



## **HISPANIC CAPACITY PROJECT REQUEST FOR PROPOSALS (RFP)**

### **I. Overview and Summary of the Hispanic Capacity Project (HCP)**

Established by the Hispanic Clergy of Philadelphia in 1987, Esperanza Inc., advances a community development program to economically stabilize the Latino community. As the Latino community has grown rapidly, Esperanza has expanded the size and scope of its programs designed to address evolving needs. Esperanza sees economic stability flowing from interdependent factors: accessible and decent housing, commercial development, educational opportunities for adults and children, and improved job skills. We operate a growing repertoire of programs in all of these areas both locally and nationally.

Esperanza, Inc. is able to provide financial and technical assistance to support organizational capacity building through a federal grant under the Compassion Capital Fund (CCF). Esperanza has been selected by the United States Department of Health and Human Services to work with 30 Hispanic faith- and community-based organizations in Philadelphia and Lehigh Valley:

***Build capacity:*** Strengthen the organizational capacity, strategic thinking, and program development skills necessary to ensure the sustainability of current and future programs.

***Improve service:*** Skillfully design and manage viable, effective and sustainable programs that respond to the immediate and long-term needs of vulnerable and low-income families in targeted Hispanic communities.

The purpose of this Request for Proposals (RFP) is to provide your organization with the opportunity to request grant support to build capacity or improve services. It is anticipated that collectively \$200,000 will be available to support community service programs under our Capacity Development Fund (CDF). We expect to provide sub-awards to up to 20 Faith-based and Community Based Organizations. Sub-awards requests are made based on a grant period ending in September 30, 2010.

The sub-awards will provide support to projects that show a need and use targeted resources to develop, expand and/or improve specific organizational, strategic, or programmatic related capacities. These requests should be for well-defined projects that can be completed within the grant period.

## II. Goal, Objectives and Priorities of the Hispanic Capacity Project's Sub-awards

### Goal

The goal is to enhance the quality of life for Hispanic individuals and families through the services provided by faith- and community-based organizations.

### Objectives

1. To improve the leadership capabilities of the organization's boards, managers, and staff;
2. To increase organizational capacity in the areas of resources, technology, and staffing;
3. To expand the number – and improve the quality – of the community services provided;
4. To increase the level of diversity of funding; and
5. To increase the organizational level of community engagement, networking, and coalition-building

### Areas of funding and examples of allowable capacity building activities:

<b>Critical Areas</b>	<b>Capacity Building Examples</b>
Leadership Development	<ul style="list-style-type: none"> <li>• Board Composition and Function</li> <li>• Staff Professional and Career Development</li> <li>• Training and Development of Volunteers</li> <li>• Succession Planning</li> </ul>
Organizational Development	<ul style="list-style-type: none"> <li>• Board Governance</li> <li>• Systems: Management, Human Resources</li> <li>• Financial, Information Technology, and Planning</li> <li>• Policies and Procedures</li> <li>• Fiscal Controls</li> <li>• Comprehensive Communications Strategy</li> <li>• Non-profit Incorporation</li> </ul>
Program Development	<ul style="list-style-type: none"> <li>• Curriculum Development</li> <li>• Program Monitoring</li> <li>• Evaluating Program Outcomes</li> </ul>
Revenue Development Strategies	<ul style="list-style-type: none"> <li>• Designing a Donor Development Strategy</li> <li>• Grant-writing Training</li> <li>• Donor Development Training</li> <li>• Donor Tracking Software</li> </ul>
Community Engagement	<ul style="list-style-type: none"> <li>• Community Asset Mapping</li> <li>• Community Needs Assessment</li> <li>• Establishing Collaborative Relationships</li> </ul>

**Priority will be given to requests that:**

- Demonstrate how the requested support will move the organization to a higher level on the Continuum of Capacity. For example: an organization which moves from a level 2 on the Continuum of capacity, based on their Organizational Assessment Tool (OAT) score to a level 3.
- Support the development of the organization's leadership, management and administrative capabilities.
- Strengthen the organization's board of directors as a strategic governing body providing policy direction, fiscal oversight, planning, and resource development.
- Demonstrate a commitment to a strategic planning process in an effort to ensure organizational sustainability.
- Enable the organization to better assess the quality of its services through an ongoing evaluation process.
- Foster the organization's ability to determine community services that are needed, and the feasibility of providing those services.
- Improve data, financial management, information and/or communication systems.
- Develop staff and volunteer recruitment, training, and retention to ensure quality and continuity of services.
- Foster the organization's development of resources and funding to promote the sustainability and effectiveness of services.

**III. Activities that will not be supported**

The following activities will not be supported:

- Projects/activities that are inherently religious will not be supported i.e. activities like worship, prayer, instruction or evangelization. However, faith-based organizations can still conduct these activities with private funds. The executive of the applicant organization must sign a use of federal funds certification form. This form states that CCF funds may not be used to build capacity to provide programs or services that include inherently religious services and that the organization will not use federal funds for inherently religious activities (see use of federal funds form attached).
- Projects that focus solely on recreation.
- Short-term or emergency relief that is not connected to a larger plan for more comprehensive services. For example, a food bank that does not include plans for additional services that might include referrals, nutrition education, planning and meal preparation, etc.
- Sub-awards funds cannot be used to raise capital or obtain contributions.
- Individuals
- Scholarships
- Direct financial support of annual appeals, membership contributions, sponsorships or merchandise sales.
- Debt reduction.
- Replacing existing funds.
- Sub-awards will not be used to provide direct services, direct fundraising activities, nor construction programs, but rather to improve the sub-awardee's efficiency and capacity.

- Organizations that partner with an intermediary to deliver technical assistance or provide cost-sharing funds for the proposed project will not be eligible for sub-awards.

#### IV. Eligibility for HCP Support

The sub-awards are linked closely to the Continuum of Capacity framework, as well as the consistent and successful participation in the training program offered by the Project. This will ensure that the different types of support (i.e. training, grants) are interrelated and complement the overall capacity-building objectives of the organization.

Applicants will be screened based on the merits of the request, the level and consistency of participation in the Project, the commitment of completing appropriate training program sessions, and by responsibly using technical assistance provided to the organizations. The organization's assigned level on the Continuum of Capacity will be considered in the screening process, though it will not be used to pre-qualify or exclude a request. Instead, it will be considered in understanding how the requested support will move the organization further up the Continuum.

Within the stated purposes, **funding priority will be given to organizations that provide services in the areas of homelessness, elders in need, those in need of intensive rehabilitation such as addicts or prisoners, at-risk children/youth particularly those facing the specific risk of gang influence and involvement, welfare-to-work transition, and healthy marriages education.**

#### V. Applicant Guidelines

An organization may apply, given it can make a strong case for support. Grants awarded as a result of this RFP will be for a period of up to September 2010. Several factors will be taken into consideration when determining the size of grant awards including: the appropriateness of the budget for the proposed activities; the amount of support requested relative to other sources of support; the size of the request relative to the organization's operating budget; and the organization's fiscal history and capacity. In addition, the following guidelines apply:

- Priority for sub-awards will be given to organizations that historically have not received funds from the Federal Government.
- Organizations will not be required to have a 501(c)(3) tax status or to identify a sponsoring organization with 501(c)(3) statuses in order to receive funding.
- Organizations will be required to complete the Baseline Survey pre and post award.
- Applicants will not be required to provide matching funds and will not have preference in the selection process if they offer matching funds in their application.
- Organizations will not receive a second sub-award for the same purpose for the duration of the grant.
- Sub-grantee activities are governed by all applicable federal laws and regulations including those in 45CFR Section 87.1, which states that direct Federal grants, sub-award funds, or contracts under the CCF Demonstration Program shall not be used to support inherently religious activities such as religious instruction, worship, or proselytization.

- The executive of the applicant organization must sign a use of federal funds certification form. This form states that CCF funds may not be used to build capacity to provide programs or services that include inherently religious services and that the organization will not use federal funds for inherently religious activities (see use of federal funds form attached).

## VI. HCP Sub-Grants Information and RFP Orientation

An orientation session related to this packet will be conducted on March 24<sup>th</sup> at 10:00 AM through a webcast. In addition we will host a bidder's conference on March 25<sup>th</sup> at 10:00 AM at Esperanza's headquarters. If a representative of an organization is unable to attend the orientation, he/she should contact Project Director Rev. Ruben Ortiz. He will provide the information needed for the organization to apply for funds.

His contact information is the following:

Rev. Ruben Ortiz

Office (215) 324-0746 X269

[rortiz@esperanza.us](mailto:rortiz@esperanza.us)

## VII. Grant Cycles and Timelines

The RFP Document will be available online on March 12, 2010. To view the RFP potential sub-awardees must go to our website: [www.esperanza.us](http://www.esperanza.us) and click on the Hispanic Capacity Project RFP button on the right side of the page. Organizations will be able to view and download the RFP document, the Guidance to Faith-based and Community Organizations on Partnering with the Federal Government booklet, Allowable Activities Examples, and the budget form. There will also be a link to access and fill out the CDF application. **The CDF application for sub-awards must be completed on-line. Hard copy (paper) applications will not be accepted.** The required attachments must be sent in hard copies to Esperanza's Headquarters. Grant requests can be received at any time before the deadline. **The deadline for submitting the CDF application is Thursday, April 1, 2010, 5:00 PM.**

Pertinent dates are as follows:

### March 2010:

- 12 – Sub-award RFP posted on-line
- 24 – Bidder's Conference Webcast (for Sub-awards) 10:00 AM
- 25 – Bidder's Conference (for Sub-awards) 10:00 AM

### April 2010:

- 01 – Sub-award grant applications deadline
- 06 – Scoring of Sub-award Applications
- 09 – Sub-award notifications
- 21 – Sub-award checks distributed – First Installment

### May 2010:

- 03 – 31 Site visits by field staff

**June 2010:**

- 02 – Capacity Building Training
- 30 – Sub-award mid-point reports due (financial and narrative)

**July 2010:**

- 05 – 06 Mid-point report evaluations
- 08 – Sub-award checks distributed – Second Installment

**August 2010:**

- 02 – 31 Site Visits by Field Staff

**September 2010:**

- 15 – End of funding cycle (all funds must be expended by this time)
- 15 – End of Year Sub-award and TA Reports Due
- 16 – Final Capacity Building Training
- 30 – Organizational Assessment Tool administered – Final
- 30 – Organizational Exit Survey

**VIII. The Proposal Review Process**

A review committee will meet to review and score the proposals. Each proposal will be assessed according to the priorities established (listed in section II), especially how the proposed activities will increase the organization's capacity and move it further along the Continuum of Capacity. **Incomplete applications will not be considered for approval**, so it is important that each applicant organization utilize the services of the staff to receive help in completing the application.

**IX. Completing the Proposal Application**

Applicants are strongly encouraged to submit a proposal, following the outline provided and completing all the sub-sections exactly as they are listed. This will help organize the narrative and assure that all of the information requested has been submitted.

Please submit one (1) electronic original and mail only the required attachments (see section XI below) to the national office, either by postal service, special delivery, or hand delivery. Faxed or hard copies will *not* be accepted.

Request for proposals must be submitted to the attention of:

Esperanza, Inc.  
 c/o Rev. Ruben Ortiz - Project Director  
 4261 North 5<sup>th</sup> Street 2<sup>nd</sup> Floor  
 Philadelphia, PA 19140  
 Tel (215) 324-0746 ext. 269

## **X. Guidelines for Project Budget Forms and Budget Narratives**

Budget forms are provided on Esperanza's website ([www.esperanza.us](http://www.esperanza.us)) and must be used to complete the proposal packet. **After filling in the dollar amount for each line item, a brief explanation must be given in the budget narrative section (on the second page) of how the numbers were developed.** It is important to be realistic in developing each budget dollar amount, as this is what will be used to monitor the grant's use.

## **XI. Attachments and Supporting Documents**

The checklist below outlines required attachments and supporting documents. An explanation should be given for any documents not available.

- Organization's annual operating budget for current year.
- Organization's most recent audited financial statement (if available) or Form 990. If neither one of these is available, provide the organization's income and expense report for previous year.
- Use of Federal Funds Certification Form signed by organization's executive. This form states that CCF funds may not be used to build capacity to provide programs or services that include inherently religious services and that the organization will not use federal funds for inherently religious activities.