



United Way
of Palm Beach County

Community Impact Grant Guidelines

Financial Stability Request for Applications

Fiscal Year October 1, 2024 – September 30, 2025

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Timeline

- 5/21/24 Announcement and release of Community Impact funding for Fiscal Year 2024-2025 Financial Stability Request for Applications (RFA).
- 5/28/24 at 10:00am** **REQUIRED ORIENTATION** – Virtual Applicant Orientation Session will be held on Tuesday, May 28, 2024 from 10:00am – 12:30pm.
- Nonprofit organizations must participate in the virtual session or watch the recording. Registration is required: <https://www.unitedwaypbc.org/2024-request-for-applications>
- 6/5/24 by 5:00pm Deadline for nonprofit organizations to submit written questions regarding the Financial Stability RFA. Submit all questions to impact@unitedwaypbc.org
- 6/7/24 Responses to questions regarding the Financial Stability RFA are posted on United Way of Palm Beach County’s website at <https://www.unitedwaypbc.org/2024-request-for-applications>
- 6/18/24 by 12:00pm** **APPLICATION DEADLINE** – To be considered for funding, applications must be submitted prior to 12pm (noon) using United Way of Palm Beach County’s grant website (CyberGrants), accessed at <https://www.unitedwaypbc.org/2024-request-for-applications>
- In accordance with United Way of Palm Beach County’s Policy on the Submission of Late or Incomplete Grant Applications, late applications and applications missing required information or documents will not be accepted.**
- 6/21/24 - 9/19/24 United Way volunteers review applications and make determinations regarding funding.
- 9/19/24 - 9/20/24 United Way staff notifies applicants regarding the status of their applications (award or decline).
- 9/23/24 - 9/30/24 Contracts are negotiated and finalized.
- 10/1/24 Fiscal Year 2024-2025 funding begins.

About United Way of Palm Beach County

For over 94 years, United Way of Palm Beach County (UWPBC) has been supporting local human service programs that achieve measurable results. Following the devastating hurricane of 1928, community leaders recognized the need for a unified effort to respond to human needs. As a result, in 1929, several federated organizations were formed in Palm Beach County. Since that time, the original organizations have undergone many changes in title and structure. At one time, four separate United Way organizations existed in Palm Beach County. After several mergers, UWPBC was formed in 1992 to serve all of Palm Beach County.

The mission of UWPBC is to ensure that everyone in Palm Beach County has access to the basics: a quality education, a place to live, financial stability, good medical care, and enough to eat. In accordance with our mission, UWPBC consistently strives to create powerful community impact.

UWPBC's local community impact work focuses on supporting human services programs that are run by local nonprofits and that directly benefit the Palm Beach County residents who are most in need. This work also involves participating in local collaboratives and initiatives. UWPBC recognizes that it can only achieve its goals in partnership with others. In all the work UWPBC does, the organization remains committed to achieving meaningful and lasting results.

Funding Opportunity Overview

United Way of Palm Beach County is seeking applications from nonprofit organizations to implement the funding strategies of the Financial Stability impact area as described in this Request for Applications (RFA). Eligible nonprofit 501(c)(3) organizations that are currently providing, or could successfully implement, quality services or programs in alignment with one or more of the strategies noted in the RFA are encouraged to apply for UWPBC funding. A list of eligible nonprofit organizations is provided in Appendix A.

Nonprofit organizations with programs that are focused on supporting the ALICE population and those living in poverty, in geographic locations with a pressing need, that provide services within a best practices framework, that are collaborative and integrated into the fabric of other community efforts, and that are innovative, will be at an advantage in seeking UWPBC funding.

ALICE is an acronym that stands for Asset Limited, Income Constrained, Employed. The ALICE population represents hardworking yet struggling residents who have little or no savings and are often one emergency from falling into poverty. Nonprofit organizations are encouraged to take the time to understand ALICE and determine if their program is a fit for this population. For more information, visit the [United for ALICE Florida Interactive Dashboard](#).

Funding for programs is subject to availability and approval by United Way of Palm Beach County's Board of Directors. Funds will be provided to support programs for one year beginning October 1, 2024. Funding may be renewed for one additional year contingent upon program performance and the availability of contributions and other funding provided to UWPBC. The minimum grant award is \$50,000. There is no maximum grant award.

Priority Goals, Strategies, and Key Performance Indicators

This RFA, which is focused on the Financial Stability impact area, seeks to invest in programs that achieve the goal of helping individuals attain financial stability through employment.

In order to effectively measure progress towards the goal, UWPBC has developed a set of key performance indicators. Key performance indicators will allow aggregation of results by strategy, facilitating better assessment of positive effects for program participants and enabling better communication of the overall impact across all United Way funded programs.

The strategies and key performance indicators chosen to achieve the goal can be found on the following pages. Nonprofit organizations must select one strategy that best aligns with the program for which they are seeking funding. Programs must report their progress using all key performance indicators listed for their chosen strategy. Please note the instructions specifying how performance indicators should be calculated.

Goal: Individuals attain financial stability through employment

Strategy: Job Coaching

Programs funded under this strategy will provide job coaching, job placement, and supported employment services to individuals who are unemployed, underemployed, or living paycheck to paycheck. Services should help individuals obtain, maintain, or advance employment. Supports can include job readiness assessments, job skills training, job placement, on the job coaching, assistance in obtaining certificates and credentials, and financial literacy education.

Target Population

Individuals age 18 or older living within the ALICE Threshold and those living in poverty who are unemployed, underemployed, or living paycheck to paycheck. Individuals served may include veterans, immigrants, individuals with disabilities, formerly homeless, those re-entering society from incarceration, and other populations that struggle to obtain, maintain, and advance employment.

Why This Strategy is Important

According to the 2023 ALICE Report for Florida, 43% of Palm Beach County households struggled to make ends meet in 2021. Twelve percent of the households (70,319) lived below the Federal Poverty Level, and another 32% - nearly three times as many - are ALICE households (187,762). ALICE (Asset Limited, Income Constrained, Employed) households earn more than the Federal Poverty Level, but not enough to afford the basic cost of living. Many households living below the ALICE Threshold struggle with food insecurity, financial insecurity, and feelings of anxiety and depression.

Employment puts individuals and households on the path to financial stability; however, many working residents still struggle to make ends meet. While unemployment in Florida in 2021 was low (4.5%), 14 of the 20 most common occupations in the state pay less than \$20 per hour. This means that many households are unable to cover basic expenses (including the cost of housing, child care, food, transportation, health care, and technology). In 2023, the state of Florida raised the minimum wage rate to \$12 an hour. The minimum wage rate will be increased annually until it reaches \$15 an hour by 2026, and will be adjusted for inflation annually thereafter (Florida Commerce, 2023). Even with these planned increases, a substantial number of working households will continue to live below the ALICE Threshold as wages earned are not high enough to sustain the cost of living.

Research indicates that bundling employment services with financial education, coaching, and asset building is highly effective. Participants receiving bundled services are five times more likely to achieve a major positive economic outcome (Abt Associates, 2009). One-on-one financial coaching services produce measurable changes in individuals' financial behavior and well-being, especially with regard to savings, debt, and credit (Consumer Financial Protection Bureau, 2016).

Securing substantial employment, increasing household income, and improving financial health will help stabilize Palm Beach County households living in poverty and those who fall within the ALICE Threshold.

Best Practices

- Effective coaching programs offer three to eight supportive sessions; see report from the Office of Planning, Research, and Evaluation Administration for Children and Families (U.S. Department of Health and Human Services) for more information: [Using Coaching to Address Economic Stability for People with Low Incomes: The Design and Implementation of Four Employment Coaching Programs \(hhs.gov\)](https://www.hhs.gov/ocpl/reports/using-coaching-to-address-economic-stability-for-people-with-low-incomes-the-design-and-implementation-of-four-employment-coaching-programs).
- Provide multiple services in a single location that offers a welcoming and comfortable environment for clients.
- Offer expanded service hours to accommodate employed clients.
- Provide services in multiple languages.
- Address racial and ethnic economic disparities and heavily market services to underserved clients.
- Conduct an intake assessment that identifies each client's needs and goals.
- Engage clients in person-centered employment planning that promotes empowerment, self-determination, and independence.
- Provide sequenced, related services personalized to match each client's goals.
- Break the job-seeking process down into attainable steps.
- Build on small changes in financial behavior to create larger changes.
- Secure job placements that pay market rates and at least minimum wage.
- Focus on both the supply (client) side and demand (employer) side, working to ensure that clients are prepared for living-wage employment (i.e., supporting clients through progressively more advanced jobs in a specific industry).
- Before and during employment, provide or refer clients to supportive services such as childcare, transportation, financial literacy education, peer support, and professional networking opportunities.

Key Performance Indicators

- A. Percent of individuals who obtain employment
- B. Percent of individuals who maintain their employment
- C. Percent of individuals who advance their employment
- D. Percent of individuals who increase their wages/earned income
- E. Percent of individuals who earn job-relevant licenses, certificates, and/or credentials

Why These Indicators Are Important

These indicators demonstrate the impact of helping households increase their financial stability through employment-related supports.

Fulfilling jobs that pay a living wage and facilitate economic mobility contribute to healthy, secure lives and lifelong financial security. Productive, rewarding work also contributes to happiness and has a positive impact on families and communities (Office of Disease Prevention and Health Promotion, November 16, 2022). Further, research shows that higher wages stabilize the lives of low-wage workers and help to lift families out of poverty (Policy Link, 2024).

Data indicates that lower income households have greater health risks, including the persistent cycle of inadequate access to quality food and housing, financial stress, threats to personal safety, and lack of access to health care (Cunningham, P.J., 2018). As a result, programs designed to help individuals achieve economic security should ensure that they not only obtain jobs, but that they can also advance to positions paying life-sustaining wages (Center for American Progress, 2016).

Education pays. As educational attainment increases, workers' earnings increase and unemployment decreases. With each level of educational attainment achieved, a worker can qualify for higher paying jobs. In addition to more traditional forms of higher education, educational attainment also includes noncredit training, apprenticeships, and occupational credentials. These can all lead to increased earnings. Earning multiple credentials, or stacking credentials, can lead to earning gains that exceed those from a single credential (Daugherty, L., 2022).

Through financial literacy, individuals can build the confidence, knowledge, and skills needed to make financial decisions that promote financial self-sufficiency, stability, and well-being. These skills include the ability to effectively locate, evaluate, and use information, as well as make informed decisions about financial obligations, budgeting, credit, debt, and planning for the future (Sharkey, S., 2024).

Data Sources

Client files with proof of client employment, wages earned, and license(s), certificate(s), and/or credentials documenting educational attainment.

How to Calculate

Indicator A

1. Total the number of individuals who participated in at least three job coaching sessions and were unemployed with a goal of obtaining employment. This is the denominator.
2. Total the number of individuals within the above population who obtained employment. This is the numerator.
3. Divide the numerator by the denominator and multiply by 100. This is the outcome percentage.

Indicator B

1. Total the number of individuals who participated in at least three job coaching sessions and were employed with a goal of keeping their current employment. This is the denominator.
2. Total the number of individuals within the above population who maintained their current employment. This is the numerator.
3. Divide the numerator by the denominator and multiply by 100. This is the outcome percentage.

Indicator C

1. Total the number of individuals who participated in at least three job coaching sessions and were underemployed with a goal of obtaining better employment. This is the denominator.
2. Total the number of individuals within the above population who moved from part-time to full-time, got a promotion, or obtained a higher paying job. This is the numerator.
3. Divide the numerator by the denominator and multiply by 100. This is the outcome percentage.

Indicator D

1. Total the number of individuals who participated in at least three job coaching sessions. This is the denominator.
2. Total the number of individuals within the above population who increased their wages/earned income. This is the numerator.
3. Divide the numerator by the denominator and multiply by 100. This is the outcome percentage.

Indicator E

1. Total the number of individuals who participated in at least three job coaching sessions and were enrolled in a license, certificate, or credential program. This is the denominator.
2. Total the number of individuals within the above population who earned a job-relevant license, certificate, or credential. This is the numerator.
3. Divide the numerator by the denominator and multiply by 100. This is the outcome percentage.

General Application Information

Terms of Agreement

UWPBC seeks to invest a portion of its unrestricted contributions in 501(c)(3) nonprofit organizations that serve Palm Beach County residents within the ALICE population and those living in poverty with program-based services that align with the strategies identified in this RFA.

Nonprofit organizations selected to receive funding through this RFA process will be required to:

- Sign an agreement with UWPBC, with the application serving as a component of the agreement.
- Sign and abide by UWPBC's Standards of Accountability (Appendix B).
- Sign and abide by UWPBC's Certificate of Compliance (Appendix C).
- Obtain or maintain Accreditation through Nonprofits First. Nonprofit organizations are responsible for paying the annual fee for accreditation directly to Nonprofits First and may include all or a portion of this expense in their program budget. If already accredited, funded agencies must maintain accreditation throughout the period of this agreement. If not accredited, accreditation must be achieved within 18 months of receiving UWPBC funding. Renewed funding will be considered only if accreditation is maintained or, for agencies not currently accredited, achieved within the specified timeframe.
- Attain and maintain compliance standards as defined by UWPBC, including standards that assure UWPBC of the funded agencies' sound business practices in the areas of governance, administration, board governance, human resources, and financial management. UWPBC reserves the right to modify its current compliance standards and/or add to more restrictive compliance standards, without advance notice as it deems necessary and in its discretion.
- Maintain insurance coverage including commercial general liability insurance in the amount of \$1,000,000 per occurrence, workers' compensation insurance, and employer's liability insurance.
- Identify themselves as UWPBC funded agencies by displaying the current UWPBC trademarked logo within their facilities and on all communications materials pertaining to UWPBC funded programs.
- Track client demographics including gender, age, race/ethnicity, disability status, military status, income level, and zip code.

UWPBC will commit funds in support of selected programs for one year, with the possibility of renewal funding for one additional year, based on:

- The continued demonstrable need for program services;
- Satisfactory performance of the program to be measured as mutually agreed upon in each separate agreement between the nonprofit organization and UWPBC; and
- The availability of sufficient contributions to UWPBC.

Application Submission and Review Process

Applications must be submitted using United Way's grant website (CyberGrants), accessed at <https://www.unitedwaypbc.org/2024-request-for-applications>.

Detailed contact, organization, organization financial information, and program information and budget is required as part of the application process. Instructions for each question are embedded within the application. A preview of the application questions, an application guidance document, and a checklist can be accessed at <https://www.unitedwaypbc.org/2024-request-for-applications>.

Nonprofit organizations must participate in the Virtual Applicant Orientation session on Tuesday, May 28, 2024 from 10:00am – 12:30pm, or watch the full recording. Registration is required. The Virtual Applicant Orientation Session recording will be made available on UWPBC's website at <https://www.unitedwaypbc.org/2024-request-for-applications> by Wednesday, May 29, 2024.

The deadline to submit applications is Tuesday, June 18, 2024 prior to 12:00 pm (noon).

In accordance with UWPBC's Policy on the Submission of Late or Incomplete Grant Applications, late applications and applications missing required information or documents will not be accepted.

Applications will be reviewed by volunteers comprised of UWPBC Community Impact Committee members and other community members. Application Review Criteria can be found in Appendix D. Should the reviewers have any questions during the application review process, nonprofit organizations may be contacted via email and/or scheduled for a Zoom meeting. Based on the review of the applications, the volunteers will develop funding recommendations. These recommendations are scheduled to be presented to UWPBC's Board of Directors on Thursday, September 19, 2024, at which time the Board will make its final determination regarding funding. Nonprofit organizations will be notified

of the determination by Monday, September 23, 2024. All funding decisions are final, and appeals will not be accepted.

Throughout the application and review process, nonprofit organizations are asked to refrain from lobbying or discussing in any way their applications with UWPBC's Board of Directors, staff, or involved volunteers. Such discussions may disqualify a nonprofit organization's application(s) from further consideration.

Communication During the RFA Process

Questions and clarifications about the RFA and application content may be asked during the Virtual Applicant Orientation Session on Tuesday, May 28, 2024 from 10:00am – 12:30pm; otherwise, questions must be submitted in writing via email to impact@unitedwaypbc.org by 5:00pm. on Wednesday, June 5, 2024. Questions about specific program details will likely not be addressed unless the answer would be beneficial to all applicants and could be shared among them. **Phone calls are prohibited.** Please note that all UWPBC staff members and volunteers have been instructed to re-direct any communication regarding the RFA and application process back to the email listed above. Responses to submitted questions that communicate significant new information or significant changes to information provided earlier, or that communicate material changes in schedules mentioned herein, are scheduled to be posted on UWPBC's website at <https://www.unitedwaypbc.org/2024-request-for-applications> by Friday, June 7, 2024. **Nonprofit organizations are required to review these responses and revise their applications as necessary to ensure all applications submitted to UWPBC comply with any new or changed information, requirements, or schedules described in these responses.**

Please keep in mind that UWPBC will only consider applications that have been submitted using United Way's grant website (CyberGrants) by the application deadline and that include all required information and documents. **Nonprofit organizations are strongly encouraged to complete their applications early to avoid missing the deadline because of delays in obtaining required attachments, getting answers to technical questions, etc.**

Application Technical Support

CyberGrants Helpdesk support is available for technical questions related to the application. To access CyberGrants Helpdesk support, click the "Need Support?" link located at the bottom of each page of the application. CyberGrants Helpdesk support is typically available Monday through Friday from 9:00am - 5:00pm. Most technical questions submitted to the Helpdesk will receive a response from CyberGrants within one business day.

Post-Award Requirements and Disbursement of Funds

UWPBC requires semi-annual reporting (programmatic and financial) from all funded programs. The disbursement of funds typically occurs on a quarterly basis in accordance with the funding agreement between UWPBC and the agency.

Appendix A

Eligible Nonprofit Organizations

The following nonprofit 501(c)(3) organizations that are currently providing, or could successfully implement, quality services or programs in alignment with one or more of the strategies noted in the Request for Applications are eligible and encouraged to apply for United Way of Palm Beach County funding.

1. Achievement Centers for Children & Families
2. Adopt-A-Family of the Palm Beaches
3. Aid to Victims of Domestic Abuse
4. Alzheimer's Community Care
5. American Association of Caregiving Youth
6. Arc of Palm Beach County (The)
7. Arc of the Glades (The)
8. Bound for College
9. Boys and Girls Clubs of Palm Beach County
10. Clinics Can Help
11. Communities In Schools of Palm Beach County
12. Community Health Center of West Palm Beach
13. Community Partners of South Florida
14. CROS Ministries
15. El Sol
16. Epilepsy Alliance Florida
17. Families First of Palm Beach County
18. Family Impact Palm Beach County
19. Farmworker Coordinating Council of Palm Beach County
20. Florida Fishing Academy
21. For The Children
22. Glades Initiative
23. Gulfstream Goodwill Industries
24. Healthy Mothers Healthy Babies Coalition of Palm Beach County
25. Home Safe
26. Jeff Industries
27. Legal Aid Society of Palm Beach County
28. Literacy Coalition of Palm Beach County
29. Lord's Place (The)
30. Milagro Center
31. Palm Beach County Food Bank
32. Palm Beach County Medical Society Services
33. Path to College
34. Ruth & Norman Rales Jewish Family Services
35. Take Stock in Children
36. Urban League of Palm Beach County
37. Vita Nova
38. Volen Center (The)
39. YWCA of Palm Beach County

Appendix B

Standards of Accountability

United Way of Palm Beach County's Standards of Accountability listed below define the minimum standards to assure appropriate accountability of organizations receiving funding from United Way. Funded agencies must be compliant with each of the below Standards of Accountability throughout the period of this agreement.

- Standard 1: Agency is tax-exempt under IRS Section 501(c)(3) and is incorporated as a nonprofit organization in the State of Florida.
- Standard 2: Agency agrees to understand and comply with all applicable federal, state, and local laws, including laws governing agency operations and employment practices.
- Standard 3: Unless Agency is permitted to obtain and maintain its Accreditation at the level of Core Infrastructure pursuant to the terms of Section B(18) of the contract, agency must have an annual financial statement audit completed within six months of the end of its fiscal year by an independent certified public accountant in accordance with generally accepted accounting principles. In addition, regardless of whether agency is required to obtain an annual financial statement hereunder, agency must timely file IRS Form 990, 990-EZ, or 990-N with the Internal Revenue Service. Agency must provide Nonprofits First, Inc. with an electronic copy of its annual financial statement audit, as well as its management letter, if any, no later than six months after the completion of the fiscal year audited (if applicable). Also, agency must provide Nonprofits First, Inc. with an electronic copy of the filed IRS Form 990, 990-EZ, or 990-N within nine months of the fiscal year end. Both the audit and IRS Form 990 must provide evidence that the agency is fiscally sound.
- Standard 4: Agency will provide equal access to services to all who qualify without discriminating based on race, religion, national origin, disability, gender, veteran status, sexual orientation, or age. This standard does not prohibit agency from offering specific programs designed to meet the special needs of target populations based on age, gender, race, health, or disability.
- Standard 5: Agency will not discriminate on the basis of race, religion, national origin, disability, gender, veteran status, sexual orientation, or age in any manner, including, without limitation in its hiring practices, promotion of personnel, admittance of members, election to the board of directors, or selection of volunteers or vendors. This standard does not prohibit any agency from limiting membership to the organization and/or its board of directors to the specific demographics that the agency serves, so long as such restrictions are consistent with the nature of the organization, are established and maintained in good faith, and, in United Way's opinion, do not pose any risk to United Way as a result of United Way's association with the agency.
- Standard 6: Agency has by-laws that determine: minimum and maximum number of board members; tenure of board members, officers, and committees; quorum requirements; and that members of its board of directors serve without compensation.

- Standard 7: Agency is governed by a board of directors that: meets with a quorum at least four times per year; annually reviews the organization's mission statement; annually reviews the organization's by-laws; approves the annual budget; reviews financial statements at least quarterly. Agency will provide training to board members on their roles and responsibilities.
- Standard 8: Agency has board policies that state that members of the board of directors must identify all conflicts of interest and may not participate in decisions affecting themselves or organizations they represent.
- Standard 9: Agency will maintain appropriate administrative records and make those records, including its annual budget, year-to-date financial statements, and program outcomes, available to United Way for review within three (3) days of United Way's written request. These records must reflect efficient administration.
- Standard 10: Agency will maintain appropriate records of operational management, including records with respect to training of staff and volunteers as to their roles and responsibilities, table of organization, staff evaluation, and staff turnover, and make those records available to United Way for review within three (3) days of United Way's written request. These records must reflect a well-managed organization.
- Standard 11: Agency will collaborate with other health and human service agencies in providing quality services to similar populations.
- Standard 12: Agency shall comply with such other standards as United Way may adopt from time to time upon written notice to Agency.

The agency agrees to comply with the above Standards of Accountability and to obtain and maintain accreditation from Nonprofits First, Inc. (the "Accreditation") at the level of at least Sound Nonprofit Management; provided, that, if (a) agency is not required under any federal, state, or local law to obtain or file an annual financial statement reviewed or audited by an independent party and (b) agency in fact does not obtain or file any such annual financial statements, then the Accreditation may instead be at the lower level of Core Infrastructure.

Accredited Agencies: If agency already maintains Accreditation at the level required above, Agency will maintain such Accreditation (or greater) throughout the period of this Agreement. Agency will successfully complete the annual renewal process for such Accreditation as outlined by Nonprofits First, Inc. Renewed funding will be considered only if agency has maintained such Accreditation and may be denied funding solely on the basis that agency has failed to maintain such Accreditation. Agency must provide United Way with proof of its Accreditation within three (3) business days of United Way's written request.

Non-Accredited Agencies: Agency will complete the necessary Accreditation through Nonprofits First, Inc. within 18 months of this Agreement; however, if agency and United Way have previously entered into any similar agreements for a prior fiscal year, then this deadline shall instead be the end of the 18th month following that first of such agreements. Renewed funding will be considered only if agency is making sufficient progress toward achieving such Accreditation and may be denied solely on the basis that agency has failed to do so. Whether agency is making sufficient progress will be determined solely by United Way in its sole discretion based, among other things, on whether agency is adhering to the requirements, milestones and deadlines within the Agency Accreditation Agreement between agency and Nonprofits First, Inc.

Appendix C

Certificate of Compliance

Agency _____

Executive Director (please print) _____

Board Chairperson (please print) _____

Date _____

As part of this Request for Application (RFA) process, United Way of Palm Beach County requires you to certify on behalf of the agency that the following statements are true. Each statement requires the original signatures of the Executive Director and Board Chairperson. If a statement is not true, do not sign for that statement.

By your execution below, you do hereby certify that:

(I.) The agency is (i) incorporated as a non-profit organization in the State of Florida and (ii) tax-exempt under Section 501(c)(3) of the Internal Revenue Code of 1986, as amended, and has filed on a timely basis its Form 990 and all other reports required to maintain such status.

Executive Director

Board Chairperson

(II.) The agency's Florida Department of Agriculture Charitable Contributions letter is current.

Executive Director

Board Chairperson

(III.) There are no tax liens against the agency. The agency owes no delinquent federal or state payroll taxes or past due payments to other governmental agencies.

Executive Director

Board Chairperson

(IV.) There was no adverse action against the agency by regulatory, licensing, or oversight agencies to date in 2023-2024.

Executive Director

Board Chairperson

(V.) All licenses necessary to provide the agency's programs and services are in full force and effect.

Executive Director

Board Chairperson

(VI.) Any court or other governmental authority made no finding of discrimination against the agency in 2023-2024.

Executive Director

Board Chairperson

(VII.) The agency adheres to United Way of Palm Beach County Standards of Accountability.

Executive Director

Board Chairperson

Appendix D

Application Review Criteria

The following criteria are used during the review of applications submitted to United Way of Palm Beach County (UWPBC) as part of the Community Impact Request for Applications (RFA) process.

Need for Program (10 Points)

- The program focuses on the problem, need, or issue that is addressed in the Request for Applications (RFA).
- The applicant uses local data to demonstrate how the problem, need, or issue impacts Palm Beach County.
- The application describes why it is timely and/or urgent to address the identified need.

Program Target Population (10 points)

- The application clearly describes the program's target population and geographic location, including demographic data on age, gender, race/ethnicity, household income (including Federal Poverty Level and ALICE), veteran status, disability/special needs status, and zip code.
- The program's target population aligns with the target population identified in the RFA.

Program Approach and Design (15 Points)

- The application describes how the program aligns with one specific strategy identified in the RFA.
- The program's overall approach and design reflect evidence-based research, including the best practices identified in the RFA.
- The application describes why the chosen approach is the best way to help the target population reach the intended results.
- The application provides details about program eligibility requirements.

Program Scope of Work (15 Points)

- The application clearly describes the activities and services the program will provide to the target population, including when, where, and how often activities and services are provided.
- The program's activities and services are comprehensive, well-designed, and logical given the identified need, target population, and geographic service area.
- The application clearly demonstrates how program activities and services will lead to the desired goal and achievement of key performance indicators.
- The application indicates the number of program participants that will be served during the fiscal year.

Program Evaluation Approach (10 Points)

- The application describes steps taken to ensure the program is having the desired impact on the target population.
- The application describes how the program will ensure the activities and services described in the scope of work are being delivered.
- The application describes the program's data collection process, including the measurement tool(s) used to collect data, staff responsible for collecting data, frequency of data collection and reporting, and where data is stored.

Program Evidence of Effectiveness (5 Points)

- The application demonstrates that the program had previous success in addressing the needs of the target population.
- The application provides results of any recent audits or evaluations that demonstrate success of the program.
- The application indicates if the program has received any awards, special recognition, or been identified as a best practice approach.

Program Innovation (5 Points)

- The application demonstrates that the program unique or creative.
- The application describes how the program differs from existing programs in the area that serve the target population.

Program Sustainability (5 Points)

- The application discusses the leveraging of resources and includes potential funding sources that can support the program when UWPBC funding ends.
- The sustainability plan is specific, realistic, and reasonable.
- The organization demonstrates a strong commitment to the program.

Program Anticipated Challenges (5 Points)

- The application discusses challenges and barriers that could make it difficult for the target population to achieve the key performance indicators identified in the RFA.
- The application describes a logical plan to address anticipated challenges and achieve the key performance indicators.