

CITY OF QUINCY, MASSACHUSETTS
REQUEST FOR PROPOSALS PACKAGE
FISCAL YEAR 2010-2011

EMERGENCY SHELTER GRANT (ESG) PROGRAM

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IMPORTANT DATES:

PUBLIC HEARING ON THE FY 2010-2011 ANNUAL UPDATE TO THE CONSOLIDATED PLAN AND THE FY 2008-2009 CONSOLIDATED PERFORMANCE ACCOMPLISHMENT AND EVALUATION REPORT (CAPER).

1. Wednesday, **January 6, 2010** – 6:00 PM
2nd Floor Conference Room, City Hall Annex, 1305 Hancock Street, Quincy
2. 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*

BEFORE FILLING OUT THE FORMS, PLEASE READ FIRST THIS RFP, ESPECIALLY THE INSTRUCTIONS TO THE OUTCOME INDICATORS. PLEASE CALL PCD IF YOU HAVE ANY QUESTIONS.

Application Checklist for ESG Programs
FY 2010-2011

PROJECT NAME _____

AGENCY/DEPARTMENT NAME _____

AMOUNT REQUESTED \$ _____

NEW PROJECT? Y N

EXISTING/MODIFIED PROJECT? Y N

To ensure the accuracy and completeness of your application, please review the checklist below and include a copy in your application package. Your application must contain all of the items stated below. Please contact Community Development Staff if you have any questions/concerns regarding these items.

- 1) A description of how the proposed activity complies with the overall goals and objectives of the ESG program.
- 2) A clear, thorough description of the proposed activity and an explanation of the need for the proposed activity.
- 3) A description of your agency's organizational structure and staff qualifications (for those that will be working on the proposed ESG activity).
- 4) A detailed 2010-2011 budget, including the operating budget, leveraged funds (from grants and/or from fundraising activities).
- 5) A completed performance evaluation matrix.
- 6) A signed and dated **Certification and Conditions Participation** form.

**CITY OF QUINCY, MASSACHUSETTS
2010-2011 FEDERAL PROGRAMS:
EMERGENCY SHELTER GRANT
REQUEST FOR PROPOSALS**

I. GENERAL INFORMATION

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**):

*Emergency Shelter Grant (ESG)*¹- \$ 90,938.00

CONSOLIDATED PLANNING PROCESS

HUD requires the submission of a consolidated plan for their grant programs. The City, through its Department of Planning and Community Development (**PCD**), is therefore soliciting community input in identifying and prioritizing community development needs and funding proposals for projects, programs or activities to address these priority needs for FY 2010-2011. The PCD has developed the planning process and the enclosed forms to meet HUD's consolidated planning requirements.

PUBLIC NOTICE OF PLAN

A public notice on the updated Consolidated Plan is planned for April 2010.

The City developed three Requests for Proposal (RFP) Packages for programs, projects and activities proposed for HUD funding assistance - one for CDBG; one for HOME; and one for ESG . To obtain another RFP, please contact PCD at (617) 376-1363.

II. PROGRAMS/PROJECTS/ACTIVITIES PROPOSED TO ADDRESS PRIORITY NEEDS

All agencies and organizations that wish to receive ESG funding for FY 2010-2011 including those currently implementing ESG-assisted activities must submit one (1) set of their proposals using the appropriate form (see below), or any letter or form that they design, provided that the information requested is furnished to the City.

PROPOSAL FORM II - for Emergency Shelter Grant (ESG) projects/activities. (Proposal

¹ *This grant has traditionally been awarded in full by the City of Quincy to the Quincy Interfaith Sheltering Coalition/Father Bills & MainSpring, Inc.*

Forms I and III are reserved for other HUD programs).

The City reserves the right to waive any informalities and to request additional information in connection with the proposed activity.

DEADLINE FOR PROPOSALS: Thursday, February 4, 2010, 3:00 PM to the:
Department of Planning and Community Development
Quincy City Hall Annex
1305 Hancock Street, Quincy, MA 02169

III. PUBLIC HEARINGS AND TECHNICAL ASSISTANCE WORKSHOPS

The City will hold two Public Hearings (see below) on the Quincy-Weymouth Consortium's **FIVE-YEAR (FY 2010-15) CONSOLIDATED PLAN** including the **FY 10-11 ACTION PLAN** and its *Consolidated Performance Accomplishment and Evaluation Report (CAPER) for FY 2008-09*. During these hearings, the PCD will also explain the CDBG, HOME and ESG requirements and solicit public input on housing and community development needs. If requested, the PCD shall make every effort to have an interpreter available during these public hearings to assist those who are hearing impaired and a translator to assist residents who do not speak and understand English well.

1. Wednesday, January 6, 2010-- **6:00 PM**
Second Floor Conference Room, City Hall Annex
1305 Hancock Street, Quincy
2. Wednesday, January 13, 2010—**9:30 AM**
Thomas Crane Public Library
40 Washington Street, Quincy

IMPORTANT: *Those that wish to propose programs for federal assistance (including existing subrecipients) are required to attend one of these two public hearings to describe the **nature and extent** of HOUSING, HOMELESS, AND/OR COMMUNITY DEVELOPMENT NEEDS they have identified and the outputs and outcome of their proposed programs with respect to those needs. PARTICIPATION IN THE PUBLIC HEARING WILL BE ONE OF THE CRITERIA THAT WILL BE USED IN CONSIDERING REQUESTS FOR FEDERAL FUNDING.*

As a condition for the use of these Federal grants, the City of Quincy will continue to follow HUD'S INTEGRATED DISBURSEMENT AND INFORMATION SYSTEM or IDIS, for drawing down and reporting Federally assisted activities. Under the IDIS, the City has to set up projects and within them, the individual activities or programs, prior to drawing down funds as needed by *each* activity or program. The IDIS requires clear description of activities/programs, implementing plans, funding requirements, goals, and information about completed activities (e.g., outputs and outcomes).

To assist organizations that are currently receiving federal funds from the City and those that intend to submit proposals or requests for funding, the PCD staff will reserve some time during and after the public hearings to discuss the IDIS and other related CDBG requirements.

V. SELECTION CRITERIA AND PROCESS

- Eligibility of activity and compliance with national objectives or other federal program requirements (please refer to attached briefs for additional information).
- Contribution to statutory requirements (e.g., 70% low-mod-benefit for CDBG); relative importance of community development needs being addressed;
- Clear statements of outputs and outcomes of proposed activity in relation to these needs; community support;
- Budgetary requirements; match or contributions from the organization or other funding sources (leveraging); cost-effectiveness or financial feasibility; a realistic financing plan with sources of funds identified and committed;
- Organization's capacity to carry out plan - Relevant experience; financial stability, expertise and experience to develop and manage the proposed project; for housing projects, a development schedule that plans to achieve site control and use funds in a timely manner.
- Housing Quality - for housing projects, design, compatibility with surroundings, energy efficiency, special amenities, etc.
- Housing Development – the creation of NEW affordable housing, leveraging of funds where applicable, sufficient income to cover debt service payments; ratio of debt service to net operating income; HOME funds per unit. NOTE: If necessary, the City may convene a Project Review Committee comprised of representatives of the PCD, other City Departments and representatives of banks, real estate, business and government and/or housing organizations to review project proposals.

Technical Proposals will be opened at the time proposals are due, in the presence of one or more witnesses. A register of proposals, which includes the name of each proposer will be prepared and made available for public inspection.

Technical Proposals will be evaluated by a Proposal Review Committee composed of staff from the City of Quincy's Department of Planning & Community Development. After it has been determined that the minimum qualifications are met, the proposals will be reviewed based on the following non-cost criteria:

Completeness of Application (Worth 20% of non-cost proposal score)

1. Compliance with the overall regulations, goals, and objectives of the program
2. The application contains all the required elements (budget, performance measurement matrix, etc.)
3. Proposal is consistent with needs and priorities of Consolidated Plan and how well the proposal addresses these needs

Quality of Proposed Activities (Worth 45% of non-cost proposal score)

4. The program activities are clearly defined
5. There are measurable outcomes and outputs for the proposed activities
6. The proposal takes into consideration the collaboration of resources with other entities to be more effective and efficient
7. Overall program merit includes coordination with other existing services (non-duplication) and evidence of community support

Capacity and Experience (Worth 15% of non-cost proposal score)

8. The organization has the experience and staff qualifications to carry out the proposed activities
9. The organization has demonstrated past experience in complying with federal guidelines

- 10. The organization has demonstrated an ability to deliver their services effectively
- 11. The organization has ability to submit required documentation in a timely fashion

Funding Request (Worth 20% of non-cost proposal score)

- 12. Operating budget seems adequate for the organizational Structure and proposed activity
- 13. The organization demonstrates an ability to leverage and raise other funds
- 14. The proposed cost of the activity justifies the number of persons who will directly benefit

After the proposals are reviewed for minimum requirements and ranked as to non-cost criteria, the cost criteria will be ranked with the best cost for the Program being:

The Ratio of Total Program Costs per Service Unit being provided from “Public Service Budget Form” **(Lower ratio is more advantageous)**

The Proposal Review Committee will weigh the non-cost rankings together with the cost rankings in order to identify the most advantageous proposal for the Program. The process may not result in selection of the qualified proposer offering the lowest cost.

The Proposal Review Committee reserves the right to disclose proposals to any interested party but in no case will disclose proposal contents to competing proposers until the evaluation process is completed. The proposer submitting the proposal considered to be the most advantageous to the Program will be notified of this status within ninety (90) days from the due date for proposals.

The City of Quincy reserves the right to reject any and all proposals, to waive minor informalities, and to make an award for services as may be deemed to be in the best interest of the Program within the guidelines set forth in this document.

VI. CHANGES TO CITY REQUIREMENTS

The City reserves the right to add to, modify, waive or delete any provisions or conditions stated herein for purposes of executing any agreements, if required by law, or if such changes are deemed necessary and in the best interest of the City.

VII CONTACT

For assistance with respect to ESG regulations, submission requirements, location of low-income areas and other information, please call:

Nancy Callanan, Director of Community Development
Department of Planning and Community Development
City Hall Annex, 1305 Hancock Street, Quincy, MA

(617) 376-1372

CITY OF QUINCY, MASSACHUSETTS
FY 2009-10 PROGRAMS PROPOSED FOR ESG FUNDING
CERTIFICATION AND CONDITIONS OF PARTICIPATION

Our organization accepts the following conditions for receiving and using ESG funds:

1. We shall submit, within 30 days of being notified by the PCD of the city's **preliminary** award of the ESG grant, a revised **performance measurement system form** for **each** program that will receive ESG funds, based on the approved grant amount(s), which will become part of the Agreement or Memorandum of Understanding (MOU). This form will contain updated and additional information or responses relative to the same questions contained in this RFP's proposed program form (especially with respect to expected outputs and outcome);
2. We shall facilitate the execution of the Agreement or MOU with the PCD that spells out the responsibilities of our organization and the other conditions for receiving and using ESG funds in conformance with all applicable government guidelines, policies and regulations. Our failure to execute such an Agreement or MOU within 45 days from notification of award, may result in forfeiture of the grant;
3. We shall ensure that our ESG-assisted programs are eligible activities that benefit low to moderate income persons; oversee the administration of the HUD-assisted programs to ensure compliance with the agreement or MOU with the City; ensure that the approved programs are implemented within the approved budgets; send an appropriate representative to meetings, seminars, or training activities organized by the PCD in connection with the HUD funded program; inform, advise or confer with the PCD, *in a timely manner*, on any operational, programmatic, regulatory, or budgetary matters, issues or concerns; assist the PCD in monitoring performance against goals, outputs, outcomes and other standards set forth in our agreement with the PCD; and cooperate in all ESG monitoring and audit activities undertaken by HUD or the PCD;
4. We shall submit *in a timely manner* to the City our invoices (based on the approved budget) to ensure that there will be sufficient funds to pay employees or contractors and cover operational costs. We shall ensure: that the invoices are calculated correctly; that the information required by PCD on the invoices (e.g., *contract and PO numbers; contract amount, amount billed to date, contract balance*) is indicated on the invoices; and that we submit **three** copies of the invoices and support documentation We shall reconcile our financial records with PCD and make all necessary adjustments to our internal financial records. After June 30, 2010, advise PCD if there are additional invoices that had not been submitted to PCD for expenses incurred during the contract period and submit those invoices by July 31. We understand that the PCD reserves the right to withhold payment of our invoices if we have not submitted the required reports during the invoice period;
5. We (and/or any of our directors, officers, employees, and subcontractors) who are providing the service and necessary administrative, finance and management oversight of ESG assisted activities shall be indemnified by the City against all liabilities and expenses in connection with any claims, actions, suits, charges and judgments whatsoever that arise out of the subrecipient's performance of the services, provided that he/she can show that he/she has acted in good faith, in the public benefit and in the best interest of the organization;

6. We shall for each unduplicated beneficiary, collect and maintain for a minimum of seven (7) years beneficiary participation forms provided by the PCD (or their equivalent) and other records required to meet ESG requirements; ensure that these participation forms (or their equivalent) are filled in properly (e.g., race and ethnicity; women head of household; and household income if required) and that **monthly** beneficiary reports that are supported by these beneficiary forms are submitted in a timely manner to PCD; ensure that the client information collected is kept private and that the use or disclosure of such information, when not directly connected with the administration of ESG subrecipient responsibilities is prohibited unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian;
7. We shall maintain separate records of ESG funds received and expended; report to PCD private and other public funds generated and expended during the contract period in connection with ESG assisted activities; retain these financial records for a period of three (3) years after the termination of all activities funded under this Agreement, or after the resolution of all Federal audits, whichever occurs later;
8. We shall have a clear written procurement policy that we follow and ensure that procurement records are kept; and that we execute agreements with independent contractors (including contractual employees) that contain all ESG and City required provisions. In the procurement of supplies, equipment, and services funded through ESG or program income from these programs, we shall ensure that no persons who exercise or have exercised any functions or responsibilities with respect to ESG activities or who are in a position to participate in a decision making process, obtains a personal or financial interest or benefit from an ESG assisted activity. We understand that, upon a written request of the subrecipient, HUD may grant an exception on a case-to-case basis;
9. We shall collect data for the outcome indicators we selected by January of the contract year as per item 1 above.
10. Our obligations as subrecipient shall not end until all close-out requirements are completed; activities during this close-out shall include, but are not limited to: making final payments, and disposing of program assets (including the return of all unspent cash advances) to the City.
11. We shall recognize the role of the City of Quincy and the ESG program in providing services, including making references to the support provided in all newsletters, publications and promotions;
12. We shall not use ESG funds or paid personnel for religious activities, to promote religious interests, or for the benefit of a religious organization; or for political activities, lobbying, and nepotism activities.
13. If through any cause, we fail to fulfill in timely and proper manner our obligations under our Agreement with the City, or if we violate one of the covenants, agreements or stipulations of this Agreement, the City shall have the right to terminate this Agreement hereunder by giving written notice of such termination and reprogram the remaining funds that were previously committed to us.

- 14. We shall not exclude any individual, or otherwise discriminate against any individual on the basis of age, sex, race, creed, color, handicap, national origin, citizenship status, or any other basis prohibited by law

- 15. If representing a community or neighborhood center or association, we shall submit, in a timely manner, a monthly schedule of programs and activities including those that are not ESG funded, and advise PCD of major programming changes or if the program will not be available for more than 2 week days in any given week.

NAME: _____ **Signature:** _____

THIS SECTION MUST BE SIGNED BY THE APPROPRIATE OFFICER OF THE ORGANIZATION

AUTHORIZATION TO SUBMIT ESG PROPOSALS

This is to certify that this proposal as written and the conditions for receiving and using ESG funds were reviewed, accepted and approved by our organization and that the person whose name and signature are shown above has been authorized by our organization to submit this proposal as written for ESG funding.

NAME: _____ **Signature:** _____

TITLE: _____ **Date:** _____

**CITY OF QUINCY, MASSACHUSETTS
PROPOSAL FORM II
FY 2010-2011 EMERGENCY SHELTER ACTIVITIES**

Please fill in the blanks and attach documents requested for each activity proposed; if a project is composed of more than one type of Activity, each such activity should be identified separately. Use the back page or additional sheets, if necessary.

Organization: _____

Office Address: _____

Contact Person: _____ **Tel. No.** _____

Activity Category (Check appropriate ones):

() Emergency shelter activities

() Others: _____

SUBMISSION REQUIREMENTS:

Include Attachment 5 and Attachment 6 fully completed in addition to this form.

The City reserves the right to request additional information in connection with the proposed project.

ATTACHMENT 3

BRIEF ON THE EMERGENCY SHELTER GRANT (ESG) PROGRAM

PROGRAM DESCRIPTION, ELIGIBLE ACTIVITIES, AND OTHER INFORMATION

The ESG program provides grants to municipalities and other units of local government to help improve the quality of existing emergency shelters for the homeless; to make available additional shelters; to meet the costs of such shelters; and to provide essential social services to the homeless or those at risk of homelessness. Units of local government may distribute ESG funds to non-profit organizations directly. Local governments are required to have an approved Consolidated Planning Strategy (CPS) in place in order to receive ESG funds.

There are five categories of eligible activities:

- Renovation, rehabilitation, and conversion of buildings for use as emergency shelters or transitional housing for homeless people;
- Essential Services, up to a limit of 30% of the grant amount;
- Operating costs, such as maintenance, insurance, rent, etc.;
- Development and implementation of homelessness prevention activities, up to a limit of 30% of the grant amount.
- Administration

The acquisition or construction of an emergency shelter for the homeless is specifically not eligible.

ATTACHMENT 4
CITY OF QUINCY, MASSACHUSETTS
GUIDELINES FOR FILLING OUT THE
PROPOSAL FORM - PERFORMANCE MEASUREMENT SYSTEM
FY 2010-2011 EMERGENCY SHELTER GRANT PROGRAMS

I. FORM FOR ACTIVITIES PROPOSED FOR FY 2010-2011 FUNDING

Please fill out this form for **each** program, project or activity (**hereinafter** referred to as "**activity**") that your organization proposes to undertake with ESG funding assistance. If you need more space, please continue on another form or attach a separate sheet and refer to them on the proposal form. The following explains the information requested on the proposal form. Please also refer to the attached example.

- a. ORGANIZATION** – Write the official name of your organization (or name of person submitting the proposal).
- b. PROGRAM TITLE/NAME** – Enter a brief title or name for the activity proposed for ESG funding.

FOR MULTIPLE PROGRAMS - If you are seeking funding for multiple programs, please fill out a *separate form* for **each** proposed program.

- c. NEED STATEMENT** – Describe briefly the nature and extent (quantify magnitude) of the needs and specify the service area that your proposed activity will address. Please explain the source or basis of your information (or how you became aware of the need, e. g. focus group, survey, or studies).
- d. GOALS AND ACTIVITIES** - Describe briefly your proposed goal(s) and target clientele relative to the need you identified in the Need Statement. Make sure that your goal can be translated into (or related to) your proposed *Outcome* (see below). For example, if the **NEED** that you want to address is the deterioration of the housing stock of low mod areas, then, your **GOAL** may be to improve the conditions of housing of those residents.

Describe briefly and clearly the proposed program – what the program is about (List the major activities under it). Indicate proposed **SCHEDULE, DURATION AND FREQUENCY**, e.g. year-round or the months, number of weeks; hours per week.

- e. INPUTS** – Indicate the major categories of resources that will be used to achieve the goals. *Make sure to* indicate who will manage or undertake the activity. e.g., name (if known), "independent contractor" or "staff" if employee of the organization.
- f. OUTPUT 1** – Describe the primary direct products of the proposed activity or program, e.g., number of housing units rehabilitated or commercial loans given; code inspections completed; or rehabilitation of public facility completed.
- g. OUTPUT 2** – Describe other program or project outputs.

- h. OUTCOME** – Describe the expected benefit(s) and outcome(s) from the program (and activities under it), in terms of achieving one of the **OBJECTIVE** (next item below) by **promoting, providing, increasing OR enhancing** one of the following:
- **Accessibility/Availability**
 - **Affordability**
 - **Sustainability**
- i. OBJECTIVE** - Connect the selected OUTCOME from above to one of the overriding objectives of the ESG programs listed below. Please note that unless your program is clearly related to affordable housing or economic opportunities, you should select “creating a sustainable living environment”
- **Creating a Sustainable Living Environment**
 - **Providing Decent Affordable Housing**
 - **Creating Economic Opportunities**
- j. OUTCOME INDICATOR** – Describe and qualify if possible the benefit or outcome of the proposed program. Please refer to Attachment 1 for examples of acceptable OUTCOME INDICATORS. However, feel free to use one that is not listed there so long as they are measurable and may be reasonably linked to the proposed program. If appropriate, identify both SHORT-TERM (outcomes that are measurable or observable to take place within a few months) and LONG-TERM OUTCOMES (outcomes that are measurable or observable after at least one year). For example, a newly constructed day care center that will provide tutoring and enrichment activities may expect to improve the grades or strengthen the basic academic skills of elementary students who are struggling at school, develop their abilities in other fields, such as music and art, and provide them with a safe nurturing after school environment. If the selected GOAL is to improve the grades of at risk students grades 4 to 8, a SHORT TERM OUTCOME may be defined in terms of increased number of homework completed and submitted on time while a LONG-TERM OUTCOME may be defined in terms of percentage of students whose grades by the final grading period is higher than their grades last year for comparable subjects. **YOU WILL BE REQUIRED TO MEASURE AT LEAST ONE OUTCOME.** It is therefore critical that you select at least one OUTCOME that reflects a major benefit of the proposed program and that you feel you will be in a position to measure (see Methodology below).
- k. METHODOLOGY** – For the **OUTCOME INDICATOR** (s) you wish to measure, outline your proposed METHODOLOGY for collecting and processing the data. For example, for the Short Term Outcome above, you may decide to use as INDICATOR, the *percentage of homework assignments completed and submitted on time*. Your methodology may be to ask teachers for Math, English, and Area Studies to give you the total number of homework assignment given and completed and submitted by the participating student during the third grading period.

ATTACHMENT 5
CITY OF QUINCY/ QUINCY-WEYMOUTH CONSORTIUM
SAMPLE OUTCOME INDICATORS
PERFORMANCE MEASUREMENT SYSTEM FOR ESG

PLEASE REFER TO THE HUD WEB SITE FOR MORE DETAILS:

<http://www.hud.gov/offices/cpd/about/performance/index.cfm>

HOMELESSNESS

1. Number of homeless persons stabilized due to access to overnight shelter or other emergency housing support:

**ATTACHMENT 6
QUINCY CONSORTIUM
FY 10-11 PROPOSAL FORM**

NAME/ORGANIZATION: _____

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 (<i>Check one</i>):	<i>For the purpose of:</i> <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 6
QUINCY CONSORTIUM
FY 10-11 PROPOSAL FORM**

NAME/ORGANIZATION: My Organization (for illustration only)

QUESTION	RESPONSE
NAME OF ACTIVITY PROPOSED FOR FUNDING	Single and Multi-Family Housing Rehabilitation
NEED STATEMENT (Description of Need or problem to be addressed)	Quincy has an aging housing stock and many low/mod homeowners who require rehab assistance and services.
GOAL/ACTIVITY (Proposed solution to need/ problem and program or project e.g. nature, frequency, etc.)	Provide low income individuals services that will enable them to improve their housing from substandard conditions to conditions that meet minimum code requirements.
INPUT (Resources to be dedicated to or utilized; please attach proposed budget)	Funds for delivering unit of service and capital repairs, includes program income. (see attached budget).
OUTPUT 1 (unduplicated count – persons)	25 Families receive assistance
OUTPUT 2 (service units)	10 Multi family unit loans (includes program income) 15 Single family unit loans (includes program income)
OUTCOME STATEMENT (relate to one of the Purposes/Objectives below) (Check one) and provide a statement in the space provided	WILL: have, promote, be provided, OR result in increased OR enhanced <input type="checkbox"/> Accessibility/Availability <input checked="" type="checkbox"/> Affordability <input type="checkbox"/> Sustainability
PURPOSE/ OBJECTIVE (Check one):	<i>For the purpose of:</i> <input type="checkbox"/> Creating a Sustainable Living Environment <input checked="" type="checkbox"/> Providing Decent Affordable Housing <input type="checkbox"/> Creating Economic Opportunities
OUTCOME INDICATOR(S) - quantify; see RFP for samples	25 loan/grants
METHODOLOGY FOR MEASURING OUTCOME (for at least 1 indicator)	<i>To maintain viable affordable housing units loans and grants are administered to repair housing code violations, with the goal being to provide decent affordable housing.</i>

**CITY OF QUINCY, MASSACHUSETTS
PROPOSED HUD FUNDED
FY 2010-2011 ESG PROGRAM**

**ATTACHMENT 7
BUDGET FORM**

Organization	Program
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

CITY OF QUINCY, MASSACHUSETTS PROPOSED HUD FUNDED FY 2010-2011 CDBG, HOME, or ESG PROGRAMS	ATTACHMENT 7 BUDGET FORM
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Organization	XXX NON-PROFIT CORP	Program	XXX REHAB SERVICES
Office Address	Tel.		

BUDGET CATEGORY (a)		FUNDS REQUESTED (b)	MATCH/ OTHER FUNDS (c)	SOURCES OF MATCH AND OTHER FUNDS (d)
Intake Counselors		\$ 2,000	\$ 8,000	Fund Raising
Rehabilitation funds		\$ 5,000	\$ 15,000	Fund Raising
Service Unit Implementation		\$ 5,000	\$ 5,000	Private Grants
Assistant (25%)			\$ 7,000	Private Grants
TOTAL REQUESTED AMOUNT	E	\$ 12,000		Total of Column b
TOTAL MATCH/OTHER FUNDS	F		\$ 35,000	Total of Column c
TOTAL PROGRAM COSTS	G		\$ 47,000	Columns b + c
TOTAL UNDUPLICATED BENEFICIARIES	H	25		Output 1 Proposal Form
TOTAL SERVICE UNITS	I		25	Output 2 Proposal Form
FUNDS REQUESTED/TOTAL UNDUPLICATED BENEFICIARIES			\$480	Row E/ Row H
FUNDS REQUESTED/TOTAL SERVICE UNITS			\$480	Row E/ Row I
TOTAL PROGRAM COSTS/UNDUPLICATED BENEFICIARIES			\$1,880	Row G/ Row H
TOTAL PROGRAM COSTS/TOTAL SERVICE UNITS			\$1,880	Row G/ Row I

EXPLANATIONS:

NOTE: The City reserves the right to request for additional information about the organization or proposed program