

RFP #: 121017
2021 CDBG Fair Housing Program Checklist

To be eligible for funding, projects must be located in, or provide services to residents of one of the member communities of the Dane County Urban County Consortium (See Appendix A).

This form is the coversheet for your proposal response. Please use it to double check that your proposal is complete. Incomplete proposals may be rejected.

- Vendor Information Form
 - DANE COUNTY APPLICATION FOR THE 2021 CDBG Funds Fair Housing Education and Outreach Services
 - Are resumes attached?
 - Is there a complete budget?

VENDOR INFORMATION

VENDOR NAME:		DANE COUNTY VENDOR #:	
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Vendor Information (address below will be used to confirm Local Vendor Preference)

Address		City	
State & Zip		County	
Vendor Rep. Name		Title	
Email		Telephone	

Designation of Confidential and Proprietary Information (Reference 1.12)

<input type="checkbox"/>	No information designated as confidential and proprietary.		
Section #	Page(s) #	Topic	

Cooperative Purchasing (Reference 1.13)

<input type="checkbox"/>	I <u>agree</u> to furnish the commodities or services of this bid to other municipalities.
<input type="checkbox"/>	I <u>do not agree</u> to furnish the commodities or services of this bid to other municipalities.

Local Vendor Purchasing Preference (Reference 1.15)

Are you claiming a local purchasing preference under DCO 25.08(7)?	<input type="checkbox"/> No	<input type="checkbox"/> Yes	<input type="checkbox"/> Dane	<input type="checkbox"/> Columbia	<input type="checkbox"/> Sauk	<input type="checkbox"/> Rock
				<input type="checkbox"/> Green	<input type="checkbox"/> Dodge	<input type="checkbox"/> Iowa
				<input type="checkbox"/> Jefferson		

Fair Labor Practice Certification (check only 1) (Reference 1.17)

<input type="checkbox"/>	Vendor has not been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.
<input type="checkbox"/>	Vendor has been found by the National Labor Relations Board (“NLRB”) or the Wisconsin Employment Relations Commission (“WERC”) to have violated any statute or regulation regarding labor standards or relations in the seven years prior to the date this bid submission is signed.

Addendums – this vendor hereby acknowledges receipt/review of the following addendums, if any.

Addendum #1 <input type="checkbox"/>	Addendum #2 <input type="checkbox"/>	Addendum #3 <input type="checkbox"/>	Addendum #4 <input type="checkbox"/>	None <input type="checkbox"/>
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Signature Affidavit

In signing this proposal, we certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a proposal; that this proposal has been independently arrived at without collusion with any other proposer, competitor or potential competitor; that this proposal has not been knowingly disclosed prior to the opening of proposal to any other proposer or competitor; that the above statement is accurate under penalty of perjury.

The undersigned agrees to hold the County harmless for any damages arising out of the release of any material unless they are specifically identified on Attachment B. The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Proposals, and declares that the attached proposal and pricing are in conformity therewith.

Signature		Date	
Name (Printed)		Title	

DANE COUNTY APPLICATION FOR 2021-2022 CDBG FUNDS FAIR HOUSING EDUCATION AND OUTREACH SERVICES

APPLICATION SUMMARY

ORGANIZATION NAME			
MAILING ADDRESS If P.O. Box, include Street Address on second line			
TELEPHONE		LEGAL STATUS	
FAX NUMBER		<input type="checkbox"/> Municipality	
NAME CHIEF ADMIN/ CONTACT		<input type="checkbox"/> Private, Non-Profit	
INTERNET WEBSITE (if applicable)		<input type="checkbox"/> Private, For Profit	
E-MAIL ADDRESS		<input type="checkbox"/> Other: LLC, LLP, Sole Proprietor Federal EIN: _____ DUNS Number: _____	

PROJECT NAME: Please list the project for which you are applying.

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL

2021 FUNDS REQUESTED: Please list the amount and source of funding for which you are applying.

SECTION 6 – REQUIRED FORM – ATTACHMENT A

AMOUNT OF CDBG FUNDS REQUESTED	TOTAL PROJECT COST	PERCENT OF CDBG FUNDS TO TOTAL PROJECT COST
\$	\$	\$

Signature of Chief Elected Official/Organization Head

Title

Printed Name

Date

BENEFICIARIES

A. TARGET POPULATION: In the space below, provide a description of who will be targeted for fair housing education and outreach services.

PROJECT APPROACH

B. SCOPE OF WORK: In the space below, provide a detailed description of the fair housing education and outreach services that will be performed, as well as, the data that will be collected and reported to the County. Include information on any partnerships that have been or will be formed in order to ensure the success of the project.

SECTION 6 – REQUIRED FORM – ATTACHMENT A

C. OUTCOMES/PROPOSED ACCOMPLISHMENTS: Provide information regarding the unduplicated number of people to be served.

_____ Number of unduplicated people to be served

D. OTHER NARRATIVE REGARDING OUTCOMES/PROPOSED ACCOMPLISHMENTS: In the space that follows, provide a description of the outcomes or expected benefits of this project for the population to be served.

SECTION 6 – REQUIRED FORM – ATTACHMENT A

E. WORK PLAN WITH TIMELINE AND MILESTONES: In the space below, provide a work plan for how the project will be organized, implemented, and administered. Include a timeline and accomplishments from initiation through project completion. This should assume that contracts will be awarded in the second quarter of 2021 (April 1 – June 30, 2021). Add in extra quarters as needed.

ON OR BEFORE	ACCOMPLISHMENTS
June 30, 2021	
September 30, 2021	
December 31, 2021	

SECTION 6 – REQUIRED FORM – ATTACHMENT A

EXPERIENCE AND QUALIFICATIONS

F. AGENCY EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of your agency related to providing fair housing education and outreach services. If your agency has received HUD Fair Housing Initiatives Program (FHIP) or Fair Housing Assistance Program (FHAP) funding, please mention the specific program, year, and dollar amount of award.

G. STAFF EXPERIENCE AND QUALIFICATIONS: Describe the experience and qualifications of key staff related to providing fair housing education and outreach services. Be sure to attach resumes for key staff to the application.

SECTION 6 – REQUIRED FORM – ATTACHMENT A

PERSONNEL SCHEDULE

Please complete the Personnel Schedule for all staff who will be assigned to this project.

- Column 1) each individual staff position by title.
- Columns 2) indicate the full time equivalent (FTE) of each position in the noted year.
- Column 3) indicate the estimated total salary for that staff position for noted year.
- Column 4) indicate the estimated number of hours that this staff position will work on this project.
- Column 5), for each staff position whose time will be charged to this project, please indicate the amount of funds being requested for this individual through the CDBG Program. Do not include payroll taxes or benefits in this table.

	2021 ESTIMATED		CDBG-FUNDED	
1) POSITION TITLE	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY

	2022 ESTIMATED		CDBG-FUNDED	
1) POSITION TITLE	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY

SECTION 6 – REQUIRED FORM – ATTACHMENT A

H. AGENCY GOVERNING BODY: How many Board meetings has your governing body or Board of Directors scheduled or is expected to schedule for 2021? _____

Please list your current Board of Directors or your agency's governing body. Include names, addresses, primary occupation and board office held. If you have more members, please copy this page.

Board President's Name Home Address Occupation Representing Term of Office: From __ To __		Board Vice-President's Name Home Address Occupation Representing Term of Office: From __ To __	
Board Secretary's Name Home Address Occupation Representing Term of Office: From __ To __		Board Treasurer's Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	
Name Home Address Occupation Representing Term of Office: From __ To __		Name Home Address Occupation Representing Term of Office: From __ To __	

SECTION 6 – REQUIRED FORM – ATTACHMENT A

I. STAFF/BOARD/VOLUNTEERS DESCRIPTORS: For your organization's 2021 staff, board and volunteers, indicate by number and percentage the following characteristics.

DESCRIPTOR	• STAFF		• BOARD		VOLUNTEER	
	Number	Percent	Number	Percent	Number	Percent
TOTAL		100%		100%		100%
GENDER						
MALE						
FEMALE						
AGE						
LESS THAN 18 YRS						
18 – 59 YRS						
60 AND OLDER						
RACE						
WHITE						
BLACK						
HISPANIC						
NATIVE AMERICAN						
ASIAN/PACIFIC ISLE						
MULTI-RACIAL						
ETHNICITY						
HISPANIC						
NON-HISPANIC						
PERSONS WITH DISABILITIES						

SECTION 6 – REQUIRED FORM – ATTACHMENT A

PROGRAM BUDGET AND OTHER FUNDS

- J. DETAILED PROJECT BUDGET:** Following the description of allowable costs that may be charged to the CDBG Program are the Project Budgets for 2021 and 2022. Complete the budget(s) identifying the amount and source of all funds and their uses. Use additional pages as necessary. An Excel file may be submitted in lieu of this Project Budget provided that it contains all of the same column and row headers.

Complete one budget for 2021 and a second budget for 2022 if wanting to be considered for funding in 2021.

CDBG Allowable Activity Costs

Item	Activity Related Costs
a. Activity Hard Costs	
1. These are detailed in the program standards and defined under 24 CFR 570.201, 202, 203, and 204. Depending on the activity this may include: acquisition; disposition; clearance and remediation activities; acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements; public services; homeownership assistance; economic development, etc.	
b. Activity Personnel Costs	
2. Staff and overhead costs DIRECTLY related to carrying out the activity specified in 24 CFR 570.201-204, such as providing direct services to consumers, work specifications preparation, loan processing inspections, and other services related to assisting potential clients, owners, tenants, and homebuyers. This may include staff time spent supervising staff who are carrying out the activities specified in 24 CFR 570.201-204 when that time is spent addressing a direct consumer, service, or property issue. It does not include supervisory time spent on such functions as employee evaluations.	
c. Related Soft Costs/Operating Costs	
3. PUBLIC SERVICES ONLY: Operating and maintenance expenses associated with public service activities, interim assistance, and office space for program staff employed in carrying out the CDBG program. ¹ 24 CFR 570.207 (b) (2)	
4. Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.	
5. Costs to process and settle the financing for a project, such as a private lender origination fees, credit reports, fees for title evidence, fees for recordation and filing of legal documents, building permits, attorneys fees, private appraisal fees, and fees for an independent cost estimate, builders or developers fees.	
6. Costs of a project audit	
7. Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.	
8. Impact fees that are charged to all projects within Dane County.	

¹ For example the use of CDBG funds to pay the allocable costs of operating and maintaining a facility used in providing a public service would be eligible under 570.201 (e), even if no other costs of providing such a service are assisted with such funds. 24 CFR 570.207 (b) (2).

SECTION 6 – REQUIRED FORM – ATTACHMENT A

Item	Activity Related Costs
9. Environmental Reviews.	
d Relocation costs for persons displaced by the project.	
10. Relocation payments – replacement housing payments, moving expenses, and payments for reasonable out-of-pocket costs incurred in the relocation of persons.	
11. Other relocation assistance – staff and overhead costs directly related to providing advisory and other relocation services to persons displaced by the project, including timely written notices to occupants, referrals to comparable and suitable replacement property, property inspections, counseling, and other assistance necessary to minimize hardship assistance.	

Detailed Project Budget – 2021

Identify the sources and uses of funding for the program/project.

Uses Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
A. Personnel				
Salaries				
Taxes				
Benefits				
Subtotal Personnel				
B. Operating				
Insurance				
Professional Fees				
Audit				
Data Processing				
Postage, Office, and Program Supplies				
Equipment/Furnishings				
Depreciation				
Telephone				
Training/Conference				
Food/Household Supplies				
Auto Allowance				
Vehicle Costs				
Other:				
Subtotal Operating				
C. Space				
Rent				
Utilities				
Maintenance				
Mortgage Interest, Depreciation				
Property Taxes				
Subtotal Space				
D. Other Activity Costs				
Assistance to Individuals				
Other:				
Subtotal Special Costs				
TOTAL				

Detailed Project Budget - 2022

Identify the sources and uses of funding for the program/project.

Line Item	Total Activity Budget	CDBG-Funded Activity Costs	Funding Source:	Funding Source:
A. Personnel				
Salaries				
Taxes				
Benefits				
Subtotal Personnel				
B. Operating				
Insurance				
Professional Fees				
Audit				
Data Processing				
Postage, Office, and Program Supplies				
Equipment/Furnishings				
Depreciation				
Telephone				
Training/Conference				
Food/Household Supplies				
Auto Allowance				
Vehicle Costs				
Other:				
Subtotal Operating				
C. Space				
Rent				
Utilities				
Maintenance				
Mortgage Interest, Depreciation				
Property Taxes				
Subtotal Space				
D. Other Activity Costs				
Assistance to Individuals				
Other:				
Subtotal Special Costs				
TOTAL				