



Empire State Poverty
Reduction Initiative

Request for Proposals - RFP

Purpose of Funding	ESPRI offers community members in the Incorporated Village of Hempstead the opportunity to work together to develop and execute a plan to reduce the number of Village households residing in poverty. Toward this end, ESPRI will award \$900,000 to projects that will provide supportive services for long term stability and success to improve the collective condition of residents living in financial hardship.
Eligible Applicants	Eligible applicants must be a registered 501(c)(3) tax-exempt, non-profit organization with an established track record of providing services to village residents. This includes: health and human service agencies; faith-based organizations and churches; educational institutions; or governmental entities.
RFP Release Date	March 26, 2018
RFP technical assistance meetings	Hempstead Public Library, Thursday, <u>April 12, 2018</u> (12 noon – 2:00 p.m., or 3:30 p.m. – 5:30 p.m.) Applicants must RSVP to the workshop at ESPRI@unitedwayli.org
Deadline for Submission of Questions	Please email questions to ESPRI@unitedwayli.org by April 19, 2018.
Questions and Comments Posted	Questions and comments will be posted on the ESPRI website https://villageofhempsteadespri.org by April 23, 2018.
Application Due Date	12 paper copies of the completed application and required attachments must be received by 4:30 p.m. on Friday, April 27, 2018 by United Way of Long Island: 819 Grand Blvd., Deer Park, New York 11729 c/o Biena DePena. Note that late applications <u>will not</u> be accepted.
Awards Announced	On or about May 15, 2018
Estimated Award Amount and Number of Awards in the following priority areas	Up to 8 projects will be awarded in amounts of up to \$125,000 each that address one or more priority areas listed. Multiple awards can be made in any of the priority areas as well.
<ul style="list-style-type: none"> • Workforce Development • Health and Wellness • Education • Economic Empowerment • Justice 	
Contract Period	June 1, 2018 – March 31, 2019 with possible extension until May 31, 2019.
For additional information contact	Email the ESPRI Team at ESPRI@unitedwayli.org

Background:

The Incorporated Village of Hempstead was selected as one of 16 communities statewide to participate in the Empire State Poverty Reduction Initiative (ESPRI) and was awarded \$1.5 million in funding. Modeled after the Rochester-Monroe Anti-Poverty Initiative, ESPRI is an exciting opportunity for community members to work together to develop and execute an innovative plan to reduce the number/percentage of households residing in poverty and increase the number/percentage of households with earned income above the Federal Poverty Guidelines.

The long-term goal of these projects is:

To help the Village of Hempstead to become a place of opportunity for all residents, and to assist individuals and families to overcome both situational and systemic barriers to developing their pathway out of poverty. The Village – through its ongoing commitment to ESPRI goals – seeks to decrease the poverty rate among its residents by 10% by year 2025.

Based on its history of convening diverse groups of leaders to implement community impact initiatives, the Village of Hempstead administration chose United Way of Long Island to help assemble a village-wide Anti-Poverty Task Force. This Task Force, over the course of several months, identified common issues that systemically contribute to individuals living in poverty, recommended interventions to address these issues, and then established a plan of action. Funding priorities were based upon the recommendations of six committees comprised of more than 60 community stakeholders, and received input from 1,200 residents that also participated in multiple focus groups, listening sessions and surveys distributed throughout the Village.

The Incorporated Village of Hempstead, through its ESPRI Task Force, is now soliciting applications from registered 501(c)(3) tax-exempt, non-profit entities with an established presence in the Village of Hempstead and track record of serving Village residents to propose projects that address one or more of the priority areas that follow.

Applicant Eligibility

To be eligible for funding, each project must clearly indicate:

- 1) How it is expected to reduce poverty;
- 2) How it will demonstrate measurable outcomes;
- 3) How it will make use of evidence-based practices (see Appendix D for examples); and
- 4) How will your agency collaborate and with other agencies.

In 2017, a needs assessment administered to 562 Village residents impacted by poverty suggested that priority services could be clustered under these headings: Youth and Family Mentoring; Employment and Career Readiness; and Navigation and Community Resources. Survey respondents noted that many residents did not know how to access information and/or

benefits from existing resources and support services. 94% of those surveyed said they would utilize a centralized resource center, if there was one.

In response, the Village of Hempstead is investing a portion of its ESPRI funding to create a Community Resource and Empowerment Center to be operated under the auspice of the Village's Community Development Agency (CDA). This center will serve as a primary source of information and facilitate access to a variety of community resources and support services. It will also offer residents greater opportunities for community engagement; provide ways to build relationships with one another; and foster a sense of community pride.

All funded initiatives will have to work collaboratively with the resource center to deliver services. Additionally, an inter-agency council will be established and will have to meet monthly throughout the contract period.

*Refer to **Appendix C** for examples of project activities in each of the priority areas.

Projects by Priority Areas

Priority Area One: Workforce Development

Objective:

To strengthen the financial well-being and economic status of residents in the Village of Hempstead through enhanced workforce development opportunities.

Why it Matters:

Working full-time, year-round with benefits reduces the likelihood of residents and their families living in poverty. The median household income for the Village of Hempstead is 57% lower than the median income for Nassau County as a whole. Although 61.2% of survey respondents reported being employed for wages or being self-employed, most respondents reported incomes under \$30,000 per year. The remaining 38.7% of survey participants were unemployed, unable to work, retired, and students or in the military. Community residents reported they need help gaining the type of employment that offers a career ladder to higher wages. Similarly, maintaining employment is essential for family stability.

Examples of Potential Strategies:

1. Helping residents to access services, resources and information regarding employment and job training that leads to industry-recognized credentials.
2. Provide employment coaching, mentoring and support to increase the number of residents who find and retain employment.
3. Establish a business council with an employment pipeline with local businesses to increase the number of residents who are employed locally.

Examples of Outcome Indicators:

1. Number of individuals who participate in and successfully graduate from vocational training.
2. Number of individuals who increase or acquire job readiness skills.
3. Number of participants who find and maintain competitive employment.

[To increase your submission's chance of being selected, make sure your proposal clearly shows how your Workforce Development project and its activities will reduce poverty and how you will know when you are successful.]

Workforce Development projects will be funded up to a maximum award of \$125,000.

Priority Area Two: Health and Wellness**Objective:**

To improve the overall health of the residents of the Village of Hempstead by addressing the community's high rates of obesity, diabetes and trauma-related behavioral health concerns.

Why it Matters:

15% of survey respondents reported being uninsured which is significantly higher than the percentage for the State or for Long Island. According to the New York State Department of Health open enrollment reports only 5% of New Yorkers are uninsured. 3.1% of participants reported having difficulties paying for co-pays, deductibles and other healthcare costs. 61.6% of participants or someone else in their household reported being hospitalized at least once in the last twelve months. 24.4% of participants reported chronic illness as a reason why they or a family could not work and 36.2% said they experienced difficulties feeding their families.

Examples of Potential Strategies:

1. Utilizing community health workers to educate residents on health and wellness including healthy eating habits
2. Offering programs for the self-management of chronic health issues
3. Providing training in Trauma Resiliency
4. Implementation of a school-based Mindfulness program
5. Develop a Farmer's Market and Community Supported Agriculture (CSA) program for the Village

Examples of Outcome Indicators:

1. Reduced number of individuals suffering from chronic illnesses.
2. Decreased number of incidents, outbursts and behavioral health difficulties in schools

3. New and strengthened partnerships with health initiatives like Delivery System Reform Incentive Payment (DSRIP) and Health Homes programs.
4. A farmer's market and/or CSA program is established and operating in the community.

[To increase your submission's chance of being selected, make sure your proposal clearly shows how your Health & Wellness project and its activities will reduce poverty and how you will know when you are successful.]

Health and Wellness projects will be funded up to a maximum award of \$125,000.

Priority Area Three: Education

Objective:

Provide K-12 students residing in the Village of Hempstead with the tools they need to succeed academically so that, as they enter adulthood, they are prepared for meaningful, competitive employment.

Why it Matters:

Out of the 562 residents who completed the survey, only 18% (103) participants reported education or schooling higher above the high school level and only 7% (41) had a technical or trade school degree. Educational attainment translates into higher paying jobs and a high school diploma or equivalent is essential to economic stability. This is of special concern as, according to the most recent reports, the school drop-out rate exceeds the State and local averages. In addition, the school district's student population of English Language Learners require higher levels of English proficiency to help open doors to a greater number of employment opportunities.

Examples of Potential Strategies:

1. Improving educational performance at all grade levels by increasing parent engagement in the schools, reducing absenteeism and improving school safety
2. Increasing the number of students who receive a high school diploma by providing multiple pathways to graduation (including credit recovery and Career & Technical Education opportunities).
3. Engaging English Language Learners within and outside of the existing public education system to gain appropriate language skills needed for success in the workplace
4. Identify ways to increase matriculation into local two (2) and four (4) year degree programs that lead to work in high demand occupations

Examples of Outcome Indicators:

1. Number of parents who attend parent-teacher conferences, school board meetings, etc.
2. Improved academic performance of students engaged in program

3. Additional pathways to graduation resulting from program activities and advocacy
4. Increased educational resources and participation in these resources by community members with Limited English Proficiency.
5. Collaborations/partnerships established with local colleges and universities that increase post-secondary studies of Hempstead High School graduates.

[To increase your submission's chance of being selected, make sure your proposal clearly shows how your Education project and its activities will reduce poverty and how you will know when you are successful.]

Education Projects will be funded up to a maximum award of \$125,000.

Priority Area Four: Economic Empowerment

Objective:

To increase the number of low-income individuals who adopt positive financial behaviors and accumulate and preserve financial assets.

Why it Matters:

Helping residents of the Village of Hempstead gain a steady financial foothold is an important challenge. Current research suggests that more than 80% of survey respondents are worried about their household finances and have difficulty maintaining self-sufficiency. There are very few free resources for debt counseling support in the Village of Hempstead. Those that do exist are strained and unable to provide the depth of support.

Examples of Potential Strategies:

1. Develop Bi-lingual financial education in both one-on-one counseling and group workshops to help families get on the road to economic independence.
2. Arrange to provide free financial counseling to help individuals set financial goals, develop a crisis budget, build assets to make healthy financial choices, avoid predatory financial scams.
3. Provide families and individuals with the tools and resources needed to establish or rebuild credit, reduce debt, save for a home, save for their children's college education or retirement
4. Provide a continuum of extended services such as access to income-boosting Earned Income Tax Credits (EITC), free income tax preparation at local Volunteer Income Tax Assistance (VITA) sites, FAFSA enrollment and other money saving programs

Examples of Outcome Indicators:

1. Number of individuals who demonstrate financial knowledge and skills
2. Number of individuals who change and maintain changes to their financial behaviors
3. Number of individuals who build or preserve assets
4. Number of individuals that start an emergency savings account

[To increase your submission's chance of success, make sure your proposal clearly shows how your Economic Empowerment project and its activities will reduce poverty and how you will know when you are successful.]

Economic Empowerment projects will be funded up to a maximum award of \$125,000.

Priority Area Five: Justice

Objective:

To create opportunities to offer young people effective interventions that will prevent their entry into the justice system, and to help ex-offenders reintegrate into the community so they can successfully function as members of their families and community.

Why it Matters:

21% or 119 survey respondents reported being incarcerated at least once in their lifetime. County data places the Village as the county's top zip code for juvenile arrests. In 2015, the Village of Hempstead reported 403 violent crimes.

Examples of Potential Strategies:

1. Help ex-offenders acquire the certificates needed (i.e., Certificates of: Relief, Disposition, Good Standing and Good Conduct) to assist them in finding gainful employment.
2. Provide job readiness and employment services to ex-offenders
3. Services that prepare young people for a successful future and divert them from engaging in criminal activities.

Examples of Outcome Indicators:

1. 80% of youth who participate in the diversion program will not be arrested.
2. Number of ex-offenders who acquire the certificates and are hired.
3. Number of ex-offenders who find and keep jobs.

[To increase your submission's chance of being selected, make sure your proposal clearly shows how your Justice project and its activities will reduce poverty and how you will know when you are successful.]

Justice projects will be funded up to a maximum award of \$125,000.

Requirements

Completing the Application: Each application must contain the following components. They should also comply with these submission guidelines:

- 12 paper copies of the completed application and required attachments **must be received by 4:30 p.m. on Friday, April 27, 2018** by United Way of Long Island: 819 Grand Blvd., Deer Park, New York 11729 c/o Biena De Pena. Note that late applications **will not** be accepted.
- Use a standard 12-point font (either Times New Roman or Calibri)
- Use 1-inch margins on 8.5" by 11" paper
- Number all pages
- Clip all proposals on the top left hand corner
- All applicants are strongly encouraged to review ALL supporting information relevant to this RFP which can be found at the Village of Hempstead ESPRI website <https://villageofhempsteadespri.org>

A. Completed Application Cover Sheet (see Attachment A)

B. Project Narrative:

1. Organizational History and Capability (limit response to 2 pages)

- a. What is your organization's mission and how does the proposed program fit within your mission?
- b. What prior experience and success does your agency have in the delivery of this or a similar program?
- c. What experience does your organization have serving and engaging with individuals facing financial hardship residing within the Incorporated Village of Hempstead?
- d. What experience does your organization have administering funded projects as large as those described in this RFP?

2. Need for the Program and Use of a Collaborative Model (limit response to 2 pages)

- a. Identify the community Priority Area your program will address and provide relevant data/local statistics that supports the need for your program. If data is not available, please explain how the need was identified.
- b. What is the demand for this program and how do you know demand will continue in the coming year? This may include service trends from your program such as increased usage, inquiries, etc.
- c. Does any other organization in the area offer the same or similar services?
- d. If "Yes" then explain what other agencies in the community offer a similar service? How is your program different? How do your services complement other similar services in the area? Is there a collaborative approach that can be taken to deliver the services?

3. Program Description (limit response to 3 pages)

- a. Provide a detailed description of the program/project to be funded which clarifies the location and individuals to be served by age, gender, race or other demographic characteristics.
- b. What is/are the long-term goal(s) of the program/project?
- c. What are the short-term, measurable objectives of your program/project that will meet your stated long-term goal(s)?
- d. Who will you be collaborating with to meet your stated goal(s) and in what capacity?
- e. For each short-term objective, describe the specific activities that will be undertaken, including number of people expected to be impacted, responsible staff and the target-date for completion.
- f. Describe how you will engage community advocates in your program. What role will they play?
- g. Describe if/how the use of “volunteers” will be used throughout the project.
- h. Sustainability - If your program/project will continue beyond the period funded by this grant, what are your plans to continue its funding?

4. Evaluation Plan (limit response to 2 pages)

- a. How will you evaluate the success of your program/project?

C. Attachments

1. Budget: (see Attachment B forms)

- a. Provide an accurate, detailed program/project budget that includes the following: personnel services, fringes, contractual services, travel, equipment, space/property and utilities, other / admin expenses. **Note: Admin expenses may not exceed 15% of total request. Matching funds and cash match is not required.**

b. Applicants should plan to set aside a portion of their grant funding to use as direct services, wrap around/flexible funding. These funds are to be used for emergency financial assistance for families/individuals with urgent needs. Wrap around/flexible funding can fill in the system of care by facilitating the purchase of goods or services that would otherwise not be available to a family. Applicants should be prepared to make all payments to a vendor on behalf of the family/individual.

2. Budget Narrative:

- b. Provide a budget narrative that includes a detailed description of all expenses.

3. Evidence of 501(c)(3) tax-exempt, non-profit or other tax-exempt status.

4. All organizations must include one copy of most recent audit.

Reporting:

Successful awardees will be required to submit a written quarterly progress report within 15 days of the end of the quarter (report templates will be provided), and a monthly invoice of all expenses. A final written report must be submitted within 30 days after the end of the project. In addition, all providers will be required to meet monthly, under the auspice of the Village of Hempstead CDA to report on progress, share data, and make course corrections as needed.

Evaluation, Scoring and the Selection Process

Successful proposals will be determined through a competitive process led by the Village of Hempstead's ESPRI Steering Committee and Community Advisory Council (comprised of community residents) who will rank all proposals in terms of how well they address the goals of ESPRI. At a minimum, they will consider the following:

1. Alignment with the goals of one or more of the five Priority Areas;
2. The likelihood of making an impact on village residents living in poverty;
3. Evidence of collaboration with other community organizations; and
4. Sustainability plan.

SECTION	MAXIMUM POINTS
Organizational History & Administrative Capacity	25
Use of a collaborative model of service delivery	15
Program Description	25
Outcomes measures and use of Evidence-based practices	20
Budget and Budget Narrative	15
Bonus Points – sustainability plan	10
TOTAL	110

NOTE: ESPRI awards cannot be used to replace funding for existing programs. All project awards are subject to final approval by New York State Office of Temporary Disability Assistance (OTDA). All organizations that receive an approved grant award of \$100,000 or greater will be required to complete and submit a Vendor Responsibility Questionnaire at www.osc.state.ny.us/vendrep

Additionally, all organizations that receive an award must allocate 30% of all discretionary costs to be spent with a Minority-Owned or Woman-Owned Business Enterprise (MWBE), usually split 15% MBE and 15% WBE. Discretionary costs are costs that may be defined as anything where you have the option to select a vendor. If a grant award is made, guidance will be provided by United Way of Long Island.