

120 North 13th Street

Fort Smith, AR 72901

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**Funding Opportunity Announcement**

**The 100 Families Initiative**

*Release Date: 7/27/2020*

***Due Date: 8/27/2020 -* Proposals must be received at the email address below by August 27, 2020 at 5:00 pm**

***Optional Informational Webinar Date: 8/03/2020***

*United Way of Fort Smith Area*

*aruth@unitedwayfortsmith.org*

**REQUEST FOR PROPOSAL**

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# OVERVIEW

The 100 Families Initiative is an innovative model developed by Restore Hope Arkansas that helps parents move from crisis to career using existing community resources. In the model, an alliance of community members coordinates together around a collective impact methodology. By engaging community partner organizations in this alliance format, Restore Hope has trained agencies on a collaborative case management system, assisted communities in analyzing data that brought light to needs specific to their community, and developed community-specific programs based on community data and proven needs-aligned services so that service providers better know how to respond when a family is in crisis. Through these expanded, formalized partnerships, the 100 Families Initiative streamlines and coordinates services for those who need it and improves communication between service providers, ultimately ensuring that families in crisis receive the help they need while reducing service gaps and preventing duplication of services, resulting in a more effective and efficient social sector.

The United Way of Fort Smith Area (UWFSA) is the Subrecipient of federal Temporary Assistance for Needy Families (TANF) funds through the Arkansas Division of Workforce Services. UWFSA is partnering with Restore Hope to bring the 100 Families initiative to Sebastian County.

## Timeline for RFP

|  |  |
| --- | --- |
| Release of Request for Proposal  |  **July 27, 2020** |
| Voluntary Information Webinar |  August 3, 2020 at 9:00 a.m. CT |
| Deadline for submission of written questions |  August 7, 2020 at 5 p.m. CT |
| **Grant Applications due no later than 5 p.m. CT** | **Thursday, August 27, 2020 at 5:00 p.m. CT** |
| UWFSA notifies successful and unsuccessful applicant agencies of status (approximate date) |  September 15, 2020 |
| Subaward period  |  |

**If you have questions, please only contact: Angie Ruth, United Way of Fort Smith Area,** **aruth@unitedwayfortsmith.org**

# FUNDING OPPORTUNITY

The Temporary Assistance to Needy Families (TANF) program is designed to help needy families support their children in the short-term and to move out of poverty in the long-term.

In 2005, Governor Asa Hutchinson created Restore Hope (RHI a non-profit 501c(3) organization) to bridge the recognized gap between government services and communities struggling to reduce the rate of incarceration, to facilitate a successful re-entry from incarceration to freedom, and to reduce the number of children entering our state’s foster care system. For communities to improve, their most vulnerable must have knowledge of and access to services. For this reason, Restore Hope Acts as a brokering agency to connect community and government leadership to each other and those in need of services. Restore Hope brings technical assistance, technology, and communities together to solve complicated issues. UWFSA will engage Restore Hope to work with alliance partners selected through this opportunity, providing program support and training, and technical assistance.

As a Subrecipient of TANF Funds, UWFSA is partnering with Restore Hope to fully implement the 100 Families model.

## Purpose, Goals and Outcomes

# The purpose of this program is to provide TANF funding to Sebastian County-based non-profit community organizations to bring together programs that will further the 100 Families mission.

# About the 100 Families Initiative – Crisis to Career

The 100 Families Initiative is an innovative model that helps parents move from crisis to career using existing community resources. In the model, an alliance of community members coordinates together around a collective impact methodology. By engaging community partner organizations in this alliance format, Restore Hope has trained agencies on a collaborative case management system,

assisted communities in analyzing data brought light to needs specific to their community, and developed community-specific programs based on community data and proven needs aligned services so that service providers better know how to respond when a family is in crisis. Through these expanded, formalized partnerships, the 100 Families Initiative streamlines and coordinates services for those who need it and improves communication between service providers, ultimately ensuring that families in crisis receive the help they need while reducing service gaps and preventing duplication of services, resulting in a more effective and efficient social sector.

The incarceration rate in Arkansas is among the highest in the nation; this sobering statistic unfortunately is intimately connected to a foster care population that is also among the highest in the country. These two interrelated factors threaten both the state’s economic well-being and its social fabric. When parents are incarcerated, their children are put into the foster care system, a situation that is often never resolved due to high recidivism rates among individuals who return to society after incarceration. Adding to these issues, Arkansas also ranks as the third-highest state for children living in poverty, ranks 10th highest for child abuse and neglect, and ranks fifth highest for the number of people incarcerated per capita (Foundation A. C., 2016). The National Survey of Children’s Health provided statewide data for all 50 states regarding parental incarceration. At 16%, Arkansas has the highest rate of children who have had a parent incarcerated. Arkansas also has the fourth-highest number in the nation of children under age 6 that do not have even one working parent. Most disturbing of all, Arkansas has the highest mortality rate for children in the United States (Childrens Bureau, 2015). Most cases also involve substance abuse, further escalating crisis situations. These sobering statistics paint a picture of cyclical crises with no way out for many families, and issues often repeat from generation to generation. We know that preventing families from entering the system is much more cost-effective than all of the turmoil that comes with removing a child from the home. If we wait until a child is removed to engage families, the damage is often already done, and children have faced trauma that they are unlikely to overcome; the cycle of incarceration, substance abuse, child abuse and neglect, and foster care entry continues. Families in crisis believe, based on their own experiences, that there is no hope.

Restore Hope Arkansas’ mission is to provide hope and a way out for families in crisis. The Restore Hope model builds on existing partnerships and develops new alliances to link at-risk families with resources, strengthening family structures and preventing children from entering foster care. On February 25th, 2019, Restore Hope launched the 100 Families Initiative in Sebastian County, asking government entities, non-profit organizations, and businesses to commit to collaborating to keep families together and reduce the number of children in foster care. Our network is extensive and growing as our program grows.

# Theory of Change

Our Theory of Change concludes that if you serve a family in all areas of crisis, rather than piece-by-piece, you make a greater impact and provide a family with hope that leads them to participate in their own healing process. We believe hope is fuel for action and there are tangible ways to provide this intangible quality to families. Without hope, it is difficult to move parents to stability, much less to thriving, because they do not see the point. Once parents have hope, they can access opportunity to advance their family and move them from the stabilized state of existence to thriving where they start new careers and provide for their families in a comfortable way. At the same time, we engage our Theory of Change on the community-wide level. When community-wide change occurs, it breaks down silos, true partnerships are established that invest on the individual level in a collaborative way, and families are stabilized and can move forward to a point of thriving.

Restore Hope’s mission is to strengthen and preserve families by connecting parents to resources

and support so that they will reach stability and thrive. We believe that each community already

has the resources it needs for its citizens to thrive, but with coordination of services and asset

mapping through data analysis, we will see more clients in need connecting to services, as well

as communities recognizing and filling in service gaps that exist. Restore Hope’s Theory of

Change results in communities filled with parents that are responsible and law abiding, able to

parent well and provide for their children, and with healthy levels of self-esteem through feeling proud of their accomplishments.

Through this RFP, UWFSA is seeking partners that can assist in fulfilling the promise of the 100 Families mission through holistic case management services to the Targeted Population, providing services as detailed in **Section V – Application Process, Program Narrative section.**

Pursuant to Administration for Children and Families guidelines and TANF requirements authorized by Title IV-A and XVI of the Social Security Act, services provided by Subrecipients must meet one of four purposes of TANF as follows:

* Provide assistance to needy families so that children can be cared for in their own homes or in the homes of relatives
* End the dependence of needy parents by promoting job preparation, work, and marriage
* Prevent and reduce the incidence of out-of-wedlock pregnancies
* Encourage the formation and maintenance of two-parent families

*Eligibility Requirements for TANF Beneficiaries*

Custodial (CP) and Non-Custodial Parents (NCP) who are below 200% of the federal poverty level with children under the age of 18 or otherwise meet TANF eligibility due to their verified eligibility for Supplemental Nutritional Assistance Program, Medicaid. or Transitional Employee Assistance (TEA).

Note: Noncustodial parent means a parent of a minor child who lives in the state and does not live in the same household as the minor child. (45 CFR 260.30)

*Individuals who are Work Eligible Individuals (WEI)*

WEI means an adult (or minor child head-of-household) receiving assistance under TANF or a separate state program or a non-Subrecipient parent living with a child receiving such assistance, unless the parent is:

* A minor parent and not the head-of-household;
* A non-citizen who is ineligible to receive assistance due to his or her immigration status;
* At state option on a case-by-case basis, a Subrecipient of Supplemental Security Income (SSI) benefits or Aid to the Aged, Blind or Disabled in the territories;
* A parent providing care for a disabled family member living in the home, provided that there is medical documentation to support the need for the parent to remain in the home to care for the disabled family member; or
* At state option on a case-by-case basis, a parent who is a Subrecipient of Social Security Disability

Insurance (SSDI) benefits 45 CFR 261.2.

*Eligibility Determination*

* The TANF Eligibility Form for TANF Funded Services must be used when determining client eligibility. The form must be completed in its entirety, signed, and dated by the client. Supporting documentation for eligibility determination must be maintained in the client's electronic and hard copy file.

***NOTE: All eligibility requirements shall be documented in each participant's file and kept on record for a period of five years after the fiscal year end of the funding period.***

UWFSA-RHI will use the RHI ARWINS Partner Portal to assist in eligibility determination. This is for TANF partners who might require a higher degree of monitoring and oversight, as they are onboarded onto the re-purposed and abridged Arkansas works portal. If selected for funding, UWFSA and RHI will assist funded organizations in set-up and training of the Portal.

Applicants must present a proposal to UWFSA that meet TANF requirements.

## Developing Goals and Measurable Outcomes

To be able to effectively evaluate your project, it is critical that you develop realistic goals and measurable outcomes. This appendix provides information on developing goals and outcomes. It also provides examples of well-written goals and measurable outcomes.

***GOALS***

***Definition*** *−* a goal is a broad statement about the long-term expectation of what should happen as a result of your program (the desired result). It serves as the foundation for developing your program outcomes. Goals should align with the statement of need that is described. Goals should only be one sentence.

The characteristics of effective goals include:

* Goals address outcomes, not how outcomes will be achieved;
* Goals describe the behavior or condition in the community expected to change;
* Goals describe who will be affected by the project;
* Goals lead clearly to one or more measurable results; and
* Goals are concise.

**Outcomes**

**Definition** – Outcomes describe the results to be achieved and the manner in which they will be achieved. Multiple outcomes are generally needed to address a single goal. Well-written outcomes help set program priorities and targets for progress and accountability. It is recommended that you avoid verbs that may have vague meanings to describe the intended outcomes, like “understand” or “know” because it may prove difficult to measure them. Instead, use verbs that document action, such as: “By the end of 2021, 75% of program participants will be placed in permanent housing.”

In order to be effective, outcomes should be clear and leave no room for interpretation. **SMART** is a helpful acronym for developing outcomes that are **specific, measurable, achievable, realistic, and time-bound:**

### **Specific** – Includes the “who” and “what” of program activities. Use only one action verb to avoid issues with measuring success. For example, “Case Managers will administer the risk assessment tool to at least 50 people in the Target Population” is a more specific outcome than “Case Managers will use their skills to reach out to the Target Population.”

**Measurable** – How much change is expected. It must be possible to count or otherwise quantify an activity or its results. It also means that the source of and mechanism for collecting measurement data can be identified and that collection of the data is feasible for your program. A baseline measurement is required to document change (e.g., to measure the percentage of increase or decrease). If you plan to use a specific measurement instrument, it is recommended that you incorporate its use into the outcome.

**Achievable** – Outcomes should be attainable within a given time frame and with available program resources. For example, “The Case Manager will meet with seven families each week to develop a plan to meet recovery, housing, employment, education and basic needs” is a more achievable outcome than “Families will make progress toward achieving self-sufficiency.”

**Realistic** – Outcomes should be within the scope of the project and propose reasonable programmatic steps that can be implemented within a specific time frame. For example, “Two participants will attend two job interviews each week” is a more realistic outcome than “All unemployment in the Target Population will be eliminated.”

**Time-bound** – Provide a time frame indicating when the outcome will be measured or a time by when the outcome will be met. For example, “Five new case managers will be recruited by the second quarter of the year” is a better outcome than “New case managers will be hired.”

# AWARD INFORMATION

## Funding Information

Funding is provided through the TANF Block Grant from U.S. Department of Health and Human Services, Administration for Children and Families, Assistance Listing Number 93.558, as a subgrant to UWFSA through State of Arkansas Division of Workforce services.

## Award Amount and Length

Approximately three (3) awards will be issued for a one-year project period, with an approximate award amount of $35,000 to $75,000. There is approximately $200,000 to be allocated to selected applicants. UWFSA may offer, at its discretion, a grant renewal option of up to two years. Awards are subject to the availability of funds and any modifications or additional requirements that may be imposed by law.

**Allowable Uses of Funds**

For the 100 Families Program UWFSA will **only** reimburse direct personnel salary and fringe benefits and indirect costs. Indirect costs are limited to a negotiated indirect cost rate up to 15% according to TANF regulation for state agencies, or 10% of Modified Total Direct Costs in absence of a negotiated indirect cost rate.

TANF shall not be expended for the purchase or improvement of land, or for the purchase, construction or permanent improvement of any building or facility.

**Non-Supplantation**

TANF funds may not be used to supplant current programs or satisfy a matching requirement in other federal programs.

**Medical Services Prohibition**

A specific statutory prohibition on using TANF funds for medical services

Please note that UWFSA grant awards are reimbursement-based to Subrecipient agencies. Subrecipient agencies will be required to submit regular financial reports itemizing costs incurred and will be reimbursed accordingly. Please also note that the use of funds must meet all *TANF* requirements.

## Match Requirement

There is no match requirement.

# ELIGIBILITY

UWFSA invites applications from Sebastian county-based state non-profit community organizations.

**DUNS Number** – Applicant agencies must have and provide verification of their DUNS Number at the time of application, which can be obtained by accessing the Dun & Bradstreet website at [http://www.dnb.com/get-a-duns-number.html.](http://www.dnb.com/get-a-duns-number.html) The DUNS Number is a unique, nine-digit identification number provided by Dun & Bradstreet. Applicant agencies are responsible for submitting their DUNS Number verification with their grant application. Should your agency need assistance with your DUNS number verification, please contact Dun & Bradstreet at 866-705-5711. *(There is no cost to obtain this information.)*

**Debarment Status** – Applicant agencies must obtain the debarment status of their agency by accessing the System for Award Management website at <http://www.sam.gov/portal/public/SAM>/ and performing asearch under “Search Records”. As part of the Code of Federal Regulations (45 C.F.R. Part 76), all entities receiving funding from the federal government must participate in a government-wide system for non- procurement debarment and suspension. An entity that is debarred or suspended shall be excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government-wide effect. The applicant agency must place the Debarment Memorandum template (Attachment E) on their Subrecipient agency letterhead, initial by name and submit with their grant application. Should you need assistance with the search, please contact the Federal Service Desk at 866-606- 8220. *(There is no cost to obtain this information.)*

**Financial Information** – Applicant agencies must provide one of the following three documents at the time of application: their most recent Transmittal Letter for Audit; their most recent IRS Form 990 (Return of Organization Exempt from Income Tax); or their most recent year-end Financial Statement.

**501(c)3 Status** – Grant applicant agencies must have and provide verification of their 501(c)3 status at the time of application, i.e., their letter from the Internal Revenue Service confirming their 501(c)3 status, if they have it. Verification can also be obtained by accessing the Internal Revenue Service website at [http://www.irs.gov/Charities-&-Non-Profits/Exempt-Organizations-Select-Check](http://www.irs.gov/Charities-%26-Non-Profits/Exempt-Organizations-Select-Check). Organizations that have received 501(c)3 status are exempt from federal taxes. To receive this status, the organization must operate for a specific purpose–typically, for a charitable, religious, scientific or literary purpose. Applicant agencies are responsible for submitting a copy of their letter from the IRS confirming their 501(c)3 status, or the verification provided from the IRS website, with their grant application. Should your agency need assistance with this information, please contact the IRS at 877-829-5500. *(There is no cost to obtain this information.)*

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# APPLICATION PROCESS

**Questions –** Questions regarding the RFP and/or the application process can be submitted by email only to aruth@unitedwayfortsmith.org **no later than 5 p.m. CT on August 7, 2020**. Answers to all questions posed to UWFSA during the designated question period will be posted as soon as possible thereafter, and can be found at unitedwayfortsmith.org.

**Webinar –** There will be a voluntary webinar held on **August 3, 2020 at 9:00 a.m. to 10:00 a.m. CT** that will fully explain the 100 Families model, TANF and UWFSA requirements, and to take any questions about the program and the application process. Please email Angie Ruth at UWFSA, aruth@unitedwayfortsmith.org to request the attendance link for the webinar.

## How to Apply

Applications **must** be received by email to aruth@unitedwayfortsmith.org **no later than 5 p.m. CT on *August 27 2020***. **Applications received after 5 p.m. CT will not be accepted, no exceptions**. Please contact UWFSA if you are unable to submit electronically to discuss alternative submission options. **Under no circumstances will a proposal be accepted after August 27, 2020 at 5:00 pm CT.**

## What an Application Should Include

### Applications must include all of the components described in this section. Failure to submit an application that contains all of the specified information may negatively affect the review of the application, preclude access to or use of award funds pending satisfaction of the conditions and/or prevent the application from proceeding to the Review Panel for further consideration. Applications are evaluated on a scale of **100 total points**.

***Table of Contents***

A Table of Contents must be included as part of the grant application. Include page numbers for each of the major sections and for each attachment.

***Grant Application Information Sheet (5 out of 100 points)***

Complete the Grant Application Information Sheet (Attachment A). This document must be signed by the Authorizing Official for the applicant agency (an individual in a decision-making capacity at the agency, typically the top-level individual).

***Program Narrative (80 out of 100 points)***

The Program Abstract should be no more than one (1) double-spaced page, using Times New Roman 12-point font, with no less than one-inch margins, and should include the following:

* + Identify the type of applicant agency (non-profit, faith-based, university, etc.).
	+ Describe how the organization will implement the 100 Families Model (please see attached 100 Families information), the geographic area to be served, a description of the target population, the estimated number of clients to be served and the services to be provided.

The Program Narrative should be double-spaced, using Times New Roman 12-point font, with no less than one- inch margins, and should not exceed **20** pages. If the Program Narrative fails to comply with these length-related restrictions, non-compliance may be considered in panel review and in final award decisions.

The following sections should be included as part of the Program Narrative:

Statement of the Problem (20 out of 80 points) - Identify and describe the challenges or needs the program will address with the target population in the geographic area to be served. Provide data to show the nature and scope of the need, citing data references (three-year trend data is preferred). Explain previous or current efforts to address the problem, including an analysis of the outcome of these efforts. Provide a clear and concise Statement of the purpose or goal of the program and how the program will address the needs identified.

Project Design (30 out of 80 points) - Describe the services to be provided, and the specific strategies that substantiate the project as a comprehensive program and identify the target population to be served. Describe outreach and referral strategies to ensure access to the target population. Describe how your program will ensure cultural competence, as well as program and physical accessibility for people with disabilities. Describe any potential barriers to implementing the project and strategies to overcome them.

Please include the following information in this section

* How many TANF Eligible families do you expect to onboard into the HopeArk Collaborative Case Management System?
* Will you be able to provide holistic case management services to all of those onboarded into the system?  If no, what percentage will you provide holistic services to?
* What Care Team members are you familiar with that you would add to the Care Team within the system?
* Please describe your proposed outcomes including numbers or percentages of clients to be entered into the HopeARK Collaborative Case Management System that will have positive outcomes in the following areas:

**Assessment Area                                             Proposed Outcomes**

|  |  |
| --- | --- |
| Transportation |  |
| Employment |  |
| Education |  |
| Housing |  |
| Recovery |  |
| Family Reunification |  |
| Legal Services |  |
| Food Security |  |
| Mental Health |  |
| Childcare |  |
| Safety |  |
| Dental |  |
| Physical Health |  |
| Financial Management |  |
| Basic Needs |  |

Please check the subpopulations below that you will directly engage with.  Additionally, please describe how you will interact with these subpopulations and if you are willing to put your case manager within a court, DCFS, jail, or other point of contact agency in order to assist specific subpopulations:

[ ] Parents in the local jail

[ ] Parents involved in family court

[ ] Parents returning from prison

[ ] Parents with child welfare cases

[ ] Struggling parents without court or child welfare involvement (prevention)

[ ] Parents that have had their children placed in foster care working towards reunification

[ ] Parents involved in criminal court or misdemeanor court

[ ] Parents referred by local schools due to child behavior or environmental neglect

* Will you be hiring a new case manager or using existing case managers?  Please describe their qualifications or experience in case management.

Implementation Plan (10 out of 80 points) - Provide a realistic and detailed Implementation Plan, with a timeline that indicates significant milestones in the project. The timeline should include each Project Goal, its related Project Activities and Performance Measures, their expected completion date(s) and the responsible person or organization. Performance Measures should be S.M.A.R.T. (specific, measurable, action-oriented, realistic and time-bound). Outline the specific Program Outcomes of the project and how they will address the problem. Applicants should identify who will collect data, who will be responsible for performance measures and how this information will be used to evaluate and guide the program.

Management Structure (20 out of 80 points) - Describe the experience and capability of the applicant agency, its staff and its contractors. Identify the agency that will serve as the Subrecipient and fiscal agency responsible for the grant’s administration. Identify the staff team supporting the project, including the name, title and affiliation of each member, as well as a Delegation of Authority from the Board of Directors for the organization. Provide documentation of any collaboration that has or is occurring on the initiative.

* + - Provide resumes or qualification standards for staff, as well as position descriptions for key positions.
		- Include an Organizational Chart/Description.
		- Licensing/Accreditation/ Certification documentation.
		- List of Board Members, and a Board Member Conflict-of-Interest Statement.

***Grant Budget Request, Budget Narrative/Justification, and Cost Allocation Plan (15 out of 100 points)***

Applicants must submit a Grant Budget Request (Attachment B), a Budget Narrative/Justification, and a Cost Allocation Plan. The Budget Narrative/Justification may be submitted as part of the Grant Budget Request (in the Comments sections) or as a separate document. The Cost Allocation Plan may be submitted as part of the Budget Narrative/Justification or as a separate document.

The Budget Narrative/Justification must outline how grant funds will be used to support and implement the program and should thoroughly and clearly describe every category of expense listed in the Grant Budget Request. It should be mathematically sound and correspond with the information and figures provided in the Grant Budget Request. It should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. It may include tables for clarification purposes but need not be in a spreadsheet format.

Applicants must submit a description of the program’s cost allocation plan and methodology. The Cost Allocation Plan must summarize how the applicant agency will allocate its costs to its various funding sources.

**Administrative Costs**

Indirect Costs should not exceed 10 percent of the Grant Budget Request unless the applicant has a federally approved indirect cost rate agreement. A copy of the applicant agencies federally approved indirect cost rate agreement must be included with the application.

Administrative costs cannot exceed 15 percent, including maximum of 10 percent Indirect Costs, of proposed budget. The grant budget submitted should include items identified as Administrative Costs with totals indicating that Indirect and Administrative cost rates have not been exceeded.

TANF defines administration uniquely and sets a 15 percent administration limit. (45 CFR 286.5)

* + - * By statute, each State is subject to separate 15-percent caps on the amount of the Federal and MOE funds it may spend on administrative activities. Under the final rules, information technology costs related to monitoring and tracking of TANF requirements are excluded from both of these caps.
			* "Administrative costs" is defined as costs necessary for the proper administration of the TANF program or separate State programs. It includes the costs for general administration, eligibility determination, and program coordination, including indirect (or overhead) costs.
			* The definition does not include the direct costs (including salaries and benefits)

associated with providing program services, such as diversion benefits, case management, job development, and post-employment supports, screenings and assessments, and the development of employability plans and work services.

* + - * Expenditures for contract activities are treated as program or administrative costs based on the nature or purpose of the contract.

**Reasonable Costs**

TANF expenditures must be necessary, reasonable and allocable. Indirect costs must be allocated using an accurate methodology. 2 CFR 200.404 Reasonable Costs, explains a reasonable cost as “reasonable if, in its nature or amount, it does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the cost.” This should be followed for all purchasing practices utilizing grant funds. Please refer to 200.404 for additional details. This information can be found at the following link: <https://www.ecfr.gov/cgi-bin/text-idx?SID=e4d811ada53caf0e0dc4473318bffe93&mc=true&tpl=/ecfrbrowse/Title02/2chapterII.tpl>

**REVIEW AND SELECTION PROCESS**

**Application Review Panel**

UWFSA is committed to ensuring a fair and equitable process for awarding grants. Eligible applications will be evaluated, scored and rated by a Review Panel. Panel review is the process by which competitive, discretionary grant applications are evaluated by internal and external reviewers. Panel reviewers evaluate applications to ensure that the information presented is reasonable, understandable, measurable and achievable, as well as consistent with program or legislative requirements as stated in the RFP.

UWFSA leadership uses the panel review ratings and summaries as guidance when selecting projects for awards. Panel review ratings are advisory only, however, and do not bind UWFSA to a particular decision. In addition to panel review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, geographic balance and available funding.

**Selection Criteria**

The Application Review Panel will use a scoring guide which coincides with the RFP when reviewing applications. The scoring guide uses a system of 100 total points, as noted in Section V – Application Process.

1. **POST-AWARD REQUIREMENTS**

**Reporting Requirements**

Awarded agencies will be required to submit status and financial reports to the designated UWFSA Program Manager. Awarded applicants will be provided a complete toolkit and guidance on Financial and Status Reporting at the time of award.

Subrecipients will be required to maintain proof of background checks with as required by state law.

**Federal Funding Accountability and Transparency Act (FFATA) Requirements**

Subawards through this RFP will be subject to the Federal Funding Accountability and Transparency Act (FFATA) of 2006. In order to meet these requirements, applicant agencies that are awarded funds will need to provide the names and total compensation for the five most highly-compensated executives of the organization. For more information, the Five Most Highly Compensated Executives form (OGC-4001) can be found at: <https://www.acf.hhs.gov/sites/default/files/aidd/requirements_for_ffata.pdf> .

**Audits and Monitoring**

In general, audits must be conducted in accordance with the provisions contained in 2 CFR

200 Subpart F, which requires Subrecipients of federal awards to obtain a single audit if the entity expends more than $750,000 in federal award dollars from all sources. More information may be found at: <https://www.ecfr.gov/cgi-bin/text-idx?SID=e4d811ada53caf0e0dc4473318bffe93&mc=true&node=pt2.1.200&rgn=div5#sp2.1.200.f>

In compliance with 2 CFR 200.336, UWFSA, Arkansas Division of Workforce Services, U.S. Department of Health and Human Services, Inspectors General, and the Comptroller General of the United States, or any of their authorized representatives, must have the right of access to any documents, papers, or other records of the Subrecipient which are pertinent to the Federal award, in order to make audits, examinations, excerpts, and transcripts. The right also includes timely and reasonable access to the Subrecipient entity's personnel for the purpose of interview and discussion related to such documents.

 **CHECKLISTS**

**Application Checklist**

The following sections must be submitted in this order:

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**Attachment A – Grant Application Information Sheet**

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## Attachment D – 100 Families Job Descriptions



120 North 13th St

Fort Smith, AR 72901

(479)782-1311

# Grant Application Information Sheet – Attachment A

## Agency Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Location Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City, State, Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Fax: ( ) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

E-mail: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Web address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Is the Organization a 501 c(3) nonprofit? [ ]  Yes [ ] No

Federal Employer Identification Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DUNS Number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

### Requested Allocation from United Way **$\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

Presented to United Way of Fort Smith Area, Inc. on (date) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

This budget was approved for submission by the agency’s Board of Directors on the following date:

 \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agency Board Chairman or President Agency Executive Director or Authorized Official

## Attachment B – Budget Request Template

##

**Detailed Budget Narrative -** Please describe in detail all items included in the budget, including Indirect Cost Rate methodology.

## Attachment C – Suspension and Debarment Memorandum Template

*Grant applicant agencies must obtain the debarment status of their agency by accessing the System for Award Management website at* [*https://www.sam.gov/SAM/pages/public/searchRecords/*search*.jsf*](https://www.sam.gov/SAM/pages/public/searchRecords/search.jsf)*, and performing a search under “Search Records”. As part of the Code of Federal Regulations (45 C.F.R. Part 76), all entities receiving funding from the federal government must participate in a government-wide system for non- procurement debarment and suspension. An entity that is debarred or suspended shall be excluded from federal financial and non-financial assistance and benefits under federal programs and activities. Debarment or suspension of a participant in a program by one agency shall have government-wide effect. The applicant agency must place the Debarment Memorandum template (Attachment E) on their Subrecipient agency letterhead, initial it and submit it with their grant application. Should you need assistance with the search, please contact the Federal Service Desk at 866-606-8220. (There is no cost to obtain this information.)*

To: United Way of Fort Smith Area

From: *[enter Applicant Agency] [enter Name and Title]*

RE: Suspension and Debarment Memorandum Date: *[enter date]*

Agencies applying for federal funds through the United Way of Fort Smith Area (UWFSA) are required to adhere to all regulations in reference to Suspension and Debarment as per 2 CFR 180. As a pass-through entity, UWFSA is required to verify all non-federal entities doing business with UWFSA are not suspended or debarred or otherwise excluded from participating in transactions including and/or exceeding $5,000, cumulative. This verification is accomplished by checking the Exclusion Extract maintained by the General Services Administration (GSA) found at <https://www.sam.gov/SAM/pages/public/extracts/dataAccessExclusions.jsf>. If an agency is not registered in SAM.gov they are required to do so prior to receiving a federal award through UWFSA.

This memorandum attests to the fact that we, *[Applicant Agency]*, are in compliance with all debarment requirements for conducting business with UWFSA as stated above. Agency has registered in SAM.gov and has subsequently verified their status as active as of today’s date. *[Applicant Agency]* is not on the list of excluded organizations as of today’s date.

**Attachment D - 100 Families Case Manager Job Description (Subrecipient)**

**Overview:**

Your primary role will be one of recognizing needs of the clients you work with, connecting them with the appropriate resources based on their circumstances, and assisting clients as they move from crisis to career. To this end, Case Managers will need to be experts in community resources and 100 Families partnerships and able to maintain positive relationships with partner organizations, for the good of the client. The ideal candidate for this position is someone who is solution-focused and thrives on assisting vulnerable individuals navigate through difficult situations.

We are looking for individuals who are: self-motivated, problem solvers, flexible, able to effectively communicate with all stakeholders, able to multi-task, technologically proficient, and detail-oriented.

**Preferred Qualifications:**

* Some college and 2-3 years of work or personal experience working with vulnerable individuals, **or**
* Bachelor’s Degree in social work, criminal justice, or a related human services field, and one year of work or personal experience working with vulnerable individuals
* Bonus: work experience with the criminal justice population and/or knowledge of the criminal justice system in Arkansas

**Job Responsibilities:**

* Conduct assessments with individuals to assist in determining relevant resources and guide individuals through the resource connection process
* Develop strong, trusting relationships with clients served, and act as an advocate for vulnerable individuals
* Serve as a bridge between individuals and providers to increase client involvement in their care plans
* Coordinate measures to ensure individuals have proper access to resource and treatment options
* Maintain detailed documentation of work with each client, utilizing designated case management system as trained in order to comply with federal grant regulations
* Update case management system on a regular basis to reflect client’s progress, in compliance with monthly reporting requirements based on performance indicators
* Refer individuals to appropriate outside organizations; provide follow-up to ensure the individual’s needs are met and outcomes of these services provide support for the individual to achieve their goals
* Empower clients to lead themselves, and hold clients accountable to follow-through on the plans they have developed
* Advocate for clients in all areas of their life – provide support to clients at court sessions, DCFS hearings, and the like
* Report back regularly to designated individuals regarding client’s progression and participation
* Must be comfortable working with clients in any of the following environments: jails, ACC offices, DCFS offices, courts, Family Shelters
* Develop and maintain trust and positive relationships with 100 Families partners and stakeholders
* Advocate for individuals and families
* Develop a working relationship with other Case Managers and community service providers
* Participate in 100 Families meetings and trainings
* Promote organization and community collaboration
* Respond to inquiries from a plethora of sources (e.g. individuals, organizations, providers) through offering information and/or direction
* Conduct oneself in a manner consistent with the professional standards of 100 Families