

City of Quincy

Massachusetts



FY 2010-2011 Request for Proposal (RFP) Application for Community Development Block Grants (CDBG) Funds

IMPORTANT DATES:

Attendance at one of the public hearings on the FY 2010-2011 Annual Update to the Consolidated Plan and the FY 2009-2010 Consolidated Plan and the FY 2008-2009 Consolidated Performance Accomplishment and Evaluation Report (CAPER) is mandatory. Participation in the public hearing will be one of criteria used in considering request for Federal funding.

Public Hearings- Dates and Locations

Wednesday, **January 6, 2010** – 6:00 PM

2nd Floor Conference Room, City Hall Annex, 1305 Hancock Street, Quincy

Wednesday, **January 13, 2010** – 9:30 AM

Thomas Crane Public Library, 40 Washington Street, Quincy

Deadline for submission of proposals

Thursday, February 4, 2010, 3:00 PM

Estimated available funding

For Fiscal Year 2010-2011 (beginning July 1, 2010), the City of Quincy is expected to receive the following federal funds from the US Department of Housing and Urban Development (HUD) (**preliminary numbers**):

<i>Community Development Block Grant (CDBG) -</i>	\$ 2,070,207
<i>CDBG Public Services</i>	\$ 348,992

Questions regarding the content and/or the completion of this application should be directed to Nancy A. Callanan, Community Development Director at (617) 376-1372

CDBG RFP APPLICATION CHECKLIST

To ensure your CDBG application is complete, please complete, sign, and date the checklist below. You must include this checklist with your application. For questions regarding the CDBG application, please contact Nancy Callanan, Community Development Director at (617) 376-1372. Copies of this application are available online at <http://www.quincyma.gov/Government/PLANNING/InformationFormsApplications.cfm>

Project Name:	
Organization/Agency Name:	
Amount Requested:	
New Project: <input type="checkbox"/> Yes <input type="checkbox"/> No	Modified Project <input type="checkbox"/> Yes <input type="checkbox"/> No
Indication of CDBG Activity Type (Page 2-3)	<input type="checkbox"/>
Indication of CDBG National Objective (Page 4)	<input type="checkbox"/>
Completion of Attachment 1—signed and dated	<input type="checkbox"/>
Completion of Attachment 2—Project funding request and budget	<input type="checkbox"/>
Completion of Attachment 3—Performance and Outcome Measurements	<input type="checkbox"/>
Completion of Attachment 4—Project overview and organizational capacity	<input type="checkbox"/>
Completion of Form A (Only for public facilities and improvements)	<input type="checkbox"/>

CDBG 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 to all, "**principally for persons of low-to moderate-income.**" As a result, all projects/activities must include some method of documentation that CDBG funds will be used for the following activities benefit persons of low- to moderate-income. Please check which applies to your agency's/organization's proposed activity.

PUBLIC SERVICES

CDBG funds may be used to carry out public services including but not limited to those that deal with employment, crime prevention, child care, drug abuse, education, counseling, energy conservation, welfare, or recreational needs. CDBG funds may be used to cover the costs of CDBG-eligible public service programs or activities (including labor, supplies, and materials costs). *The amount of CDBG funds used for public services shall not exceed 15% of the total CDBG funds.*

PUBLIC FACILITIES AND IMPROVEMENTS

CDBG funds may be used for acquisition, construction, reconstruction, rehabilitation, or installation of public facilities and improvements carried out by the agency/organization or public or private nonprofit entities. **IF YOU ARE PROPOSING A PUBLIC FACILITY/IMPROVEMENT PROJECT YOU MUST FILL OUT FORM A.**

PLANNING/FAIR HOUSING ACTIVITIES

ACQUISITION

Acquisition in whole or in part by a public agency or private nonprofit entity, by purchase, lease, donation of otherwise, or real property for any public purpose.

REMOVAL OF ARCHITECTURAL BARRIERS

Special projects directed to the removal of material and architectural barriers, which restrict the mobility and accessibility of elderly or handicapped persons to publicly owned or privately owned buildings, facilities, and improvements.

CLEARANCE ACTIVITIES

Clearance, demolition, and removal of buildings and improvements including movement of structures to other sites.

REHABILITATION AND PRESERVATION ACTIVITIES

Types of assistance :

- Grants, loans guarantees, interest supplements, and other eligible forms of financial assistance
- Property Acquisition- assistance to private individuals and entities (for-profit or nonprofit) to acquire for the purpose of rehabilitation and to rehabilitate properties for resale for a residential purpose
- Renovation of closed building for conversion of a closed building from one use to another (e.g., the renovation of a closed building to residential use.
- Historic Preservation (except buildings for the general conduct of government)

SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES

CDBG funds may be used for special economic activities in addition to other activities which may be carried out as part of an economic development project. Specific economic development activities include:

- Acquisition, construction, reconstruction, rehabilitation of commercial or industrial buildings, structures and other real property, equipment and improvements.
- The provision of assistance to private for private business, including, but not limited to grants, loans, loan guarantees, interest supplements, and technical assistance. Funds cannot be used for buildings or portion thereof used predominately for the general conduct of government, general government expenses, and political activities.

MICROENTERPRISE ASSISTANCE

Public or private organizations may use CDBG funds to facilitate economic development through the establishment, stabilization, and expansion of microenterprises. CDBG funds can provide assistance to an existing microenterprise or to assist in the establishment of a microenterprise. Funds may also be used to:

- Provide technical assistance to a new or existing microenterprise
- General support to owners of microenterprise or to people developing microenterprises.

PROJECT ELIGIBILITY

The project must meet at least ONE of the HUD national objectives listed below. Please check the one that is most applicable.

Benefits low –and moderate-income individuals/households.

Meets a particularly urgent community development needs (must pose a threat to health and welfare of community).

Prevent or eliminate slums or blight (please contact PCD for a consultation prior to submitting RFP application).

The project must also meet at least one of the HUD national objectives listed below. Please check the statement that describes how your proposed project/activity meets one of the national objectives below (PLEASE CHECK ONLY ONE)

Low/Moderate-Income Area Benefit (LMA)- project meets identified needs of persons in an area where at least 51% of those residents are low/moderate-income. The benefits of this type are available to all persons in this area regardless of income. Please submit a map showing the area and provide calculations.

Low/Moderate-Income Limited Clientele (LMC)- the projects benefits a specific group of people, at least 51% of whom are low/moderate-income.

Low/Moderate-Income Housing (LMH)- the project adds or improves permanent residential structures that will be occupied by low/moderate-income households upon completion. Housing can be either owner or rental occupied units in either one-family or multi-family structures. Rental units for low/moderate-income persons must be occupied at affordable rents.

Low/Moderate Jobs (LMJ) - the project creates or retains permanent jobs, at least 51% of which are taken by low/moderate-income persons or considered to be available to low/moderate-income persons.

FY 2010-2011 Request for Proposals

Please provide the information as requested

Attachment 1: General Information and Certification

Organization Name:

Organization Address:

Project Name:

Project Address:

Contact Person (s) and Title:

Telephone Number:

Fax Number:

E-mail Address:

AUTHORIZATION TO SUBMIT CDBG PROPOSALS

“I certify that I am duly authorized to submit this proposal and that to the best of my knowledge and believe, all of the information provided in this application is true”

NAME _____ **SIGNATURE** _____
Please print

TITLE _____ **DATE** _____
Please print

CITY OF QUINCY, MASSACHUSETTS			
PROPOSED CDBG ACTIVITY		BUDGET FORM	
FY 2010-2011 CDBG			
Organization		Activity Type	
Office Address		Tel.	
BUDGET CATEGORY (a)		FUNDS REQUESTED (b)	MATCH/ OTHER FUNDS (c)
SOURCES OF MATCH AND OTHER FUNDS (d)			
TOTAL REQUESTED AMOUNT	E		Total of Column b
TOTAL MATCH/OTHER FUNDS	F		Total of Column c
TOTAL PROGRAM COSTS	G		Columns b + c
TOTAL UNDUPLICATED BENEFICIARIES	H		Output 1 Proposal Form
TOTAL SERVICE UNITS	I		Output 2 Proposal Form
FUNDS REQUESTED/TOTAL UNDUPLICATED BENEFICIARIES			Row E/ Row H
FUNDS REQUESTED/TOTAL SERVICE UNITS			Row E/ Row I
TOTAL PROGRAM COSTS/UNDUPLICATED BENEFICIARIES			Row G/ Row H
TOTAL PROGRAM COSTS/TOTAL SERVICE UNITS			Row G/ Row I
EXPLANATIONS:			
NOTE: The City reserves the right to request for additional information about the organization or proposed program			

QUESTION	RESPONSE
NAME OF ACTIVITY PROPOSED FOR FUNDING	
NEED STATEMENT (Description of Need or problem to be addressed)	
GOAL/ACTIVITY (Proposed solution to need/ problem and program e.g. nature, frequency, etc.)	
INPUT (Resources to be dedicated to or utilized; please attach proposed budget)	
OUTPUT 1 (unduplicated count – persons)	
OUTPUT 2 (service units, e.g. person-hrs or days)	
OUTCOME STATEMENT (relate to one of the Purposes/ Objectives below) (Check one):	WILL: have, promote, be provided, OR result in: <i>increased OR enhanced</i> <input type="checkbox"/> Accessibility/Availability <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability
PURPOSE/OBJECTIVE (Check one):	For the purpose of: <input type="checkbox"/> Creating a Sustainable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities
OUTCOME INDICATOR(S)- quantify; see RFP for samples	
METHODOLOGY FOR MEASURING OUTCOME (for at least 1 indicator)	

Attachment 4- Activity Overview and Organizational Capacity

Please provide responses to the following

ACTIVITY OVERVIEW

1) Provide a detailed description of the proposed public service activity including how the activity will address the need you have indicated in Part III. Please identify if the activity is new, ongoing, or expanded from previous year.

2) Please identify who will benefit from the proposed activity (e.g. homeless, youth, disabled, etc.). Also, please state how your proposed activity addresses the identified needs in the Consolidated Plan.

3) Please discuss the accomplishments you intend to achieve with this activity

Part IV Continued

ORGANIZATIONAL CAPACITY

4) Please provide an overview of your organization/agency/department? If applicable, please attach a current list of officers and board members with terms.

5) Please describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishment that demonstrate your capacity for success.

6) Identify the person(s) responsible for program and financial management of the activity.

7) Identify any other agencies/partners in this activity and define their roles and responsibilities.

8) Demonstrate that the proposed activity is economically feasible and can be implemented in a timely, cost effective manner within the program year.

Form A- Public Improvements and Facilities

Please provide responses to the following

Project Name:		
Agency Name:		
Agency Address:		
City:	State:	Zip:
Brief Project Description:		
Indicate the primary function of the facilities to be provided or improved:		
Readiness to Proceed:		
Do you have an engineer/architect under contract? If yes provide name	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have preliminary plans/drawings? If yes, please attach.	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have preliminary cost estimates?	YES <input type="checkbox"/>	NO <input type="checkbox"/>
Do you have site control? If yes, attach a copy of deed. If property is leased, attach letter of agreement from property owner.	YES <input type="checkbox"/>	NO <input type="checkbox"/>

ATTACHMENT 5
BRIEF ON THE
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) PROGRAM

Details on CDBG eligibility criteria, the national objectives, ineligible activities, restrictions and limitations, and other CDBG provisions are contained in 24 CFR 570.

ELIGIBLE ACTIVITIES

CDBG funds may be used to carry out eligible activities such as acquisition by a non-profit entity for any public purpose, public facilities and improvements, demolition, public services, removal of architectural barriers, rehabilitation and preservation, technical assistance to microenterprises, special economic development activities, and planning activities. Certain criteria and requirements shall have to be met to be considered CDBG-eligible.

Ineligible activities that cannot be assisted with CDBG funds include: buildings used for the general conduct of government, except the removal of architectural barriers; general government expenses; political activities; purchase of equipment in general; operating and maintenance expenses in general; and activities to achieve religious purposes.

COMPLIANCE WITH NATIONAL OBJECTIVES

In addition to being *eligible*, a proposed activity must also meet one (1) of two (2) national objectives of: a) benefit to low and moderate income persons; b) aid in the prevention or elimination of slums and blight. For low and moderate-income limits, please refer to page 12 of this RFP.

LIMITATIONS

There are CDBG limitations on expenditures for certain activities as well as for the overall program, including:

- Not less than 70% of the aggregate of CDBG expenditures over the City's certification period (i.e., three-year period: FY 2010-2011 to FY 2011-2012) shall be for activities benefiting low and moderate income persons;
- The amount of CDBG funds used for public services shall not exceed 15% of each grant;
- No more than 20% of CDBG expenditures shall be for planning and program administrative costs.

The HUD environmental review procedures must be completed for each activity as applicable.

All reasonable steps shall be taken by the City to minimize displacement of families,

businesses, non-profit organizations, etc. as a result of the CDBG assisted activity.

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. These projects must be evaluated to ensure that: 1) project costs are reasonable; 2) all sources of project financing are committed; 3) to the extent practicable, CDBG funds are not substituted for non-Federal financial support; 4) the project is financially feasible; 5) to the extent practicable, the return on the owner's equity investment will not be unreasonably high; and 6) to the extent practicable, 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 City and its subrecipients shall have to establish and maintain sufficient records that show that each CDBG-assisted activity meets all CDBG requirements. The City reserves the right to withhold the release of funds if the subrecipient is deficient in its reporting and documentation responsibilities. The City will conduct as many monitoring visits or meetings, both on site and off-site, with each subrecipient as necessary to ensure compliance of the subrecipient with applicable laws and policies.

CITY, STATE AND FEDERAL REQUIREMENTS

The use of CDBG funds shall be subject to applicable City and State laws and regulations, in addition to HUD-CDBG requirements. These laws include, but are not limited to, procurement policies and the State's Prevailing Wage rates. Other Federal,

state and local requirements may apply including but not limited to: Equal Employment Opportunity; 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 that will receive CDBG funds for CDBG activities are subject also to OMB Circular A-122, Cost Principles, OMB Circular A-133, Audits, and OMB Circular A-110, Uniform Administrative Requirements, copies of which can be made available by the PCD upon request.