

BIDDERS COMPANY NAME

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# Request for Proposal

## #6520

### Office of Community Development FY2010-12 Community Based Development Organization (CBDO) Designation and Washtenaw Urban County CDBG Funding for City of Ann Arbor Neighborhood Organizations



Prepared By:

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**REQUEST FOR PROPOSAL #6520**

February 18, 2010

Washtenaw County Purchasing Division, on behalf of the Office of Community Development, is requesting proposals for identified community-based, human services activities to be provided by non-profit agencies eligible for the "Community Based Development Organization" designation located within the City of Ann Arbor. These projects will be funded through the Community Development Block Grant (CDBG) Program, which are federal grants that Washtenaw County administers for the Washtenaw Urban County, including the City of Ann Arbor. All proposals funded with Washtenaw County CDBG funds must address the needs of the low-income residents of jurisdictions that currently participate in the Urban County including: Ann Arbor Township, Bridgewater Township, the City of Ann Arbor, the City of Ypsilanti, Northfield Township, Pittsfield Township, Salem Township, Scio Township, Superior Township, York Township, and Ypsilanti Township. *For the purposes of this RFP, funding will be awarded to City of Ann Arbor CBDO-eligible neighborhood organizations only.* **Only non-profits with 501(c)3 status can apply for funds.**

Organizations contracting with Washtenaw County must also comply with certain local requirements including the County's Living Wage Ordinances. In addition, each organization must carry minimum Liability and Workers Compensation insurance. See details in appendices.

**Sealed Proposals:** Vendor will deliver one (1) original and two (2) copies in an envelope clearly marked:

**RFP #6520 Washtenaw County CBDO**

to the following address:

**Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
Ann Arbor, MI. 48104**

**BY 3:00 PM on May 7, 2010.**

**A mandatory Pre-Bidders Conference is scheduled for Friday, February 26, 2010 from 11:00am-12:00pm at the Office of Community Development on the 3<sup>rd</sup> Floor of the Washtenaw County Annex Building, 110 North Fourth Avenue, Suite 300, Ann Arbor, MI 48104. Please read the entire RFP prior to attending.**

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- Please direct questions regarding this RFP document or procurement process to Anne Strieter, Senior Buyer at (734) 222-6760 or [strietera@ewashtenaw.org](mailto:strietera@ewashtenaw.org)
- Please direct technical questions regarding the communitygrants.org system to [help@communitygrants.org](mailto:help@communitygrants.org).
- For questions about the program and service elements of this RFP, please contact Andrea Plevak at (734) 622-9007 or [pleveka@ewashtenaw.org](mailto:pleveka@ewashtenaw.org).

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## **I. GENERAL INFORMATION**

**Definitions:** “Urban County” is Washtenaw Urban County; the CDBG entitlement community including the following municipalities: Ann Arbor Township, Bridgewater Township, the City of Ann Arbor, the City of Ypsilanti, Northfield Township, Pittsfield Township, Salem Township, Scio Township, Superior Township, York Township, and Ypsilanti Township.

“City” is City of Ann Arbor, Michigan.

“Bidder” is an individual or business submitting a bid in response to this RFP

“Contractor” One who performs work or furnishes materials in accordance with a contract.

“CBDO” is a Community Based Development Organization

### **A. PURPOSE OF REQUEST FOR PROPOSAL (RFP)**

The Washtenaw Urban County seeks proposals for identified community-based, human services activities to be provided by organizations eligible for the “Community Based Development Organization” designation within the City of Ann Arbor. These services must be consistent with the community Human Services Priorities as well as the CBDO eligible activities (See sections III-A and III-B). Please see the 2009-2013 CDBG Urban County Consolidated Strategy and Plan<sup>1</sup> for an analysis of the need for housing and non-housing community development projects within the boundaries of the following eleven current Urban County jurisdictions: Ypsilanti Township, City of Ypsilanti, City of Ann Arbor, Pittsfield Township, York Township, Scio Township, Superior Township, Northfield Township, Salem Township, Bridgewater Township, and Ann Arbor Township.

**The Washtenaw Urban County funding available for bid in this RFP will cover the period from July 1, 2010- June 30, 2012. The Washtenaw Urban County will recommend funding based on a two-year budget, with funding levels available in year two conditional upon the funding allocations from HUD. The Washtenaw Urban County CDBG allocations are approved by the Washtenaw Urban County Executive Committee.**

### **B. RFP TERMS**

- Washtenaw County reserves the right to reject any and all proposals received as a result of this RFP. If a proposal is selected, Washtenaw County will consider the most advantageous proposal regarding price, quality of service, vendor’s qualifications and capabilities to provide the specified service, geographic area to be served, and other factors. The County does not intend to award a bid fully on the basis of any response made to a proposal; the reserves the right to consider proposals for modifications at any time before a contract would be awarded, and negotiations would be undertaken with that contractor whose proposal is deemed to best meet Washtenaw County’s specifications and needs.
- **Award letters will be sent to bidders by June of 2010, and final contracts will be effective on July 1, 2010.**
- Washtenaw County reserves the right to waive or not waive informalities or irregularities in bids or bidding procedures. **Once submitted, no proposal may be amended or substituted, unless permitted by the Director of the Office of Community Development or the Washtenaw County Administrator.**

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<sup>1</sup> Interested parties can download the Washtenaw Urban County Consolidated Plan at [www.ewashtenaw.org](http://www.ewashtenaw.org) by clicking on “Government-Departments-Community Development- Plans, Reports, & Data”.

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- An official authorized to bind the provider to its provisions for at least a period of 90 days must sign proposals. Failure of the successful bidder to accept the obligation of the bid may result in the cancellation of any award.
- Washtenaw County will not be liable for any costs associated with the preparation, transmittal, or presentation of any materials submitted in response to this RFP.
- In the event it becomes necessary to revise any part of the RFP, an addendum will be provided. Deadlines for submission of the RFPs may be adjusted to allow for revisions.
- The Manager of the Purchasing Division and the Office of Community Development reserve the right before making an award of County funds to have the premises of the bidder inspected, or to take any other action necessary to determine the fitness, reliability, and ability to perform. The inspection could check the physical location, facilities, equipment, spare parts, and/or for ability to comply with conditions of the bid.
- The Urban County reserves the right to recapture and reallocate funds to alternate projects for any project where the contract has not been executed by **September 30, 2010** or where the projects are not progressing in a timely manner.
- The Urban County reserves the right to establish spending guidelines for all projects and approve funding contingent upon meeting additional requirements.
- Vendor must affirm that the costs stated in this RFP will be valid for the year period after the proposal is submitted.
- Invoices (or Request for Reimbursement forms as applicable) submitted must be itemized to include monthly costs for given time period, and include the City/County's purchase order number. Any changes to the program budget need to be requested in writing and approved in advance.

## **II. FUNDING AVAILABILITY**

There will be **\$120,000 in Urban County CDBG funding** available each year for identified community-based, human services activities to be provided by organizations eligible for the "Community Based Development Organization" designation within the City of Ann Arbor. This funding must be spent to benefit eligible households in the approved CBDO-designated area, within the City of Ann Arbor. According to HUD guidelines, CDBG funds must be used to benefit those households that have incomes at 80% of the Area Median Income<sup>2</sup> and below. All of these funds will be allocated on a two-year funding cycle. Please see "Purpose of Request for Proposal" in Section I-A of this document for more information.

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<sup>2</sup> The U.S. Department of Housing and Urban Development releases these area median family income (AMI) limits on a yearly basis. However, as the local area median family income is very high in comparison to the national median income, HUD often caps the local eligibility at somewhat less than 80% of AMI. For instance, this year the cutoff for eligibility is approximately 77% of AMI.

### **III. FY 2010-12 HUMAN SERVICES FUNDING PRIORITIES**

Applicants must demonstrate that all activities included in their proposal meet one of the two CBDO eligible activities AND at least one of the local Human Services Priorities.

#### **A. HUMAN SERVICES FUNDING PRIORITIES**

The following are the Human Services Priorities for the Washtenaw Urban County. These priorities can be found in the 2009-10 Washtenaw Urban County Annual Plan. While it is recognized that additional human service needs exist throughout the community, there is a limited pool of resources available. Therefore, only the following priorities will be eligible for funding through this RFP.

##### **INCREASE HOUSING STABILITY**

- Reduce the incidence and onset of homelessness
- Reduce the negative impact and duration of homelessness
- Provide homeownership or permanent supportive housing opportunities
- Provide emergency shelter for those who are homeless

##### **INCREASE FAMILY ECONOMIC STABILITY**

- Provide access to quality, affordable childcare
- Assist persons with special needs to achieve and maintain maximum level of independence (Supportive Services to Seniors and Persons with Disabilities)
- Provide employment training or related services or transportation to increase employment acquisition and maintenance.

##### **INCREASE ACCESS TO HEALTH & WELL-BEING**

- Provide affordable primary and specialty medical, dental, pre-natal and mental health care, or substance abuse services for under or non-insured
- Provide emergency food and / or nutritional supplements

##### **INCREASE LONG-TERM SUCCESS OF AT-RISK YOUTH**

- Provide after school / summer academic enrichment activities
- Provide job skills training
- Provide opportunities for community involvement, civic engagement and leadership training

#### **B. CBDO ELIGIBLE ACTIVITIES**

The following are the Community Based Development Organization (CBDO) eligible activities. These activities can be found in the Code of Federal Regulations (CFR) §570.204.

##### **NEIGHBORHOOD REVITALIZATION**

Neighborhood revitalization projects must include:

- Activities of *sufficient size and scope to have an impact on the decline of a geographic location* within the Urban County (but not the entire Urban County);
- The geographic location must be designated as such in comprehensive plans, ordinances, or other local documents as a neighborhood, village, or similar geographical designation; or the entire jurisdiction of a unit of general local government which is under 25,000 in population.

##### **COMMUNITY ECONOMIC DEVELOPMENT**

Community economic development projects must include:

- Activities *that increase economic opportunity*, principally for persons of low and moderate income.
- These may include:
  - Activities that stimulate or retrain businesses or permanent jobs;
  - Activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs;
  - Activities that provide public services concerned with employment.

## **IV. PROPOSAL INSTRUCTIONS**

**Please review all instructions before proceeding.** Be sure to answer all questions as instructed in this RFP and submit all components according to the Submission Requirements Checklist in Section IV-E. Each proposal will be evaluated by a team of reviewers to understand how the proposed program meets the Human Services Priorities and CBDO Eligible Activities as listed in Section III.

### **A. ONLINE GRANT APPLICATION & TRAINING**

All Bidders must complete their applications via the [www.communitygrants.org](http://www.communitygrants.org) website and should have attended a training session on how to use the system prior to submission. In order to access the online application, all bidders must request a password to use the system via the website. The Office of Community Development and the NEW Center will offer training to applicants on an as-needed basis. To request a password or a training session, please contact Michael Haak at the NEW Center: [help@communitygrants.org](mailto:help@communitygrants.org).

### **B. PROPOSAL SUBMISSION REQUIREMENTS**

#### **SEALED BID**

Submit proposal in a SEALED envelope marked RFP #6520—CBDO Funding Proposal. ***One original with original signatures and two copies of the proposals and supporting documentation must be submitted in hard copy.*** Faxed or e-mail versions will not be accepted.

#### **DUE DATE/TIME**

Proposals are due **by 3:00pm, Friday, May 7, 2010** to the following address:

Washtenaw County  
Administration Building  
Purchasing Division  
220 N. Main St. Room B-35  
P.O.Box 8645  
Ann Arbor, MI. 48107

**\*\*LATE PROPOSALS WILL NOT BE ACCEPTED\*\***

#### **PRE-BIDDERS CONFERENCE**

A **mandatory** pre-bidders conference is scheduled for **Friday, February 26, 2010 from 11:00am-12:00pm at the Office of Community Development on the 3<sup>rd</sup> Floor of the Washtenaw County Annex Building, 110 North Fourth Avenue, Suite 300, Ann Arbor, MI 48104.**

#### **SUBMITTING A COMPLETE BID**

Please be sure to complete ALL of the required components with each bid submission and submit prior to the due date/time. An incomplete bid may be rejected without review. Any questions or concerns regarding the electronic submission components should be directed to [help@communitygrants.org](mailto:help@communitygrants.org). Please review the Submission Requirements Checklist on the next page for detailed Bid Submission Requirements. The checklist must be signed and included with your bid packet.

**C. SUBMISSION REQUIREMENTS CHECKLIST**

**Electronic Only Components:**

Please complete the following components electronically on [www.communitygrants.org](http://www.communitygrants.org) by the RFP bid closing date & time.

- Agency Profile** (Must include the following current information to be considered complete: *Basic Agency Information, Total Operating Expenses, Board-Approved Agency Operating Budget (Financials), History, Mission and Goals, Programs/Activities, and Board Roster.*)

**Electronic & Hard Copy Components:**

Please complete and submit the following components electronically on [www.communitygrants.org](http://www.communitygrants.org) AND submit three (3) copies with original signatures with your bid packet by the RFP bid closing date & time.

- Cover Page** (This document will be automatically generated when the "Print Cover Page" button is selected. Questions about this should be directed to [help@communitygrants.org](mailto:help@communitygrants.org))
- Online Application for RFP #6520**
- Program Budget for FY 2010-12**

**Hard Copy Only Components:**

Please complete and submit the one (1) each of the following components by the RFP bid closing date & time. **IF ANY OF THESE DOCUMENTS ARE ALREADY ON FILE WITH OFFICE OF COMMUNITY DEVELOPMENT AND CURRENT, THEY DO NOT NEED TO BE RE-SUBMITTED.** If you are not sure about the documents on file, please contact Andrea Plevak at [pleveka@ewashtenaw.org](mailto:pleveka@ewashtenaw.org).

- Submission Requirements Checklist** (Must include original signature.)
- CBDO Application** (See Appendix B of this RFP; must include original signatures.)
- Job Descriptions and Resumes OR Summaries** (Please submit for each person listed in "Key People;" See section IV.D. Question #7.)
- Current Insurance Information** (See pgs. 17-18 of RFP for more information on Washtenaw County Insurance Requirements)
- Independent Audit and Management Letter (and A-133 Audit if applicable)**
- 2008 or Most Recent IRS Federal Form 990 Exempt Organization Return**
- Community Service & Governance Standards** (See Appendix A)
- Articles of Incorporation / Updates**
- Bylaws / Updates**
- Proof of 501(c)3 or other Tax Exempt Status**

I attest all the above indicated documents were submitted in response to the Human Services Funding RFP #6520.

Signed: \_\_\_\_\_ Title: \_\_\_\_\_

## D. STEP-BY-STEP INSTRUCTIONS FOR COMMUNITY GRANTS ONLINE APPLICATION RFP #6520

As part of a continuing collaborative effort to provide a more efficient application process for local nonprofit partners, several community funding organizations created an online community grants system. This system can be found on the internet at [www.communitygrants.org](http://www.communitygrants.org). **Please be sure to update your Agency Profile online and answer all of the questions on the Office of Community Development grant application ACCORDING TO THE INSTRUCTIONS PROVIDED BELOW.**

### GENERAL INFORMATION

When you open up [www.communitygrants.org](http://www.communitygrants.org) and choose “Add an Application” it will give you a list of funding agencies from which to choose. You should select the “Office of Community Development.”

The standard community funding application will then prompt you to answer several questions about your proposal for funding. Please be sure to complete all of the fields in each section and provide a correct email address for the grant contact, as we use these for periodic updates & reminders.

### **\*\*\*PLEASE USE THE “GRANT SUMMARY” QUESTION ON THE COMMUNITY GRANTS APPLICATION TO INDICATE WHICH OF THE CBDO ELIGIBLE ACTIVITIES YOUR AGENCY IS APPLYING FOR:**

1. Neighborhood Revitalization, AND/OR
2. Community Economic Development

### GRANT NARRATIVE QUESTIONS

*Please be sure to review the “Evaluation Criteria” provided in Appendix D to ensure that the correct information is provided in each answer. Any questions related to the narrative questions should be directed to: **Andrea Plevak**, Human Services Analyst, [pleveka@ewashtenaw.org](mailto:pleveka@ewashtenaw.org) 734-622-9007*

### **Funder Priority/Investment Target**

**Question #1 (Drop down menu):** Browse and choose the ONE that best describes the service provided of the following investment targets from the drop down menu (even if more than one applies):

#### **Human Services Priorities**

- Increase Housing Stability
- Increase Family Economic Stability
- Increase Access to Health & Well-being
- Increase Long-term Success of At-Risk Youth

### **Program Outcome Statement**

Establishing a compelling **outcome statement**, mission or vision, sets a vital tone for effective outcome thinking. It becomes the core of organizational leadership and a prelude to high performance. In this section, please describe the specific *behavior and/or condition change* you seek to achieve in your target population as a result of the program. This statement should define what will occur as a result of the Performance Targets and Milestones you outline in Questions #5 & 6.

**Question #2:** Provide a concise, one-sentence statement describing the end result you are working toward (enter in box provided in online system).

#### **Program Outcome Statement Example**

Low-income individuals residing at ABC apartment complex will maintain their housing for at least 12 months as a result of participation in our Eviction Prevention Education and Advocacy Program.

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### Target Population/Community Need

**The target population** includes the people or groups who will directly interact with your program and its implementers. This interaction is intended to result in a change in behavior or condition as defined in your Program Outcome Statement (Question #1).

**The community need** includes the empirical evidence (statistics, data, etc.) that demonstrates the need for your program or service in Washtenaw County. Be sure to evaluate whether or not similar services are being provided in the community; whether or not similar services are available to your target population; and whether or not those services are accessible to your target population.

**Question #3a:** Describe your **target population** and the **community need** for the program or service.

**Question #3b:** Please use the 2009 Department of Housing and Urban Development Income categories<sup>3</sup> (below and online) and estimate **the number of participants** that will have incomes in the following income categories. *The total number of participants listed here should be the same total in the "number served" and "target population" questions.*

\_\_\_\_\_ Extremely Low ( $\leq 30\%$ AMI)                      \_\_\_\_\_ Very Low (31%AMI to 50%AMI)  
 \_\_\_\_\_ Low (51%AMI to 80%AMI)                      \_\_\_\_\_ Other/Moderate ( $\geq 80\%$ AMI)

HUD FY 2009 Income Categories – Washtenaw County and City of Ann Arbor								
Family Size	1	2	3	4	5	6	7	8
Moderate (Median) income	\$59,600	\$68,200	\$76,700	\$85,200	\$92,000	\$98,800	\$105,600	\$112,500
*Low income (80% / 75%)	\$44,800	\$51,200	\$57,600	\$64,000	\$69,100	\$74,250	\$79,350	\$84,500
Very low income (50%)	\$29,800	\$34,100	\$38,350	\$42,600	\$46,000	\$49,400	\$52,800	\$56,250
Extremely low income (30%)	\$17,900	\$20,450	\$23,000	\$25,550	\$27,600	\$29,650	\$31,700	\$33,750

\*Note: the 80% median income level may not exceed the U.S. median income level, consequently it is actually 75% of median

**Question #3c:** Please explain how you will be able to **document and verify** participants' income and race.

#### Target Population & Community Need Example

Our Town Human Services Organization's target population is primarily single adults and families who are precariously housed due to a financial or other crisis, or chronic poverty. Our consumers are primarily white (60%) or African American (20%), with relatively few (8%) identifying Hispanic ethnicity. Most of our families are female-headed households and many of our consumers are dealing with substance abuse and/or mental health challenges.

The need in the Washtenaw County area for eviction prevention services is great. The unemployment rate in Washtenaw County has increased from 4% to 7% between 2006 and 2009. Eviction proceedings have increased by 10% from 2006 to 2009. Housing foreclosures increased by 20% from 2006 to 2009. Given the current economic climate and the corresponding housing crisis, it is critical that we support the lowest-income people in our community who are in increasingly unstable housing and financial situations. The economic crisis demonstrates the increasing need for eviction prevention and financial counseling to maintain those affordable housing units for low-income and precariously housed households.

By keeping people housed the community will benefit by keeping people out of the homeless shelters. Local data shows that providing homeless services costs 2x more than keeping people housed. In addition, keeping people housed lowers the vacancy rates of these apartments and increases their financial stability so that the units can be maintained. We are the only service provider serving this geographic area, so the service is not only needed, but is also unduplicated.

<sup>3</sup> When the income limits change in early 2010, the Office of Community Development will provide all funded agencies with the updated limits.

**Product: Components & Activities**

In the Outcome Funding Model, your program activities are collectively referred to as a **product** to emphasize the benefit or value to customers. It is defined by its core features, such as the duration and intensity of your services, and the unique ways that your organization intends to address any barriers and challenges to promote successful achievement of the performance targets and milestones.

**You must also detail how your program will address the following barriers to service:**

1. *Affordability;*
2. *Hours of Operation;*
3. *Transportation Availability;*
4. *Accessibility of Location; and*
5. *Language Barriers.*

**Question #4:** Describe the core features of your product - what services you will provide, how often you will provide them and when/where you will provide the services.

**Product Example**

Our Town Human Services Organization will conduct homelessness prevention outreach activities in five large low-income apartment complexes in the Urban County over the next program year.

These outreach activities will involve contact and coordination of meeting space with local landlords; available on site for publicized regular hours to meet with residents that need referrals and/or eviction prevention counseling; planned recreational activities to introduce the service to residents of the apartment complexes; distribution of information and referral materials to all residents re: eviction prevention, financial management resources, employment/training opportunities; and coordination/referral of residents to mainstream resources for income support, health, housing, mental health, and other supportive services in the community.

These activities will be offered free of charge; during evenings and on weekends; are within walking distance of residents; are located in a fully ADA-accessible location; and will be offered in English, Spanish and Arabic to accommodate residents' language needs.

**Performance Targets & Verification/ Goals & Evaluation**

**Performance targets** are the specific results that an implementer commits to achieve. They almost always represent a change in behavior or condition for the customers of a program. They are tangible in the sense that they can be evaluated, measured or verified. And they are narrow enough in scope to be directly achieved by the implementer. A target includes these elements:

- The area of change or condition
- Degree of change...how much, how long, etc.?
- Baseline...what happens if there is no intervention?
- A number that can be measured...how many will change?

**Question #5:** Add a performance target, and clearly specify the changes in your customers that will result from participating in your program AND how you will verify these results. Each Performance Target should have milestones associated with it which, when completed, will result in the achievement of the Performance Target. See Question #6 for a description of entering your milestones.

**Performance Target/ Verification Examples**

**Example A:** Of the 10 residents that participate in our Eviction Prevention Outreach Program, 90% of them will know 10 financial management techniques as verified on pre- and post-tests.

**Example B:** Of the 100 residents that participate in our Eviction Prevention Outreach Program, 75 participants will remain stably housed for 12 months as verified through phone survey & landlord contact.

**Milestones/ Results**

In Outcome Funding, **milestones** are stated in terms of what the customer does. Begin from the initial action *through the point where the customer has accomplished the performance target*. **Be sure to only include milestones that reflect important, client-centered achievements in the course of the program.**

**Question #6:** Add your milestones one at a time. These should comprise a list of the incremental changes that your agency expects in your customers' behavior. Please specify the timeframe or completion dates where applicable.

**Milestone Example**

For program year 2009-10:

- 100 residents will attend the first day of the program (9/1/09) **Verification:** Attendance sheet
- 90 residents will meet with individual housing counselors to establish an eviction prevention plan, identifying the process to resolve any current eviction prevention needs as well as the behaviors or conditions that have lead to the unstable housing (10/1/09) **Verification:** Participant plans in file.
- 90 residents will know 10 financial management techniques. **Verification:** Pre- and post-tests.
- 50 residents will remain stably housed for 12 months. **Verification:** phone survey & landlord contact.

**Key People**

A large part of the probability that an investment will lead to its intended return, lies in the energy and capability of the people who do the work.

**Question #7:** List who is **PRIMARILY RESPONSIBLE** for delivering the services and reaching the performance targets. Please list direct service providers and supervisory staff. Please also provide a brief job description for each position and a resume, OR summary of experience, for each staff person currently holding that position.

**Collaborators/ Partners**

**Question #8:** List any collaborative partners, joint programming ventures, or other working agreements with other agencies, and **DESCRIBE HOW THEY WILL CONTRIBUTE TO THE SUCCESS OF THIS PROJECT.** (Examples of collaborations or partnerships include joint decision making processes for outcomes of a population, sharing of space or other resources, sharing of administrative functions, mutual benefits and liabilities, shared outcomes, etc.).

**Community Impact**

**Question #9:** How will your project impact the whole CBDO-designated community? **(This question reads differently on CommunityGrants.org; please respond to the question as worded above.)**

**Sustainability: Customer & Program**

The Washtenaw Urban County, the City of Ann Arbor and Washtenaw County seek to make an investment in human services in our community, and expect a return on that investment. Please indicate in your answer to Question #10a how your agency will ensure that the performance targets identified for this program will be sustained over time.

**Question #10a:** How will you sustain the performance targets that are achieved in your program?

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Given the increasing demand for human services in our community and the uncertainty of federal, state and local allocations for such initiatives, it is important that non-profit agencies applying for Human Services Funding through this RFP have a diversified funding plan to ensure their programs' sustainability. Please indicate how your agency has diversified its funding to support this program in your answer to Question #10b.

**Question #10b:** What are your long-term strategies for funding this program at the end of the grant period? (Please outline other funding sources for your program).

### **Program Budget**

**Question #11:** Please complete your project / program budget *for FY 2010-12* by downloading the required Office of Community Development format from the [CommunityGrants.org](http://CommunityGrants.org) system when you click on the "download funder budget formats" link at the bottom of the standard application. After you download the format, you will complete the budget in this electronic format, save it, upload it into your grant application online, and save it into your online application.

**Please round all line item expenditure figures to the nearest dollar. The program Budget should reflect projected program expenditures for July 1, 2010 through June 30, 2012. Descriptions of each line item in the budget template are listed below.**

#### **Program Budget Revenues**

- 1. Grant Amounts** – List amount of this proposal request in the first column. Complete the Expense section to indicate how requested funds will be allocated. Other grants that will support this program should be listed in the other columns. Please indicate the name of each funding source and whether or not it is secured or pending.
- 2. Other Support (In-Kind)** – includes donations, fundraisers, volunteer time, etc.
- 3. Status of Funds** – regarding the availability of other sources of funds to be used to support the program (i.e. secured, applied, applying April 2010).

#### **Program Budget Expenses**

- 4. Personnel, Taxes & Fringe Benefits** – costs may include salaries, taxes and fringe benefit costs. Employers share of payroll taxes are also included. Administrative costs may not exceed 20% of the total award. Federally funded programs require the submission of an Indirect Cost Allocation Plan for administrative costs. All positions supported by this request must comply with the respective Washtenaw County Living Wage Ordinance.
- 5. Consultant & Contractual Fees** - includes funds passed through to other organizations and/or contractual employees. If approved for funding, signed subcontracts must be submitted. Subcontractor agreements must be made according to 24 CFR 85.36 if charged to this grant and federally (CDBG) funded.
- 6. Administrative Costs** - includes rent, telecommunications, property insurance, mortgage payments, utilities, office supplies, program materials, postage, annual audit (a portion of the annual audit may be charged to this grant based on percentage of total organization revenue), program evaluation, and marketing.
- 7. Specific Assistance** - includes direct subsidies to customers for costs of services or emergency assistance. May NOT be used for ongoing grants of non-emergency payments (defined as more than 3 consecutive months) for food, clothing, rent, utilities or other income payments. **NOTE: Submission of**

addresses of households/individuals assisted will be a reporting requirement to confirm resident eligibility.

8. **Other** - includes any other unidentified costs to be allocated to the program or grant.

**When You are Finished with Community Grants**

When you are finished with the narrative questions in [www.CommunityGrants.org](http://www.CommunityGrants.org), scroll back up to the top of the page to the “submitting this application section”; set the application status to “submit”; and then press the “save” button in the blue bar above the application.

## **V. STANDARD PROVISIONS FOR CONTRACTS**

### **BIDS AWARDED BY WASHTENAW COUNTY**

If a contract is awarded, the selected vendor will be required to execute a contract containing the terms and conditions of the specimen contract. Following is a specimen agreement for services identified in this request for proposal. Contract terms regarding compliance with HUD, CDBG, and HOME Programs will not appear in contracts that are General Fund only. No changes, modifications, alterations, and deletions to the terms and conditions of this specimen contract will be accepted. **THIS IS A SAMPLE COPY ONLY.**

#### **SERVICE CONTRACT (NAME OF CONTRACTOR)**

AGREEMENT is made this \_\_\_\_\_ day of \_\_\_\_\_, 2010, by the COUNTY OF WASHTENAW, a municipal corporation, with offices located in the County Administration Building, 220 North Main Street, Ann Arbor, Michigan 48107("County") and **(NAME OF CONTRACTOR)** located at **(CONTRACTOR'S ADDRESS)** ("Contractor").

In consideration of the promises below, the parties mutually agree as follows:

#### ARTICLE I - SCOPE OF SERVICES

The Contractor will **(SPELL OUT SCOPE OF SERVICE)**

#### ARTICLE II - COMPENSATION

Upon completion of the above services and submission of invoices the County will pay the Contractor an amount not to exceed **(SPELL OUT DOLLAR AMOUNT)**.

#### ARTICLE III - REPORTING OF CONTRACTOR

Section 1 - The Contractor is to report to **(DEPARTMENT HEAD TITLE)** and will cooperate and confer with him/her as necessary to insure satisfactory work progress.

Section 2 - All reports, estimates, memoranda and documents submitted by the Contractor must be dated and bear the Contractor's name.

Section 3 - All reports made in connection with these services are subject to review and final approval by the County Administrator.

Section 4 - The County may review and inspect the Contractor's activities during the term of this contract.

Section 5 - When applicable, the Contractor will submit a final, written report to the County Administrator.

Section 6 - After reasonable notice to the Contractor, the County may review any of the Contractor's internal records, reports, or insurance policies.

#### ARTICLE IV - TERM

This contract begins on **(MONTH, DAY, YEAR)** and ends on **(MONTH, DAY, YEAR)**.

ARTICLE V - PERSONNEL

Section 1 - The contractor will provide the required services and will not subcontract or assign the services without the County's written approval.

Section 2 - The Contractor will not hire any County employee for any of the required services without the County's written approval.

Section 3 - The parties agree that the Contractor is neither an employee nor an agent of the County for any purpose.

Section 4 - The parties agree that all work done under this contract shall be completed in the United States and that none of the work will be partially or fully completed by either an offshore subcontractor or offshore business interest either owned or affiliated with the contractor. For purposes of this contract, the term, "offshore" refers to any area outside the contiguous United States, Alaska or Hawaii.

ARTICLE VI - INDEMNIFICATION AGREEMENT

The contractor will protect, defend and indemnify Washtenaw County, its officers, agents, servants, volunteers and employees from any and all liabilities, claims, liens, fines, demands and costs, including legal fees, of whatsoever kind and nature which may result in injury or death to any persons, including the Contractor's own employees, and for loss or damage to any property, including property owned or in the care, custody or control of Washtenaw County in connection with or in any way incident to or arising out of the occupancy, use, service, operations, performance or non-performance of work in connection with this contract resulting in whole or in part from negligent acts or omissions of contractor, any sub-contractor, or any employee, agent or representative of the contractor or any sub-contractor.

ARTICLE VII - INSURANCE REQUIREMENTS

The Contractor will maintain at its own expense during the term of this Contract, the following insurance:

1. Workers' Compensation Insurance with Michigan statutory limits and Employers Liability Insurance with a minimum limit of \$100,000 each accident for any employee.
2. Commercial General Liability Insurance with a combined single limit of \$1,000,000 each occurrence for bodily injury and property damage. The County shall be added as "additional insured" on general liability policy with respect to the services provided under this contract.
3. Automobile Liability Insurance covering all owned, hired and nonowned vehicles with Personal Protection Insurance and Property Protection Insurance to comply with the provisions of the Michigan No Fault Insurance Law, including residual liability insurance with a minimum combined single limit of \$1,000,000 each accident for bodily injury and property damage.

Insurance companies, named insureds and policy forms may be subject to the approval of the Washtenaw County Administrator, if requested by the County Administrator. Such approval shall not be unreasonably withheld. Insurance policies shall not contain endorsements or policy conditions which reduce coverage provided to Washtenaw County. Contractor shall be responsible to Washtenaw County or insurance companies insuring Washtenaw County for all costs resulting from both financially unsound insurance companies selected by Contractor and their inadequate insurance coverage. Contractor shall

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furnish the Washtenaw County Administrator with satisfactory certificates of insurance or a certified copy of the policy, if requested by the County Administrator.

No payments will be made to the Contractor until the current certificates of insurance have been received and approved by the Administrator. If the insurance as evidenced by the certificates furnished by the Contractor expires or is canceled during the term of the contract, services and related payments will be suspended. Contractor shall furnish the County Administrator's Office with certification of insurance evidencing such coverage and endorsements at least ten (10) working days prior to commencement of services under this contract. Certificates shall be addressed to the County Administrator, P. O. Box 8645, Ann Arbor, MI, 48107, and shall provide for 30 day written notice to the Certificate holder of cancellation of coverage.

### **ARTICLE VIII - COMPLIANCE WITH LAWS AND REGULATIONS**

The Contractor will comply with all federal, state and local regulations, including but not limited to all applicable OSHA/MIOSHA requirements and the Americans with Disabilities Act.

### **ARTICLE IX - INTEREST OF CONTRACTOR AND COUNTY**

The Contractor promises that it has no interest which would conflict with the performance of services required by this contract. The Contractor also promises that, in the performance of this contract, no officer, agent, employee of the County of Washtenaw, or member of its governing bodies, may participate in any decision relating to this contract which affects his/her personal interest or the interest of any corporation, partnership or association in which he/she is directly or indirectly interested or has any personal or pecuniary interest. However, this paragraph does not apply if there has been compliance with the provisions of Section 3 of Act No. 317 of the Public Acts of 1968 and/or Section 30 of Act No. 156 of Public Acts of 1851, as amended by Act No. 51 of the Public Acts of 1978, whichever is applicable.

### **ARTICLE X - CONTINGENT FEES**

The Contractor promises that it has not employed or retained any company or person, other than bona fide employees working solely for the Contractor, to solicit or secure this contract, and that it has not paid or agreed to pay any company or person, other than bona fide employees working solely for the Contractor, any fee, commission, percentage, brokerage fee, gifts or any other consideration contingent upon or resulting from the award or making of this contract. For breach of this promise, the County may cancel this contract without liability or, at its discretion, deduct the full amount of the fee, commission, percentage, brokerage fee, gift or contingent fee from the compensation due the Contractor.

### **ARTICLE XI – DEBARMENT AND SUSPENSION**

By signing this Contract, Contractor assures the County that it will comply with Federal Regulation 45 CFR Part 76 and certifies that to the best of its knowledge and belief the Contractor and any subcontractors retained by Contractor:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal department or contractor;
2. Have not within a three-year period preceding this Contract been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements or receiving stolen property;

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3. Are not presently indicted or otherwise criminally or civilly charged by a government entity (federal, state or local) with commission of any of the offenses enumerated in section 2, and ;
4. Have not within a three-year period preceding this Contract had one or more public transactions (federal, state or local) terminated for cause or default.

### **ARTICLE XII – LOBBYING**

By signing this contract, Contractor assures the County that it will comply with Section 1352, Title 31 of the U.S. Code (pertaining to not using federal monies to influence federal contracting and financial transactions). The Contractor assures the County that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the Contractor, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal grant or cooperative agreement, the Contractor shall complete and submit Standard Form - LLL, Disclosure of Lobbying Activities,” in accordance with its instructions;
3. This language shall be included in the award documents for all subawards at all tiers (including subgrants, contracts under grants and cooperative agreements, and subcontracts) and that all sub-recipients shall certify and disclose accordingly.

### **ARTICLE XIII - DRUG-FREE WORKPLACE**

#### **Grantees Other Than Individuals**

- A. As required by the Drug-Free Workplace Act of 1988, the Contractor assures the County that it will or will continue to provide a drug-free workplace by:
  - a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee’s workplace and specifying the actions that will be taken against employees for violation of such prohibition;
  - b) Establishing an on-going drug-free awareness program to inform employees about—
    - 1) The dangers of drug abuse in the workplace;
    - 2) The grantee’s policy of maintaining a drug-free workplace;
    - 3) Any available drug counseling, rehabilitation, *and* employee assistance programs; and
    - 4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
  - c) Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph (a);
  - d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will—
    - 1) Abide by the terms of the statement; and

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- 2) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
- e) Notifying the County, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to the County;
- f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted—
  - 1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
  - 2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
- g) Making a good faith effort to continue to maintain a drug- free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

### Grantees Who Are Individuals

As required by the Drug-Free Workplace Act of 1988:

- A. As a condition of the grant, the Contractor assures the County that it will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any activity with the grant; and
- B. If convicted of a criminal drug offense resulting from a violation occurring during the conduct of any grant activity, the Contractor agrees to report the conviction, in writing, within 10 calendar days of the conviction, to the County.

### ARTICLE XIV - FEDERAL PROCUREMENT STANDARDS

The Contractor assures the County that it will follow federal procurement standards as described in the Code of Federal Regulations section 2 CFR Part 215.4 when procuring goods or services with federal funds to insure that procurement decisions are made ethically and with free and open competition among those providing the goods or services.

### ARTICLE XV - EQUAL EMPLOYMENT OPPORTUNITY

The Contractor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief (except as it relates to a bona fide occupational qualification reasonably necessary to the normal operation of the business).

The Contractor will take affirmative action to eliminate discrimination based on sex, race, or a handicap in the hiring of applicant and the treatment of employees. Affirmative action will include, but not be limited to: Employment; upgrading, demotion or transfer; recruitment advertisement; layoff or termination; rates of pay or other forms of compensation; selection for training, including apprenticeship.

The Contractor agrees to post notices containing this policy against discrimination in conspicuous places available to applicants for employment and employees. All solicitations or advertisements for employees, placed by or on the behalf of the Contractor, will state that all qualified applicants will receive consideration for employment without regard to race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

ARTICLE XVI - LIVING WAGE

The parties understand that the County has enacted a Living Wage Ordinance that requires covered vendors who execute a service or professional service contract with the County to pay their employees under that contract, a minimum of either \$10.88 per hour with benefits or \$ 12.75 per hour without benefits. Contractor agrees to comply with this Ordinance in paying its employees. Contractor understands and agrees that an adjustment of the living wage amounts, based upon the Health and Human Services poverty guidelines, will be made on or before April 30, 2010 and annually thereafter which amount shall be automatically incorporated into this contract. County agrees to give Contractor thirty (30) days written notice of such change. Contractor agrees to post a notice containing the County's Living Wage requirements at a location at its place of business accessed by its employees

ARTICLE XVII - EQUAL ACCESS

The Contractor shall provide the services set forth in Article I without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

ARTICLE XVIII - OWNERSHIP OF DOCUMENTS AND PUBLICATION

All documents developed as a result of this contract will be freely available to the public. None may be copyrighted by the Contractor. During the performance of the services, the Contractor will be responsible for any loss of or damage to the documents while they are in its possession and must restore the loss or damage at its expense. Any use of the information and results of this contract by the Contractor must reference the project sponsorship by the County. Any publication of the information or results must be co-authored by the County.

ARTICLE XIX - ASSIGNS AND SUCCESSORS

This contract is binding on the County and the Contractor, their successors and assigns. Neither the County nor the Contractor will assign or transfer its interest in this contract without the written consent of the other.

ARTICLE XX - TERMINATION OF CONTRACT

Section 1 - Termination without cause. Either party may terminate the contract by giving thirty (30) days written notice to the other party.

ARTICLE XXI - PAYROLL TAXES

The Contractor is responsible for all applicable state and federal social security benefits and unemployment taxes and agrees to indemnify and protect the County against such liability.

ARTICLE XXII- PRACTICE AND ETHICS

The parties will conform to the code of ethics of their respective national professional associations.

ARTICLE XXIII- CHANGES IN SCOPE OR SCHEDULE OF SERVICES

Changes mutually agreed upon by the County and the Contractor, will be incorporated into this contract by written amendments signed by both parties.

ARTICLE XXIV - CHOICE OF LAW AND FORUM

This contract is to be interpreted by the laws of Michigan. The parties agree that the proper forum for litigation arising out of this contract is in Washtenaw County, Michigan.

ARTICLE XXV - EXTENT OF CONTRACT

This contract represents the entire agreement between the parties and supersedes all prior representations, negotiations or agreements whether written or oral.

## **Appendix A: Community Service & Governance Standards**

### **Self Evaluation Checklist**

The following checklist is adopted from the *Washtenaw Housing Alliance Member Service Standards* for member agencies, modified to address basic service and organizational standards for any agency providing services to Ann Arbor and Washtenaw County residents. Foundational governance standards, created by the *Washtenaw County Funders' Forum*, are also incorporated.

Affirmative (“Yes”) responses are not required for funding, but completion and submission of this checklist is mandatory. In the case of a “No” or “In progress” response, please add a brief explanation for each unmet standard at the end of this document.

STANDARD	YES	NO	IN- PROCESS	N/A
<b>Organizational Governance</b>				
The agency maintains a Board orientation, recruitment, and education policy or plan				
There are term limits for board members and board officers				
There is a Whistleblower policy for employees				
There is a record retention and destruction policy for employees				
The Board of Directors Roster shows a minimum of 5 members for agencies with an annual budget of less than \$250,000; 7 members for an annual budget of \$250k to \$1million; and 9 members for agencies with an annual budget of over \$1million				
Members of the Board of Directors are independent, non-compensated and unrelated.				
Board minutes are maintained and reflect a consistent quorum, and minimum of four meetings per year				
The agency has proof of non-profit status				
The agency maintains updated By-laws				
The agency maintains all organizational and corporate documentations and complies with federal, state, and local laws.				
The agency has a policy addressing conflicts of interest.				
The agency fully complies with all federal, state, and local non-discrimination laws and ordinances by ensuring that no person be discriminated against (including employees, clients and/or volunteers) in any employment, housing, or service delivery based on the				

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person's actual or perceived race, color, age, gender, religion, national origin, physical or mental limitation, height and weight, marital status, family responsibilities, educational association, condition of pregnancy, source of income, sexual orientation, gender identity, or HIV status.				
<b>STANDARD</b>	<b>YES</b>	<b>NO</b>	<b>IN-PROCESS</b>	<b>N/A</b>
<b>Fiscal Administration</b>				
The agency maintains financial reports, including an external audit, Federal 990, A133 where appropriate, and management letter.				
There is a current Board approved, operating budget.				
Fiscal administration is carried out with appropriate internal control, reporting and auditing procedures.				
<b>Organizational Planning</b>				
The Board of Directors and leadership within the organization develop a strategic plan that is routinely evaluated and revised.				
The organizational strategic plan demonstrates an understanding of and alignment with community priorities related to the population and need of the agency's intended service(s).				
<b>General Policies and Procedures</b>				
The agency has written policies and procedures that are reviewed and revised on a routine basis.				
Orientation for new employees and volunteers includes a review of the policies and procedures, and all updates are available to all employees. All legal mandates are followed in the creation of policies and procedures (i.e. child and elder abuse).				
Agency has appropriate safety and emergency plans which are regularly reviewed and practiced with staff.				
<b>Personnel</b>				
The agency adheres to all laws and regulations regarding hiring, maintaining, and dismissing employees.				
The agency has a current organizational chart and written job descriptions.				
All staff adhere to the values (guiding principles) established by their agency and/or the Code of Ethics of their respective discipline				

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(example, social workers must comply with National Association of Social Workers Code of Ethics).				
<b>STANDARD</b>	<b>YES</b>	<b>NO</b>	<b>IN-PROCESS</b>	<b>N/A</b>
<b>Personnel Training</b>				
The agency provides appropriate and documented staff orientation and ongoing training pertinent the services provided by the agency.				
The agency follows a regular system of staff supervision.				
<b>Consumer Feedback</b>				
The agency has a defined process for collecting feedback, responding to consumer concerns, and incorporates feedback in program planning.				
<b>Case Record Review</b>				
The agency has a method of ensuring the secure maintenance of case files and case notes and has a method of ensuring completeness.				
<b>Organization Evaluation and Data Collection</b>				
The agency demonstrates that they regularly evaluate themselves to measure their effectiveness in meeting the needs of the population served.				
The agencies working with individuals and families experiencing homelessness or those at-risk fully participate in the Homeless Management Information System (HMIS) and/or other information management systems.				
<b>Client and Agency Rights and Responsibilities</b>				
<u>All communications with clients must be understandable by the clients.</u>				
<u>All programs have written client eligibility criteria with clearly delineated admission criteria which is distributed or otherwise made known.</u>				
<u>Hours of operations are consistent and made known to clients.</u>				
Guidelines of unacceptable client behaviors that could lead to termination of services or program ineligibility are clearly communicated and documented.				

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The agency has an appeals policy which includes appropriate due process when handling appeals, as well as when deciding to restrict clients from services.				
<b>STANDARD</b>	<b>YES</b>	<b>NO</b>	<b>IN- PROCESS</b>	<b>N/A</b>
<u>Reasonable efforts are made to accommodate clients with a disability. If a program cannot make appropriate and adequate accommodations which are satisfactory to the client, then the client should be offered all options that exist to them, including information on other agencies which may be able to serve the client.</u>				
The agency demonstrates that all clients receive a copy of the client and agency rights and responsibilities document which includes instructions for grievances and appeals and identifies the agency client rights officer, if applicable.				

**In the following space, if you answered “no” or “in-process” to any of the above standards, please provide an explanation and plans to address each specific standard. (Expand space as needed)**

**BOARD VERIFICATION**

I, \_\_\_\_\_ (name of Board President), \_\_\_\_\_  
(agency name) Board of Directors President/Chairperson, viewed this document and verify that it is accurate.

Board President/Chairperson: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

# Community Development

110 N. Fourth Ave., Suite 300 • P.O. Box 8647, Ann Arbor, MI 48107  
Phone (734) 622-9025 • Fax (734) 622-9022



*Achieving a socially and economically diverse community*

## **Appendix B: Community-Based Development Organization (CBDO)**

**CITY OF ANN ARBOR**

### **Agency Certification Application**

Name of Organization:
Contact Person/Title:
Address:
Telephone:
E-mail:
Fax:
Website:

Please complete the following application according to the instructions provided. This application must be completed, signed and submitted along with any RFP for CDBG funding. Upon completion of this application, please have the Board of Directors President/Chairperson and the Executive Director sign below.

**The undersigned certify that the information provided herein, to the best of his/her knowledge, is true, complete and accurate.**

Board President/Chair: \_\_\_\_\_ Date: \_\_\_\_\_

Executive Director: \_\_\_\_\_ Date: \_\_\_\_\_

The Office of Community Development, as administrator of the Housing and Community Development Consolidated Plan for the Washtenaw Urban County, is requested to certify the above named agency as a Community Based Development Organization (CBDO) for one year from the date of certification.

**A. The agency will undertake one or more of the following eligible activities (check all that apply):**

- Neighborhood Revitalization Projects:** Including activities of sufficient size and scope to have an impact on the decline of a geographic location within the City of Ann Arbor (but not the entire City of Ann Arbor) designated in comprehensive plans, ordinances, or other local documents as a neighborhood, village or similar geographic designation; or
- Community Economic Development Projects:** Including activities that increase economic opportunity, principally for persons of low- and moderate-income, or that stimulate or retain businesses or permanent jobs, and projects that consist of one or more such activities that are clearly needed to address a lack of affordable housing accessible to existing or planned jobs.

**B. The agency meets the requirements of Attachment A:**

- Agency meets all requirements set forth in **24 CFR 570.204(c)(1)** and has completed the requirement checklist in Attachment A. *(Please submit hard copy of Attachment 1 with CBDO Certification application).*

**C. The agency has provided all required documentation to support Attachment A:**

- Articles of Incorporation *(must reflect requirements listed in Attachment 1—Due by Contract Execution)*
- By-Laws *(must reflect requirements listed in Attachment 1—Due by Contract Execution)*
- 501(c)3 letter from the IRS
- Board Roster Form *(provided; see Attachment 2)*
- Board Member Self-Certification Forms for each Board Member *(provided; see Attachments 3 through 5).*

**D. The agency has completed and signed the cover page of this application:**

- The Board Chairperson/President and Executive Director have signed the cover page of this application.

**Attachment 1:**  
*CBDO Requirement Checklist for 24 CFR 570.204(c)(1)*

\_\_\_\_\_ (the agency) is eligible to be designated as a CBDO under 24 CFR 570.204 (c)(1) because it meets all of the following requirements:

- An association or corporation organized under State or local law to engage in community development activities (which may include housing and economic development activities) primarily within an identified geographic area of operation within the City of Ann Arbor as verified by its Articles of Incorporation/or Bylaws; **and**
- Has as its primary purpose the improvement of the physical, economic or social environment of its geographic area of operation, by addressing one or more critical problems of the area, with particular attention to the needs of persons of low and moderate income as verified by its Articles of Incorporation and/or Bylaws; **and**
- Is either nonprofit or for-profit, provided that any monetary profits to its shareholders or members must be only incidental to its operations as verified by its 501(c)3 letter from the IRS; **and**
- Maintains at least 51 percent of its governing body's membership for low- to moderate-income residents of its geographic area of operation, owners or senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate-income neighborhood organizations located in its geographic area of operation as verified by its Board Roster AND Board Member Self-Certification Forms; **and**
- Is not an agency or instrumentality of Washtenaw County and does not permit more than one-third of the membership of its governing body to be appointed by, or to consist of, elected or other public officials or employees or officials of an ineligible entity (even though such persons may be otherwise qualified under (c)(1)(iv) of 24 CFR 570.204) as verified by its Board Roster AND Board Member Self-Certification Forms; **and**
- Except as authorized above, requires the members of its governing body to be nominated and approved by the general membership of the organization or by its permanent governing body as verified by its Bylaws; **and**
- Is not subject to requirements under which its assets revert to the County upon dissolution as verified by its Bylaws; **and**
- Is free to contract for goods and services from vendors of its own choosing as verified by its Bylaws.



**Attachment 3:**  
**Self-Certification Form for Low- and Moderate Income Residents**

A Community Based Development Organization (CBDO) is required to “maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners of senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate income neighborhood organizations located in its geographic area of operation” 24 CFR Ch. V 570.204 (c) (1) (iv).

This form is to be completed by low- and moderate-income residents of the agency’s geographic area of operation. The Community Development Department requires the following Information to determine board member eligibility based on Attachment 1 of the CBDO application. Each low- and moderate-income board member must indicate the number of persons in his/her family, and indicate whether total annual family income exceeds or falls below the listed figure for appropriate family size by indicating a check mark in the boxes below.

NOTE: “Income” is the total annual income of all family members. Additional expected sources of income must be included in this calculation of annual family income. All income for all persons in the family **must** be included in calculating family income.

**2009 CDBG Income Guidelines– Check the appropriate box:**

<b>Family Size</b>	<b>Total Annual Family Income is At or Below</b>	<b>Amount</b>
<b>1</b>		<b>\$44,800</b>
<b>2</b>		<b>\$51,200</b>
<b>3</b>		<b>\$57,600</b>
<b>4</b>		<b>\$64,000</b>
<b>5</b>		<b>\$69,100</b>
<b>6</b>		<b>\$74,250</b>
<b>7</b>		<b>\$79,350</b>
<b>8</b>		<b>\$84,500</b>

I declare under penalty of perjury, under the laws of the State of Michigan, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

**I certify that that I am a low- and moderate-income resident of the** \_\_\_\_\_ (CBDO Agency Name) area of operation.

**Board Member’s Name** (Please Print): \_\_\_\_\_

**Board Member’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Member’s Address:** \_\_\_\_\_

**Attachment 4:**  
*Self-Certification Form for Business Owner and/or Senior Officer of Private Establishment/Institution*

A Community Based Development Organization (CBDO) is required to “maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners of senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate income neighborhood organizations located in its geographic area of operation” 24 CFR Ch. V 570.204 (c) (1) (iv).

**Board members, who qualify as owners or senior officers of private establishments or institutions located in and serving the agency’s geographic area of operation should complete this form.** The Community Development Department requires the following Information to determine board member eligibility based on Attachment 1 of the CBDO application.

Private Establishment or Institution Name: \_\_\_\_\_

Private Establishment or Institution Address:  
\_\_\_\_\_  
\_\_\_\_\_

Description of the goods and/or services provided by the Private Establishment or Institution:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury, under the laws of the State of Michigan, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

**Board Member’s Name** (Please Print): \_\_\_\_\_

**Board Member’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Member’s Address:** \_\_\_\_\_

**Attachment 5:**  
*Self-Certification Form for Neighborhood Organization Representative*

A Community Based Development Organization (CBDO) is required to “maintain at least 51 percent of its governing body’s membership for low- and moderate-income residents of its geographic area of operation, owners of senior officers of private establishments and other institutions located in and serving its geographic area of operation, or representatives of low- and moderate income neighborhood organizations located in its geographic area of operation” 24 CFR Ch. V 570.204 (c) (1) (iv).

**Board members, who qualify as representatives of low- and moderate-income neighborhood organizations located in and serving the agency’s geographic area of operation should complete this form.** The Community Development Department requires the following Information to determine board member eligibility based on Attachment 1 of the CBDO application.

Neighborhood Organization Name: \_\_\_\_\_

Neighborhood Organization Address:  
\_\_\_\_\_  
\_\_\_\_\_

Description of the goods and/or services provided by the Neighborhood Organization:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I declare under penalty of perjury, under the laws of the State of Michigan, that all statements contained in this application and any accompanying documents are true and correct, and made with full knowledge that all statements given are subject to investigation and that any false or dishonest answer to any question may be grounds for denial or subsequent revocation of CBDO certification.

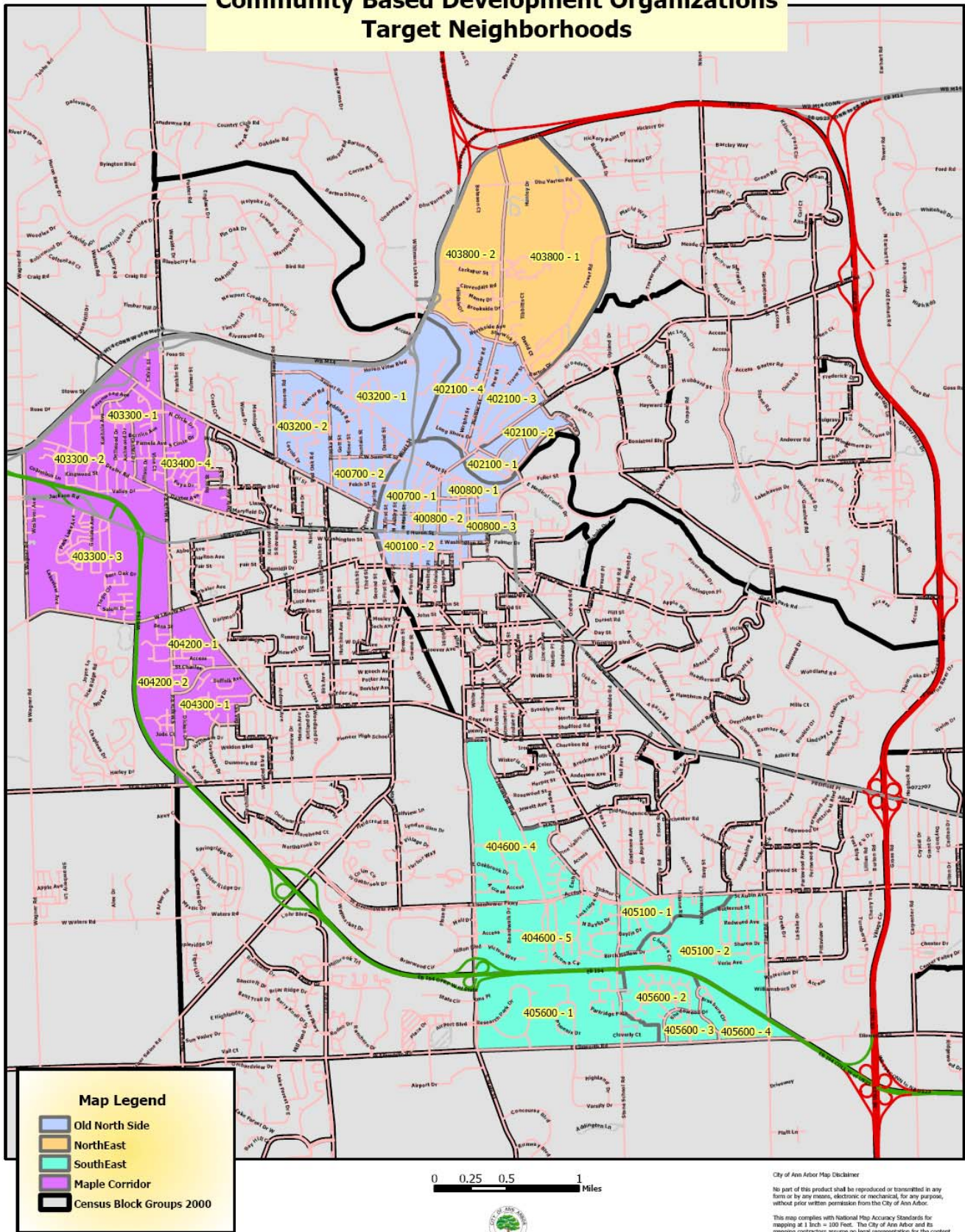
**Board Member’s Name** (Please Print): \_\_\_\_\_

**Board Member’s Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Board Member’s Address:** \_\_\_\_\_

**Appendix C: Community-Based Development Organization (CBDO)**  
**Target Neighborhood Map**

## Community Based Development Organizations Target Neighborhoods



**Appendix D: Proposal Ranking Criteria**

## Ranking Criteria: CBDO RFP 2010-11

Category	Purpose	Criteria	Proposal Question	0	1	2	3	4	5	Max Score	Weight	Total
<i>Program Outcome</i>	Establishing a clear outcome statement, mission or vision, sets a vital tone for effective outcome thinking. It becomes the core of organizational leadership and correlates to high performance.	Higher scores will be given to proposals that clearly identify program outcome(s) that are aligned with identified community priorities and demonstrate a clear change in the target population (one to two sentences).	Is the program outcome statement (PO statement) aligned with community priorities? Does the PO statement demonstrate a change in ATTITUDE, BEHAVIOR, or CIRCUMSTANCES (CHANGE) of the target population? Does the PO statement correspond with the Performance Targets identified?	0= Proposal does not contain a program outcome (PO) statement.	1= PO statement identifies a change in the target population, but does not align with a community priority.	2= PO statement aligns with a community priority, but does not identify a change in the target population.	3= PO aligns with a community priority and identifies a change in the target population, but does not correspond with Performance Targets and Milestones.	4= PO statement identifies a change in the target population, aligns with a community priority AND corresponds with Performance Targets and Milestones.	5= PO statement identifies a CHANGE in the target population, aligns with a community priority, corresponds with Performance Targets and Milestones, and will clearly result from the identified program components.	5	1.5	7.5
<i>Target Population &amp; Community Need</i>	The Target Population includes the people or groups who will directly interact with your program and its implementers. This interaction is intended to result in a change in behavior or condition as defined in your Program Outcome Statement. The Community Need provides the evidence that a program is necessary and effective for a given target population and geographic area.	Higher scores will be awarded to proposals that clearly identify their target population (i.e. demographics or other defining characteristics) and demonstrate the need in the community for this program.	Does the proposal completely describe the target population? Does the proposal use credible, research-based information to define the need for this program? If there are similar services provided in the community, does the proposal describe whether or not they are available and accessible to the target population?	0= Proposal does not identify the target population and does not define the need for the program or evaluate whether it is currently being met in the community	1= Proposal identifies target population, but does not define the need for the program or evaluate whether it is currently being met in the community	2= Proposal identifies target population and clearly defines the need for the program, but does not evaluate whether the need is currently being met in the community	3= Proposal identifies target population and clearly defines the need for the program; limited similar services are available and accessible	4= Proposal identifies target population and clearly defines the need for the program; proposal identifies no similar services are available.	5= Proposal identifies target population and clearly defines the need for the program using appropriate data; no similar services are available.	5	2	10
<i>Participant Income Level</i>	Agencies serving the most economically vulnerable populations in our community help stabilize our neighborhoods and local economies, and prevents more costly public investments.	Higher scores will be given to proposals whose primary target populations are the most economically vulnerable.	Does the proposal indicate that the program will target services primarily to low income customers?	0= Proposal has no income-based target population identified	1= Proposal demonstrates that the program serves customers <80% AMI	2= Proposal demonstrates at least 75% of the program participants are <50% AMI	3= Proposal demonstrates that the program exclusively serves customers <30% AMI	4= Proposal demonstrates at least 75% of the program participants are <30% AMI	5= Proposal demonstrates that the program exclusively serves <30% AMI	5	2	10
<i>Program Components &amp; Activities</i>	In the Outcome Funding Model, your program activities includes the duration and intensity of your services, and the unique ways that your organization intends to address challenges to promote successful achievement of the performance targets and milestones.	Higher scores will be awarded to proposals that demonstrate the appropriate use of research-based, best-practices and provide a clear and concise description of the core features of the program.	Does the proposal demonstrate the use of research-based, best-practices? Does the proposal clearly describe the program components? Does the approach appropriately fit the target population? Do the program components clearly align with the Performance Targets/Milestones?	0= Proposal does not identify the program components	1= Proposal describes the program components but does not indicate a research-based approach or the appropriateness of this approach	2= Proposal describes the program components and addresses the appropriateness of this approach, but does not indicate a research-based design	3= Proposal describes program components and indicates a research-based design, but does not address the appropriateness of the approach	4= Proposal describes program components, indicates a research-based design, and addresses the appropriateness of the approach	5= Proposal describes program components, indicates a research-based design, and addresses the appropriateness of the approach; Clearly aligns with Performance Targets & Milestones	5	1.5	7.5
<i>Accessibility</i>	Planning for the accessibility of a program to a wide array of customers is critical to ensuring that services do not exclude specific populations.	Higher scores will be awarded to proposals that identify an accessibility plan their target populations that address as many potential barriers to accessing the program. These should include, at a minimum, affordability, hours of operation, transportation availability, ADA-accessibility of location, and language barriers.	Does this proposal specifically identify how the program will be accessible to its target population?	0= Proposal does not address accessibility	1= proposal has an accessibility plan that identifies at least (1) potential accessibility barrier and corresponding method for overcoming the barriers	2= proposal has an accessibility plan that identifies at least (2) potential accessibility barriers and corresponding methods for overcoming the barriers	3= proposal has an accessibility plan that identifies at least (3) potential accessibility barriers and corresponding methods for overcoming the barriers	4=proposal has an accessibility plan that identifies at least (4) potential accessibility barriers and corresponding methods for overcoming the barriers	5= proposal has an accessibility plan that identifies at least (5) potential accessibility barriers and corresponding methods for overcoming the barriers	5	1	5

Category	Purpose	Criteria	Proposal Question	0	1	2	3	4	5	Max Score	Weight	Total
<i>Performance Targets &amp; Milestones</i>	Performance targets are the specific results that an implementer commits to achieve. They should represent a change in behavior or condition for the customers of a program. They are tangible in the sense that they can be evaluated, measured or verified. And they are narrow enough in scope to be directly achieved by the implementer. Milestones are stated in terms of what the customer does. Begin from the initial action through the point the customer has accomplished the performance target.	Higher scores will be awarded to those proposals that identify Performance Targets and Milestones that clearly demonstrate how and when the program impact will occur. These must also clearly align with Program Outcome Statement and Program Components & Activities	Does this proposal define performance targets (PT) and milestones (MS) that align with both the PO Statement and Program Components, include the method of verification, and clearly define client-centered actions leading to a change in ATTITUDE, BEHAVIOR or CIRCUMSTANCE of the target population?	0= no performance targets (PT) or milestones (MS) defined	1= PT/MS do not clearly align with the PO Statement or Program Components	2= PT & MS align with PO Statement and Program Components, but do not include method of verification for each MS & PT and do not clearly define client-centered actions	3= PT & MS align with PO Statement and Program Components and include the method of verification for each MS & PT, but do not clearly define client-centered actions	4= PT & MS align with PO Statement and Program Components and clearly define client-centered actions, but do not include the method of verification for each MS & PT	5= PT & MS align with PO Statement and Program Components, include the method of verification for each MS & PT, and clearly define client-centered actions	5	2	10
<i>Key People</i>	A large part of the probability that an investment will lead to its intended return, lies in the demonstrated capability of the people who do the work.	Higher scores will be awarded to proposals that list the appropriate "key people" (supervisors and direct staff) based on their experience, training, and education as it relates to achieving the Performance Targets and Milestones.	Does the proposal describe "key people" that have professional experience, necessary training and relevant certification needed to achieve the program impact?	0= No key people identified	1= Key people are identified, but no experience/training/ certification listed	2= Key people identified, but experience/training / certification listed is not relevant and/or sufficient to PT/MS achievement	3=Key people identified, but only SUPERVISORS have experience/training / certification relevant to PT/MS achievement	4=Key people identified, but only DIRECT SERVICE PROVIDERS have experience/training/ certification relevant to PT/MS achievement	5=Key people identified AND both SUPERVISORS & DIRECT SERVICE PROVIDERS have experience/training/ certification relevant to PT/MS achievement	5	1.5	7.5
<i>Collaboration</i>	Collaboration between agencies and/or programs improves service-delivery for consumers through reduced overhead, increased capacity, improved coordination of services, and more.	Higher scores will be awarded to proposals that are demonstrating effective collaboration to expand services, reduce overhead, avoid duplication of services, and to identify gaps in services.	Does the proposal describe how the agency effectively collaborates with other partners and what the impact of the collaboration is on the program?	0= no collaboration attempt and/or does not explain impact of collaboration on program	1= Proposal describes networking, minimal inter-agency communication, and independent decision-making	2= Proposal describes information sharing and resource sharing, minimal inter-agency communication, and independent decision-making processes	3= Proposal describes information and resource sharing, frequent and formal communication, and some shared decision-making	4= Proposal describes frequent and formal communication, cross-training of staff, and complete shared decision-making	5= Proposal describes integrated staff or programming, mutual benefits and liabilities, joint assessment of outcomes and complete shared decision-making & data-sharing	5	2.5	12.5
<i>Program Funding</i>	Given the increasing demand for human services in our community and the uncertainty of federal, state and local allocations for such initiatives, funders are seeking an increased return on investment. Diversified, reliable funding is critical to program sustainability and agency stability.	Higher scores will be awarded to those proposals that identify reliable, and external funding sources to support their program.	Does the proposal demonstrate reliable, external funding?	0= Proposal does not list other funding sources	1=Proposal indicates that at least 15% of its program budget will be obtained from external funding sources, but sources are un-defined or speculative.	2= Proposal indicates that at least 15% of its program budget will be obtained from reliable, external funding sources.	3= Proposal indicates that at least 40% of its program budget will be obtained from external funding sources, but sources are un-defined or speculative.	4=Proposal indicates that at least 40% of its program budget will be obtained from reliable, external funding sources.	5= Proposal indicates that at least 60% of its program budget will be obtained from reliable, external funding.	5	2	10
<i>Safety Net</i>	To ensure the continuation of our community safety net during uncertain economic times, it is important to focus on meeting consumers' basic needs.	Higher scores will be awarded to proposals that identify the provision of shelter, food, and/or safety as their primary service.	Does the proposal identify the provision of shelter, food, and/or safety as their primary service? Does the program ensure that basic needs (food, shelter, safety) are met for its consumers?	0= Proposal indicates that program does not provide shelter, food, and/or safety services, OR ensure that consumers' basic needs are met.	1= Program provides general referrals to (e.g. provides phone numbers to) agencies providing basic needs services.	2= Program provides direct linkages to (e.g. transportation to) basic needs agencies.	3= Program's directly provides shelter, food, and/or safety services, but it is not the primary service.	4= Program's primary service is the provision of shelter, food, and/or safety services.	5= Program's primary service is the provision of shelter, food, and/or safety services, and provides follow-up to ensure consumers' basic needs are met over time (minimum 6 months).	5	2	10

Category	Purpose	Criteria	Proposal Question	0	1	2	3	4	5	Max Score	Weight	Total
<i>Agency Experience</i>	Agencies that have experience and demonstrated success in the services they provide are a typically more sound investment for funders.	Higher scores will be awarded to agencies that have provided this program or similar services over time and have demonstrated success in their application.	Has agency provided this program or similar services previously and for how long? Does the agency demonstrate, in their application, successful, measurable outcomes over the life of the program?	0= Agency has never provided this program OR similar services previously.	1= Agency has provided this program or similar services for three years or less.	2= Agency has provided this program or similar services for more than three years.	3= Agency has provided this program or similar services for three years or less and has demonstrated success.	4= Agency has provided this program or similar services for three to five years and has demonstrated success.	5= Agency has provided this program or similar services for five years or more and has demonstrated success.	5	1	5
<i>Historic Performance</i>	An agency with a good performance record demonstrates a commitment and capacity to deliver on the investment of their funders.	Higher scores will be awarded based on past positive performance with City of Ann Arbor, Urban County or Washtenaw County funding; if a program is new or has been operating less than three years and is not currently funded by OCD, it will be scored a zero (0). If a program is not currently funded by OCD, but has been operating for at least three years, it will be scored a three (3).	Are contractual and reporting deadlines met and are performance targets achieved? (to be completed by staff)	0= Program has never met a deadline and PTs are not achieved OR Program is new	1= Program has met SOME deadlines and PTs are NOT achieved	2=Program has met SOME deadlines and SOME PTs are achieved	3=Program has met ALL deadlines and SOME PTs are achieved OR program is not currently funded by OCD	4= Program has met SOME deadlines and ALL PTs are achieved	5= Program has met ALL deadlines and ALL PTs are achieved	5	1	5
<i>Proposal Clarity</i>	Presenting a clear and consistent program plan and proposal demonstrates an agency's capacity to define and execute their program and purpose.	Higher scores will be awarded to those proposals that are complete, accurate and clear in composition.	Is the proposal complete? Are the responses consistent throughout the proposal? Is the proposal clear in its description of the program?	0=Proposal is incomplete (information missing/ questions unanswered)	1=Proposal is complete, but demonstrates multiple inconsistencies.	2=Proposal is complete, but does not clearly describe the program and contains some inconsistent information.	3= Proposal is complete and consistent, but does not clearly describe the program.	4= Proposal is complete and clearly describes the program, but contains some inconsistent information.	5= Proposal is complete, consistent and clearly describes the program.	5	1	5
											<b>TOTAL</b>	<b>105</b>