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| Request for Proposals (RFP) Kansas Community Services Block Grant(CSBG)FFY 2020 CARES ACT Discretionary Funds |
| Awarded Funds Will Be Available For Use through September 2022 |
| Application Due Date:September 25, 2020 |

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| **Introduction and Intent** |

The Kansas Housing Resources Corporation (KHRC) establishes guidelines for the awarding of remainder/discretionary grants as authorized by the Community Services Block Grant (CSBG).

The primary intended use of the grant funds awarded to Kansas and to subgrantees is “to provide assistance to States and local communities, working through a network of community action agencies and other neighborhood-based organizations, for the reduction of poverty, the revitalization of low-income communities, and the empowerment of low-income families and individuals in rural and urban areas to become fully self-sufficient.”

As described in the authorizing legislation, these “goals are achieved through:

A. the strengthening of community capabilities for planning and coordinating the use of a broad range of Federal, state, local, and other assistance (including private resources) related to the elimination of poverty, so that this assistance can be used in a manner responsive to local needs and conditions;

B. the organization of a range of services related to the needs of low-income families and individuals, so that these services may have a measurable and potentially major impact on the causes of poverty in the community and may help the families and individuals to achieve self-sufficiency;

C***.*** the greater use of innovative and effective community-based approaches to attack the causes and effects of poverty and of community breakdown;

D. the maximum participation of residents of the low-income communities and members of the groups served by programs assisted through block grants made under (the Act) to empower such residents and members to respond to the unique problems and needs within their communities; and

E. the broadening of the resource base of programs directed to the elimination of poverty so as to secure a more active role in the provision of services for private, religious, charitable, and neighborhood-based organizations; and individual citizens, and business, labor, and professional groups, who are able to influence the quantity and quality of opportunities and services for the poor.”

As outlined with the FFY 2020 CSBG CARES Act Supplemental State Plan, this RFP seeks proposals for **“CARES Act Initiatives”** which advance the primary intended use of CSBG CARES Act funds.

Applicants are advised that **direct services** funded by the CSBG CARES Act are **restricted to Kansas residents** with household incomes that fall **at or below 200 percent of the Federal Poverty Guideline**.

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| **Applicant Eligibility** |

Agencies eligible to submit proposals for FFY2020 CSBG CARES Act discretionary funding are CSBG-eligible entities providing services in Kansas, the Kansas statewide association of community action programs and other non-profit organizations whose primary purpose is that of eliminating the causes and effects of poverty in Kansas.

**Introduction a**

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| **Available Funds and Project Period** |

1. **CARES Act Initiative**

KHRC is soliciting bids from CSBG Eligible Entities and community organizations for community and neighborhood-based initiatives related to the purposes of the CSBG Act. Applicants should describe how the proposed project is an effective approach to **ameliorate the causes and effects of poverty as it specifically relates to COVID-19**. Project descriptions should include if the applicant plans to sustain the proposed project after the use of CARES Act funding.

For the purposes of this funding opportunity, proposals will be considered “**CARES Act Initiatives”** if they:

1. Support a project that is new to the agency and/or
2. Support a modification to an existing project to make it more CARES effective or efficient and/or
3. Address an unmet need of the agency or community as verified by the Community Action Agency operating in the counties of the applicants’ proposal.
4. Support a collaboration that addresses poverty in their communities.
5. **Available Funds**

The amount of funding available through this funding opportunity is $408,066.80. Applicants may submit proposals for the full amount available or a lesser amount. All proposals will be reviewed by a grant review committee. The funding available through this opportunity is FY2020 Community Services Block Grant (CSBG) CARES Act discretionary dollars.

1. **Project Period**

The period of availability for FFY 2020 CARES Act discretionary funding extends through September 30, 2022. Proposals for both short-term and longer-term projects within the period of availability are invited.

KHRC may issue additional requests for proposals should remainder/discretionary funds beyond the scope of this announcement be identified. Interested entities are guided to monitor the KHRC website ([www.kshousingcorp.org](http://www.kshousingcorp.org)) for information.

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| **Application Deadline** |

Applications for this funding opportunity must be submitted to Kansas Housing Resources Corporation no later than September 25, 2020.

KHRC reserves the right to extend the application deadline due to extenuating circumstances. Modifications to the application deadline will be posted on the KHRC website. ([www.kshousingcorp.org](http://www.kshousingcorp.org))

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| **Reporting & Accountability Requirements** |

**I.** Successful applicants will be advised of applicable reporting requirements within the Grant Agreement. Reports may include:

1. **Grant Transaction Report (GTR):**

The monthly **Grant Transaction Report** provides information on expenditures during the month. Monthly reimbursements will be made based on this report and an accompanying Payment Request. The report is due to the CSBG Program Manager 15 days following the end of each month for which expenditures are claimed.

1. **Program Narrative Report**:

The grantee shall submit a final narrative report specific to the approved project and describing the Grantee’s progress toward the project’s objectives, challenges and successes that resulted from the project’s implementation.

**II.** KHRC staff may conduct project analysis and on-site grant reviews.

**III.** Other reports may be required to meet the evolving needs of the Federal government, State of Kansas or KHRC.

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| **Evaluation and Announcement of Award** |

During the calendar month following receipt, a grant review team selected by KHRC will review and evaluate proposals based upon the criteria listed within this funding announcement. Additional information may be requested of any applicant through the evaluation process. The review team will work to a consensus which will inform funding decisions.

1. **Additional information**

Successful proposals will have complied with the requirements contained within this announcement and will have demonstrated the following:

* The proposed project, activity or service is directly related to the purposes of the CSBG authorizing legislation. (Weighted at 25%)
* The proposed project represents a “**CARES Act Initiative**” for addressing a documented need for the project. This includes verification from the Community Action Agency currently operating in the applicant’s proposed counties, that the project is not a duplication of services. (Weighted 20%)
* Applicant entity has demonstrated that it has the capacity to effectively implement the project, produce the planned results and meet reporting requirements. (Weighted at 20%)
* Applicant has described a plan to sustain the project (Weighted at 20%)
* The entity followed application instructions. (Weighted at 15%)

Applicants will be advised of the result of their submission on or about **October 26, 2020**.

**Reserves**

* KHRC reserves the right to request additional applicant and proposal information.
* KHRC reserves the right to negotiate final budgets with successful applicants.
* KHRC reserves the right to reject any or all proposals.

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| **I. Application Logistics** |

The application packet consists of four electronic files.

1. DOC 1 – 2020 CSBG CARES Discr RFP & Guide
2. DOC 2 – 2020 CSBG CARES Discr Application
3. DOC 3 – 2020 CSBG CARES Discr Budget Wkbk

The application is to be a word-processed document responsive to the application template and preformatted budget workbook contained within the KHRC-provided application packet. The application template and budget workbook are editable and may be adjusted to enable presentation, complete responses and, in the case of the budget worksheets, copious detail supporting both the assigned cost and the calculation of the cost.

The document footer ([Entity Name]) **is to be edited** so that the applicant entity’s name appears on each page. All pages should be numbered consecutively.

**Please do not staple or punch completed application materials.** Binder clips are acceptable.

The Application Cover Sheet and the Assurances for Community Services Block Grant Applications must be signed by the applicant's executive director or entity personnel legally authorized to make application for State and Federal funds and by the president, or chair, of the governing board. The required certifications must be signed by the entity’s executive director or by entity personnel legally authorized to make application for State and Federal funds.

One complete original application and three copies are to be submitted to **Kristi Skinner**, **CSBG Program Manager, Kansas Housing Resources Corporation, 611 S. Kansas Avenue, Suite 300, Topeka, Kansas 66603-3803 on/before the close of business September 25,2020.**

**Applications submitted after the deadline will not be considered for funding.**

Applications may be delivered by mail carrier or hand delivered. **Faxed submissions will not be accepted.**

On receipt of the application, the CSBG Program Manager will provide the identified contact person with an email communication acknowledging receipt of the application.

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| **II. Application Instructions** |

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| **Application Checklist**  |

Complete and submit with the application.

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| **Section 1 - Cover Sheet**  |

**Item 1.1** – Item is pre-populated. No entry is necessary.

**Item 1.2** – Provide requested information in the adjacent cell.

**Item 1.3** – Provide requested information in the adjacent cell.

**Item 1.4** – Signatures of the entity’s executive director and board chair are required.

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| **Section 2 - Proposed Project** |

**Item 2.1** – The project description should provide a detailed description of the proposed project, including geographic description of the service area, target population to be served by the project; primary needs the proposal seeks to address and a clear, concise description of how the entity plans to use CSBG funds to produce meaningful outcomes.

**Item 2.2** – Describe how the proposed project relates to purposes of the CSBG authorizing legislation and will ameliorate the causes and conditions of poverty.

**Item 2.3** – Identify key personnel to be involved in the proposed project. The description should clearly identify if CSBG funds will be used to support these positions.

**Item 2.4** – Describe other resources (volunteers, in-kind, agency personnel, partnerships, additional funding, etc.) that will support the project.

**Item 2.5** – Timeline. Detail the project’s proposed start date, intermediate benchmarks and end-date, as applicable.

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| **Section 2 – Entity summary** |

**Item 3.1a** – Use the vacant row below to enter the mission statement.

**Item 3.1b** – Use the vacant row below to enter the vision statement. “N/A” if none exists.

**Item 3.1c** – The entity overview should be a concise description of the entity. Suggested items to include are the organization's basic structure, its capacity to provide programs and services to low-income people and communities; and major lines of business/programs.

**Item 3.2a** – Describe entity attributes that contribute to its ability to **successfully execute** the project. The description should include the applicant’s experience with providing similar services as described in the RFP.

**Item 3.2b** – Describe applicant’s experience with the Community Services Block Grant or similar federal grants.

**Item 3.2c** – How will project performance be assessed, analyzed, reported and adjusted through the term of the project? The item solicits information that will help reviewers understand how the entity plans, executes, evaluates and adjusts its efforts.

**Item 3.2d** – Use the vacant row to describe the entity’s sustainability plan. The applicant should describe the entity’s plan to continue the project and/or sustain gains made as a result of the project.

**Item 3.2e** – Provide a summary of all existing programs or projects that are funded by an earlier CSBG discretionary grant. The summary should include a description of progress the applicant has made toward the existing discretionary project / program’s goals.

**Item 3.3** – Logic Model Presentation - Using the provided, modified logic model, define and detail the project(s) for which CSBG remainder/discretionary funds are sought. Copy and extend the logic model template as necessary to provide for each unique, singular project. The logic models should demonstrate how the proposed activities/outputs will impact the defined need and are likely to produce the stated outcomes.

**Item 3.3a** – Header - Provide a title for the proposed project.

**Items 3.3b** – Situation/Needs Statement - Present a problem or need statement that provides the rationale for the service, activity or intervention being proposed. Data should be included to support the needs statement.

EXAMPLE: In 2017, there were approximately 1,500 homeless families in need of housing in XYZ County; more than 250 of these families were turned away from overnight shelters at some point during the year.

**Item 3.3c** – Activities/Interventions - Define and quantify the scope of the activity or interventions proposed as a response to the Situation/Need Statement. Include, as applicable, target populations, the volume of service, timeframes, organizations/partners engaged, etc.

Identify, on the research continuum, the level of investigation that has guided the selection of activities/interventions.

**Item 3.3d** – Outcomes - Detail the positive benefit, behavior change or change in condition or functioning that is anticipated to accrue to individuals, families, communities and/or the entity as result of the activity. Outcomes are the consequence of delivering outputs. Outcomes, typically, must meet the following characteristics:

* Measurable;
* Simple, clear and understandable;
* Realistic;
* Manageable;
* Identifies, or clearly infers, a specific group of clients;
* Specifies, or relates, to a time frame and
* Measures an end, not a means to an end.

EXAMPLE: 65% of participants (52 of 80 families) will move to market-rate, subsidized or supported public housing within 60 days of program entry.

**Item 3.3e** – Evaluation - Describe how the entity will know that the desired outcome has been achieved. Specifically, how will the outcome be demonstrated? This section should provide an adequate plan to determine what happened and how is it known.

* Measurement Tool(s) – Identify the type of tool(s) used to collect/measure the outcome.
* Data Sources/Collection Procedures – Describe the sources of data, how it is collected and by whom.
* Frequency of Data Collection – Identify how often data collection occurs.

**Item 3.3f** – Efficacy Statement - Using complete sentences and with citation(s), validate the efficacy of the selected strategy/ies by indicating why the applicant believes the strategy/ies will measurably impact the situation.

EXAMPLE: Research conducted by the Economic Mobility Project (2009) shows greater upward mobility among children of parents who have relatively high liquid savings compared to children whose parents have relatively low savings.

**Item 3.4a** – In order to avoid duplication of effort and to encourage coordination and collaboration, non-CSBG-eligible applicants, whose targeted service area overlaps that of a CSBG-eligible entity (Community Action Agency), must demonstrate that they have **consulted with the local CSBG-eligible entity**. The Community Action Agency services areas are attached, as well as a verification memo that must be completed by both the applicant and the Community Action Agency.

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| **Section 4 – Budget** |

Applicants are required to submit a detailed budget proposal that will provide a full explanation of all proposed project costs. **Proposals with incomplete or insufficient financial information will not receive favorable consideration.** Therefore, applicants are encouraged to provide clear, complete and copious detail of planned expenditures.

**Item 4.1** – Budget Workbook -Applicants must use the pre-formatted budget workbook (Microsoft Excel) contained within the application packet and may add schedules to provide additional detail in support of the proposed budget. (Note: The Worksheet for Administrative Cost Pool (KS-CSBG 4.1c) is necessary only if an indirect cost rate/fair share is applied to the project. Include the Worksheet for Calculation of Shortfall (KS-CSBG 4.1d) if applicable.) Information provided within the budget spreadsheet or added schedules should clearly define anticipated expenses in each of three object classes (Personnel, Non-Personnel and Administration/In-Direct Charges).

**Item 4.2a** Applicants should supply enough detail to explain how specific costs were derived in order to demonstrate that proposed expenditures are justified and reasonable. The applicant entity must provide detail that will convince reviewers that each item of expense is necessary for the execution of the proposed project as described within the application.

**Item 4.3** – Cost Rate Agreement/Cost Allocation Plan -If administrative charges are budgeted, insert the entity’s current cost rate agreement. If the entity does not have a negotiated cost rate agreement, provide the entity’s cost allocation plan.

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| **Section 5 – Certifications and CSBG Assurances** |

All grants and sub grants made with funding from the U.S. Department of Health and Human Services must contain signed certifications regarding Lobbying, Drug-Free Workplace Requirements, Debarment and Suspension and Environmental Tobacco Smoke. A Single Audit Certification is also requested. Acknowledgement of the CSBG Assurances is also necessary. Each document should be signed as indicated and submitted as part of the application.