

REDEVELOPMENT AUTHORITY



Fiscal Year 2020 REQUEST FOR PROPOSAL APPLICATION (RFP) FOR COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUNDS

Program/Activity: _____

Due: Submit 1 signed original copy on white, 8.5" x 11" paper (collated and stapled) and send one copy electronically to ehall@brocktonredevelopmentauthority.com. Packet must be received by 3:00PM, Thursday, March 20, 2020.

If you have any questions or need assistance, please contact the Brockton Redevelopment Authority at 508-586-3887.

Applications submitted after Thursday, March 20, 2020 at 3:01PM will not be considered for funding.

For Office Use
Date Submitted: _____
Received By: _____

APPLICATION CHECKLIST MUST BE INCLUDED WITH RFP SUBMISSION

General Information (Item I, Page 4)

Organizational Information Provided

Consolidated Plan Strategies (Item III, Pages 6-7)

Goals of Program/Activity Determined (i.e. Housing, Homeless, etc.)

Proposal Outline (Item IV, Pages 8-10)

Outline complete, including:

- Executive Summary
- Needs Statement
- Description of Proposed Program or Project
- Goals and Objectives
- Methods of Accomplishing Goals and Objectives
- Organization Experience
- Management & Staff Experience
- Strategies for Building on Community Strength
- Program Evaluation Process
- Matching Funding
- Fiscal Management

Project/Activity Budget and Organization Budget (Item V, Pages 10-14)

Completed

Performance Measures (Item VI, Page 15)

Outcomes and Outputs answered

Special Needs Populations and Clientele Information (Items VII and VIII, Page 16)

Outcomes and Outputs answered

***new* Internal Controls Checklist (Page 17)**

Completed

Submitted by (Name/Title): _____

Signature: _____ Date: _____

HUD ELIGIBILITY CHECKLIST

In order to determine compliance with all applicable HUD regulations and to help to ensure that projects will be eligible for CDBG funding, the BRA will need to address all HUD requirements. The purpose of this checklist is to point out areas where potential problems could arise. Please fill it out entirely indicating all items which are not applicable and include it as part of your proposal application.

A. General Subrecipient Information	Yes	No	N/A
1. Is your project eligible for CDBG funding?			
2. Are previous CDBG projects complete to the degree required?			
B. Applicant's Background	Yes	No	N/A
1. Is the applicant a legal non-profit organization or unit of government?			
2. Do the proposed clients or users of the project meet HUD Income Guidelines (see page 7 from RFP Guidelines for CDBG Funds)?			
3. Does applicant have the capability to maintain written income documentation?			
4. Has the applicant made a legal or financial commitment to a proposed project?			
5. Is the applicant primarily a religious organization?			
6. Has the applicant administered a CDBG project previously?			
7. Is your agency willing and able to provide all required reports and accountability to the BRA as required by HUD			
C. Project Location and Land Use Issues	Yes	No	N/A
1. Has a location for the project been selected?			
2. Is the proposed project within the City's limits?			
3. Does the proposed project meet local zoning and land use laws?			
4. Are any land use permits such as a Site Review required?			
5. Have these approvals been obtained?			
6. Does the project comply with current building code requirements?			
7. Does the project meet handicapped accessibility requirements?			
D. Environmental Issues	Yes	No	N/A
1. Is the project located in the 100-year floodplain?			
2. Is a wetland located on the project site?			
3. Has any environmental contamination been identified on the project site?			
4. Has asbestos or lead paint been identified on the project site?			
5. If project involves an existing structure, was it built 1978 or earlier? If year built is known, please specify.			
6. Is the proposed project located on a major arterial or near the railroad?			
7. Is the proposed project located adjacent to an above ground flammable storage tank?			
8. Does the proposed project involve a structure that is 50 years or older?			
E. Labor Requirements	Yes	No	N/A
1. Does the project involve construction over \$2,000 in cost?			
2. Will the project trigger Davis-Bacon wage requirements?			

BROCKTON, MASSACHUSETTS

**APPLICATION FOR FEDERAL COMMUNITY DEVELOPMENT BLOCK GRANT
(CDBG) FUNDS**

(July 1, 2020 – June 30, 2021)

INSTRUCTIONS: This application contains the minimum amount of information necessary for proposal review. Additional information should be included as required to provide detail of funding requested. Use extra sheets, if needed. The Brockton Redevelopment Authority (BRA) may request more information from the applicants. No incomplete application will be considered for funding.

Applicants must be able to demonstrate ability to provide services as described, adhere to grant requirements, and meet a need of the Brockton community.

In accordance to Department of Housing & Urban Development (HUD) Regulations and Amendments to 24 CFR, Part 570, all activities to be funded utilizing Community Development Block Grant Funds must serve in excess of seventy percent (70%) low and moderate-income people and 100% for low and moderate benefits for activities carried out under the category of public services. Applications that are accepted for funding will be approved subject to submission of certified acceptable documentation relative to the HUD 70% Benefit Rule.

I. General Information:

Organization Name: _____

Organization Address: _____

Project Name: _____

Project Address: _____

Contact Person(s): _____

Telephone Number: _____ Fax Number: _____

Email Address _____

Employer IRS ID: _____ DUNS #: _____

If you do not presently have a DUNS number, you will be required, if funded by HUD, to obtain one prior to contract execution.

II. Basic Eligible Activities

According to HUD regulations, the Community Development Block Grant's (CDBG) primary objective is to improve communities by providing decent housing; a suitable living environment; and expanding economic opportunities "principally for persons of low- and moderate-income". As a result, all projects/activities must include some method of documentation that CDBG funds used benefit persons of low to moderate-income.

Basic Eligible Activities are as follows:

Acquisition; Public Facilities; Clearance Activities; Public Services; Interim Assistance; Removal of Architectural Barriers; Rehabilitation and Preservation Activities; Special Economic Development Activities; Microenterprise Assistance; and Special Activities by Community Based Development Organization.

Please contact BRA prior to completing the application to ensure that your application is qualified.

Project Eligibility

The project requesting funding must meet at least ONE of the National Objectives of the CDBG Program listed below:

- **Benefits Low and Moderate-Income Individuals/Households**
- **Meets an Urgent Need**
Must pose a serious and immediate threat to health and welfare of community, i.e. natural disaster
- **Prevent or Eliminate Slum or Blight**

***For National Objectives: All projects/activities should benefit low/mod income individuals or families of the City of Brockton ONLY. Brockton has no areas identified as "slums and blight" nor an "urgent need", as defined by HUD.**

At least one of the objectives of your proposed request must meet the following:

- **Enhance/Create Suitable Living Environment**
In general, this objective relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment
- **Create Decent Affordable Housing**
The objective focuses on housing programs where the purpose of the program is to meet individual family or community needs and not programs where housing is an element of a larger effort (such as would be captured above under Suitable Living Environment)
- **Creating Economic Opportunity**
This objective applies to the types of activities related to economic development, commercial revitalization, or job creation

One of the following outcomes must be met by proposed activity:

- **Availability/Accessibility**
This outcome category applies to activities that make services infrastructure, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities. Accessibility does not refer only to physical barriers, but also making the affordable basics of daily living available and accessible to low- and moderate-income people.
- **Affordability**
This category applies to activities that provide affordability in a variety of ways in the lives of low and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care.
- **Sustainability: Promoting Livable or Viable Communities**
This outcome applies to projects where the activity or activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low and moderate-income people or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.

III. Consolidated Plan Strategies

The FY2018-2022 Consolidated Plan has been approved by HUD and the following strategies are part of that plan. Of the strategies listed, please indicate which goals your project will meet for FY2020 (check all goals that apply within your project's applicable strategy):

A. Housing Strategies

- Use HOME and/or CDBG funds to maintain, support and preserve the existing housing stock prevent housing deterioration and vacancies.
- Use HOME and/or CDBG funds to underwrite the acquisition and/or rehabilitation of a property to create or preserve affordable housing.

B. Homeless Strategies

- Increase the stock of permanent supportive housing to reduce homelessness among individuals and families.
- Provide emergency and transitional shelter for homeless individuals and families.
- Provide outreach and supportive services to homeless individuals and families.

C. Strategies to Help Persons With Special Needs

- Provide the elderly with transportation and services that enable them to live independently and actively in the community.

D. Community Development Strategies

- Removal of Architectural Barrier Needs: Continue to bring public facilities into conformance with the Americans with Disabilities Act (ADA) and make other improvements to provide access to low- and moderate-income persons.
- Infrastructure Improvement Needs: Continue to improve public infrastructure in eligible areas through streetscape improvements and ADA improvements.
- Public Facilities Needs: Construct improvements to eligible park and recreation facilities to improve the quality of life for low- and moderate-income residents.
- Public Service Needs: Improve and expand social service facilities and services to meet the needs of the community.
- Provide the elderly with social services and transportation to enable them to remain living independently and staying active in their community.
- Economic Development Needs: Explore ways to effectively assist businesses in Brockton and fund commercial area improvements to assist in the success of Microenterprises and other businesses in eligible areas.

Check appropriate box below. The proposed project involves:

- New Construction - Must be for a new unfunded activity only and must have a 100% benefit to low income people.
- Rehabilitation or building alteration (must be to a municipal or a non-profit owned structure). Must be for a new or a greatly expanded on-going activity.
- Funding of social service program's operating expenses
- Funding of economic development activity that will directly affect in excess of 70% low and moderate-income people. Certified documentation on how this will be attained must be submitted by the applicant.
- Other _____
- If project is a new or greatly expanded activity, provide additional information, exhibits, and funding source(s).

IV. Proposal Application Outline

Please submit an outline for your project covering the below information. Please be as descriptive as possible:

1. Executive Summary

Clearly and concisely summarize your request for funding by explaining who will be served, how many will be served, what program is proposed, and the total amount of CDBG funds requested to operate this program.

2. Needs Statement

Discuss the problem or need your project is designed to address. Provide sufficient data to document the needs to be met or the problem(s) to be addressed by the program. Please cite the sources of the information used.

3. Description of Proposed Program Project and Target Audience

a. Describe the elements of your proposed program or project, including information on a target population, numbers of people to be assisted, special features, level of staffing, and where services will be delivered and how. Identify the service area by boundary or perimeter streets.

b. Will this project directly benefit in excess of 70% low and moderate-income people? Explain briefly. If the project will not benefit in excess of 70% low and moderate-income people, what is the percentage?

4. Goals and Objectives & Methods of Accomplishment

a. List and describe the goals and objectives of the proposed project. Make sure that objectives are stated in measurable terms.

b. Describe the activities you will use to achieve the stated goals and objectives.

5. Strategies for Building on Community Strengths

How do you intend to build on the strengths of the institutions, agencies within the City and/or your agency in administering your program or project with limited funding?

6. Program Evaluation Process

Explain how you will evaluate the results of your project. Will this occur monthly or quarterly? How will you determine that you have accomplished the project's goals and objectives? Please describe your method for obtaining this information from all clients served by your CDBG funded project or program.

7. Matching Funding

Describe additional funding you have in place or anticipate applying for. Provide a list of names or organizations along with exhibit copies of letters of requests and refusals. Provide documentation of public and or private agencies that are committed to provide funding for your proposed program during fiscal year 2020. Include agency name, address, contact person, telephone number and email address.

8. Fiscal Management

CDBG funds are paid-out to grant recipients on a reimbursement basis. Please describe your agency's financial capacity to operate the project on a reimbursement basis. Describe accounting procedures to ensure accurate financial reporting and fiscal control. These processes are subject to review during monitoring which will be done each fiscal year funded in some capacity.

9. Schedule of Project Activities

Identify all of the primary tasks that will be completed as a timeline during the fiscal year as part of your program. This information will form the basis for determining how well your project is planned. It will also be used as an important monitoring tool if a grant is awarded for your project. Add as many activities as needed to achieve each goal.

V. Project/Activity Funding Request and Budget

1. CDBG Funds Requested: \$ _____
Total funding anticipated to be leveraged from other sources: \$ _____

Please use the [Budget Summary Worksheet of page 13](#) for a more specific breakdown.

NOTE: Under no circumstances may costs incurred prior to an award of CDBG funds be eligible for reimbursement through this grant program.

2. In order for a program to be funded back to back fiscal years, the program must be an expansion of the year before. This means it could be new clients from the prior year, or a new program. Please indicate below which best applies to the proposed project/activity:

New Program

Expansion of Existing Program. Description of such expansion:

Support of Existing Program (with no expansion). What type of support?

New “support” program

Existing “support” program (with no expansion)

Other (Explain)

3. What is the total cost of the proposed project/activity? Attach a copy of your organization’s budget for proposed activity. Provide estimates obtained for project costs to substantiate request for funding.
- For public services: Use [Program Budget Form on page 14](#) to provide a budget summary for the proposed project/service. Use it to estimate all costs directly related to the proposed project or services. If approved, you may be required to further itemize costs.
 - For rehabilitation/construction projects/activities: attach a budget with sources and uses for the project. Your proposal must include copies of contractor and/or architect/engineer estimates. If you have applied for funding from any other source(s) for this project include any letter(s) of commitment for ongoing funds or approved funds from other source(s) to assist with the proposed project/services that you are requesting. Should the budgeted funds not be sufficient to carry out the approved requested improvements, the BRA will either reduce the scope of the requested improvements, request the applicant to provide matching funds in an amount sufficient to carry out the improvements or reject the project activity due to lack of funding.

NOTE: All rehabilitation and/or alterations must be carried out as determined by the Secretary of Labor in accordance with the Davis-Bacon Act, as amended, (40 USC.276a - 276a-5)

4. What is/are the current source(s) of funding for the project/service? What are your organization's major source(s) of revenue to operate programs?

5. Has the organization attempted to coordinate the project/service with other agencies to avoid duplication of services? If yes, please explain.

6. Please list names and addresses (to the best of your knowledge) of other agencies in the City of Brockton (including non-profit and government) that are performing the same or similar activity or program as contained in your CDBG funding request. How do the programs differ? How do they overlap? Is there collaboration with other agencies?

7. As a prerequisite for possible funding, all agencies or non-profit groups applying for Community Development Block Grant Funds **MUST SUBMIT**, with their application(s), their latest copy of a certified Audit on the expenditure of Federal, State, City or private funds in carrying out their program activities. The Brockton Redevelopment Authority will utilize the Audit to not only review the qualifications of the applicant, but to also project as to whether or not Federal CDBG Funds will be used for a new or greatly expanded activity. The audit should also specifically outline the cost of each activity being carried out under the applicant's program.

NOTE: Applications submitted without a copy of the latest certified audit will not be reviewed by the Brockton Redevelopment Authority for possible funding. A list of all funding sources along with amounts received must also be submitted with the audit.

ESTIMATED CDBG PROJECT/PROGRAM BUDGET SUMMARY WORKSHEET

Budget Category	CDBG Funding Request <i>(should match the requested amount)</i>	Other Funding <i>(should complete amounts needed for project to operate)</i>	Total Project Budget
Salary & Wages			
Fringe Benefits			
Consultant/Contract Services			
TOTAL PERSONNEL BUDGET			
Office Rent			
Utilities			
Telephone			
Office Supplies			
Equipment			
Printing			
Travel/Conference			
Police Detail			
Liability Insurance			
Other (specify)			
TOTAL NON-PERSONNEL BUDGET			
TOTAL PROJECT BUDGET			

*Please revise this form and annotate budget items as needed.

TOTAL PROGRAM BUDGET

Identify Dates of Present Budget Year Thru Budget/Revenue Summary

	Current Year	Grant Request Year
<u>Private Sector</u>	Budgeted (FY2019)	Projected Budget (FY2020)
Contributions - General		
Special Events		
Bequests		
Endowments		
Associated Organizations		
Allocations from United Way Agencies		
Membership Dues-Local Member Unit		
Program Service Fees		
Sale of Supplies/Services to Local Unit		
Sales to the Public		
Investment Income		
Miscellaneous Revenue		
SUB-TOTAL		
<u>Public Sector</u>		
Federal		
State		
County		
Municipal		
Other		
SUB-TOTAL		
TOTAL SUPPORT/REVENUE		

* Do not include FY2020 CDBG Request for Funding. Only other federal grants anticipated or secured.

VI. Performance and Outcome Measures

The US Department of Housing and Urban Development (HUD) requires entitlement grantees to implement a performance measure system that gathers information to determine how the programs and projects are meeting local needs. Based on the intent when funding a project, the grantee should determine under which of three objectives listed below to report the outcomes of their projects and activities. Once the objective is chosen, the grantee should choose which of the three outcome categories, also listed, best reflects what the project is seeking to achieve (the results) in funding a particular activity. While maintaining the flexibility of the CDBG programs by allowing grantees to determine program objectives based on the intent of the project/activity, the system also offers a specific menu of objectives and outcomes so that reporting can be standardized, and the achievements of these programs can be aggregated to the national, state and local level.

HUD requires that all recipients of federal funds accept productivity and the impact of their programs. The following questions address your program operations and accountability:

	MEASURES	ESTIMATED COMPLETION
OUTPUTS (Outputs are the direct product of the program’s activity, they are quantifiable goals, typically measured in terms of the volume of work accomplished; i.e. number of low-income households)	1.	
	2.	
	3.	
OUTCOMES (Outcomes describe the intended effect or impact of the program’s activity described in the objectives and they should be put into the timeframe of the grant; answer “Why am I undertaking this activity?”)	1.	
	2.	
	3.	

VII. Special Needs Populations

Please identify any special needs populations (see list below) that your project will serve if known. More than one group may be identified.

Special Needs Populations	Number/Estimate Only
Persons who are homeless	
Persons with physical disabilities	
Persons with mental disabilities	
Elderly persons (62 or older)	
At-risk children and/or youth, type of risk:	
Other (specify):	

VIII. Clientele Information

Please fill out the following table:

How many persons in total will benefit from the proposed project?	
What percentage of all funds will benefit low- and moderate-income City residents?	
When did your agency begin to provide this service?	
How many unduplicated clients did your agency serve last year?	
Of the total unduplicated clients, what percentage were new clients?	
What percentage of the total unduplicated clients are residents of the City of Brockton?	
Given funding request, what number of clients does your agency expect to serve that are of low and moderate income? Must be over 51% of program overall total served.	

INTERNAL CONTROLS CHECKLIST

New to 2020 Funding Application

This list of items will need to be included for a complete application. Carefully note that some are for your overall organization and some are program/project specific. The only attachments that can be left off, and still be considered a complete application, are program specific requests for **NEW** programs only, but will be due at/by contract signing if awarded. New organizations must have all items to be considered ready for funding.

- IRS 501(c)3 Letter
- Articles of Incorporation
- By-Laws
- Procedures Flow Chart(s) for Program or Project
- Organization Chart (*only needs to be for program/project and up*)
- Job Evaluation Tool and Job Description (*if funding goes to program staff*)
- Organization Policies and Procedures Manual – this may not be the title at your organization for the document, so below is the checklist of policies that we are looking for in a document or amongst a few different documents
 - Non-Discrimination Policy
 - Code of Ethics
 - Conflict of Interest Policy
 - Procurement Policy (*only required if procurement is part of application*)
 - Grievance (*staff and clients*) Policy and/or Whistleblower Policy
 - Termination (*staff and clients*) Policy
 - Confidentiality Policy
 - Record Retention Policy
 - Monitoring Policy
 - If Housing Activities Involved:
 - Fair Housing Policy
 - Lead-Based Paint Policy

****After this program year, these items will only need to be provided when: updated, application for new program comes in, and/or the first year of funding in our 5-year Consolidated Plan applications (which will be clearly stated again in that year's application).***

DISCLOSURE

If additional space is necessary, please attach a separate sheet.

1. State the name(s) of each “employee” of the City of Brockton or Brockton Redevelopment Authority having a financial or personal interest in the above mentioned “organization” or project proposed.

Name: _____

Job Title: _____

City Department: _____

2. State the name(s) of any current or prior elected or appoint “official”, of the City of Brockton/Brockton Redevelopment Authority having a potential “financial interest” in the organization or project.

Name/Title: _____

3. Provide the names of each “board member” of the Organization seeking CDBG-funding (may be attached as a separate sheet).

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Additional:

If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative

