



Request for Proposals 2025 Human Services Fund

City of Boulder

Department of Housing and Human Services
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Proposal Due Date: 4:00 p.m. MDT, Monday, August 26, 2024

All proposals shall be submitted via the [Foundant online grant management system](#).

Paper and late applications will not be accepted.

See page 8 of this document for links to a [recording of a technical assistance webinar](#), to register for an optional Human Services Fund [informational webinar](#) on July 2, 2024 or to [sign-up for a meeting with city staff](#).

2025 HUMAN SERVICES FUND REQUEST FOR PROPOSALS

Introduction

The City of Boulder established the Human Services Fund (HSF) in 1992 to support community programs and services consistent with the city’s core principles and goals. The city invests its resources to create a healthy, socially-thriving and inclusive community that supports Boulder community members in need. HSF funds are provided through the city’s General Fund. Currently, the city utilizes a joint application and grantee reporting processes in collaboration with the Boulder County Community Services, City of Lafayette and City of Longmont Human Services funding programs.

This Request for Proposals (RFP) seeks applications from qualified entities for a 2025 single-year funding cycle, or 2025-27 multi-year funding cycle. The city expects to award approximately \$2.1 million in total funding for calendar year 2025. Refer to page 5 of this document for more information about single- and multi-year funding options.

Timeline

- Request for Proposals released: June 24, 2024
- Proposals due: August 26, 2024
- Human Services Advisory Fund Committee Review Proposals: August – October 2024
- City manager approves HSFAC allocation recommendations: November 2024
- Grant contracts negotiated and finalized: December 2024 – February 2025
- First payments distributed: February 2025

Application Submission Deadline

All proposals are due on or before **4:00 p.m. Mountain Time on Monday, August 26, 2024**. Proposals must be submitted via the [online application](#) found in the Foundant grant management system (GMS) at this web address: <https://www.grantinterface.com/Home/Logon?urlkey=bouldercolorado>.

Human Services Fund Strategy

The HSF seeks to benefit populations who live in the city and have been historically excluded; who experience systemic socioeconomic barriers; and who need assistance due to lack of income, housing status, disability, language or cultural barriers, mental or physical health challenges, bias and discrimination, violence or lack of safety.

Applications for the 2025 HSF fund round will align with at least one of the following shared human services strategic outcomes, in collaboration with the City of Boulder, Boulder County Community Services, City of Lafayette and City of Longmont human services investment programs:

1. Increase economic stability, mobility, and resilience (e.g., through employment, financial assistance, benefits or other earnings, financial literacy, or other forms of self-sufficiency assistance).
2. Increase the ability for people to obtain and maintain housing (e.g., rental assistance, legal representation for housing, pathways to housing for individuals experiencing homelessness, other services that help keep people housed).
3. Advance personal growth, development, and leadership potential; childhood development; academic achievement; (e.g., childcare, child, teen or adult academic support, youth, adult or older adult training, language access).
4. Increase safe environments for people with diverse identities (e.g., through advocacy, legal representation, protection from violence or other forms of vulnerability).
5. Increase positive physical, mental, or behavioral health and wellbeing, and increase healthy behaviors (e.g., direct health care, wellness, food security or nutrition, social connectivity).
6. Increased ability among community members to access critical services and improve quality of life (e.g., transportation, digital divide, culturally-centered assistance programs, independent living).

The city's Human Services fund strategy also focuses on upstream investment, data informed decisions and systems integration. These principles will be used as part of the criteria to evaluate funding applications.

- **Upstream Investment:** The city seeks applications that focus on interventions that target the root causes of social problems. Upstream investments focus on outcome-based programs and policies designed to address problems before they become more critical and costly.
- **Data Informed Decisions:** The city seeks applications that focus on decisions informed by data, (including from research, community knowledge and lived experience) that drive continuous improvement and refinement of services to meet program outcomes.
- **Systems integration:** The city seeks applications that focus on human-centered, low- to no-barrier, no-wrong-door approaches to accessing services and partnerships. Systems integration emphasizes a coordinated, seamless social safety net that is more efficient and effective for community members and collaborative partners.

For a list of past and current HSF allocations, visit the [Human Services Fund webpage](#).

Funding Eligibility

Through the HSF, the city will fund programs rather than entire organizations, institutions, or agencies. Eligible programs may be located in nonprofit organizations, government agencies, or public or private

educational organizations (i.e., pre-K-12 school or college/university). Businesses and for-profit agencies should not apply.

The proposed program must serve primarily City of Boulder residents. Proposals must request a minimum of \$10,000 with at least \$8,000 in eligible program expenses. Proposals that do not meet the minimum request will not be considered for funding.

Programmatic expenses that are eligible to receive funding include: program-specific staff pay and benefits; program materials and supplies; programmatic administrative support; overhead directly related to the program; and subcontracts and/or consultation services that are necessary to carry out the program.

Proposal Criteria

Proposals submitted in response to this RFP will be evaluated based on whether the proposed program:

- Benefits people experiencing systemic socio-economic barriers or disparities; have been historically excluded and/or are in need of basic needs assistance;
- Has leadership (agency board, staff and volunteers) that reflects the demographic diversity of clients served
- Aligns with a selected human services outcome (see p. 3);
- Demonstrates sound research, evidence-based best practices;
- Values lived experience, cultural knowledge and wisdom;
- Demonstrates strong and long-term evaluation of outcomes, or the potential for such evaluation;
- Meaningfully engages community members experiencing disparities in the design, implementation and/or evaluation of the proposed program;
- Demonstrates strong collaboration and transformative, equitable partnerships that move beyond informal relationships;
- Demonstrates a cost-effective approach that benefits program participants, target populations or the community;
- Demonstrates that the agency currently has, or demonstrates a plan for achieving sustained financial stability and organizational leadership;
- Exhibits diverse funding sources or a plan to achieve diverse funding.

The HSF does not support:

- Arts, cultural, sport and/or recreation programs;
- One-time presentations, events, activities, advocacy, outreach, or marketing campaigns that are not directly associated with ongoing human services programming;
- General staff training or professional development programs outside of data collection, evaluation, or systems integration work;
- Outreach and educational campaigns that do not include long-term evaluation;
- Contributions to a political campaign or committee for a candidate or ballot measure;

- Political lobbying or political advocacy campaigns to promote legislation or specific governmental policies, or express advocacy as defined in [Boulder Revised Code section 13-2-2](#);
- Programs that cannot be directly linked to specific outcomes and indicators;
- General operating funds or expenses (e.g., general salaries of staff not directly involved in providing services for the proposed program, rent/mortgage, utilities, professional development, fundraising, or other expenses) that are not directly related to carrying out the program;
- Programs that cannot demonstrate established data collection or evaluation activities;
- Individual applicants;
- Programs proposing the same activities that are currently supported by other City of Boulder Department of Housing and Human Services funding¹; or
- Programs that are heavily reliant on a single funder, including the City of Boulder; or do not have a plan to request funding from other sources.

Although the city will consider fair and reasonable evaluation costs, the city recommends that evaluation costs not exceed 20 percent of the total program funding request. Funding shall not be used to supplant another funding source.

Funding Cycle Options

Multi-year Funding. Agencies with programs that meet minimum eligibility criteria are encouraged (but not required) to apply for consideration for a three-year award covering the period of January 1, 2025, to December 31, 2027.

In addition to the core program criteria described on page 4, minimum eligibility criteria for multi-year awards include:

- Demonstrated community need for program services that extend through 2027;
- At least three consecutive years of HEF funding for the applying program prior to 2025 (that is, consecutive funding from 2022-24);
- At least three consecutive years of complete, on-time mid-year and end-of-year reporting; and
- At least three consecutive years of demonstrated successful completion of program outputs, and advancement or achievement toward program outcomes.

City staff and the Human Services Fund Advisory Committee (HSFAC) will also consider the degree to which the program will provide stable and consistent activities; have clear outcomes and evaluation processes that ensure continuous service improvements; high-functioning and stable organizational leadership (staff and board); and budgeting and fundraising capacity.

¹ The Child Care Subsidy Program (CCS) supports City of Boulder residents in acquiring affordable licensed, quality childcare through an annual subsidy paid directly to the child care provider. Childcare centers or programs receiving funds from the HSF or another city-funded grant or contract may be eligible for CCS funding if the HSF funding is for a purpose other than subsidies or scholarships.

Multi-year applications that meet minimum eligibility but fail to receive a multi-year award recommendation will automatically be considered for a single-year award.

Multi-year awards are contingent on HSF annual appropriations, and the grantees' performance and reporting benchmarks. Even in instances when an organization is awarded a multi-year award, the organization must meet annual objectives before subsequent year funds are disbursed. Programs that receive a multi-year award will not be eligible to apply again for funding for the same program until the end of the three-year funding cycle.

Single-year Funding. Applications that are not eligible to apply for a multi-year award may still apply for a single-year award for the period of January 1, 2025, to December 31, 2025. Applicants that apply for a multi-year award but receive a single-year award are eligible to apply again next year in the single year only funding cycle. Similarly, applicants that are not awarded single or multi-year awards may be eligible to apply in 2026 for the single-year funding cycle.

Review Process and Timeline

Proposals will be screened by city staff to determine if they meet basic eligibility criteria. Proposals that do not meet basic eligibility criteria will be eliminated from further consideration with notification sent to the proposing agency. Eligible proposals will be reviewed and considered by the [Human Services Fund Advisory Committee \(HSFAC\)](#). City staff and the HEAC may request clarifying information to help the application review and funding deliberation process. Agencies who wish to appeal the initial funding recommendation will have one week from the announcement to submit an appeal to city staff in writing; city staff will provide appeal guidelines and appeal submission instructions with the funding recommendation.

A complete, submitted proposal does not guarantee funding. The city reserves the right to decide, on a case-by-case basis, in its sole discretion, whether to accept or reject any or all proposals or portions of any or all items proposed if deemed in the best interests of the city.

Contract and Reporting Requirements

Successful applicants will not receive city funds until they have signed a valid grant contract, including a Scope of Work. Agencies chosen to receive funds must also provide a Certificate of Insurance in alignment with city contract requirements. The Scope of Work will be developed jointly by the grantee and city staff, using information provided in the application.

Grantees are required to submit a brief mid-year report, and final report describing program information including activities, indicators and outcomes, and a financial report. Reports will be submitted through the Foundant GMS. The city may terminate the contract for the failure of the contractor to perform adequately any of its covenants. At its discretion, the city may conduct a financial audit and/or site visit of funded applicants.

2025 HUMAN SERVICES FUND PROPOSAL SUBMISSION INSTRUCTIONS

Proposals must be submitted via the Foundant Regional Grant Management System. No paper submittals will be accepted. All application sections must be completed prior to the deadline for the proposal to meet minimum eligibility. A complete application must include:

General Agency Information
Agency Narrative, Demographic and Budget Information
Program Narrative, Client Demographic and Budget Information
Funding Request Financial Information
Scope of Work
Supplemental Documents

Applicant Registration. All applicants must register on the Foundant website (at the following web address: <https://www.grantinterface.com/Home/Logon?urlkey=bouldercolorado>), to access the 2025 Regional Collaborative Fund Application. Please note that you will need the agency’s Employer Identification Number (EIN) to create an account.

- **Existing Applicants:** From the Foundant login page, sign-in using your existing username and password. If you no longer remember your password, use the “Forgot your password?” link and follow the prompts. Return to the login page and proceed to login.
- **New Applicants:** From the Foundant login page select “Create New Account” and enter the information requested. After you have completed the registration, click “next”. You will then be asked to verify that you have received an email confirming that your account was created successfully. Please follow the instructions and choose the appropriate response. Click “continue” to be taken to your Home page/dashboard.

How to apply.

1. Log in to Foundant using the instructions above under “Applicant Registration”.
2. If you are not already on the “Apply” page, click “Apply” in the ribbon on the top-left of the page.
3. Before you can access the application, you will need to complete an “Eligibility Quiz”. You may need to scroll to find quiz titled “**Eligibility – City of Boulder 2025 Human Services Fund Round**”.
4. Once you have found the quiz, click on the “Start Eligibility Quiz” button at the bottom right corner. Once you have submitted your answers to the quiz, if you are eligible to apply, you will be given the prompt to click “continue” to be taken back to the “Apply” page.
5. Scroll to “Eligibility – City of Boulder 2025 Human Services Fund Round” and you will now see the application. Click on the “apply” button. Review the user and agency information in the box at the top of the application and make changes where necessary.

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In the event that you do not qualify to apply for HSF funding, you will be provided information about who to contact with any questions.

Technical Assistance. Technical assistance will be provided for applicants who would like more in-depth training or guidance on how to complete the application. For technical assistance with the grant management system, contact Markisha Key-Hagan, Grant Specialist, City of Boulder at key-haganm@bouldercolorado.gov or (303) 441-3146.

For More Information. Applicants are encouraged to contact city staff for assistance as early in the application process as possible, and take advantage of these informational sessions:

- Recording of a technical assistance session for using the Foundant Grant Management System is available online 24/7 at this link: <https://tinyurl.com/c6pb2cde>.
- Optional online informational webinar via Zoom for potential applicants on **Tuesday, July 2, 2024 at 1:00 p.m.** Click on the [Joint HSF Application Information Session registration form](#) to participate in the webinar. If you are unable to participate in a webinar, recordings will be available on the [Human Services Fund website](#).

Applicants may also sign up online for a one-on-one meeting with city staff to address specific questions about the application process or program proposal. Click on this [Sign Up Genius Form](#) to sign-up for an appointment.