

# **KANSAS HOUSING**

## **REQUESTS FOR PROPOSALS (RFP):**

**Innovative Programs / Activities  
Or  
Training / Technical Assistance**

---

**Kansas Community Services Block Grant (CSBG)  
FFY 2022 Discretionary Funds – Round 2**

**Awarded Funds Will Be Available  
For Use through 8/31/2023**

---

**Application Due Date: January 23, 2023**

## INTRODUCTION AND INTENT

[Kansas Housing Resources Corporation \(KHRC\)](#) establishes guidelines for the awarding of discretionary grants as authorized by the Kansas Community Services Block Grant (CSBG). The primary intended use of the grant funds awarded to Kansas and to subgrantees is “to provide assistance to local communities in Kansas, 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.”

CSBG Purpose and Goals:

- [Promoting maximum participation](#) of people and communities with low-income
- [Leveraging resources](#) of other anti-poverty programs
- [Strengthening community capabilities](#) for planning or coordinating resources for local needs and conditions of poverty
- [Using innovative approaches](#) to address causes and conditions of poverty
- [Measuring impact](#) to ensure accountability and ongoing data-driven quality improvement

The [National Community Action Network Theory of Change Community Action Goals](#).

1. Individuals and families with low incomes are stable and achieve economic security.
2. Communities where people with low incomes live are healthy and offer economic opportunity.
3. People with low incomes are engage and active in building opportunities in communities.

As described in the authorizing legislation ([CSBG Act](#)), 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 CSBG 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 2022 CSBG State Plan, this RFP seeks proposals for:

1. **Innovative Programs / Activities** or
2. **Training / Technical Assistance**

Applicants are advised that **direct services** funded by CSBG are **restricted to Kansas residents** with household incomes that fall **at or below 125 percent of the [Federal Poverty Guidelines](#)**.

## APPLICANT ELIGIBILITY

Agencies eligible to submit proposals for FFY2022 CSBG discretionary funding are Community Action Agencies (CSBG Eligible Entities) providing services in Kansas, the [Kansas Association of Community Action Programs \(KACAP\)](#) and other non-profit organizations whose primary purpose is that of eliminating the causes and effects of poverty in Kansas.

## AVAILABLE FUNDS AND PROJECT PERIOD

### A. Projects

KHRC is requesting proposals from CSBG Eligible Entities, Kansas Association of Community Action Program (KACAP), and other non-profit organizations for:

1. 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**. Project descriptions should include the applicant's **plan to sustain** the proposed project.

### 2. **Innovative Projects**

For the purposes of this funding opportunity, proposals will be considered “**innovative**” 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 effective or efficient and/or
3. Address an unmet need of the agency or community and/or
4. Support a collaboration that addresses poverty in their communities.

When explaining how an organization or project is innovative, it is important to also consider why the innovative solution is better than the more traditional method(s). Possible reasons include:

- Saves time
- Is more cost-effective or efficient
- Increases reach and potential beneficiaries
- Reaches new beneficiaries that would not have been reached otherwise
- Provides a more holistic, community-lead, or sustainable solution
- Increases outcomes

- Targets a completely new area (very rare)

Innovation as specific form of change can be defined with respect to various aspects, including:

- Product/service innovations
- Process innovations
- Organizational innovations
- Marketing innovations

### 3. Training and/or Technical Assistance Projects

Applicants should describe how the proposed project will provide training and/or technical assistance activities to benefit or successfully work to improve lives for low-income families, communities, and the Kansas Community Action network.

Continuous learning and continuous improvement to achieve better outcomes for the families and communities of low-income served by CSBG are the focus for these efforts. Enhanced and focused Training and Technical Assistance at all levels of the network (Federal, State, and community-level) continue to be needed to continue to meet the promise of the Performance Management Framework.

For the purposes of this funding opportunity, “**training and/or technical assistance**” examples include:

- **Community-Based Interventions** — Understanding community-level work/management; designing an effective approach, effective strategies, and relevant measures of success
- **Identifying and Sharing Best Practices** — Innovative projects/programs using CSBG resources; leveraging other public/private resources; more effective use of economic development dollars; the bundling of services
- **Serving Underserved Areas** — Strategies for working in rural areas or communities with limited community services
- **Multigenerational Approaches for Addressing Poverty** — Coordinated approaches to working with parents, other caregivers, and children
- **Relationship Building/Partnering** — Among State CSBG offices and other State Agencies and Programs to share data and resources
- **Board Governance** — Ongoing training to support active community input through Tripartite Boards including families of low-income
- **Leveraging Public/Private Resources** — Coordinating multiple resources to support community services and strategies
- **Leadership Development** — Succession planning and mentoring, leadership academies

### Technical Assistance - Infrastructure and Analytics

For Community Action to deliver high quality services and achieve better outcomes for families and communities of low-income, the network has indicated that it will also need to tend to its information and analytical infrastructure needs as outlined below:

- **IT Systems including Software Development** — Procuring cost-effective, useable systems
- **Analytics** — Developing and using data for continuous improvement
- **Data Management / Analysis Dashboards** — Development of tools to support ongoing data analysis and progress assessment

## **B. Available Funds**

The total amount of funding available through this funding opportunity is **\$143,040.36**. Past awards have ranged between \$4,000 and \$56,000. Applicants may submit proposals for the full amount available or a lesser amount. All proposals will be reviewed by a grant review committee.

### **1. Innovative Projects**

- a. Innovative community and neighborhood-based initiatives related to the purposes of the CSBG Act.

### **2. Training and Technical Assistance Projects**

- a. Training and technical assistance activities to address the training and technical assistance needs of the community action network. (State Plan Item 8.1)

### **3. Project Period**

The period of availability for FFY 2022 discretionary funding extends through August 31, 2023. Proposals for both short-term and longer-term projects within the period of availability are invited.

### **4. Additional information**

KHRC may issue additional requests for proposals should 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.

## **APPLICATION DEADLINE**

Applications for this funding opportunity must be submitted to Kansas Housing Resources Corporation no later by 5:00pm on **January 23, 2023**.

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

## REPORTING & ACCOUNTABILITY REQUIREMENTS

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

**A. 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 for reimbursement.

**B. 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.

## EVALUATION AND ANNOUNCEMENT OF AWARD

During the month following receipt of the completed grant application, a grant review team selected by KHRC will review and evaluate proposals based upon the criteria listed within this RFP 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.

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

1. The proposed project, activity or service is directly related to the purposes of the CSBG authorizing legislation ([CSBG Act](#)). (Weighted at 25%)
2. The proposed project represents a Innovative Program / Activity or Training / Technical Assistance for addressing a documented need. (Weighted 20%)
3. 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%)
4. Applicant has described a plan to sustain the project. (Weighted at 15%)
5. The entity followed application instructions. (Weighted at 20%)

Applicants will be advised of the result of their submission on or about **March 1, 2023**.

## 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.

## I. APPLICATION LOGISTICS

The 2022 CSBG Discretionary application packet consists of three electronic files.

1. RFP Guide
2. Application in Microsoft Word
3. Budget Workbook in Microsoft Excel (4 tabs)

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, details 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.**

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 application should be submitted by email to the CSBG Program Manager, at [csbg@kshousingcorp.org](mailto:csbg@kshousingcorp.org) by 5:00pm on **January 23, 2023**. Applications submitted after the deadline will not be considered for funding.

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

## II. APPLICATION INSTRUCTIONS

### APPLICATION CHECKLIST

Complete and submit with the application.

### 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.

### 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 ([CSBG Act](#)) 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.

### 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 evaluated, 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 because of the project.

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

**Item 3.3** – Logic Model Presentation - Using the provided logic model, define and detail the project(s) for which CSBG discretionary funds are sought. Copy and extend the logic model template as necessary to provide for each unique, singular project. The logic model(s) 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 2020, 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 it is 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** –Desired or Intended Result Statement - Using complete sentences and with citation(s), validate the intended result of the selected strategy/strategies by indicating why the applicant believes the strategy/strategies will measurably impact the situation.

EXAMPLE: Research conducted by the Economic Mobility Project (2019) 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**. KHRC staff can assist with the identification of CSBG-eligible entities and their respective CSBG service areas.

**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 detailed 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. 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). (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. See Item 4.3)

**Item 4.2a** Applicants should supply sufficient detail to explain how specific costs were derived 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** – Negotiated (Federal) Indirect Cost Rate Agreement or Cost Allocation Plan –

If administrative charges are budgeted, insert the entity’s current Negotiated **Indirect Cost Rate Agreement** (NICRA).

If the entity does not have a NICRA, a **Cost Allocation Plan** summarizing, in writing, the methods and procedures that the entity uses to allocate costs to grants and programs.

## SECTION 5 – CERTIFICATIONS AND CSBG ASSURANCES

All grant applications require the below acknowledgements and signed certifications as part of the application.

1. Lobbying,
2. Drug-Free Workplace Requirements,
3. Debarment and Suspension and
4. Environmental Tobacco Smoke
5. Single Audit Certification

### **Additional Attachments:**

1. 501c3 Letter (preferably dated within last two years)
2. Kansas Secretary of State – Certificate of Good Standing or Screenshot of Business Entity Search in Good Standing

If awarded, the grant recipient will be required to submit a completed [IRS Form W-9](#) and KHRC’s Vendor Information form.