

A Project of
Community Development Professionals, LLC



REQUEST FOR PROPOSALS – ROUND I

**for Subawards through the
Compassion Capital Fund Demonstration Project
2009-2010**

Applications Should Be Submitted To:

**Community Development Professionals, LLC
20 High Street, Suite 110,
Hamilton, Ohio, 45011,
by standard mail, in person, by fax at 513.672.2672,
or by e-mail at info@cdpbridgeworks.com.**

Deadline for Applications:

Friday, February 26, 2010

Proposals must be received in their entirety by 5:00 p.m.

Inquiries:

**Contact CDP at 513.858.1738, 1-866-925-0237 or at
info@cdpbridgeworks.com.**

Overview

In September of 2007, Community Development Professionals, LLC, a small for-profit business located in Hamilton, Butler County, Ohio, was awarded a Compassion Capital Fund (CCF) Demonstration Program Cooperative Agreement in the amount of \$350,000 to execute a project called **CDPBridgeWorks – Developing Vital Faith-Based & Community Organizations in Rural Southwest Ohio**. The **CDPBridgeWorks** service area encompasses the Southwest Ohio counties of Butler, Warren, Preble and Clinton, four predominantly rural counties qualifying as “distressed communities.” Community Development Professionals, LLC, has now entered Year 2 of CCF funding for **CDPBridgeWorks**.

The **purpose** of **CDPBridgeWorks** is to build the capacity of faith-based and community organizations (FBCOs) within the service area in order to positively impact the ability of these organizations to provide vital services to their communities. CDP’s **goal** is to serve as an intermediary between the federal government and FBCOs in the service area, providing them with training and technical assistance (at no charge to those organizations), and/or financial assistance (through a competitively bid subaward process, as outlined in this Request for Proposal).

The **objectives** of the project are to: (1) Provide CDP’s “Back to Basics” non-profit training toolkit to every FBCO served; (2) Increase the understanding of basic organizational development in 200 FBCOs within the service area through training events, face-to-face one-on-one mentoring, and teleconferencing; (3) Provide capacity building financial assistance for at least 18 FBCOs within the service area; and (4) Provide coaching and mentoring on a long-term basis to 25-50 FBCOs in the service area.

Description of Subaward Funding Opportunity

As an intermediary organization, CDP will distribute subawards totaling at least \$140,000 in fiscal year 2009-2010 to FBCOs within the four-county service area. These subawards are to be used to build the capacity of these organizations. Capacity building is defined by CCF as **“the process of implementing activities critical to the long-term viability of organizations to increase the effectiveness of programmatic activities and organizational operations.”** Capacity building activities should increase an organization’s sustainability and effectiveness, enhance its ability to provide social services, and/or create collaborations to better serve those most in need. CCF outlines five critical areas of capacity building for FBCOs. They are:

- Leadership development
- Organizational development
- Program development
- Revenue development strategies
- Community engagement

Recipients of subawards must use the funding to ***undertake capacity building activities that further the sustainability of their organization’s social service efforts.*** Eligible organizations and allowable activities are further described in the sections below.

Eligible Organizations

The following criteria describe organizations that are eligible to apply for subawards:

- **Both faith-based and community-based organizations are eligible to apply**
- Eligible organizations **must be based in Butler, Warren, Clinton or Preble counties in Ohio**
- Eligible organizations **must have attended CDP's *Back to Basics* training prior to submitting a proposal**
- Eligible organizations **do not** have to have 501(c)(3) status or be sponsored by an organization with 501(c)(3) status in order to apply
- **Organizations implementing programs in the CCF priority areas of: the homeless; elders in need; at-risk youth (particularly those facing the risk of gang influence and involvement); families in transition from welfare to work; those in need of intensive rehabilitation such as addicts or prisoners; and healthy marriage initiatives will be given priority through the ability to gain three extra points in the proposal scoring process;** however, eligible organizations not implementing programs in these priority areas may still apply
- Eligible organizations can be in **any phase of development**
- Eligible organizations **have not previously received funds from the Federal government**
- Eligible organizations **have an annual budget at or below \$500,000**

The following organizations are expressly excluded from consideration:

- Any organization that partners with CDP or any other CCF intermediary organization to deliver training/technical assistance or provide cost-sharing funds for this or any other CCF Demonstration Program project
- Any organization that received a subaward from a CCF Demonstration Program intermediary during a previous award period (2007-08 or 2008-09)

Allowable Subaward Activities

Subaward funding must be used for capacity building activities only:

- Subawards **cannot be used to fund provision of direct services**
- Subawards **cannot be used to pay for medical/health-related activities or items**
- Subawards **cannot be used to fund inherently religious activities such as religious instruction, worship, or proselytization, or to build capacity to provide programs or services that include inherently-religious activities**
- Subawards **cannot be used to fund direct fundraising activities**
- Subawards **cannot be used for construction or purchase of real property**

Subaward funds **must be used for capacity-building** in one or more of the five critical areas of capacity building, as defined by CCF:

The list below contains examples of capacity building activities in each of the five critical areas. It is not intended to be exhaustive, but rather to assist organizations in determining and articulating areas of need, and in defining what is or is not allowable.

Leadership Development

- Providing staff with professional development and training to enhance skills in service delivery, administration, management, and/or leadership
- Recruiting, developing, and managing volunteers more effectively
- Establishing a board of directors
- Decreasing vacant positions on the board of directors
- Providing formal orientation for new board members
- Keeping minutes and attendance of board meetings
- Expanding the activities of the board of directors
- Recruiting board members with diverse experience
- Developing a board of directors that represents a cross-section of the community and/or that has ties to different constituencies
- Creating plans to understand board responsibilities and improve performance

Organizational Development

- Incorporating as a legally recognized organization
- Obtaining 501(c)(3) status with the IRS
- Creating and adopting a written mission statement
- Creating and adopting a written strategic plan
- Participating in an organizational assessment by an external individual or entity
- Hiring a financial manager to pay bills, make deposits, keep records, etc.
- Getting an audit of its finances/financial records by an external auditor
- Creating formal, written financial management procedures
- Developing or implementing systems to ensure more effective resource allocation and/or organizational financial management
- Implementing a budgeting process
- Increasing the number of volunteer hours in an average week
- Creating written job descriptions for each staff position or job category
- Conducting annual performance reviews for paid and/or volunteer staff
- Increasing computer and/or software proficiency
- Purchasing computers and/or software
- Increasing organizational utilization of the Internet
- Purchasing computer software to keep financial records
- Developing or implementing electronic record-keeping methods

Program Development

- Developing or implementing plans to increase the number of clients served and/or the number or scope of services offered to clients
- Developing or implementing plans to expand into a new programmatic area
- Developing or implementing plans to incorporate a new approach to services
- Developing or implementing plans to improve quality/effectiveness
- Developing or implementing plans to include a new group of service recipients or geographic area
- Developing or implementing plans to collect more information about clients, including number, characteristics, and/or how they are helped by the program
- Collecting feedback from service recipients
- Conducting formal assessments of the services provided
- Developing or implementing plans to strengthen organizational evaluation

Revenue Development Strategies

NOTE: CCF funds cannot legally be used for direct fundraising.

- Creating a written fundraising/fund development plan
- Increasing the number of applications for funding submitted and/or approved
- Seeking and/or obtaining funding from new sources
- Hiring a grant/contract writer to train staff to prepare applications for funding
- Identifying and pursuing new sources of government funding, nongovernmental funding, and/or in-kind donations

Community Engagement

- Creating or updating a Web site
- Developing or distributing written materials, such as a brochure or newsletter
- Making presentations to and/or engaging in partnerships with other local faith based and community groups
- Utilizing public service announcements or paid advertising
- Undertaking activities to better understand the needs in your community or service area (e.g., meeting with constituents, community mapping, needs assessment survey)

Applicant questions regarding allowable activities should be addressed to CDP at the contact information listed on the facing page of this RFP. If necessary, CDP will contact the CCF office to confirm whether an activity is allowable for subaward funding.

Basic Subaward Information

- CDP expects to award about 18 subawards in one to two proposal rounds.
- Subawards are expected to range from **\$3,000 to \$10,000** per award.
- This RFP is competitive; **subaward recipients have not been pre-selected**
- Subaward recipients **do not** have to provide matching funds.
- Subawards should be requested in amounts that are manageable for the overall size of the requesting organization. Financial information is required in the requestor's application, per the RFP, to support the appropriateness of the amount requested.

Compliance Requirements/Conditions

CDP requires that certain conditions be met by subawardees. The terms of CDP's Cooperative Agreement with the Federal government for **CDPBridgeWorks** also place certain post-award conditions upon subawardees:

- Subaward recipients are **required** to attend CDP's *Back to Basics* training prior to submitting a proposal and are encouraged to **actively participate in applicable training and technical assistance** after the award
- Subaward recipients **must regularly communicate with and provide information to CDP** as requested; the exact nature of these requirements will vary from recipient to recipient and may include attendance at scheduled subawardee meetings, monthly progress telephone calls, reports, receipts/invoices for equipment or services, etc.
- Subaward recipients **will be evaluated against their stated programmatic objectives**
- Subaward funds **must be expended by September 29, 2010**
- Recipients **must comply with all applicable Federal regulations**, including Office of Management and Budget Circulars A-122, A-87 and A-21 (Cost Principles), 45 CFR 74.51 (Monitoring and Reporting Program Performance), 45 CFR 87.1 (Equal Treatment for Faith Based Organizations) and 45 CFR Part 74/92 (Uniform Administrative Requirements); links to these documents can be found at www.cdpbridgeworks.com.

- If a subaward recipient provides programs or services that include inherently-religious activities, such activities must be **separate in time or location** from the programs or services that the organization is seeking to improve through CCF funding
- Subaward recipients **must sign a Memorandum of Agreement (MOA)** with CDP, listing the amount of the award, outlining the purpose for which it is to be spent, and confirming the recipient's agreement to submit financial, progress and outcome reports as required by CDP (a sample MOA is available for review at www.cdpbridgeworks.com)
- As a further requirement of the MOA, recipients **must complete a Certification form** signed by the organization's executive stating that he/she has read and agrees to comply with the standards outlined in the document entitled *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government* (copy attached for reference)

Timetable for Subawards – Year 3

Project Component	Description of Work	Start and End Dates
Outreach	Continue established outreach, including project website; toll-free number; ongoing contact with state-level leaders; presentations to resource organizations/governmental entities in service area; <i>Connect</i> e-newsletter; and one-to-one contacts with nonprofits in service area. New for Year 2 are CDP's presence at local festivals, fairs and other similar events; Public Service Announcements; and advertisements or appearances on local public access TV stations	September 30, 2009 – September 29, 2010
Classroom Training	<i>Back to Basics</i> training is the prerequisite to all other assistance under CDPBridgeWorks, including further training courses, technical assistance and subawards; numerous <i>Back to Basics</i> classes are scheduled during program year	October 1, 2009 – September 29, 2010
	Each organization completes Organizational Evaluation Tool (OET) as part of <i>Back to Basics</i>	
	Organizations sign up for other trainings/technical assistance, as suggested by OET results	
Technical Assistance	Can commence once <i>Back to Basics</i> is completed	September 30, 2009 – September 29, 2010
Round I Subaward RFP Issued	Pending final approval of Subaward Plan by CCF; note that RFP will be available to applicants on the website, at all trainings, and by U.S. mail or fax, as soon as it is issued	January 20, 2010
Round I Subaward Proposals Due	Due in CDP's office by 5:00 on the due date, by standard mail, hand delivery, fax or e-mail	February 26, 2010
Initial Processing of Round I Proposals	CDP staff members perform compliance and eligibility review, distribute proposals to reviewers	March 3, 2010

Review Panel Scores Round I Proposals	Review Panel evaluates proposals and completes scoring sheets by no later than March 22, 2010; CDP staff compiles results and identifies subawardees	March 4 – March 22, 2010
Round I Subawardees Announced	Telephone notification, followed by award letter with MOA attached	March 23, 2010
Round I Subawards Granted	Disburse funds upon execution of MOA	Late March 2010
Round II Subaward RFP Issued	RFP will be available to applicants on the website, at all trainings, and by U.S. mail or fax, as soon as it is issued	April 16, 2010
Round II Subaward Proposals Due	Due in CDP's office by 5:00 p.m. on the due date, by standard mail, hand delivery, fax or e-mail	May 28, 2010
Initial Processing of Round II Proposals	CDP staff members perform compliance and eligibility review, distribute proposals to reviewers	June 2, 2010
Review Panel Scores Round II Proposals	Review Panel evaluates proposals and completes scoring sheets by no later than June 21, 2010; CDP staff compiles results, identifies subawardees	June 3 – June 21, 2010
Round II Subawardees Announced	Telephone notification, followed by award letter with MOA attached	June 22, 2010
Round II Subawards Granted	Disburse funds upon execution of MOA	Late June 2010
Subaward Follow-Up and Monitoring, Rounds I & II	Subawardees submit monthly progress reports and financial reports (with receipts as necessary) and cooperate with monthly meetings, on-site monitoring visit, etc., as applicable to project.	From award to end of program year
Subaward Grant Term	Round I subawardees must disburse awarded funds by end of program year; Round II subawardees must encumber funds by end of program year	September 30, 2009 – September 29, 2010

Proposal/Application Scoring

Proposals will be scored in the following categories according to the listed point values:

Organizational Information	25 points
Proposed Project	37 points
Project Budget Information	15 points
Attachments/Supporting Documents	20 points
Implementing Programs in a CCF Priority Area	<u>3 points</u>
	100 points

The remainder of this RFP consists of the Proposal Application, the Application Checklist, the required financial forms, and the *Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government* (attached for reference purposes only).

CDPBRIDGEWORKS PROPOSAL APPLICATION

Legal Name of Organization _____

Address, City, State, Zip _____

Telephone: _____ Fax: _____

Email address: _____

Web address: _____

Name and Title of Contact Person: _____

Name of Executive Director (please print) _____

Signature of Executive Director _____

Name of Board President _____

Federal ID number (if applicable): _____

IRS 501c3 nonprofit? Please circle: **YES** **NO**

If yes, please attach copy of designation letter from the IRS.

Amount requested: \$ _____ Name of Project: _____

Total annual organizational budget: \$ _____

How many Board members do you have? _____

How many employees in your organization? Full time ____ Part time ____

Approximately how many volunteers do you have? _____

Please be as concise as possible in your responses. If you require more space to answer questions, you may attach additional pages to the **back** of your application. Additional pages should have 1" margins all around, be double-spaced, and be typed in Arial or Times New Roman fonts, no smaller than 11-point type. Please sequentially number these additional pages, beginning with page 14. Place them after the RFP Application Checklist and in front of any other attachments or supporting documents.

ORGANIZATIONAL INFORMATION (25 points)

1. Provide a brief summary of your organization's history and mission.

2. Describe your **current** community outreach programs, activities, services and accomplishments.

3. Outline your organization's primary sources of support, including income, in-kind contributions and volunteer resources, over the past three years.

4. Explain what makes your organization unique or distinct.

PROPOSED PROJECT (37 points)

1. State the name of your capacity building project and the subaward amount being requested.

2. Describe your project; include any problems, issues or opportunities it will address.

3. Which critical area(s) of capacity building does your project address?

Leadership Development

Organizational Development

Program Development

Revenue Development Strategies

Community Engagement

4. Define the overall goal(s) of this project.

5. List the objectives that will enable you to achieve your goal(s).

6. Explain how you will accomplish these objectives including the specific activities you plan to carry out, along with the timetable for those activities.

7. Include a “change statement.” Describe how successful completion of this project will result in **positive and permanent change** to your organization, enabling it to better serve those most in need in your community.

8. Explain how and when you will measure the expected change in your organization.

9. Include a brief statement justifying the appropriateness of the amount of funds requested. (Subawards should be requested in amounts that are manageable for the overall size of the organization. Relate your request to your existing budget and manpower, clarifying your organization's ability to manage the amount of funds requested.)

PROJECT BUDGET INFORMATION (10 points)

Submit a separate project budget, including income and expenses.

Also complete the attached Federal budget forms (Federal Form 424).

ATTACHMENTS AND OTHER SUPPORTING DOCUMENTS (20 points)

Please provide the following attachments (if applicable) and any relevant supporting documents.

- Organization's annual operating budget for current year.
- Organization's most recent audited financial statement or Form 990 (if applicable/available), or income and expense report for previous year.
- List of current Board of Directors with names, titles and employment affiliations
- Supporting materials such as program or project brochures, newspaper articles, letters of support, etc.
- Brief description of key staff and volunteers, including qualifications relevant to this request.

ORGANIZATIONS IMPLEMENTING PROGRAMS IN ONE OR MORE OF THE FOLLOWING CCF PRIORITY AREAS WILL RECEIVE AN ADDITIONAL THREE (3) POINTS:

- Homeless
- Elders in need
- At-risk youth (especially those facing the risk of gang influence and involvement)
- Families in transition from welfare to work
- Individuals needing intensive rehabilitation, such as addicts or prisoners
- Healthy marriage initiatives

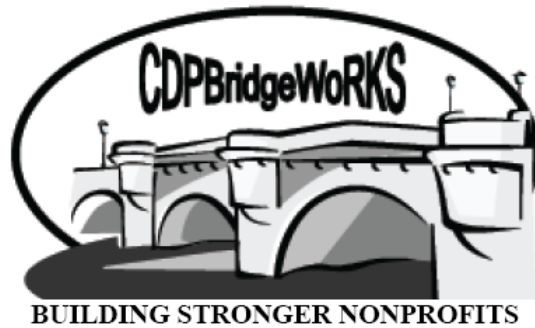
Please return this application no later than February 26, 2010:

**Community Development Professionals, LLC
20 High Street, Suite 110 • Hamilton, OH 45011
Phone: 513.858.1738
E-fax: 513.672.2672
www.cdpbridgeworks.com**

Applications must be received by 5:00 p.m. on the date due.

Applicants may submit applications via e-mail to info@cdpbridgeworks.com,
in person, by standard mail or by fax.

Faxed or e-mailed proposals must be received in their entirety by 5:00 p.m.
If you have any questions or need assistance, please contact us by telephone.



RFP Application Checklist

Please check off and attach each item. Be sure to submit this checklist as part of your application package.

- CDPBridgeWorks Proposal Application** (pages 8-13 of the RFP, plus any continuation pages you have added)
- Federal Form SF424**
- Federal Form SF424A**
- Current year's annual operating budget**
- Project-specific budget**
- Most recent audited financial statement, Form 990, or income and expense report for the previous year**
- List of current Board of Directors**, with names, titles and employment information
- Any pertinent supporting materials**, such as letters of support, brochures, newspaper articles, etc.
- Description of key staff and volunteers**, including qualifications relevant to the project for which you are requesting funds

The document "Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government" attached to this RFP does not have to be submitted with your application. Successful applicants will be required to sign a certification form confirming they have read and understood this document and are willing to comply with it before funds are awarded. It is attached here for your reference and convenience.