Contents

Community Projects

This form is intended for applicants who are applying to serve as subrecipients to provide financial empowerment centers services. Applicants should review the Notice of Funding Availability (NOFA) to understand the required scope and services sought and for information on all required documents and submission. There are no minimum or maximum numbers of characters for any of the questions included in this form.

Organization Information

Organization Name
Organization Website
Application Contact
Name
Email Address
Phone Number
Secondary Contact
Name
Email Address
Phone Number
Organization Mission
For which Service Category/ies is this application?
Input Program Number 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14 or 15

Note: This application form is only for a single service category. If requesting funds for multiple service categories, the applicant must submit a separate application form and budget worksheet for each.

Section 1 – Application Attachments

Required Documents -

- **Application Form (this document)** ☐
- **Exhibit 2 – Budget Form** ☐
- **Exhibit 3 – Organization Information Form** ☐
- **Exhibit 4 – Board Information Form** ☐
- **Organization Chart: Entire Agency** ☐
- **Organization Chart: Division/Section** ☐
- **Federal Tax-Exempt Status Affirmation** ☐
- **Articles of Incorporation** ☐
- **Audited Financial Statements (where required)** ☐
- **Unaudited Financial Statements (where required or reasonable)** ☐
- **Federal IRS Form 990** ☐
- **Board Minutes – 1 prior meeting** ☐
- **Certificate of Insurance will be required before contract can be executed** ☐
- **Drug Free Workplace Policy** ☐
- **Acknowledge review of Exhibit 5 – Subrecipient Agreement** ☐
- **Other documents will be requested upon award** ☐

Section 2 – Organizational Capacity Evaluation

Attach an agency-level organizational chart for your entire agency (if large or administering in multiple sites and locations) and a more detailed chart for program-level administration. For some agencies, a single chart may be sufficient. The organizational chart(s) document(s) should only list titles/functions and need not include individual staff names.

Provide the following information:

- Staff that are responsible for administering program and their qualifications (Required for consideration)
- How the organization or staff is uniquely qualified to provide the services
- Plan to fill any positions that need to be filled in order to administer programming
- Whether there are any state and/or local licenses required for the agency and/or staff to operate
- What training is required of and/or offered to the staff members providing services
- How the staff and leadership of the organization reflect the population being served
- Information that supports the organization's fiscal capacity to administer the program
- Does the organization meet the requirements set forth in the NOFA?

Application Evaluation Considerations for this Section:

- Does the organization have the professional staff capacity to undertake and support the program services outlined in the application?
- Is the organization appropriate to administer such programming?
- Does the organization have experience working with the population they intend to serve?
- Does the organization demonstrate that its staff and leadership reflect the population they intend to serve?
- Does the organization have the required financial documentation and does that documentation support that the agency has the fiscal capacity to administer the program?

Section 3 – Historic Narrative

Provide the following information:

- History and purpose of organization, including number of years in service
- Past participation with the City on past or present City contracts - Provide information about any contracts the organization has had with the City in the last 5 years. Did the organization meet, not meet, or exceed performance targets?
- List of past 5 years-worth of contracts with the City
- Demographic information on past and current client population
- Experience working with the population to be served

Application Evaluation Considerations for this Section:

- Based on the Organization's History/Experience, does the Organization demonstrate a track record sufficient to undertake and support the program services outlined in the Application?
- Does the organization have experience working with the population they intend to serve?
- Is the organization appropriate to administer such programming?
- Does the organization demonstrate a track record sufficient to undertake the program?
- Does the organization's prior performance on City contracts demonstrate that the organization is likely to be successful?
- Does the organization articulate the necessary collaborations and partners necessary for successful program implementation?

Section 4 – Program Work Plan and Activities

Provide the following information:

- Provide a narrative of the proposed Work Plan
- What are the program activities?
- What services will be delivered how they align with the services sought in the NOFA?
- How the service delivery will prioritize required target populations
- The best practice service delivery model or research-basis for the selected program design and how the selected model best meet the needs of the target population
- The timeline for program implementation

- How will the organization layer or leverage funding received through this Application?
- Marketing and/or outreach plan to ensure client awareness of available programming
- Targeted populations, service delivery location(s) and how these locations are accessible for intended clients
- Information on collaborations or partnerships

Application Evaluation Considerations for this Section:

- Do the program activities and work plan demonstrate a plan that is reasonable and appropriate to deliver the proposed program services?
- Is it clear that the programming will deliver the desired scope of services and reach the desired target population(s)?
- Does the work plan/program activities timeline align with timeline requirements in the NOFA?
- Does the propose outline eligibility requirements for clients to receive services, and outline how they will review and document eligibility?
- Does the applicant outline the process they will use to comply with the eligibility requirements and how the process fits within the program?
- Does the applicant articulate a plan for outreach to potentially eligible clients with an emphasis on identified target populations?
- Does the Organization articulate a strategy that enables greatest access to assistance among its targeted population and strives to support the City's goals of equitable disbursement of funding and resources?
- Did the organization articulate how the program targets the target populations identified in the solicitation?
- Does the organization outline outreach and marketing strategies to enroll clients or reach participants?
- Does the organization articulate how the program will minimize barriers to accessing assistance?
- Does the application demonstrate that an investment in the organization will support leveraging of funds – does the program layer with and leverage existing resources?
- Does the organization articulate the necessary collaborations and partners necessary for successful program implementation?
- Does the organization articulate use of best practices or promising practices in program delivery?

Section 4 – District 111 Impact

A key goal of the program is to benefit the residents and communities in and around Texas House District 111. In this section, applicants should outline how their program contributes to positive impact for House District 111 and/or southwestern Dallas and the Southern Sector of Dallas.

Provide the following information:

- How your organization and proposed programming will positively impact residents and communities in Texas House District 111

- Your organization's location (or locations if multiple sites)
- In which areas and locations your organization provide services
- From what communities are the clients and individuals your organization serves
- To the extent possible, articulate how much of your current, historic and planned service delivery is located in:
    - Texas House District 111
    - Near Texas House District 111, in and around southwest Dallas
    - The Southern Sector of Dallas
    - Other areas of Dallas, Texas
- To the extent possible, articulate what proportion of your current, historic, and planned service delivery is located in:
    - Texas House District 111
    - Near Texas House District 111, in and around southwest Dallas
    - The Southern Sector of Dallas
    - Other areas of Dallas, Texas

Application Evaluation Considerations for this Section:

- Does the organization make a compelling case that the proposed project will have a positive impact on Texas House District 111?
- Is the organization located in Texas House District 111 and/or does the organization serve a clients in Texas House District 111 that represent majority of clients served by the organization?
- Does the organization offer services in Texas House District 111 and/or is the organization located in or around District 111 and/or does the organization offer services to a significant number of residents of District 111?
- Is the organization located in District 111 and/or the southern sector of Dallas, and does the organization serve a significant number of clients in the District 111 and/or the southern sector of Dallas?

Section 5 – Program Evaluation

Organization may choose to attach evaluation tools, intake forms and other documents in support of this section, including intake or client eligibility form. Additionally, the City will provide subrecipients with monthly and quarterly reporting forms.

Provide the following information:

- What are the organization's target metrics for the proposed programs/services?
    - Include required minimum number of target metrics
- Include required outputs and outcomes metrics and targets based upon program type
- Do the proposed target metrics (target outputs and target outcomes) align with the programming and demonstrate the impact of programming?
- What is the organization's plan/process to document client eligibility / ensure programming is reaching eligible or targeted client populations?

- What is the organization's plan to evaluate the effectiveness and impact of the program?

Application Evaluation Considerations for this Section:

- Did the organization submit an evaluation plan?
- Did the organization establish a set of output and outcome metrics and targets that are measurable, reasonable, and demonstrate the impact of the proposed programming and consistent with the requirements in the NOFA?
- Is it clear that the organization has the appropriate processes in place to capture required data for evaluation?
- Is it clear that the organization has the staffing, systems, and expertise in place to effectively deliver services and to track and report all proposed metrics and outcomes targets?
- Is it clear that the organization has the appropriate processes in place to document and verify client eligibility and program metrics?

Section 6 – Budget and Budget Narrative

Please provide the following information:

- Attach program budget (Exhibit 2)
- Include a written budget narrative that explains or justify by line item or cost category
- Include justifications for all staff fully or partially included within the budget
- Document budget alignment with outlined eligible expenses and applicable caps
- Will any funds be used to support *evidence-based programming?* If so, how much?

Application Evaluation Considerations for this Section:

- Is the program or project a good value for expected impact, considering clients reached and services delivered?
- Does the budget align with all outlined service caps and other budget requirements?
- Did the organization submit a budget narrative that adequately accounts for and explains costs included in the submitted budget?
- Based on the Organization's Program Budget, is the budget reasonable and appropriate to undertake and support the program services outlined in the Application?
- Are outlined expenditures eligible per NOFA and program guidance?

Section 7 – Additional Acknowledgements

In order to enable the aggregation of data across all partners and programs and to meet all applicable Treasury reporting requirements, all Contractors and subrecipients may be required to report in multiple formats with varying frequencies. Please check each to affirm:

Required Acknowledgements

- Monthly Target Analysis ☐
- Direct Benefits / Demographics ☐
- Acknowledgement guidance and reporting requirements (City will provide technical assistance and support as necessary) ☐ ☐
- Acknowledgement that quarterly reports may be requested ☐
- Acknowledgement that an annual or final report may be requested ☐
- Acknowledgement that services provided during periods of noncompliance or prior to contract execution may not be reimbursed ☐

Signature (by authorized signatory): ____

Date: ____

Authorize Signatory Name:____________________________________

Authorized Signatory Title: ____