

REQUEST FOR PROPOSALS (RFP)

Utilities Assistance Pilot Program In Partnership with the United Way of Payne County (UWPC) Payne County, Oklahoma

Announcement Date: June 1, 2026

Proposal Deadline: July 15, 2026 (5:00 p.m. CST)

I. Introduction

Payne County is a collection of communities where individuals thrive because neighbors care and, through meaningful partnerships and strategic investments, the United Way of Payne County (UWPC) works to build more resilient communities by identifying the toughest challenges and uniting resources to solve them.

The United Way of Payne County (UWPC) is seeking proposals from qualified 501(c)(3) nonprofit organizations to serve as the implementing partner for a **Utilities Assistance Pilot Program** designed to support underserved households in Payne County, Oklahoma. Specifically, the UWPC would like to collaborate with a nonprofit partner capable of administering financial assistance, coordinating client support, and providing data to inform county-wide impact. This pilot will help address a recognizable gap in services and advance UWPC's mission of strengthening the health, education, and financial stability of individuals and families across the county.

II. Program Purpose

The **Utilities Assistance Pilot Program** is designed to:

- Reduce household instability caused by utility insecurity.
- Provide short-term financial assistance to low-income or at-risk households.
- Prevent secondary crises such as eviction or health and safety risks.
- Collect data to inform long-term, county-wide impact strategies.

UWPC seeks a nonprofit partner with the capacity, experience, and infrastructure to administer assistance, track outcomes, and engage in collaborative evaluation.

III. Scope of Work

The selected nonprofit organization will:

- Manage client intake, eligibility verification, and distribution of utilities assistance.
- Collaborate with local utility providers and social service agencies as needed.
- Provide case management or referrals to connect clients with additional resources as needed.
- Track program outputs and outcomes, including number of households assisted, types of utilities supported, and demographic information.

- Submit monthly progress reports, with strategic discussions on progress and impact following three-months of operation, as well as a final impact summary to UWPC.
- Participate in program evaluation and improvement discussions with UWPC staff.

UWPC will provide funding for the pilot program, guidance on reporting expectations, and ongoing collaboration throughout the initiative.

IV. Funding Information

- Total pilot funding available for the 2027 calendar year: **\$35,000**
- Funding will be used for direct utility assistance, with up to 10% of the total available for administrative support, travel, and required reporting functions.
- Funding period: **January 1, 2027 – June 30, 2027**, with the opportunity for the UWPC to renew for an additional six-month period, **July 1, 2027 – December 31, 2027**, if the program is meeting UWPC expectations.

V. Proposal Requirements

A complete proposal, signed and dated by the agency's Executive Director, must include the following components:

1. Organizational Overview - Mission, service area, history, and relevant experience.
2. Program Approach - Description of existing client intake, eligibility verification, assistance distribution, case management referral processes, and estimated number of households served.
3. Staffing and Capacity - Personnel involved, qualifications, and administrative capabilities related to financial assistance and data tracking.
4. Budget - Projected use of up to 10% of UWPC funds, for administrative costs, travel, etc.
5. Partnerships - Existing or planned collaboration with utility providers and social service organizations; approach for community outreach and equitable access.
6. Evaluation Plan - Metrics, data collection methods, and outcomes the organization will track.
7. **Required** Documentation
 - IRS 501(c)(3) determination letter and current Renewal Certification of Registration with the Oklahoma Secretary of State
 - IRS Form 990 filing for the most recent fiscal year
 - Annual Financial Audit or Review for the most recent fiscal year
 - Current Board Member Roster, including officer positions and board terms, and organizational chart
 - Agency's By-laws noting last dates adopted and reviewed
 - Agency's written policies and procedures (Financial and Personnel at a minimum)
 - Monthly Board meeting minutes for the most recent calendar or fiscal year
 - Monthly Financial/Treasurer reports for the most recent calendar or fiscal year

- Agency's current operating budget

VI. Proposal Submission

- **Deadline:** July 15, 2026, at 5:00 p.m. CST.
Late submissions will not be considered.
- Proposals should be submitted electronically and in pdf format to:
Ruth Cavins
Executive Director
ruth@unitedwaypaynecounty.org
- Questions may be directed to the same contact.

VII. Selection Process

The Accreditation Committee of the UWPC will review all complete proposals received by the deadline and will consult with members of the Executive and Community Investment Committees as needed. Selection criteria include:

- Organizational capacity and experience
- Quality and feasibility of the proposed approach
- Commitment to equitable service delivery
- Strength of partnerships and community connections
- Alignment with UWPC's strategic priorities
- Ability to meet reporting and evaluation requirements

Preferred nonprofit organizations may be invited for a follow-up interview or clarification session. The selected nonprofit partner will be notified on or about **September 1, 2026**.

VIII. Timeline

Milestone	Date
RFP Announcement	June 1, 2026
Proposal Submission Deadline	July 15, 2026
Review Period	July 16 – August 31, 2026
Partner Selection Notification	September 1, 2026
Program Launch	January 1, 2027
