



University of South Florida Saint Petersburg
Student Philanthropy Board

Notice of Funding Opportunity (NOFO) Request for Proposals (RFP)

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| Issue Date: | February 26, 2010 |
| Title: | Basic Medical or Psychological Needs for the Homeless |
| Issuer: | Spring 2010 Student Philanthropy Board #1, USF St. Petersburg, housed in LDR2010.601S10 (Morrin) |
| Available Funding: | \$5,000 |

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| DUE DATE: | 5:00pm on Friday, 19 March 2010 |
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I. Problem Statement

This request for proposals is open only to 501(c) (3) nonprofit organizations operating in Pinellas and Hillsborough counties.

The Spring 2010 USF St. Petersburg Student Philanthropy Board # 1 (USFSP SPB1) requests proposals that will support an existing emergency homeless shelter, by providing programs that assist homeless people with accessing basic medical or psychological services.

The grant provided by the USFSP SPB is Federal funds and it carries all Federal restrictions. See Appendix I (Prohibited Program Activities).

According to the National Health Care for the Homeless Council: “Approximately one-third [of homeless people] have mental illnesses. Perhaps one-half have a current or past drug or alcohol addiction... Infections of every sort are prominent among homeless people.” According to ASAP Homeless Services, there are approximately 15,000 homeless people in Pinellas and Hillsborough Counties today. Homeless citizens are at a greater risk for diseases because they

are forced to live in harsh conditions. The USFSP SPB 1 believes that programs to promote a healthier homeless community should be available to homeless people in Hillsborough and Pinellas counties and calls for proposals that focus on enhancing such programs. The programs should focus on assisting homeless people with accessing basic medical or psychological services. The programs should help pay for basic medical or psychological services and should provide services to help cope with the anxiety of their daily lives. Successful applications will enhance existing emergency homeless shelters that provide increased health and psychological stability in the lives of homeless people.

- II. Funding. The USFSP SPB1 will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to fund the enhancement of a supporting homeless emergency shelter that provides programs that focus on assisting homeless people with accessing basic medical or psychological services. The grant funds provided by the USFSP SPB 1 cannot be used for any other purpose or project other than that outlined in the response to the Request for Proposals.

A. Funding Restrictions:

1. Monies from the sub grant can only be used on the following:
 - a. Training
 - b. Equipment (including computers)
 - c. Supplies
 - d. Consultants or independent contractors not exceeding a rate of \$75.00 per hour.
2. Further Restrictions:
 - a. Grant funds may not be used to supplement or replace salary for a currently employed full-time or part-time staff member.
 - b. For restrictions placed on applicants by the Lead Learn Serve Coordinating Committee and the Learn and Serve America, see Appendix II (grant provisions).

III. Proposal Requirements

A. Executive Summary of the program

B. 1 year plan

- i. 120 days to implementation of enhancement
- ii. 365 days to spend all monies

C. Program goals linked to critical needs

D. Program activities

- i. Enhancement of existing medical or psychological program.
- ii. How program will be implemented.
- iii. Positively impact the medical or psychological well being of the local homeless community.
- iv. How program will help homeless people cope with the anxiety of their daily lives.
- v. How program will help homeless community cope with medical or psychological difficulties.
- vi. Evaluation plan

- vii. Sustainability plan – longevity of program
- viii. Budget (for sample budget analysis, see Appendix III). Budget expenditures must focus on these areas:
 - a. Training
 - b. Equipment
 - c. Supplies
 - d. Consultants or Independent Contractors
- ix. Budget narrative must connect expenditures to critical needs. Grant applications will be evaluated to ensure that proposed budgets are clearly aligned with the activities outlined in the project plan. If there are elements of the budget that do not clearly connect with the project activities, please justify their inclusion in the budget narrative.
- E. Assessment plan and performance measures
 - i. Includes criteria for success and how that success will be measured
 - ii. Includes assessment timeline

IV. Qualifications for Applicants. The USFSP SPB will accept proposals from individuals or organizations who are 501(c) (3) tax-exempt organizations. These organizations need either be based in or have primary offices in Pinellas and/or Hillsborough County/Counties. Organizations that have *relative* and *significant* experience in the following areas are especially encouraged to apply:

- A. Enhancing the health or psychological well being of the homeless community.
- B. Programs that are clearly sustainable beyond the initial enhancement monies.

V. Grant Application: The submitted proposal should not exceed 4,600 words in length, not including budgets, title pages, and a bibliography/works cited. The proposals should be single spaced with one inch margins. The font should be 12 point in Times New Roman. The proposal must be accompanied by documentation showing 501(c) (3) status.

Proposal Deadline: Proposals will only be accepted until Friday, 19 March 2010 at 5:00p.m.

Electronic and paper copies of submissions are required.

1. Please send electronic copies to justice@mail.usf.edu with *Response to Student Board NOFO/RFP # 1* in addition to the name of the applicant in the subject header.
2. Please mail five (5) paper copies of the proposal to the below listed address.

Charlie Justice
Response to Student Board NOFO/RFP #1
 University of South Florida St. Petersburg
 Attn: Student Philanthropy Board
 Campus Activities Center
 140 7th Ave South
 Saint Petersburg, FL 33701

Questions regarding proposals and processes should be directed to the USFSP SPB in care of Professor Matthew Morrin (mmorrin@mail.usf.edu). Subject line should read *Inquiry Regarding Student Board # 1 NOFO/RFP*.

VI. Award Process Deadline. To the extent possible, the USFSP SPBs will adhere to the following timelines:

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| 26 February 2010 | Issuance of request for proposal |
| 19 March 2010 5.00pm | DEADLINE for submittal of applications |
| 5 May 2010 5:00pm | Award Celebration |

VII. Evaluation of Applications.

The USFSP SPB will evaluate received proposals based on the criteria listed below. A proposer may receive points per criteria up to the maximum points available (100 total). The grant will be awarded to the proposal with the highest score, closest to the maximum score of 100 points. If there are two or more proposals that have the highest equal ranking, the board will hold a two-thirds vote upon the issue to make a final decision.

| Mandatory Requirements (Must be addressed in Executive Summary) | | | |
|---|---|------------------|---------------|
| 501 ©(3) documentation | | | |
| Hillsborough/Pinellas Counties | | | |
| Enhancement of existing emergency homeless shelters | | | |
| Enhancing the health and psychological well being of the homeless community | | | |
| Sustainability Plan – longevity of program enhancements | | | |
| Evaluation Rubric | | | |
| | | Points Available | Points Earned |
| A. | Executive Summary of the program | 0-5 | |
| B. | 1 year plan | 0-5 | |
| | i. 120 days to implementation of enhancement | | |
| | ii. 365 days to spend all monies | | |
| C. | Program goals linked to critical needs | 0-10 | |
| D. | Program activities | 0-75 | |
| | i. Enhancement of existing medical or psychological program | | 0-10 |
| | ii. Implementation of Program | | 0-10 |
| | iii. Positively impact the medical or psychological well being of the local homeless community | | 0-5 |
| | iv. How program will help homeless people cope with the anxiety of their daily lives. | | 0-5 |
| | v. How the program will help homeless community cope with medical or psychological difficulties | | 0-5 |
| | vi. Evaluation plan | | 0-10 |
| | vii. Sustainability plan – longevity of program enhancements | | 0-10 |

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| viii. | Budget (for sample budget analysis worksheet, see Appendix III) | | 0-10 | |
| e. | Budget expenditures must focus on these areas: | | | |
| f. | Training | | | |
| g. | Equipment | | | |
| h. | Supplies | | | |
| i. | Consultants/Independent Contractors | | | |
| ix. | Connection between budget narrative expenditures, critical needs, and program activities | | 0-10 | |
| E. | Assessment plan and performance measures | 0-5 | | |
| i. | Criteria for success and how that success will be measured | | | |
| ii. | Assessment Timeline. | | | |

VIII. Definition of Key Terms.

A. Sustainability

- i. The term sustainability refers to the program's ability to maintain itself beyond that of the initial investment.

B. Psychological Services

- i. Personal interaction where someone can listen to their problems and have professional guidance so they can resolve their personal conflicts and emotional problems.

C. Basic Medical Services

- i. Medical supplies-over the counter medicines such as, pain relievers, cough medicine, as well as contraceptives, bandages, etc.

D. Harsh Conditions

- i. Exposed to living in harsh weather such as cold, heat, rain.
- ii. Dealing with the psychological implications of living a life of destitution on the streets of Pinellas and Hillsborough Counties.
- iii. Exposure to common ailments, such as, colds, sinus problems, mild allergies, muscle pains, etc.

Appendix III (Example Budget Worksheet)

| Budget Summary | From SPB | Matching | Totals |
|-----------------------------|----------|----------|--------|
| Training | | 400 | |
| Equipment | | 1525 | |
| Supplies | | | |
| Consultants | | 3075 | |
| Totals | | \$5,000 | |

Values in the example budget worksheet are for example only and should not suggest priority funding objectives. Agency priorities may vary.

The Example Budget Worksheet is an editable spreadsheet. Word users can <right>-click or <control>-click on the table to open up a modifiable Microsoft-Excel worksheet. Choose to “edit” the “worksheet object”