Liberty Mutual Foundation

2022 GRANTS FOR HOUSING STABILITY AND YOUTH AND YOUNG ADULT WORKFORCE DEVELOPMENT

BOSTON REQUEST FOR PROPOSALS

General Information

Background

Established in 2003, Liberty Mutual Foundation supports the communities in which Liberty Mutual employees live and work. In conjunction with our nonprofit partners, our common purpose is to invest in the expertise, leadership and financial strength of Liberty Mutual Insurance and our employees to advance security and support resiliency for people and communities in vulnerable situations. To further this purpose, we are launching new priority funding areas focusing on Housing Stability and Youth and Young Adult Workforce Development.

This Request for Proposals (RFP) seeks proposals that address (1) Housing Stability and/or (2) Youth and Young Adult Workforce Development. Building on its efforts to advance security for vulnerable individuals and families, and to expand educational opportunities for vulnerable youth, Liberty Mutual Foundation seeks to:

- **Increase housing stability in Boston** by supporting direct services and other efforts that strengthen pathways to stable housing and programmatic services across a range of individual circumstances, with access for individuals and families throughout the housing continuum, ranging from homelessness to affordable home ownership.
- **Enhance workforce development opportunities for youth and young adults in Boston** by preparing disconnected youth for post-secondary and career success**.**

Housing Stability: Goals and Sample Metrics

Liberty Mutual Foundation seeks to expand access to a full range of housing-related supports and programs that enable low-income families and individuals to find and remain in housing that is safe, affordable, and fits their needs and aspirations. Priority will be given to organizations serving extremely low-income to low-income residents in Boston, as defined below, and to organizations serving youth and young adults experiencing homelessness or housing instability.

Extremely low-income to low-income residents are defined by HUD as follows:

- *Extremely low-income*: Families whose incomes do not exceed the higher of the Federal poverty level or 30% of Area Median Income (AMI)
- *Low-income*: Families that earn up to 80% of the AMI

Organizations responding to this RFP are asked to propose metrics that they are prepared to measure and report on, and to identify those metrics that most strongly support the proposal's

goals. Examples of metrics for housing stability are provided below. *Grant applicants may have metrics that are different from these examples and more closely aligned with proposed goals.*

- Increase in number of individuals and families with significant challenges who gain access to one or more housing stability supports or interventions (e.g. wrap-around services, financial empowerment training, asset-building, first-time homebuyer classes, other programming)
- Increase in number of placements/movement along the housing continuum – e.g., temporary shelter to long-term supportive housing placements
- Increase in number of community members served who are able to avoid eviction or displacement and stay in their homes with the help of direct services and supports

Youth and Young Adult Workforce Development: Goals and Sample Metrics

The Liberty Mutual Foundation seeks to **prepare disconnected youth and young adults for post-secondary and career success.** Priorities are to:

- Enhance services and supports for disconnected youth with the greatest needs;
- Build and strengthen capabilities and partnerships among nonprofit organizations that will improve opportunities for targeted youth, and that can be sustained and expanded over time; and
- Leverage government and other investments in youth and young adult workforce development.

Priority populations for Youth and Young Adult Workforce Development grants are:

- Youth and young adults experiencing homelessness
- Youth and young adults with disabilities
- Youth aging out of foster care
- Youth and young adults who are English Language Learners (ELL)
- Low-income youth and young adults

Organizations responding to this RFP are asked to propose metrics that they are prepared to measure and report on, and to identify those metrics that most strongly support the proposal's goals. Examples of metrics for youth and young adult workforce development strategies are provided below. *Grant applicants may have metrics that are different from these examples and more closely aligned with proposed goals.*

- Increase in number of young people enrolled in workforce development services
- Among youth experiencing homelessness, youth with disabilities, or other vulnerable populations:
  - Increase in number and percentage who enroll in and complete workforce development programs
  - Increase in number who earn an industry-recognized credential
  - Increase in number and percentage who enroll in and complete post-secondary education programs
  - Increase in number of young people who are employed as percentage of total who complete services
  - Increase in number and percentage of young people who are retained in employment 6 months or longer

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o   Development or expansion of proven models of service delivery that combine the best of population-specific services and workforce development services

Organizations responding to this RFP may submit one application, which may be for a discrete program or as part of a collaboration. The Foundation will consider proposals from nonprofit organizations in the City of Boston (city limits) or those with a compelling case for expanding or launching programs in Boston, and will consider two types of applications:

1. **Planning** – a 12-month grant in the range of $25,000 to $75,000 to support planning activities to build partnerships and capacity to launch, expand, or leverage a longer-term initiative – e.g., to develop the capacity to apply for an implementation grant from government, private or philanthropic sources, including but not limited to the Liberty Mutual Foundation.
2. **Implementation** – a 12-month grant of up to $100,000 for a discrete program or up to $200,000 for a collaborative project designed to achieve measurable outcomes. For collaborations, the applicant should be the lead partner.

Initiative Timeline
Release Date: Monday, July 18, 2022
Q&A Session: Wednesday, August 10, 2022
Proposal Deadline: Thursday, September 8, 2022
Final Report Due: Friday, November 3, 2023

Grant Eligibility
Liberty Mutual will award grants through this initiative to organizations that:

1. Seek support for discrete programs within their organization or for collaborative initiatives to support the goals described in this RFP. Collaborative initiatives should have clear measures of success and may include efforts to build capacity, improve quality and impact, or scale up efforts targeting low-income populations or neighborhoods;
2. Have relevant experience with housing stability, youth and young adult workforce development, or both;
3. Currently operate in the city of Boston or have demonstrated support/relationships in Boston and a compelling case for expanding into Boston; and
4. Are designated by the IRS as a 501(c)(3) nonprofit organization.

Current partners are eligible to apply for a grant through this RFP process if their active grant period ends by December 31, 2022. If you wish to apply for this grant and your final impact report is due after September 8, 2022, we recommend submitting by September 8, 2022. Please note that grant periods end 12 months from the date grants are awarded.

Funding Availability and Grant Size
Funding levels will be informed by the type, number and quality of proposals submitted. Organizations submitting proposals may choose to apply for a **planning grant of $25,000 to $75,000;** an **implementation grant of up to $100,000 for a discrete program; or an implementation grant of up to $200,000 for a collaborative initiative.**

Funding Cycle

For these new focus areas, the intent is to provide a one-year grant to support proposals selected through this RFP process. Some grantees may later be invited to apply for a subsequent grant.

Grant Awards

Grant awards will be distributed based upon the following criteria:

1. The ability of the organization to define clear measures of success, and to document and provide relevant data and evidence regarding the impact of the grant.
2. The level of innovation and commitment of the applicant organization and proposed program/project.
3. The estimated scope of the program.
4. The organizational and community impact of the grant.
5. Other organizational factors such as:
   - Clear budget and financial data
   - Organizational capacity, diversity, governance, history and reputation
   - Other ancillary and complementary programs sponsored by the organization
   - Experience collaborating with other organizations
   - Connection to the community
   - Other program funding sources and a diversified funding base

Selection Criteria

Applicants for grants will be evaluated on the following criteria (in no specific order):

1. **Relevance:** The grant applicant's mission and intent must closely follow the guidelines set forth in the RFP.
2. **Program Quality & Target Audience:** Applicants must thoroughly demonstrate the effectiveness of their program(s) in assisting low-income communities, through the measurement and presentation of relevant data and evidence.
3. **Organizational Capacity:** Priority will be given to organizations that can demonstrate internal capacity and experience in reaching low-income communities.
4. **Cost-effectiveness:** A budget for the program should demonstrate cost-effective use of resources.
5. **Past Performance:** Liberty Mutual Foundation supports programs with a demonstrated track record of serving vulnerable populations and communities.
6. **Innovation & Impact:** Priority will be given to applicants that demonstrate a willingness to innovate and collaborate with other nonprofit and community organizations.

Funding decisions will be made at the sole discretion of Liberty Mutual Foundation, and all decisions will be final. Liberty Mutual Foundation gives preference to organizations and programs with varied funding streams.

Reporting Requirements

1. A brief Metrics Verification Report will be required soon after funding announcements. Awarded organizations will use this report to refine key metrics that will be measured throughout the grant period to demonstrate impact.
2. A Final Report that specifically details the achievements, outcomes and opportunities made possible by this grant, expected by Friday, November 3, 2023.

Funded organizations will receive instruction on when and how to access online impact reports approximately six weeks prior to the report's due date. Reports will cover:

- **Accomplishments** achieved during the reporting period, including specific, measurable activities and outcomes as outlined in the initial grant proposal, the number and type of participants and/or communities served by the program, and other relevant data.
- **Challenges or setbacks** experienced during the grant period, and how they were addressed by the organization.
- **Unexpected results or key insights** that were learned during the course of the reporting period.

Proposal Questions, Format and Procedures

The online application can be accessed through this following link.

Please follow the onscreen instructions to submit a request.
Note: Organizations may submit only one proposal, submitted through this online platform. The Foundation will host a virtual Question and Answer session on **Wednesday, August 10, 2022, from 1:00pm – 2:00pm EST**. **The information below is provided only as a guide for preparation and does not constitute the application in its entirety.**

Proposal Questions
Note: If any questions are difficult to answer due to the nature of your proposal, please respond as best you can or indicate N/A (not applicable).

1. Description of Project or Program
    a. Please describe your proposed project or program and how it will address one or more of the following goals:

        i. **Housing Stability**
            - **Expand access to a full range of housing-related supports and programs** to enable low-income families and individuals to find and remain in housing that is safe, affordable, and fits their needs and aspirations
            - **Build capacity and scale of nonprofits** that provide affordable housing placements, case management and stability, and/or financial empowerment programming in order to equitably meet needs of target communities

        ii. **Workforce Development: Prepare Disconnected Youth and Young Adults for Post-Secondary and Career Success**
            - Enhance services and supports for opportunity youth with the greatest needs
            - Build and strengthen capabilities and partnerships among nonprofit organizations that will improve opportunities for targeted youth, and that can be sustained and expanded over time

- Leverage government investments in training and employment for youth and young adults

2. Request Cash Amount
   All figures in your proposal (budget, numbers to be served, anticipated outcomes, etc.) should reflect <u>ONE</u> year of operations.

3. Project Title/Elevator Pitch
   Foundation staff members need to quickly understand your program and be able to succinctly describe your request to others.

4. Monitoring and Evaluation
   a. Please describe your process for monitoring and evaluating your program's success. Include metrics showing your results over the past 12-18 months and describe how these results are leading toward the achievement of your stated goals.

5. Activities and Outcomes
   a. Describe the goals and specific program activities that your organization proposes to address. Please use the following format to describe activities and outcomes:

Goals:	*(What goals does the proposal seek to advance?)*
Activity:	*(How will the requested grant be used to achieve program goals?)*
Expected Outcome:	*(What are the benefits or changes over time that you expect as a result of your activity?)*
Baseline:	*(How will you determine your expected outcomes?)*
Measurement:	*(How will you collect and measure your outcomes?)*

6. Demographic Information Requested
   a. Total number served by the organization and by the program for which funds are requested
   b. Proposed number of program participants (based on requested grant amount)
   c. Genders served by the program (%)
   d. Race or Ethnicity served by the program (%)
   e. Average family income of program participants (#) (identify sources used to determine income)
   f. Percentage of English-Speaking, Limited English-Proficient, and Non-English-Speaking participants

7. Financial Information and Requested Documents
   a. Average cost per participant (based on overall program costs, not just grant request)
   b. Listing of other funding sources and grant amounts
   c. Organization and program budget using the Philanthropy MA Budget Template
   d. A current financial Statement of Activities and Balance Sheet for your organization
   e. Latest Audited Financial Statement or Financial Review

    f.   Latest IRS Form 990; applicants should refer to the IRS website to verify filing requirements

8. **Are you applying for a planning grant? [YES/NO]**

    IF NO, continue to Question 9.

    IF YES, please describe:
      a. Goals of the requested planning grant
      b. Rationale, including how the requested grant will help to leverage other funding or achieve long-term impact
      c. What organizations or other partners will participate in the planning grant activities, including MOUs and/or letters of support
      d. Timeframe for planning grant activities
      e. Anticipated funding sources to support subsequent anticipated implementation activities
      f. Concrete outcomes to be achieved through the planning process

9. **Are you applying for an Implementation Grant? [YES/NO]**

    IF YES, respond to the questions below:
      a. What is the rationale for your proposed effort? What research and/or data supports your ideas?
      b. What community/ies does your proposal focus on? What are the characteristics of the target population(s) or community/ies, including specific needs, assets and barriers?
      c. Briefly describe relevant experience of your organization and any collaborating partners in serving the target populations/communities and addressing their needs.
      d. Describe how you will conduct outreach and engage the community in the proposed efforts, including any methodologies to be used to gather input or inform program planning.
      e. Describe the criteria and processes used to identify communities who may best benefit from the proposed efforts. Please be certain to include a description of positive characteristics that you seek in prospective participants or neighborhoods, and challenges that may arise in identifying and/or reaching your target goals.
      f. Please share how this proposal connects to or leverages other programs or services your organization provides.

10. **Are you applying for an Implementation Grant for a collaborative effort? [YES/NO]**

    IF YES, please describe:
      a. The organizations involved in the collaborative and the role of each organization, including MOUs and/or letters of support

b. How the proposed approach will build capacity, increase scale, improve quality and impact, advance work in this field, or achieve significant and sustainable impact in other ways.

11. **Are you applying for an Implementation Grant focusing on Housing Stability? [YES/NO]**

    IF YES, please describe:
    a. What need you propose to address, and what research supports your proposed focus and approach.
    b. Population you plan to target, and specific needs, assets and barriers of this population.
    c. Relevant experience in serving this population and addressing their needs.
    d. Plans for identifying prospective participants, and challenges that may arise in reaching your target population.

12. How will the requested grant expand, enhance, or otherwise add value to current efforts of your organization?

13. How do you propose to sustain the proposed effort over the long term?