**PHB 2012-13**

**Appendix A5 – Proposal Cover Sheet**

**Contractor Proposal Cover Sheet**

Please complete the following for each program contract.

1. Program Title:
2. Name of Subrecipient:
3. Contact Name:
4. Mailing Address:
5. Phone number:
6. Email Address:
7. Detailed scope of work – If this is a **Renewal**, see attached **Draft Contract**. Review and make changes as needed and DO NOT complete questions No. 14 through 16.

If this is a **New Proposal** complete all questions.

1. Diversity and Equity - *to be completed by all new and renewing proposals, and submitted with the executed contract or as soon as practical within the 1st Quarter of FY 2012-13.*
2. Describe the demographic composition of your agency’s governing board and staff. Include racial/ethnic identity, gender, and the percentage who are current or past consumers of your services.
3. If your agency provides direct services, does your agency collect demographic data on the clients, including racial/ethnic identity, gender and those with special needs? If so, what is the breakdown and how is the information collected? If not, describe how your agency keeps track of who it serves.
4. Does your agency manage culturally-specific programming or services? If so, please describe.
5. Does your agency partner with culturally-specific provider agencies? If so, in what capacity (e.g. service coordination, policy-making, collaborations) and for how long?
6. Does your agency have an equity policy or statement? If so, please provide a copy. Describe the intent of the policy/statement and how it is implemented.
7. Provide the racial/ethnic identity of members involved in designing programs at your agency. What group(s) do these programs serve? How does your agency measure the effectiveness of its programs in serving their intended group(s)?
8. How does your agency’s commitment to equity affect delivery of services to your clients?
9. Does your agency have any training and/or technical assistance needs related to equity and/or diversity issues? If so, please list.
10. Does your agency hire subcontractors? If so, what policies or practices exist to ensure equity in your agency’s procurement and contracting process?
11. Questions of Cost Reasonableness.
12. Is the Budget Balanced? □ Yes □ No
13. Have all resources been identified? □ Yes □ No
14. Has an indirect cost plan been included? □ Yes □ No
15. Are equipment expenditures proposed? □ Yes □ No
16. Have the costs of direct salaries & benefits been requested? □ Yes □ No
17. Will you generate income as a result of this contract? If yes, this may be considered program income. Common sources of program income include revenue such as fees, net income from the disposition, sale or rental of real or personal property acquired with the grant funds, payment of principal and interest on loans made with grant funds, or interest earned on program income. Based on the above information, will your contract generate program income (PI)? □ Yes □ No
18. If yes, identify basis of program income:
19. Does your agency receive any other funding for this program? □ Yes □ No
20. If yes, list the amount in the program budget worksheet and attach a breakout of the different funding sources.
21. Does PHB funding serve as a match for any of these other funding sources? □ Yes □ No
22. Subcontracts – Please provide a brief description of any work you plan to subcontract out to complete the work of the project. Describe any plans or efforts to subcontract with Minority, Women or Emerging Small Business (M/W/ESB) firms. Provide a list of those expenses on the **Budget Worksheet**.
23. Professional Services – Please provide a brief description of any professional, technical expertise you intend to subcontract out to complete the work of the project. Describe any plans or efforts to subcontract with M/W/ESB firms. Provide a list of those expenses on the **Budget Worksheet**.
24. Miscellaneous – Please provide a brief description of miscellaneous items that are needed to complete the work of the project. Provide a list of those expenses on the **Budget Worksheet**.
25. Outputs – describe your outputs in specific statements regarding the amount of services to be provided (e.g. number of clients served) or products (e.g. housing units) to be produced. Describe any plans or efforts to enhance outreach to historically under-represented groups and/or people of color, in terms of services and other relevant outputs.
26. Outcomes – describe your outcomes in specific statements about expected changes in clients or the community following the provision of services or completion of tasks. Describe any plans or efforts to enhance outcomes impacting historically under-represented groups and/or people of color, in terms of services and other relevant outcomes. Outcome objectives answer the question “What has the program caused to happen?” In a few instances program objectives and outcome objectives may be the same.
27. Reporting – describe your agency’s internal protocols and procedures related to reporting and how reports are used to guide program changes and improvements. Include a description of whether and to what degree data is collected and/or analyzed by race and ethnicity, and cite any changes that have been made as a result.