

**LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES
SMALL CONTRACT PROPOSAL APPLICATION
\$4,500 LIMIT**



GENERAL PROGRAM APPLICATION GUIDELINES

Please make sure you read each page of this application and follow all directions. Failure to do so will result in delays for consideration. The City of Little Rock Department of Community Programs must receive applications by the 5th of the month prior to the following month's regularly scheduled CYF Commission meeting (meaning by January 5 for consideration for the February meeting); and at least 60 days prior to the event or start-up of activities to be funded. The Commission meets on the first Wednesday of each month and applicants may present their idea and Application during the 5-minute Public Comment Period. The time period covered for proposals should be no longer than twelve (12) months. The Commission has allocated up to \$4,500 per each proposal received from an outside entity and approved by a majority vote of the Commission. If approved, applicants are limited to one contract per year. Leveraging of funds is encouraged. The Commission reserves the right to initiate specific projects for which bids may be solicited.

Submit completed proposals to:
Community Programs Department
City Hall, Room 220 West
500 West Markham Street • Little Rock AR 72201
Phone: (501) 399-3420 • Email: ProgramReferral@littlerock.gov

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES SMALL CONTRACT PROPOSAL COVER SHEET

Submit completed proposals to:
Community Programs Department
City Hall, Room 220 West
500 West Markham Street • Little Rock AR 72201
Phone: (501) 399-3420 • Email: ProgramReferral@littlerock.gov

SUBMITTED BY:

Organization _____

Contact Name _____

Address _____

City, State, Zip _____

Phone _____ Fax _____

Email Address _____

For Profit EIN number _____ (Provide a copy of your City of Little Rock Business License)

OR: Provide a copy of your Federal IRS nonprofit 501(c)(3) Designation Letter: ____ Yes ____ No

NOTE: If applying using the non-profit status of another organization, include an official, signed letter from that agency's board authorizing the use of their 501(c)(3) and provide the following information about that organization:

Organization _____

Director/Administrator _____

Address _____

City, State, Zip _____

Phone _____ Email _____

PROPOSAL

Brief description of project to be funded: _____

Start Up/Event Date _____ If an Event, what is the time _____

End Date _____ Total Participants Expected to be Served _____; Age Range _____

Citywide Project: [] Yes [] No, If not Citywide, what is the Neighborhood/Community/Ward impacted:

Amount Requested: \$ _____ Total Budget: \$ _____

Note – The Department of Community Programs does not provide direct services to program participants nor “grants” to program providers. Instead, we contract with local non-profit and community-based organizations as well as various government agencies to provide programs and services to Little Rock citizens.

The Commission on Children, Youth & Families reserves the right to reject any and all proposals.

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES

SMALL CONTRACT APPLICATION (\$4,500 LIMIT)

BACKGROUND: The establishment of the Department of Community Programs was the culmination of efforts that started in 1988 with a \$10 million grant from the Annie E. Casey Foundation. That was followed in 1991 with a Fighting Back Grant of \$5 million from the Robert Wood Johnson Foundation. Then, in 1993, Little Rock voters passed a 1/2 cent City sales tax to permanently designate City funds to sustain and administer Prevention, Intervention, and Treatment (PIT) funding*. In 2011, voters overwhelmingly approved an additional 5/8 cent sales tax for PIT operations* in order to meet the increased needs of the city. (*in addition to other major city initiatives)

The Little Rock Commission on Children, Youth, and Families (CYF Commission) was formed in May 2002. In its advisory role to the City of Little Rock Board of Directors, the Commission provides policy leadership, recommendations, and advocates to promote healthy children, youth, and families in Little Rock.

MISSION STATEMENT: The CYF Commission shall provide policy leadership and advocacy that improves the health, safety, education and quality of life of children, youth and families in Little Rock.

CONTRACT ELIGIBILITY: Established Little Rock businesses or 501(c)(3) organizations with a mission consistent with goals of the CYF Commission are eligible to apply. Current Year-round PIT contractors are ineligible to apply. The Commission solicits proposals for programs, projects, and events that provide enhanced educational, recreational, and/or family development opportunities for Little Rock residents.

To apply for funding, organizations must submit a completed proposal, which contains ALL of the components listed below. A proposal will be considered on the basis of how it fits with the Commission's annual Funding Priorities; which include recreation, family development, academic enrichment (with emphasis on academic support for promoting literacy and STEM, and extended school day programming) youth development, employability programs, substance abuse prevention, intervention and treatment services, and other projects that assist children, youth, and families improve their quality of life and that enhance public safety for the community..

GENERAL PROGRAM APPLICATION GUIDELINES: The City of Little Rock Department of Community Programs must receive applications by the 5th of the month prior to the following month's regularly scheduled CYF Commission meeting (meaning by January 5 for consideration for the February meeting); and at least 60 days prior to the event or start-up of activities to be funded. The Commission meets on the first Wednesday of each month and applicants may present their idea and Application during the 5-minute Public Comment Period. The time period covered for proposals should be no longer than twelve (12) months. The Commission has allocated up to \$4,500 per each proposal received from an outside entity and approved by a majority vote of the Commission. If approved, applicants are limited to one contract per year. Leveraging of funds is encouraged. The Commission reserves the right to initiate specific projects for which bids may be solicited.

The **Small Contract Committee** of the CYF Commission reviews proposals monthly, and makes contracting recommendations to the Commission. The Commission will take action on these recommendations at its' next monthly meeting. Final approval is required by the City Manager's Office. **Funds are not distributed until the City of Little Rock and the service provider have signed a contract.**

PROPOSAL COMPONENTS / PARAGRAPHS:

In addition to the Application Cover Sheet, your proposal should be brief and provide an answer in paragraph form to each of the following components in bold:

- **Introduction/Experience:** Describe the applicant organization's qualifications and experience. Also detail the experience of staff and/or volunteers. Attach resumes of organization leadership.
- **Problem Statement:** Explain the problem(s) to be addressed by the proposal.
- **Objectives of the Program:** List and explain the specific results expected to be achieved by the funded program and/or services.

- **Program Design:** Describe the program, event, activities, and/or services to be provided. Include details such as neighborhoods/ward impacted, planned number of participants, program/event start date and end date, etc.
- **Statement of Compliance:** Describe how the program/event improves the health, safety, education and/or quality of life of children, youth, and families in Little Rock.
- **Performance Guidelines & Evaluation:** Indicate at least one applicable Skill (in blue), one related Outcome (in yellow) and one related Indicator (in green) that this project will accomplish. (For more information, refer to the table on pages 30-31 of the Youth Master Plan, available at www.LRDCPCares.org)
- **Sustainability:** Describe other resources, funding sources, and future plans for funding for this program/event.
- **Collaboration:** Describe plans to collaborate or link services with other agencies or organizations.
- **Budget & Budget Narrative:** Detail the costs of the program, project or services. The budget should indicate all sources of funding and the expenses covered by each source. This small contract cannot be the only source of support for the program or project. Also, include a detailed Budget Narrative which explains the justification for “why” or “how” each budget item will be used to achieve the project objective(s).
- **501(c)(3):** Provide copy of agency 501(c)(3), and letter from agency board authorizing application. If applying under another agency’s 501(c)(3), provide copy of other agency’s 501(c)(3), and letter from other agency’s board authorizing use of agency’s non-profit. NOTE: The 501(c)(3) agency is who the contract will be made with, who will receive the check, and who will be legally responsible for all contract obligations.
- **Completed Partnership Agreement Form:** For and partnerships, businesses, and/or organizations mentioned in the Sustainability and/or Collaboration section.
- **Complete Vendor/Supplier Registration Process:** In case project is funded.

BUDGET WORKSHEET INSTRUCTIONS

Allowable Expenditures: The Commission may provide funds for the following types of expenditures:

- **Supplies** – purchase of supplies, printed materials, and other items directly related to the proposed service.
- **Transportation** – bus or van travel required for the delivery of service.
- **Travel** – conference travel, group travel, accommodations, trip insurance.
- **Meals/refreshments** – as long as 50% of total contract is for other program, project services.
- **Temporary Salaries and Fees** – temporary salaries and fees for consultants, tutors, instructors, and monitors for the direct delivery of the proposed service.

Non-Allowable Expenditures: The Commission will NOT provide funds for the following types of expenditures:

- **Start-up funds or Matching funds.**
- **Give-away/promotional items** – t-shirts or any other type of ad specialties.
- **Permanent Salaries** – salaries, wages and benefits for permanent, full-time or part-time, administrative or support staff.
- **Administrative and Indirect Costs** – utilities, printing, telephone, postage, rent, insurance, etc.
- **Travel** – administrative travel.
- **Lobbying or political-related items or activities.**
- **Religious materials.**
- **Facility maintenance.**
- **Capital equipment purchases;** e.g., computers, computer supplies, televisions, VCR’s, DVD’s, etc.

SUBMIT APPLICATIONS TO:

Community Programs Department, City Hall, Room 220 West, 500 West Markham, Little Rock AR 72201. Or Email: ProgramReferral@littlerock.gov.

The CYF Commission meets the first Wednesday of every month. Satisfactory proposals must be received by City of Little Rock Department of Community Programs at least:

1. 15 days prior to the next regularly scheduled Commission meeting; or
2. 60 days prior to the event or start-up of activities to be funded.

The Commission reserves the right to reject any and all proposals for any reason.

NOTE: The Business, Organization, or 501(c)(3) agency is who the contract will be made with, who will receive the check, and who will be legally responsible for all contract obligations. Funds are not distributed until the City of Little Rock and the service provider have signed a contract.

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES SMALL CONTRACT APPLICATION BUDGET WORKSHEET • \$4,500 LIMIT

ORGANIZATION:						
DATE:						
Code	SUB	Description	Proposed City Budget	Other Sources	Other Sources	Total Budget Amount
		Temporary Salaries & Fees				
50200		Part-Time & Temp Salaries				
63390		Contracts (consultants, tutors, etc.)				
		Supplies				
60010		Office Supplies				
60150		Printed Materials				
		Travel/Transportation Expenses				
64111		Airfare				
64130		Car Mileage; bus/van rental				
64113		Lodging				
64020		Registration				
64119		Other Travel Costs (<i>meals, etc.</i>)				
63640		Other Insurance (<i>Travel</i>)				
		Meals / Refreshments				
63020		Meals / Refreshments				
		TOTAL BUDGET				

YOUTH MASTER PLAN SKILLS, OUTCOMES & RELATED INDICATORS

The table below outlines the recommended outcomes and indicators for programs that receive PIT funding may choose:

Outcome	Indicator
Social and Emotional Learning and 21st Century Workforce Readiness⁵	
Communication skills	<ul style="list-style-type: none"> effective expression of thoughts and feelings increased assertiveness in social context
Life skills	<ul style="list-style-type: none"> improved resilience increased planning, skills, time management, resourcefulness and realistic goal setting increased accountability and/or sense of personal responsibility increased sense of purpose and self-direction regulate and manage emotions expanded global and cultural awareness
Leadership and civic engagement	<ul style="list-style-type: none"> increased ability and interest to lead others or activities increased awareness of issues that impact life and community increased action and engagement on specific issues affecting life and community
Improved relationships	<ul style="list-style-type: none"> increased ability to work with others to accomplish goals increased ability to work with diverse individuals and groups more positive interaction with peers more positive interaction with adults
Increased positive behavior	<ul style="list-style-type: none"> increased violence prevention and reduce juvenile crime reduced or no incidence of illegal behavior reduced or no gang activity
Prepared for higher education and employment	<ul style="list-style-type: none"> increased knowledge of college choices increased awareness of and interest in careers and employment pathways increased demonstration of job readiness skills increased digital and media literacy

Outcome	Indicator
Academic Skills (21st century skills, mindset, and habits)	
Engaged learning	<ul style="list-style-type: none"> improved work and study skills habits improved problem solving/critical thinking skills improved initiative/agent of one's own learning increased creativity and innovation increased literacy (reading, writing, public speaking, Science, Technology, Engineering and Mathematics [STEM]), and the arts
Engagement in school	<ul style="list-style-type: none"> increased school attendance decreased school tardiness increased homework completion on-time promotion
Health, Wellness, and Safety	
Reduce usage and increase avoidance in alcohol and drug use	<ul style="list-style-type: none"> increased knowledge of negative effects of drug and alcohol reduced or no usage of drugs and alcohol
Safe sexual health practices	<ul style="list-style-type: none"> increased knowledge of safe sexual health increased or continued application of safe sexual health practices reduced or no incidence of STDs and unplanned teen pregnancies
Increased knowledge of nutrition	<ul style="list-style-type: none"> increased knowledge of healthy food increased demonstration of healthy food choices
Increased knowledge of general health practice	<ul style="list-style-type: none"> increased physical activity and fitness practices increased or continued demonstration of managing one's own health and hygiene
Parental, Family and Community Involvement	
Increased engagement in children and youth learning	<ul style="list-style-type: none"> increased engagement and support for youth in homework and other school projects increased support for youth in developing solid study skills increased linkage and referral to needed ancillary services
Increased engagement in children and youth school functions	<ul style="list-style-type: none"> increased attendance at school meetings and parent/guardian conference increased number of community education events to increase awareness of and access

⁵These include 21st century skills. 21st century skills refer to a broad set of knowledge, skills, work habits, and character traits. The Partnership for 21st Century Learning (<http://www.p21.org/>) is a collaborative between business and educators. The Partnership's 21st Century Skills framework provides information on skills, knowledge, and expertise students must master to succeed in work and life in the 21st century.

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES

SMALL CONTRACT APPLICATION

PARTNERSHIP / "IN-KIND" AGREEMENT

For organizations mentioned in the Sustainability and/or Collaboration section
(Submit one (1) form for each partner)

Small Contract Applicant Organization _____

Partner Organization _____

Contact Name _____

Address _____

City, State, Zip _____

Phone _____ **Fax** _____

Email Address _____

By signing below, I/we hereby affirm to provide the Services and/or Supports outlined below to the Applicant Organization indicated above.

Description of Services / Support	"In-Kind" or Actual Dollars	Amount
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$
	[] In-Kind" [] Actual Dollars	\$

Collaborating Partner Signature

Date

HOW TO BECOME A REGISTERED VENDOR/SUPPLIER FOR THE CITY OF LITTLE ROCK

Go to www.littlerock.gov/Lrprocure

- Find new users: to register, [click here](#).
- In the window, located in upper left-hand side click registered
Terms & Conditions (Mandatory)
- Read & accept terms & conditions.
Contact Information (Mandatory)
- Create a username & password.
- Enter information about yourself. (name, phone number, email address)
Company Information (Mandatory)
- Enter company information (company name, dba, tax id type, tax id #)
- Address (mailing & remit (if applicable))
Diversity Codes (Not Mandatory)
- If applicable, click add to select a diversity code.
- Select the box of the diversity code that applies to your company.
- Then click, attach to supplier.

Questions

(The only mandatory questions you must answer when registering your account are questions 1 & 2.)

- A blank W9 form is listed directly underneath question 1 (highlighted in blue). If you do not have a W9 on file already. If you do have a W9 on file already, click "Choose File", and choose the document you have on file.
- On question 2, please indicate whether your company has been excluded from Federal procurement.
- Questions 3-8, Are not mandatory for registration but are important to complete before responding to a bid.

Commodity Codes

(This is a mandatory field, you must select a commodity code to complete your registration)

- Click "Add"
- Select the commodity code(s) that best fits what services/commodities your company offers.
- Select the button that says, "Attach to Supplier Contact".

Proxy Notifications (Not Mandatory)

- If you would like to add someone to also get notifications about bids and your account. Add these individuals in this section by clicking "Create".

After you have completed this checklist, your registration is complete.

Request for Taxpayer Identification Number and Certification

Give Form to the
 requester. Do not
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number					
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: none;">-</td> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: none;">-</td> <td style="width: 40%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-		-	
	-		-		

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number			
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border: 1px solid black; height: 20px;"></td> <td style="width: 5%; border: none;">-</td> <td style="width: 70%; border: 1px solid black; height: 20px;"></td> </tr> </table>		-	
	-		

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.



City of Little Rock – Department of Finance
500 West Markham, Suite 338
Little Rock, AR 72201-1493

(501) 371-4540 Fax: (501) 371-6823 email: lcarroll@littlerock.gov
(501) 399-3439 cgrant@littlerock.gov

To: All City of Little Rock Vendors
From: Lance Carroll/Czenthia Grant
Date: October 24, 2018
RE: Direct Deposit of Payments

The City of Little Rock implemented a system of electronic funds transfer (EFT). Payments can be deposited into your account on Friday morning as opposed to delivered by mail several days later. If you opt for EFT, you will be notified by email of the transfer, along with all of the information that was previously recorded on the check stub.

If you are interested in utilizing this system to receive payments from the City, please complete the following form and attach voided check (or bank direct deposit verification form). Return it to us at the above address.

Company Name _____

Contact Person _____

Address _____

City, State, Zip _____

Telephone Number _____

Email Address _____

Please provide the following information. **Complete bank information along with voided check must be provided or EFT will not be accepted.** *In the event this account information changes (or bank account is closed) it is the vendor's responsibility to notify City of Little Rock in order to avoid delayed payments.*

Bank Account name _____

Bank Receiving Payment _____

Bank Routing Number (ABA #) _____

Bank Account Number _____

Checking or Saving Account _____

Attach Voided Check Here

LITTLE ROCK COMMISSION ON CHILDREN, YOUTH AND FAMILIES

SMALL CONTRACT APPLICATION COMPONENTS CHECKLIST

SUBMITTED BY: _____

Organization _____

Contact Name _____

PROPOSAL COMPONENTS (Include this sheet with your application):

- Proposal Cover Sheet:** Make sure it is completely filled out and include on top of the Proposal.
- Introduction/Experience:** Describe the applicant organization's qualifications and experience. Also detail the experience of staff and/or volunteers. Attach resumes of temporary staff/employees.
- Problem Statement:** Document the problems to be addressed by the proposal.
- Objectives:** Explain the specific results expected of the funded program and/or services.
- Program Design:** Describe the program, event, activities, and/or services to be provided, planned number of individuals served, program/event start date and end date, etc.
- Statement of Compliance:** Describe how the program fits the Commission's mission statement indicated above.
- Performance Guidelines & Evaluation:** Indicate at least one applicable Skill (in blue), one related Outcome (in yellow) and one related Indicator (in green) that this project will accomplish. (For more information, refer to the table on pages 30-31 of the Youth Master Plan, available at www.LRDCPCares.org)
- Sustainability:** Describe other resources, funding sources, and future plans for funding.
- Collaboration:** Describe plans to collaborate or link services with other agencies or organizations.
- Budget & Budget Narrative:** Detail the costs of the program, project or services. The budget should indicate all sources of funding and the expenses covered by each, including the funding requested from the Commission. This small contract cannot be the only source of support for the program or project. Also, include a Budget Narrative which explains the justification for "why" or "how" the item will be used to achieve the project objective.
- 501(c)(3):** Provide copy of agency 501(c)(3), and letter from agency board authorizing application. If applying under another agency's 501(c)(3), provide copy of other agency's 501(c)(3), and letter from other agency's board authorizing use of agency's non-profit. NOTE: The 501(c)(3) agency is who the contract will be made with, who will receive the check, and who will be legally responsible for all contract obligations.
- Completed Partnership Agreement Form(s):** For organizations mentioned in the Sustainability and/or Collaboration section.
- Completed Online City Vendor/Supplier Process**
- Completed W-9 Form:** Provide a copy of a completed W-9 form in case project is funded.
- Completed Electronic Funds Transfer (EFT) Form:** For direct deposit of any payments.