



Frequently Asked Questions for Agency Expansion

General Information

- Q What is a United Way Certified Member Agency?
- A Certified Member Agencies have an ongoing relationship with United Way and meet the strictest criteria for organizational capacity and stability. Certified Member Agencies are eligible to apply for funding, but are not necessarily guaranteed funding in any one year.
- Q What types of agencies does United Way fund?
- A United Way funds organizations that provide Human Services and focuses on four priority areas – Successful Kids and Strong Families; Self-sufficiency; Crisis to Stability; and Basic Needs. In addition, United Way provides services such as The Volunteer Center of Monterey County and 2-1-1, which provide linkages among all services in Monterey County.
- Q Will United Way certify additional agencies anytime soon?
- A Each year, at its **June** meeting, the United Way Board will make the decision whether or not to open the process to consider new agencies. In June 2007 the Board voted to consider up to three new agencies for certification. It is expected that in some years the Board will decide not to open the process for agency expansion.
- Q How many new agencies will be certified?
- A The UWMC Board will decide each June whether or not to open the process of consideration of new agencies. If the process is opened, the board will also determine whether to limit on the number and what, if any, that limit is.
- Q What are the basic qualifications for New Agency Certification?
- A First, the organization must meet the basic criteria to be a United Way agency, that it be a non-profit agency with 501c3 status. Second, the organization must meet the Agency Expansion Criteria, which states that to be eligible to apply the organization must be able to demonstrate that it serves an unmet need, or an underserved part of the Monterey County; that it provides a new service, or a service that is being delivered to a different population or in a different way. Each year that additional agencies are considered, more specific criteria will be available to help agencies decide if they qualify to apply. Please review the [Basic Criteria for New Agency Certification](#).
- Q What are the specific criteria set by the board in June 2007?

A **Agency Characteristics:** Agencies must be collaborative and capacity building; Agencies operate in underserved areas such as South County and North County and Agencies provide service in accessible and culturally appropriate ways.

Furthermore, UWMC has also identified youth and young adults between the ages of 15-25 who are potentially at risk, such as youth aging out of foster care or in the juvenile justice system as a **Priority Target Population**. Three **Priority Service Areas*** have also been identified:

- Capacity building for families, for example training people to access and navigate needed services for themselves or individual family members.
- Counseling and psychological services.
- Substance abuse prevention and intervention programs.

***Please note that the need for these services may include but is not limited to the target population described above.** Please review the [Basic Criteria for New Agency Certification](#).

Q Where is the process to become a Certified United Way Agency explained?

A Go to the United Way website. Click on www.unitedwaymcca.org to find out details about how the application process works.

Q What if the organization still needs more information?

A Ensure that you have thoroughly reviewed all the documents and explanations. If, after careful review, there are still questions, please contact Fatima Dias at fdias@unitedwaymcca.org or by calling 372-8026, ext. 103.

Timeline

Q What is the timeline for the process?

A If the board votes in June to consider new agencies, the New Agency Certification process begins with a Gap Analysis during the months of July through September. This is conducted by UWMC Agency Relations Committee and other volunteers comprised of community members from the government, nonprofit, business sectors as well as members of UWMC agency review panels. In October a call for Letters of Intent will go out. Letters will be reviewed in early December. Organizations that are invited to submit an Application for Certification will take part in a site visit by late Spring. The UWMC Board will vote on the committee recommendations for certification at their June meeting. Newly certified agencies will be eligible for funding the following January, as part of the regular certified agency application cycle.

Q What is the deadline for submitting Letters of Intent?

A All [Certification Letter of Intent](#) must be received at the United Way offices at 2511 Garden Road, Suite C-100, Monterey, by 4:00 pm on Thursday, Nov. 15.

Q When will the organization receive a response to the letter of intent?

- A All [Certification Letter of Intent](#) will be reviewed in early December. Organizations that the review panel feel best meet the criteria will be asked to submit an Application for Certification. **Unsolicited Applications for Certification WILL NOT BE REVIEWED.**
- Q When can organizations apply?
- A Applications can only be accepted once the organization has submitted a letter of intent and has been invited to apply. Organizations will be notified in December 2007 that they have been selected to complete an Application for Certification. The application will be due in late winter. **Unsolicited Applications for Certification WILL NOT BE REVIEWED.**
- Q When will the organization get funding if certified?
- A Please refer to the timeline. Agencies are certified in the first year and eligible for funding consideration in the second year.
- Q When will decisions be made?
- A Agencies will be notified of final certification in late Spring and be eligible for funding the next January.

Selection Process

- Q What is the application process?
- A The best way to learn about the process is to visit the website. The process begins when a request for Letters of Intent goes out to agencies in the early fall. If your organization does not receive an LOI, click on [Certification Letter of Intent](#) or contact the United Way Office to request one. The deadline for submission is 4:00 pm, Thursday, Nov. 15. The Agency Relations Committee along with additional members from the community will review the Letters of Intent. A limited number of agencies will be asked to submit full proposals. The proposals will be reviewed by the same group in late winter, early spring. The committee will recommend certification to the full Board of Directors, who will then vote on the recommendation at their June 2008 meeting. Once the vote is taken, agencies will be notified that they have been awarded certification. The agency then will be eligible to apply for funding at the next cycle.
- Q How much money is available?
- A The money varies from year to year depending on the success of the annual fundraising campaign, the level of donor designations and funding priorities.
- Q Can agencies that are already certified apply for funds through this process?
- A No. This process is for New Agency Certification. If they so choose, existing agencies can apply for funding targeting the same areas as part of their regular funding applications.
- Q What are the priorities for United Way?

A United Way funds human services and has focuses funding on four Impact Areas: Successful Kids and Strong Families; Self-sufficiency; Crisis to Stability; and Basic Needs. As more fully described in [Basic Criteria for New Agency Certification](#), the board has also identified the following criteria for 2007-2008.

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Q Does the organization have to be a non-profit?

A Yes, all funded agencies must qualify for IRS 501c(3) status.

Q Does the organization have to have a final determination letter from the IRS?

A Yes.

Q Once an organization is certified does it have to re-apply to receive funding each year?

A Yes. Certified agencies are not guaranteed funding and must demonstrate their eligibility each funding cycle. Currently, UWMC reviews agencies yearly and funds on a one-year basis.

Q Who determines whether the application is selected?

A The proposals will be reviewed by the Agency Relations Committee along with additional community volunteers, who will also conduct a site visit. The committee will recommend certification to the full Board of Directors, who will vote on the recommendation. Agencies will be notified of the board determination in late Spring.

Q If not selected, can the agency reapply again next year?

A That will depend on several factors, which may include but are not limited to: whether or not the board decides to open the process the following year; whether or not the agency meets the specific criteria for certification identified through the gap analysis and whether or not the agency mission and programs are in alignment with the UWMC strategic plan.

Q If not selected, will the agency receive feedback as to why not?

A Yes.

Q Can agencies currently funded under Community Impact apply for certification?

A Yes, those agencies are encouraged to do so.

Q Where can an organization get an application?

A Applications can only be accepted once the organization has submitted a letter of intent and has been invited to apply. Click here to for the [Application for Certification](#). **Unsolicited Applications for Certification WILL NOT BE REVIEWED.**