



Community Development Block Grant

2011-2012

Request for Proposal

FP030085

COMMUNITY DEVELOPMENT BLOCK GRANT – PUBLIC SERVICES
REQUEST FOR PROPOSALS FOR PROGRAM YEAR 2011-12

Table of Contents

Section 1: Proposal Information and Requirements.....	Page 3
A. CDBG Agency and Program Requirements (p. 3)	
B. Project Eligibility (p. 3)	
C. Scope of Services (p. 4)	
D. Proposal Preparation (p. 5)	
E. Proposal Submission (p. 6)	
F. Post-award Conditions (p. 6)	
G. Program Environmental Conditions (p. 6)	
H. Discrimination Prohibited (p. 6)	
Section 2: Proposal Evaluation.....	Page 7
A. Mandatory Elements (p. 7)	
B. Approach (p. 8)	
C. Technical Qualifications (p. 8)	
D. Cost (p. 8)	
E. Content and Quality Review (p. 8)	
F. Final Selection (p. 8)	
Section 3: Proposal Format and Rating Factors.....	Page 9
A. Cover Sheet (p. 11)	
B. Need/Extent of the Problem (p. 12)	
C. Activity Description/Program Design (p. 12)	
D. Performance and Evaluation Criteria (p. 12)	
E. Organizational Capacity (p. 12)	
F. Costs and Resources (p. 12)	
Section 4: Forms and Exhibits.....	Page 13
A. Form A – Required Forms and Documents Checklist (p. 13)	
B. Form B - Anticipated Program Beneficiaries and Unit Cost (p. 14)	
C. Form C - Outcome Measures and Indicators (p. 15)	
D. Form D - Organizational Information (p. 16)	
E. Form E – Designation of Authorized Signatures (p. 17)	
F. Form F – Funding Request Detail (p. 18)	
G. Form G – Summary of Revenue/Resources (p. 19)	
H. Form H – Summary of Program Staff (p. 20)	
I. Exhibit 1 – Federal Income Limits for 2010 (p. 21)	
J. Exhibit 2 – Summary of Program Outcomes Model (p. 22)	

SECTION 1: PROPOSAL INFORMATION AND PROJECT REQUIREMENTS

The City of Wichita has adopted a Five-Year Consolidated Plan designating as a priority the provision of Public Services, to be delivered in partnership with local community agencies and institutions. Priority needs identified by our community include community development, services for the homeless, and youth programming. The City of Wichita is requesting proposals from qualified agencies or governmental entities for the provision of services listed below with estimated funding for the 2011-12 year as follows:

<u>Service</u>	<u>Exhibit</u>	<u>Funding Amount*</u>
Women's Services	A	\$300,000
Summer Youth Employment	B	\$200,000
Youth Recreation & Enrichment	C	\$145,000

*Final allocations won't be available from the U.S. Department of Housing and Urban Development until first quarter 2011.

These services are to be implemented using federal Community Development Block Grant (CDBG) funds provided to the City of Wichita by the U.S. Department of Housing and Urban Development (HUD). Such services are to be provided in accordance with all applicable local, state and federal laws, regulations and standards

A. CDBG AGENCY AND PROGRAM REQUIREMENTS

Agency Requirements

- Proposer must be a registered not-for-profit 501(c)(3) or (c)(4) corporation or governmental entity.
- Proposer must have a current State of Kansas Certificate of Good Standing.
- All outstanding obligations from previous CDBG allocations must be met prior to execution of the new contract for PY 2011-2012. (Not applicable to Summer Youth Employment contracts)
- Proposer must have no conflict of interest, including direct or indirect financial interest in the program, with regard to any officer or employee of the entities involved, including the City of Wichita.
- Proposer must address the respective service specifications outlined in the Scope of Services (See Page 4).
- Proposer must identify any deficiencies noted in audits conducted by Federal or State regulatory agencies during the last 12 months.
- While not required, proposers are reminded that federally-funded programs must seek to provide contracting opportunities to minority- and women-owned businesses/enterprises, Section 3-eligible clients and Section 3 business concerns. Proposers should contact Community Investments staff for specific instructions if they anticipate subcontracting opportunities associated with this application.

Project Requirements

- Project must primarily serve low to moderate income residents of the City of Wichita. (See Exhibit 1)
- Project must comply with the HUD Outcome Performance Measurement System.
- Project contract term is 12 months, July 1, 2011 through June 30, 2012.

B. PROJECT ELIGIBILITY

In order to meet a designated HUD national objective, this project must benefit low/moderate income individuals/households in the City of Wichita, as detailed below:

- *L/M Limited Clientele:* The project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to have low/moderate income: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons.

The purpose of these projects is to provide public services that address employment, empowerment and self-sufficiency needs for low and moderate income persons. (See Exhibit1 for low and moderate income 2010 guidelines).

C. SCOPE OF SERVICES

1. WOMEN’S SHELTER SERVICES

Objective: To promote family stability for abused women and children.

General Information: In February, 2009, the Associated Press carried a story with the following: “Advocates say most victims of sexual or domestic assault in Kansas don’t know where to go for help, and they fear that the economic crisis will lead to more violence.” The City of Wichita has designated funding to provide supervised publicly or privately operated temporary accommodations for women and children who are victims of domestic violence.

Project Overview and Purpose: The City of Wichita proposes to allocate \$300,000 in CDBG funds for shelter services during the period of July 1, 2011 through June 30, 2012. The purpose of the program shall be to provide temporary shelter, counseling and other support services for women and children who are victims of domestic violence.

Note: Proposal should detail shelter and/or outreach services to be provided, and indicate anticipated number of participants for each.

2. SUMMER YOUTH EMPLOYMENT

Objective: To increase long-term employability skills for youth ages 14 - 18.

General Information: According to research, youth training programs are a key element in assisting disadvantaged young adults secure and maintain employment, which often translates into a better paycheck throughout their lives. The City has designated funds to provide employment opportunities for low to moderate-income youth, ages 14 to 18. Youth may work up to 25 hours per week in placements at public or non-profit organizations during the summer months. They will be paid the minimum hourly wage in effect at the time of employment.

Project Overview and Purpose: The City of Wichita proposes to allocate \$200,000 in CDBG funds for youth employment services during the period of July 1, 2011 through June 30, 2012. The purpose of the Summer Youth Employment program is to provide exposure to the responsibilities and rewards of positive work experiences. Specific outcomes include instilling positive work habits, improving employability skills, providing income, and providing lessons on money-management skills.

Notes: Higher consideration will be given to proposals that include youth crime prevention, parent involvement, and community partnerships. Letters of support from community partners (including commitments for youth employment sites) may be included with proposal.

CDGB funds will be made on a reimbursement basis.

Agencies must have sufficient resources to pay youth employees in advance of receipt of CDBG funds. Reimbursement of funds may take up to 30 days. Documentation of sufficient resources to meet payroll obligation is required with proposal.

3. YOUTH RECREATION & ENRICHMENT

Objective: To engage middle school age youth in quality recreation and enrichment activities.

General Information: Numerous studies point to the benefits of continuous participation in high-quality afterschool programs, community activities, and supervised home settings for youth from economically disadvantaged families. The purpose of the Youth Recreation and Enrichment program is to provide after school and summer activities which result in improved social skills and interpersonal behavior, improved grades and work habits, improved test scores, and reduced misconduct and risky behavior.

Project Overview and Purpose: The City of Wichita proposes to allocate \$145,000 in CDBG funds to provide Youth Recreation and Enrichment services during the period of July 1, 2011 through June 30, 2012. Youth Recreation and Enrichment services will provide constructive and developmentally appropriate enrichment and recreational activities for middle school students in grades six through eight in a safe and supervised setting during non-school hours.

Notes: Higher consideration will be given to proposals that include youth crime prevention, parent involvement, and community partnerships. Letters of support from community partners may be included with proposal.

D. PROPOSAL PREPARATION

- Proposers are strongly encouraged to attend a **pre-proposal conference** to receive instructions and technical support regarding the Request for Proposals (RFP). Staff will provide information about the programs, regulations, development and submission of applications on **Monday, Dec. 13, 2010 from 12:30 – 2:00 p.m.** in the Board Room, on the 1st floor of City Hall, 455 N. Main, Wichita, KS. Proposers may also call the Community Investments Division at 462-3722 for information.
- A request for proposal is attached. The RFP is also available at the Housing & Community Services Department office or online at www.wichita.gov/cityoffices/housing/communityinvestments and from the City's Purchasing Office:
Finance Department/Office of Purchasing – City Hall, 12th Floor
455 N. Main – Wichita, KS 67202
(<http://ep.wichita.gov/e-proc/venSolicitationsAll.asp?link=Open+Solicitations>)

- **Deadline:**
Submit proposals to the City Purchasing Department – City Hall, 12th Floor, 455 N. Main, Wichita, Kansas no later than 5:00 p.m., Thursday, January 6, 2011.
Proposals received after the deadline will not be considered for funding.

E. PROPOSAL SUBMISSION

- **Submission Policy:** Submission of a proposal indicates acceptance by the proposer of the conditions contained in this RFP. There is no expressed or implied obligation for the City of Wichita to reimburse responding proposers for any expense incurred in preparing proposals in response to this request. The City reserves the right to accept or reject any and all proposals.
- **Submission Requirements:** **One original and one copy**, including all required documents/forms must be submitted on 8½" x 11" white paper (no legal or odd sized pages permitted).
- **Corrections to Deficient Proposals:** Community Investments staff will not consider any unsolicited information that proposers may want to provide after the application submission date. Additional information or corrections which are requested by City staff must be received within 24 hours of request.

F. POST AWARD CONDITIONS

The following documents do not have to be submitted with the proposal. However, prior to contract execution, the successful proposer must:

- Complete and require each of its subcontractors to complete a Certification Regarding Disbarment, Suspension, Ineligibility and Voluntary Exclusion.
- Submit an Equal Employment Opportunity/Affirmative Action Plan to the City for approval.
- Provide a Certification that no funds provided pursuant to the contract will be used for lobbying pursuant to the February 26, 1990 Federal Register, New Restrictions on Lobbying: Interim Rules.
- Execute a Certification of a Drug-Free Workplace in accordance with the provisions of Subpart F of 24 CFR Part 24.
- Provide a Corporate Resolution authorizing the CEO, Chair or Executive Director to enter into a contract with the City of Wichita.

G. PROGRAM ENVIRONMENTAL REVIEW CONDITIONS

No HUD funds may be committed to the project until the proposer has secured from the City, environmental approval as provided in HUD regulation 24 CFR Part 58.

H. DISCRIMINATION PROHIBITED

No recipient or proposed recipient of any funds, services or other assistance under the provisions of this application or any program related to this application shall be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity funded in whole or in part with the funds made available through this application process on the grounds of race, color, national origin, ancestry, religion, physical handicap, gender or age. (Reference Title VI of the Civil Rights Act of 1964 [Pub. L. 88-352]). For purposes of this section, "program or activity" is defined as any function conducted by an identifiable administrative unit of the Proposer receiving funds pursuant to this application.

SECTION 2: PROPOSAL EVALUATION

The City Council has designated a Grants Review Committee made up of business, nonprofit and neighborhood representatives to evaluate proposals and make recommendations to the City Manager. The City Manager will consider Grants Review Committee recommendations in preparing a final recommendation for City Council approval. The City Council will make the final determination as to which agencies/programs to fund for PY 2011-2012.

During the evaluation process, the City of Wichita reserves the right, where it may serve the City's best interest, to:

- Make an award on the basis of greatest benefit to the City and not necessarily on the lowest cost;
- Accept or reject any or all proposals submitted;
- Accept part or all of a specific proposal;
- Select a single vendor or more than one vendor to provide a specific service;
- Request additional information or clarifications from Proposers;
- Retain all proposals submitted; and
- Retain any ideas in a proposal regardless of whether that proposal is selected.

Higher consideration will be given to proposals that:

- Include and identify collaboration with other agencies to enhance delivery of the proposed programs.
- Demonstrate a proven history of success with services similar to that of the proposed program.

There will be a three phase evaluation process. First, City staff will determine if the proposals meet the minimum threshold of information and reasonableness. Staff will utilize sections A-D below for this phase. Proposals which meet this threshold will be reviewed for content and quality according to the criteria which begins on page 7, and through oral presentations, for the second review phase. Final review and funding decisions will be made by the City Council.

A. MANDATORY ELEMENTS

The Proposer must:

1. Be incorporated or a governmental entity, and licensed (if applicable) to practice the outlined Scope of Services in Kansas.
2. Have no conflict of interest with regard to any officer or employee of the companies involved, including the City of Wichita.
3. Adhere to the instructions of this Request for Proposal.
4. Identify all subcontractors/consortiums.
5. Have no major external quality control, regulatory or licensing deficiencies and have a record of quality service delivery.
6. Provide evidence of general liability insurance in the minimum amount of \$500,000.
7. Include a current list of the Board of Directors.
8. Provide a copy of the most current audit, including the management letter.
9. Provide a proposal cover page containing an authorized signature.
10. Submit a full and complete proposal, including Forms A through H, and all required forms and documents..

B. APPROACH

The Proposal should:

1. Clearly demonstrate a community need and an adequate plan to address all RFP requirements.
2. Demonstrate adequate staffing resources to successfully implement proposed project.
3. Demonstrate program value, including a program budget that is reasonable and appropriate.
4. Include outcome measures that are clearly defined, can be objectively measured, and are realistically attainable.
5. Demonstrate a program design based on documented community need, research/outcome data, or an identified "best practice" approach.

C. TECHNICAL QUALIFICATIONS

The proposer has:

1. Experience and expertise, based on past performance, to fulfill all RFP requirements.
2. Professional staff with knowledge, skills and abilities commensurate with the project needs.
3. Experience successfully implementing CDBG (or other Federal and/or State) funded programs.
4. Demonstrated successful experience collaborating with other community agencies.
5. Demonstrated ability to leverage additional resources, including community partnerships (volunteers and/or staff) or other non-City funds

D. COST

The proposed budget:

1. Includes cost detail, narrative, and justification that is reasonable and appropriate
2. Demonstrates that project administrative costs are reasonable and proportionate to total agency administrative costs.
3. Limits administrative overhead to 5% (for Summer Youth Employment Programs only) and can include pre-employment physicals, drug screenings, bus passes, or other HUD-eligible expenses

E. CONTENT AND QUALITY REVIEW

The review and selection process includes:

1. Confirmation of timely submission and proposal completion
2. Staff analysis
3. Grants Review Committee Review and ranking
4. Oral Presentations and Question/Answer session (Public comment invited)
5. Funding recommendations

F. FINAL SELECTION

The City of Wichita will select a proposer based on the Grants Review Committee's recommendation to the City Manager and the City Manager's recommendation to the City Council. The City Council will make the final determination as to which agencies are funded.

SECTION 3: PROPOSAL FORMAT AND RATING FACTORS

Instructions: Proposers must structure proposals to provide the following information in the order indicated and in the format outlined.

Format Outline:

- Cover sheet
- Need/extent of the problem
 - Form B
- Activity description/program design
 - Support letters from community partners
 - Documentation of payroll resources (for Summer Youth Employment proposals)
- Performance and evaluation criteria
 - Form C
- Organizational capacity
 - Form D
 - Form E
- Costs and resources
 - Form F
 - Form G
 - Form H
- Required forms and documents
 - Completed checklist (Form A)
 - Required attachments

Proposers should consider the following additional guidance:

- Be specific. Targeted and concisely stated detail will help staff and the Grants Review Committee better evaluate the proposal.
- Do not overestimate projections. If the project is funded and project goals are not accomplished, it is possible that future funding may be denied or reduced.
- Tie responses to the general information, overview and purpose statements included in the Scope of Services section.

THIS PAGE INTENTIONALLY LEFT BLANK

A. COVER SHEET

A separate Proposal Cover Sheet with a complete set of documentation/forms is required for and must be attached to each proposal submitted.

2011-12 COMMUNITY DEVELOPMENT BLOCK GRANT REQUEST FOR FUNDS		
<input type="checkbox"/> Women's Shelter Services (WSS) <input type="checkbox"/> Summer Youth Employment (SYE) <input type="checkbox"/> Youth Recreation & Enrichment (YR&E)		
Legal Agency Name:		
Executive Director:		Phone:
Agency Address:		
Contact Name (if different):		Phone:
Program/Project Name:		
Project Address (if different):		
Email:	Fax:	Federal ID #:
Council District(s) to be served: <input type="checkbox"/> City-Wide <input type="checkbox"/> 1 <input type="checkbox"/> 3 <input type="checkbox"/> 4 <input type="checkbox"/> 6		
Authorized Signature:		Date:
Typed Name/Title:		

BRIEF PROJECT DESCRIPTION

Please provide a one-sentence description of your proposed project (not your organization):

PROPOSED PROJECT ACCOMPLISHMENTS

Please provide a one-sentence description of the anticipated accomplishments if funding is awarded:

What is the total estimated number of persons to be served by this proposed project? _____

What is the estimated number of low/moderate income persons to be served by the proposed project? _____

What is the total budget for the proposed project? _____

What is the amount of CDBG funds requested? _____

B. NEED/EXTENT OF THE PROBLEM

This factor requires a description of the specific community need which the proposed project will address and should reference the objective, overview, and purpose identified in the RFP Scope of Services (Section 1C). Provide justification for the target population to be served, and detail how the agency/program staff will document that beneficiaries are low/moderate income. Cite any available research or data to document the need. Complete *Form B - Anticipated Program Beneficiaries and Unit Cost*. **Limit 1 page, plus Form B.**

C. ACTIVITY DESCRIPTION/PROGRAM DESIGN

This factor requires a detailed description of the proposed activity, including how the activity will address the community need identified above, and should address the items noted in the RFP Scope of Services (Section 1C). Provide a timeframe for implementation of project activities. Specify how the proposed project will identify, recruit, and retain program participants. Provide a curriculum summary, if applicable. Reference should be made to any research and/or best practices which support the proposed approach. **Limit 1 page, plus documentation of resources (for Summer Youth Employment Programs only), plus letters of support from community partners.**

D. PERFORMANCE AND EVALUATION CRITERIA

This factor requires a detailed description of the outcomes that will be attained if the proposed project is funded. Proposal should specifically identify the outputs, outcomes, indicators, and targets. A minimum of three measurable outcomes is required. Proposal should describe the data collection process and the evaluation methodology, as illustrated in Exhibit 2. Complete *Form C - Outcome Measurements and Indicators*. **Limit 1 page, plus Form C.**

E. ORGANIZATIONAL CAPACITY

This factor requires an overview of the agency/organization, including history, mission, staff size, and previous experience successfully conducting this type of activity. Specify any staff experience or training requirements pertinent to the proposed project. If proposal involves a partnership with other agencies/organizations, describe the role and responsibilities of each. Complete *Form D - Organizational Information* and *Form E - Designation of Authorized Signatures*. **Limit 1 page, plus Forms D and E.**

F. COSTS AND RESOURCES

This factor requires a detailed description of the proposed project costs (including budget with narrative and justification) and resources (including additional resources to be leveraged if project is funded). Leveraged resources may include other funding or in-kind contributions such as equipment, staff, or volunteer resources. Complete *Form F - Funding Request Detail*, *Form G - Summary of Revenue and Resources*, and *Form H - Summary of Staff*.

Note: The amount of CDBG funds awarded may be less than the amount requested, which will require submission of a revised budget and description of how the proposed activity can be implemented with reduced funding prior to the commitment of funding. Please indicate in this section whether your proposed activity could be undertaken with a reduced commitment of funding and, if so, how that would affect the scope of services proposed.

Limit 1 page, plus Forms F, G, and H.

PLEASE CONTACT THE COMMUNITY INVESTMENTS DIVISION AT 462-3722 WITH QUESTIONS REGARDING THIS RFP.

REQUIRED FORMS AND DOCUMENTS CHECKLIST

Instructions: Failure to submit required documents may be grounds for rejection of the proposal. Check “Yes” or “No”, to indicate whether or not documents/forms are attached. If any documents/forms are not attached, provide a written explanation.

Document/Form Title	Yes	No
1. Forms A – Required Forms and Documents Checklist	<input type="checkbox"/>	<input type="checkbox"/>
2. Form B – Anticipated Program Beneficiaries and Unit Costs	<input type="checkbox"/>	<input type="checkbox"/>
3. Form C – Outcome Measurements and Indicators	<input type="checkbox"/>	<input type="checkbox"/>
4. Form D – Organizational Information	<input type="checkbox"/>	<input type="checkbox"/>
5. Form E – Designation of Authorized Signatures for Proposed Program	<input type="checkbox"/>	<input type="checkbox"/>
6. Form F – Funding Request Detail	<input type="checkbox"/>	<input type="checkbox"/>
7. Form G – Summary of Revenue/Resources for Proposed Program	<input type="checkbox"/>	<input type="checkbox"/>
8. Form H – Summary of Program Staff	<input type="checkbox"/>	<input type="checkbox"/>
9. Articles of Incorporation and Bylaws	<input type="checkbox"/>	<input type="checkbox"/>
10. Copy of Current Audit with Management Letter	<input type="checkbox"/>	<input type="checkbox"/>
11. Evidence of \$500,000 General Liability Insurance	<input type="checkbox"/>	<input type="checkbox"/>
12. State of Kansas and Federal Tax Exemption Determination Letters	<input type="checkbox"/>	<input type="checkbox"/>
13. State of Kansas Certificate of Good Standing	<input type="checkbox"/>	<input type="checkbox"/>
14. Statement of Intent to Comply with Federal and State Child Labor Laws (SYE Only)	<input type="checkbox"/>	<input type="checkbox"/>
15. Worker’s Compensation Insurance (SYE Only)	<input type="checkbox"/>	<input type="checkbox"/>
16. Letters of Commitment	<input type="checkbox"/>	<input type="checkbox"/>

I hereby certify that the information provided in this application is true and correct and that no person(s) who exercise or have exercised any functions or responsibilities with respect to this activity, who are in a position to participate in a decision making process or gain inside information with regard to such activity, may obtain any financial interest or benefit from this assisted activity.

Board Chairperson/Chief Executive Officer

Date

ANTICIPATED PROGRAM BENEFICIARIES AND UNIT COSTS

INSTRUCTIONS: Please use this form to identify anticipated participants (beneficiaries) of your proposed program

PROGRAM NAME: _____

Women's Services Summer Youth Employment Youth Recreation & Enrichment

DEMOGRAPHICS		A	B	C	D
		2008-09 Actual	2009-10		2010 - 2011 Anticipated
			Projected	Actual*	
1.	UNDUPLICATED # of participants				
2.	<u>Age Group:</u>				
	a. Infants to Under 5				
	b. 5 to 12				
	c. 13 to 18				
	d. 19 to 59				
	e. 60 to 69				
	f. 70+				
	g. Total				
3.	<u>Gender:</u>				
	a. Male				
	b. Female				
	c. Total				
4.	<u>Ethnic Background:</u>				
	a. Hispanic				
	b. Non-Hispanic				
	c. Total				
5.	<u>Race:</u>				
	a. White				
	b. Black/African American				
	c. Asian				
	d. American Indian/Alaskan Native				
	e. Native Hawaiian/Other Pacific Islander				
	f. Two or more races				
	g. Other multi-racial				
	h. Total				
6.	<u>Income Level:</u>				
	a. < \$15,300				
	b. \$15,301 to \$25,500				
	c. \$25,501 to \$34,400				
	d. \$34,401 to \$50,950				
	e. \$50,951 to \$59,150				
	f. \$59,151 to \$67,300				
	g. Over \$67,300				
	h. Total				
<u>UNIT COSTS</u>					
7.	Total Budget For proposed project				\$
8.	Unduplicated number of participants	(Same as line 1, above)			
9..	Cost per participant (=Budget/# participants)				\$

*Provide data through November 30, 2010

OUTCOME MEASUREMENTS AND INDICATORS

INSTRUCTIONS: *Identify the specific outputs, outcomes, indicators and annual target(s) in the table below.*

PROGRAM NAME: _____

Outputs (What will you do?)	Outcomes (What will be the result?)	Indicators (How will you measure the result?)	Target (What results are anticipated?)
<i>Example: Provide tutoring for 30 students</i>	<i>Improved reading skills</i>	<i>Pre- and post-test</i>	<i>90% of participants will improve reading skills</i>
<i>Example: Provide job skills training for 50 students</i>	<i>Students will obtain/maintain employment</i>	<i>Supervisor Evaluation</i>	<i>80% of participants completing training program will receive satisfactory rating by supervisor</i>

For each outcome identified above (minimum of 3), please answer the following:

Anticipated number of program participants: _____

Anticipated number to be evaluated: _____

Anticipated number of participants achieving identified outcome: _____

Percentage of participants achieving identified outcome: _____

DESIGNATION OF AUTHORIZED SIGNATURES FOR PROPOSED PROGRAM 2011-2012

ORGANIZATION: _____

On _____, the Board of Directors of the above named organization met with at least a quorum attending and authorized the following individuals to sign Housing and Community Services contract documents on behalf of the organization:

Authorized Signatures:

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

(Signature)

(Print or Type Name)

Board Chairperson

Date

FUNDING REQUEST DETAIL

PROGRAM NAME: _____

AMOUNT OF FUNDS REQUESTED: _____

TOTAL ANTICIPATED PROGRAM BUDGET: _____

<u>OBJECT LEVEL</u>	<u>ACCOUNT CLASSIFICATION</u>	<u>REQUESTED AMOUNT</u>
1195	Delegate Agencies - Payroll	_____
1495	Delegate Agencies – Employee Benefits	_____
1595	Delegate Agencies – Payroll Taxes	_____
2195	Delegate Agencies – Utilities	_____
2295	Delegate Agencies – Telephone	_____
2296	Delegate Agencies – Postage & Shipping	_____
2395	Delegate Agencies – Travel	_____
2295	Delegate Agencies – Conferences	_____
2495	Delegate Agencies – Insurance Charges	_____
2595	Delegate Agencies – Professional Fees	_____
2795	Delegate Agencies – Equipment Rent	_____
2805	Delegate Agencies – Building Maintenance	_____
2902	Advertising	_____
2906	Membership Dues	_____
2917	Printing and Photocopying	_____
2995	Delegate Agencies – Rent	_____
2795	Delegate Agencies – Other Contractuals	_____
2795	Delegate Agencies – Administrative Charges	_____
3195	Delegate Agencies – Supplies	_____
3595	Delegate Agencies – Materials	_____
3995	Delegate Agencies – Miscellaneous Commodities	_____
GRAND TOTAL		=====

SUMMARY OF REVENUE/RESOURCES FOR PROPOSED PROGRAM (2011-12)

Agency Name: _____ Program Name: _____

Total Budget for Proposed Project: _____ CDBG Amount Requested: _____

Instructions: *On the Table below, itemize all sources of funds to support this proposed project.*

AMOUNT OF FUNDS	SOURCE	TYPE
EXAMPLE: \$10,000	EX: STATE OF KANSAS	EX: KSG GRANT
EXAMPLE: \$15,000	EX: COMMUNITY FOUNDATION	EX: PROJECT GRANT
EXAMPLE: \$13,250	EX: AGENCY FUNDS	EX: PRIVATE DONATIONS
TOTAL AMOUNT: \$		

On the Table below, identify any additional resources your proposed project will leverage:

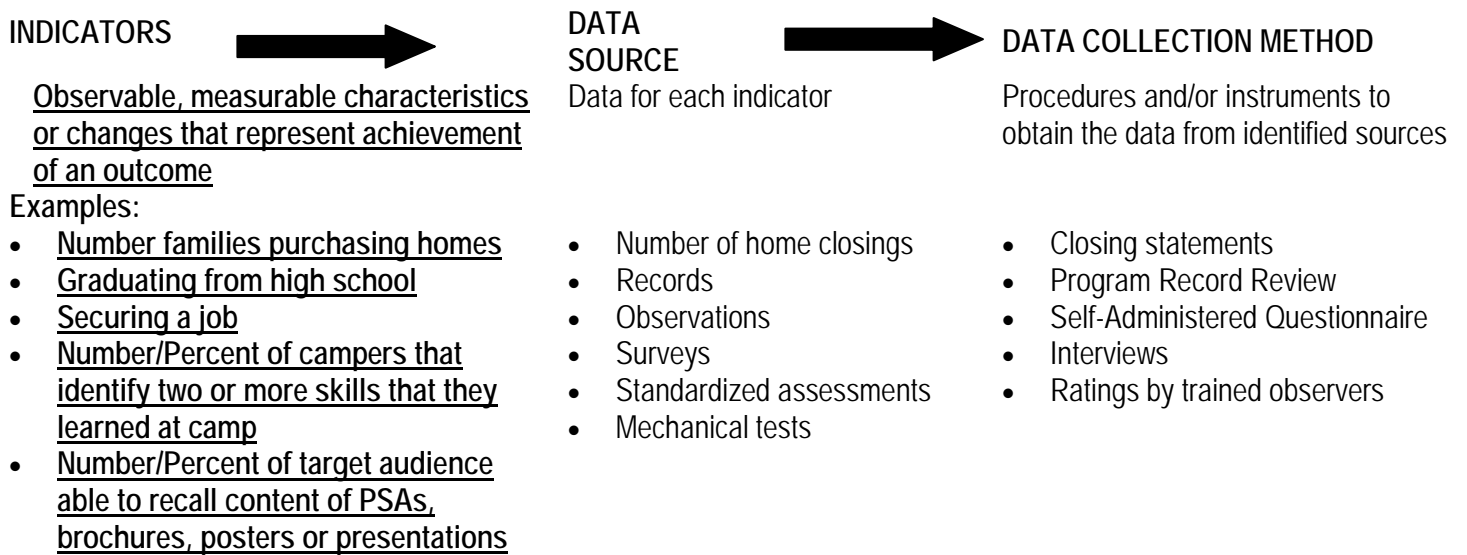
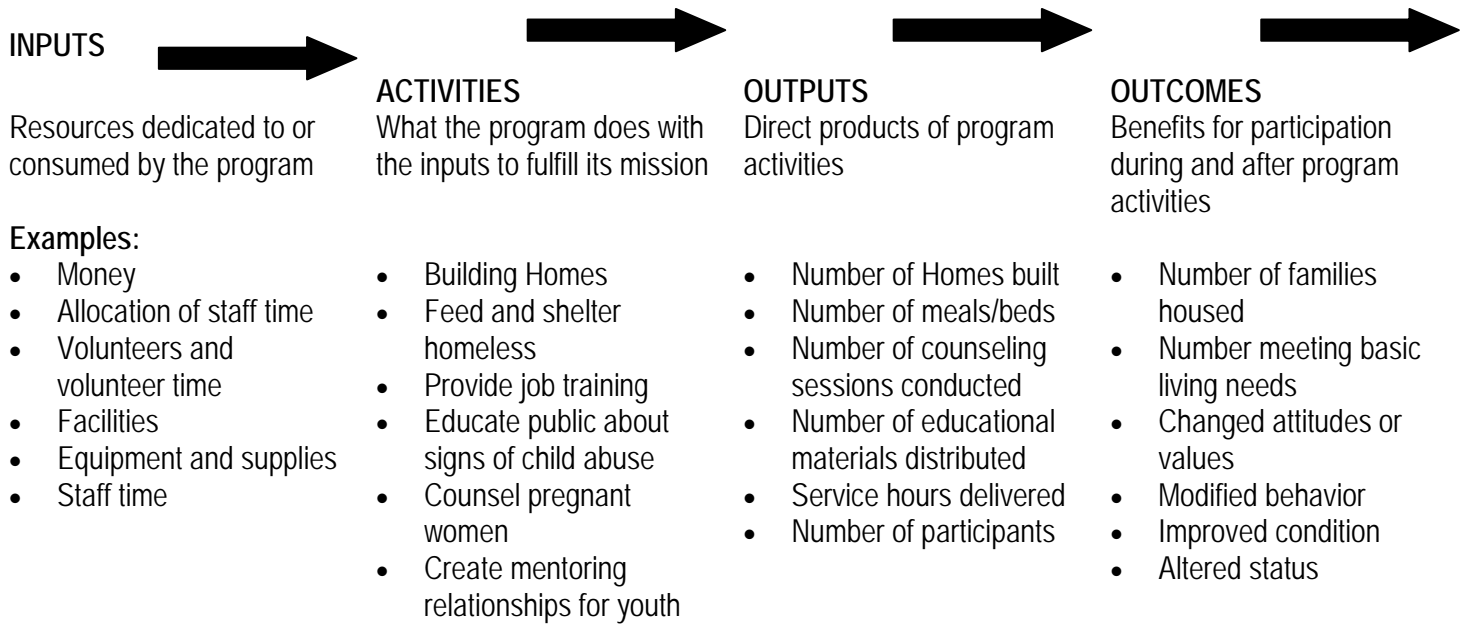
TYPE OF RESOURCE	SOURCE	VALUE
EXAMPLE: 10 VOLUNTEERS/15 HOURS EACH	SCHOOL DISTRICT PARTNERSHIP	APPROX \$1,500
EXAMPLE: WEEKLY FOOD AND SNACK ITEMS	DONATION FROM CHURCH PARTNER	\$1,360
EXAMPLE: 50 MOVIE PASSES FOR YOUTH	PRIVATE DONATION	\$450.00
		TOTAL VALUE: \$

Federal 2010 Household Income Limits Wichita, Kansas

Family Size	Extremely Low 30%	Very Low 50%	Low 80%
1	\$13,400	\$22,300	\$35,700
2	\$15,300	\$25,500	\$40,800
3	\$17,200	\$28,300	\$45,900
4	\$19,100	\$31,850	\$50,950
5	\$20,650	\$34,400	\$55,050
6	\$22,200	\$36,950	\$59,150
7	\$23,700	\$39,500	\$63,200
8	\$25,250	\$42,050	\$67,300

Source: U.S. Department of Housing and Urban Development
<http://www.hud.gov/offices/cpd/affordablehousing/programs/home/limits/income/2009/ks.pdf>

Summary of Program Outcome Model



Constraints on the program include – laws, regulations, and grantor’s requirements

Source: United Way of the Mid Plains