

## Request for Proposals

### Improving Conditions of Community Health in Jefferson County: 2020 Addressing Housing Instability in Jefferson County Grant Opportunity

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#### Overview

If your organization is working to address housing instability in Jefferson County, please consider applying for this request for proposals.

Community First Foundation (Foundation) fuels the power of community for positive change. Our grantmaking efforts in Jefferson County (Jeffco) focus on supporting collective impact and community-based efforts to improve the conditions of health in Jeffco. These conditions are often referred to as “social determinants of health” and include economic stability, education, social and community context, health and health care and neighborhood and built environment.

Assistance  
Rent  
Improvements  
navigation  
**Affordable Shelter**  
Homelessness Home  
Repairs  
**Housing**

Through this Request for Proposals (RFP), we seek to identify and fund existing and promising efforts to reduce housing instability in the highest areas of need in Jeffco. Adequate housing is a fundamental human need and a key determinant for health – thus the Foundation hopes to fund services and projects on the continuum from homelessness to maintaining affordable housing. Funded projects will contribute to the County-level goal of Improving access to safe, stable and affordable housing by 2021.

## Who Should Apply

- **Registered 501(c)(3) nonprofit or government equivalent.** Eligible applicants must be recognized by the IRS as tax-exempt under Section 501(c)(3), government equivalent or fiscally sponsored by a 501(c)(3) nonprofit entity.
- **Jeffco-Focused Work.** The intention of this grant opportunity is to address housing instability in high need areas of Jeffco. To be considered for this grant opportunity, applicants headquartered or who have a physical location in Jeffco must demonstrate a recent history (within the past year) of providing services or support to people in Jeffco. Organizations that are not headquartered and do not have a physical location in Jeffco must have a recent history (within the past year) of providing services in Jeffco and be able to demonstrate a meaningful contribution to the Jeffco community.
- **Willing to share data.** The Foundation intends to use the information about the organizations that apply to inform a broader collective impact approach that is in development in Jeffco. By submitting a grant request, applicants agree to allow the Foundation to use or share information contained in the grant application to inform community-level data initiatives and establish a network that will be accessible to a public audience.

## What We Will Fund

Community First Foundation seeks to build a diverse portfolio of grant investments addressing housing instability in Jefferson County in the following three sub-focus areas:

- 1) Homelessness Prevention & Diversion - stabilizing people experiencing a housing crisis who have not yet lost their permanent housing
- 2) Homelessness Intervention/Response - assisting persons experiencing homelessness to meet their basic needs and rapidly exit homelessness into permanent housing
- 3) Affordable, Supportive, Permanent housing - developing more housing options and assisting persons to stabilize in that housing

The Foundation hopes to see a mix of grant requests addressing short-term, immediate needs as well as longer-term, system improvements. Acceptable requests include general operating support, program or project-focused work, planning/capacity-building or capital/infrastructure.

## Community Context

The Foundation designed this RFP to address the prioritized need identified in the 2018 Jeffco Community Health Needs Assessment and the Jeffco Community Health Improvement Plan as well as the Jeffco Heading Home Plan to End Homelessness (2013). The following links provide helpful background information on the issue and the context for how the Foundation is informed around the issue of housing instability in Jeffco.

- Jefferson County Health Needs Assessment – [Housing](https://insight.livestories.com/s/v2/housing/a3c8c808-2207-4d05-98f0-0f32d879b30f) or <https://insight.livestories.com/s/v2/housing/a3c8c808-2207-4d05-98f0-0f32d879b30f>
- Jefferson County Health Improvement Plan - <https://www.jeffco.us/DocumentCenter/View/16041/2019-2021-Community-Health-Improvement-Plan?bidId=>
- Jeffco Heading Home – Plan to End Homelessness in Jefferson County - [https://eca179e6-c582-4b89-a568-c3b6f48d4070.filesusr.com/ugd/9bc029\\_d268956b34c6426ab48c4cb21dfed457.pdf](https://eca179e6-c582-4b89-a568-c3b6f48d4070.filesusr.com/ugd/9bc029_d268956b34c6426ab48c4cb21dfed457.pdf)

## Award Considerations

The Foundation established this grant opportunity as a one-time funding event. Grant decisions will favor organizations that operate with diversified funding sources, especially from organizations who will be requesting funding for programs or projects that are ongoing.

- **Total Allocation:** The total amount available for all grant awards is \$1,000,000. The Foundation aims to support a diverse portfolio of activities and expects to provide between 20 to 30 grants ranging anywhere from \$10,000 to an upper limit of \$500,000.
- **Timetable:** The Foundation will accept requests that cover a time period of one to two years.
- **Types of Requests Allowed:** General Operating, Program, Time-limited Projects, and Capital/Infrastructure
- **Award Amounts:** Awards will range from \$10,000 to an upper limit of \$500,000. The limited amount of funding available for this grant opportunity will make covering 100% of the cost of any project or program challenging. Competitive requests will demonstrate a plan for additional revenue sources to support the total cost of the requested activities.
- **Key Scoring Criteria:** applications will be approved through a community selection process that involves ranking applications on the following four criteria:
  - Organizational capacity to carry out the proposed activities.
  - Proposed work demonstrates a clear contribution to the goal of improving access to safe, stable and affordable housing by 2021.
  - Proposed activities are informed and aligned with existing community efforts (see section **Community Context** on pages 2 - 3).
  - Evidence that the proposed activities are strategically targeted to the highest need areas of Jefferson County and include an equity lens (see following link to learn more about what we mean by [equity lens](#)).

## What the Foundation Will Not Fund

- Individuals
- For-profit organizations
- Fundraising events
- Private foundations
- Other foundations or nonprofits that distribute money to recipients of its own selection
- Endowments

- Organizations that practice discrimination of any kind
- Organizations that do not have fiscal responsibility for the proposed project

### Other Important Information

Read this RFP closely. Applicants who do not meet eligibility requirements or do not comply with the directions will not be considered.

- If an applicant has questions about eligibility, please contact Noah Atencio at [natencio@communityfirstfoundation.org](mailto:natencio@communityfirstfoundation.org) or 720.898.5931.

### Application and Submission Instructions

Qualified applicants are encouraged to submit an online application for the 2020 Addressing Housing Instability in Jefferson County grant opportunity through the Foundation's online application portal at <https://app.smarterselect.com/programs/65356-Community-First-Foundation>

**Apply Now!**

### Grant Timeline

#### April 15, 2020 - Deadline

Proposals must be submitted by 5 p.m. (MDT). The online application system will not allow incomplete proposals or submissions after 5 p.m.

#### Mid-June 2020

All applicants will be notified of their status.

### Application Questions

#### ColoradoGives.org Participation

Please note, if your organization has a profile on ColoradoGives.org that was updated within the last year, you will not need to fill out any of the application questions marked with an asterisk \*. Please answer the first question before moving on to the rest of the application.

1. Does your organization have a profile on ColoradoGives.org?

### Applicant Overview

#### Applicant Information

- Grant Contact Prefix
- Grant Contact First Name
- Grant Contact Last Name
- Grant Contact Job Title
- Grant Contact Phone Number

- Grant Contact Email Address
- CEO/Executive Director Prefix
- CEO/Executive Director First Name
- CEO/Executive Director Last Name
- CEO/Executive Director Job Title
- CEO/Executive Director Phone Number
- CEO/Executive Director Email Address

### **Organization Information**

- \*Organization Legal Name
- \*Organization DBA Name
- \*Organization Address
- \*Organization City
- \*Organization State
- \*Organization Zip Code
- Organization County
- \*Organization Website
- Organization Classification/Status
  - 501(c)(3)
  - Governmental Equivalent
  - Fiscally Sponsored by a 501(c)(3) Nonprofit Entity
- \*Employer Identification Number (EIN)
  - Note: If program/organization is operating under fiscal sponsorship, provide fiscal sponsor's EIN.
- Organizational Background – Provide a brief background of the organization requesting funding.
- \*Total Asset Size
- Total Operating Expense for Last Fiscal Year (\$)
- Has your organization been funded by a Colorado Foundation in the last 6 months?
  - If yes, please list funder name(s), date of grant award and grant amount(s).
- Our organization's most consistent funding sources are:
  - Business/Corporate
  - Events (include event sponsorships)
  - Fees/Earned Income
  - Foundation grants
  - Government contracts
  - Government grants (federal, state, county, local)
  - Individual contributions
  - In-kind contributions
  - Workplace giving campaigns
  - Other \_\_\_\_\_
- \*Does your board engage in fundraising?

### **Organizational Attachments**

- Year-to-date operating budget that shows both revenue and expense (please use current fiscal year budget and include budget vs. actual)

- Audited or unaudited financial statements for the most recently completed fiscal year – such as year ending December 31, 2019 or June 30, 2019 (must include a statement of activities/profit and loss statement and balance sheet).
- Audited financial statements for the next most recent prior fiscal year -such as year ending December 31, 2018 or June 30, 2018. If audited statements not available, please provide IRS Tax Form 990)
- Board of directors list (name and skills they bring to organization, i.e. finance, legal, operational, consumer representative, etc.)
- \*Proof of your organization's classification/status (e.g., 501(c)(3) letter, government information letter, or other similar supporting documentation)

## **Program or Project Information for Jeffco-Focused Work**

### **Jefferson County Effort Summary**

- Grant Request Amount
- Please provide a brief description of your Jefferson County effort in which you are requesting funding. (i.e. what it is, how it works and how the effort will address housing instability for impacted populations in Jefferson County. Please note the Foundation is only accepting requests at a program or operating budget level and will not fund a specific line-item request such as a staff position, program evaluation, or materials/supplies. (Maximum Number of Words: 500)
- Please select among the three categories below, the area where your request most closely aligns:
  1. Homelessness Prevention & Diversion - stabilizing people experiencing a housing crisis who have not yet lost their permanent housing
  2. Homelessness Intervention/Response - assisting persons experiencing homelessness to meet their basic needs and rapidly exit homelessness into permanent housing
  3. Affordable, Supportive, Permanent Housing - developing more housing options and assisting persons to stabilize in that housing
- Please describe how your request is aligned with the priorities identified through the [Jefferson County Community Health Improvement Plan](#) and/or the [Jefferson County Plan to End Homelessness](#) (Maximum Number of Words: 500)
- Please address where your services overlap with high need areas in Jeffco and how your agency gathers and uses input from the people you are trying to serve (see [Jeffco Housing and equity lens](#)).
- Constituents Served – How many unduplicated Jefferson County constituents (residents) did this effort serve in the previous year?

### **Evaluation and Anticipated Impact**

The next three questions relate to the anticipated impact of your Jefferson County effort. Our intention with this section of the application is to capture what your organization expects to achieve during the grant period (12-24-month timeframe beginning June 2020) specific to your Jefferson County effort. If funded, Community First Foundation will add your proposed

performance measures into the grant agreement as the deliverables you expect to achieve during the grant period. Please use your own judgment on what you believe is reasonable to report out as you establish your performance measures.

The performance measures you set must be specific to your work in Jefferson County and inclusive only of your Jefferson County reach.

Community First Foundation has adopted the Results-Based Accountability framework for measuring the performance of our grants. The Results-Based Accountability guide is a helpful tool in establishing clear performance measures and can be found here:

<https://clearimpact.com/results-based-accountability/> and example performance measures can be found here: <https://clearimpact.com/results-based-accountability/example-performance-measures-can-use-program-service/>

## **Performance Measures**

Please describe an overall total of 3-5 of the most important performance measures that will measure the success of your program/project. Each of the following performance measure types must be addressed in this section. Please state your performance measures using the future tense:

2. **Performance Measure Type 1: How much will we do?** For the timeframe of 12 to 24 months starting June 2020, list output measures such as # clients served, # activities performed, etc. Suggested format for answer: “By the end of [month/year], our organization will do/provide... in Jefferson County.”
3. **Performance Measure Type 2: How well will we do it?** For the proposed timeframe, list the most important quality measure(s) describing how well you will provide the output measures (stated under Performance Measure Type 1). Use measures such as % timely actions, % complete actions, client-to-staff ratio, staff turnover rate, unit cost, satisfaction rate, etc. Suggested format for answer: “By the end of [month/year], our organization will ... in Jefferson County.”
4. **Performance Measure Type 3: Is anyone better off?** Once all output measures (Performance Measure Type 1) have been delivered, state the most important outcome measure(s) for clients who received output measures (Performance Measure Type 1) such as # and % who showed improvement in a specific skill/knowledge, attitude, behavior or circumstance. Suggested format for answer: “By the end of [month/year], our clients demonstrated ... in Jefferson County.”

## **Attachments Related to Jefferson County Effort**

5. Program-Level Budget (MUST include both anticipated revenue and expense) for Jefferson County effort that Community First Foundation grant dollars would be used to fund. Please note the Foundation is only accepting requests at a program or operating budget level and will not fund a specific line-item request such as a staff position, program evaluation, or materials/supplies.
6. Budget narrative for Jefferson County effort that Community First Foundation grant dollars would be used to fund. Please address everything included in budget for the Jefferson County program/project.

7. Key staff of Jefferson County effort (include short bios of your organization's executive director/CEO and project/program director, and any other key staff)

**Optional Additional Information**

**(Use this section to include any additional information relative to this grant application)**

8. Additional information attachment

**About Community First Foundation**

Since 1975, Community First Foundation has been helping generous donors and innovative nonprofits come together to improve the quality of life and create positive change in Jefferson County, the Denver metropolitan area and beyond. We serve as a connector, partner, collaborator and resource to fuel the power of community for the greater good. We are proud to use our energy, leadership and trusted stewardship of financial resources to energize giving across our state, strengthen nonprofits, support donors and find new ways to address community needs. For more information, visit [CommunityFirstFoundation.org](http://CommunityFirstFoundation.org).