



***Community Investment Partnership
Request for Proposal and Funding Application***

One Year Funding Period: July 1, 2019 – June 30, 2019

Application Deadline: 12:00 p.m. (noon), Friday, April 5, 2019

Applicants must apply through an on-line application tool, available at:

<https://zoomgrants.com/gprop.asp?donorid=2253>

Proposals must be submitted electronically through ZoomGrants by the application deadline.

In addition, one signed hard copy must be delivered to Thurston County no later than Friday, April 5, 2019:

Thurston County Public Health and Social Services

412 Lilly Rd. NE

Olympia, WA. 98506

The Request for Proposal (RFP) Process and Criteria

A single RFP from the Community Investment Partnership (CIP) is available February 25, 2019, for proposals to be submitted by April 5, 2019 and to be awarded by approximately May 13, 2019. This funding will be for one year with programs starting on July 1, 2019 and ending June 30, 2020. Approximately \$200,019 will be available. The CIP proposal framework will prioritize promoting:

Programs that meet the basic needs of at-risk populations. For the CIP, basic human needs include:

1. **Transportation support services.** Assistance to clients that have difficulty accessing needed services. For example, this type of support may include transit assistance, such as gas cards or bus passes.
2. **Food and meals.** A range of efforts to assist vulnerable populations access food and nutrition. For example, this may include both prepared meals and food distribution.
3. **Child care.** Short-term child care to allow a parent to attend appointments, job interviews, or other needed services, for example.
4. **Personal hygiene.** Personal hygiene products provided to vulnerable or homeless populations. For example, this may include items such as shampoo, toothpaste, soap, toilet paper, deodorant, feminine hygiene products, diapers, infant supplies, household cleaning supplies, and more.
5. **Emergency needs.** Generally, includes financial support for one-time emergencies that are not covered under another eligible category. For example, these may include items such as car repair assistance, clothing, cold weather survival gear, school supplies, items needed for employment, and more.

In addition to the approximately \$200,019 the CIP will be awarding for basic needs activities, the CIP Steering Committee intends to recommend for award approximately \$160,000 of SHB 2060 funds for Housing Basic Needs. This funding will be for one year with programs starting on September 1, 2019 and ending August 31, 2020. Programs utilizing these funds must assist persons below 30% Area Median Income (AMI) to maintain their current housing situation to prevent a loss of housing or to obtain a permanent housing solution. For the CIP, housing basic needs include:

1. **Rent assistance.** Generally, a one-time payment to cover a shortfall in rent to prevent eviction.
2. **Utility assistance.** Generally, a one-time payment of utility bills or fees to maintain or reinstate utilities that are necessary for health and safety, such as gas, electric or water, for example.
3. **Emergency Home Repair.** Small, urgent home repairs necessary for health and safety.
4. **Fees and Deposits to Secure Housing.** Generally, a one-time payment to cover security deposit support, credit and application fees and other upfront costs to defer the cost of obtaining rental housing.

Important to Note

- Agencies requesting program funding must complete one (1) application for each proposed program.
- CIP grants do not support capital projects or endowment funds.
- When reviewing proposals for 2019, past performance will be considered.

Eligible Applicants

Entities eligible for CIP funding are: 1) private non-profit organizations meeting the statutory requirements under the IRS 501(C) (3) designation; 2) public non-profit organizations; 3) Tribes. All applicants must have established appropriate financial internal controls and accounting procedures to assure proper disbursement and accounting of funds provided. Applicants failing to meet these requirements will be ineligible for funding.

The Review and Selection Process

The review and selection process will be overseen by a Community Investment Partnership Steering Committee composed of eight (8) Health and Human Services Council (HHSC) members and four (4) United Way representatives who will make the final award decisions. Reading, rating, and final selection will be done by members of the CIP Steering Committee.

In reviewing proposals, the Community Investment Partnership will base funding decisions on how well the proposed program aligns with the CIP's priority goal of meet basic needs and housing basic needs of at-risk populations. Applications will also be rated on the following criteria:

- Importance to the community: Direct impact on addressing the CIP priority.
- Project design. Clearly defined scope, goals and outputs/performance measures.
- Cost Effectiveness: The total project cost is appropriate for the expected impact.
- Organization's partnerships and collaboration. Project collaborates with partner organizations to

maximize impacts.

- Support for vulnerable and historically disadvantaged populations. Project is accessible and works to reduce racial disparities in services and staff are culturally competent to provide services to vulnerable and historically disadvantaged populations.
- Financial capacity: Organization has the financial capacity and systems in place to successfully manage the grant.
- Responsive application: All relevant questions answered and information is relevant and responsive to the question asked.

Bidder's Conference

One orientation session for this funding cycle will be provided on Wednesday February 27, 2019 from 2:00 – 4:00 p.m. at the Thurston County Public Health and Social Services Conference Room 107, 412 Lilly Rd. NE Olympia, WA 98506-5132.

Application Process

1. Your organization will need to create an account with ZoomGrants.com to complete and submit an application. The application is available at: <https://zoomgrants.com/gprop.asp?donorid=2253>.
2. Submit your application and supporting documents through ZoomGrants no later than 12:00 p.m. (noon) on April 5, 2019. **Applications received after this date and time will not be accepted.**
3. Deliver one (1) signed hard copy to Thurston County Public Health and Social Services no later than 4:00pm April 12, 2018 at:

**412 Lilly Rd. NE
Olympia, WA. 98506**

For questions regarding this RFP, contact:

Gary Aden at (360) 867-2532 or adeng@co.thurston.wa.us

The CIP reserves the right to modify, reject or negotiate any proposals submitted with the proposing organization prior to recommending funding of the proposal.

Threshold Review

The application has been submitted by the due date and time, provides all required elements including response to narrative questions, program and organizational financial forms, logic model, list of current Board members with titles and affiliations, and has the signature of the Executive Director or authorized agency official. An IRS Form 990, or equivalent tax exempt letter has been attached to the application.