



FUNDING OPPORTUNITY ALERT

CA LGBTQ HEALTH AND HUMAN SERVICES NETWORK,
a program of, HEALTH ACCESS FOUNDATION

REQUEST FOR PROPOSAL (RFP)
2020 CENSUS CALIFORNIA LGBTQ OUTREACH

Who:

The California LGBTQ Health and Human Services Network is a statewide coalition of over 60 non-profit providers, community centers, and researchers working collectively to advocate for state level policies and resources that will advance LGBTQ health. We strive to provide coordinated leadership about LGBTQ health policy in a proactive, responsive manner that promotes health and wellness as part of the movement for LGBTQ equality. The California LGBTQ Health and Human Services Network is a program of Health Access.

Purpose:

The purpose of this RFP is to fund organizations who will conduct outreach and encourage hard-to-count (HTC) LGBTQ populations to participate in the 2020 Census. HTC LGBTQ populations, as identified by California Complete Count, include LGBTQ people of color, immigrants, people living in rural areas, farmworkers, people with disabilities, people experiencing homelessness, and households with limited English proficiency.

Select subcontractors will receive up to \$5,000 per year to participate in relevant scope of work activities, with the goal to increase awareness and knowledge about the 2020 census among HTC/least likely to respond populations, and culturally relevant and linguistically appropriate education and outreach materials. The ultimate goal is to ensure that HTC/least likely to respond communities and

populations in California are accurately counted in the 2020 Census, thereby achieving the highest self-response rate possible for California.

Contracts will be awarded following a competitive bid process. Subcontractors may be asked to participate in coordination/collaboration activities as defined by the RFP and provide success stories related to project activities.

Release Date:

September 6, 2019

Due Date:

October 6, 2019 by 11:59pm PST

Term:

October 15, 2019 through October 31, 2020

Eligibility:

- Nonprofit, public benefit corporations with evidence of tax-exempt status under Section 501(c)(3) of the Internal Revenue Code and not classified as a private foundation. Good standing with the IRS as verified by an updated Guidestar profile.
- Applicants must demonstrate previous experience working with and/or serving HTC LGBTQ populations.

Scope of Work:

1. Conduct at least 500 face-to-face conversations about census education and collect at least 250 Pledge Postcards before December 31, 2019. Organizations serving smaller population areas may require fewer conversations and collections. The California LGBTQ Health and Human Services Network will provide educational materials and pledge postcards for dissemination. Recommended activities to conduct conversations and collect pledge postcards include, but are not limited to:
 - a. Provide educational information related to Census 2020 and collected Pledge postcards at 4 – 8 community events, (e.g., Pride festivals, LGBTQ film festivals, LGBTQ health fairs).

- b. Provide educational materials at planned organizational events and collect postcards from event attendees.
 - c. Hang posters, and provide postcards and educational materials in organization's lobby, meeting rooms, and other public spaces.
 - d. Plan a specific Census 2020 educational event at your organization.
2. Post monthly updates about the 2020 Census to social media with the goal to increase awareness and knowledge about the 2020 census among HTC/least likely to respond populations. Sample content will be provided by the California LGBTQ Health and Human Services Network.

Reporting:

The California LGBTQ Health and Human Services Network will conduct an orientation with new subcontractors within the first month of the contract and will coordinate check-in meetings on at least a quarterly basis thereafter (either in person, via phone or video conference) to ensure applicants have materials needed to complete scope of work. Subcontractors will provide progress updates during quarterly check-ins, and submit any tracking materials on a monthly basis via e-mail.

Funding Schedule:

Up to \$5,000 - October 2019 – October 2020

How to Apply:

1. Please read the eligibility requirements carefully.
2. Complete and answer all questions.
3. Submit the Application Packet to awallner@health-access.org. Packet MUST include:
 - Completed PDF Application
 - A copy of your current 501(c) (3) letter from the IRS

- A completed IRS Form W-9

4. Applications must be received by:

11:59 p.m. PST on
October 6, 2019

Application Review:

Grants will be awarded on a competitive basis. Applications will be screened for eligibility and completeness by the LGBTQ Health and Human Services Network, a program of Health Access. The LGBTQ Health and Human Services Network will evaluate each complete application and will forward grant recommendations to the review panel for final approval.

All applicants will be notified of the results, in writing via email, by **October 11, 2019**

For questions contact Amanda McAllister-Wallner at
(916) 497-0923 ext 802 or email to awallner@health-access.org

Application Requirements:

- Name of applicant agency
- Address and phone of agency
- Name and contact information of the person responsible for managing the scope of work and agency's CEO/Director
- EIN or Tax ID number
- Must state the organization's experience and capacity to carry out the scope of work
- Must describe experience working with HTC LGBTQ populations
- Must list other LGBTQ-serving agencies applicant have worked with in their area, if applicable
- Submit application to Amanda McAllister-Wallner via e-mail: awallner@health-access.org. Include in subject line: Census 2020 RFP Application

Appeal Process:

Our RFP Appeals process allows for applicants or prospective applicants to formulate a protest regarding alleged irregularities or improprieties during the procurement process. Appeals may be submitted at any time during the procurement process, but not later than 5 days after Procurement's public notification of bid tabulation and recommendation of award. Appeals must be sent via email to awallner@health-access.org. All appeals will be independently reviewed by both the Executive Director and the Director of Operations and Development. The independent reviewers will then formulate their recommendation and provide supporting evidence to the Project Director within 10 days of receiving the request for appeal. Notification of the appeal decision will take place 2-3 business days after the review and recommendation via telephone and/or e-mail.

*No appeal shall claim that the review committee's recommendation is not a responsive bidder/offeror