

STATE OF HAWAII
Department of Human
Services

HOUSING AND COMMUNITY DEVELOPMENT
CORPORATION OF HAWAII

REQUEST FOR PROPOSAL
(RFP-RSS-2003-03)

for the

**Provision of Remedial and Workplace
Skills and Vocational Training
In Information Technology for
Public Housing Residents of
Kuhio Park Terrace and Kuhio Homes**

December 2003
RFP-RSS-2003-03

Request-for-Proposals

RFP I.D. Number

Service Activity

RFP-RSS-2003-03
(est 04/01/04-03/31/07)

U.S. Department of Housing and Urban Development's ROSS Neighborhood Network's Program (computer technology center) for Kuhio Park Terrace and Kuhio Homes

The service being solicited for purchase by the HCDCH is described and set forth in a Request-for-Proposal (RFP). RFPs may be obtained by contacting the RFP coordinator beginning December 15, 2003. The RFP orientation session will be held on Wednesday, January 7, 2004, at the Housing and Community Development of Hawaii, 677 Queen Street, Suite 300, from 1:30 pm to 2:30 pm.

All proposals must be delivered to the location specified in the RFP in a manner that will ensure delivery according to the following deadline:

All hand-deliveries will be accepted at the following site until 4:30 pm, February 20, 2004. All mail-ins postmarked USPS before 12:00 midnight, February 20, 2004 will be accepted. Proposals received after the deadline will be rejected.

BE ADVISED: All mail-ins postmarked USPS after 12:00 midnight, February 20, 2004, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., February 20, 2004.

Deliveries by private mail services such as Fedex shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., February 20, 2004.

**COMPETITIVE POS
TABLE OF CONTENTS**

SECTION 1 - ADMINISTRATIVE OVERVIEW

I.	Authority.....	1-1
II.	RFP Organization	1-1
III.	Contracting Office	1-2
IV.	Procurement Timetable.....	1-2
V.	Orientation	1-2
VI.	Submission of Questions	1-3
VII.	Submission of Proposals	1-3
VIII.	Discussions w/Applicants Prior to, or After Proposal Submittal Deadline	1-4
IX.	Additional Materials and Documentation.....	1-4
X.	RFP Amendments	1-5
XI.	Final Revised Proposals	1-5
XII.	Cancellation of Request for Proposal.....	1-5
XIII.	Costs for Proposal Preparation.....	1-5
XIV.	Provider Participation in Planning	1-5
XV.	Rejection of Proposals	1-5
XVI.	Opening of Proposals	1-6
XVII.	Notice of Award	1-6
XVIII.	Protests.....	1-6
XIX.	Availability of Funds	1-7
XX.	Criteria by which the Performance of the Contract will be Monitored and Evaluated	1-7
XXI.	General and Special Conditions of Contract	1-8
XXII.	Cost Principles.....	1-8

SECTION 2 - SERVICE SPECIFICATIONS

I.	Introduction	
	A. Background.....	2-1
	B. Purpose or need.....	2-1
	C. Description of the goals of the service	2-2
	D. Description of the target population to be served	2-2
	E. Geographic coverage of service.....	2-4
	F. Probable funding amounts, source, and period of availability	2-4
II.	General Requirements	
	A. Specific qualifications or requirements, including but not limited to licensure or accreditation	2-4
	B. Secondary purchaser participation.....	2-4
	C. Multiple or alternate proposals	2-4

D.	Single or multiple contracts to be awarded	2-4
E.	Single or multi-term contracts to be awarded	2-5
F.	RFP contact person	2-5
III.	Scope of Work	
A.	Service Activities(Minimum and/or mandatory tasks and responsibilities)	2-5
B.	Management Requirements	2-7

SECTION 3 - POS PROPOSAL APPLICATION INSTRUCTIONS

	General Instructions	3-1
I.	Background and Summary.....	3-2
II.	Experience and Capability	
A.	Necessary Skills and Experience	3-2
B.	Quality Assurance and Evaluation	3-2
C.	Coordination of Services	3-2
D.	Facilities	3-3
III.	Personnel: Project Organization and Staffing	
A.	Proposed Staffing.....	3-3
B.	Staff Qualifications	3-3
C.	Supervision and Training	3-3
D.	Organization Chart.....	3-3
IV.	Service Delivery.....	3-4
V.	Financial	
A	Other Financial Related Materials (Optional)	3-4
B.	Pricing Structure.....	3-5
VI.	Other	
A.	Litigation.....	3-5

SECTION 4 - PROPOSAL EVALUATION

	Introduction	4-1
II.	Evaluation Process	
A.	Evaluation Categories and Threshold	4-2
III.	Evaluation Criteria	
A.	Phase 1 - Evaluation of Proposal Requirements.....	4-2
B.	Phase 2 - Evaluation of POS Proposal Application.....	4-3

C. Phase 3 - Recommendation for Award 4-5

SECTION 5 - ATTACHMENTS

- A Competitive POS Application Checklist
- B POS Proposal Application - Sample Table of Contents
- C Certification of Consistency and Compliance with U.S. Department of Housing and Urban Development Guidance
- D HUD Form 52673 (3/2003), Recommended Work Plan Format

Distributed by:
Housing and Community Development Corporation of Hawaii
December 2003

Section 1

Administrative

Overview

Section 1 **Administrative Overview**

Applicants are encouraged to read each section of the RFP thoroughly. While sections such as the administrative overview may appear similar among RFPs, state purchasing agencies may add additional information as applicable. It is the responsibility of the applicant to understand the requirements of *each* RFP.

I. Authority

This RFP is issued under the provisions of the Hawaii Revised Statutes, Chapter 103F and its administrative rules. All prospective applicants are charged with presumptive knowledge of all requirements of the cited authorities. Submission of a valid executed proposal by any prospective applicant shall constitute admission of such knowledge on the part of such prospective applicant.

II. RFP Organization

This RFP is organized into five sections:

Section 1, Administrative Overview--Provides applicants with an overview of the procurement process.

Section 2, Service Specifications--Provides applicants with a general description of the tasks to be performed, delineates applicant responsibilities, and defines deliverables (as applicable).

Section 3, POS Proposal Application--Describes the required format and content for the proposal application.

Section 4, Proposal Evaluation--Describes how proposals will be evaluated by the state purchasing agency.

Section 5, Attachments --Provides applicants with information and forms necessary to complete the application.

III. Contracting Office

The Contracting Office is responsible for overseeing the contract(s) resulting from this RFP, including system operations, fiscal agent operations, and monitoring and assessing provider performance. The Contracting Office is:

Housing and Community Development Corporation of Hawaii
Department of Human Services, State of Hawaii
677 Queen Street, Suite 300
Honolulu, Hawaii 96813
Phone (808) 832-5900 Fax: (808) 832-5910

IV. Procurement Timetable

Activity	Scheduled Date
Public notice announcing RFP	12/15/03
Distribution of RFP	12/15/03
RFP orientation session	1/7/03
Closing date for submission of written questions for written responses	1/15/03
State purchasing agency's response to applicants' written questions	1/27/04
Proposal submittal deadline	2/20/04
Discussions with applicant after proposal submittal deadline (optional)	2/24/04 – 3/8/04
Final revised proposals (optional)	3/8/04
Proposal evaluation period	3/8/04 - 3/19/04
Provider selection and award	3/26/04
Notice of statement of findings and decisions	4/1/04
Contract start date	Upon award

V. Orientation

An orientation for applicants in reference to the request for proposals will be held on Wednesday, January 7, 2004 at 677 Queen Street, Suite 300 from 1:30 pm to 3:30 pm. Applicants are encouraged to submit written questions prior to the orientation. Impromptu questions will be permitted and spontaneous answers provided at the orientation at the state purchasing agency's discretion. Verbal answers provided at the orientation are only intended as general direction and may not represent the state purchasing agency's position. Formal official responses will be provided in writing. To ensure a written response, any oral questions should be submitted in writing following the close of the orientation, but no later than 4:30 p.m. H.S.T., on January 15, 2003 in order to generate a written response from the state purchasing agency.

VI. Submission of Questions

Applicants may submit questions to the RFP Contact Person identified in Section 2 of this RFP. The deadline for submission of written questions is 4:30 p.m. H.S.T., on January 15, 2004. All written questions will receive a written response from the state purchasing agency. State purchasing agency responses to applicant written questions will be sent by January 27, 2004.

VII. Submission of Proposals

Proposals must contain all components. Please refer to the Competitive POS Application Checklist (Section 5, Attachment A) for information on: 1) where to obtain the forms/instructions; 2) additional program specific requirements; and 3) the order in which all components of the application should be assembled and submitted to the state purchasing agency. Proposals must contain the following components:

- (1) **POS Proposal Application (Form SPO-H-200A), including Title Page (Form SPO-H-200) and Table of Contents** - Applicant shall submit comprehensive narratives that addresses all of the issues contained in the POS Proposal Application, including a cost proposal/budget. (Refer to Section 3 of this RFP.)
- (2) **Competitive POS Application Check List** – Provides applicants with information on where to obtain the required forms; information on program specific requirements; and the order in which all components should be assembled and submitted to the state purchasing agency.
- (3) **Registration Form (SPO-H-100A)** – If applicant is not pre-registered with the State Procurement Office (business status), this form must be submitted with the application. If applicant is unsure as to their pre-registration status, they may check the State Procurement Office website at:

<http://www.state.hi.us/icsd/dags/spo.html>
 Click on *Health and Human Services*
 Click on *The Registered List of Private Providers for Use with the Competitive Method of Procurement*
 or call the purchasing agency at 832-5900 or the State Procurement Office at 587-4706.
- (4) **Tax Clearance Certificate** (Form A-6) - An original **or** certified copy of a tax clearance certificate issued by the Hawaii State Department of Taxation (DOTAX) **and** the Internal Revenue Service (IRS) shall be submitted at the time of contract award and execution. The two-part Tax Clearance Application (Form A-6) that combines DOTAX and IRS tax clearance shall be used for this purpose. Applicants should not submit a tax clearance certificate with the proposal.

- (5) **Certifications** - Federal and/or State certifications, as applicable.
- (6) **Program Specific Requirements** - Additional program specific requirements are included in Sections 2 and/or 3, Service Specifications and the POS Proposal Application, as applicable.

Multiple or alternate proposals shall **not** be accepted unless specifically provided for in Section 2 of this RFP. In the event alternate proposals are **not** accepted and an applicant submits alternate proposals but clearly indicates a primary proposal, it shall be considered for award as though it were the only proposal submitted by the applicant.

One original and 3 copies of the proposal are required. Proposals must be USPS postmarked or hand delivered and time-stamped by the date and time designated on the Proposal Mail-In and Delivery Information Sheet attached to this RFP.

All mail-ins postmarked USPS after 12:00 midnight, February 20, 2004, will not be accepted for review and will be returned.

Hand deliveries will not be accepted after 4:30 p.m., February 20, 2004.

Deliveries by private mail services such as Fedex shall be considered hand deliveries and will not be accepted if received after 4:30 p.m., February 20, 2004.

Faxed or emailed proposals and proposals on diskette are not permitted and will not be accepted by the state. Do not include any artwork. Proposals that are accepted for consideration shall not be returned to the applicant.

VIII. Discussions with Applicants Prior to, or After Proposal Submittal Deadline

Discussions may be conducted with applicants who submit proposals determined to be reasonably susceptible of being selected for award, but proposals may be accepted without discussions, in accordance with the administrative rules.

IX. Additional Materials and Documentation

Upon request from the state purchasing agency, each applicant shall submit any additional materials and documentation reasonably required by the state purchasing agency in its evaluation of the proposals.

X. RFP Amendments

The State reserves the right to amend this RFP at any time prior to the closing date for the final revised proposals.

XI. Final Revised Proposals

The applicant's final revised proposal, *as applicable* to this RFP, must be postmarked or hand delivered by the date and time specified by the state purchasing agency. Any final revised proposal post-marked or received after the designated date and time will be rejected. If a final revised proposal is not submitted, the previous submittal will be construed as their best and final offer/proposal. *Only the section(s) of the proposal that are amended shall be submitted by the applicant, along with the POS Proposal Application Title Page (SPO-H-200).* After final revised proposals are received, final evaluations will be conducted for an award.

XII. Cancellation of Request for Proposal

The request for proposal may be canceled and any or all proposals may be rejected in whole or in part, when it is determined to be in the best interests of the State.

XIII. Costs for Proposal Preparation

Any costs incurred by applicants in preparing or submitting a proposal are the applicants' sole responsibility.

XIV. Provider Participation in Planning

Provider participation in a state purchasing agency's efforts to plan for or to purchase health and human services prior to the state purchasing agency's release of a request for proposals, including the sharing of information on community needs, best practices, and providers' resources, shall not disqualify providers from submitting proposals if conducted in accordance with sections 3-142-203 and 3-143-618 of the Hawaii Administrative Rules for Chapter 103F, HRS.

XV. Rejection of Proposals

The State reserves the right to consider as acceptable only those proposals submitted in accordance with all requirements set forth in this RFP and which demonstrate an understanding of the problems involved and comply with the

service specifications. Any proposal offering any other set of terms and conditions contradictory to those included in this RFP may be rejected without further notice.

A proposal may be automatically rejected for any one or more of the following reasons: (Relevant sections of the Hawaii Administrative Rules for Chapter 103F, HRS are parenthesized)

- (1) Rejection for failure to cooperate or deal in good faith. (Section 3-141-201)
- (2) Rejection for inadequate accounting system. (Section 3-141-202)
- (3) Late proposals (Section 3-143-603)
- (4) Inadequate response to request for proposals (Section 3-143-609)
- (5) Proposal not responsive (Section 3-143-610 (1))
- (6) Applicant not responsible (Section 3-143-610 (2))

XVI. Opening of Proposals

Upon receipt of proposal by a state purchasing agency at a designated location, proposals, modifications to proposals, and withdrawals of proposals shall be date-stamped and, when possible, time-stamped. All documents so received shall be held in a secure place by the state purchasing agency and not examined for evaluation purposes until the submittal deadline.

Procurement files shall be open to public inspection after a contract has been awarded and executed by all parties.

XVII. Notice of Award

A Notice of Award containing a statement of findings and decision shall be provided to all applicants by mail upon completion of the evaluation of competitive purchase of service proposals.

XVIII. Protests

Any applicant may file a protest (using a prescribed form provided by the administrator of the State Procurement Office available on the State Procurement Office Website whose address is on the Competitive POS Application Checklist

located in the Attachments section of this RFP) against the awarding of the contract as long as an original and two copies of the protest is served upon the head of the state purchasing agency that conducted the protested procurement, and the procurement officer who handled the protested procurement, by United States mail, or by hand-delivery. Protests regarding awards of contracts and related matters that arise in connection with a procurement made under a competitive purchase of services shall be served within five working days of the postmark of the notice of findings and decision sent to the protester. Only the following matters may be protested:

- (1) a state purchasing agency's failure to follow procedures established by Chapter 103F of the Hawaii Revised Statutes;
- (2) a state purchasing agency's failure to follow any rule established by Chapter 103F of the Hawaii Revised Statutes; and
- (3) a state purchasing agency's failure to follow any procedure, requirement, or evaluation criterion in a request for proposals issued by the state purchasing agency.

Head of State Purchasing Agency		Procurement Officer	
Name:	Lillian B. Koller, Esq.	Name:	Stephanie Aveiro
Title:	Director	Title:	Executive Director
Mailing Address:	P.O. Box 339 Honolulu, Hawaii 96809	Mailing Address:	677 Queen Street, Suite 300 Honolulu, Hawaii 96813
Business Address:	Queen Liliuokalani Bldg. 1390 Miller Street Honolulu, Hawaii 96813	Business Address:	677 Queen Street, Suite 300 Honolulu, Hawaii 96813

XIX. Availability of Funds

The award of a contract and any allowed renewal or extension thereof, is subject to allotments to be made by the Director of Finance, State of Hawaii, pursuant to Chapter 37, Hawaii Revised Statutes, and subject to the availability of State and/or Federal funds.

XX. Criteria by Which the Performance of the Contract Will be Monitored and Evaluated

The criteria by which the performance of the contract will be monitored and evaluated are:

- (1) Performance/Outcome Measures
- (2) Output Measures
- (3) Quality of Care/Quality of Services
- (4) Financial Management
- (5) Administrative Requirements
- (6) Management Requirements

XXI. General and Special Conditions of Contract

The general conditions that will be imposed contractually are contained in the POS Manual. Special conditions may also be imposed contractually by the state purchasing agency, as deemed necessary.

XXII. Cost Principles

In order to promote uniform purchasing practices among state purchasing agencies procuring health and human services under Chapter 103F, HRS, state purchasing agencies will utilize standard cost principles outlined in Form SPO-H-201 which is available on the SPO Website (see POS Proposal Application Checklist in Attachment 5 of this RFP). Nothing in this section shall be construed to create an exemption from any cost principle arising under federal law.

Section 2

Service

Specifications

Section 2

Service Specifications

I. Introduction

A. Background

In 1997, the Legislature established the Housing and Community Development Corporation of Hawaii (hereinafter "HCDCH") effective July 1, 1998, through Act 350, SLH 1997. The HCDCH consolidates all state housing functions and is administratively attached to the Department of Human Services. The corporation is a public body and a body corporate and politic. The mission of the HCDCH is to serve as a catalyst to provide Hawaii's residents with affordable housing and shelter opportunities in a balanced and supportive environment without discrimination.

To accomplish its mission, the HCDCH has adopted five priority goals which focus on the areas of 1) rental and supportive housing, 2) community revitalization, 3) resident self-sufficiency, 4) homeownership, and the 5) efficient and fair delivery of housing and supportive services. The HCDCH's Resident Services Section plays its part by actively providing programs and services that address the safety and crime prevention, health, social and economic self-sufficiency needs of residents in public housing.

The HCDCH seeks to secure services to assist public housing residents of Kuhio Park Terrace and Kuhio Homes to obtain jobs and increase earnings. This funding is for the provision of basic remedial, workplace skills, and career planning and for the provision of a vocational training program for entry-level technical careers. The vocational training program should be accredited or include the attaining of accreditation in its work plan.

B. Purpose or Need

The major outcome goal of HCDCH's proposed Neighborhood Networks Technology Center program for Kuhio Park Terrace and Kuhio Homes is to assist public housing residents to obtain jobs and increase earnings. Residents at these developments face educational, cultural and linguistic barriers to entering the job market. An accredited training program is preferred, so that students will be able to access funding for their training and so that graduates will be able to petition institutions of higher education for credit for their training.

HCDCH is interested in proposals that facilitate HCDCH's ability to replicate the program at other public housing sites statewide. Program design that provides for sustainability beyond the 3-year funding period will be given preference.

C. Description of the goals of the service

The overarching goal of the Neighborhood Networks Technology Center program is to assist public housing residents to obtain jobs and increase earnings. Residents at Kuhio Park Terrace and Kuhio Homes faces educational, cultural and linguistic barriers to entering the job market. The services should focus on the following:

- Ongoing outreach to the resident population;
- Coordination of basic remedial and workplace skills needed for entry into a vocational training program;
- Vocational training for entry-level technical careers in today's workforce; and
- Job placement for graduates of the vocational training program.

D. Description of the target population to be served

Kuhio Park Terrace is a family development with two 16-story family high-rise towers, with 274 and 298 units, and 42 low-rise units. Kuhio Homes, another family development, is immediately adjacent to Kuhio Park Terrace and consists of 134 low-rise units. On April 30, 2003, HCDCH data showed that there were 1,828 residents of Kuhio Park Terrace and 534 residents in Kuhio Homes. The two developments represent 14% of Hawaii's federal public housing units, and the 2,362 residents are 18% of the state's federal public housing residents.

Among Hawaii census tracts with significant populations, Kuhio Park Terrace has the highest level of poverty in the state of Hawaii, according to Census 2000. At Kuhio Park Terrace, 68% of the families live below poverty level.

Kuhio Park Terrace and Kuhio Homes residents are economically isolated, and residents face educational, linguistic and cultural barriers. According to the Census 2000, 45% of the residents over age 25 have not graduated from high school, in contrast to 15% of the comparable City and County of Honolulu population. The census also indicates that the unemployment rate for Kuhio Park Terrace was 23%, in contrast to 6% for the City and County of Honolulu.

The self-identification of the ethnic background of the head of household in Kuhio Park Terrace in 2001 was 51% Samoan, 14% Hawaiian, 5%

White, 3% Filipino, 3% Hispanic, 1% Laotian, 1% Chinese, and 19% other Asian/Pacific Islander. Other Asian/Pacific Islander refers to other than Hawaiian, Samoan, Chinese, Filipino, Japanese, Korean, Laotian, or Vietnamese. Many of these are recent immigrants from Micronesia, and HCDCH believes that the number of Micronesian residents has increased since 2001.

HCDCH estimates that approximately 40% of the adult residents have limited English skills. At least 6 languages (English, Samoan, Chuukese, Marshallese, Vietnamese and Laotian) are spoken in residents' homes.

Kuhio Park Terrace is Census Tract 62.02. The table below shows how the residents compare to the population of the City and County of Honolulu, according to Census 2000:

	Honolulu	Census Tract 62.02 Kuhio Park Terrace
RACE: One race only		
White	21%	2%
Black	2%	1%
American Indian/Alaskan Native	0%	0%
Asian	46%	16%
Native Hawaiian or Pacific Islander	9%	63%
RACE: Two or more races	20%	17%
Unemployed	6%	23%
Education for population over 25:		
Less than 9 th grade	7%	25%
9 th – 12 th grade	8%	20%
High school graduate	85%	56%
Linguistically isolated household	8%	24%
Public Assistance income (1999)	7%	61%
Men, 21-64, with a disability	18%	55%
Women, 21-64, with a disability	15%	39%

In April 2003, the HCDCH database shows the following age breakdown among the 2,362 residents:

AGE	0-4 Years	5-17 Years	18-61 Years	62 and Older
%	14%	38%	52%	5%

HCDCH data shows that there are 363 single-parent households. Eighty per cent of the single-parent households are female-headed households.

HCDCH data shows that the average household income is \$11,209 for Kuhio Park Terrace households and \$14,946 for Kuhio Homes residents. About 58% of the households have income from wages, and 47% receive Social Security income. About 44% of the households from both developments receive welfare assistance.

E. Geographic coverage of service

Residents of Kuhio Park Terrace and Kuhio Homes. The HUD funding for the ROSS Neighborhood Networks Technology Center program may only be used for the benefit of residents of federal public housing, initially residents of Kuhio Park Terrace and Kuhio Homes and then, if space is available, residents of other federal public housing projects. If the contractor brings additional funding to the program, non-residents may be served.

F. Probable funding amounts, source, and period of availability

Funds are subject to appropriation by the U.S. Congress and allocation by the Department of Housing and Urban Development (HUD). Funding amounts and period of availability may change upon notice by HUD to HCDCH.

\$250,000 for a three-year period estimated to run from April 2004 until March 2006.

HCDCH will offer a two-year contract term with a possible extension for up to three 12 months (a total of 5 years), subject to the availability of funds and satisfactory performance by the selected contractor.

II. General Requirements

A. Specific qualifications or requirements, including but not limited to licensure or accreditation

The applicant shall comply with the Chapter 103F, HRS Cost Principles for Purchases of Health and Human Services identified in SPO-H-201 (Effective 10/1/98), which can be found in the POS Manual.

**B. Secondary purchaser participation
(Refer to §3-143-608, HAR)**

There are currently no planned secondary purchasers. After-the-fact secondary purchases are allowed.

C. Multiple or alternate proposals

(Refer to §3-143-605, HAR)

Allowed Unallowed

D. Single or multiple contracts to be awarded

(Refer to §3-143-206, HAR)

Single Multiple Single & Multiple

E. Single or multi-term contracts to be awarded

(Refer to §3-149-302, HAR)

Single term (\leq 2 yrs) Multi-term ($>$ 2 yrs.)

F. RFP contact person

The individual listed below is the sole point of contact from the date of release of this RFP until the selection of the winning provider or providers. Written questions should be submitted to the RFP contact person and received on or before the day and time specified in Section I, Item IV (Procurement Timetable) of this RFP.

RFP Coordinator:

Jeanne Hamilton

Housing and Community Development Corporation of Hawaii

677 Queen Street, Suite 300

Honolulu, Hawaii 96813

Telephone: (808) 587-3182

Fax: (808) 587-0600

E-mail: jeanne.hamilton@hcdch.hawaii.gov

III. Scope of Work

The scope of work encompasses the following tasks and responsibilities:

A. Service Activities (Minimum and/or mandatory tasks and responsibilities)

The selected contractor must, at a minimum, provide the following services:

1. Establishment of and/or access to a Technology Center that provides training for residents of Kuhio Park Terrace and Kuhio Homes in Year 1 of the contract. The computer center must have the appropriate

space, furnishings, hardware, software, and equipment; accessibility; appropriate hours of operation; and appropriate staffing to provide the career transitions and Information Technology Programs described below.

2. Establish and maintain a resident/participant outreach program. The contractor shall conduct ongoing outreach to residents for participation in the program.
3. Provision of a career transitions program for 100 persons each year in Years 2 and 3 of the grant. HCDCH anticipates that 75% of the residents initially interested in the Information Technology Management program will need remedial work to pass entrance exams. The Technology Center will provide assessment of basic reading, math and problem-solving skills. The career transitions program will provide the opportunity to residents to improve these skills. Referrals to supportive services, GED classes, the Competency Based High School Diploma program, and English as a Second Language classes will be made as needed.

The career transitions program should create workplace conditions in a classroom environment. It should use computer-aided instruction to sharpen the basic math, reading and problem-solving skills needed for entry into the Information Technology Management (ITM) program or for pursuing other avenues of employment preparation, education or training. This program should include testing, one-on-one and computer assisted academic tutoring, career counseling and career planning, all provided using values and culture as the foundation of the instruction. Individuals attending the Career Transitions Program will leave the program with improved skills, a Career Portfolio that outlines their career choices, and a plan to achieve their goals.

4. Provision of an Information Technology Management (ITM) program that is an accredited vocational program or applying for accreditation. The program should provide a minimum of 120 hours of instruction and include PC Fundamentals, keyboarding, business communications, computation applications, database software, career development and an internship/externship. The ITM program should also achieve a 70% employment placement rate for its graduates.
5. Program Monitoring and Quality Assurance. The Provider shall establish and implement a program monitoring and evaluation system for participant progress. The program shall maintain documentation showing participant progress in educational remediation and acquisition of ITM skills. The program shall also monitor graduates of the career transitions program and of the ITM program at 3 and 6

months after completion to determine whether or not students are earning more or are pursuing further training or education.

Contractor shall also establish and implement a system of quality assurance to ensure that information and documentation is complete and accurate.

6. Resident Participation. The contractor shall establish and support a residents' committee that meets on a regular basis to solicit input on program planning and implementation. Input should be solicited from speakers of all languages and from young adults, adults and elders.

At a minimum, the provider shall hire 2 educational assistants who are 17 years or younger for a total of 1,040 hours over the two-year contract period. HCDHC committed to this hiring in its application for funding from HUD.

7. Community Mobilization. The contractor will inventory self-sufficiency services currently provided at Kuhio Homes and Kuhio Park Terrace in order to maximize usage and HCDCH support of effective services already provided on-site, avoid duplication of services, and identify gaps in programs and services that will support the vocational training program.

The provider will also participate in outreach to faith-based and civic organizations who will support and participate in the program.

8. Development of a Funding Plan. HCDCH recognizes that the \$250,000 Neighborhood Networks grant from HUD will need to be supplemented to operate the program effectively. The provider must develop a funding plan and strategy that identifies potential support outside of the provider, HCDCH or HUD and that strives for long-term sustainability. HCDCH will work with the provider to obtain additional support.

B. Management Requirements (Minimum and/or mandatory requirements)

1) Personnel

- a. The applicant shall describe its planned organization of management and staff who will provide and oversee the required services.
- b. The applicant shall describe the qualifications of the personnel who will provide the required services. Services must be provided by persons with training and/or expertise appropriate to the type of service offered, within the

profession and otherwise certified services, if applicable. Staff must be capable of assessing the needs of the targeted population and coordinating the delivery of services.

- c. The applicant shall have standards and procedures to ensure that all employees are fully qualified to engage in activities and perform the services required.
- d. Pursuant to section 3 of the Housing and Urban Development Act of 1968, contractors shall ensure that employment and other economic opportunities generated shall, to the greatest extent feasible, be directed to low-and very low-income persons, particularly those residing in government assisted housing. Any qualified low-income person shall be provided preference for employment opportunities created by these programs.
- e. Applicants are required to demonstrate that staff possess the minimum education, training, or credentials to effectively provide services.
- f. Applicants are required to demonstrate that the residents of the Kuhio Park Terrace and Kuhio Homes public housing developments support their programs. In projects that have a duly elected resident council that has been recognized by the HCDCH, it is recommended that applicants obtain a letter of support for their proposal.

2) Administrative

To be determined eligible by the State, interested applicants must certify or provide documentation of the following:

- a. Be a profit organization incorporated under the laws of the State **or** nonprofit organization determined by the Internal Revenue Service to be exempt from federal income tax and with a governing board whose members have no material conflict of interest and serve without compensation and with bylaws or policies that describe the manner in which business is conducted and policies that relate to nepotism and management of potential conflict of interest situations;
- b. Have at least one year's experience with the project or in the program area for which the proposal is being made (exceptions may be granted by the Executive Director of the HCDCH where an agency has otherwise demonstrated the necessary experience or expertise in the program area);
- c. Have addressed any instances of non-compliance found in past audit and monitoring reports conducted for any programs administered by HCDCH;
- d. Have no outstanding balances owing to the HCDCH (exceptions may be granted by the Executive Director of the HCDCH for debts recently acquired and for debts which

- have a repayment plan approved by the Executive Director of the HCDCH);
- e. Be in good standing with the Department of Commerce and Consumer Affairs and the State Department of Taxation; and Internal Revenue Service;
- f. Have a functioning accounting system that is operated in accordance with generally accepted accounting principles, or have a designated entity that will maintain a functioning accounting system for the organization in accordance with generally accepted accounting principles;
- g. Perform financial and compliance audits in accordance with "Government OMB Circular A-133" and submit the audits to the Department as directed if federally funded for \$500,000 or more; and
- h. Complete the Federal Certifications in section 5.

Applicants must maintain written policies and procedures for the required services including personnel standards, operating procedures, determination of client eligibility, documentation and record keeping, data gathering and reporting, financial administration, quality assurance and monitoring.

Administrative costs are costs for general management, oversight, coordination, evaluation and reporting on contracted services. Up to 10% percent of the total approved project budget may be used to pay for administrative costs.

Contractors shall indemnify the State of Hawaii and the Housing and Community Development Corporation of Hawaii and shall obtain the following insurance:

Comprehensive Liability	\$1,000,000
Automobile Liability	\$300,000

The contractor shall be required to comply with all laws, ordinances, codes, rules and regulations of the federal, State and local governments as they relate to the operations of the project and adhere to the instructions prescribed by the HCDCH.

The contractor shall retain any book, document, paper, file or other record of the performance of services for the purposes of monitoring, evaluating, or auditing the contractor's performance of services and the program, and management and fiscal practices for at least three years, except in any litigation, investigation, audit or other action is underway. The U.S. Department of Housing and Urban Development, HCDCH and any of their authorized

representatives shall have the right of access to any records that are related to the performance of services. The right of access shall not be limited to the required retention period but shall last as long as the records are retained.

3) Quality assurance and evaluation specifications

- a. Contractors must provide a description of their quality assurance and evaluation plan; the plan should evaluate of efficiency, effectiveness and quality of services and include an evaluation of services by program participants.
- b. Performance of all contracted agencies will be monitored on an ongoing basis by the HCDCH through file reviews, desk monitoring, site inspections and/or other methods. Contractors who fail to adequately provide services as contracted shall be required to provide a written corrective action plan which addresses the corrective actions that will be taken to improve the program, the timeline for implementation and the responsible parties.
- c. Failure to comply with reporting requirements or to adequately address monitoring findings may result in the suspension or cancellation of payments or the contract. Contractors shall agree to make participant files available to the HCDCH for the purposes of monitoring.

4) Output and performance/outcome measurements

Contractors shall be monitored on their ability to meet output and performance measures as contracted.

Contractor shall be responsible for the following output and performance measurements:

- Number of outreach activities conducted for residents.
- Number of community partnerships created.
- Number of residents participating in the Career Transitions Program.
- Number of residents completing the Career Transitions Program.
- Number of residents participating in the Information Technology Management program.
- Number of residents completing the Information Technology Management program.
- Status of residents completing the two programs three months and six months after completion in terms of employment status,

increased or decreased income, participation in additional training or education.

5) Reporting requirements for program and fiscal data

Contractors shall submit monthly activity within 10 working days after the end of each month. The monthly report shall provide detailed information on activities conducted and outputs.

Contractors shall submit quarterly financial reports no later than 30 days after the end of each quarter of the State fiscal year(s) or as otherwise instructed by the HCDCH. The quarterly reports shall summarize financial activities, including but not limited to, income and expenditures to date, and the expenditure's relationship to the approved budget and an explanation of variances in said budget.

Contractors shall submit a final report no later than 45 days at the end of the contract term or a sooner termination date or as otherwise instructed by the HCDCH. The final report shall document the contractor's overall efforts toward meeting contract requirements and reporting expenditures actually incurred.

Contractors shall submit information and/or required reports in a timely manner and in the appropriate forms as prescribed by the HCDCH.

6) Pricing or pricing methodology to be used

Pricing shall be on a cost reimbursement method according to the Contactor's approved budget. All requests for payment shall be accompanied by an expenditure report for the period being covered by the requested payment.

7) Units of service and unit rate

Not applicable.

Section 3

POS Proposal

Application

Section 3 POS Proposal Application

General instructions for completing applications:

- **POS Proposal Applications shall be submitted to the state purchasing agency using the prescribed format outlined in this section.**
- *The numerical outline for the application, the titles/subtitles, and the applicant organization and RFP identification information on the top right hand corner of each page should be retained. The instructions for each section however may be omitted.*
- *Page numbering of the POS Proposal Application should be consecutive, beginning with page one and continuing through the complete proposal.*
- *Proposals may be submitted in a three ring binder (Optional).*
- *Tabbing of sections (Recommended).*
- *Applicants must also include a Table of Contents with the POS Proposal Application. A sample format is reflected in Section 5, Attachment B of this RFP.*
- *A written response is required for **each** item unless indicated otherwise. Failure to answer any of the items will impact upon an applicant's score.*
- *Applicants are encouraged to take Section 4, Proposal Evaluation, into consideration when completing the proposal.*
- *This form (SPO-H-200A) is available on the SPO Website (see the Competitive POS Application Checklist located in the Attachments Section of this RFP). However, the form will not include items specific to each RFP. If using the website form, the applicant must include all items listed in this section.*

The POS Proposal Application comprises the following sections:

- *Title Page*
- *Table of Contents*
- *Background and Summary*
- *Experience and Capability*
 - *Necessary Skills and Experience*
 - *Quality Assurance and Evaluation*
 - *Coordination of Services*
 - *Facilities*
- *Personnel*
 - *Proposed Staffing*
 - *Staff Qualifications*
 - *Supervision and Training*
 - *Organization Chart*
- *Service Delivery*
 - *Specific services and activities*
 - *Feasibility and demonstrable benefits*

- *Types of activities and training programs to help residents increase earnings*
- *Work Plan*
- *Financial*
 - *Budget appropriateness and efficiency*
 - *Most recent audited financial statements*
- *Other*

I. Background and Summary

This section shall clearly and concisely summarize and highlight the contents of the proposal in such a way as to provide the State with a broad understanding of the entire proposal. Include a brief description of the applicant’s organization, the goals and objectives related to the service activity, and how the proposed service is designed to meet the problem/need identified in the service specifications. Clarity and brevity in all sections are important.

II. Experience and Capability

A. Necessary Skills and Experience

The applicant shall demonstrate that it has the necessary skills, abilities, knowledge of, and experience relating to the delivery of the proposed services. The applicant shall provide a listing of verifiable experience with projects or contracts for the most recent five years that are pertinent to the proposed services.

Describe how the applicant has successfully implemented grant programs designed to promote self-sufficiency or moving from welfare to work. Include achievement of specific measurable outcomes and objectives in terms of benefits gained by participants (higher incomes, higher rates of employment, increased savings, improved literacy, etc.), success in attracting and keeping residents involved, timely expenditure of grant funds, and long-term partnerships formed with local businesses, employers, libraries, community organizations, etc.

B. Quality Assurance and Evaluation

The applicant shall describe its quality assurance and evaluation plans for the proposed services, including methodology. Evaluation plans must include client surveys as appropriate. The applicant will be evaluated on what it proposes to measure to track achievement of the outputs, how it

will measure it and the steps in place to make adjustments to the work plan if performance targets are not met within established timeframes.

C. Coordination of Services

The applicant shall demonstrate the capability to coordinate services with other agencies and resources in the community. Services provided in this contract shall maximize use of services currently in existence, both for recruitment and for referrals following completion of the program.

Partnerships with Grassroots Organizations: HUD is encouraging public housing agencies and their sub-grantees to partner with grassroots organizations (an organization is considered grassroots if it is headquartered in the local community to which it provides services, and has a social services budget of \$300,000 or less or has six or fewer full-time equivalent employees), civic organizations, grassroots faith-based and other community-based organizations. The Contractor must demonstrate its willingness to work with these organizations.

D. Facilities

The applicant shall provide a detailed description of its facilities and demonstrate its adequacy in relation to the proposed services. If facilities are not presently available, describe plans to secure facilities. Also describe how the facilities meet ADA requirements, as applicable, and special equipment that may be required for the services.

III. Personnel: Project Organization and Staffing

A. Proposed Staffing

The applicant shall describe the proposed staffing pattern, staff members and their knowledge and experience in the activities proposed. Include the number of staff years (one staff year = 2080 hours) to be allocated by each staff member, the staff's relevant educational background and/or work experience, relevant and successful experience running programs similar to the program activities. (Refer to the personnel requirements in the Service Specifications, as applicable.) Attach resumes or position descriptions (if staff not hired) for key personnel.

B. Staff Qualifications

The applicant shall describe the minimum qualifications (including experience) for staff assigned to the program, the staff's relevant educational background and/or work experience, relevant and successful experience running programs similar to the program activities. (Refer to the personnel requirements in the Service Specifications, as applicable.) Attach resumes or position descriptions (if staff not hired) for key personnel.

C. Supervision and Training

The applicant shall describe its ability to supervise, train and provide administrative direction to the delivery of the proposed services.

Describe how the applicant will manage the program so that HCDCH can be sure that there is program accountability; and describe staff's roles and responsibilities.

D. Organization Chart

The applicant shall reflect the position of each staff and line of responsibility/supervisions. (Include position title, name and full time equivalency.) Both the "Organization-wide" and "Program" organization charts shall be attached to the POS Proposal Application.

IV. Service Delivery

The Service Delivery Section shall include a detailed discussion of the applicant's approach to applicable service activities and management requirements from Section 2, Item II. – Scope of Work, including a work plan of all service activities and tasks to be completed, related work assignments/responsibilities and timelines/schedules.

A. Specific Services and Activities

Your work plan and supporting narrative must describe the specific services and activities you plan to offer and who will be responsible for each. Your activities should involve community partners in the delivery of services.

B. Feasibility and Demonstrable Benefits

Your work plan and supporting narrative must be logical, feasible and likely to achieve the stated purpose during the term of the grant. You must also explain how your program design contributes to program sustainability after the HUD funds are expended.

C. Types of Activities and Training Programs to Help Residents Increase

Earnings

The work plan and supporting narrative must indicate the types of activities and training programs to be offered which can help residents successfully transition to work and to earn higher wages.

D. Work Plan

Provide a work plan of all service activities to be completed, related work assignments/responsibilities and timelines/schedules. The attached sample work plan, Form HUD 52673 (03/2003), is a recommended format.

IV. Financial

A. Other Financial Related Materials

Provide a description of your fiscal management structure, including fiscal controls that you have in place. List any audit findings from the past three years (management review, fiscal, etc.), material weaknesses and what you have done to address them. In order to determine the adequacy of the applicant's accounting system as described under the administrative rules, the following documents are requested as part of the POS Proposal Application: the organization's most recent audited statements.

B. Pricing Structure

Budget Appropriateness and Efficiency: The applicant will be evaluated on whether expenses are reasonable and well-explained and on whether the funds requested are commensurate with the level of effort necessary to accomplish the goals and anticipated results.

The cost reimbursement pricing structure will be used. It is a purchase arrangement in which the State pays the contractor for budgeted costs that are actually incurred in delivering the services specified in the contract, up to a stated maximum obligation.

All budget forms, instructions and samples are located on the SPO website (see the POS Proposal Checklist in Section 5 for website address). The following budget form(s) shall be submitted with the POS Proposal Application:

SPO-H-205 Budget
SPO-H 206A Budget Justification - Personnel - Salaries & Wages
SPO-H-206B Budget Justification - Personnel: Payroll Taxes, Assessments & Fringe Benefits
SPO-H-206E Budget Justification - Contractual Services-Administrative
SPO- H-206G Budget Justification - Depreciation
SPO-H-206H Budget Justification - Program Activities
SPO-H-206I Budget Justification - Equipment Purchases

Attach the organization's most recent audited financial statements.

V. Other

A. Litigation

The applicant shall disclose any pending litigation to which they are a party, including the disclosure of any outstanding judgement. If applicable, please explain.

Section 4 Proposal Evaluation

Section 4
Proposal Evaluation

I. Introduction

The evaluation of proposals received in response to the RFP will be conducted comprehensively, fairly and impartially. Structural, quantitative scoring techniques will be utilized to maximize the objectivity of the evaluation.

II. Evaluation Process

The procurement officer or an evaluation committee of designated reviewers selected by the head of the state purchasing agency or procurement officer shall review and evaluate proposals. When an evaluation committee is utilized, the committee will be comprised of individuals with experience in, knowledge of, and program responsibility for program service and financing.

The evaluation will be conducted in three phases as follows:

- Phase 1 - Evaluation of Proposal Requirements
- Phase 2 - Evaluation of POS Proposal Application
- Phase 3 - Recommendation for Award

A. Evaluation Categories and Threshold

<u>Evaluation Categories</u>	<u>Possible Points</u>
Mandatory Requirements	Pass or Rejected
<i>POS Proposal Application</i>	100 Points
Experience and Capability	30 points
Personnel: Program	15 points
Organization and Staffing	
Service Delivery	44 points
Financial	11 points
TOTAL POSSIBLE POINTS	100 Points

III. Evaluation Criteria

A. Phase 1 - Evaluation of Proposal Requirements

(1) Mandatory Administrative Requirements

- Application Checklist
- Registration (if not pre-registered with the State Procurement Office)
- Certifications

(2) Mandatory POS Proposal Application Requirements

- POS Application Title Page
- Table of Contents
- Background and Summary
- Experience and Capability
- Personnel: Project Organization and Staffing
- Service Delivery (Include work plan)
- Financial (All required forms and documents)
- Program Specific Requirements (as applicable)

B. Phase 2 - Evaluation of POS Proposal Application (100 Points)

(1) Experience and Capability (33 Points)

The State will evaluate the applicant's experience and capability relevant to the proposal contract that shall include:

- | |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <ul style="list-style-type: none">• <i>Demonstrated skills, abilities, knowledge of, and experience relating to the delivery of the proposed services (10 points).</i>• <i>Sufficiency of quality assurance and evaluation plans for the proposed services, including methodology (10 points).</i> |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

In applying for the ROSS Neighborhood Network funding, HCDCH committed to the following outcomes:

- establishment of a technology center for vocational training at Kuhio Park Terrace/Kuhio Homes in Year 1,
- ongoing outreach to residents,
- 60 out of 100 participants yearly in a career transitions program complete the program and 80% enrolled improve basic educational skills in Years 2 and 3,
- 50% (30) of the 60 graduates of the career transitions program will be employed or in the next level of training 3 months after completion of the program in Years 2 and 3,

- 24 out of 30 people enrolled yearly in an Information Technology Management program will complete the program and attain certification in Years 2 and 3,
- 70% (17) of the 24 annual graduates of the Information Technology Management program will increase their income by 28% if previously employed, obtain work at \$8/hour if unemployed before the program, or will be in the next level of training or education 3 months after completion of the program in Years 2 and 3.

The applicant will be evaluated on what it proposes to measure to track achievement of these outputs, how it will measure it and the steps in place to make adjustments to the work plan if performance targets are not met within established timeframes.

- *Demonstrated capability to coordinate services with other agencies and resources in the community (5 points).*
- *Adequacy of facilities relative to the proposed services (5 points).*

(2) Personnel: Program Organization and Staffing (15 Points)

The State will evaluate the applicant’s overall staffing approach to the service that shall include:

- That the proposed staffing pattern, client/staff ratio, and proposed capacity is reasonable to insure viability of the services (7 points).
- Minimum qualifications (including experience) for staff assigned to the program (3 points).
- Demonstrated ability to supervise, train and provide administrative direction to staff relative to the delivery of the proposed services (5 points).
- Organization chart (Approach and rationale for the structure, functions, and staffing of the proposed organization for the overall service activity and tasks).

(3) Service Delivery (44 Points)

Evaluation criteria for this section will assess the applicant's approach to the service activities and management requirements outlined in the POS Proposal Application. The evaluation criteria may also include an assessment of the logic of the work plan for the major service activities and tasks to be completed, including clarity in work assignments and responsibilities, and the realism of the timelines and schedules, as applicable.

- Specific services and activities, including a description of the specific services and activities you plan to offer and who will be responsible for each, including involvement of community partners and comprehensive services for residents (20 points).
- Feasibility and demonstrable benefits; whether the work plan is logical, feasible, and likely to be timely and address the stated needs; and long-term sustainability of program (19 points).
- Types of activities and training programs that will help residents successfully obtain employment and earn higher wages (5 points).

(4) *Financial (11 Points)*

The State will evaluate the applicant's proposal based on:

Personnel costs are reasonable and comparable to positions in the community. Non-personnel costs are reasonable and adequately justified, and the budget supports the scope of service and requirements of the Request for Proposals (6 points).

Adequacy of financial management system (5 points).

C. Phase 3 - Recommendation for Award

Each notice of award shall contain a statement of findings and decision for the award or non-award of the contract to each applicant.

Section 5

Attachments

Section 5 Attachments

Attachment

Document

- | | |
|---|------------------------------------------------------------------------------------------------------------|
| A | Competitive POS Application Checklist |
| B | POS Proposal Application - Sample Table of Contents |
| C | Certification of Consistency and Compliance with U.S. Department of Housing and Urban Development Guidance |
| D | HUD Form 52673 (3/2003), Recommended Work Plan Format |

Competitive POS Application Checklist

Applicant: _____

RFP No.: _____

The applicant's proposal must contain the following components in the order shown below. This checklist must be signed, dated and returned to the state purchasing agency as part of the POS Proposal Application. *SPO-H Forms are located on the web at <http://www.state.hi.us/icsd/dags.spo.html> Click on *Health and Human Services* and then on *Procurement Forms & Instruction for Private Agencies*.*

Item	Reference in RFP	Format/Instructions Provided	Required by Purchasing Agency	Completed by Applicant
General:				
1. POS Proposal Application Title Page (SPO-H-200)			X	
2. Competitive POS Application Checklist	Section 1, RFP	Attachment A	X	
3. Table of Contents		Section 5, RFP	X	
4. POS Proposal Application (SPO-H-200A)		SPO Website*	X	

5. Registration Form (SPO-H-100A)	Section 1, RFP	SPO Website*	(Required if not Pre-Registered)	
6. Tax Clearance Certificate (Form A-6)	Section 1, RFP	SPO Website*		
7. Cost Proposal (Budget)				
SPO-H-205	Section 3, RFP	SPO Website*	X	
SPO-H-205A	Section 3, RFP	SPO Website*		
SPO-H-205B	Section 3, RFP	SPO Website*		
SPO-H-206A	Section 3, RFP	SPO Website*	X	
SPO-H-206B	Section 3, RFP	SPO Website*	X	
SPO-H-206C	Section 3, RFP	SPO Website*		
SPO-H-206D	Section 3, RFP	SPO Website*		
SPO-H-206E	Section 3, RFP	SPO Website*	X	
SPO-H-206F	Section 3, RFP	SPO Website*		
SPO-H-206G	Section 3, RFP	SPO Website*	X	
SPO-H-206H	Section 3, RFP	SPO Website*	X	
SPO-H-206I	Section 3, RFP	SPO Website*	X	
SPO-H-206J	Section 3, RFP	SPO Website*		
<i>Certifications:</i>				
8. Federal Certifications	Section 1, RFP	Section 5, RFP		
Debarment & Suspension				
Drug Free Workplace Requirements			X	
Lobbying			X	
Program Fraud Civil Remedies Act				
<i>Program Specific Requirements:</i>				
9.				
10.				

Authorized Signature

Date

Competitive POS Application Checklist

Applicant: _____

RFP No.: _____

POS Proposal Application Table of Contents

I.	Background and Summary	1
II.	Experience and Capability	
	A. Necessary Skills and Experience	2
	B. Quality Assurance and Evaluation	3
	C. Coordination of Services	4
	D. Facilities	5
III.	Personnel: Project Organization and Staffing	
	A. Proposed Staffing	6
	B. Staff Qualifications	7
	C. Supervision and Training	8
	D. Organization Chart (Program & Organization-wide - attached)	
IV.	Service Delivery	
	A. Specific Services and Activities	9
	B. Feasibility and Demonstrable Benefits	10
	C. Types of Activities and Training Programs	11
	D. Work Plan	12
V.	Financial	
	A. Other Financial Related Materials	
	1. Financial Management Structure	
	B. Pricing Structure	
	1. SPO-H-205 Proposal Budget	
	2. SPO-H-206A Budget Justification - Personnel: Salaries & Wages	
	3. SPO-H-206B Budget Justification - Personnel: Payroll Taxes and Assessments, and Fringe Benefits	
	4. SPO-H-206E Budget Justification - Contractual Services – Administrative	
	5. SPO- H-206G Budget Justification - Depreciation	
	6. SPO-H-206H Budget Justification - Program Activities	
	7. SPO-H-206I Budget Justification - Equipment Purchases	
	8. Organization’s most recent audited financial statements.	

VI. Other

VII. Attachments

1. Competitive POS Application Checklist
2. Certification of Consistency and Compliance with U.S. Department of Housing and Urban Development Guidance

Attachment C

**Certification of Consistency and Compliance with
U.S. Department of Housing and Urban Development Guidance**

I CERTIFY that the proposed activities will be consistent with the following and comply with all statutes, regulations, and U.S. Department of Housing and Urban Development guidance related to the following:

1. Economic Opportunities for Low and Very Low-Income Persons. Section 3 of the Housing and Urban Development Act of 1968, 12 U.S.C. sec 1791u, Economic Opportunities for Low and Very Low-Income Persons; HUD regulations at 24 CFR part 135, including but not limited to subpart E and G reporting requirements; and any Section 3 employment, housing opportunity, or other plan adopted by the Housing and Community Development Corporation of Hawaii.

2. Affirmatively Furthering Fair Housing. Affirmative duty to further fair housing, including the elimination of impediments to fair housing; the local jurisdiction or regional Analysis of Impediments to Fair Housing Choice; and the affirmative duty to carry out activities proposed specifically in the application.

3. Nondiscrimination. The Americans with Disabilities Act, Title IX of the Education Amendments Act of 1972, Fair Housing Act, Title VI of the Civil Rights Act of 21964, section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, and Section 109 of the Housing and Community Development Act of 1974.

4. Cost Principles. OMB Circular No. A-122 (Cost Principles for Nonprofit Organizations) or OMB Circular No. A-87 (Cost Principles for Local Units of Government), and OMB Circular No. A-133 (Audit Requirements) as appropriate.

Signed this _____ day of _____, 2004

By: _____
Applicant Chief Executive Officer, or Other Authorized Representative

For: _____
Applicant

GOAL	ACTIVITIES	TASKS	ESTIMATE D TIME TO COMPLET E ACTIVITY	RESPONSIBILI TY/ RESOURCES	DATES		Performance Measure/ Deliverable
					Start	Complete	

Public reporting burden for the collection of information is estimated to average four hours per response. This includes the time for collecting, reviewing, and reporting the data. The information will be used for the ROSS grant. Response to this request for information is required in order to receive the benefits to be derived. This agency may not collect this information, and you are not required to complete this form unless it displays a currently valid OMB control number.

GOAL	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	DATES		Performance Measure/ Deliverable
					Start	Complete	
<p>Offer Microsoft Office Suite Training in Development's Learning Center that results in a minimum of 30 residents becoming proficient (passing proficiency test) in using Microsoft Word 2000, Excel 2000, Access 2000 and PowerPoint 2000.</p>	<p>1. Determine if Microsoft Suite Training is being offered by any other organization within your community.</p>	<ol style="list-style-type: none"> 1. Call area training centers—Workforce Investment Board, local community college, computer training centers, neighborhood networks center, etc. to determine if any other organization within your community is offering the course. 2. Ask each center how many classes make-up each course; How many hours in each session; How they found their current instructor; do participants take proficiency tests; what is the percentage of people passing the tests. 3. Ask each center the cost of enrolling in the class and availability of spots within the next two scheduled trainings. 4. Find out the names of the individuals responsible for the class (teacher, department head). 	<p>4 hours</p>	<ol style="list-style-type: none"> 1. Resident Association staff or Board member (assign actual name) 2. Resident Association Phone; 3. List of training centers (Workforce Investment Board) 	<p>9/01/03</p>	<p>9/01/03</p>	<p>Deliverable— completed list of organizations offering training, schedule of trainings and cost.</p>

GOAL	ACTIVITIES	TASKS	ESTIMATED TIME TO COMPLETE ACTIVITY	RESPONSIBILITY/ RESOURCES	DATES		Performance Measure/ Deliverable
					Start	Complete	
Sign up a minimum of 75 residents for job training program.	Conduct outreach to residents.	<ol style="list-style-type: none"> 1. Distribute flyers to residents. 2. Place information about training program in PHA newsletter. 3. Work with Resident Association to conduct door-to-door marketing of the job training program. 4. Create registration/sign-up procedure. 	<p>One week for initial outreach.</p> <p>Two weeks for follow-up and registering of residents.</p> <p>Three weeks total.</p>	<ol style="list-style-type: none"> 1. Project Coordinator - lead (name and phone number) 2. Resident Association staff or Board members (assign actual name and phone numbers) 	9/01/03	9/19/03	Deliverable: Registration of 75 or more residents in job training program.