

REQUEST FOR QUALIFICATIONS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

of the
U.S. Department of Housing and Urban Development (HUD)

Job Training Eligibility

Basic Information

1) **Project Name:** _____

2) **Contact Information:**

Organization: _____

Street Address: _____

City: _____ State: _____ Zip Code: _____

Chief Executive Officer: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Project Officer: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Tel.: _____ Fax: _____

Email: _____

3) **Brief Description of Organization and Job Training Programs:**

Program Information

4) Clientele Information

Number of clients or students in your program(s): _____

Racial Demographics

Estimated White: _____
Estimated Black : _____
Estimated Asian: _____
Estimated Native American: _____
Estimated Other: _____

Other Demographics

Estimated Hispanics: _____ (Language Group)
Estimated Female Head of Households: _____

Residence Information

Percentage that reside in Middletown: _____

5) Time performance for program

Please select the timeframe(s) for your program in estimated number of days:

Client Screening: _____
Standard Computer Course (basic): _____
Standard Computer Course (advanced): _____
Standard Customer Service Course: _____
Standard Manufacturing Training Course: _____

6) Program Cost Information

Please provide program cost information based broken down by per client or student

Client Screening: _____
Standard Computer Course (basic): _____
Standard Computer Course (advanced): _____
Standard Customer Service Course: _____
Standard Manufacturing Training Course: _____
Additional Costs for Administration: _____

Does your program provide tuition on a sliding scale, based on income or need?

Yes _____ (If yes, please attach a copy of your sliding scale tuition)
No _____

7) Past Experience

Please document on a separate sheet of paper your organizations history in providing training or assisting businesses in workforce development or hiring. Especially where those activities assist in providing meaningful work for unemployed or underemployed.

8) Employer ID Number: _____

9) IRS Tax Exempt Number: _____

Statement of Agreement

10) Certification

I have read and understand the information about the Community Development Block Grant program contained within the Notice of Funding Availability.

I understand that the intent of the Community Development Block Grant program is to provide decent housing opportunities, a suitable living environment and expanded economic opportunities for low-income persons in Middletown. I further understand that Community Development Block Grant funds have the greatest impact on the community when used for projects that target resources toward specific community needs, involve the active coordination of existing resources and facilitate the leveraging of other non-City resources.

I agree that any and all Community Development Block Grant funds received as a result of this application will be used in a manner consistent with the intent of the Block Grant program and the purposes stated in the attached application for funding.

I, the authorized representative of the applicant, certify that the information presented in this application is correct and complete to the best of my knowledge.

Signed: _____

By: _____

Title: _____

Date: _____

11) Faith-based Organization Certification

I, the authorized representative of the applicant, certify that the program we propose for funding will comply with the guidelines that govern funding programs and projects run by faith-based organizations and I will consult the Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government. A copy can be found at: http://www.whitehouse.gov/government/fbci/guidance_document_01-06.pdf

Briefly, the guidelines are as follows, more detail can be found in the document above:

- Organizations may not use direct HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization. Faith-based organizations may use HUD funds to support non-religious social services that are separate in time or location from their inherently religious activities.
- Faith-based organizations, like all organizations implementing HUD-funded programs, must serve all eligible beneficiaries without regard to religion. Faith-based organizations may not require participants to attend or take part in any religious activities. Faith-based organizations may invite participants to religious activities that take place at a different time or location, but these participants must be reassured that their decision to participate or not will affect their ability to receive the service you are providing with HUD funds.
- Faith-based materials, supplies, literature may not be acquired with HUD funds.
- Faith-based organization may use HUD funds to pay the salary to staff or members of a faith-based organization provided that the staff or members do not engage in religious activities while being paid with public dollars.

Signed: _____ Date _____

**ALL APPLICATIONS ARE DUE BY 11 A.M. ON SEPTEMBER 9, 2010
PLEASE SUBMIT EIGHTEEN (18) DOUBLE-SIDED COPIES OF THE APPLICATION
AND ONE (1) COPY OF YOUR AUDIT**