

## Request for Proposals – Weymouth CDBG Funds 2017-2018

Each year, the Town of Weymouth receives an annual entitlement grant (Community Development Block Grant or CDBG) from the US Dept. of Housing and Urban Development (HUD) to be used for housing and community and economic development. Funds must predominately benefit low and moderate income residents. The estimated grant is \$635,910, level with funding for the current fiscal year. The grant is managed by the Town Dept. of Planning and Community Development (DPCD) and must meet the priority needs of low/moderate income residents, be eligible, and meet a HUD national objective. Eligible applicants may apply for funds using this form.

The Mayor determines which proposed activities will be funded and for what amount. The Town Council must review and may approve or disapprove. The DPCD will publish a draft Annual Action Plan (i.e., proposed decisions) in the *Weymouth News* with a 30 day public comment period and will submit the final Plan to HUD by May 15, 2017.

### Entities eligible to apply:

- \*A government agency or department; OR
- \*A nonprofit organization under 501(3)(c); (MUST attach all required documents!) OR A faith based organization; OR
- \*A for profit for economic development purposes; OR
- \*An institute of higher education.

### Scheduled 2017-2018 Application Process:

1. **REQUIRED Technical Meetings - Tuesday, January 17 - Friday, January 20, 2017**

Call 781.340.5015 to set up a meeting on proposals with Jody Lehrer (public services); Kate Marshall (infrastructure improvements); housing improvements (Jane Kudcey).

2. **Deadline for Proposal Submittal – Friday, February 3, 2017**

Five copies of completed, signed RFPs including appendices must be received by 4:30 p.m. at the DPCD, 3rd Floor, Weymouth Town Hall, 75 Middle Street, Weymouth, MA, 02189.

3. **REQUIRED Public Hearing on Submitted Proposals – Tuesday, February 21, 2017**

7:00 PM, McCulloch Room 12 (Art/Conf Room), 182 Green Street, Weymouth, MA .

### Forms

- Complete Sections 1 **AND** 2; sign as indicated, complete exhibit forms as instructed.
  - Section 1 - Proposal Form
  - Section 2 - Performance Measurement Form
  - Exhibit A – One for projects ONLY (non public services); One for public services ONLY
  - Exhibit B – Schedule for project design & construction – Projects Only
  - Exhibit C – Non Profit Conflict of Interest Certification Including ALL required documents
- Submit **four completed, signed copies** of RFP package to the DPCD.
- Must submit a revised budget if actually funded for less than amount applied for.

## **CDBG PROGRAM OVERVIEW**

### **ELIGIBLE ACTIVITIES**

- Acquisition of real property
- Relocation and demolition
- Rehabilitation of residential and non-residential structures
- Public facility improvements (water & sewer systems, streets, curbs, parks, drainage, etc.)
- Public services, within certain limits
- Activities relating to energy conservation and renewable energy resources

INELEGIBLE activities includes: improvements to buildings used for general conduct of government (town hall), except for removal of architectural barriers; general government expenses; political activities; equipment purchases in general; operating & maintenance costs; and religious activities.

### **COMPLIANCE WITH NATIONAL OBJECTIVES**

- Each activity must meet one of the following national objectives: a) benefit low and moderate income persons; b) aid in prevention or elimination of slums and blight or c) address an urgent need (e.g., earthquake or flood).

### **MEET A CONSOLIDATED PLAN PRIORITY NEED**

- Funded activities must meet a priority need identified in the 2015-2019 Consolidated Plan:

<b>Public Services</b>	Relating to children, youth, seniors, severely disabled adults, health /mental health, adult education, workforce development/training, parenting skills, homeless case management, financial counseling, substance abuse counseling, other low/mod income resident services
<b>Public Housing Improvements</b>	Physical improvements to public housing
<b>Multi-Unit Residential Unit Improvements</b>	Physical improvements to multi-unit residential buildings
<b>Improvements to Handicapped Centers</b>	Physical improvements to centers/facilities for the severely disabled
<b>Improvements to Public Facilities</b>	Physical improvements to public facilities including buildings and parks
<b>Economic development</b>	Job creation
<b>Improvements to Infrastructure</b>	Physical improvements concerning drainage and flood control, streets, sidewalks, curb cuts

### **LIMITATIONS ON USE OF CDBG FUNDS**

- At least 70% of CDBG costs during the three year period from FY 2015 to FY 2019 must benefit low & moderate income persons;

- No more than 15% of the annual CDBG grant may be used for public services (\$95,387); and
- No more than 20% of CDBG costs may be for planning and program administration (\$127,182).

### **GUIDELINES FOR PUBLIC SERVICE ACTIVITIES**

- An eligible public service is one that EITHER is a new service OR a quantifiable increase in the level of a service above what has been provided by, or on behalf of, the town. The activity must also serve low and moderate income persons. Such an activity includes:
  - One that benefits residents on an area basis (an area in Weymouth designated by HUD as low and moderate income area based on the 2010 Census);
  - One that serves a *limited- clientele*:
    - Persons in a group presumed to be low and moderate income (abused children, battered spouses, seniors, disabled adults, homeless persons, and illiterate persons).
    - Persons who demonstrate through financial documentation (pay stubs, 1040s) that based on family size and income they are low or moderate income.
- Public service activities include, but are not limited to, one relating to: employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, welfare, homebuyer down payment assistance, or recreational needs. CDBG funds may be used to pay for labor, supplies, and materials directly related to such services.

### **GUIDELINES FOR ECONOMIC DEVELOPMENT PROJECTS**

- Economic development projects must undergo two additional steps: a) evaluation of project costs and financial requirements; and b) evaluation of public benefit. Such projects must be evaluated to ensure that: project costs are reasonable; that all sources of project financing are committed; that CDBG funds are not substituted for non-Federal financial support; that the project is financially feasible; that the return on the owner's equity investment will not be unreasonably high; and that CDBG funds are disbursed on a pro rata basis with other finances provided to the project.
- Economic development activities also must in the aggregate, create or retain at least one full-time equivalent, permanent job per \$35,000 of CDBG funds used; or provide goods or services to the residents of an area, such that the number of low- and moderate-income persons residing in the areas covered by the assisted business amounts to at least one low- and moderate-income person per \$350 of CDBG funds used. Individual economic development activities must not be assisted with CDBG funds if: 1) the amount of CDBG assistance exceeds either \$50,000 per full-time equivalent, permanent job created or retained; or \$1,000 per low- and moderate-income person to which goods or services are provided by the activity; or 2) the activity consists of or includes any of the following: general promotion of the community; assistance to professional sports teams; assistance to privately-owned recreational facilities that serve a predominantly higher-income clientele, where the recreational benefit to users or members clearly outweighs employment or other benefits to low- and moderate-income persons; acquisition of land for which the specific proposed use has not yet been identified; and assistance to a for-profit business while that business or any other business owned by the same person(s) or entity (ies) is the subject of unresolved findings of noncompliance relating to previous CDBG assistance provided by the recipient.

### **REPORTING REQUIREMENTS AND SUBRECIPIENT MONITORING**

- HUD requires that all CDBG assisted activities be properly documented and monitored. The Town

and sub-recipients must maintain sufficient records that show that CDBG-assisted activities meet all CDBG requirements. The Town reserves the right to withhold the release of funds if the sub-recipient is deficient in its reporting and documentation responsibilities. The Town will conduct monitoring to ensure sub-recipient compliance of the sub-recipient with applicable laws and policies.

### **CITY, STATE AND FEDERAL REQUIREMENTS**

- CDBG funds must be used consistent with applicable town and state laws as well as federal laws. Such laws include procurement policies, state and federal prevailing wage rates, Equal Employment Opportunity requirements; anti-kickback rules, Davis-Bacon Act (prevailing wages for construction projects in excess of \$2,000 or housing of 8 units or more), accounting records, bonding and insurance; and environmental laws.
- Non-profit organizations and educational institutions receiving CDBG funds are subject also to Cost Principles for Non Profit Organizations (2 CFR Part 23/A-122) or Cost Principles for Educational Institutions (2 CFR Part 220) *and* OMB Circular A-133 (Audits of Institutions of Higher Education and Other Nonprofit Institutions), *and*, Uniform Administrative Requirements for Grants and Other Agreements with Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215/A-110) or the related provisions of 24 CFR 570.502(b) (1) to (4). See Attachment A.
- Government entities are required to comply with Cost Principles for State, Local, and Indian Tribal Governments, (2 CFR Part 225/A-87), OMB Circular A-128, Audits of State and Local Governments, and with specified sections of 24 CFR 85 (Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments) or the related provisions of 24 CFR 570.502(a) (1) to (20). See Attachment B.

### **PERFORMANCE MEASUREMENT FORM (SECTION 2)**

- Section 2 must be completed by all applicants and is the way that the Town measures the success of the project for which CDBG funding is awarded.

### **SELECTION CRITERIA AND PROCESS**

- Activity meets a priority need identified in the FY 2015-2019 Consolidated Plan.
- Activity is eligible under HUD regulations.
- Activity meets a national objective under HUD regulations.
- Activity not otherwise available locally; and
- Contribution to statutory requirements (e.g., 70% low-mod-benefit for CDBG).
- Adequacy of prior performance by sub-recipient previously regarding CDBG activities.
- Clear statements of outputs and outcomes of proposed activity in relation to these needs;
- Budget – committed funds from other funding sources to leverage CDBG dollars.
- Capacity to conduct activity - experience; financial stability, expertise
- Housing project quality - design, compatibility w/ surroundings, energy efficiency, amenities;
- Housing Development – creation of NEW affordable housing, fund leveraging, sufficient income to cover debt service payments; ratio of debt service to net operating income; HOME funds per unit.

## SECTION 1 – PROPOSAL FORM FOR CDBG FUNDS

**Name and Address of Applicant Organization or Department:**

**Name of Applicant Representative:**

**Phone Number of Applicant Representative:**

**Email of Applicant Representative:**

**Title of Applicant Representative:**

**Type of Organization or Department: Chose One**

<input type="checkbox"/> Unit of Government;	<input type="checkbox"/> Non profit under 501(3)(c);
<input type="checkbox"/> Institute of Higher Education	<input type="checkbox"/> For Profit Authorized Under 570.201 (0);
<input type="checkbox"/> Faith Based Organization	

**Title of Proposed Activity:**

**Address of Proposed Activity:**

**Exact Dollar Amount of Proposed Activity:**

**Is Organization or Department a Not for Profit Entity? (Yes or No)**

### NON PROFIT ORGANIZATIONS

**You MUST submit as attachments the following documents or your proposal is incomplete:**

1. Articles of Incorporation/Bylaws
2. Current List and Addresses of Board of Directors
3. Evidence of current annual report filed with Secretary of Commonwealth
4. Evidence of current annual report filed with Attorney General of Commonwealth
5. Evidence of current filing of IRS 990
6. One of the three types of Financial Statements (a. or b. for past recipients)
  - a. Copy of OMB A-133 Audit (Required if \$750,000 or more in aggregate Federal funds expended), or
  - b. Financial statements compiled by CPA (if not bound by requirements of OMB A-133), or
  - c. Most recent Profit and Loss Statement (only first time applicants may submit)
7. IRS 501(c) (3) Designation Letter (excludes town departments)
8. Signed Conflict of Interest Statement – Attachment

**Description of Proposed Activity - Attach another page if necessary.**

**This Box is for Public Services ONLY**

**For public services, the activity must serve one of the following. Please indicate primary clients- ONE category ONLY:**

- ☐ Seniors (over 60 years old);
- ☐ Severely handicapped adults;
- ☐ Abused spouses;
- ☐ Abused children;
- ☐ Homeless persons;
- ☐ Illiterate adults;
- ☐ Persons living with AIDS; OR
- ☐ Low/Moderate Income residents determined through collection of household income data and pursuant to HUD income limits. See general information on public services in this RFP.

**This Box is for Projects ONLY (Excludes Public Services): The project will involve:**

- ☐ Acquisition
- ☐ Clearance activities
- ☐ Public facilities and improvements
- ☐ Removal of architectural barriers/handicapped access
- ☐ Rehabilitation and preservation activities
- ☐ Special economic development activities
- ☐ Improvements to multi unit residential buildings- NOT to common areas but to units
- ☐ Improvements to multi unit residential buildings – to common areas – NOT to units
- ☐ Improvements to single unit residential buildings
- ☐ Technical assistance for Microenterprises
- ☐ Other – specify:

<b>Staff Qualifications</b>	
<b>Staff Information:</b> Attach list of key staff and management plus and contractors or consultants who will work on the activity- include roles with respect to activity and qualifications.	
<b>Signature</b>	
<b>Print and sign this Proposal and enclose with required Exhibits.</b>	
I hereby certify that information provided herein, including organization's IRS 501(c) (3) exemption letter (if applicable), is accurate, complete, and current. The applicant agrees to abide by the grant award terms and conditions under HUD's CDBG Program.	
<b>Print Name of Applicant's Authorized Representative:</b>	
<b>Signature of Applicant's Authorized Representative:</b>	
<b>Title:</b>	<b>Date:</b>

## SECTION 2 – PERFORMANCE MEASUREMENT

### INSTRUCTIONS

All applicants must complete this form - read instructions and see sample completed form on Page 9!

1. **Name of applicant:** provide legal name of applicant organization or department
2. **Need Statement** a description of needs to be addressed.
3. **Goals** - are the proposed solution for meeting the need, above.
4. **Activities** - what you will do with inputs (below) to fulfill mission -similar to scope of work.
5. **Inputs** -major resources (e.g., staff, contractors, materials) to help you achieve goal.
6. **Output #1 - Unduplicated Count of Beneficiaries** estimated # of unduplicated persons to benefit from activity (e.g., 15 school students; 50 seniors).
7. **Output #2 - Service Units** indicate service units (e.g., X # of workshops p/week to be provided (annually: X \*52) or Y number of daycare slots p/week (annually: Y\*52).
8. **Outcomes** - choose (a), (b), or (c) from below based on the type of activity you are proposing:
  - a. Availability/Accessibility
    - Providing new or greatly improved infrastructure, facilities or amenities
    - Providing increases access to services
    - Providing new housing units
    - Creating new jobs
    - Increasing access to employment or education
  - b. Affordability
    - Reducing cost of housing
    - Reducing cost of services
    - Reducing cost of infrastructure or public facilities for users
  - c. Sustainability
    - Enabling people to retain housing
    - Retaining jobs
    - Improving self-sufficiency, life skills, or quality of life for youth, elderly, or special needs persons
    - Restoring historic buildings
9. **Objectives** - choose (a), (b), or (c), below, based on the type of activity you are proposing:
  - a. Create Suitable Living Environments:
    - Constructing/improving public facilities, infrastructure, or neighborhood amenities
    - Directly serving youth, elderly, special needs persons - other than housing or job training
  - b. Provide Decent Affordable Housing:
    - Projects which build, finance, renovate, or rehabilitate housing
    - Projects which provide education or financial assistance to homebuyers
    - Projects which provide housing-related services
  - c. Create Economic Opportunities:
    - Projects which create jobs
    - Projects which provide employment or micro-enterprise training
    - Projects involving commercial revitalization



<b><u>SAMPLE COMPLETED PERFORMANCE MEASUREMENT FORM</u></b>	
<b>QUESTION</b>	<b>RESPONSE</b>
1. Name of Activity Proposed for Funding	Providing mental health counseling to Weymouth residents who are low income.
2. Need Statement	There are 1500 individuals residing in Weymouth who are low income and need mental health counseling.
3. Goal	To meet the needs of low and moderate income individuals residing in Weymouth for mental health counseling services.
4. Describe Activity	Provide mental health counseling and follow-up to income eligible Weymouth residents.
5. Input	Provide one session per week for 20 weeks to 5 clients residing in Weymouth who need mental health services.
6. <b>Output 1</b> - Unduplicated annual count of persons to be served	Provide mental health counseling for <b>five</b> low income Weymouth individuals for 20 weeks.
7. <b>Output 2</b> - service units (# of units [daycare slots, shelter beds, etc.]) per week or month)	Provide 100 sessions of mental health counseling for low income residents in Weymouth.
8. Outcome (i.e., A, B, C)	<input type="checkbox"/> A Availability/Accessibility <input type="checkbox"/> B Affordability <input type="checkbox"/> C Sustainability
9. Objective (i.e., A, B, C)	<input type="checkbox"/> A Create suitable living environment <input type="checkbox"/> B Provide decent affordable housing <input type="checkbox"/> C Create economic opportunities

<b>PERFORMANCE MEASUREMENT FORM</b>	
<b>QUESTION</b>	<b>RESPONSE</b>
1. Name of Activity Proposed for Funding	
2. Need Statement	
3. Goal	
4. Describe Activity	
5. Input	
6. <b>Output 1</b> - Unduplicated annual count of persons to be served	
7. <b>Output 2</b> - service units (# of units [daycare slots, shelter beds, etc.]) per week or month)	
8. Outcome (i.e., A, B, C)	<input type="checkbox"/> A Availability/Accessibility <input type="checkbox"/> B Affordability <input type="checkbox"/> C Sustainability
9. Objective (i.e., A, B, C)	<input type="checkbox"/> A Create suitable living environment <input type="checkbox"/> B Provide decent affordable housing <input type="checkbox"/> C Create economic opportunities

**Exhibit A- Public Service Activity Budget – FY 2017-2018**

Town of Weymouth, Massachusetts, CDBG Program – Public Service

Name of Proposed CDBG Activity:

Name of Agency/Dept./Organization:

BUDGET	FUNDS REQUESTED	MATCH/ OTHER FUNDS	SOURCES OF MATCH OR OTHER FUNDS
CATEGORY			
(a)	(b)	(c)	(d)
Total Requested CDBG Funds			Total of Column b
Total Match (non CDBG) Funds			Total of Column c
Total Program Costs			Columns b + c
Total Number of Unduplicated Beneficiaries to Serve			

EXPLANATION IF NEEDED:

Exhibit A – <i>Project Budget</i> (Excludes Public Services) – FY 2017-2018			
Town of Weymouth, Massachusetts, CDBG Project			
Name of Proposed CDBG Project:			
Name of Organization or Department Conducting Project:			
BUDGET	FUNDS REQUESTED	MATCH/ OTHER FUNDS	SOURCES OF MATCH AND OTHER FUNDS
CATEGORY			
(a)	(b)	(c)	(d)
A&E	\$	\$	
Construction	\$	\$	
10% of construction costs (for A&E)	\$	\$	
15% of construction costs (for contingency)	\$	\$	
Other- SPECIFY!			
TOTAL REQUESTED CDBG	\$		Total of Column b
TOTAL MATCH/OTHER FUNDS		\$	Total of Column c
TOTAL PROGRAM COSTS		\$	Columns b + c
TOTAL UNDUPLICATED BENEFICIARIES			
EXPLANATIONS:			

<b>Exhibit B – Schedule for CDBG Project Design and Construction</b>	
<u>INSTRUCTIONS:</u> PROVIDE Start and completion dates for each step: month and year.	
Name of Applicant Organization or Department:	
Name of CDBG project:	
Develop RFP Design	
Execute Design Contract	
Actual design	
Develop bid document	
Execute Construction Contract	
Construction	
Final punch list	

**Attachment C - Conflict of Interest Certification- Non Profit Organizations MUST complete this form.**

Name of Organization:
Address of Organization:
Name of Organization Representative:
Email:
Phone Number:
Name of Activity for Which CDBG Funds are Requested:
Address Where Activity Will be Conducted:
Amount of CDBG Request:
DUNS #:

***Certification:*** *To the best of my knowledge, data in this application are true and correct, this document has been duly authorized by the governing body of the organization (excluding town departments), and the organization will comply with regulations applicable to the Weymouth's Community Development Block Grant program. Copies of the following documents are attached to the proposal submitted in response to a Request for Proposals for CDBG funds:*

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

---

Executive Director

---

Date