

## Basic Needs Funding LOI Invitation and Application Process

December 2011

United Way of Lane County is inviting a select number of Lane County human service providers to submit a Letter of Intent (LOI) to apply for Basic Needs Funding that would begin January 1, 2013, with the possibility of extending through December 31, 2015. **LOI submissions for Basic Needs Funding is by invitation only.** Organizations invited to submit an LOI have already been notified. Organizations invited to submit LOIs are not automatically eligible to prepare the full application nor are they guaranteed grant award funding.

**To be considered for funding, an LOI must be submitted by ALL Basic Needs invitees to United Way of Lane County by January 20, 2012.**

### Basic Needs Definition

Basic Needs services address the needs of families and individuals throughout Lane County. These investments are foundational to meet our strategic investment goals. Funding will be directed to leading local agencies that are at the frontlines of helping local families and individuals (below 250% FPL) address survival, welfare and stabilization needs:

#### The Basic Needs categories:

- Food** (hunger relief and nutrition)
- Shelter** (emergency housing and homelessness prevention)
- Healthcare** (emergency and basic health services, i.e., medical, mental, dental, substance abuse and medications)
- Safety** (primarily domestic violence and child and elder abuse intervention and prevention)
- Access to Basic Needs** (information & referral, transportation, advocacy)

### Grant Application Process

A screening committee, comprised of individuals from UWLC Volunteer Leadership and content area experts, will screen LOIs and invite select organizations to submit a full application. Organizations invited to submit full applications have one month to complete and submit them. Investment committees comprised of community volunteers, civic leaders and content experts will review applications, meet with agencies, and make final funding recommendations to the UWLC Board of Directors.

### Dates for Letters of Intent (LOI) and Invitations to Apply

December 2, 2011	UWLC announces Basic Needs Invitees
December 13/15, 2011	LOI Training for Agencies
January 20, 2012	Agency LOI due at UWLC to be considered for 2013-2015 Funding Process
<b>March 2, 2012</b>	<b>Agencies invited to submit full proposals are notified.</b>
<b>March(middle)</b>	Grant Application Training for Agencies
April 2, 2012	Applications Open
May 7, 2012	Basic Needs full proposals due to United Way
September 6, 2012	UWLC announces funding decisions
January 1, 2013	UWLC begins funding distributions

**Who is eligible for United Way Basic Needs Funding?**

- a) Organizations who currently receive United Way Basic Needs funding and have submitted satisfactory performance reviews.
- b) A limited number of additional human service organizations have been invited to submit LOIs.

**Who must submit a Letter of Intent?**

All agencies seeking Basic Needs funding must submit an LOI to signal their intent to apply for funds in the 2013-2015 cycle. LOIs are due to United Way of Lane County by January 20, 2012.

Organizations **not currently receiving United Way Basic Needs funding** or those currently funded organizations who plan to seek a **change in funding**, or a **change in services** from those currently being delivered must also include a summary of the revised service using the format listed below.

Trainings scheduled for December 13 and 15 will address questions regarding the LOI process and give an overview of the basic funding request review process.

**Guidelines for Basic Needs Funding LOI Submissions**

Your LOI should not exceed two pages (Minimum 11 point font), not including the LOI **Cover Page** for your organization.

**Please note:** All agencies must submit an LOI cover page to be considered for funding. **Please complete and submit LOIs by January 20, 2012.**

**1. Currently Funded Agencies requesting an extension of their existing service should include the following in their Letter of Intent:**

- a) **LOI Cover Page Only.** If you are seeking an extension of your current funding, this is all you need to provide to United Way.

**2. Currently Funded Organizations who are requesting an extension of their existing service with some modifications should include the following in their Letter of Intent:**

- a) **LOI Cover Page.**
- b) Please describe significant changes in your services or in the amount of funds requested. Provide a case statement or rationale for these changes. Acceptable rationale for a service change or funding increase should include documentation of the change in:
  - Target Population
  - Scope and/or Level of Need
  - A move to a Promising, Best or Evidence Based Practices
  - A Significant Change in Resources Available for the Work.

*Note: Any request for increased funds must demonstrate a significantly greater loss of resources and/or increase in demand for services than is faced by similar or all service providers.*

**3. New Applicants who were not funded for Basic Needs in the 2010-2012 cycle should include the following in their Letter of Intent:**

- a) **LOI Cover Page.**
- b) **Mission Statement:** Your mission statement should already be included in the cover page. If it is not immediately apparent how this program/service links to your mission, then include an explanation of the linkage.
- c) **Goal Alignment:** Describe how the proposed services align with or support one or more of the United Way 2020 goals for Education, Income or Health (Attachment
- d) **Need and Target Population:** Please include a statement of the need or problem these services address and the target population including estimates of the numbers affected by this issue and the number's who will be served by the program.
- e) **Summary of proposed services:** Describe the proposed services to be funded, the amount of annual funds requested and any other resources that will support the work. Clarify how these services will make a meaningful difference.

**Please Review the following attachments prior to developing your LOI:**

- ~ **Attachment A** – LOI Cover Page **(To be completed by Agency and submitted with your LOI)**
- ~ **Attachment B** – 2013–2015 Strategic Funding Specifications for **EDUCATION, INCOME, and HEALTH**
- ~ **Attachment C** – Strategic Investments LOI Evaluation form (Sample)
- ~ **Attachment D** – Required Compliance Documentation that will be necessary *if you are invited to submit a full application (Please do not send these documents with your LOI)*

**Please submit your LOI Cover Page and/or your LOI to: [LOI@unitedwaylane.org](mailto:LOI@unitedwaylane.org).** Subject line should read: LOI plus the area you are applying for (For example, "LOI-Education" " LOI-Basic Needs").

**OR**

Chris Pryor, Director Community Impact  
United Way of Lane County  
3171 Gateway Loop  
Springfield, Oregon 97477

**For questions please contact [cpryor@unitedwaylane.org](mailto:cpryor@unitedwaylane.org)**



Attachment A – 2013/2015 Basic Needs LOI Cover Page

Requesting (Check only one):

- Requesting options: New Application, Extension of Current Services, Service Modification, Funding Modification (This may include a Service Modification)

Contact Information

Organization Name:
Mailing Address:
City/State: Zip:
Contact Name: Title:
Phone: Email:
Website: Fax #

Who and /or what position is responsible for updating agency information on 211:

Contact Name: Title:
Contact Email:

Organizational Information

Mission Statement:
No. of Employees: FTE:
No. of Volunteers (annually)/ Volunteer Hours (annually)
Name of Executive Director:
Name of Board President: Term Ends:
Number of members on Board of Directors:
Total Agency Budget: Fiscal Year End:
Unduplicated Lane County Residents Served Last Year:
Has your organization been previously funded by UWLC? No Yes (Most Recent Year)

Proposed Service Name:

Basic Needs Services: (check primary use of funds)

- Food (hunger relief and nutrition)
Shelter (emergency housing and homelessness prevention)
Healthcare (emergency and basic health services)
Safety (domestic violence and child/elder abuse intervention and prevention)
Access to Basic Needs (information & referral; transportation; advocacy)

Geographic Service Area within Lane County

Blank lines for Geographic Service Area

Annual Funds Requested: \$



United Way of Lane County

United Way of Lane County

541.741.6000

[www.unitedwaylane.org](http://www.unitedwaylane.org)

- 1. Summary of Proposed Service for new applicants or the modifications being requested by those submitting LOIs for modified service or funding (Follow the outline for your filing status listed on pages 2 and 3. Do not exceed two pages):**

## Attachment B

### Strategic Investment Specifications 2013-2015

### Education Specifications

- Vision:** All children in Lane County are safe, healthy, cherished and enter school ready to learn.
- Action:** Preparing children for success in school and life.
- Goal(s):** By 2020, the majority of children entering public school in Lane County demonstrate basic literacy proficiency and adequate social/emotional development.

For proposals to be considered you must address one (1) or more outcomes, program strategies and the target population listed below. Please make your selection(s) below. Preferred components are not mandatory, but will receive special consideration.

Outcome	Evidence Based Strategies	Target Population(s)	Preferred/Required Components
<input type="checkbox"/> Children entering kindergarten demonstrate age appropriate early literacy/language skills <input type="checkbox"/> Children entering kindergarten demonstrate age appropriate social/emotional development <input type="checkbox"/> Parents understand the importance of their role and have the tools to ensure their child's optimal development	<input type="checkbox"/> Parenting Education Programs that build skills to support early childhood development outcomes. <input type="checkbox"/> Childcare Improvement Programs that build skills and capacity to support early childhood development outcomes. <input type="checkbox"/> Early Learning Programs that build skills to support early childhood development outcomes.	<input type="checkbox"/> Children under age 6 and their families in Lane County	<b>Preferred:</b> <input type="checkbox"/> Services provided for families in the Fairfield/Malabon neighborhood <input type="checkbox"/> Services provided for families in the Brattain/Maple neighborhood <input type="checkbox"/> Services provided in rural communities <input type="checkbox"/> "Baby University"-type project in the Promise Neighborhoods <input type="checkbox"/> Sustainability beyond UWLC funding <input type="checkbox"/> Use of the Ages and Stages Questionnaire <input type="checkbox"/> Use of a common database <b>Required:</b> <input type="checkbox"/> Agency utilization and maintenance of agency profile on 2-1-1 <input type="checkbox"/> Use or promotion of the Parent HelpLine

## Strategic Investment Specifications 2013-2015

### Income Specifications

- Vision:** Working families and individuals between 100% and 250% of Federal Poverty Level (FPL) become self sufficient.
- Action:** Moving families from poverty to financial stability.
- Goal(s):** By 2020, an increase in the % of lower-income working families who are earning greater than 250% of FPL.  
By 2020, an increase in the % of lower-income working families with greater than or equal to three months of emergency savings to cover living expenses.

For proposals to be considered you must address one (1) or more outcomes, target population and program strategies below. Please make your selection(s) below. Preferred components are not mandatory, but will receive special consideration.

Outcome	Evidence Based Strategies	Target Population(s)	Preferred/Required Components
<input type="checkbox"/> Increase high school graduation rates and/or career training certifications among high risk youth	<input type="checkbox"/> Services that enroll and retain youth in career certification or high school graduation <input type="checkbox"/> Youth pregnancy prevention	<input type="checkbox"/> Youth at high risk of a life in poverty	<input type="checkbox"/> Adoption of prosperity center model or practice <input type="checkbox"/> Use of <a href="https://www2.prosperityplanner.org/">https://www2.prosperityplanner.org/</a> <input type="checkbox"/> Use of 'Understanding Poverty' trainings for staff and volunteers
<input type="checkbox"/> Increased income <input type="checkbox"/> Increased savings and assets <input type="checkbox"/> Increased financial management knowledge and skills	<input type="checkbox"/> Increase use of free tax sites by target population <input type="checkbox"/> Help target population identify and develop family-sustaining career and/or training path <input type="checkbox"/> Enroll target population in affordable financial products and systems including Individual Development Accounts (IDA), homeownership or other savings or asset building strategies, tools and resources <input type="checkbox"/> Increased number of tax site users who open bank accounts or link returns to savings/asset building opportunities <input type="checkbox"/> Financial literacy classes, workshops or coaching that increase financial management skills (may include programs that help reduce debt and improve credit scores) <input type="checkbox"/> Enroll target population in affordable financial services	<input type="checkbox"/> Families and individuals with incomes between 100%- 250% of Federal Poverty Level	<input type="checkbox"/> Use of Family Financial Stability Benchmarks or equivalent to track consumer progress (see attached) <input type="checkbox"/> Financial literacy training/education for clients <input type="checkbox"/> Delivery of services in the Promise Neighborhoods <b>Required:</b> <input type="checkbox"/> Agency utilization and maintenance of agency profile on 2-1-1

\* Note: The FSP Strategic Investment Taskforce recommends reserving \_\_% of the budgeted strategic funds for training and capacity building

\*\*Dedicated funds may be available specifically for financially vulnerable women and children

## Strategic Investment Specifications 2013-2015

### Health Specifications

- Vision:** A connected system of healthcare that is easily and readily accessible for all residents of Lane County.
- Action:** Mobilization of the community to ensure people have access to basic healthcare.
- Goal(s):** By the year 2020, the healthcare needs of Lane County’s most vulnerable residents will be met through the community’s system(s) of care.

For proposals to be considered you must address one (1) or more outcomes, program strategies and the target population listed below. Please make your selection(s) below. Preferred components are not mandatory, but will receive special consideration.

Outcomes	Evidence Based Strategies	Target Population(s)	Preferred/Required Components
<input type="checkbox"/> Vulnerable populations have access to basic healthcare <input type="checkbox"/> Vulnerable populations demonstrate improved health status <input type="checkbox"/> Improved connectivity of health systems	<input type="checkbox"/> Outreach, screening and enrollment of vulnerable populations into mental health, chemical dependency, primary care, reproductive and/or dental health programs <input type="checkbox"/> Connect vulnerable populations to services to improve social determinants of health. <input type="checkbox"/> Intervention with uninsured Emergency Department (ED) users to connect with system of care (primary care, care coordination, etc.) to prevent/intervene in non-emergent use of the ED <input type="checkbox"/> Engage patients in own personal health management, such as enrollment in Chronic Disease Self Management programs <input type="checkbox"/> Utilization of technology solution to track, refer and connect vulnerable populations to care	<b>Vulnerable residents:</b> <input type="checkbox"/> Un- or underinsured <input type="checkbox"/> Complex health needs (complicated chronic conditions, mental illness, chemically dependent, medically fragile)	<b>Preferred:</b> <input type="checkbox"/> Demonstrate effective tracking and referral of clients’ medical needs <input type="checkbox"/> Utilization of a common database or tool for tracking clients <input type="checkbox"/> Sustainability beyond UWLC funding <b>Required:</b> <input type="checkbox"/> Agency utilization and maintenance of agency profile on 2-1-1 <input type="checkbox"/> Utilization of self-reported health status survey for all UW funded clients <input type="checkbox"/> Standardization and dissemination of best practices

## Attachment C Sample Basic Needs LOI Scoring Form

Organization Name \_\_\_\_\_

Proposed Services \_\_\_\_\_

Extend Current Services     Service Modification     Funding Modification     New Agency

Criteria	Description	Possible Score	Rating
<b>1</b>	<p><b>Proposed Services Summary</b></p> <p>Does this proposed service fall within the scope of United Way basic needs? ----- Rationale:</p>		<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>2</b>	<p><b>Goal Alignment Rationale</b></p> <p>Describes how the proposed services align with or supports one or more United Way 2020 Goals in Education, Income or Health. ----- Rationale:</p>	<b>30</b>	
<b>3</b>	<p><b>Need and Target Population</b></p> <p>Describes an appropriate target population. Basic Needs investments are focused primarily on helping local families and individuals (below 250% FPL) address survival, welfare and stabilization needs. The need is compelling as described. ----- Rationale:</p>	<b>20</b>	
<b>4</b>	<p><b>Service Description</b></p> <p>The proposed services reach our intended target population as defined by our Basic Needs Definition. Services described will make a meaningful difference in the need or for the target population. The amount is reasonable, based on the scope of proposed services and other resources available. ----- Rationale:</p>	<b>50</b>	
<b>Total Points</b>		<b>100</b>	
<b>Should UWLC invite to submit a proposal?</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>If no, should we consider for future partnerships:</b>			<input type="checkbox"/> Yes <input type="checkbox"/> No

Reviewer Signature/Date \_\_\_\_\_ Team # \_\_\_\_\_

## Attachment D Required Compliance Documentation

*UWLC policy requires all applicants to provide copies of the following documents along with their full application (Please do NOT include with your LOI):*

- **Documentation of Tax Exempt Status – Commonly IRS Determination of 501(c)(3)**
  - **Audited Financial Statements** for the most recently completed fiscal year.  
If no audit exists, submit a complete set of statements reviewed or compiled by a third party.
  - **Management Letter/Auditor Recommendations**  
When a management letter has been issued, submit the formal response from your Board of Directors. If a management letter was not issued, a letter from the auditor stating that no management letter was issued should be submitted.
  - **Current Year Organization Budget**
  - **Prior Year Organization Budget Compared to Actual Results**
  - **Board of Directors’ Roster**
- **UWLC Best Organizational Practices and Management Inventory – Exhibit A**  
A completed copy of Best Organizational Practices and Management Inventory.
- **UWLC Policies and Certification Documents – Exhibit B**  
Agency signed agreement to adhere to the following:
  - **Non-Discrimination Certification**
  - **USA Patriot Act Anti-Terrorism Compliance Measures**
  - **Agency Direct Fundraising Policy**
  - **Donor Designation Policy**

<b>For Funded Organizations</b>
---------------------------------

Once funding has been awarded, the organization must also:

1. **Sign an Agreement for United Way Service Providers**
2. **Annually submit the following:**
  - **Board of Directors’ Roster**
  - **Budget-to-actual comparison report for current year**
3. **As requested by UWLC on an interim basis:**
  - **Program Specific demographic information**
  - **Progress on output or outcome measures as listed in application and proposal**