



University of South Florida Saint Petersburg
Student Philanthropy Board

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

Issue Date:	26 February 2010
Title:	Helping the Homeless Build Careers
Issuer:	Spring 2010 Student Philanthropy Board 2, USF St. Petersburg, housed in LDR2010.601S10 Leadership Fundamentals (Morrin)
Available Funding:	\$5,000
DUE DATE:	5:00pm on Friday, 19 March 2010

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 # 2 USFSP SPB2 requests proposals for new or enhanced programs that will assist the local homeless population in obtaining job training skills such as resume building, interview skills, and business etiquette, and via provided training. Transportation and personal hygiene assistance should be provided as well.

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 Pinellas Homeless organization, "Florida has among the highest number of homeless people in the country".¹ There are over 15,000 homeless people in Pinellas and Hillsborough Counties alone, with nearly twenty percent of all Florida homeless people living in Hillsborough². In a recent 2009 survey conducted by Pinellas Homeless, "86.3% [of homeless people] cited lack of income, lost job or financial reasons as a primary reason for homelessness".³ It is the belief of SPB2 that homeless people are in need of business skills necessary for succeeding in today's work place. By providing the local homeless population with

access to such business skills as resume writing, interview and business etiquette, and proper hygiene, these persons will be eligible for more opportunities to join and advance in the work force. Transportation should be provided for homeless persons who have no other ways of arriving at potential job-related activities. Programs for consideration should be based within existing homeless shelters that want to create or enhance a work training program for shelter residents.

- II. Funding. The USFSP SPB2 will provide one awardee funds up to the \$5000 maximum as allocated by the Lead Learn Serve Grant to create or enhance a job training program designed to help those who are homeless be better positioned to obtain jobs. The grant funds provided by the USFSP SPB 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 of staff members and volunteers
 - b. Equipment
 - 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. Development or enhancement of existing program for job training
 - ii. How program will be implemented
 - iii. Training
 - iv. Use of technology
 - v. Providing personal hygiene for homeless
 - vi. Transportation
 - vii. Evaluation plan
 - viii. Sustainability plan – longevity of program
 - ix. 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
- x. 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. Providing assistance to the local homeless population of Tampa Bay.
- 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 justicec@mail.usf.edu with *Response to Student Board NOFO/RFP 2* 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 2
 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 Matt Morrin mmorrin@mail.usf.edu. Subject line should read *Inquiry Regarding Student Board 2 NOFO/RFP*.

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

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		
A job training program that is specifically focused on the homeless population in Pinellas and Hillsborough counties.		
Must provide the staff members/volunteers with the education and knowledge to help train the homeless population in becoming successfully employed citizens of the Tampa bay area		
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. Development of program	0-10	
ii. Implementation of Program	0-10	
iii. Training to educate staff who will train homeless	0-5	
iv. Use of technology for resume building and job searches	0-4	
v. Supplies such as clothing and hygiene items	0-3	
vi. Transportation to and from job related activities via public bus	0-3	
vii. Evaluation plan	0-10	
viii. Sustainability plan – longevity of program enhancements	0-10	
ix. 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			
x.	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. Soft skills

- i. Skills needed to successfully perform in today's business world. These skills include but are not limited to: interview etiquette, resume writing, self-representation, etc.

C. Training

- i. The skills staff and volunteers will need to successfully train the homeless people of Pinellas/Hillsborough Counties so they can excel in the job market.
- ii. The learning of necessary skills in order to be successful in the professional world.

D. Business Etiquette

- i. Generally accepted behavior needed to properly act and operate within the workplace. This behavior includes but is not limited to proper self-representation, how to respond when asked a question by a potential employer, how to properly behave in a work environment, the importance of never being tardy, etc.

E. Transportation

- i. Bus passes provided upon receiving documented proof of a job-related activity such as an interview or job-provided training.

F. Technology

- i. Any type of basic electronic device that could help enhance and further the search and training for a job, such as computers or phones.

G. Homeless Shelter

- i. Place of refuge designated for homeless persons, including emergency shelters and transitional housing. These designated places provide shelter, food, and/or basic hygienic systems.

H. Personal Hygiene

- i. Any toiletry item used to better one's personal care. Items could include but are not limited to deodorant, shaving cream, razor, shampoo, body soap, clothing items, etc.

IX. Citations

1. <http://www.pinellashomeless.org/homelessness-in-pinellas/faqs.html#250>
2. <http://www.pinellashomeless.org/homelessness-in-pinellas.html>
<http://homelessofhc.org/HChomelessfacts09.htm>
3. <http://www.pinellashomeless.org/homelessness-in-pinellas.html>

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”