



City of Bainbridge Island Request for Proposals 2019-2020 Human Services Funding

The Human Services Element in the City's [2016 Comprehensive Plan](#) recognizes the City's role in providing the conditions that sustain the delivery of human services. As a community, we plan for growth in terms of land use, roads, natural resources and infrastructure. It is important to remember the very essence of our community – the people. The availability of and access to human services is important to all people regardless of income, family structure, age or cultural background. The Human Services Element supports a delivery system that is comprehensive and flexible enough to meet the needs of the citizenry now and in the future. The purpose of the Human Services Element is to provide policy direction for City actions supporting services relating to the human services needs of the residents of the City of Bainbridge Island.

The City of Bainbridge Island is seeking proposals for projects to receive funding for services and activities over a two-year grant term beginning January 2019 through December 2020.

As identified in the Human Services Element, the following definition and framework is applied to the 2019-2020 Human Services Funding:

How are Human Services Defined?

Human services are defined as those services which assist people in meeting the essential life needs of food, clothing, shelter and access to health care.

Further, human services:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
- Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
- Support quality of life programs that enhance the health and well-being of the individual and the community.

Human Services Vision

Bainbridge Island continues to support a variety of human service agencies, each with a distinct mission, responding to the basic needs of our diverse population. Cooperation and coordination among human services providers, including the taxing districts, has strengthened the delivery system and improved services.

Bainbridge Island remains a caring community that treats those in need with dignity and respect and has the means to maintain the wellbeing of all its members. No one is excluded and each individual has opportunities to contribute. Diversity (of income and other resources, of origin and life experience, of age and state of health) is a valued community characteristic. Neighborhood networks, providing help in ordinary

and emergency circumstances, add specific value to a generally shared sense of place and sense of community; friendliness is the foundation for human services

Human Services Framework

- Dignity is the hallmark of human services delivery on Bainbridge Island.
- Respect for the individual is an integral part of human services delivery on Bainbridge Island.
- Neighborliness and a sense of community form the foundation of human services.
- Diversity within the population is important to the community.
- Cooperation and coordination among human services providers, including governmental entities, strengthens the human services delivery system and results in better service for people.

In 2016, the City funded a Bainbridge Island Community Needs Assessment to help identify emerging areas of concern and assist human service organizations to respond to current needs. Applicants are expected to be familiar with the [Community Needs Assessment report](#) and to consider its findings in any proposal requests. Interested applicants can also refer to the City’s website section on [Human Services Fund](#) to learn about prior funding decisions, approved proposals, and applicant and reviewer feedback on the 2017-18 process.

For 2019 funding cycle, there is approximately \$660,000 in funds available for distribution to support selected projects over a two-year term (\$330,000/year). The City Council will consider funding for a wide range of activities and seeks to encourage projects of all sizes that meet the needs of citizens of Bainbridge Island.

Applicants may seek a minimum annual award of \$10,000 and a maximum annual award of \$165,000 (to reflect 50% of total available funds).

What Key Dates Do I Need to Know?

Pre-Application Information Session for Interested Applicants: <i>Opportunity for applicants to learn more about process and ask questions about the RFP</i>	Thursday, Aug. 30, 2018 10:00am at City Hall
Application Deadline: <i>Applications will not be accepted after this time</i>	Friday, Sept. 28, 2018 no later than 4:00pm
Proposal Presentations: <i>Applicants will present proposals to and answer questions from the Human Services Funding Advisory Committee</i>	Monday, Oct. 15, 2018 5:00 pm at City Hall
HSFAC Funding Recommendation:	November/December
City Council Approval of 2019-20 HSF Awards:	December 2018,TBD
Notification by:	December 2018, TBD

Who is Eligible

Organizations with:

- Tax-exempt status under section 501(c)(3) of the Internal Revenue Code status. Alternatively, entities without tax-exempt 501(c)(3) status may apply under the fiscal sponsorship of another organization with the required status. The fiscal sponsor provides fiduciary oversight of the project and must agree to enter into the funding contract with the City.
- The majority of their services provided on Bainbridge Island or for its residents for the provision of health, housing and/or human services on Bainbridge Island.
- Proposals are to be for services provided during calendar year 2019 and 2020; funding requests for goods or services to be provided in 2018 or beyond calendar year 2020 will not be considered.

Conflict of Interest

Organizations with a staff member, board member or officer serving on the Human Services Funding Advisory Committee are not eligible to receive Human Services Funding.

Non-discrimination

Organizations awarded funding agree not to discriminate against any employee, applicant for employment, client, or any other person in the performance of any Agreement with the City because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

How to Apply

- Complete the application form using the format provided. Then submit electronically your proposal and supporting attachments as a single PDF to CityAdmin@bainbridgewa.gov no later than 4:00pm on Friday, September 28, 2018.
- Answer each question in the order in which they appear in the Proposal Narrative below.
- The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font.
- Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer)
- Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.

Reporting and Payments

Organizations awarded funding ("Service Provider") will be required to enter into a professional services agreement with the City to provide the services outlined in their proposals. As part of the agreement, the City will disburse payments on a reimbursement basis, using a quarterly schedule for invoices. The City will not provide payment in advance of delivery of goods or services.

Service Providers will be asked to identify minimal data to report the City as part of each quarterly invoice. More extensive reporting will be required on an annual basis, and the annual reporting will address progress and learning on the use of awarded City funds.

Acknowledgment

Organizations awarded funding will be expected to acknowledge financial support from the City in their promotional materials. The City logo will be provided for this purpose.

Audit

All organizations awarded funds will be asked to provide documentation that funded services have been delivered and within the approved funding period.

The Fine Print

- Materials submitted in response to this RFP become the property of the City upon receipt.
- This RFP does not, under any circumstances, commit the City to pay any costs incurred by any applicant in the submission of a proposal. The applicant is responsible for all costs associated with its response to this RFP.
- The City reserves the right to request additional information as needed for evaluation of proposals.
- The City reserves the right to revise the RFP schedule, to revise the RFP and/or to issue amendments to the RFP. The release of the RFP does not compel the City to enter into any contract pursuant to the RFP.
- The City reserves the right to reject any or all proposals at any time with no penalty and to waive immaterial defects and minor irregularities in proposals.

For assistance or questions, contact: Morgan Smith, Deputy City Manager, msmith@bainbridgewa.gov, 206-780-8620

Review Process

2018 Human Services Funding Advisory Committee (HSFAC)
(Appointed by City Council on 6/26/2018)

Council Liaisons: Leslie Schneider and Matthew Tirman

Committee

Susan Buckles
Reeve Fritchman
Asaph Glosser
Jack MacArthur

Jackie Siler
Paul Stumme-Diers
Stephen Walker

Proposals are submitted to the City's Human Services Funding Advisory Committee (HSFAC) for review and comment. As directed by the Comprehensive Plan, the HSFAC will evaluate requests for City human service funding using a fair and transparent process that includes public participation and considers information from the most recently released [Community Needs Assessment report \(2016\)](#). For applicants who have received 2017-18 Human Services Funds, annual reports submitted in early 2018 will be considered in the review of a new proposal to address criteria below specific to Organizational Strength and Evaluation.

Applicants will have an opportunity to meet with the HSFAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this HSFAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee. Applicants will be notified in advance of any questions related to presentation materials, format, and time allowed.

All meetings of the HSFAC will be open to the public, and advance notification of HSFAC meetings will be provided by the City Clerk.

The HSFAC will provide its recommendation for 2019 awards to the City Council for consideration and final approval. The City Council's consideration of the HSFAC's recommendation for 2019-20 funding is currently scheduled for December 2018.

Review Criteria

The HSFAC will consider the proposals using the guidelines shown in the following table. These guidelines are intended to help the committee members focus on the various criteria as they evaluate each proposal, so that they may fully understand each application and identify any outstanding questions they may have. Other relevant factors, such as availability of funds and compatibility with the community values of the City of Bainbridge Island, will also guide the committee’s work to develop a funding recommendation.

Area	Indicator	Weight
Completeness of Application	<ul style="list-style-type: none"> • Includes required attachments • Completely addresses all relevant questions 	5%
Statement of Purpose	<p>Statement of Purpose should substantiate the need in our community via most recent demographic and usage data:</p> <ul style="list-style-type: none"> • Well-defined statement of purpose • Need is clear and compelling • Credible reference data cited (including but not limited to the 2016 Bainbridge Island Community Needs Assessment Report) 	25%
Proposal Summary	<p>Proposal Summary should clearly demonstrate how proposed funding at the specified program level (for program support request) or organizational-level (for general operating request) will provide for and improve the delivery of programs and direct services. In this it should:</p> <ul style="list-style-type: none"> • Balance aspects of prevention and maintenance and crisis intervention. • Teach skills for long-term benefit. • Address specific obstacles to health, self-sufficiency. • Demonstrate cooperation/collaboration with other agencies to ensure safety-net and avoid duplication. • Consider numbers to be served and numbers potentially impacted by the service. • Consider the vulnerability of those served. <p>Program should be aligned with the goals of the Human Services Element:</p> <ul style="list-style-type: none"> • Provide people with the tools to achieve economic, social and emotional stability to the best of their ability. • Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes. • Support quality of life programs that enhance the health and well-being of the individual and the community. • These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances. <p>Program should result ultimately in an improvement in the range and quality of health, housing, and/or human services.</p>	25%

Area	Indicator	Weight
Organizational Strength	<p>Proposal should convey the organization's ability to implement the program and services proposed, including:</p> <ul style="list-style-type: none"> • Agency's history of effective service delivery to the community (including quantifiable outcomes, where available). For applicants approved in the 2017-18 HSF cycle, note that the annual report submitted in early 2018 will be taken into consideration. • Appropriately filed IRS Form 990s and other financials as requested in the RFP • Appropriate amount of qualified staff and/or qualified volunteers to lead, implement, and evaluate proposed activities 	15%
Budget	<p>Proposed budget should provide evidence of a beneficial public investment and efficient use of City resources</p> <ul style="list-style-type: none"> • Budget information should be complete and accurate • Budget estimates should be reasonable and aligned to support proposal activities and objectives <p>Additional sources of funding for proposed program and services should be identified, where applicable.</p> <p>Consideration is given to those demonstrating attention to sustainability by presenting a commitment of cash match from other sources to support the proposed request.</p>	10%
Desired Outputs, Outcomes & Assessment	<p>Proposal should include outputs (# served or benefitting from proposed activities) and outcomes resulting in longer-term impact in the community:</p> <ul style="list-style-type: none"> • Depth and breadth of impact clear • Goals for service are achievable • Performance measurements and other means of assessment are clear • Evaluation plan articulates capacity/resources to assess impact and outputs 	15%
Evaluation	<p>Proposal should briefly describe how the organization is continually learning from and improving its services</p>	5%
TOTAL		100%

**CITY OF BAINBRIDGE ISLAND
2019 – 2020 HUMAN SERVICES FUNDING PROGRAM PROPOSAL**

Applicant Organization Name: _____

Proposal Contact Person: _____ Position/Title: _____

Email Address*: _____

**Note: All communication regarding this proposal and any questions will be communicated using the email address you provide above. Please make sure you are monitoring it.*

Are you applying with a fiscal sponsor? ** (y/n) _____ **If yes, complete Fiscal Sponsor section below.

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Phone (work or daytime): _____

Are you a 501(c)(3) nonprofit organization? (y/n) _____ Organization Tax ID#: _____

Year established: _____ Number of year continuously operating: _____

Are you now being funded by another program of City of Bainbridge Island? (y/n) _____

If so, by what program and in what amount? _____

****Fiscal Sponsor** (Only complete this section if this proposal will be submitted through a fiscal sponsor.)

Organization Name: _____

Contact Person: _____ Position/Title: _____

Email Address: _____

Phone (work or daytime): _____

Mailing Address: _____

Address Line 2: _____

City: _____ State: _____ Zip Code: _____

Are you a 501(c)(3) nonprofit organization? (y/n) _____ Organization Tax ID#: _____

Year established: _____ Number of years continuously operating: _____

Are you now being funded by another program of City of Bainbridge Island? (y/n) _____

If so, by what program and in what amount? _____

Proposal Information

Proposal Title: _____

Brief Description of Request: "To support..." _____

Total Amount Requested: \$ _____

Amount of City Funding Requested: 2019: \$ _____ 2020: \$ _____

Project Support

General Operating Support

Authorized Signature: _____ Date: _____

Print Name: _____

Submission Checklist

A complete application will include the following:

- Application Cover Sheet
- Proposal Narrative
 - Note: The Proposal Narrative should be no more than 10 pages in length and typed in single-spaced 11-point font. Each document should be labeled with your organization's name and title of the document (e.g., in the header or footer)
- Current Board of Directors List (names, addresses, phone and email) and open positions
- Current Staff List (names, titles, indicating whether full-time, part-time, volunteer)
- Organizational Financial Information (all documents *based on applicant fiscal year*)
 - Current Balance Sheet
 - 2018 Operating Budget
- 2019 Draft Budget
 - List of major income sources for past two years (funder, purpose, amount), including current year indicating whether funding is received, pledged, or pending
- IRS Form 990 (most recent filed)
- IRS Determination Letter of 501(c)(3) Non-profit Status
- Proposal Budget and Budget Narrative (for *program support* requests)

Proposal Narrative

- Please answer the following sections separately and number each answer.
- Answers should be specific to services/projects to be funded by City funds.
- For general operating support requests, please address the following questions at the organization-level (rather than program specific).

I. STATEMENT OF PURPOSE

Describe the community needs that the proposed program seeks to address, and the projected short- and long-term impacts. Please document and cite relevant and up-to-date City documents (2016 Community Needs Assessment), demographic or research sources, etc. For *general operating support* requests, describe the organization's mission and projected short- and long-term impacts, as well as the priority needs the organization is addressing.

II. PROGRAM SUMMARY

1. What program or services will the requested funds provide and who will be the primary recipients?
2. How will recipients access those services?
3. What percentage of the population of Bainbridge Island residents *who are eligible for these services* will be served by this program?
4. How many (or what percentage) of those served overall will be Bainbridge Island residents?
5. Describe how this request fits within the definition of Human Services as provided in the Human Services Element of the City's Comprehensive Plan:

- Provide people with the tools to achieve economic, social and emotional stability to the best of their ability.
 - Offer activities and services that promote healthy development of the individual, prevent problems, and support positive outcomes.
 - Support quality of life programs that enhance the health and well-being of the individual and the community.
 - These services may be provided on an emergency, temporary, or ongoing basis, depending on the circumstances.
6. Describe how this funding will foster improvement in the range and quality of health, housing and/or human services on Bainbridge Island.
 7. If other community partners have an essential role in the delivery of proposed program or services, briefly describe their role and commitment (financial and/or non-financial)

III. ORGANIZATIONAL STRENGTH

Describe your organization’s ability and qualifications to deliver the proposed services in your funding request, and the resources you will dedicate to evaluate the funded activities progress and outcomes to determine success and learnings. Include efforts to coordinate these services with other agencies. Refer to past service record, accomplishments, and learnings, where applicable.

IV. DESIRED OUTPUTS, OUTCOMES and ASSESSMENT

Please complete the following chart to estimate realistic and achievable:

- Outputs - defined as number served or amounts, quantitative in nature)
- Outcomes - how you will gauge success and demonstrate project impact in terms of meeting priorities and needs. Whenever possible, present as measurable data or other objective means of assessment. Please also include how you track these outcomes.

[Applicant and Program Name]		
OUTPUTS AND OUTCOMES CHART		
Program Activities or Services	Annual Goal: Unduplicated Bainbridge Residents Served (Outputs)	Outcome of Receiving this Program/Service (Outcomes)
EXAMPLE: (1) Afterschool academic enrichment	Year 1: 100 Students Year 2: 150 students	Year 1: 60 out of 100 students or 60% will show improved academic performance as demonstrated by comparing first and final quarter GPA at the end of the academic year. Year 2: 130 out of 150 students will have increased GPA by at least 20% from first quarter. Tracking tools: Report cards
(2) Afterschool social skills	Year 1: 20 Students Year 2: 20 students	Year 1 and Year 2: 80% of the students participating will indicate understanding of at least three coping strategies to manage stress based on pre- and post-surveys Tracking tools: Social skills inventory pre and post survey

V. PROGRAM EVALUATION PLAN

How often does your organization evaluate the effectiveness of its programming and by what means does it gather this information or data?

Program Budget

For **Program Support** requests, please complete the following Budget Summary (Suggested format is provided below). For general operating support requests, only an organizational budget for FY 2019 is required.

Expense Category	YEAR 1			YEAR 2			OTHER SOURCES
	Applicant Program Budget Allocation Year 1	COBI HSF REQUEST Year 1	Total Year 1	Applicant Program Budget Allocation Year 2	COBI HSF REQUEST Year 2	Total Year 2	
Human Resources (Staff Salaries, Benefits, Consultant Services)							
Space / Facilities							
Equipment Purchase							
Travel / Training							
Insurance							
Operating Expenses							
Scholarships / Stipends							
Other							
Indirect Administrative Costs							
TOTAL							

1. What is the total of your agency’s estimated budget for FY 2019?
2. What portion of your total agency budget does the Year 1 request represent?
3. How have the services you are requesting been funded for in the past three years?
4. List other public or private sources of funding you are seeking and have secured to support proposed program or services? Please identify the amount of cash match your organization intends to obtain to leverage City funding to sustain your program or services.
5. What are the consequences to your clientele, organization and/or the community if you do not receive these funds?