

**RFP Training Q & A**

**What does CIPF acronym stand for?**

Community Impact Partner Fund (CIPF) is the name of the fund for which you are applying.

 **Where is the cover sheet found?**

The cover sheet is found on the United Way of East Central Iowa website in the Funding Opportunities section #5. You can find it and all RFP related documents and forms here: <http://www.uweci.org/get-involved/nonprofit/funding-opportunities/>

 **Recommended order to do all this in? (eg process map-budget-data-narratives? Or data-narratives-budget –process map? Or…**

Submission requirements can be found at the end of the RFP document and listed in the checklist of items.Add a table of contents with appropriate labels for each question and section in the RFP. Optional section - appendix for those that want to include a reference sheet for links or the actual assessment tools you reference in the RFP.

1. Cover page
2. Table of Contents
3. Continuation Narrative
4. (if applicable) Enhancement Narrative
5. Impact Strategy Budget
6. Funding Justification Form
7. Process Map
8. Logic Model
9. Board of Directors Roster
10. Affidavit of Non-Discrimination
11. Counterterrorism Compliance
12. Appendix (Optional)

 **How is United Way doing the measurement for organization goals?**

We use community level data to look at changes over time to see if we are making progress towards our goals.

* Financial stability uses County level census data to see if households are increasing their income over 250% FPL. (Source: US Census Bureau, American Community Survey, Table B19131)
* Health goal uses the National Outcomes Measures (NOM) from Substance Abuse Mental Health Services Administration (SAMHSA) data set to measure mental health and social connectedness.

Publisher Name: Substance Abuse and Mental Health Services Administration (SAMHSA), U.S. Department of Health and Human Services

* Education data looks at test scores from the Iowa Department of Education for the Cedar Rapids school district and the 5-County area.(Source: Iowa Dept. of Education)

 **Impact services also include what’s impacting our client’s needs?**

In your narrative responses speak to what is affecting clients’ needs. Speak to how your services are responsive to clients needs. The enhancement of services is expanding the impact of your program/service and should include one or more of the following: expanded geography, expanded populations or dramatically expanded services.

 **It seems like the enhancement grant is a contradiction: if it has a new service (1 of 3 criteria) but can’t be “untested”? Please explain.**

Enhancement is a targeted expansion of what you already do focused on one or more of the three criteria. What is the evidence that informs this change to your practice: academic research, your own pilot, a model program offered in comparable circumstances by a comparable agency?

 **If an agency expanded the service area to include 3—5 surrounding rural counties, is that sufficient growth for an enhancement grant if we don’t know what the # served will be?**

If you have determined that expanding to additional counties is necessary, we rely on you to utilize the data you have available to you and other resources that have determined the need for your expanding services in those areas. As you respond to narrative questions, you should know what the need is, who is potentially eligible for your services, and how you will engage them in those additional counties. You will need to provide specific numbers that you propose to engage in your services.

**If you submitted an LOI for continuation, but now want to do an enhancement grant – can you modify your LOI?**

There is no need to modify your LOI. However, clearly articulate the expansion in services that warrants an enhancement grant and answer the three additional enhancement grant questions.

 **Do we automatically apply for enhancement if we asked for more than we received?**

No. If you are a current funded partner and you requested more total dollars than you received in the prior RFP- you are indicating that you are applying as an ‘enhancement’ grant. There are no increases in funding for continuation strategies.

Competition for enhancement dollars will be significant. You must make a clear and compelling case for the impact of your enhancement.

**If we received $0, and continuation grant is not allowing us to ask for an increase, does that mean we can’t apply?**

You can request funding under Continuation, even if you did not receive funding in the last RFP round.

**To get an enhancement, would we have to have been funded already for our “continuation” program?**

If you are not currently funded, you will apply for continuation funds not enhancement.

**Please confirm our agency needs continuation as we haven’t had UW funding for 3 years, but have had it before.**

Apply as a “Continuation” application.
 **If there is no increase for continuation grants, is there assurance that (if we are doing what we said/ showing outcomes) we won’t lose money? Or is it all of the risk on the agencies (i.e. we can only lose, not gain)?**

There is no ‘guarantee’ of any dollars. Funding will be based on proposals that align most strongly with community goals under Health, Financial Stability, and Education; demonstrate a history of strong results; have incorporated evidence-based practices.

 **Where are the “Indicator Outcomes” listed?**

Clarifications and definitions can be found in the RFP. <http://www.uweci.org/get-involved/nonprofit/funding-opportunities/>. Education - pg. 22-23 and Glossary pg. 26-27; Financial Stability- pg. 22-23 and Glossary pg. 26-27; Health- pg. 21-23 and Glossary pg. 26-28.

**We recognize that our measurement tool does not effectively measure what we need it to measure. We know there are evidence-based tools available, but lack funds to implement and sustain it currently. Is this a reasonable way to use some funding? Then, would that be an enhancement application?**

This would not be grounds for an enhancement grant. If there are evidenced based tools available, you should be using those tools for the benefit of this program. It would be a legitimate way to use funds granted from United Way. However, if you are a currently funded partner this is not grounds for receiving more money.

**On the Logic Model, if you need to add more Output results, do you add a row? Will that mess up the formulas?**

You should be able to copy and insert to add a row into outputs and indicators without altering format or formulas.

**When we fill out the logic model, 6a is proposed served. Is 6b the number of surveys sent or the number of surveys returned?**

On the logic model example, 6b is the S-base #. The S-Base [S stands for sample] would be the total number that was surveyed or assessed. If the surveys were sent out, then your total would be the number of surveys that were completed and sent back. Then 6c, the S-#, would be the total number that achieved the indicator that you are reporting on.

**If you have more than one indicator, do you need an additional logic model?**

No, you can simply copy and paste the same table directly below the first table. The example only shows one indicator.

 **How do you measure prevention or how intervention impacts well-being?**

There is research available on how to properly measure prevention and intervention for a variety of outcomes. Seek direct assistance from your Manager on how to look for ways to measure impact in prevention.

**If the measurement is based on recovery, is the improvement in physical health over a 12 or 16 week program considered measurement enough to meet the evaluation need?**

This will depend on the overall desired outcome. How will the change in health contribute to this overall outcome? What has research suggested? How long is the effect likely to last? It may be useful to discuss specific examples with the appropriate manager.

**Have you considered breaking out categories of revenue to better allow agencies to show the diversity of funding sources? I.e. contributions and events really are individual donations, corporate gifts, church/civic donations, fundraiser events.**

Thank you for the suggestion. We will review it with our volunteers. We seek evidence of diversity of funding sources across different categories of funding, not just within those categories.

**If our agency serves more counties than covered by UWECI should our budget be for the entire organization, or prorated/adjusted to match the UWECI geography?**

It should be prorated/adjusted to match the UWECI geography. For the Impact Strategy Budget you should submit the Agency budget for the program only for the five county United Way service area. For the Impact Justification Form only list activities that occur in the United Way service area.

If you are a new applicant remember under required documentation the Board approved annual budget for your agency with accompanying narrative is required. This should be your total Agency budget not specific to the United Way Service Area.

 **For funding requested where the Impact Strategy Budget should not exceed 70% of the total; is this a percent of the entire strategy budget or does the percent only apply to the counties United Way serves?**

The dollars requested should not exceed 70% of the budget for the UWECI Service Area. The Impact Strategy Budget is your whole strategy or program budget that reflects the program as it would be provided in the United Way five county service area.

**Unit cost is based on the overall budget for the program not just the UWECI portion- correct?**

Unit Cost is found on the Funding Impact Strategy Form. It tells volunteers the cost of running 1 unit of that activity [after school tutoring, meal cost, counseling session]. The unit cost should reflect how much it costs to run that activity at the locations in the UWECI service area you are describing in your grant.

**Is the Funding Justification Form a 1 year plan or for all 3 years as a total? Please explain.**

It is a one year look at the strategy’sactivities and how the budgeted funds over that year are allocated to each ranked activity.

**Can you provide us with the sample Funding Justification Form reviewed during training?**

Yes- it is attached with these Questions and in the PowerPoint.

**If we provided copies of the assessment tools in the past, do we need to re-submit?**

Yes. Please resubmit assessment tools.

**Is it a Process Map for the strategy or the organization? If there are multiple strategies or programs is it a map for each?**

The Process Map is for the Impact Strategy or program that you are requesting funding for, not all the Agency’s programs. This may vary based on the size of the agency and the interconnectedness of programs. Please speak with the appropriate manager if you have questions about the scope of your Process Map.

 **What software was used for the sample Process Map?**

The sample Process Map wascompleted in Microsoft Word.

 **Process Map: For large agencies with diverse programs, can we provide multiple maps or just choose one program.**

You should submit a Process Map for every program funded by United Way. If other programs through your Agency interact with this program, they should be included on the Process Map so we can understand the relationship, but they do not need their own Process Map. An Agency wide process map is not required.

 **Should the Process Map reflect services within United Way Counties or as an Agency?**

Unless your approach changes based on geography, you only need to submit one process map for your program funded by United Way. The Process Map is intended to show how clients experience your program from point of entry to exit.

 **Can you talk about the roundtables? Are new applicants invited to these?**

The roundtable conversations between Volunteer Solutions Teams and our current funded partners (FY15-FY17) are occurring in November and December to discuss outcomes and learning from current RFP.

New applicants for the FY18-FY20 will have the opportunity to speak to their proposal and additional questions volunteers have during the RFP review process in March. You will be provided a format and questions to prepare for in advance.

**Will letters of support or MOUs be helpful (or even accepted) to help explain hand-offs or coordinated services?**

No, this will not be necessary and you do not need to attach. Ensure that you incorporate those handoffs and collaboration in your Process Map and narrative portion.

**Can we go back and update our profile if necessary? Maybe due to go out within a week?**

No. Solutions Teams have already started to review Agency profiles as we are well into the RFP Grant review process.