

SECTION 4 – REQUIRED FORMS

RFP #122048: 2023 Minor Home Repair 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.

Please submit all required documents as ONE file and use the following naming convention for your file:

RFP#122048ORGANIZATION NAME

The following forms have been complete and are attached to the application file:

- Reviewed the RFP as new changes were implemented including the Application Review Criteria.
- Vendor Information Form
 - Is the Vendor Information Form signed?
- DANE COUNTY APPLICATION FOR 2023 Minor Home Repair
 - Is the Application Form signed?
 - Did you use the format provided by Dane County?
 - Did you complete all question (this includes board member information, financial information and budgets)?
 - Are resumes attached?
 - Is there a complete budget?

Direct all inquiries to Megan Rogan at rogan.megan@countyofdane.com

VENDOR INFORMATION

VENDOR NAME: _____

Vendor Information (address below will be used to confirm Local Vendor Preference)			
Address			
City		County	
State		Zip+4	
Vendor Rep. Name		Telephone	
Title			
Email			
Dane County Vendor #			

Local Vendor Preference Does Not Apply To This Bid
(Reference General Guidelines #1.6)

Local Content Vendor Preference Does Not Apply To This Bid
(Reference General Guidelines #1.7)

Fair Labor Practice Certification (Reference General Guidelines #1.9)

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.

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.

Addenda – we hereby acknowledge receipt, review and use of the following addenda, if applicable.

Addendum #1 Addendum #2 Addendum #3 Addendum #4 None

Signature Affidavit

In signing this bid, 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 bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

Signature: _____

Title: _____

Printed Name: _____

Date: _____

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**DANE COUNTY APPLICATION FOR
2023 CDBG FUNDS: MINOR HOME REPAIR**

APPLICATION SUMMARY

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

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

PROJECT NAME	PROJECT CONTACT PERSON	PHONE NUMBER	E-MAIL

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

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

Failure to sign this form may result in the application to be ineligible for funding and may not be scored.

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NEED AND JUSTIFICATION

- A. **PROJECT NEED:** In the space below, provide a brief description of the need or problem that will be addressed.

BENEFICIARIES

- B. **POPULATION TO BE SERVED:** In the space below, provide a brief description of the population that will benefit from this project.

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- C. **GEOGRAPHIC SERVICE AREA:** In the space below, provide a brief description of the location(s) where the project or services will take place. Maps may be included as separate attachments.

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PROJECT APPROACH

D. **PROJECT DESCRIPTION:** In the space below, provide a description of the work that will be undertaken and describe how it will address the identified problem. Include information on any partnerships that have been or will be formed in order to ensure the success of the project. Please include information regarding the referral/application process, eligibility criteria, capacity, and waiting list process.

E. **HOUSING QUALITY STANDARDS (HQS) INSPECTIONS:** In the space below, provide a description of who, when, and how the required Housing Quality Standards (HQS) inspections will be conducted. Provide information on the background and training of the individual(s) who will conduct the inspections. If this individual is yet to be selected, identify the criteria and process that will be used for selection.

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F. **WORK PRIORITIES:** In the space below, provide a description of how the work on the home will be prioritized if the needed work exceeds \$5,000.

G. **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 2023 (April 1 – June 30, 2023). Add in extra quarters as needed.

ON OR BEFORE	ACCOMPLISHMENTS
June 30, 2023	
September 30, 2023	
December 31, 2023	

“Shovel-Ready” Projects:

A project is considered “shovel-ready” if the organization can begin expending funds within three months of receiving their award, and complete the project within one year of the date of the contract. We anticipate contracts for shovel-ready projects to be executed in the fourth quarter of 2022. Please describe if and how your project is a “Shovel-Ready” Project.

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- H. **OUTREACH AND MARKETING INITIATIVES:** In the space below, provide a description of the outreach and marketing initiatives that will be undertaken to inform potential participants of the project, eligibility criteria, and method(s) by which they may participate.

- I. **OUTCOMES/PROPOSED ACCOMPLISHMENTS:** Provide information regarding the unduplicated number of households to be served with these funds in 2023.

_____ Number of households to be served.

- J. **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.

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EXPERIENCE AND QUALIFICATIONS

K. **REHAB EXPERIENCE AND QUALIFICATIONS:** Describe the experience and qualifications of your organization related to doing rehabilitation work.

L. **INCOME DOCUMENTATION:** Describe the experience and qualifications of your organization related to performing income documentation for program eligibility.

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- M. **STAFF EXPERIENCE AND QUALIFICATIONS:** Describe the experience and qualifications of key staff to be assigned to the project. Touch on experience with both income certification and management/oversight of rehabilitation projects. Be sure to **attach resumes** for key staff to the application.

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N. 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.
- Column 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 person will work on this project.
- Column 5) For each staff person 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.

1) POSITION TITLE	2023 ESTIMATED		CDBG-FUNDED	
	2) FTE	3) TOTAL SALARY	4) ESTIMATED HOURS ON THIS PROJECT	5) CDBG – FUNDED AMOUNT OF SALARY

O. **LIST PERCENT OF STAFF TURNOVER _____%** Divide the number of resignations or terminations in calendar year 2021 by the total number of budgeted positions. Do not include seasonal positions. Explain if you had 20% or more turnover in a certain staff position/category. Discuss any other noteworthy staff retention issues, or policies to reduce staff turnover.

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P. **AGENCY/ORGANIZATION GOVERNING BODY:** How many Board meetings has your governing body or Board of Directors scheduled for 2022? _____

Please list your current Board of Directors or your organization'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		Board Vice-President's Name		Name	
Home Address		Home Address		Home Address	
Occupation		Occupation		Occupation	
Representing		Representing		Representing	
Term of Office	From: (MM/DD/YY)	To: (MM/DD/YY)	Term of Office	From: (MM/DD/YY)	To: (MM/DD/YY)
Board Secretary's Name		Board Treasurer's Name		Name	
Home Address		Home Address		Home Address	
Occupation		Occupation		Occupation	
Representing		Representing		Representing	
Term of Office	From: (MM/DD/YY)	To: (MM/DD/YY)	Term of Office	From: (MM/DD/YY)	To: (MM/DD/YY)
Name		Name		Name	
Home Address		Home Address		Home Address	
Occupation		Occupation		Occupation	
Representing		Representing		Representing	
Term of Office	From: (MM/DD/YY)	To: (MM/DD/YY)	Term of Office	From: (MM/DD/YY)	To: (MM/DD/YY)
Name		Name		Name	
Home Address		Home Address		Home Address	
Occupation		Occupation		Occupation	

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Q. STAFF/BOARD/VOLUNTEERS DESCRIPTORS: For your organization's **2022** 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 IDENTITY						
GENDER:						
GENDER:						
GENDER:						
GENDER:						
AGE						
LESS THAN 18 YRS						
18 – 59 YRS						
60 AND OLDER						
RACE						
WHITE						
BLACK						
HISPANIC						
NATIVE AMERICAN						
ASIAN / PACIFIC ISLANDER						
MULTI-RACIAL						
ETHNICITY						
HISPANIC						
NON-HISPANIC						
PERSONS WITH DISABILITIES						

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- R. **COMMITMENT TO QUALITY:** Describe actions taken by staff and the governing board to ensure 1) the stability and financial solvency of the organization and 2) the quality of the services provided under this project.

- S. **APPEALS PROCESS:** Describe the appeals process that is followed when persons have a complaint or dispute about the minor home repair program operated by your organization.

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FINANCIAL INFORMATION

T. **ORGANIZATION BUDGET. 2022 and 2023 Proposed Budget.** Identify the 2022 and proposed 2023 budget for your *entire* organization by source and use of revenue. (You may change row headings to make them applicable to your organization.) .

ACCOUNT CATEGORY Source	2022 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

ACCOUNT CATEGORY Source	2023 REVENUE SOURCE TOTAL	PERSONNEL	OPERATING	SPACE	SPECIAL COSTS
DANE CO HUMAN SERV					
DANE CO CDBG					
MADISON COMM SERV					
MADISON CDBG					
UNITED WAY ALLOC					
UNITED WAY DESIG					
OTHER GOVT					
FUND RAISING					
USER FEES					
OTHER					
TOTAL					

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- U. **2023 COST EXPLANATION** *(Complete only if significant financial changes are anticipated between 2022 and 2023.)* Explain specifically, by revenue source and/or account category, any noteworthy change in the 2023 request. For example, unusual cost increase, program expansion, Living Wage requirements, or loss of revenue.
- V. **OTHER SOURCES OF FUNDS LEVERAGED:** Describe the sources and amounts of other funds that will be contributed by your organization and through other funding sources for this project in the space below.

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W. **FUNDS NEEDED:** In the space below, please describe why CDBG funds are needed to ensure the viability of this project.

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X. DETAILED PROJECT BUDGET

Following the description of allowable costs that may be charged to the CDBG Program is the Project Budget. Items not detailed on the list of allowable costs may not be charged. Complete the budget identifying the amount and source of all funds and their uses.

Column 1 TOTAL ACTIVITY BUDGET. This is the total amount budgeted for this program/project.

Column 2 CDBG FUNDED. This is the County CDBG funded portion of the total program/project budget.

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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.	X
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.	X
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)	X
4.	Architectural, engineering, or related professional services required to prepare plans, drawings, specifications, or work write-ups.	X
5.	Costs to process and settle the financing for a project, such 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.	X
6.	Costs of a project audit	X
7.	Costs to provide activity related information services, such as affirmative marketing and fair housing information to prospective homeowners and tenants.	X
8.	Impact fees that are charged to all projects within Dane County.	X
9.	Environmental Reviews.	X
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.	X
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.	X

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).

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DETAILED PROJECT BUDGET

Include the amount and source(s) of all project funding.

USES	TOTAL PROJECT BUDGET	SOURCES					
		CDBG FUNDS	SOURCE:	SOURCE:	SOURCE:	SOURCE:	SOURCE:
CONSTRUCTION:							
Construction							
Soils/Site Preparation							
Construction Manag.							
Landscaping, signage							
Permits; print plans							
Other:							
FEES:							
Appraisal							
Architect							
Engineering							
Other:							
PERSONNEL:							
Salaries							
Taxes							
Benefits							
RELOCATION COSTS:							
Advisory Services							
Payments							
Staff and Overhead							
PROJECT CONTINGENCY							
OTHER (specify)							
TOTALS							

Each funding source and amount must be listed separately