

## United Way of the Battle Creek and Kalamazoo Region Request for Basic Needs Funding Proposals

### OVERVIEW

United Way of the Battle Creek and Kalamazoo Region (UWBCKR) envisions a vibrant community where all people realize their full potential. UWBCKR leads shared efforts by engaging diverse people, ideas and resources. UWBCKR seeks proposals from eligible organizations committed to improving community outcomes within our Basic Needs impact area.

We are focused on four commitments to ensure every person can learn more, earn enough and live a healthy life:

Education: Improve high school graduation rates and reduce racial and economic disparities in graduation rates.

Income: Increase the number of economically stable households in the region.

Health: Improve family and infant health and reduce racial and economic disparities in related indicators.

**Basic Needs: Ensure that our regional community has a safety net in place to help individuals and families access basic necessities during times of need.**

**Additionally, UWBCKR has a special interest in creating equitable opportunities and reducing racial and economic disparities in systems and outcomes, especially those related to the provision of, and access to Basic Needs goods and services. Therefore, programmatic elements that intentionally address these issues are strongly encouraged and the collection of demographic data will be required by funded programs.**

Organizations may submit more than one request within each impact area or across multiple impact areas. Programs or initiatives that occur in *either* the greater Battle Creek community, Kalamazoo County or *regionally* (across both greater Battle Creek and Kalamazoo County) will be equally considered. Additionally, collaborative applications, that include two or more identified agencies in the delivery of program services, designed to create meaningful increases in efficiency and results are encouraged. A lead agency must be designated for collaborative applications and Memorandums of Understanding will be required from each participating organization.

Grant applications must request funding support for operations costs related to delivery of programs and initiatives; grant applications for overall agency operational support will not be accepted. Additionally, requests for capital improvements/campaigns will not be accepted for consideration.

There is no established minimum or maximum grant request amount for Basic Needs funding.

### ELIGIBILITY

To be eligible to apply for this Basic Needs funding opportunity, the applicant organization (whether applying itself or acting as lead agency or fiduciary) must:

- Be exempt under section 501(c)(3) of the Internal Revenue Code **or** a Public Entity
- Operate within the Battle Creek/Kalamazoo region and/or serve Battle Creek/Kalamazoo region residents
- Employ a minimum of 2.0 Full Time Equivalent (FTE) staff
- Prohibit discrimination based on race, color, religion, age, sex (including pregnancy), national origin, marital status, sexual orientation, gender identification, veteran status, disability, genetic information, height or weight
- Submit all required application materials, including required financial documents, completely and accurately by the deadline given. See page 2 for required financial document table.

### PROCESS TIMELINE

If the applicant agency has not attended an e-CImpact training in the past 12 months, attendance at an informational session is required to apply for funding. Training opportunities will occur regionally between the weeks of **September 25, 2017 and October 9, 2017**. Training dates, times, and locations are listed on page three.

E-CImpact, the web-based application system, will be open from **September 25, 2017** to the submission deadline of **November 1, 2017 at 5:00pm EST**. Applications must be initiated on the system by Wednesday, October 25, 2017. No new application will be opened after that date.

Grant announcements will be made no later than Friday, April 20, 2018. Grantees will receive monthly allocations in **July, 2018**.

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### TECHNICAL ASSISTANCE

During the RFP process, UWBCKR will provide technical assistance to 1) support interested organizations in assessing alignment with UWBCKR’s Basic Needs priorities 2) assist applicants with the completion of funding applications via the e-ClImpact system.

### APPLICATION REVIEW

Complete applications submitted by above deadline will be reviewed in two phases:

Phase One: Review of organization and program financials conducted by a regional team of volunteer Financial Advisors. Advisors will have both professional experience and UWBCKR provided training in financial analysis. Note: Applicant organizations found to have substantial financial deficiencies (as determined by use of a uniform assessment) will be disqualified from further consideration for Basic Needs funding. For more information, please contact a United Way staff member.

Phase Two: Review of complete application by a team of regional volunteers focused on the Basic Needs impact area. Volunteer team will assess alignment with UWBCKR’s identified strategies and the proposed programming’s potential or proven ability to drive progress against identified indicators and the community level goal. If the program was previously funded by UWBCKR, Performance Data and Year End Reports will also be assessed.

Financial Documents required for Application (and ongoing compliance as updated):

Organization Type	Required Financial Documents		
<b>501(c)(3) with \$500,000 or more in contributions</b>	Audits (previous two years) Most recent IRS 990	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-ClImpact)
<b>501(c)(3) with \$250,000 to \$499,999 in contributions</b>	Audit or Review (previous two years) Most recent IRS 990	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-ClImpact)
<b>501(c)(3) with less than \$250,000 in contributions</b>	Review (if completed) (previous two years) Most recent IRS 990	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-ClImpact)
<b>Public Entity</b>	Audit (previous two years) Report on Internal Controls over Financial Reporting	Most recent Internal Financial Statements w/ Prior Year Comparison	Program Budget & Budget Narrative Questions (Completed in e-ClImpact)

### UNITED WAY FUNDED PARTNER EXPECTATIONS

For the duration of the Basic Needs grant, recipients will be required to:

- 1) Attend Periodic Learning Circles (cohort based, peer learning opportunities)
- 2) Complete and submit Performance Data and Year-end Reports via the i-CResults and e-ClImpact systems  
The collection of demographic data will be required by funded programs unless the collection of such data is impossible due to the nature of the programming. Guidelines for demographic data collection will be provided during informational sessions.
- 3) Complete any additional contractual obligations, including but not limited to UWBCKR campaign participation, submission of Success Stories, and compliance with branding guidelines

**NOTE: Health Strategic RFP is also currently available.**

To request this RFP, please contact Heather Rittenhouse at [hrittenhouse@uwbckr.org](mailto:hrittenhouse@uwbckr.org) or (269) 441-1725.

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### BASIC NEEDS

**Main Staff Contact: Robert Elchert [relchert@uwbckr.org](mailto:relchert@uwbckr.org) (269) 250-9829**

Our Basic Needs program delivery partners will drive efforts towards our community level goal, which is to ensure our regional community has a safety net in place to help individuals and families access basic necessities during times of need.

To accomplish this, partners will work within three focus areas:

- Food
- Shelter
- Other Basic Necessities

Each program will be required to demonstrate alignment with identified strategies and indicators/outputs.

More detailed description of the Basic Needs focus areas, strategies and indicators has been attached as Appendix A.

**Recipients of Basic Needs Funding will be eligible to receive funding for the period of**  
**July 1, 2018 – June 30, 2019**

### To Apply for Basic Needs Funding

**If you have not attended an informational session within the last 12 months, attendance at an informational session is required to apply for funding.** Interested organizations should contact Heather Rittenhouse at [hrittenhouse@uwbckr.org](mailto:hrittenhouse@uwbckr.org) or (269) 441-1725 to register for an informational session about the Basic Needs funding process. The first half of the session will include information about the process, Basic Needs priorities, strategies, and indicators. Organizations will have an opportunity to determine if they would like to attend the second half hour of the training based on interest and alignment. The second half hour will provide an overview of the online application system, and the content of the Basic Needs application.

### Basic Needs Informational Session Schedule:

- 1) Thursday, September 28<sup>th</sup> 11:00am – 12:00pm – Kalamazoo Office
- 2) Friday, September 29<sup>th</sup> 1:00pm – 2:00pm – Battle Creek Office
- 3) Tuesday, October 3<sup>rd</sup> 10:00am – 11:00am – Kalamazoo Office
- 4) Wednesday, October 4<sup>th</sup> 10:00am – 11:00am – Battle Creek Office
- 5) Thursday, October 5<sup>th</sup> 10:00am – 11:00am – Kalamazoo Office
- 6) Friday, October 6<sup>th</sup> 10:00am – 11:00am – Battle Creek Office
- 7) Monday, October 9<sup>th</sup> 10:00am – 11:00am – Kalamazoo Office
- 8) Wednesday, October 11<sup>th</sup> 10:30am – 11:30am – Battle Creek Office

<b>BASIC NEEDS</b>	
<b>Community Level Goal</b>	
Ensure That Our Regional Community Has a Safety Net in Place to Help Individuals and Families Access Basic Necessities During Times of Need	
<b>Strategic Basic Needs Priorities</b>	<b>Food</b>
	<b>Strategies</b>
	Provision of Hot Meals
	Grocery/Food Pantry
	Mobile Food Programming
	<b>Indicators</b>
	# of Individuals Served
	# of Meals Served
	Pounds of Food Provided (Separate Identification of Pounds of Fresh Fruits and Vegetables)
	<b>Shelter</b>
	<b>Strategies</b>
	Emergency Shelter (day or night)
	Utility Assistance (Gas, Electric, Deliverable Fuels, Water/Sewer)
	<b>Indicators</b>
	# of Unduplicated Individuals Served & Nights of Shelter
	# of Unduplicated Individuals Provided Day Shelters Services (Identification of Distinct Services)
	# of Unduplicated Households Receiving Utility Assistance
	<b>Other Basic Necessities</b>
	<b>Strategies</b>
	Identification & Vital Records Assistance (e.g. Provision/Renewal of State ID or Drivers License)
	Clothing Provision
Disaster Relief	
Crisis Support Services Needed to Access Basic Needs Resources	
Transportation Assistance	
Childcare Assistance	
<b>Indicators</b>	
# of Unduplicated Individuals Served – Documents Obtained	
# of Unduplicated Individuals Served – Clothing Received (Segregate Winter Clothing)	
# of Unduplicated Individuals Served – Direct Assistance Received	
# of People Treated for Crisis Support, Units of Service (e.g. Hours), and/or # of Referrals	
# of Bus Tokens and/or Gas Vouchers (with dollar amount)	
# of Individuals Receiving Child Care Assistance, Units of Service (e.g. Hours), and/or # of Referrals Provided	
<p><b>UWBCKR has a special interest in equity and the reduction of economic and racial disparities in systems and outcomes. Therefore, programmatic elements that intentionally address these issues are encouraged, including but not limited to:</b></p> <ul style="list-style-type: none"> <li>• Anti-bias training and assessment</li> <li>• Inclusive supports (e.g. multi-lingual service provision or the use of non-traditional communication methods)</li> <li>• Neighborhood-based programming in high-need areas</li> </ul> <p><i>*Annual Demographic Data to Be Collected By All Funded Partner Agencies and Programs</i></p>	
<b>Population(s) of Interest: Individuals and Families in Need of Basic Necessities</b>	

# BASIC NEEDS

## Community Level Goal

Ensure That Our Regional Community Has a Safety Net in Place to Help Individuals and Families Access Basic Necessities During Times of Need

### Rationale

- Addressing a person's basic needs increases their ability to maintain housing and employment, which in turn, allows them to make economic and professional contributions to our community
- Food and housing insecurity also affect a person's health and educational development
- An effective safety net can be the vehicle that moves someone from homelessness into stability
- With basic needs provision, the ALICE population does not have to choose between paying rent and buying food or medication
- Having a safety net in place increases the stability of ALICE households, which means they will be less likely to need more services in the future
- Not having access to transportation, child care, crisis supports, and identification are major barriers that prevent social mobility

### Research

#### Homeless Data

##### Kalamazoo County Homeless Management Information System (HMIS) 2016:

Total number of homeless individuals:	5184
Percent who are children (under 18):	28%
Percent who have a disabling condition:	31%
Percent who are survivors of domestic violence:	28%
Percent who are single parents:	39%

##### Calhoun County Homeless Management Information System Data 2016:

Total number of homeless individuals:	1353
Percent who are children (under 18):	20%
Percent who have a disabling condition:	43%
Percent who are survivors of domestic violence:	17%
Percent who are single parents:	21%

#### 211 Call Data

In 2016, calls for basic needs services continued to top the list. In Calhoun County, there were 4044 referrals to food pantries and 1949 referrals for utility assistance. In Kalamazoo County, there were over 2000 calls for utility assistance.

#### Food Insecurity

The number and percent of population of **food insecure** adults and children:

	Adults	Children
<b>Kalamazoo Co.</b>	37,380 (14.6%)	8,760 (15.4%)
<b>Calhoun Co.</b>	19,890 (14.3%)	5,560 (17.6%)

*Source: Feeding America, Map the Meal Gap 2017 (using 2015 data)*

The 2016 monthly average of cases for MDHHS Food Assistance Program (FAP) for Kalamazoo County was **17,698**. For Calhoun County, it was **12,353**.

*Source: [http://www.michigan.gov/documents/dhs/DHS-Trend\\_Table\\_24\\_269236\\_7.pdf](http://www.michigan.gov/documents/dhs/DHS-Trend_Table_24_269236_7.pdf)*

#### Lack of Identification and Vital Records

Approximately 50% of the homeless population in the U.S. has been denied access to basic needs resources for not having a birth certificate and/or a state ID. Applied to local HMIS numbers means there could be over 3,200 individuals in our region who are trapped into homelessness.

*Source: National Law Center on Homelessness and Poverty: Photo Identification Barriers Faced by Homeless People, 2004*

#### Crisis Services

Homelessness can be both the cause and effect of mental health issues that prevent individuals from successfully access the safety net of service they need. In 2015, over 8,000 contacts were made for crisis services including distress and suicide prevention centers.

*Source: Ending Homelessness in Michigan 2015 Annual Report*

#### Drop-In Child Care and Transportation Assistance

According to ALICE data, single-parent households experience greater financial instability. More supports for quality drop-in child care and transportation are needed as parents seek services and employment.

##### Kalamazoo Co.

Percent of households below ALICE Survival Threshold:	36%
Percent of single female-headed households below ALICE:	73%

##### Calhoun Co.

Percent of households below ALICE Survival Threshold:	41%
Percent of single female-headed households below ALICE:	91%

*Source: United Way ALICE Study of Financial Hardship, 2017 Update*