



**City of Boulder  
Housing and Human Services**

# **Request for Proposals 2023 Human Services Fund**

## **City of Boulder**

Department of Housing and Human Services  
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**Proposal Due Date: 4:00 p.m. MDT, Friday, September 9, 2022**

All proposals shall be submitted via the Foundant online grant management system.

**Paper and late applications will not be accepted.**

**See page 9 of this document to register for an optional informational webinar on July 25, 2022 or to sign-up for a meeting with city staff.**

## **2023 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 joint application and grantee reporting processes in collaboration with the Boulder County Community Services and City of Longmont human services funding programs.

This Request for Proposals (RFP) seeks applications from qualified entities for a 2023 single-year funding cycle.

### **Available Funds**

The city expects to award approximately \$1.75 million in total funding for calendar year 2023. Funds will be distributed through the HSF, administered by the Department of Housing and Human Services.

### **Timeline**

RFP released	July 18, 2022
Proposals due	September 9, 2022
Human Services Advisory Committee (HSAC) reviews proposals	September - October 2022
City manager receives HSAC allocation recommendations	November 2022
Contracts negotiated and finalized	December 2022 – January 2023
First payments distributed	February 2023

### **Deadline for Proposal Submittal**

All proposals are due on or before **4:00 p.m. Mountain Time on Friday, September 9, 2022.**

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>. The online application system will automatically close at the deadline. The city strongly encourages applicants to turn in proposals at least one day early to avoid any last-minute technology problems. The GMS will confirm receipt of the application.

## **Human Services Fund Background**

The HSF utilizes funds allocated from the city's General Fund, for grantmaking to nonprofit programs benefitting community members in need of human service assistance. Specifically, 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. Information about past HSF allocations is available on the [Human Services Fund webpage](#).

## **Human Services Fund Strategies**

The 2023 HSF fund round will align with at least one of the following shared human services investment outcomes, in collaboration with the City of Boulder, Boulder County Community Services, 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).

## **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. 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. Through this RFP, the city is interested in supporting diverse organizations and programs, including community agencies and programs that focus on and demonstrate leadership by low-income and historically excluded populations.

### **Core Principles**

Applications received in response to this request for proposals will be assessed to determine whether they incorporate one or more of the city's three core principles for human services funding: upstream investment, data informed decisions and systems integration. These principles will be used as part of the criteria to evaluate funding applications. Program proposals that incorporate one or more of the core principles will be eligible for higher scoring. Incorporating core principles into agencies' work does not guarantee funding.

- 1. 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.
- 2. 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. Meaningful indicators measure to individual- and community-level outcomes rather than simply the type of program activity provided, or number of people served. Meaningful outcomes demonstrate program results, such as improved health and well-being, increased economic stability or greater inclusive and equitable practices and experiences.
- 3. 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.

### **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;
- Aligns with a selected human services outcome;
- 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 long-term 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 funding<sup>1</sup>; or
- Programs that are heavily reliant on a single funder, including the City of Boulder.

**Funding Proposal Best Practices**

Successful proposals will include:

- Specific information about the population being served;
- Clear alignment with the HSF strategy at least one goal area;

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<sup>1</sup> The Child Care Subsidy Program (CCS) supports City of Boulder residents in acquiring affordable licensed, quality child care through an annual subsidy paid directly to the child care provider. Child care 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.

- A clear plan for implementing the strategy;
- Specific, measurable activities, deliverables and outcomes; and
- Detailed descriptions of evaluation tools and methods used to measure outcomes.

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**

The only funding option available for the 2023 HSF Fund Round is the single-year award option for the period of January 1, 2023 to December 31, 2023. The next opportunity for agencies to submit applications for multi-year funding will be for the 2025 fund round.

Eligible proposals will be reviewed and considered by the [Human Services Fund Advisory Committee \(HSFAC\)](#). City staff and the HSFAC may request clarifying information about proposals, in-person interviews with applicant agencies or otherwise request information to help the application review and funding deliberation process. The city anticipates announcing initial funding recommendations in October 2022. 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. The city anticipates announcing final funding approval in November 2022. The city expects to conduct contract negotiations for successful applicants in December 2022 – January 2023 for the program year beginning January 1, 2023.

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**

Funds provided by the City of Boulder under this RFP are intended to serve primarily City of Boulder residents. Successful applicants will not receive city funds until they have signed a valid contract, including a Scope of Work detailing specific activities, outputs, timelines, partners, outcomes, measurement tools and indicators. 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 will be required to report on activities, indicators and outcomes with a reporting template and instructions provided by the city. Outcome data and metrics may include the number of City of Boulder residents served with the funding, demographic characteristics of the population served such as age, gender, income, and race or ethnicity, and progress toward achievement of the designated long-term outcomes and performance measures. Successful applicants will be required to submit data and

financial reports about the use of city funds on a bi-annual (twice per year) basis as specified by contract.

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.

**See page 8 for proposal submission instructions.**

## 2022 HUMAN SERVICES FUND PROPOSAL SUBMISSION INSTRUCTIONS

**Proposals must be submitted via the Foundant 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

### **Accessing the Foundant Grant Management System (GMS).**

To access the Foundant GMS, applicants need a computer with an internet connection and current version of a web browser such as Internet Explorer, Firefox, Chrome or Safari.

Go to this link (<https://www.grantinterface.com/Home/Logon?urlkey=bouldercolorado>) and bookmark the address to easily access Foundant at your convenience. This serves as the portal to the application to be considered for the 2023 Human Services Fund.

**Applicant Registration.** All applicants must register, on the Foundant website (see link above), to access the 2023 Regional Collaborative Fund Application.

- **Existing Applicants:** From the Foundant login page, sign-in using your existing username and password. Use the “*Forgot your password?*” link if you no longer remember your password. Enter your email address and select “*Send Reset Link*”. Check your email for an email from Foundant and follow the instructions. Return to the login page and proceed to login. If you do not see the email in your inbox, be sure to check the ‘junk’ folder.
- **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.



**\*Please note:**

- If this is your first time accessing the Foundant GMS system (including past grantees), you will need to create a new account. Please follow the “*New Applicant*” instructions above.
- You will need the agency’s Employer Identification Number (EIN).
- You will see multiple question groups, each requesting similar contact information for different parties (i.e., organization, user, etc.). Please carefully review the question group heading titles as you complete the registration. After you have completed a question group, click “*Next*” to continue to the next question group and advance in the registration process.

**How to apply.** Log in to Foundant using the instructions above under “Applicant Registration”. If you are not already on the “Apply” page, click “Apply” in the ribbon on the top-left of the page. You may need to scroll to find the **2023 Human Services Fund Regional Collaborative Fund** Application and then click “**apply**”. Review all contact information (yours and your agency’s) in the box at the top of the application, and update if needed.

Continue to the “*Pre-qualification*” survey and answer all the questions. Failing to do so will result in the denial of your request to participate in the 2023 fund round. In the event you do not qualify, you will be provided information on who to contact with any questions.

**Technical Assistance.** Consult the Application Guidelines document, embedded in the application description section for the Human Services Fund application, for detailed descriptions of each application section, including definitions of key terms in the application.

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, Grants Specialist, City of Boulder at [key-haganm@bouldercolorado.gov](mailto: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. HSF staff will hold an optional online informational webinar via Zoom for potential applicants on Monday, July 25, 2022 at 2:00 p.m. Register [here](#) 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 here](#) to sign-up.

Proposal Submission Deadline: 4:00 p.m. MT on September 9, 2022

For more information, please contact:

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