction (20%) 1.5M
- Supporting, Securing, and Stabilizing Housing for High Risk Populations (10%) 750K – 1.35M
- 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 services aligned to the Human Services Fund Service Categories of Comprehensive Workforce Development, Youth Gun Violence Prevention and Reduction and Supporting, Securing and Stabilizing Housing for High-Risk Populations in Fiscal Years 2024 and 2025.**

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# REQUEST FOR PROPOSALS

***Service Categories: Comprehensive Workforce Development; Youth Gun Violence Prevention and Reduction; and Supporting, Securing, and Stabilizing Housing for High-Risk Populations***

## Service Categories

### Comprehensive Workforce Development

#### Background

During the COVID-19 pandemic, 2.4 million women left the workforce, and nearly half (46%) were Hispanic or Black women.<sup>1</sup> Between 2019 and 2021, there was a 6.0% decline in high school graduate women in the labor force.<sup>2</sup> In comparison, men with the same education only had a 1.8% decline.<sup>3</sup> Women who did not graduate high school had a 12.7% decline in the workforce, while men of a similar education level only saw a 4.9% decline.<sup>4</sup> This loss in the workforce has resulted in lower financial stability for families and a loss of tax revenue for the City. A large percentage of these women were mothers who left due to family demands, such as school closures or lack of childcare.

#### Priorities and Goal(s) of Funding

Through this priority, Council seeks to fund projects that:

- expand access to quality childcare;
- build capacity and career opportunities within the childcare industry;
- provide upskill training that prepares women for careers in growing sectors such as technology, infrastructure, or sustainability;
- or other similar projects with a focus on creating economic stability.

Removing barriers to workforce participation and providing the training for a meaningful career will empower mothers and caregivers to return the workforce, achieve financial stability, and increase the tax base for the City.

### Youth Gun Violence Prevention and Reduction

#### Background

In February 2022, the City of Cincinnati declared gun violence as a public health crisis. Gun violence can happen anywhere: places of worship, grocery stores, hospitals, schools. Gun violence has surpassed traffic crashes as a leading cause of death among US children and teens. The number of juveniles charged with murder in Hamilton County has increased significantly in the last two years.<sup>5</sup> The City must address the root causes of gun violence and collaborate with our community partners to create truly comprehensive, trauma-informed solutions to gun violence and its effect on our youth (14-35). Initiatives should be data-driven and explore innovative solutions to both stop the violence and uplift our residents.

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<sup>1</sup> <https://www.pewresearch.org/fact-tank/2021/04/14/u-s-labor-market-inches-back-from-the-covid-19-shock-but-recovery-is-far-from-complete/>

<sup>2</sup> <https://www.pewresearch.org/fact-tank/2022/01/14/some-gender-disparities-widened-in-the-u-s-workforce-during-the-pandemic/>

<sup>3</sup> *Id.*

<sup>4</sup> *Id.*

<sup>5</sup> <https://www.wlwt.com/article/wlwt-investigates-an-in-depth-look-at-youth-violence-surg-ing-in-hamilton-county/41322823>

### Priorities and Goal(s) of Funding

With this project, Council seeks to fund projects that:

- target youth in the top neighborhoods\* for gun violence  
*\* City of Cincinnati data on gun violence and violent crimes is provided as reference document.*
- address all those caught in the cycle of gun violence - both the potential victims and the potential perpetrators;
- provide economic stability for youth at-risk living in the top neighborhoods, such as job training, training stipends, credentialing, or placement in good-paying jobs;
- and other community- and place-based initiatives.

These types of community-based intervention and prevention strategies help to break the cycle of violence and will help us build a safer Cincinnati.

## **Supporting, Securing, and Stabilizing Housing for High-Risk Populations**

### Background

Some populations are disproportionately high-risk for homelessness, including - but not limited to - the chronically homeless, senior citizens, those with mental illness or substance use disorders, and LGBTQIA+ teens. For example, nearly a quarter (23%) of the entire sheltered population is over the age of 50, with a predicted increase in the older adult homeless population.<sup>6</sup> Most residents of encampments are adult men with disabilities, including mental illness and substance use disorders.<sup>7</sup> Local housing providers estimate that as many as 40% of homeless teens in Cincinnati are LGBTQIA+.<sup>8</sup>

### Priorities and Goal(s) of Funding

Through this priority, Council seeks to provide funding for projects aimed at the populations at most high-risk for homelessness that:

- provide housing support;
- provide transitional housing for those in recovery; or
- other housing resources.

Taking a housing-first approach to helping our most high-risk and vulnerable residents will create a stable, equitable future for all Cincinnatians.

## **Award Terms**

### **Grant Period**

Human Services Funding is intended for a two-year grant cycle (September 1, 2023 – August 31, 2025), aligned with the City of Cincinnati's 2024 and 2025 fiscal years.

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<sup>6</sup> <https://endhomelessness.org/wp-content/uploads/2020/03/Covid-Fact-Sheet-3.25.2020-2.pdf>

<sup>7</sup> <https://www.huduser.gov/portal/sites/default/files/pdf/Unsheltered-Homelessness-and-Homeless-Encampments.pdf> page 2

<sup>8</sup> <https://www.huduser.gov/portal/pdredge/pdr-edge-inpractice-050216.html>

Programs that are funded in FY2024 will not be required to submit proposals for FY2025 funding, subject to City Council continuation of current funding processes and appropriation of funds.

Organizations that are selected to receive funding will be notified in July 2023 of the grant amount for the first grant year. In July 2024, funded programs will be informed of the availability of second year grant funding.

Programs that are funded will enter into a subcontract with United Way of Greater Cincinnati, as the administrator of the Human Services Fund for the City of Cincinnati, with specific milestones and agreed upon performance measures. Continuation of the funding in year 2 will be based upon the achievement of agreed-upon performance measures, and adherence to all reporting requirements.

### **Reporting and Participation Requirements**

Organizations and programs awarded funding 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.

### **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 \$4.1. to \$4.75 million\* dollars will be allocated for the grant awards under these three service categories.

The minimum amount allocated for an individual program will be \$25,000. While there is no maximum award amount the average Human Services Fund grant over the last three funding periods was \$90,635 and the median grant award was \$71,870.

Based on previous funding cycles, we anticipate more qualified applicants than availability of funding. A qualified and eligible funding request does not guarantee funding.

*\*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 submit proposals for no more than three (3) programs. For the purposes of this document, the term “program” will be considered inclusive of collaborative projects.
- The minimum amount allocated for an individual program will be \$25,000. While there is no maximum award amount the average Human Services Fund grant over the last three funding periods was \$90,635 and the median grant award was \$71,870.
- City Human Services funding may not exceed 60% of the program’s total revenue.
- 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.



## **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 Program**

- Demonstrates the capacity to implement the proposed program(s) within the grant period; and
- 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**

- Clearly demonstrates the problem the proposal seeks to address as it relates to the community; and
- Provides clear data and evidence to support the proposed program or services, and impact.

#### **Alignment with Goals of the Service Category and Priority Area(s)**

- Demonstrates strong program alignment to the goals of the service category and the funding priorities under the category.

#### **High Potential to Achieve the Targeted Impact**

- Demonstrates high potential to achieve the targeted impact and outcomes.

## 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.

### Applicant Contact Information

- **Applicant Name and Mailing Address**  
Enter the 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
- **Agency CEO Contact Information**  
Provide name, title, and email address for the Agency CEO
- **Agency CEO Demographics**  
Provide the gender, age range, and race/ ethnicity of the Agency CEO
- **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
- **Agency History, Mission & Purpose**  
Briefly state the agency's history, mission and overall purpose.
- **Service Capacity and City of Cincinnati Residents Served**  
Provide the total number of people served by the agency in an average 12-month period and the percentage of which are City of Cincinnati residents. Provide the top 10 City of Cincinnati zip codes served.
- **Required Applicant Information Upload**  
Using the provided Service Category-RFP-Required Upload-Applicant Information template, provide the following information:
  - **Agency Board Roster & Demographics:** Complete Tab 1. Agency Board Roster to provide the name, role, and demographics for each board member
  - **Agency Staff Race/ Ethnicity:** Complete Tab 2. Staff Race/Ethnicity to provide an aggregate overview of race/ ethnicity of agency 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

## Proposal Information

- **Program Name**  
Provide the name of the proposed program or project.
- **Service Category**  
Select the funding service category
- **Amount Requested**
- **Program Narrative**  
Provide a narrative to complement the program design attachment. Describe the program, proposed services and key strategies. Share details about the communities or target populations the project seeks to serve. Provide more information about the program design, including:
  - **Evidence of need for this particular program.** Do not provide general community data such as poverty or addiction levels, but data about demand for this program. Are there waiting lists? Are waiting lists growing over time? Has program participation increased over time? Has the neighborhood/school/etc. asked the agency to provide this service, and if so, why?
  - **Why this program design was chosen.** Programs make choices about what activities to provide and what models to adopt. Why is your program structured in this way and not in a different way? Did you adopt a national model or established best practices? If so, explain the model and why it was chosen. Did you start with a pilot project to test for success?
  - **What communities or populations do you target to serve. How participants are recruited.** Where do you target to provide your services? Do people just show up or do you actively market your services? Do people have to meet specific requirements to be eligible to participate in the program? What are those requirements?
- **Category Alignment**  
How does this program align to the goals, priority areas, and, if appropriate, target populations of this funding category?
  - Workforce Development** – What population(s) or communities does the program currently serve or plan to serve? How does the program support one or more of the following strategies: expand access to quality childcare; build capacity and career opportunities within the childcare industry; provide upskill training that prepares women for careers in growing sectors such as technology, infrastructure, or sustainability or other similar projects with a focus on creating economic stability.
  - Youth Violence** – What age range and neighborhoods does the program currently serve or target to serve? How does the program target youth in the top neighborhoods for gun violence, address all those caught in the cycle of gun violence, provide economic stability for youth at-risk, or provide other community- and place-based initiatives.
  - Housing** – How do you aim to support populations most high-risk for homelessness and provide housing supports, transitional housing for those in recovery or other housing resources?
- **Organizational Capacity, Experience and Expertise**

Briefly state the agency's capacity, experience, and expertise to serve targeted communities and implement the project proposed. Explain how the program will have the capacity to achieve its proposed activities.

- **Data-inform Approach(es) and Impact**

Share how the program used or plans to use data to inform the delivery of services. This could include details on evidence from proven models or research, best practices, past outcomes and internal learnings, or evidence in support of the program design.

- **Current and proposed outcomes**

Provide a brief narrative of results over time, if available, and proposed outcomes. If possible, compare program results with national data on non-program participants or other baseline data.

Provide proposed outputs or outcomes for the following priorities (as applicable and based on service category) along with how the output or outcome will be measured and methodology or data collection process.

Workforce: \*

- Target women or caregivers\*
- remove barriers to workforce participation
- expand access to quality childcare
- build capacity and career opportunities within the childcare industry
- provide upskill training that prepares women for careers in growing sectors such as technology, infrastructure, or sustainability
- creating economic stability

Youth:

- Target youth in the top neighborhoods for gun violence\*
- address all those caught in the cycle of gun violence
- provide economic stability for youth at-risk such as job training, training stipends, credentialing, or placement in good-paying jobs
- other community- and place-based supports for at-risk youth

Housing:

- Target populations the most high-risk for homelessness\*
- provide housing support
- provide transitional housing for those in recovery
- provide other housing resources.

- **Use of Human Services Fund and Program Sustainability**

Provide a full explanation of how this program is funded and how the program would be sustained after this grant period, if funded. List specific sources of funds and anticipated amounts to be received from all sources in the grant period. Describe how the Human Services funding would be spent and how this would impact the program and results. Explain how the City of Cincinnati would benefit from investment in this program, including how City of Cincinnati residents will be served.

\*These are the targeted populations referenced as part of the goals of each service category. While not required, it is highly recommended that your current or proposed outputs and outcomes address or reference these populations to demonstrate your alignment to the goals and priorities of the category.

## Project Budget

Complete the budget template in the online system for a projected program revenue and expenses for the period of September 1, 2023 through August 31, 2024. 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*

Year 1 Proposed Budget		
Revenue	City Funds	Non-City Funds
Corporate		
Hamilton County		
Foundations		
Direct Federal Grants		
Fees for Program Participants		
City of Cincinnati – General Fund		
United Way of Greater Cincinnati		
State of Ohio		
Other – Please list all other specific sources of income		
<b>Total Revenue (All Sources)</b>		
<b>Expenses</b>		
<b>Salaries</b>		
Salaries (Itemized with the position title and percentage of time)		
Employee Fringe Benefits		
<b>Contracted Services</b>		
Contracted Services (Itemized by subcontractor and associated cost; if awarded funding, contracts/ agreements with each subcontractor will need to be submitted and approved.)		
<b>Other Direct Expenses</b>		
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.)		
<b>Other</b>		
Other - Please list all other expenses connected with this program that do not fit in a previous category.*		
<b>Total Expenses</b>		

## Program Design Attachment (Required Upload)

Attach a document with your program design or model. The attachment should, at a minimum, include critical program resources (inputs), key activities and service components, and the

desired outputs and outcomes of the program. You may choose to include information about programmatic assumptions or constraints.

This attachment can come in any form but should be limited to two-pages. If helpful, the following templates are available for use: Logic Model, Program Model, and Theory of Change.