

**RFP FOR CDBG FUNDS - 2024-2025**

**IMPORTANT DATES**

**THE ESTIMATED HUD AWARD IS: \$708,626**

**1. Technical Assistance from CDBG Staff - Tue., Jan. 9 - Fri., Jan. 12, 2024**

Call for an appointment: Jane Kudcey (781.682.3639) or Jody Lehrer (781.682.3641)

**2. Proposal Due Date - Fri., Jan. 19, 2024 by 4:30 PM COB**

Applicants must THREE original, signed proposals to:

Weymouth Town Hall

75 Middle Street

Dept. of Planning and Community Development

Weymouth, MA 02189

Attn. Jody Lehrer

**3. Public Hearing on Planning and Proposals for CDBG**

Wed., Jan. 24, 2024 at 6:00 PM

McCulloch Building

Mary McElroy Conference Rm

182 Green Street

Weymouth, MA

- **APPLICANTS:** *Applicants MUST attend to be considered for funding.*
- **MEMBERS OF THE PUBLIC:** *the public is invited to hearing to learn about CDBG planning and to hear about proposed activities. Staff welcomes questions at the hearing.*

Request for Proposals CDBG - 2024-2025  
Town of Weymouth

# Weymouth CDBG Request for Proposal – Program Year 2024-2025

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## **A. GENERAL INFORMATION**

Every year, the US Department of Housing and Community Development (HUD) provides an entitlement grant to the Town of Weymouth to provide decent housing, a suitable living environment, and economic opportunities benefiting low- and moderate-income residents. The Weymouth Department of Planning and Community Development administers the program. HUD regulations are <https://www.ecfr.gov/current/title-24/subtitle-B/chapter-V/subchapter-C/part-570?toc=1>.

### **1. Available Grant Funds**

The estimated 2024-2025 HUD grant is \$708,626, level 2023-2024. HUD does not release actual figures until later in the planning process after proposals have been. If the grant is higher or lower than estimated, the Town will adjust the use of funds as follows:

- If actual funds are greater than the estimate, DPCD will increase funds for general grant administration (not to exceed the 20% cap per HUD regulations), and provide any additional funds to the housing rehabilitation loan program.;
- If actual award is less than estimated, DPCD will decrease funds for general grant administration and public services per statutory caps of 20% and 15% respectively, and reduce funds for housing rehabilitation loans if necessary.

### **2. Eligible Activities**

Eligible activities include such things as: improvements to public facilities (e.g., street or sewer improvements); public services; housing services; and rehabilitation and preservation activities; and removal of architectural barriers.

### **3. National Objectives**

A proposed activity must meet one of three national objectives (1) benefit low- and

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moderate-income persons as defined by HUD; (2) prevent or eliminate slum or blight, (3) meet a particularly urgent community development need that poses a threat to health, safety and welfare of the community.

## **4. Town Priority Needs**

Funded activities must serve one or more of the Town's priority community needs from the Town's most recent Consolidated Five-Year Plan for CDBG funds (2020 to 2024). Such needs include: social services (e.g., services for seniors or the homeless, substance abuse counseling), public infrastructure improvements.

## **5. Sub-Recipient Agreement with the Town**

HUD regulations require that the Town execute with each Sub-Recipient a Sub-Recipient Agreement addressing rights and responsibilities regarding CDBG funds including ones governing budget, program income, records and reports, uniform requirements, and suspension and termination.

## **6. Monitoring of Sub-Recipient**

Per HUD regulations, the Town must monitor Sub-Recipient activities to ensure compliance with federal, state, and local laws, regulations, and ordinances. Sub-recipients must document compliance. The Sub-Recipient must acknowledge in the Sub-Recipient Agreement with the Town that noncompliance is grounds non-payment by the Town of reimbursement of eligible costs from the CDBG program.

## **7. Criteria for Evaluating Proposals for Funding**

DPCD will determine which activities will be funded based on factors including:

- Activity eligibility
- National objective met
- Priority need served
- Budget and schedule
- Financial stability (cost sharing, matching funds)
- Similar activities conducted previously
- Staffing adequacy of sub-recipient
- Sub-recipient experience

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## **B. PROPOSAL AND EXHIBITS**

### **1. Proposal**

- Each applicant for funds must submit a completed, signed PROPOSAL FORM and applicable exhibits as indicated below.

### **2. Exhibits - For Public Service Applicants ONLY**

- EXHIBIT A - Public Service Budget
- EXHIBIT B - Public Service Workplan
- EXHIBIT E - Non-Profit Agency Conflict of Interest Certification (and attachments)

### **3. Exhibits for Proposals - For Non-Public Service Applicants ONLY**

- EXHIBIT C - Non-Public Service Budget
- EXHIBIT D - Non-Public Service Workplan
- EXHIBIT E - Non-Profit Agency Conflict of Interest Certification (and attachments)

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PROPOSAL

AT A GLANCE INFORMATION	
CDBG AMOUNT REQUESTED:	
DEPARTMENT OR ORGANIZATION NAME:	
TITLE OF ACTIVITY:	

1. Address of the requesting department or organization:
- Street number and name:
- City/town:State:
- Zip code:
2. Organization or department DUNS number:
3. Briefly describe the purpose of your organization or department:

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## ACTIVITY TO BE FUNDED

1. Activity street number and name:

City

State:

Zip code:

2. Identify the type of activity proposed (select ONE):

Public service (e.g., senior services, homeless services, job counseling)

Public facility and improvements – streets, sidewalks, water and sewer

Planning or fair housing

Removal of architectural barriers to disabled or seniors

Rehabilitation/preservation activities (e.g., housing rehabilitation)

Special economic development activities

Micro-enterprise assistance

3. GOAL (description of goal to achieve: make improvement to two streets in low income areas):

4. INPUT (resources to use- staff, volunteers, contractors, supplies, government and other funds)

5. OUTPUT 1 (# of UNDUPLICATED beneficiaries: 55 youth, 200 seniors)

6. OUTPUT 2 – # and type of units, not people (2 streets improved; 10 van trips provided)

7. OUTCOME STATEMENT (select best option)      PURPOSE/OBJECTIVE (select best option)

Accessibility/availability

Create sustainable living environment

Affordability

Provide decent/affordable housing

Sustainability

Create economic opportunities



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<b>QUESTIONS 8 AND 9 – ONLY APPLY TO PUBLIC SERVICES!</b>	
<b>ALL OTHER APPLICANTS SKIP TO QUESTION 8</b>	
<b>8.</b>	What type of public service are you proposing?
	New public service
	Existing service (continued) with quantifiable increase in service level over past 12 mos.
<b>9.</b>	If you will continue an existing service, answer the following three questions.
a)	What is the quantifiable level of service offered over the past 12 months? (Example: 100 seniors received meals; 20 adults received literacy training)
b)	What documentation do you have to back up information on level of service offered in the past 12 months (intake forms, agency reports, audits,)?
c)	What level of service do you propose in 2024-2025? It must be an increase over the prior 12 months. <u>Quantify</u> the service level (e.g., 50 adults will get literacy training)

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- 10.** An assisted activity must meet one of three “National Objectives”: the most common of which is to BENEFIT LOW- AND MODERATE-INCOME RESIDENTS. Each assisted Weymouth activity has met this particular activity. Below are several ways to do this.

Please indicate how your proposed activity will benefit low/mod income residents.

Low/Mod Income Area Basis Activity (LMA): - An activity b e n e f i t t i n g all residents in a Target Area on the attached map.

*This has never applied to public services in Weymouth.*

Low/Mod Income Limited Clientele (LMC): - An activity benefitting a people where at least 51% are low-or-moderate-income.

*\*Applies to all public services EXCEPT ones solely serving a group presumed to be low/mod income- see below.*

Presumed benefit activity: - An activity solely benefitting a group presumed by HUD to be low/mod income.

Populations Presumed Low Mod Income Populations	
Abused children	Battered spouses
Elderly persons 62 or up	Severly disabled adults
Homeless persons	People with AIDS
Migrant farm workers	

Low- or Moderate-Income Housing (LMH): Benefits resident renters and owners of permanent single family or multi-family structures.

Low or Moderate Jobs (LMJ): Benefits low- and moderate-income residents by creating or retaining jobs where 51% are held by low/mod income residents.

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- 11.** Describe experience with similar activities in the past five years (begin with the oldest). Attach additional sheets if needed.

Date:

Title of activity:

Description:

Date:

Title of activity

Description:

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Date:

Title of Activity:

Description:

Date:

Title of Activity:

Description:

Date:

Title of Activity:

Description:

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**12.** Key staff who will carry out and/or supervise the funded activity.

Name:

Title:

Role:

Name:

Title:

Role:

Name:

Title:

Role:

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Signature of Applicant's Authorized Representative

Print Name of Applicant's Authorized Representative

*Your signature signifies that all requested information and documents are accurate and current.*

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**EXHIBIT A – BUDGET FOR PUBLIC SERVICE ACTIVITY**

- 1. Name of Organization/Department:
- 2. Name of Activity Proposed:
- 3. CDBG Funds Requested:
- 4. Other Funds Provided:
- 5. Total Cost (MUST equal sum of Lines 3 & 4):

BUDGET FOR PUBLIC SERVICE ACTIVITY			
BUDGET CATEGORY	CDBG FUNDS	OTHER FUND AMOUNTS (GOVERNMENT/PRIVATE)	TOTAL FUNDS
Salary and wages			
Fringe Benefits			
Office (Program ONLY)			
Utilities			
Supplies/Equipment			
Printing			
Other – explain below			
Total			

Other

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**EXHIBIT B – WORK PLAN FOR PUBLIC SERVICE ACTIVITY**

DESCRIBE STEPS IN CARRYING OUT THE ACTIVITY	DATES



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**EXHIBIT C – BUDGET FOR NON-PUBLIC-SERVICE ACTIVITY**

- 1. Name of Organization/Department
- 2. Name of Activity to be funded:
- 3. CDBG funds requested: Other funds requested:
- 4. Total (CDBG PLUS other funds):

The total in Line 4 must be the same as the total show in the chart below.

A&E			
Construction			
10% of Construction Costs (for A&E)			
15% of Construction Costs (for Contingency)			
Total			

Attach written A&E estimates and construction estimates.

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**EXHIBIT D – WORK PLAN FOR NON-PUBLIC-SERVICE ACTIVITY**

1. Name of Organization/Department:

2. Name of Activity Proposed:

STAGES IN THE DESIGN/CONSTRUCTION PRROCESS	DATES
Develop the RFP Design	
Execute the Design Contract	
Actual Design Phase	
Develop Bid Document	
Execute the Construction Contract	
Construction Phase	
Final Punch List	

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## **EXHIBIT E – NONPROFIT AGENCY CONFLICT OF INTEREST CERTIFICATION**

1. Agency name: DUNS #:
2. Agency address:
3. Title of proposed activity:
4. Address of activity:
5. CDBG funds requested:

### **CERTIFICATION:**

To the best of my knowledge, information in this proposal and documents listed below, are true and correct and authorized to be provided by the governing board of the organization (excluding town departments). The organization will comply with regulations applicable to the CDBG program. The following documents are attached to this proposal.

1. Articles of Incorporation/Bylaws
2. Current list and addresses of Board of Directors
3. Evidence of current annual report filed with Secretary of the Commonwealth
4. Evidence of current annual report filed with the Attorney General of the Commonwealth
5. Evidence of current filing of IRS 990
6. One of the following Financial Statements ((a) or (b) for past recipients)
  - a) The OMB A-133 Audit (if \$750,000 or more aggregate federal funds are expended);
  - b) Financial statements compiled by CPA (if not bound by A-133 requirements);
  - c) Most recent Profit and Loss Statement (only for first time CDBG applicants); and
7. IRS 501(c)(3) Designation Letter (excludes town departments).

Signature of Exec. Director of Organization:

Date:

# Weymouth LMI Target Areas 2021 Onward

ACS 5yr Summary  
2011-2015



Prepared for the  
Weymouth Office of Planning  
And Community Development  
May 1, 2021

**DISCLAIMER:**  
The Town of Weymouth makes no claims, no representations, and no warranties, expressed or implied, concerning the validity (expressed or implied), the reliability or the accuracy of the GIS data and GIS data products furnished by the Town, including the implied validity of any uses of such data. The use of this data, in any such manner, shall not supersede any federal, state or local laws or regulations.

**ADDITIONAL SOURCES:**  
Massachusetts Executive Office of Environmental Affairs, MassGIS: Community Boundaries  
Tract and Block Group Boundaries: US Census Bureau

The Town of  
**WEYMOUTH**  
Massachusetts  
Incorporated 1635



## LEGEND

- Low/Mod Target Areas
- Environmental Justice Areas
- Weymouth Census Tract Boundary
- Weymouth Census Block Group Boundary
- Weymouth Census Block Group Label and Rank

## Town of Weymouth Community Development Block Grant ACS 5yr Low/Mod Income Summary

Rank	Census Tract	Block	% Low Mod Inc. Families	Low Mod Univ
1	422502	4	67.1	1655
2	422501	2	64.5	1775
3	422302	3	61.5	1295
4	422502	2	58.5	880
5	422600	1	57.9	985
6	422501	1	57.5	1800
7	422400	1	54.4	690
8	422200	5	53.8	1860
9	422800	1	52.1	1335
10	422800	4	51.5	650
11	422400	5	50.7	2385
12	422502	3	50.5	1575