

City of Gloucester

REQUEST FOR PROPOSAL Program Year 2009 COMMUNITY DEVELOPMENT BLOCK GRANT

The City of Gloucester is accepting proposals for the use of Community Development Block Grant (CDBG) funds the city receives annually from the U.S. Department of Housing and Urban Development (HUD). The city has not yet received confirmation from HUD on how much Gloucester will receive in the upcoming Program Year (PY) 2009 towards eligible activities. PY 2009 covers July 1, 2009, to June 30, 2010. Eligible project and program activities include public services, affordable housing, public facilities and economic development opportunities. Specific eligible uses and guidelines of CDBG funds are published in the Code of Federal Regulations Book 24 Part 570.

In addition to the city's repayment obligation of a Section 108 Loan, the city has identified the following priorities through the city's 2005 Five Year Consolidated Plan:

- Economic Opportunity
- Affordable Housing
- Suitable Living Environment

Economic Opportunity

Support and increase the ability of low and moderate-income residents to obtain and retain jobs. The current economic downturn presents challenges to the Gloucester business community. Mayor Carolyn Kirk has identified economic development as a priority for PY 2009. Project categories include the following:

- Educational Certifications
- Employment Development
- Job Training (specific fields)
- Jobs
- Micro Enterprise (up to 5 employees)

Affordable Housing for low and moderate-income residents:

Support assistance for low and moderate-income individuals that prevents displacement, improves the quality of housing stock, maintains the affordability of existing housing, increases the supply of rental and owner-occupied housing, leverages private investment in affordable housing, and prevents homelessness. The city identified through the 2005 Five Year Consolidated Plan the high priorities in affordable housing are:

- Single-Unit Residential Rehabilitation;
- Multi-Unit Residential Rehabilitation

Suitable Living Environment for low and moderate-income residents, free from discrimination:

Support social services that provide assistance to improve the living environment for the low and moderate-income population. The city identified through the 2005 Five Year Consolidated Plan the high priorities in suitable living environment are:

- Youth Services;
- Health Services;
- Security Deposits;

Homeownership Assistance; and
Public Facility Improvements:
 Handicapped Accessibility;
 Homeless Facilities (not operating costs);
 Street Improvements;
 Sidewalks;
 Health Facilities

Funding Availability

Funds will be available for contracts after the start of the program year on July 1, 2009. Funds can not be released until there is a fully executed contract or agreement. **Any costs incurred or work done prior to July 1, 2009, is NOT ELIGIBLE for CDBG funding.**

Evaluation Criteria

All proposals will be evaluated on the extent to which it addresses the city's priorities for the CDBG Program. Additionally, any agencies that received CDBG funding in the past three (3) years will be evaluated on their administrative performance history. **Additionally, if your agency PY 2008 CDBG funding and you are not current with your reporting and invoicing requirements, you will not be able to submit an application.**

All proposals also must be for an eligible activity and meet National Objective (benefit to low and moderate-income persons or neighborhoods, see attached income guidelines). Regulations are available upon request.

The criteria of the Program/Project will be evaluated by the city on the following basis:

- Need and Benefit;
 - Does the Program/Project meet a demonstrated, clearly defined, community need identified as a High Priority in the RFP?
 - Is the need supported by data?
 - Are the beneficiaries an appropriate target group in our community and does it include data to substantiate need?
 - Does the Program/Project meet a National Objective?
 - Are the goals of the Program/Project clearly defined?
- Management of the Organization;
 - If the agency received previous funding, did they have any funds rescinded? Did the agency fully comply with the city's CDBG management procedures?
 - Was the agency able to achieve the stated goals and outcomes?
 - Is the staff qualified and have the capacity to provide/complete this Program/Project?
 - Has the agency completed all required aspects of the application process and attended all information/public hearing sessions?
- Funding Appropriateness;
 - Are the Program/Project administrative budgets reasonable?
 - Does the agency demonstrate long-term viability and financial stability?
 - Have they dictated the ability to maintain service(s) within three (3) year period without CDBG funding?

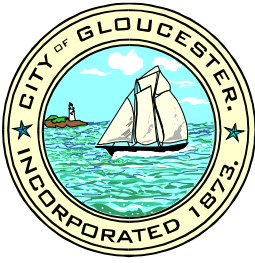
- Is the amount of funds requested compared to the number of Gloucester residents served reasonable for the Program/Project?
- Will the funds maintain an existing activity/service that is in jeopardy?
- Do the funds supplant other funding?
- Will the funds initiate a new Program/Project?
- Does the agency actively seek out and obtain other funding sources for its Programs/Projects?
- When appropriate, does the agency charge a fee and/or generate other revenues that may be used to support this Program/Project?
- Community Support and Collaboration;
 - Does the Program/Project have a substantial need and was it proven?
 - Does the agency collaborate(s) with other agencies beyond referrals?
 - Does the agency have a main or satellite office in Gloucester with reasonable hours? If not, how do they provide services to Gloucester residents?
- Performance Objectives;
 - Does the Program/Project provide a realistic and effective scope of services that produces specific outcomes that are measurable?
 - Are the measures stated and realistic for our community?
 - Are the agency's goals realistic and achievable?
 - Are the objectives clear and measurable?
 - Is the timeframe to complete the objectives reasonable?

Additional Information

Any questions concerning program requirements or the proposal process should be directed to Debbie Laurie, Senior Project Manager, Grants Office, at (978) 282-3027. Applicants are welcome to contact the department for guidance and assistance. A required pre-submittal informational meeting will be held at 3:00 p.m., on Thursday, February 19, 2009, at the Gloucester High School in the Lecture Hall to review submittal and reporting requirements. Following submittal of proposals, the city will conduct a public hearing on Thursday, March 12, 2009, at 3:00 p.m., at the Gloucester High School in the Lecture Hall. At that hearing, the public will be invited to present any general comments about the allocation of the city's CDBG funds. In addition, applicants who have submitted proposals will make a brief presentation about their program. Applicants are required to attend.

Review and Award Process

Funding proposals are due by 12 noon (EST), Friday, March 6, 2009. Following the receipt of applications proposals will be reviewed by the Grants Office at the Public Hearing on March 12, 2009. The Grants Administrator will make recommendations to the Mayor for final approval. All correspondences notifying applicants whether they were awarded funding will be mailed out on or before April 13, 2009. **PLEASE NOTE**, no final awards will be made until the city's Annual Action Plan has been approved by the U.S. Department of Housing and Urban Development. The city will start issuing contracts at the start of the program year in July, 2009.



City of Gloucester

Program Year 2009 COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Deadline - 12 Noon (EST), Friday, March 6, 2009

Community Development Department
Grants Division
3 Pond Road
Gloucester, MA 01930

1. Organization: _____
2. Program/Project Title: _____
Address: _____
City: _____ Zip: _____
Telephone: _____ Fax: _____
Federal Tax Identification #: _____
Contact Person/Title: _____
Email: _____
3. Amount of Funding Requesting: \$ _____
4. Type of Activity: _____
5. Proposed Number of Clients Expected to Serve: _____
6. Attachments: Please provide 4 copies of Items A, B, C, and 1 copy of Item D
 - A. Program Description
 - B. Priorities and Eligibility – City Benefit
 - C. Budget
 - D. Organizational/Financial Information

PROPOSAL SUBMITTAL REQUIREMENTS

If you are seeking CDBG funds for more than one program/project, please complete separate requests for **EACH** program/project that your organization proposes to undertake with CDBG assistance. If you are seeking CDBG for a public service program, a **program** may consist of one or more activities that benefit a certain group of people. *For example, a proposed “program” may be a senior program consisting of several activities such as blood pressure screening, walks, educational seminars, and line dancing. Another proposal could be for day care services for preschool children or arts and crafts for children between ages 6 and 10.*

- 1. Organization** - Write the official name of your organization (or name of public service provider).
- 2. Program/Project Title** - Enter a brief title or name of the program/project proposed for CDBG funding. For public service proposals it is generally preferable to group together under one program the activities that relate to the same clientele. *For example, various events and activities benefiting elderly people may be called a “senior program”.*
- 3. Program/Project Description**, to include:
 - a. Narrative description of the program/project - Describe clearly the proposed program/project - what the program/project is about (describe the activities under it). Indicate proposed **SCHEDULE, DURATION AND FREQUENCY**, e.g. year-round or the months, number of weeks; hours per week.
 - b. Need Statement - Describe the nature and extent (quantify magnitude) of the needs that your proposed program/project is seeking to address. Please explain the source or basis of your information or estimates or attach the document that contains information or data about the need (e.g. Focus groups; surveys; studies; cost estimates);
 - c. Program/Project Goals - 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) your proposed Outcome (see below) *For example, if the **NEED** that you want to address is the low grades of at-risk grades 2 to 4 students, then your **GOAL** might be to improve the grades of those students.* Since CDBG public services funds have to benefit low and moderate-income persons, make sure your target clientele either: benefit **residents of an area** that is considered a low/mod area (area benefits), or **limited clientele** group, which are either presumed to be low/mod (e.g., elderly people; battered women; etc.) or benefit at least 51% of whom are low-mod. For programs proposed under “area benefits”, the “service area” of the program (i.e., where the participants come from) must be the “low/moderate-income area, REGARDLESS OF WHERE THE PROGRAM ACTUALLY TAKES PLACE. A program that is 100% CDBG funded and implemented in a low/moderate-income area, but attracts a significant number of clients from other communities or neighborhoods **cannot** be justified under

the “area benefit”. However, that program could be justified under “limited clientele” as described above.

- d. Intended Beneficiaries:
 - Number of Gloucester residents
 - Data on number of persons eligible for this program/project
- e. Program/Project Schedule
- f. Personnel who will be involved in the program
- g. Specific accomplishments expected from the program - Please include proposed Performance Measures by which the success of the program may be evaluated. These measures should reflect overall program goals and be quantifiable. *For example, if a goal of a youth mentoring program is to increase the percentage of students completing high school, a performance measure would track the student’s success in remaining in school, rather than simply the number of youth participating in the mentoring program, the number of hours, etc.* **Under new HUD requirements, the city will begin monitoring performance measures on all sub-grantees.**

INPUTS - Indicate the major categories of resources, e.g. Staff, contractors, facilities, material and supplies, etc. that will be used to achieve the goals by implementing the activity (ies) or program that you will propose in the next column. Indicate who will directly be responsible for the conduct of the program/activity: name your program as a SINGLE ACTIVITY; that is the INPUTS do **not** have to be broken down by activity within your program.

OUTPUTS - The OUTPUTS may be in terms of number of persons or households. Describe and estimate the **unduplicated** number of participants of beneficiaries or the program (preferably specifying demographic characteristics, e.g., preschools; at-risk elementary students; seniors; Asian). *For example, your OUTPUTS may be 1,000 elderly people transported to their medical appointment; 300 unemployed persons from public housing receiving job counseling; 25 children age 12-15 participating in various recreational activities).* A participant is to be counted once whether they attend the program (or its many activities) once or several times during the contract year. It would also be helpful if you could indicate **SERVICE units** (e.g. 100 elderly persons participating an average of 20 times during the year on all senior activities are equal to 2,000 units of service to elderly persons).

OUTCOMES - Describe the expected benefit(s) and outcome(s) from the program (and activities under it), based on the GOALS set. With a public service program *for example an after-school program that consists of 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 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 on year). *For example, if the GOAL is*

to improve the grades of at-risk students grades 4 to 8, the SHORT-TERM OUTCOME may be defined in terms of increased number of homework assignments completed and submitted on-time and the 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 you feel you will be in a position to measure (see Methodology below).

METHODOLOGY - Select an **INDICATOR(s)** to measure an OUTCOME(s) and your proposed METHODOLOGY for collecting and processing the data. *For example, for the Short-term Outcome above, you may decide to use as an 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 assignments given and completed and submitted by the participating student during the third grading period.*

You will have to consider the feasibility and practicality of your overall methodology, given your budget, staff and operating constraints. The example given above may not work if the teachers of the at-risk students are not willing to provide the information. If so, you may have to select a different indicator or, perhaps, a different outcome. If you selected as OUTCOME “Improved Study Habits”, you may select as INDICATOR, the number of hours spent for homework assignments, test preparation, and studying, and as METHODOLOGY, conducting a survey on study habits at the beginning of the school year and, say third grading period.

4. Priorities and Eligibility

Please explain how this program/project furthers the city's goals and priorities. Explain how this program/project serves the city and its low and moderate-income residents. Identify who will specifically benefit from this program/project: the targeted residents or neighborhood, the numbers of persons who will be served, and the service provided. Please provide data that will substantiate the priority.

In addition, note that funded public service programs will be required to provide monitoring data verifying compliance with eligibility requirements. Specific information will be required indicating demographics, income, and ethnicity data for the population served. Applicants must identify what information they will provide.

5. Program/Project Budget

- a. Please complete ATTACHMENT A PROGRAM/PROJECT BUDGET. All programs which request assistance for personnel costs must also include the total salary of each staff person in the organization assigned to the proposed program and the proposed percentage of time to be allocated to the CDBG Program.

- b. Provide information regarding other funding sources that the organization has attempted to secure funding from relative to the proposed program/project.
 - c. Please explain what other sources of funding will be used for this activity, as well as expected volunteer hours.
- 6. Management and Organizational Information** (not required for city requests)
- a. Budget - Annual
 - b. Articles of Incorporation (Office of Secretary of State)
 - c. Annual Report (Form PC from the Mass Office of the Attorney General - Division of Public Charities)
 - d. Copy of your Return of Organization Exempt From Income Tax (Form 990 for 501c3's)
 - e. List of other funding sources for the year 2007 (Federal, State and Local)

ATTACHMENT A
PROGRAM/PROJECT BUDGET

Please provide a complete **project** budget that lists all proposed expenses and revenues. Include the status of revenues as committed or pending. Please fill in all categories that relate to the **proposed project or program, NOT the overall organization budget**. An incomplete project budget will result in rejection of the application. This is a sample; you may use your own format.

A. Non-Construction Projects/Activities

Category	Funding Request	Other Funding Sources (Revenues)	Amount	Total Budget
<i>Personnel:</i>				
Wages				
Fringe				
Taxes				
<i>Non-Personnel:</i>				
Rent/Mortgage				
Utilities				
Telephone				
Supplies				
Insurance				
Advertising				
Maintenance				
Other:				
Total				

B. Construction Projects

Category	Funding Request	Other Funding Sources (Revenues)	Amount	Total Budget
<i>Hard Costs:</i>				
Acquisition				
Demolition				
Relocation				
Construction				
Contingency				
Utilities				
Other (specify)				
Total				
<i>Soft Costs:</i>				
Architectural				
Engineering				
Fees (specify)				
Legal				
Construction Supervision				
Construction Financing Interest				
Insurance				
Environmental Assessment				
Other (specify)				
Total				