



# KCRHA

King County Regional Homelessness Authority

**Youth Homelessness Demonstration Program (YHDP) Behavioral Health Supportive  
Services Only - Peer Life Coach Request for Qualifications (RFQ)**

**UPDATED 3/14/2023**

## TABLE OF CONTENTS

<b>GUIDELINES</b>		<b>PAGE NUMBER</b>
I.	Summary	3
II.	Background	4
III.	Program Scope	4
IV.	Requirements	7

<b>APPLICATION</b>		<b>PAGE NUMBER</b>
I.	Instructions	8
II.	Application Questions & Rating Criteria	9
III.	Deadline & Completed Application Requirements	11
IV.	Application Checklist	12
V.	Attachment 1: Application Cover Sheet	13
VI.	Attachment 2: Budget & Personnel Detail	Fluxx Upload



## Youth Homelessness Demonstration Program (YHDP) Behavioral Health Supportive Services Only Request for Qualifications (RFQ)

### GUIDELINES

#### I. Summary

**Introduction:** This Request for Qualification (RFQ) is looking for qualified applicants interested in providing behavioral health supportive services only (SSO) as part of the U.S. Department of Housing and Urban Development's (HUD) Youth Homelessness Demonstration Program (YHDP). The KCRHA anticipates awarding one (1) contractor to operate a program supporting Peer Life Coaches as described in this RFQ.

In accordance with KCRHA's [Theory of Change](#), the YHDP Behavioral Health Supportive Services Only RFQ is intended to streamline services and extend the Seattle/King County continuum of comprehensive, person-centered housing solutions. **Up to \$93,898 in federal funding is available for ongoing funding for the Peer Life Coaches Program.** The KCRHA expects to award funds for organizations that will:

- Operate a program supporting Peer Life Coaches;
- Support young adults (ages 18-24) who are experiencing literal or imminent homelessness to obtain or maintain housing by providing supportive services focused on behavioral health coordination, discharge planning, and connection to other services; and
- Maintain the existing YDHP behavioral health SSO parameters, core services, and service levels as outlined in this RFQ.

Applications will be reviewed by a rating team of community members, including young people with lived expertise of homelessness, and other subject matter experts (SME's). The rating team will recommend applications to be funded and start beginning ~~Mid-April, 2023~~ **April 1, 2023**. Ongoing funding for Peer Life Coaches Program is based on budget availability and customer satisfaction with service provider/program performance.

**Applications:** The deadline for submitting completed proposals is **Monday, April 3, 2023 Friday, March 10, 2023, by 11:59pm**. This funding process is competitive and open to any agencies that meet the KCRHA [Agency Minimum Eligibility Requirements](#) and any additional requirements outlined in Section III.

Timeline*	
Funding Opportunity Released	Thursday, February 10, 2023
**Information Session (Note: participation and registration is highly recommended, but not required to submit an application)	Wednesday, February 22, 2023, 1:00pm-2:00pm Join ZoomGov Meeting: <a href="https://www.zoomgov.com/j/1608587296">https://www.zoomgov.com/j/1608587296</a> Meeting ID: 160 858 7296

	+16692545252,,1608587296# US (San Jose) +14154494000,,1608587296# US (US Spanish Line)
Fluxx Application Portal Available for Submissions	Tuesday, February 14, 2023
Last Day to Submit Questions to <a href="mailto:RFP@kcrha.org">RFP@kcrha.org</a>	Friday, February 24, 2023
Application Deadline	<del>Friday, March 10, 2023</del> <b>Monday, April 3, 2023 by 11:59pm PST</b>
Award Notification (anticipated)	<del>Monday, March 27, 2023</del> <b>Friday, April 14, 2023</b>
Estimated Contract Start Date	<del>April 1, 2023</del> <b>Mid-April, 2023</b>

\*KCRHA reserves the right to change any dates in the RFQ timeline. Any updates, including responses to questions, will be posted on the [KCRHA](http://www.kcrha.org) website under, 'Funding Opportunities'. \*\*Please contact the Procurement Coordinator for accommodation requests @: [RFP@kcrha.org](mailto:RFP@kcrha.org)

## II. Background

### Background

In fiscal year 2021, King County was the Continuum of Care (CoC) lead who was selected as a Round 1 community of the Department of Housing & Urban Development's (HUD) [Youth Homelessness Demonstration Program \(YHDP\)](#), which is designed to test new solutions to address youth and young adult homelessness. As part of this initiative, King County established a YHDP Joint Committee, adopted a YHDP Coordinated Community Plan, and received a two year award from HUD for four demonstration projects including a behavioral health supportive services only (SSO) project.

The initial contract for the YHDP behavioral health SSO HUD award has expired and in response to community input, the project has been redesigned with leadership from the Youth Action Board to better meet the needs of young adults experiencing and at imminent risk of homelessness in King County today. In 2023, KCRHA assumed the lead role of Seattle/King County CoC, and KCRHA now seeks qualifications from agencies to replace the previous Peer Life Coaches Program contractor.

**Funding Sources:** HUD is the sole fund source in this RFQ. Approximately \$93,898 is available for the initial grant period from April 1, 2023 - November 30, 2023, with a potential HUD renewal beginning in December 2023. The successful applicant must also demonstrate the ability to provide a 25% match amount annually which meets HUD compliance requirements. This funding is subject to the rules and regulations of the Youth Homelessness Demonstration Program and Continuum of Care program.

These funds may only be used to serve eligible young adults ages 18-24 experiencing or at imminent risk of homelessness as defined by categories 1, 2, and 4 of [HUD's definition of homelessness](#).

Fund Source(s)	Amount
FY 2021 HUD Youth Homelessness Demonstration Grant	\$93,898
<b>Total</b>	<b>\$93,898</b>

### III. Program Scope

#### YHDP Behavioral Health Supportive Services Only RFQ

This funding process aims to reduce entries into homelessness, increase housing stability, and increase behavioral health service connections for young adults experiencing or at imminent risk of homelessness.

Additionally, the program will focus on assisting young adults ages 18-24 who fall within category 1, 2, or 4 of the HUD YHDP and Continuum of Care definition of homelessness (24 CFR 578.3). Peer Life Coaching Services will be available to support programs across King County who are operating under the Joint-Component Model. Case managers and/ or Behavioral Health Specialists within the referring program can assign a Peer Life Coach to joint-component participants who meet the category 2 definition of homelessness.

#### Overview of Peer Life Coach Services:

Peer Life Coaches support young adult participants through the mobile coordination and triage of behavioral health services, to ensure housing stability and access to services. The Peer Life Coaches Program will work with young adults to identify strengths, desired services, and community resources related to wellbeing with a focus on mental health and substance use. Peer Life Coaches can facilitate groups on topics relevant to issues young adults want to engage in, facilitate conversation cafes, creative expression workshops, field trips, and other programming that helps to strengthen client's social emotional wellbeing and prosocial engagement. Peer Life Coaches can also assist clients with attending appointments and ensuring warm handoffs to other system providers.

Additional services may include, but are not limited to (depending on strengths and readiness of Peer Life Coaches):

- Assist young adults in identifying services and activities that promote recovery and lead to increased meaning and purpose.
- Work with young adults to co-create a discharge plan for individuals exiting inpatient medical and or substance abuse treatment.
- Assist young adults in developing their own goals.
- Share their own recovery stories that are relevant and helpful in overcoming the obstacles faced by individuals and families.
- Promote personal responsibility for recovery.
- Assist in a wide range of services to regain control and success in their own lives, such as developing supportive relationships, self-advocacy, stable housing, education and employment.
- Serve as an advocate.
- Model skills in recovery and self-management.
- Complete documentation about their services for Medicaid and employer requirements.

Peer Life Coaches can work with clients throughout the client's length of time in programming, and can assist with aftercare services as well.

#### Staffing Structure:

Applicants are encouraged to propose their preferred staffing structure based on funding availability and program design. The previous staffing criteria has been removed to allow for more flexibility within the RFQ.

- ~~Two Peer life Coaches for a total of 1.3 FTE~~

- ~~0.1 FTE supervision (clinician or advanced Life Coach recommended but not required)~~  
Performance
- The target average length of enrollment is 6 months.
- The target cumulative caseload is 20 participants.
- The annual target for enrollments is 40.
- The program will utilize Continuous Quality Improvement to refine and improve the model and program outcomes.

**Performance:**

The target average length of enrollment is 6 months.  
 The target cumulative caseload is 20 participants.  
 The annual target for enrollments is 40.  
 The program will utilize Continuous Quality Improvement to refine and improve the model and program outcomes.

**Eligible Costs:**

- All spending must be eligible under 24 CFR 578.53.

**1. Supportive Services**

- Personnel: Wages and benefits for FTE identified in the guidelines.
- Program Operating Expenses: Costs incurred to support delivery of services to clients including interpretation and translation services, office supplies, telephones for staff, printing and copying, and space costs.
- Service Costs: Transportation assistance for participants included bus passes and mileage for program staff to meet with a client or provide a direct service for a client.

**2. Grant Administration**

- Costs for administration of the specific program including: preparing program budgets and invoices, processing amendments, developing systems for assuring compliance with program requirements, preparing reports and other documents directly related to the program for submission to HUD, and monitoring program activities for progress and compliance with program requirements.

**Ineligible Costs:**

- Fund services or cover costs that are not identified as eligible costs by HUD (i.e. if a cost is not identified as eligible by HUD then it is an ineligible cost);
- Fund behavioral health services otherwise eligible to be paid for through the King County Behavioral Health Organization (BHO); or
- Fund an activity that can be billed to a source for which it is otherwise eligible

**Annual Budget:**

Applicants may propose a budget which includes eligible costs up to \$93,898.

Budget Category	Annual Amount
Personnel	\$78,458

Program Operating Expenses <sup>1</sup>	\$11,000
Service Costs	\$2,150
Grant Administration	\$2,290
<b>Total</b>	<b>\$93,898</b>

\*Federal Indirect Approved rates apply upon KCRHA's verification of approval.

\*\* KCRHA is committed to systems transformation. The outreach and intake processes are subject to change from the current model once KCRHA determines a more equitable process.

\*\*KCRHA reserves the right to reopen an RFP if the # of applications are below 3 and/or the applications rated do not meet the minimum rating threshold of 70/100.

\*\*\*Please contact the Procurement Coordinator for accommodation requests @: [RFP@kcrha.org](mailto:RFP@kcrha.org)

## IV. Requirements

Applicants must adhere to the following:

1. ~~May not be operated by a HUD-funded joint component housing program;~~ **The agency can operate a Joint Program and/or other housing projects. However, the SSO project/Peer Life Coach project cannot serve individuals that are housed in the housing project. Peer Life Coach participants must meet the program eligibility criteria.**
2. **Adhere to a Housing First practices in serving households experiencing homelessness;**
3. **Align with screening criteria for program eligibility requirements;**
4. **Participate in and accept all new program participants through the defined referral processes;**
5. **Minimum Eligibility Requirements**
  - a. Agencies are required to meet the requirements found on [KCRHA's website](#).
6. **Data Collection, Evaluation and Performance Measures**
  - a. All funded agencies will participate in data collection through King County Homeless Management Information System (HMIS) to evaluate and improve the quality of their programming. The program awarded funds under this RFQ is expected to contribute positively to these performance outcomes as measured in HMIS. Accountability on performance targets is implemented through contracting and monitoring processes, which may result in reduced or withheld payments, and/or ineligibility for continuation of funding.
  - b. Data on the following elements are required:
    - Quarterly enrollment target
    - Average length of enrollment
    - Percentage of young adults in permanent and transitional housing that do not return to homelessness system within 6 months
    - Percentage of young adults in permanent and transitional housing that do not return to the homelessness system within 12 months
    - LGBTQ-identified young adults and young adults of color will achieve program outcomes at the same rates as the overall population

**7. COVID-19 Safety Guidelines**

- a. Agencies are expected to follow current, appropriate safety protocols as outlined by [Seattle-King County Public Health](#), to prevent the spread of COVID-19. These protocols may include social distancing, wearing masks, hand washing, and sanitizing surfaces.

- 8. (For non-profit applicants only) Duns number and Federal [System for Award Management](#) (SAM) registration in good standing.**





# Youth Homelessness Demonstration Program (YHDP) Behavioral Health Supportive Services Only Request for Qualifications (RFQ)

## APPLICATION

### I. Instructions for Written Application(s)

Applications will be rated based on the information requested in this funding process, a financial review, and any clarifying information requested by KCRHA. Answer each section completely. Do not include additional agency cover letters or brochures with your application. Applications that do not follow the required format may not be reviewed nor rated.

Applicants who effectively state their experience and qualifications will be rated and scored based on the application questions and criteria below. Services must be able to be ready for implementation by April 1st, 2023, to ensure continuity of services.

The following format and documents are required for each application submitted to KCRHA's Grant Management System, Fluxx:

- No more than 1700 words per question;
- Budget Narrative (PDF), and both Personnel and Program budgets (PDF), uploaded into Fluxx
- Current fiscal year's financial statements (Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer)
- Most recent audit report
- Most recent fiscal year-ending Form 990
- SAM registration
- 5013c status
- Application page as an attachment under "Application Documents"

#### Fluxx Submission Instructions:

- The Fluxx system will be available for **application submissions starting February 16, 2023**
- If you have never completed a proposal with KCRHA, you must first set-up an account through Fluxx.
- After setting-up an account, login into your Fluxx account to locate the "YHDP Behavioral Health Services Only RFQ".
- Follow Fluxx prompts and upload attachments.
- In the meantime, you may complete your proposal using a Word document.
- Once complete, you may submit your full proposal and attachments through Fluxx.
- Upload a Budget Narrative (PDF), and both Personnel and Program budgets (PDF) before submitting to Fluxx.
- It's advised that applicants gather the required documents and begin writing their proposals on a separate document before submitting their proposal through Fluxx.

### II. Questions & Rating Criteria

Answer each section completely according to the questions. Do not exceed a total of 1700 words per question for sections A – E combined (Section F, and Attachment #2 do not count towards the character limit). Applications will be rated out of 100 points for the following criteria:

## **A. TELL US WHO YOU ARE (20 POINTS)**

1. Explain your agency's history, mission, cultural identity, and experience providing services you are proposing.
2. What is unique about your organization that should be considered when looking across similar applicants?
3. Can you begin implementing services April 1, 2023? (Yes/No) If so, please explain your ramp up plan.

### **Rating Criteria - A strong application meets all the criteria below.**

- *Experience reflects a history of providing services that are focused on helping individuals gain safety, improve health and racial equity, and address barriers to securing housing.*
- *The agency effectively demonstrates unique features which are needed within the community and Continuum of Care through this funding process.*
- *Applicant clearly explains a realistic timeline which aligns with KCRHA's priority to implement services by April 1, 2023.*

## **B. WHAT ARE YOU PROPOSING TO DO? (15 POINTS)**

1. Describe your agency's experience providing behavioral health services to young adults experiencing or at imminent risk of homelessness and your capacity to manage a behavioral health supportive service only program at your agency.
2. Describe the specific services offered through the Peer Life Coaches Program you are proposing, and how staff create linkages to other resources in the community.
3. Please describe your organization's experience with the following frameworks: Harm Reduction, Housing First, Positive Youth Development, and Trauma-Informed Care.
4. Who will you serve and how many people/households/participants do you plan to serve annually?
5. Describe how the program under your management would reduce barriers to behavioral health services and support.
6. Provide job titles and a brief description of the duties for all staff involved in carrying out the services outlined in the program description. These positions should match those in the budget section and align with the FTE identified in the Application Guidelines.

### **Rating Criteria - A strong application meets all the criteria below.**

- *Applicant has a logical, thorough plan and experience to address the needs identified in this procurement process.*
- *Applicant's list of services are aligned with Peer Life Coaches program fidelity*
- *Applicant proposes to implement services within KCRHA's jurisdiction and/or target location(s).*
- *The ratio of direct-service staff to participants supports housing-focused services.*
- *Applicant provides detail about the anticipated number of people housed and anticipates serving an underserved population.*
- *Applicant clearly demonstrates how it will reduce barriers to behavioral health and substance abuse treatment access for young adults.*
- *Applicant's staffing plan aligned with RFQ and the needs of the community.*

## **C. HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (20 POINTS)**

1. Please describe the strengths and brilliance of those you plan to serve. What are the root causes that undermine their strengths and brilliance and create gaps in their potential?
2. Describe how your agency supports and empowers low-income Black, Indigenous, and People of Color (BIPOC) youth and young adults who have historically experienced systemic oppression.
3. Describe how your agency supports and empowers the LGBTQ community, people living with disabilities, survivors of DV, immigrants/refugees, people living with substance use disorder, co-occurring disorders, people with criminal records, and/or people with limited English proficiency who have historically experienced systemic oppression.

4. How does your agency create a safe, culturally responsive space for youth from diverse cultural backgrounds to feel connected to their identities?
5. How, if at all, does your agency actualize KCRHA's [Theory of Change](#)? Please Explain

**Rating Criteria - A strong application meets all the criteria below.**

- Applicant demonstrates how they empower their customers' potential and demonstrates an understanding of the historical systemic forms of oppression which harm the communities they serve.
- Applicant has a strong history and/or commitment working with and supporting low income BIPOC communities and individuals impacted by institutional racism.
- Applicant has a strong history and/or commitment working with marginalized communities who have historically been impacted by systems of oppression.
- Applicant demonstrates how they are intentional about creating inclusive spaces that encourage young people to be their whole selves.

**D. TELL US ABOUT YOUR PARTNERSHIPS (25 POINTS)**

1. Describe your partnerships and experience working with the homeless crisis response system for young adults and the behavioral health system, including homeless housing providers and other behavioral health service providers.?
2. What role will customers/clients play in planning, implementation, and evaluating your proposed program area(s)?
3. Describe how your organization will leverage other resources to support program participants.
4. Would your organization consider subcontracting with a smaller agency to support your racial equity and social justice work? (Yes/No)

**Rating Criteria - A strong application meets all the criteria below.**

- Applicant clearly describes who and how they will partner with other agencies and/or other community stakeholders to accomplish their proposed program.
- Applicant effectively communicates how they 'share power' and respond to customer feedback by including customer voice in their planning, implementation, and evaluation of services.
- Applicant's budget and explanation reflect an equitable partnership.

**E. TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (10 POINTS)**

1. Describe your agency's experience or ability to collect and manage Homeless Management Information System (HMIS) data.
2. What is your agency's experience gathering and reporting on programmatic data?
3. Describe how your agency manages finances, including any financial systems and controls in place.
4. Tell us how and what type(s) of quantitative client/customer data is collected by your agency (program satisfaction, homelessness trends, innovations, etc)?

**Rating Criteria - A strong application meets all the criteria below.**

- Applicant has previous experience, knowledge and capacity to collect and manage HMIS data.
- Applicant has experience or has the ability to meet reporting requirements with state, local and/or federally funded programs.
- Applicant adequately describes its revenue, financial health, and financial management system.
- Applicant has a fiscal management system which maintains checks and balances and follows Generally Accepted Accounting Principles to safeguard all funds that may be awarded under the terms of this funding opportunity. If applicant lacks fiscal management capabilities, applicant identifies its fiscal sponsor.

**F. HOW MUCH FUNDING IS NEEDED, WHY? (10 POINTS)**

Complete the Proposed Program and Personnel Budgets (Attachment #2, tabs 1 & 2) to align with the budget line items and amounts listed in the RFQ guidelines. Do not provide your agency's total budget. Costs should reflect the proposed activities and any additional fund sources directly related

to the program area(s) being proposed. In addition to Attachment #2, complete a budget narrative which addresses the questions below. Attachment #2 will not count toward the character limit.

1. Describe each budget item you are requesting and how you plan to use it.
2. Is there any other project funding/revenue or income received from other sources for the proposed program(s) (individual, government, foundation, fees for service, volunteers, etc.)? (Yes/No) If yes, please include each additional fund source in separate columns on Attachment #2.

**Rating Criteria - A strong application meets all the criteria below.**

- Staff positions and qualifications are designed to meet the needs of its customers.
- Applicant explains each budget item and its use clearly. Budget items seem logical and cost effective.
- If funds are being used from other sources, applicant clearly lists the fund source(s) and budget allocations are clearly explained.

### III. Deadline & Completed Application Requirements

#### A. Application Submittal

1. A completed and signed Application Cover Sheet (Attachment #1).
2. The application must include:
  - a. A completed narrative response to sections A. – F. (Attachment #2 does not count towards the character limit).
  - b. If you are proposing a partnership or subcontract with another agency, attach a signed letter of commitment from that agency's Director or other authorized representative.
  - c. List of Board of Directors names and last three meeting minutes.

Completed applications are due by **Monday, April 3, 2023** ~~March 10, 2023~~, by **11:59 pm**. Applications must be submitted to Fluxx. Faxed, hand delivered, or mailed applications will not be accepted. KCRHA advises submitting application documents in Fluxx several hours prior to the deadline in case you encounter an issue with the system, etc. KCRHA is not responsible for ensuring that applications are received by the deadline. KCRHA reserves the right to deny any applications submitted after the stated deadline.

#### B. Determination of a Completed Application

KCRHA screens each complete application that is submitted on time. For applicants that are determined "complete", KCRHA will request copies of the following documents if they are not already on file:

1. Current fiscal year's financial statements, consisting of the Balance Sheet, Income Statement and Statement of Cash Flows, certified by the agency's CFO, Finance Officer, or Board Treasurer.
2. Most recent audit reports.
3. Most recent fiscal year-ending Form 990 report.
4. Current certificate of commercial liability insurance (if awarded, the agency's insurance must conform to Master Service Agreement (MSA) requirements at the start of the contract).
5. Current verification of nonprofit status or evidence of incorporation or status as a legal entity. Your agency must have a federal tax identification number/employer identification number.
6. Proof of federally approved indirect rate, if applicable.
7. Proof of Federal [System for Award Management](#) (SAM) registration in good standing, if applicable.

### IV. Application Checklist

## YHDP Behavioral Health Services Only RFQ

This checklist is to help you ensure your application is complete prior to submission, and to verify KCRHA's expectations. Please do not submit this form with your application.

### HAVE YOU...

- Read and understand the following additional documents found on the KCRHA website?
  - [Proprietary and Confidential Information](#)
  - [KCRHA's Agency Minimum Eligibility Requirements](#)
  
- Completed and signed the 1-page **Application Cover Sheet?** (Attachment #1, upload in Fluxx) \*
  - If your application names specific partner agencies, representatives from these agencies must also sign the application cover sheet.
  
- Completed each section of the **Narrative** response for each program area(s) you are applying for? (Enter narrative response for each question in Fluxx)
  - TELL US WHO YOU ARE (20 points)
  - WHAT WOULD YOU LIKE TO DO? (15 points)
  - HOW IS YOUR WORK ADVANCING RACIAL EQUITY & SOCIAL JUSTICE? (20 points)
  - TELL US ABOUT YOUR PARTNERSHIPS (25 points)
  - TELL US ABOUT YOUR DATA AND FISCAL MANAGEMENT PRACTICES (10 points)
  - HOW MUCH FUNDING IS NEEDED AND WHY? (10 points)
  
- Attached the following supporting documents? \*
  - Roster of your current Board of Directors
  - Minutes from your agency's last three Board of Directors meetings or comparable minutes as outlined in Section III of the application.
  
- \*If you are proposing a significant collaboration with another agency, have you attached a signed letter of commitment from that agency's Director or other authorized representative?**

*\*These documents do not count against the page limit for the proposal narrative section.*

All applications are due to the King County Regional Homelessness Authority **April 3, 2023** ~~March 10, 2023~~, by 11:59pm. See Section III for submission instructions.

**King County Regional Homelessness Authority  
YHDP Behavioral Health Services Only RFQ  
Application Cover Sheet**

Applicant Agency:			
1. Application Program Area(s) (check all that apply):	<input type="checkbox"/> Peer Life Coach Program		
2. Households Served (check all that apply):	<input type="checkbox"/> Young Adults ages 18-24 experiencing or at imminent risk of homelessness as defined by categories 1, 2, and 4 of HUD's definition of homelessness.		
3. How many young adults do you plan to serve annually?			
4. When can you start offering services?			
5. Proposed Location(s):			
6. Agency Executive Director:			
7. Total Amount being requested:			
8. Agency Primary Contact			
Name:		Title:	
Address:			
Email:		Phone:	
9. Organization Type:			
<input type="checkbox"/> Non-Profit <input type="checkbox"/> For Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Other (Specify):			
10. Federal Tax ID or EIN:		11. DUNS #:	
12. WA Business License #:			
13. Partner Agency (if applicable):			
Contact Name:		Title:	
Address:			
Email:		Phone:	
Signature of partner agency representative:			Date:
<b>Authorized physical signature of applicant/lead agency</b>			
<i>To the best of my knowledge and belief, all information in this application is true and correct. The document has been duly authorized by the governing body of the applicant who will comply with all contractual obligations if the applicant is awarded funding.</i>			
Name and Title of Authorized Representative:			
Signature of Authorized Representative: _____			Date