Economic & Workforce Development Grant (EWDF)
Request for Proposal
ADDENDUM

COMPLETION AND SUBMISSION OF AN ECONOMIC & WORKFORCE DEVELOPMENT GRANT RFP DOES NOT GUARANTEE FUNDING.

FUNDING IS NOT CONFIRMED UNTIL AFTER MAYOR AND COUNCIL APPROVAL.

I, the applicant, understand the above disclaimer and acknowledge that submission of this application does not guarantee funding.

Applicant Signature Date

This section must be signed and dated for application to be processed.

FY 2021 Economic & Workforce Development RFP Deadline: May 4, 2020, 4:00 PM
ADDENDUM

In response to the COVID-19 pandemic, and the significant near and long-term economic impact, the City of Tucson is soliciting competitive proposals for the following service areas:

- **Projects and Programs that directly address economic recovery in the wake of the ongoing COVID-19 pandemic**
- **If you have already submitted an application, please revise as necessary and resubmit.**
- **If your application includes a response for COVID-19 or is COVID-19 related, send an email informing us. It is not necessary to resubmit your application.**

Completed applications must be sent to CMOApplications@tucsonaz.gov (PDF format)

ADDENDUM

Economic & Workforce Development RFP **Deadline: May 4, 2020 at 4 pm**

Organization Eligibility

- Organizations must be a non-profit at time of application.
- Organizations may not be a taxing authority
- Organizations must comply with the City's non-discrimination policy.
- Organizations must have the capacity to comply with applicable laws and regulations associated with funding, including, but not limited to: fiscal management systems and reporting, subcontracting, licensing and staffing with appropriate credentials.
- Organizations must show a three-year history of applicable service delivery.
- Organizations should have multiple funding sources (including non-governmental funding); in kind services can be counted as a resource, but cannot be considered a funding source.
- Organizations must track, measure, and achieve performance measures and outcomes listed in **Pages 3-5** of the application.
- Organizations must submit quarterly performance reports and an annual report at the end of the contract.

Eligible programs must:

- Be held within or mostly within Tucson city limits.
- Economically benefit City of Tucson residents and/or businesses located within the City of Tucson.
- Require a level of funding that is commensurate and proportionate to impact of services.
- Occur once in FY 2021. Re-occurring programs can be eligible for automatic renewal in FY 2022.

Available Funding

- Please base your funding request on an approximate $500,000 funding pool. **This amount is subject to change until FY 2021 budget is approved.**
    - Small Business Support and Development: $150,000
    - Workforce Development (all sub-categories): $350,000
- Contracts will be awarded for a one-year period, beginning on July 1, 2020 (FY 2021) and can be automatically renewed for an additional year pursuant to performance and the approval of the FY 2022 budget.
- Proposals may not receive full funding, especially those requesting over 40% of Economic and Workforce Development funding pool.
- Committee expects to fund multiple programs.
- City of Tucson funds shall only be used for purposes stated in the RFP response.

Selection Criteria and Guidelines

Proposals will be scored on effectiveness of response to Part B: Program Narrative and Part C: Economic Impact and Part D: Program Evaluation. Each proposal can score a total of 100 points. The Economic and Workforce Development Selection Committee will take into consideration the program budget, design, and the agency experience and qualifications.

SERVICE AREAS & PRIORITIES

Small Business Support and Development

Priority will be given to programs that provide advice, support, and resources to small and medium sized companies and start-up companies.

Outcomes:

- Increase in business formation, expansion, and retention
- Increase in total number of small businesses that provide employment opportunities and create new jobs

Performance Measures:

- Number of participants/businesses assisted
- Loans facilitated and extended to small businesses
- Number of referrals
- Number/amount of new funding opportunities identified
- Number of new business or marketing plans developed
- Post-training business sales, market or location expansions or increases

Metrics of Outcomes:

- Capital formation/investment
- Increase in client revenues
- Number of new FTE jobs
- Number of new business starts
- Number of business expansions
- Number/amount of funding secured
- Square footage of new commercial space

ADDENDUM

Economic & Workforce Development RFP **Deadline: May 4, 2020 at 4 pm**

SERVICE AREAS & PRIORITIES

Economic & Workforce Development - Job Training and Educational Programs for At-risk Youths or Adults

Priority will be given to programs that focus on the needs of at-risk and/or disconnected youth and/or adults, actively collaborate with school districts and employers, and offer volunteerism opportunities.

Outcomes:

- Increase entry level jobs with hourly rates greater than City of Tucson "living wage"
- Increase entry level jobs with hourly rates greater than $17.57 per hour
- Increase graduation rates of at-risk or disconnected youth
- Decrease high school drop-out rates

Performance Measures:

- Number of unduplicated participants in program
- Number of businesses engaged
- Number of collaborations with school districts, employers and/or post-secondary education providers
- New programs developed
- Client satisfaction survey

Metrics of Outcomes:

- Pre-training average wage
- Post-training average wage
- Post-training average wage increase
- Wage advancement (% of participants)
- Post-training job attainment
- Post-training increases in educational attainment
- Post-secondary enrollments
- Graduation rates by cohort and demographic
- Number of hours volunteered
- Number of entry level jobs with hourly rates greater than City of Tucson "living wage"
- Number of entry level jobs with hourly rates greater than $17.57 per hour

The City of Tucson living wage is $11.37 per hour with employer provided health insurance that pays 50% of the premium cost, or $12.78 per hour if no health benefits are provided. Priority will be given to programs whose trainees attain jobs with an entry rate that surpasses a $17.57 an hour housing wage supported by the National Low Income Housing Coalition (data updated December 2019).

Applications available at: https://www.tucsonaz.gov/business/projects

SERVICE AREAS & PRIORITIES

Economic & Workforce Development - Long-term Job Training for Adults

Priority will be given to programs that leverage existing efforts and resources to increase availability of skilled workforce (includes trades and vocations), develop training programs with direct input from employers, provide participants with training needed to progress from entry level positions to higher levels of pay and skill, responsibility, or authority and offer participants volunteerism opportunities. At minimum, participants should obtain a certificate or associate degree toward a job that pays an entry rate equal to or surpassing the City of Tucson "living wage".

Outcomes:

- Increase income and self-sufficiency amongst low-income or hard-to-employ workers
- Increase pool of workers with the knowledge and skills needed in key industries
- Increase post-training income
- Increase entry level jobs with hourly rates greater than City of Tucson "living wage"
- Increase entry level jobs with hourly rates greater than $17.57 per hour

Performance Measures:

- Number of unduplicated participants in program
- Number of active collaborations with school districts, employers and/or post-secondary education providers
- New programs developed
- Client satisfaction survey

Metrics of Outcomes:

- Pre-training average wage
- Post-training average wage
- Post training average wage increase
- Wage advancement (% of participants)
- Post-training job attainment
- Increase in educational attainment
- Post-secondary enrollments
- Graduation rates by cohort and demographic
- Number of hours volunteered
- Number of entry level jobs with hourly rates greater than City of Tucson "living wage"
- Number of entry level jobs with hourly rates greater than $17.57 per hour

ECONOMIC & WORKFORCE DEVELOPMENT RFP CHECKLIST

Have you completed:

- ☐ Part A: Program Information
- ☐ Part B: Program Narrative
- ☐ Part C: Economic Impact
- ☐ Part D: Program Evaluation
- ☐ Part E: Program Budget
- ☐ Part F: Authorization to Apply for Funds

Have you signed:

- ☐ Cover page acknowledging submittal does not guarantee funding

Have you attached:

- ☐ Annual Agency Budget
- ☐ Last year's audited financial statement
- ☐ IRS tax exemption request letter (new applicants only)

There is no limit to the number of proposals an organization may submit. Each proposal must be submitted and packaged separately, with all requested forms.
The same proposal cannot be submitted under multiple categories.

ADDENDUM

Economic & Workforce Development RFP **Deadline: May 4, 2020 at 4 pm**

PART A: Program Information

Agency Name:_____

Agency Address:_____Zip:_____

Program Title:_____

Primary Contact: _____Phone #:_____

Fax #:_____ Email: _____

Executive Director of Agency: _____

Amount of funding requested:_____

Past EWDF funding from the City of Tucson? Year(s):_____Amount(s): _____

Any other City funding for this project? ☐ Yes ☐ No Amount(s):_____

Federal Tax ID#:_____Date of Incorporation:_____

501(c)(3), 501(c)(4) or 501(c)(6) Certification: ☐ Yes ☐ No

Program Service Area (check only one)

☐ Small Business Support and Development

☐ Workforce Development – Job Training and Educational Programs for At-risk/Disconnected Youths

☐ Workforce Development – Job Training and Educational Programs for At-risk/Disconnected Adults

☐ Workforce Development – Long-Term Job Training for Adults

Describe the project in 100 words or less_____

_____

_____

_____

_____

_____

_____

PART B: Program Narrative (48 pts., 6 pts. each) Respond to all statements within space allotted.

1. Clearly identify the community's economic need for this program.

2. Describe the population to be served by the proposed program, including the program's availability and delivery to City of Tucson residents and/or business. Include primary and secondary data and information from specific industries, employers, school districts or organizations.

PART B: Program Narrative (continued)

3. Describe the approach to service delivery and how it responds to the identified economic need. Demonstrate response to new, innovative and best practices in the service area.

4. Explain the program's consistency with the relevant service area and priorities as described on pages 3-5 and how the program will accomplish needed outcomes.

PART B: Program Narrative (continued)

5. Describe the program timeline.

6. Specify how long the program has been in existence and include significant achievements. If program has existed fewer than three years, provide a three year profile of agency performance.

7. Describe program development and demonstrate involvement with key partners or stakeholders.

8. Describe staff's roles, responsibilities, education and experience and identify the program manager.

PART C: Economic Impact (32 pts. 8 pts .each)

1. Explain how the program and agency budget illustrate a cost-effective approach to providing the proposed services. Provide a cost per participant and percent of budget that is allocated to administrative functions.

2. Illustrate that funding is commensurate and proportionate to the impact of services. Include hours of direct service to training received.

PART C: Economic Impact (continued)

3. Describe how City funding allows the Agency to leverage other resources. Include percent of budget covered by this funding request.

4. Quantify, to the best of your ability, the amount of anticipated economic benefits the City of Tucson can anticipate as a result of the program. Use examples from your agency's prior work.

PART D: Program Evaluation (2 page max., 20 pts.)

1. Detail on how the program will be evaluated. Identify or propose additional performance measures and metrics of outcome and how they will be tracked. Provide goals for each applicable metric. Refer to appropriate service area on pages 3 -5.

PART D: Program Evaluation (continued)

ADDENDUM

PART E: Program Budget

Include the total cost of the proposed program for the twelve months from July 2020 – June 2021, including funds requested in this proposal, the estimated program funding sources, cash resources, donations, grants, contracts and awards. Non-cash resources include volunteers, in-kind contributions, foods, supplies and service donations. Non-professional volunteers are to be valued at the fair market value for the work performed. Professional volunteers' hourly value is to be determined by the agency and justified in a written narrative.

PROGRAMS FUNDING SOURCES	PROJECTED BUDGET
City of Tucson:	
Pima County:	
Other Government:	
Other Organizations:	
Self-generated Funds:	
Contributions/Donor Designations	
Client Fees/Dues	
Fundraising	
Investment Income	
Other:	
State:	
Federal:	
Foundations:	
Volunteer Hours:	
In-Kind Contributions:	
Other:	

PROGRAM EXPENSES	PROJECTED BUDGET
Number of Full Time Employees	
Staff Salaries (exempt from OT)*	
Staff Salaries (hourly)*	
Employee Benefits	
Professional Contract Services:	
Staff Development/Training	
Travel	
Mileage Reimbursement	
Rent/Mortgage	
Utilities	
Equipment	
Maintenance	
Direct Assistance to Individuals	
Printing	
Postage	
Insurance	
Fundraising Expenses	
Supplies	
Other:	
Other:	
Other:	

ADDENDUM

Total Project Sources**		Total Project Expenses**	

*Please include Title and Annual Rate of Pay on separate sheet. ** Sources and Expenses must be equal.

PART F: Authorization to Apply for Funds

The person responding to this RFP is authorized on behalf of the agency to apply for grant funding and all information contained in the response is accurate.

_____

Agency Name

_____

_____

_____

Agency Address

_____

Name of Person Authorized to Apply for Funds

_____

Title

_____

Signature

_____

Date