

REQUEST FOR PROPOSALS – SUBMISSION FORM

Use no more than two additional separate sheets if the space provided below is insufficient.

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|---|---|
| 1. Organization Name: | 2. Date of Request: |
| 3. Organization Address: | 4. Program Address (if different from organization): |
| 5. Federal Tax ID (organization or legal entity): | 6. Current Philadelphia Works contractor: <input type="checkbox"/> Yes <input type="checkbox"/> No |
| 7. Contact person (name and title): | 8. Contract signatory (name and title): |
| 7a. Contact phone: | 8a. Signatory phone: |
| 7b. Contact email: | 8b. Signatory email: |
| 9. Project Title: | 10. Amount Requested: \$ |

Type of Funds:
Temporary Assistance of Needy Families – Youth Development (TANF YD)

11. Narrative, Part I - Describe the need and the organization's experience in the community.
At a minimum, describe: (1) The geographic area to be served; and (2) The participants who will be served with these funds, describe the target group(s) to be served.

12. Narrative, Part II - Describe the plan for services.
At a minimum, describe (1) What the organization plans to do if awarded; (2) The activities or services that will be provided if the funds are awarded; and (3) The anticipated program timeline including youth recruitment if applicable.

13. Narrative, Part III - Describe the technical and administrative capacity.
At a minimum, describe (1) Organization processes to safeguard and transmit secure information such as participant details; (2) The organization's plan to manage payments to youth; and (3) Current record retention policies.

APPLICANT'S CERTIFICATION

I certify that all the information provided in this application is both complete and accurate to the best of my knowledge. I also understand that if selected as a provider, I will be required to submit further detailed program and budget information.

Authorized Agency Representative Signature & Title

Date