



**Department of Planning and Community Development**  
34 Coddington Street, Quincy, Massachusetts 02169  
Tel. (617) 376-1362 FAX (617) 376-1097  
TTY /TDD (617) 376-1375



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DENNIS E. HARRINGTON  
Director

THOMAS P. KOCH  
Mayor

## **REQUEST FOR PROPOSALS**

### **Community Development Block Grant (CDBG) FY 2016 - 2017**

#### **IMPORTANT DATES:**

##### **Deadline for Submission of Proposals**

Friday, **February 12, 2016** – 4:00 PM

Email Submissions are acceptable. Please send to [mhorr@quincyma.gov](mailto:mhorr@quincyma.gov).

#### **ESTIMATED AVAILABLE FUNDING:**

For Fiscal Year 2016-2017 (beginning July 1, 2016), the City of Quincy is expected to receive the following federal funds from the US Department of Housing and Urban Development (HUD) (**preliminary numbers**):

Community Development Block Grant (CDBG) - \$ 1,691,394.00 of which a 15% cap can be allocated to public services.

#### **CONTACT INFORMATION:**

Community Development Director: Sean Glennon, (617) 376-1167

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## General Information

Details on CDBG definitions, eligibility criteria, the national objectives, ineligible activities, restrictions and limitations, and other CDBG provisions are contained in 24 CFR 570, available for viewing at [http://www.access.gpo.gov/nara/cfr/waisidx\\_04/24cfr570\\_04.html](http://www.access.gpo.gov/nara/cfr/waisidx_04/24cfr570_04.html).

### 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 2011-2013) 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.

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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.

## **SUSTAINABLE BUILDING PRACTICES**

The City of Quincy, through its PCD, supports the use of sustainable building practices as a means of safeguarding the environment and providing stewardship for future generations. According to the U.S. Department of Housing and Urban Development, “Green building practices offer an opportunity to create environmentally sound and resource-efficient buildings by using an integrated approach to design. Green buildings promote resource conservation, including energy efficiency, renewable energy, and water conservation features; consider environmental impacts and waste minimization and help create a healthy and comfortable environment.”

## Project Proposal Checklist

<b>Project Name:</b>	
<b>Organization/Agency Name:</b>	
<b>Amount Requested: \$</b>	
<b>New Project:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<b>Modified Project</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No
<p><b>For All Projects</b> (<i>All items are required to complete proposal</i>):</p> <ul style="list-style-type: none"><li><input type="checkbox"/> Step One: Proposal Cover Sheet (ATTACHMENT 1)</li><li><input type="checkbox"/> Step Two: HUD CDBG Eligibility (ATTACHMENT 2)</li><li><input type="checkbox"/> Step Three: Project Proposal Budget Form (ATTACHMENT 3)</li><li><input type="checkbox"/> Step Four: Performance &amp; Outcome Measures (ATTACHMENT 4B)</li><li><input type="checkbox"/> Step Five: Proposal Narrative (ATTACHMENT 5)</li><li><input type="checkbox"/> Step Six: Client Outreach Material (Attach Brochures, etc.)</li><li><input type="checkbox"/> Step Seven: Board of Directors (Attach Current List)</li><li><input type="checkbox"/> Step Eight: IRS Documentation (Attach IRS 501(c)3 Tax Exempt Status Letter and Most Recent Year Federal Form 990)</li></ul> <p><b>For Public Improvement and Facilities Projects Only:</b></p> <ul style="list-style-type: none"><li><input type="checkbox"/> Step Nine: Form A (ATTACHMENT 6)</li><li><input type="checkbox"/> Step Ten: Attach Preliminary Plans/Drawings</li><li><input type="checkbox"/> Step Eleven: Attach Copy of Deed/Agreement with Property Owner</li></ul>	

**ATTACHMENT 1  
Proposal Cover Sheet**

**A. AGENCY/FISCAL SPONSOR INFORMATION**

**Organization Name:**

**Address/City/Zip:**

**Executive Director:**

**Board President:**

**Agency Phone, Fax, & Email:**

**B. PROPOSED PROJECT INFORMATION**

**Proposed Project Name:**

**Project Address (if different than given in part A):**

**Agency Phone, Fax, & Email (if different than given in part A):**

**C. SIGNATURE OF AUTHORIZED PARTY**

**Submitted by (Name and Title):**

**SIGN HERE:**

**Date:**

## **ATTACHMENT 2 HUD CDBG Eligibility**

According to HUD regulations, Community Development Block Grant (CDBG) funds are to be allocated among the following national performance objectives: Enhance Suitable Living Environment, Create Decent Housing, and Provide Economic Opportunity. All activities must primarily benefit persons of low- to moderate-income and provide documentation of beneficiaries.

### **A. NEEDS:**

*Please check the following need which applies to your organization's proposed activity:*

- PUBLIC SERVICES**
- PUBLIC FACILITIES AND IMPROVEMENTS (If checked, also fill out Form A (ATTACHMENT 6 of this RFP)).**
- PLANNING/FAIR HOUSING ACTIVITIES**
- ACQUISITION**
- REMOVAL OF ARCHITECTURAL BARRIERS**
- CLEARANCE ACTIVITIES**
- REHABILITATION AND PRESERVATION ACTIVITIES**
- SPECIAL ECONOMIC DEVELOPMENT ACTIVITIES**
- MICROENTERPRISE ASSISTANCE**

### **B. NATIONAL OBJECTIVES – 1**

*The project must meet one of the HUD national objectives listed below. Please check the one that is most applicable:*

- Benefit low –and moderate-income individuals/households.
- Meet a particularly urgent community development need that poses a threat to health and welfare of the community.

Prevent or eliminate slums or blight.

**C. NATIONAL OBJECTIVES – 2**

*The project must also meet one of the HUD national objectives listed below. Please check the statement that best describes your proposed activity:*

**Low/Moderate-Income Area Benefit (LMA)** - 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)** - Benefits a specific group of people, at least 51% are low/moderate-income.

**Low/Moderate-Income Housing (LMH)** - 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.

### ATTACHMENT 3 Project Proposal Budget Form

ITEM	Funds Requested	Leveraged Funds (MATCH)	Source(s) of MATCH funds	Total Project Budget
Program Staff	\$	\$		\$
Program Office Supplies	\$	\$		\$
Program Food Supplies	\$	\$		\$
Overhead	\$	\$		\$
Other:	\$	\$		\$
Other:	\$	\$		\$
Other:	\$	\$		\$
<b>A. Total Requested Amount</b>	\$			
<b>B. Total MATCH</b>		\$		
<b>C. Total Project Budget</b>				\$

**ATTACHMENT 4A**  
**SAMPLE Performance & Outcome Measurement**

*Note: This page is for an example only. Please provide your response on ATTACHMENT 4B (next page).*

QUESTION	RESPONSE
<b>NEED STATEMENT</b> (Brief description of need to be addressed)	Quality out of school time opportunities that include homework help, tutoring, mentoring, and a sense of achievement are often out of reach to youth from families that have low to moderate income.
<b>GOAL</b> (Proposed activities to address need)	Provide programming for youth in a place where they feel comfortable getting help with homework or other structured activities that help improve grades and self-esteem.
<b>INPUT</b> (Resources)	Office supplies/materials, Director, Volunteers, Collaborating Agencies
<b>OUTPUT 1</b> (Unduplicated Beneficiaries)	<b>55 Youth</b>
<b>OUTPUT 2</b> (Service Units) <i>Please provide the # of activity sessions during the year.</i>	<i>300 Activity Sessions during the year.</i>
<b># of Beneficiaries for New or Improved Access</b> (# less than or equal to OUTPUT 1)	55
<b>OUTCOME STATEMENT</b> (Check one):	Promote, provide, or result in <i>increased or enhanced</i> : <input checked="" type="checkbox"/> Accessibility/Availability <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability
<b>PURPOSE/OBJECTIVE</b> (Check one):	For the purpose of: <input checked="" type="checkbox"/> Creating a Sustainable Living Environment <input type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities
<b>OUTCOME INDICATOR(S)</b> (Quantifiable Result)	More than 51% of participating youth will report improvement in grades and life skills (improved attitudes, reduced stress, and improved social skills).
<b>METHODOLOGY FOR</b>	<ul style="list-style-type: none"> <li>• Attempt to track report cards</li> </ul>

<b>MEASURING OUTCOME INDICATOR(S)</b>	<ul style="list-style-type: none"> <li>• Conduct a survey or focus group with participating youth and/or parents.</li> </ul>
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**ATTACHMENT 4B  
Performance & Outcome Measurement**

<b>QUESTION</b>	<b>RESPONSE</b>
<b>NEED STATEMENT</b> (Brief description of need to be addressed)	
<b>GOAL</b> (Proposed activities to address need)	
<b>INPUT</b> (Resources)	
<b>OUTPUT 1</b> (Unduplicated Beneficiaries)	
<b>OUTPUT 2</b> (Service Units) <i>Please provide the # of activity sessions during the year.</i>	
<b># of Beneficiaries for New or Improved Access</b> (# less than or equal to <b>OUTPUT 1</b> )	
<b>OUTCOME STATEMENT</b> (Check one):	Promote, provide, or result in <i>increased or enhanced</i> : <input type="checkbox"/> Accessibility/Availability <input type="checkbox"/> Affordability <input type="checkbox"/> Sustainability
<b>PURPOSE/OBJECTIVE</b> (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
<b>OUTCOME INDICATOR(S)</b> (Quantifiable Result)	
<b>METHODOLOGY FOR MEASURING OUTCOME INDICATOR(S)</b>	

## **ATTACHMENT 5 Proposal Narrative**

*Instructions: Please insert responses between questions. Each response should be between three to five (3 – 5) sentences.*

### **A. PROGRAM DESIGN**

- a. Need:** Describe the community development need(s) this project is intended to address. Describe the specific population targeted by your program and their needs.
- b. Work Plan:** Describe your program and list major actions/milestones and the anticipated dates for implementation. Describe how this work plan will meet the identified community need.
- c. Empowerment:** Explain how your project empowers your clients and/or how your clients provide feedback/input into the services that your agency provides.
- d. Outreach and Accessibility:** Describe your strategies for informing your target population and the proposed services. Describe how your outreach efforts and service model provide access for linguistically isolated populations, people with disabilities, single parents, or other special populations.

### **B. ORGANIZATIONAL CHARACTERISTICS**

- a. Experience with Similar Projects:** Describe your organization's experience and the staff's experience operating similar projects. Provide information about past successes and challenges.
- b. Management Capacity:** Describe the management capacity of your organization, including the capacity of administrative and governance staff/volunteers.
- c. Experience Administering Grant Funds:** Describe your organization's experience administering grant funds, especially federal grant funds.
- d. Leveraging of Resources:** Describe other financial and human resources your organization will bring to this project.
- e. Inter-Organization Coordination and Collaboration:** Describe how your organization coordinates and/or collaborates with other organizations in delivering programming, recruiting clients, and resource sharing.

**ATTACHMENT 6**  
**Form A- Public Improvements and Facilities**

**Indicate the primary function of the facilities to be provided or improved:**

**Readiness to Proceed:**

Do you have an engineer/architect under contract? YES  NO

If yes provide name here:

\_\_\_\_\_

Do you have preliminary plans/drawings? YES  NO

If yes, please attach.

Do you have preliminary cost estimates? YES  NO

Do you have site control? YES  NO

If yes, attach a copy of deed.

If property is leased, attach letter of agreement from property owner.