**CENSUS 2020 COMMUNITY OUTREACH**

**FUNDING APPLICATION**

**PROPOSAL COVER SHEET**

|  |  |  |
| --- | --- | --- |
| **Date:** |  |  |
|  |  |  |
| **Applicant:** |  | **Phone:** |  |
| **Address:** |  | **Fax:** |  |
|  |  | **Email:** |  |
|  |  | **Web:** |  |
| **Project****Contact:** |  | **Title:** |  |
|  |  |  |  |
| **Amount Being Requested: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_****Minimum Qualifications Required to Submit Proposal:**[ ]  Are you legally authorized to do business in the State of California?[ ]  Are you a not for profit or tax-exempt organization?[ ]  Are you a city or county department?[ ]  Are you a school district or educational institution?[ ]  Are you located in San Mateo County and/or serve San Mateo County residents?[ ]  Have you actively and normally been engaged in community outreach and/or service provision for the past 3 years? |

**APPLICATION FORM**

|  |  |  |
| --- | --- | --- |
| **Date:** |  |  |
|  |  |  |
| **Applicant:** |  | **Phone:** |  |
| **Address:** |  | **Email:** |  |
|  |  | **Web:** |  |
| **Project****Contact:** |  | **Title:** |  |

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Fed EIN:** |  | **IRS Code:** |  | **Year****Incorporated:** |  | **Date of Last** **Annual Audit:** |  |
|  |  |  |  |  |  |  |  |
| **Annual Operating Budget: $** |  | **Total Project**  **Budget: $** |  | **Amount Being Requested: $** |  |  |  |

|  |  |
| --- | --- |
| **REGIONS TO BE COVERED (Check all that apply)** | **HARD TO COUNT/LEAST LIKELY TO RESPOND** **POPULATIONS TARGETED (Check all that apply)** |
|  |  |
| [ ]  Daly City + Unincorp.[ ]  South SF, San Bruno + Unincorp.[ ]  Millbrae, Burlingame + Unincorp.[ ]  San Mateo, Foster City, Belmont[ ]  Redwood City, North Fair Oaks[ ]  East Palo Alto, Menlo Park[ ]  Half Moon Bay + Unincorp.[ ]  Pacifica + Unincorp.\*See map in RFP Section A  | [ ] African American[ ]  Asian/Pacific Islander[ ]  Children (0-5)[ ]  Disabled[ ]  Hispanic/Latinx[ ]  Homeless[ ]  Immigrants/ Refugees[ ]  LGBTQ+[ ]  Limited English Proficient [ ]  Limited/No Internet Access | [ ]  Low Income [ ]  Native American[ ]  Public Benefits Recipients[ ]  Public Housing Residents[ ]  Renters[ ]  SRO Residents[ ]  Seniors (65+)[ ]  Veterans[ ]  Young Adults (17-25)[ ]  Other­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

**Brief Project Description**:

**PROPOSAL QUESTIONS**

**1. Proposal** – please provide no more than two pages for this section.

**1A**. **Project Description** - description of your proposed plan for your Census 2020 outreach, including your approach and strategies for implementation. Indicate how your proposal will achieve the overall objectives and outcomes outlined in the RFP.

**1B. Hard to Count / Least Likely to Respond Populations –** description of the target HTC/LLTR populations that will be served through the proposed efforts, including estimated number of people to be reached.

**1C.** **Outreach Plan –** description of proposed activities, timeline, and intended outcomes to meet the objectives and milestones in the scope of work outlined in the RFP**.** Please detail any areas in which you will be leveraging existing programs and activities.

**1D.** **Milestone and Deliverables –** Indicate your ability to meet the milestones and deliverables outlined in the RFP for your contract category. If you foresee any challenges, explain them and propose a revised timeline.

**2. Team Members**

**2A.** Provide titles and names of staff members on the team, including their language skills and experience in community outreach.

**2B.** Resume of project manager.

**2C.** One example of a successfully completed similar project, with any specific strategies employed and lessons learned, should be no more than 2 paragraphs.

**3. References -** Provide at least two references from successfully completed projects of similar nature to that described in this solicitation, including the name of the organization for which work was performed, and the name, phone number, and email address of an individual at the organizations who was responsible for managing and accepting the work. Ensure that contact information is current. If the County cannot contact the reference because of incorrect or out-of-date information, the reference will be deemed not to have been provided.

**4. Exceptions** – Please list any exceptions to the final solicitation, if any.

**5**. **Financial Statements** – Will be required at time of proposal award.

**BUDGET TEMPLATE**

Please complete the budget for your Census community outreach and indicate how you anticipate using San Mateo County funding.

|  |  |  |  |
| --- | --- | --- | --- |
| **Expenses** | **Proposed Project Budget** | **Proposed Use of SMC Funds** | **Description of Expenses** |
| PERSONNEL |
| Compensation of officers, directors, etc. |  |   |   |
| Other staff salaries and wages |  |   |   |
| Employee benefits |  |   |   |
| PROFESSIONAL FEES |
| Consultants |  |   |   |
| Accounting fees |  |   |   |
| Legal fees |  |  |   |
| PROGRAM AND OPERATING |
| Supplies  |  |   |   |
| Purchase of major equipment |  |   |   |
| Media/Advertising |  |   |   |
| Technology |  |   |   |
| Postage and shipping |  |   |   |
| Rent and occupancy |  |   |   |
| Printing and publications |  |   |   |
| Travel |  |   |   |
| Other expenses not covered above (itemize)  |  |   |   |
| Indirect Costs/Overhead (limit to 10% for SMC Funds) |  |   |   |
| **Total Expenses** | **$0** | **$0** |   |
|   |  |
| **Projected Revenue** | **Proposed Project Budget** | **Description - include whether it is pending or committed** |
| San Mateo County Request |  |   |
| Government grants |  |  |   |
| Foundation grants |  |   |
| Individual donations |  |   |
| Earned income |  |   |
| **Total Revenue** | **$0** |   |

**INSTRUCTIONS FOR PROPOSERS**

This RFP is posted on Public Purchase and on the County of San Mateo’s website here: <https://cmo.smcgov.org/census-2020-community-outreach-rfp-oca1003.html>. All updates or revisions to the RFP will occur on both sites.

**Questions, Comments, Exceptions**

Submit questions, comments and exceptions via email to SMC\_Census@smcgov.org by December 9th, 2020, 5:00 PM PST. All questions and answers will be posted on the County of San Mateo’s website here: <https://cmo.smcgov.org/census-2020-community-outreach-rfp-oca1003>.html

**Proposal Content Requirements**

Community Outreach Funding Application

Price Proposal – Using budget template provided

**Proposal Submission**

Electronic Submissions

Include the proposer name and the RFP title and number in each filename. Submit proposals to: CensusOutreachRFP3@smcgov.org or Public Purchase website, allowing sufficient time for the upload to complete by the Due Date and Time (December 19, 2020 5:00 PM PST). Partial uploads will not be accepted. The County will not be responsible for and may not accept proposals that are late due to slow internet connections or for any failure of the Public Purchase or applicants email systems.

Hardcopy Submissions

Include the proposer name and the RFP title and number on the outside of the sealed envelope. Envelopes may be hand delivered, or mailed, in a sealed envelope by December 19, 2020 5:00 PM PST to:

San Mateo County Office of Community Affairs

400 County Center, 1st Floor

Redwood City, California, 94063

Hand-written responses, whether or not submitted electronically or in hard-copy, will be rejected, with the exception that signatures may be hand-written.

View more detailed information about the submission process, withdrawal of proposals, and the selection, contract award, and protest information in Attachment Section B.