



UNITED WAY OF BUFFALO & ERIE COUNTY (UWPEC) 2019-2021 INVESTMENT PROCESS REQUEST FOR PROPOSAL FREQUENTLY ASKED QUESTIONS (FAQ'S)

GENERAL QUESTIONS

When will the RFP for the next funding cycle be released?

The RFP was released on April 27, 2018 and is posted on our website.

The RFP presentation (Applicant Tutorial) is also posted as a link on our website.

To view, please go to:

- www.uwbec.org
- Click on "For Nonprofits" tab across the top of the page
- Click on this link <https://www.uwbec.org/funding>

Notifications were sent via the NFPRC United Way Weekly Email and Community Job Announcements to Nonprofits, via email to those who attended the February 2018 Informational Session, and via email to current Executive Directors/program staff.

Do you recommend we shorten our program names? Or, do you prefer we not change them (for consistency purpose) if there are no major changes to the program or delivery?

Please **do not change** the program names. If you have a change in program name, please notify United Way via email to programfunding@uwbec.org.

United Way staff will update the system and inform you of the change.

What is a new program application?

A new program application is a program not currently funded by the United Way (new to United Way investment funding) but still needs to have been in operation for at least two years.

Does the program or the organization need to be two years old?

UW seeks established programs that have been operating for at least two years and have program performance data available. As such, programs must have operated since April 1, 2016 to be considered eligible for funding.

Can you help me determine which programs to apply for, in which platforms, in which programs of interest, using which performance measures?

While we always aim to be helpful when we can, we regret that due to the competitive nature of this process we are unable to provide individual advice or coaching.

Do currently funded programs receive an advantage in the application process?

While we appreciate our partnership with currently funded programs, they do not receive an advantage in the competitive application process.

Is there a funding cap?

There is no funding cap but there is a minimum application request of \$30,000. Most applicants request between 15-25% of their total program budget.

Is the \$30,000 minimum request over one year or two year period?

Please indicate the amount of funding requested from UW on an annual (one-year) basis.

As an organization, does each program stand on its own?

Yes, scored program applications are compared with similar programs within a particular platform focus area.

We are considering submitting a proposal that fits well under two platforms-how should we apply?

Keep in mind new applications will only be accepted in those UWBECE identified priority areas.

Applicants have a few options on how they could apply:

A. They can identify the core focus of the program and submit in that area. Applicants will want to discuss other services offered under Program Design.

B. They can go with the area that has the strongest performance measures (and, again, discuss the other services offered under Program Design).

Can an agency submit two applications under one platform if they are for different age ranges? If they can, will they be competing against each other or will they be competing only against the other applications in that specific age range?

Yes, an agency may submit more than one application. Keep in mind that new applications will only be accepted in those UWBECE identified priority areas. Applications will "compete" against each other if they are in the same platform, for the same result statement, and the same programming type. In these instances, we recommend that the organization consider submitting one combined application.

Can you choose or reference multiple programs in one application?

You need to choose one program for the application but you can reference multiple programs in the narrative.

If applying for 3 different areas/programs, what do you do about the contacts?

If possible, we would like one contact person per program application. However, we are aware that one individual may write all of the applications for the agency.

Can two people be the contact on a program application?

We prefer one contact person per program application.

ON-LINE APPLICATION

How do I apply for UW funding?

All applications must be submitted through United Way's online system via the link: <https://uwbec.force.com/ci>. Applications are due on June 6, 2018 by 5:00pm.

Currently Funded Programs: If you (Current Executive Director or program staff members) have previously submitted an application, please go to: <https://uwbec.force.com/ci> and enter the email address you used last cycle and click "forgot your password?" You should have received login instructions via email on Monday, April 30, 2018.

I can't seem to retrieve my username and password. Is there a long delay in mailing the password?

No, you should receive the email shortly after you click on "forgot my password". If you do not receive this email or are unable to retrieve your username and/or password, check your spam/junk folder first. If you still do not find the email, please then contact Nicole Juzdowski at 887-2606 or send an email to programfunding@uwbec.org for assistance. You may also view the RFP Applicant Tutorial posted on our website (<https://www.uwbec.org/funding>) for step-by-step instructions on how to navigate the online system.

How do I create a new account to review the 2019-2021 online application?

"New" Programs and New Applicants: New Executive Director or program staff members to the UW on-line application should go to <https://uwbec.force.com/ci> and click "sign up" on Monday, April 30, 2018 to complete the online contact information form. You should have received login instructions via email. New applicants needed to sign up by May 7th, 2018.

I requested a new account through the website listed below yesterday but received an error message that it could not be done and that the administrator was contacted. Why did I receive this error message?

You received this error message because our database system recognized your email address/you already have an account with us. You should receive an email with instructions on how to login to the online application.

I began filling out the application yesterday, and I saved my information as I went along. I logged in this morning, and nothing was saved. Is there any way to retrieve my previously saved application?

When you log in into the site, click on the "Funding Application Review" tab at the top of the page. You will see the "Applications in Progress" and a list of any application(s) you created (ex. 2019-RFP 0000). Click on the application you want to continue to add information to and save. You can also review the RFP Applicant Tutorial slides on our website for step-by-step instructions on how to navigate the online system.

While using Explorer, I was unable to see the list of performance measures in the drop down box. Is there an issue with this section/tab?

If this happens, you may need to use either Firefox or Chrome while working on the online application. Please also check to make sure you filled out both the program information and program type tabs.

When is the application submitted as opposed to saved?

You will need to click on the save button after each page/tab before moving on to another section/tab of the application. The system will give you a message that you have successfully saved your work. As long as you continue to save your work, you will be able to edit/add to the application. The current session timeout is set to 4 hours, but as long as the Save button is clicked before inactivity this should not be a concern, the user can always log back in and start again where they left off.

Once you have completed the application, you will go to the “Funding Application Review” tab/page and select the application you wish to submit. Once you submit the application you will no longer be able to edit/change the application.

Will I receive an email confirmation that my United Way funding application was submitted and received successfully?

Once you are ready to submit your online application, click on the “Funding Application Review” tab and finalize (submit) your application (see page 12 of the Applicant Tutorial). Once you have finalized your application(s), United Way can view the date and time you completed (submitted) your application(s) in our online system.

Do you need to print your application before you submit it?

You do not have to print before you submit, however may be helpful to do so. On the Funding Application Review tab/page, you can print out what you have entered to date or once you complete/submit the application you can print-PDF format.

UWBEC-IDENTIFIED PRIORITY PROGRAM AREAS (PLATFORM SPECIFIC)

Platform Areas: Education, Financial Stability, Health & Wellness

Are the “starred” funding focus areas the areas that are considered “priority” funding areas that new applicants can submit proposals for?

Yes. Page 4 of the RFP includes the UWBEC funding priority areas for this cycle. New program applicants may only apply in one of the UWBEC identified priority areas which are starred below.

Education: Early Learning & Development

- ★ Programs that provide early learning & development particularly in the ages of birth to 8 (young children)
- ★ Programs that provide high quality early child care
- ★ Programs that provide support for parents with young children (parent/family engagement, parenting skills and development, employment/workforce development)

Financial Stability: Financial Capability & Asset Building

- ★ Programs (for families with young children) that promote increased money management skills through individualized planning, financial education, or financial coaching activities
- ★ Programs that help families with young children secure and/or maintain assets including a home, vehicle, or micro-business/small business
- ★ Programs that assist families with young children in securing tax credits through the provision of free tax preparation services

Financial Stability: Employment & Workforce Development

★ Programs that improve employment skills and credentials, promote job placement, coaching and retention to families with young children

Health & Wellness: Maternal, Infant & Child Health

★ Programs that support maternal health and infant nutrition, and strengthen the bond between parents and their babies

★ Programs that help children, youth, and families gain knowledge and skills needed for healthy and active lives

★ One-Stop* programs for families with young children that address the social conditions contributing to poor health outcomes

We would like to submit a proposal under the Health Platform: Older Adults and Care Giver Support program area. The program has operated for more than 2 years; however it has never been funded by the United Way. Is this program eligible to apply for United Way funding?

No, this program would not be eligible to apply under the Older Adults and Caregiver Support area. As stated in the RFP (on page 4), “new” (new to the UW investment process) program applications will only be accepted for the priority areas identified by UWBECC.

POPULATION SERVED

There also seems to be a large emphasis on young children/families with young children. Does that mean that these programs can only serve families with children?

No, these programs do not have to only serve families with children but that should be a focus.

Are there a minimum percentage of families with children that need to be served by the agency?

Currently there is not a minimum percentage of families’ w/children that need to be served. As stated in the RFP, funding decisions will be based on the evaluation criteria established (provided below) with heavy emphasis on documented program performance and the ability to assist UWBECC in achieving results in addressing identified community conditions. If programs apply and clearly do not fit the UW identified priority areas and performance outcomes desired, UW staff and the leadership team reserve the right to declare the application not in alignment and will not forward for scoring. Scored applications will be compared with similar programs within a particular platform focus area. Questions are weighted based on their relative importance to overall scoring.

Should currently funded programs expand their existing programs to include the younger population or should they now submit 2 applications?

You can submit several applications but keep in mind that we prefer comprehensive programs.

PROGRAM DESIGN

How does UWBECC define a “new” program versus an expansion of efforts?

A program is considered “new” if it employs a new curriculum, staffing model, or provides different services than previously provided. Such a program is untested and is therefore ineligible for UWBECC funds. However, if a program remains the same in terms of curriculum,

staffing model, and services and simply being expanded to accommodate more participants, then it is considered an expansion of effort and may apply.

"What do you mean by "new curriculum"? "By "new curriculum" do you mean we cannot stay current in our fields and improve upon the current curriculum (sometimes even required by regulation) that we use for our existing programs?"

"UWBEC defines "new curriculum" as being completely new to the organization/program and untested. UWBEC recognizes that applicants need to stay current on developments in their field/programming. UWBEC also understands that programs may also be required by government regulations to use new curricula. As such, UWBEC would consider staying current in the field/programming and using curricula required by regulation an improvement to current/existing curriculum. UWBEC recommends applicants provide information about the nature of the program and the rigor of the science behind the evidenced-based practice. Please do not assume that the reviewer understands the science behind this practice just because it is titled, "evidenced-based."

PROGRAM STAFFING

No Questions.

PERFORMANCE MEASUREMENT

Do we need to use the performance measures provided in the RFP?

Yes. UWBEC is also accountable to its funders and must demonstrate performance on its Identified Results Statements. By having a set of common performance measures, UWBEC is able to report its results in a more robust manner – making it possible to secure additional funds.

Could you please provide more clarification in regards to the difference between the "number of participants who received specific service" and "the number of participants who secured outcome"?

Number of participants who received specific service> provide the number of individuals that started/received some of the specific service.

Number of participants who secured outcome> provide number of individuals that **achieved** (met all requirements/goals of program) the specific performance measure/outcome

Examples: <https://clearimpact.com/results-based-accountability/example-performance-measures-can-use-program-service/#genericExamples> or <http://raguide.org/tag/performance-measures/>

PROGRAM BUDGET

In the Budget section of the online application, you ask for an "Annual Budget," even though the investment cycle is for two years. Are we to submit just one year's project budget?

The investment cycle is two years with specific investment amounts contingent on the annual decision of the UWBEC board. In the budget section, please provide the annual (one-year) budget for the specific program you are requesting funding for.

FUNDED PROGRAM RECOGNITION AND PARTICIPATION REQUIREMENTS

United Way Involvement – Is this what we already have done or what we plan to do?

For currently funded programs, it is what you already have done. For new applicants, it is what you plan to do. This area is not scored but will play a factor in determining selection and funding levels for applications scored.