

Request for Proposals

OVERVIEW

Catholic Social Services (CSS) Refugee Assistance and Immigration Service (RAIS) is creating the Emerging Communities Project, a network of community and faith based organizations that serve their local community members. Grantees in this network will work together to enhance their capacity in four key areas:

- Leadership development
- Organizational development
- Program development
- Community engagement

CSS RAIS is actively seeking applicants to participate in this new capacity-building effort. Please read below to determine if this is the appropriate opportunity for your community or faith based organization.

Emerging Communities Project is funded by the Office of Community Services, Administration for Children and Families, Department of Health and Human Services.

THE PROGRAM

Emerging Communities Project will include four to six community and faith-based organizations serving their ethnic community members. The organization's identification as religious or secular will not be a consideration in selection for participation, however, applicant organizations must provide some qualifying secular services. These agencies will work in partnership with CSS RAIS to address self-identified needs and enhance organizational capacity. Participation in the network will begin with a comprehensive needs assessment, and the identification of distinct, measurable goals. Throughout the six months of participation, network members will receive free of charge, group trainings, one-on-one technical assistance and peer-to-peer activities, each designed to assist in the attainment of these self-identified goals. Organizations selected to participate in the program will receive a capacity-building grant of \$10,000 - \$12,000.

GRANT AWARDS

Grants will be awarded to support a wide range of capacity-building activities that vary according to community and organization needs. Four to six grants, ranging from between \$10,000 - \$12,000, will be awarded and must be used for the benefit of the awarded recipient only. Grants will be announced by March 19th, 2010 and participation in Emerging Communities Project will conclude in September, 2010. Potential services, activities or strategies that may be supported are provided below. This list is not comprehensive and there are other activities that may also be eligible:

- Purchase of or development of training materials and curricula.
- Translation, design and printing of marketing, training and educational materials.
- Hiring of consultants with specific expertise.
- Registration for external trainings that support work plan goals.

- Development of policy and procedure manuals.
- Software and training for accounting and book keeping.
- Computers, telephones, copying machines.
- Design and printing of resource guides and other materials to disseminate information to community members.

*Note: Grants **may not** be used for the following activities: Organized fundraising or solicitation; Direct services, or augmenting or supplanting direct service delivery funds; Construction or purchase of real property; Medical/health related activities or items; or inherently religious activities such as religious instruction, worship, or proselytizing. All grants are subject to applicable federal laws and regulations.*

ELIGIBILITY REQUIREMENTS

1. Be a non-profit, community and/or faith-based organization working in Southcentral Alaska, including Anchorage, Wasilla (Matanuska-Susitna area), and Soldotna (Kenai Peninsula area) (*Note: Applicants **do not** need to be classified as tax-exempt under section 501 (c) (3) but must be incorporated.*)
2. The community or faith based organization is formed of local community members and represents a defined ethnic group.
3. Agency or group operating budget under \$100,000.
4. Participate in the following mandatory collaborative activities which will take place between February, 2010 and September, 2010:
 - Two grantee informational meetings
 - Individualized needs assessment that will result in specific, measurable goals for program participation
 - Group specific technical assistance and group trainings two times per month
 - Individual group meetings once a month with Technical Assistant
 - Peer Networking activities – Lunch and Learns
5. Plan to provide services that assist:
 - a. Low income individuals to gain greater access to state and federal benefits and tax credits.
 - b. Low income individuals find and retain employment, earn higher wages, and better quality jobs.
 - c. Low income individuals in need of financial assistance, and/or credit counseling
 - d. The homeless
 - e. Elders in need
 - f. At risk youth; and/or
 - g. Families in transition from welfare to work.
6. Complete and submit the RFP Response Package before or on the deadline March 12th, 2005, when you show up for your scheduled time for the Oral Proposal.
7. The community or faith based organization is formed of local community members and represents a defined ethnic group.

Please note: Organizations are not required to have 501c3 status or a fiscal sponsor but **must** have filed for and show proof of filing for incorporation before or on March 12th, 2010.

SELECTION CRITERIA

All applications will be evaluated based on the applicant's commitment to increasing organizational capacity in the following areas: leadership development, organizational development, program development and community engagement. It is critical that applicant's demonstrate the impact its participation in Emerging Communities Project will have on their organization, the overall network and, most importantly, its community. Applicants are not required to provide matching funds, and no preference will be given to applicants which do provide contributions.

The application process will involve both written and oral components. Community and faith-based organizations interested in applying for the grant must demonstrate in a simple writing sample that they meet the basic sub-award criteria mentioned above, under Eligibility Requirements. Those community and faith-based organizations meeting the criteria will be invited to an intensive training about the RFP process. At this pre-bid conference, each group will be provided the oral RFP questions and given assistance from the Technical Advisor Coordinator (TAC) and staff about how to most effectively respond to these questions. This initial pre-bid conference will be a combination of training and technical assistance and groups will be encouraged to help each other clarify goals and responses. Each group who applies will be given feedback on their presentation after the selection is complete. This will be in the form of narrative feedback as well as scores on the rating criteria.

An Advisory Committee, made up of local professionals from the community of Anchorage, will serve as the selection committee for the sub-award recipients. The highest scoring organizations that demonstrate capacity, readiness, commitment and meet the priorities targeted by Compassion Capital Fund will be selected for participation and receive a capacity building grant. Final awards will be contingent upon signing a memorandum of understanding and meeting all required conditions of award.

REQUIRED PRE-BID MEETINGS

It is required that you and at least one (1) other individual and up to the five (5) committed representatives from your organization attend two (2) separate meetings before submitting your proposal. This will help you to best understand and prepare for the RFP process. On-site technical assistance will be provided to assist you in completing your application. Please call Rebekah Cushing if you have any questions.

Informational RFP Meeting: Required!

Date: February 12th, 2010
Time: 2:30 – 5:00 pm

Catholic Social Services
3710 E. 20th Avenue
Anchorage, AK 99508

RFP Proposal Practice Meeting: Required!

Date: March 4th, 2009
Time: 2:30 – 5:00 pm

Catholic Social Services
3710 E. 20th Avenue
Anchorage, AK 99508

Please note that Attachment A1, the completed four (4) writing samples and resumes are required to be submitted on or before March 12th, 2010. *This is not the end of the RFP process.* In addition to the Informational RFP meeting, and the RFP Proposal Practice meeting, you will be required to answer the six (6) Application Questions found in section A2. This Oral Proposal will take place on March 12th, 2010.

SUBMISSION INFO AND DEADLINE

The written application deadline is March 12th, 2010. You can mail the application and required attachments to the following address or you can submit your application when you arrive for the Oral Proposal presentation. Applications received after the deadline will not be reviewed. All applications must be sent in or handed in hard copy; electronic submissions will not be accepted. Applications should be sent to:

Rebekah Cushing
Technical Assistance Coordinator
Catholic Social Services
3710 E. 20th Avenue
Anchorage, AK 99508

CONTACT

All inquiries related to Emerging Communities Project can be directed to Rebekah Cushing, Technical Assistant Coordinator, 907.222.7389 or rcushing@cssalaska.org. For additional information on the Emerging Communities Project, please visit our website at www.cssalaska.org

Emerging Communities Project Response Package
Organizational Information

Name of Organization

Address

City _____ **State/Zip** _____

Phone Number () _____ **Fax** () _____

Email

Contact Person

Contact person phone/email

Is your organization registered as a Nonprofit Corporation with the Office of the Secretary of State in the State of Alaska? Yes No

Do you have 501c3 status? Yes No
If yes, please attach a copy of your 501(c)3 letter and label as Attachment A.

Is your organizational operating budget is \$100,000 or less? Yes No

Is your organization located and does it provide services in targeted area: Southcentral Alaska including, Anchorage, Wasilla (Matanuska-Susitna area), and Soldotna (Kenai Peninsula area)? Yes No

Does your Organization have a Board of Directors Yes No
If no, do you have a Steering Committee or Leadership Team? Yes No

As the authorized representative of the applicant organization, I certify that our organization, if selected, has 3-5 participants willing to commit to a six month intensive capacity building project that includes 12-14 hours per month of training, on-site technical assistance and peer learning activities, as well as provide required oversight and support to implement our capacity building grant.

Signature _____ Title _____ Date _____

Application Question # 1:
(25 points)

Briefly describe your ethnic group's mission and history. When and how did it get started? And why?

(Your response to this question should not exceed one page. You may type or write by hand your response.)

Application Question # 2:
(25 points)

What is the total amount of funding you are requesting (up to \$12,000)? Describe ways you plan to use these funds to build your groups capacity to serve your community.

(Your response to this question should not exceed one page. You may type or write by hand your response.)

Application Question # 3:
(25 points)

This intensive capacity building program involves a six-month commitment from leaders within your group. It is required that you have 3-5 committed individuals that will meet regularly with CSS RAIS staff and attend all trainings to strengthen and manage your organization. Participation in this project will require approximately 12-14 hours per month of concentrated training and technical assistance.

List the name and title or role of the persons who will participate in Emerging Communities Project. Attach a resume of each person listed.

(Include more lines if necessary)

Name	Title/role	Provide brief description about this person

Application Question #4:
(25 points)

Describe the community you plan to serve or already serve, including how you determine what your community needs are.

(Your response to this question should not exceed one page. You may type or write by hand your response.)

A2. Application Questions/Score Sheet

Catholic Social Services
Refugee Assistance and Immigration Services
Compassion Capital Fund Grant

Application Questions/Score Sheet

Reviewer's Name:

Organization's Name:

Instructions to Review Committee Members: Please carefully read the proposal and rate how the proposal fits the following criteria:

Attention Applicants:

Please note: you must have at least two (2) and up to the five (5) committed representatives from your organization attend the Oral Proposal presentation. At least two (2) and up to five (5) representatives are required to answer the following six (6) Application Questions in front of the Selection Committee Panel. This Oral Proposal presentation will take place *March 12th, 2010*.

There will be a required meeting for the Practice Delivery of the Oral Proposal Presentation on *March 4th, 2010*. During this meeting you will be provided with an overview of how this process will work, there will be discussion of the essential things to consider when delivering your Oral Proposal Presentation and you will have the opportunity to practice your Oral Proposal presentation with other peers.

Application Question 1:

(5 Points)

What is the mission and goal of your organization?

Minimum criteria should include the following:

- Can they articulate their goals and mission in a way that shows how they wish to impact their community members?
- Does the organization’s mission align with CSS RAIS CCF grant funding goals focused on areas of capacity building (Leadership Development, Program Development, Organization Development and/or Community Engagement)?

Score 5: Applicant clearly articulates the mission and goal of their organization in a way that reveals two (2) or more ways they will impact their community members. The mission of the organization aligns with CSS RAIS grant funding goals and is focused on at least two (2) of the four areas of capacity building.

Score 4: Applicant states the mission and goal of their organization and clearly states two (2) ways that they will impact their community members. The mission of the organization aligns with CSS RAIS grant funding goals and is focused on at least one (1) of the four (4) areas of capacity building.

Score 3: Applicant generally conveys the mission and goal of the organization and clearly states one (1) way they will impact their community members. The mission of the organization aligns with CSS RAIS grant funding goals and is focused on at least one (1) of the four (4) areas of capacity building.

Score 2: Applicant attempts to explain the mission and goal of the organization, but without clarity or specifics of how they will impact community members.

Score 1: Applicant has no knowledge of mission or goal of organization.

SCORE _____

Strengths:

Weaknesses:

Application Question 2:

(5 points)

Describe the community you plan to serve or already serve and explain how you determine what the needs of your community are.

Minimum criteria should include the following:

- Does the group have a clear definition of who they are trying to help?
- Can they give good examples of their community needs and how they were determined?

Score 5: Applicant provides a clearly defined explanation of the community group they plan to or already serve and clearly identifies at least three (3) community needs and how they have determined what those needs are.

Score 4: Applicant provides a general description of the community group they plan to or already serve and gives two (2) examples of their community needs and how they have determined what those needs are.

Score 3: Applicant references the community group they plan to or already serve and provides one (1) example of their community needs and how they have determined what that need is.

Score 2: Applicant describes in vague detail the community group that they plan to or already serve and does not provide any example of community need or how that need was determined.

Score 1: Applicant cannot describe the community group that they plan to or currently serve and they cannot describe community need.

SCORE _____

Strengths:

Weaknesses:

Application Question 3:

(5 points)

Give statistics about your community that indicate how it is a distressed community and how your faith or community based group provides/plans to provide assistance in the designated social service areas.

- *Low income individuals to gain greater access to state and federal benefits and tax credits.*
- *Low income individuals find and retain employment, earn higher wages, and better quality jobs.*
- *Low income individuals in need of financial assistance, and/or credit counseling*
- *The homeless*
- *Elders in need*
- *At risk youth; and/or*
- *Families in transition from welfare to work*

Minimum criteria should include the following:

- Do they describe the target population using specific demographic information such as income, gender, age, ethnic or racial composition and how this population is considered “distressed”?
- Do they have clear program plans that will increase opportunity to:
 - Low income individuals to gain greater access to state and federal benefits and tax credits.
 - Low income individuals find and retain employment, earn higher wages, and better quality jobs.
 - Low income individuals in need of financial assistance, and/or credit counseling
 - The homeless
 - Elders in need
 - At risk youth; and/or
 - Families in transition from welfare to work

Score 5: Applicant clearly describes the target population with at least three (3) specified topics of demographic information that relate to how this population is distressed. Applicant also has clearly articulated program plans that will increase opportunity for community members in three (3) of the above six (6) designated social service areas.

Score 4: Applicant provides a general explanation of the target population with at least two (2) specified topics of demographic information that relates to how this population is distressed. Applicant provides a general overview of program plans that will increase opportunity for community members in at least two (2) of the six (6) designated social services.

Score 3: Applicant discusses the target population and how this population is distress without providing concrete target population specific examples. Applicant provides a general overview of program plans that will increase opportunity for community members in at least one (1) of the six (6) areas.

Score 2: Applicant identifies the target population but does not explain ways in which it is distressed. Applicant provides vague description of program plans with no specifics to any of the six (6) social service areas.

Score 1: Applicant does not discuss target population or ways it is distressed. Applicant does not provide an overview of the program plans, nor does applicant explain how program plans will benefit community members in any of the six (6) social services areas.

SCORE _____

Strengths:

Weaknesses:

Application Question 4:

(5 points)

Describe how the sub-award funding would be used to build capacity in your faith-based or community organization to help meet the social service needs of your community.

Minimum criteria should include the following:

- Can they describe areas of capacity building that they want to achieve?
- In what ways have they already provided support to their community members?

Score 5: Applicant can describe three (3) specific areas of capacity building they desire to achieve. Applicant can share three (3) ways they have already provided support to their community members.

Score 4: Applicant can describe two (2) specific areas of capacity building they desire to achieve. Applicant can share two (2) ways they have already provided support to their community members.

Score 3: Applicant can describe one (1) specific area of capacity building they desire to achieve. Applicant can share one (1) way they have already provided support to their community members.

Score 2: Applicant can describe one (1) specific area of capacity building they desire to achieve. Applicant does not share ways they have already provided support to their community members.

Score 1: Applicant cannot answer what area of capacity building they desire to achieve and does not share ways that they already provided support to their community members.

SCORE _____

Strengths:

Weaknesses:

Application Question 5:**(5points)**

Identify your leadership team of three to five (3-5) people in your organization who will attend all workshops and be responsible for implementing the work plan to be designed upon enrollment. Please share a brief description each person's role in the organization.

Minimum criteria should include the following:

- Does the applicant provide a list of three to five people in leadership positions who will be committed to attend the workshops and meetings with the Technical Assistant Coordinator?
- Does the applicant's leadership team demonstrate the capacity for grant administration such as accounting, reporting, etc?
- How will the leadership team share information with other organization members? Is their strategy for message delivery clear?

Score 5: Applicant provides the full names of 3-5 people in leadership positions who have committed to attend workshops and meetings with the Technical Assistance Coordinator. Applicant clearly demonstrates the leadership team's capacity for grant administration and clearly identifies how they will communicate information between the team and other organization members.

Score 4: Applicant provides the full names of 3-5 people in leadership positions who have committed to attend workshops and meetings with the Technical Assistance Coordinator. Applicant is developing the leadership team's capacity for grant administration and provides a plan of how they will communicate information between the team and other organization members.

Score 3: Applicant provides the full names of 3-5 people in leadership positions who have committed to attend workshops and meetings with the Technical Assistance Coordinator. Applicant is beginning to develop the leadership team's capacity for grant administration and recognizes the need to communicate information between the team and other organization members.

Score 2: Applicant provides less than 3 full names of the required 3-5 people in leadership positions who have committed to attend workshops and meetings with the Technical Assistance Coordinator. Applicant does not demonstrate the leadership team's capacity for grant administration and does not identify specifics on how they will communicate information between the team and other organization members.

Score 1: Applicant does not have committed leaders in leadership positions who have committed to attend workshops and meetings with the Technical Assistance Coordinator. Applicant does not demonstrate the leadership team’s capacity for grant administration and does not identify how they will communicate information between the team and other organization members.

SCORE _____

Strengths:

Weaknesses:

Application Question 6:

(5 points)

Describe ways you believe your faith-based or community organization can become self-sustaining in the next year.

Minimum criteria should include the following:

- How reasonable are the plans to use the sub-award funding?
- Do they have creative/realistic ideas for how to become self-sustaining?
- Do they have any experience in being sustainable?

Score 5: Applicant presents an exceptional and clear explanation for their project plans that will be implemented as a result of the sub-award funding. Applicant describes three (3) creative/realistic ideas on how they will become self-sustaining over the course of the year and will explain with sound reasoning how they have or have not had any experience in being self-sustainable.

Score 4: Applicant presents reasonable explanation for their project plans that will be implemented as a result of the sub-award funding. Applicant describes two (2) creative/realistic ideas on how they will become self-sustaining over the course of the year and will explain with sound reasoning how they have or have not had any experience in being self-sustainable.

Score 3: Applicant presents a general explanation for their project plans that will be implemented as a result of the sub-award funding. Applicant describes one (1) creative/realistic idea on how they will become self-sustaining over the course of the year and will explain with how they have or have not had any experience in being self-sustainable.

Score 2: Applicant does not clearly articulate their plan to use sub-award funds. Applicant provides a vague description, if any, of creative/realistic ideas on how they will become self-sustaining over the course of the year and does not expound on how they have or have not had any experience in being self-sustainable.

Score 1: Applicant does not present any explanation for their plan to use sub-award funding. Applicant does not describe any creative/realistic ideas on how they will become self-sustaining over the course of the year and does not explain how they have or have not had any experience in being self-sustainable.

SCORE _____

