

**GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
HEALTHY MARRIAGE INITIATIVE
REQUEST FOR PROPOSALS
SFY2008**

I. PURPOSE:

The Georgia Department of Community Affairs (DCA) is seeking proposals from experienced nonprofits that may include faith-based organizations and local governments hereinafter called (“Eligible Entities”) to provide training that will promote marriage as a viable life style option for low and moderate income Georgians through improved perceptions, attitudes and skills for developing a Healthy Marriage.

II. HEALTHY MARRIAGE INITIATIVE:

The Healthy Marriage Initiative, more fully detailed in the Healthy Marriage Initiative Program Description, provides grant funds to Eligible Entities to build marriage and family relationship skills of individuals and couples of low to moderate income. Eligible Entities selected through this Request for Proposals (RFP) will provide marriage education skills training using an established curriculum to individuals and/or couples within a targeted community. Training may be made available either in group settings or one-on-one with individual couples.

III. ENTITY ELIGIBILITY:

An Eligible Entity must be a not-for-profit with a 501(c)3 or 501(c)4 designation and possess legal authorization to operate in the State of Georgia or a local government and have a minimum of one year experience in providing marriage education training using an established curriculum. Eligible Entities must have on staff or under contract either a certified trainer in one of several best practice marriage education resources or a trainer who is licensed by the Georgia Composite Board of Professional Counselors, Social Workers, and Marriage and Family Therapists. The trainer must be either on staff or the Entity must have a written Memorandum of Agreement or contract with a certified trainer subject to the authorization of funds under this grant to the responding Entity.

IV. SCOPE OF SERVICES REQUIRED

The Eligible Entity will coordinate the implementation of Healthy Marriage trainings to couples and/or individuals who are Eligible Beneficiaries as outlined in the Program Description. Eligible Entities will provide the following services to eligible beneficiaries:

- A. Eligible Entities must conduct one on one training(s) or group training(s) during the period outlined in the program description and contract with DCA.
- B. Eligible Entities must have participants self certify qualification as an Eligible Beneficiary, household composition and etc.

- C. Eligible Entities must have participants sign in at the time of training and provide DCA a copy of each sign in sheet when requesting payment for training session. All sign in sheets must include the following information:
- Date and time of training
 - Name of Instructor(s)
 - Location of training
 - Printed Name of Eligible Beneficiaries
 - Signature of Eligible Beneficiaries
- D. Eligible Entities must assess the perception of participating households to the concept of marriage at the beginning of training and at the end of the training. An additional assessment must also be conducted at six (6) months after completion of the training by the individual.
- E. All Eligible Entities will be required to provide a final report which should include the following documentation:
- a. A narrative describing the Entity's overall experience with DCA's Healthy Marriage initiative.
 - b. A summary of the results from the evaluation tool completed at the initiation and completion of training. (The results of the 6 month post-evaluation will be provided separately).
 - c. Listing of all Eligible Beneficiaries who have met the standard for "Completion of Training" with applicable training sign-in sheets attached.
- F. No training proposed may include any religious aspects as part of the curriculum proposed.
- G. Eligible Entities must assist individuals/households identified as Eligible Beneficiaries in the Program Description.
- H. The Entity will assume responsibility for all project management activities related to the Healthy Marriage Initiative Program to be performed. This includes, but is not limited to: marketing the Healthy Marriage training, developing a partnership with applicable entities providing housing or assistance to Eligible Beneficiaries, conducting on-going outreach to Eligible Beneficiaries, preparing disbursement pay requests for submission to DCA, coordinating evaluation of participant's assessments, and preparing other reports as required by DCA.
- I. Entities may request payment for marriage training services once an individual has completed 67% of training opportunities required of the proposed curriculum as outlined in the Program Description.

V. EVALUATION CRITERIA:

All responses to this Request for Proposal will be evaluated on the basis of the ability of the Eligible Entity to provide marriage education training as described in the curriculum submitted by the Entity. Responses must meet Threshold Requirements established within the Program Description for consideration. Responses that meet the Threshold Requirements will be considered based on Evaluation Factors identified in the Program Description. DCA will give preference to those applications given equal consideration under the Evaluation Requirements of the RFP based on the Preference Factors identified in the Program Description.

DCA reserves the right to reject substantially incomplete responses without a detailed review. By its sole discretion, DCA reserves the right to contact the organization and request additional information, reject any and/or all responses or any part thereof, waive any minor irregularity in the responses, and to accept any response that is in the best interest of the State of Georgia.

VI. ADDITIONAL INFORMATION:

Please follow the instructions below in order to provide a timely response.

- A. The response to this Request for Proposal should be submitted to the Department of Community Affairs (DCA), Office of Special Housing Initiatives at 60 Executive Park South, NE, Atlanta, GA 30329 Attn: Malisa Thompson, Community Initiatives Coordinator.
- B. One original and one copy of the response should be delivered to DCA by mail or hand delivered no later than February 29, 2008, by close of business at 5:00 pm. Responses should be submitted in the format as outlined in the RFP Cover page. **(Applications postmarked prior to the deadline will be accepted via mail delivery).**
- C. Questions regarding the RFP may be emailed to Malisa Thompson at mthompso@dca.state.ga.us. DCA will respond to all questions directly by email.
A summary of responses provided will also be made available on DCA's website.
- D. Eligible Entities will be notified in writing of DCA's determination upon completion of application review.
- E. Responses must include the following information:
 - i. Organizational Background: Please provide a one page general description of your organization. Within this description, describe what part of the organization will administer the Healthy Marriage funds if awarded, its mission and purpose

- ii. Financial Information: Most recent audited financial statements, Attachment F of OMB Circular A-110 (Rev.): “Standards for Financial Management Systems” as evidenced by a notarized statement by the president or chief financial officer of the organization OR a certification from a Certified Public Account.
- iii. Nonprofit Legal Authorization: Evidence that the nonprofit is legally authorized to operate in the State of Georgia as evidenced by a Certificate of Existence issued by the Secretary of State. *(Not Applicable to Local Governments)*
- iv. Nonprofit Status: Certificate Letter from the Internal Revenue Service providing tax exemption ruling under Section 501(c)(3) or (4) of the IRS Code of 1986. *(Not applicable to Local Governments)*
- v. Experience: Provide a narrative describing the mission and purpose of the organization and past experience with providing marriage education training. If applicable, include a copy of the contract with a training professional meeting the terms of the Program Description.

Provide resumes and copies of certifications of all key staff directly responsible for managing the Healthy Marriage Initiative contract and providing the training services.

- vi. Service Capacity: List the cities and/or counties in the geographic service area of the organization and the cities/counties where these services will be offered, if different.
- vii. Budget: Using the Budget Form, include cost for each Eligible Beneficiary for providing services requested. A budget detailing the costs which will be associated with the Healthy Marriage Initiative grant funds if awarded. Provide a brief description of each line item. Eligible costs include:
 - i. Trainer
 - ii. Training Facility Rental
 - iii. Student materials
 - iv. Marketing of training opportunities to Eligible Beneficiaries
 - v. Food at training session
 - vi. Child Care for households participating in training session
 - vii. Transportation to training facility
 - viii. Six Month Post Training Evaluation implementation
- viii. Curriculum: Provide copy of established marriage education curriculum, including a copy of the evaluation tool.

- ix. Partnership Agreements: Provide letter of partnership agreement(s) from local public housing authority, the management company or owner of publicly funded rental developments, and/or Shelter Plus Care program sponsors. See Attachment A of this RFP for further information.
- x. Implementation schedule outlining activities which shall be undertaken by the Eligible Entity within the allotted time for the program as outlined in the Program Description.
- xi. Resolution: Submission of a resolution by the nonprofit's Board of Directors authorizing submission of this response to the RFP and commitment to the program.

Local Governments should submit letter from mayor, City/County administrator and/or City/County manager (as applicable) authorizing submission of this response to the RFP and commitment to the program.

- xii. Organizations must comply with the Immigration Reform and Control Act of 1986 (IRCA), D.L. 99-603 and the Georgia Security and Immigration Compliance Act (O.C.G.A. § 13-10-90 et. seq.). Organizations must complete the Immigration and Security Form and return it with their Proposal package. If selected, organizations must include a similar provision in all written agreements with any contractors or subcontractors, as approved by DCA who are engaged to perform services under the written agreement with the Agency.
- xiii. GICH Community: When applicable, a letter from lead official of GICH team referencing the benefits of offering marriage education training in the community.
- xiv. Signature Community: When applicable, a letter from the chief elected official of the city or county designated as a Signature Community indicating that the proposed training complements the affordable housing, economic development and/or community development strategies of the community.
- xv. Marketing Strategy: Provide narrative outlining proposed marketing strategy which will be utilized to encourage eligible beneficiaries to participate in the Healthy Marriage Initiative. Narrative should include strategy which encourages eligible beneficiaries to complete entire curriculum proposed.

VII: DISBURSEMENT:

DCA will process Electronic Funds Transfers (EFT) directly to the Entity. Eligible Entities will forward (1) invoice for each session (2) sign in sheets (3) participant eligibility

documentation (4) assessment results (5) final report when applicable to DCA for review and approval. Pay requests will not be processed without information listed. DCA is under no obligation to pay for sessions when the required documentation mentioned is not submitted.

**REQUEST FOR PROPOSALS
GEORGIA DEPARTMENT OF COMMUNITY AFFAIRS
OFFICE OF SPECIAL HOUSING INITIATIVES
HEALTHY MARRIAGE INITIATIVE
SFY 2008**

Public Notice is hereby given that the Georgia Department of Community Affairs (DCA), on behalf of the State Housing Trust Fund for the Homeless (SHTF), is requesting proposals from non profit organizations including faith-based organizations with 501c(3) or 501c(4) designation and local governments to provide marriage education training services to low to moderate income families and individuals.

DCA administers programs that encourage the development of affordable housing for moderate and low income Georgians. All Parties interested in obtaining a Request for Proposals, please contact Malisa Thompson at (404) 326-1048 or via e-mail at communityinitiatives@dca.state.ga.us.