



Rhode Island Housing
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Notice of Funding Availability

2015-2016 Youth Resident Activity Program Funding

INTRODUCTION

Through this Notice of Funding Availability (“NOFA”), Rhode Island Housing seeks proposals for 2015-2016 Youth Resident Activity Program (“Program”) grant funding. Specifically, Rhode Island Housing invites proposals from municipal, private, and non-profit organizations interested in administering youth programs focusing on personal development, academic achievement and job readiness skills for youth, in particular children and teens residing in Rhode Island Housing-financed multifamily developments or other assisted housing developments, or those living in low-income neighborhoods. This is the 25th year Rhode Island Housing has made Program funding available to enrich the lives of youth.

INSTRUCTIONS

The proposal should be emailed to swasserman@rhodeislandhousing.org. Proposals should be concise and presented on business letterhead. Proposals must be received no later than 5:00 p.m. on May 1, 2015. Funding decisions are expected to be announced on or after May 21, 2015.

Respondents are advised that all submissions (including those not selected for funding) may be made available to the public on request upon completion of the process and award of a contract(s).

SCOPE OF WORK

Please see Attachment A for the Scope of Work.

ITEMS TO BE INCLUDED WITH YOUR PROPOSAL

- A. General Organization Information
 1. Provide a brief description of your organization and complete the Informational Summary provided as Attachment B.
 2. Provide the name and title of the person authorized to represent your organization with respect to your application and any subsequent engagement.

B. Experience and Resources

1. Describe your organization and its capabilities. In particular, support your capacity to perform the Scope of Work. If applicable, please describe your organization's previous performance as a Program grantee.
2. Indicate which principals and associates from your organization would be involved in providing services to youth in connection with the Program. Provide appropriate background information for each such person and identify his or her responsibilities.

C. Program Description

Each application must contain a Program Description, which shall be no longer than four single-sided pages and must include the following information:

1. A narrative description of the structure of your proposed program and all related activities; how those activities effectively serve the goals of the Program; and how the applicant will measure success in achieving those goals.
2. A description of defined needs of the youth within the community you serve and how the proposed activities and programs have been designed to meet those needs.
3. The number and age of eligible youth and anticipated number of program participants.
4. For applicants previously awarded Program funding, address whether your project's goals were achieved. If the goals were not achieved, please include a description of how your project design has been changed to address this fact.
5. Complete the worksheet provided as Attachment C.
6. A list of locations where Program activities will take place.
7. A statement as to the staff or community partners responsible for monitoring and conducting the various Program activities.
8. A description of youth participant recruitment strategies. In particular, provide a plan for performing targeted outreach to children and teens residing in Rhode Island Housing-financed multifamily developments, or other assisted housing developments, or those living in low-income neighborhoods.
9. If any community partners, vendors, or third-party service providers will conduct any programs or activities, please provide (i) the name and title of the partner, vendor or service provider representative who shall serve as point person for Program activities; and (ii) a brief description of the capacity of each partner,

vendor, or service provider to carry out the Program activities for which they are responsible.

D. Cost Structure

The cost of services and an organization's ability to leverage resources are among the factors that will be considered in the award of funding. Rhode Island Housing reserves the right to fund all, or part of a grant proposal. Therefore, proposals should be structured to meet a Project's defined goals and objectives as cost effectively as possible. The information requested in this section is required to support the cost effectiveness of your proposal.

1. Please provide a comprehensive, itemized budget setting forth all projected costs and expenses associated with the Program activities proposed in your application, broken down into administrative, personnel and operational categories.
2. Please include documentation of all other available funding sources for Program activities, including letters of commitment where applicable.
3. Please provide any other cost information applicable to your proposal that you wish to bring to the attention of Rhode Island Housing.

E. Certifications

1. Rhode Island Housing insists upon full compliance with Chapter 27 of Title 17 of the Rhode Island General Laws, Reporting of Political Contributions by State Vendors. This law requires State Vendors entering into contracts to provide services to an agency such as Rhode Island Housing, for the aggregate sum of \$5,000 or more, to file an affidavit with the State Board of Elections concerning reportable political contributions. The affidavit must state whether the State Vendor (and any related parties as defined in the law) has, within 24 months preceding the date of the contract, contributed an aggregate amount in excess of \$250 within a calendar year to any general officer, any candidate for general office, or any political party.
2. Does any Rhode Island "Major State Decision-maker," as defined below, or the spouse or dependent child of such person, hold (i) a ten percent or greater equity interest, or (ii) a Five Thousand Dollar or greater cash interest in this business?

For purposes of this question, "Major State Decision-maker" means:

- (i) All general officers; and all executive or administrative head or heads of any state executive agency enumerated in § 42-6-1 as well as the executive or administrative head or heads of state quasi-public corporations, whether appointed or serving as an employee. The phrase "executive or administrative head or heads" shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(ii) All members of the general assembly and the executive or administrative head or heads of a state legislative agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel or chief of staff;

(iii) All members of the state judiciary and all state magistrates and the executive or administrative head or heads of a state judicial agency, whether appointed or serving as an employee. The phrase “executive or administrative head or heads” shall include anyone serving in the positions of director, executive director, deputy director, assistant director, executive counsel, chief of staff or state court administrator.

If your answer is “Yes,” please identify the Major State Decision-maker, specify the nature of their ownership interest, and provide a copy of the annual financial disclosure required to be filed with the Rhode Island Ethics Commission pursuant to R.I.G.L. §§36-14-16, 17 and 18.

CERTAIN TERMS OF AWARD

If selected for funding, your application (in particular your responses to the Program Description and Cost Structure sections) will be incorporated into a grant agreement, which will govern the terms of the grant award. If the amount of the award differs from the amount applied for, a revised Program Description and Cost Structure reflecting such changes will be incorporated into the grant agreement. Funding shall be conditional upon availability as well as compliance with the agreement terms.

EVALUATION AND SELECTION

A selection committee will review all proposals and make a determination based on the following factors:

- Professional capacity to undertake the Scope of Work; ability to implement the proposal in an effective and timely manner
- Extent to which the proposed program design addresses youth population needs; extent to which the proposal targets youth residing at Rhode Island Housing-financed multifamily developments, at public housing authority developments and/or living in lower income neighborhoods
- Proposed cost structure (including ability to leverage other resources)
- Evaluation of work plan
- Degree to which the proposal addresses Program goals and includes a clear and achievable process for measuring success in meeting those goals
- Effectiveness of the proposal in making the most of limited resources by partnering with other service providers or community organizations and/or coordinating program activities with other housing developments

- Previous performance as a Program grantee, if applicable
- Other pertinent information submitted

By this NOFA, Rhode Island Housing has not committed itself to undertake the work set forth. Rhode Island Housing reserves the right to reject any and all proposals, to rebid the original or amended Scope of Work and/or to enter into negotiations with one or more respondents. Rhode Island Housing reserves the right to make those decisions after receipt of responses. Rhode Island Housing's decision on these matters is final.

For additional information contact: Stacy Wasserman,
swasserman@rhodeislandhousing.org.



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Attachment A

Scope of Work

Rhode Island Housing seeks proposals from municipal, private, and non-profit organizations for 2015-2016 Youth Resident Activity Program (“Program”) grant funding. Projects eligible for funding include youth programs that focus on personal development, academic achievement and job readiness skills for youth, in particular children and teens residing in Rhode Island Housing-financed multifamily developments, or other assisted housing developments, or those living in low-income neighborhoods. A total amount of \$200,000 is anticipated to be available for funding, with programs receiving a maximum amount of \$100,000. This is the 25th year Rhode Island Housing has made Program funding available to enrich the lives of youth.

The goal of funding these activities is to promote leadership development, self-esteem, academic achievement, and job-readiness among children and teens. Partnerships that can carry out Program activities and/or the leverage non-grant resources are especially encouraged to apply.

Program proposals must include one or more of the following activities eligible for funding:

- Educational activities that prepare youth to: acquire and maintain employment; improve educational skills; improve academic performance; enroll in an alternative education program (such as GED, ESL, or vocational preparation); or attend college.
- Programs that promote leadership, self-esteem, self-confidence, respect for self/families/neighbors, and individual accountability.
- Programs that engage youth in community building and neighborhood revitalization activities.
- Cultural and educational activities and events that promote a positive approach to cultural diversity.
- Part-time summer employment, work crew, and related vocational skill building and training.
- Violence prevention and conflict resolution activities to promote safe housing and neighborhoods.
- Recreational or social activities that directly relate to and support the above listed activities.
- Activities that support and/or include parents in youth activities.

Proposals must include a plan for targeted outreach to youth residing in one or more Rhode Island Housing-financed multifamily developments, or other assisted housing developments, or those living in low-income neighborhoods..

Applicants should indicate the effective dates of programming.



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Attachment B

Informational Summary

ORGANIZATION: _____

COMMUNITY SERVED: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

TELEPHONE NUMBER: _____

FAX NUMBER: _____

EMAIL ADDRESS: _____

PROGRAM CONTACT: _____

TELEPHONE NUMBER: _____

FAX NUMBER/EMAIL: _____

TOTAL PROGRAM COST: _____

GRANT AMOUNT REQUEST: _____

DEVELOPMENT MATCH if applicable: _____



Attachment C

Youth Activity Program Worksheet	
Program Start Date:	
Program End Date:	
Hours per Week:	
Day(s) per Week:	
Program Funds allotted:	
Total anticipated eligible youth: (Put total here)	
- Ages 6-13:	
- Ages 14-18:	
- Ages 18+ (that qualify, see definition)	
Cost per youth: (Total Program funds divided by estimated youth to be served)	
Measurable Outcomes:	