COVID Thornton Support Grants
Request for Proposal Guidelines

Request for Proposal (RFP) for Community Services

The City of Thornton, a recipient of American Rescue Plan Act funds, is seeking proposals for grant funding from qualified community service providers that assist Thornton residents in recovering from the physical, emotional, and economic impacts of COVID-19. The City of Thornton will issue $100,000 in a first round of funding and may issue additional RFPs based on community need.

The following outlines the request for proposals.

I. **Scope of Work**
    Respondents shall provide detailed information regarding how a **one-time investment**:
    - Grows the organization's capacity to serve Thornton residents
    - Improves outcomes for service recipients
    - Addresses sustainability

    Funding is **not intended** for:
    - Ongoing organizational expenses of any kind
    - A new level of service that cannot be sustained without additional funding

II. **Statement of Qualifications**
    Thornton is seeking to award grant funds to capable service providers that:
    - Articulate how one-time funding will grow the organization's capacity to serve and improve outcomes for Thornton services recipients.
    - Address sustainability through exemplifying how the one-time funding creates lasting change without a need for subsequent investment.
    - Illustrate how the proposed project helps to prevent, prepare for, or respond to COVID-19.
    - Demonstrate ability and capacity to administer the grant.
    - Agree to track data related to the provision of service, check in with staff at one or more pre-determined checkpoints, and complete a final report including providing proof of purchases. Failure to complete the required report will result in future ineligibility to receive Thornton grants including Community Development Block Grants (CDBG), Thornton Assistance Funds (TAF), and other awards from Thornton.

III. **Proposed Cost**
    Respondents shall present a detailed budget and spending timeline explaining how all grant funds will be utilized. Because $100,000 is available in the first round of funding, requests should not exceed $100,000.

IV. **Evaluation Criteria**
    Staff will evaluate the organization's:
    - Adherence to the Request for Proposal (RFP)
    - Information presented in the application
    - Score/rank based on pre-established criteria briefed in the chart below and detailed in the supplemental Grant Scoring Matrix. Please note there is not necessarily a minimum score required to receive funding nor is there a correlation between points received and award amounts.

Scoring Criteria*	Maximum Points
Activity Evaluation	60
Organization Evaluation	25
Fiscal Evaluation	15
Maximum Score	100

* See the Grant Scoring Matrix for detail.

V. **Inquiries**

Questions regarding this request for proposals shall be directed to Community Connections at 720-977-5800 or ARPA@thorntonco.gov.

VI. **Submittal Date and Location**

All proposals must be submitted no later than 5:00 p.m. on April 15, 2022. Proposals must be submitted to Community Connections at ARPA@thorntonco.gov. Late proposals will not be accepted under any circumstance and will not be considered by the City of Thornton.

VII. **Reservation of Rights**

The City of Thornton reserves the right to reject any and all proposals, in part or in whole, and to award grant funds to respondents whose proposals the City of Thornton deems to be in the best interest of Thornton.