

City of New Bedford

JONATHAN F. MITCHELL
MAYOR

Office of Housing and Community Development

PATRICK J. SULLIVAN
DIRECTOR

REQUEST FOR PROPOSALS

FY 2012 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS

The City of New Bedford's Office of Housing and Community Development is seeking proposals and input for inclusion in its **Fiscal Year 2012 Action Plan**. The Fiscal Year 2012 Program Year will run from **July 1, 2012, through June 30, 2013**. Successful proposals must address the housing and community development needs presented in the City of New Bedford's Consolidated Plan and must meet the guidelines articulated in this Request for Proposals (RFP).

The Consolidated Plan sets forth the City of New Bedford's community priorities and needs, offering strategies and estimated costs for meeting those needs. The U.S. Department of Housing and Urban Development requires all entitlement communities to create Consolidated Plans and to update them every five (5) years. The FY12 Action Plan will serve as the annual document that will articulate the means by which the goals and objectives of the Consolidated Plan are being met and responded to during the coming fiscal year. This particular Action Plan will represent the third of five such annual plans being produced in response to the current Consolidated Plan.

If you are interested in submitting a proposal for consideration, you must complete the attached application form (also available online at <http://www.newbedford-ma.gov/cd/welcome.html>) and submit it with all required materials by **Friday, February 10, 2012 at 12:00 PM** to the following location:

Office of Housing and Community Development
Attention: Patrick J. Sullivan, Director
Anthony S. Catojo, Jr. Building
608 Pleasant Street, 2nd Floor
New Bedford, MA 02740

Only those proposals submitted for *eligible* activities in accordance with the required format (see attached forms and instructions) will be considered for funding. A summarized list of eligible activities is attached to the proposal form along with a summary of activities that are considered *ineligible*. If you are considering submitting an application for funding and are not sure if the project or program is eligible, you may contact 508-979-1500 for assistance.

In addition, the Office of Housing and Community Development invites you to attend a CDBG Technical Assistance Workshop at its Offices located at 608 Pleasant Street on Friday, January 13, 2012 at 9:00 A.M. to assist you with the application process.

Thank you for your interest in the Community Development Block Grant Program.

**CDBG RFP FISCAL YEAR 2012
TABLE OF CONTENTS**

RFP INSTRUCTIONS		RFP PAGE #
I.	General Information	3
II.	Income & Rent Guidelines	4
III.	Eligibility & Selection	5
IV.	Community Development Needs	10
V.	Eligible/Ineligible Activities	11
VI.	Evaluation of CDBG Proposals	12

PROPOSAL APPLICATION FOR CDBG FUNDING		APPLICATION PAGE #
1.	Public Improvements/Construction Activity Application Form	2
1.	Project Eligibility Section	10
2.	Impact on Consolidated Plan Needs	12
3.	Performance Evaluation Criteria	13
4.	Activity Description	17
5.	Organizational Capacity	19
6.	Financial	22
Certifications		
A.	Threshold Certification	24
B.	Statement of Applicant	25
C.	Conflict of Interest Disclosure	27
D.	Tax Compliance Certification	28
E.	Signature Authorization Form	29

CDBG RFP FISCAL YEAR 2012
I. GENERAL INFORMATION

Community Development Block Grant (CDBG) Programs allocate funds from the U.S. Department of Housing and Urban Development (HUD) to state and local governments, who in turn, reallocate them to private non-profit community development corporations, community-based organizations, city departments, and private for-profit corporations, for activities that benefit low and moderate-income areas or low and moderate-income persons.

The City of New Bedford's Community Development Block Grant (CDBG) Program is designed to expand opportunities for low and moderate-income citizens through the provision of public services, acquisition and improvements to public facilities, neighborhood improvements, housing and economic development opportunities.

Funding for the FY 2012 Program year available under the CDBG Program is estimated¹ to be in the amount of **\$2,475,248**.

PROPOSAL REVIEW

Once submitted, no proposal may be amended or substituted, unless the amendment has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional information is required. As a courtesy to applicants, staff is always available to provide assistance prior to the application² due date.

TIMEFRAME

The City anticipates, but is not bound by, the following schedule for reviewing submitted proposals and determination of funding awards:

RFP Availability Date	January 11, 2012
Public Meeting Dates	January 11 and 12, 2012
Technical Assistance Workshop	January 13, 2012
Deadline for Proposal Submissions	February 10, 2012 at 12:00 noon
Review Period	March 13 – April 12, 2012
Action Plan Development, Public Review Period	March & April, 2012
Letters of Award/Denials	May, 2012
Funding Year Begins	July 1, 2012

¹ FY2012 allocations are provided by the Department of Housing and Urban Development and are subject to change and modification.

² The application and its contents are subject to the U.S. Department of Housing & Urban Development's CDBG Program Rules and Regulations (24 CFR part 570) as amended from time to time in addition to the City of New Bedford's CDBG Program guidelines.

CDBG RFP FISCAL YEAR 2012
II. INCOME AND RENT GUIDELINES

Every proposal that is approved will be required to provide ongoing evidence that the beneficiaries of the program meet certain income guidelines. For those programs involving housing, affordable rent guidelines are also required.

The Office of Housing & Community Development can assist you in working with these HUD-mandated requirements.

INCOME GUIDELINES

The following guidelines represent income limits by household size and maximum annual income as determined by HUD for assistance under the Community Development Block Grant 2012 Action Plan.

Maximum Income Levels	
<i>(Based on 80% of Median Family Income)</i>	
<u>Household Size</u>	<u>Annual Income</u>
1 person	\$36,050
2 persons	\$41,200
3 persons	\$46,350
4 persons	\$51,500
5 persons	\$55,650
6 persons	\$59,750
7 persons	\$63,900
8 or more persons	\$68,000

AFFORDABLE RENT GUIDELINES

The following rent guidelines are for use in developing your proposal. These rates were established using local Fair Market Rents (FMR), developed by the U.S. Dept. of HUD.

UNIT SIZE	MAXIMUM RENT Including Utilities	UTILITIES ALLOWANCE
SRO	\$559	\$108
1 Bedroom	\$717	\$141
2 Bedroom	\$820	\$178
3 Bedroom	\$982	\$220
4 Bedroom	\$1,325	\$280

CDBG RFP FISCAL YEAR 2012
III. ELIGIBILITY AND SELECTION

The City will evaluate all CDBG proposals in a three-phase process. The first phase will involve a review of the proposals by the staff of the Office of Housing & Community Development [OHCD] for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for program eligibility under the regulations of the Community Development Block Grant Program, and feasibility for implementation. The second phase will involve an evaluation of the proposal merits by the staff of the Office of Housing & Community Development. During this phase, and at its discretion, City staff may conduct interviews with qualifying applicants and provide the applicant the opportunity to clarify their proposal and advise the City of any additional factors, which may be relevant. The final phase will be a review of the applications and recommendations of the OHCD by the Mayor's Review Committee.

ELIGIBLE ACTIVITIES

Before preparing a request for funding, first determine whether or not the proposed activity or project is an eligible activity per federal regulations. The applicable CDBG regulations are located in these RFP instructions. This listing defines eligible and ineligible activities for the respective programs. If the proposal does not meet at least one of the three national objectives for CDBG funding, or is determined to be ineligible under other applicable CDBG regulations, the project cannot be considered for funding.

NATIONAL OBJECTIVES (FOR CDBG APPLICATIONS)

The **primary objective** of the CDBG program is to benefit low and moderate-income persons who earn at or below 80% of the median income and/or reside in census tracts with at least 51 % low and moderate-income levels. Priority will be given to those applications that meet national objective #1 as stated below. *Without exception, all CDBG program activities must meet one of the program National Objectives listed below:*

- **National Objective 1:** Principally benefits low and moderate-income persons who earn at or below 80% of the median income (Code of Federal Regulation citation 570.208(a).)
- **National Objective 2:** Aids in the prevention or elimination of slums or blight (Code of Federal Regulation citation 570.208(b).)
- **National Objective 3:** Qualifies as a certified urgent need (Code of Federal Regulation citation 570.208(c).)

Section 570.208 of the Code of Federal Regulations lists the criteria to determine whether a CDBG-assisted activity complies with the national objectives stated above.

SELECTION: RANKING CRITERIA FOR FUNDING PROPOSALS

Emphasis will be placed on applicants who meet or exceed the standards discussed in this section. For those providers who are proposing new or expanded programs, emphasis will additionally focus on capacity and exemplary past performance, (*See Section III. D. Capacity for detail*).

Staff will utilize the following criteria, in addition to HUD eligibility requirements and the City's Consolidated Plan priorities, in evaluating proposals submitted for CDBG funding:

A. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

The need for the proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs. Therefore, *applications must provide a clear explanation of how the project impacts upon Consolidated Plan Priority Needs.* Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet the Plan's Priority Needs.

B. BENEFIT TO LOW AND MODERATE INCOME PERSONS

The primary objective of the CDBG program is the development of healthy communities "by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate income." [HUD requires that, at a minimum, **70%** of the CDBG money be used for activities that benefit lower income people.]

Projects are required to benefit low and moderate-income (LMI) persons and must be designed to include participation by such persons. A CDBG-assisted activity "benefits lower income people" if it meets any one of the four following tests:

1. The **Housing Benefit Test** for measuring lower income benefit.

- Housing-related CDBG activities "benefit" lower income people only if occupied by low and moderate-income individuals and families.
- In multifamily buildings (3 or more units), at least 51% of the units must be occupied by low and moderate-income individuals and families.

2. The **Job Creation or Retention Test** for measuring lower income benefit. The business receiving CDBG assistance must justify that the assistance will benefit low and moderate-income individuals. There are two possible ways it can meet this claim:

- At least 51% of the jobs created or "retained" by the business as a result of the CDBG assistance must be either filled by or "available to" low and moderate income individuals. (Jobs are to be counted on a full-time-equivalent basis.)
- "Available to" means either: the job does not require special skills or additional education; or, the business agrees to hire someone and train them for the job. In addition, the business and city must try to ensure that low and moderate income individuals get first consideration for filling the job.

3. The **Limited Clientele Test** for measuring lower income benefit. Some CDBG-assisted activities are either facilities or services that, by their special nature, serve people who might frequently be lower income people. Examples include shelters for abused spouses, or senior citizen centers. HUD calls these "limited clientele activities." To determine whether one of these activities principally benefits lower income people,

one of the following tests must be met:

- (1) Only lower income people are allowed to use the facility or service.
- (2) The activity requires users to provide information about their family income and size, and at least 51% of the users are lower income.
- (3) The activity is one that HUD "presumes" that 51% of the users are lower income. For example, HUD "presumes" elderly, handicapped, and illiterate people -- among others -- are lower income.

4. The **Area Benefit Test** for measuring lower income benefit. Many CDBG activities can benefit all people in an area, no matter what their income is. Examples include: street improvements, neighborhood facilities, and fixing the fronts of stores in neighborhood commercial districts. Such projects must meet the "area benefit test" if they are to be counted as benefiting lower income people. To meet this test, at least 51% of the residents of the "area" must be lower income.

In all cases, all applications scored under the low and moderate-income criterion will include review and scoring of the following:

- LMI benefit activity selected
- How LMI persons will be determined
- The absolute number of persons to be served
- The percent of qualifying LMI persons to be served
- How the low and moderate-income persons will benefit

For the purpose of evaluating project applications, 51% of beneficiaries must be low and moderate-income.

Projects that cannot demonstrate 51% LMI benefit will not be funded.

C. PROJECT DESCRIPTION, PERFORMANCE EVALUATION CRITERIA & BUDGET

The content and soundness of all applicants' project design will be evaluated. This evaluation shall include a review of proposed project activities set forth in the narrative and the budget to support these activities.

Several factors will be considered when reviewing a project's budget. All budget reviews will include, but not be limited to, the following considerations:

- Methods used to derive cost estimates
- Completeness and date of cost estimates
- Relationship between cost and the activities to be undertaken
- Cost per unit, if applicable
- Other items deemed relevant to success of the proposed activities

D. CAPACITY

Project sponsors must demonstrate the ability to carry out the proposed activities. Project sponsors will be evaluated on experience, administrative capacity, and financial management.

Consideration will be given to current providers with exemplary performance records. Exemplary performance is defined as: receiving a high score in performance evaluations conducted by the Office of Housing and Community Development and consistently meeting or exceeding the accomplishment goals established for the CDBG-funded activities.

E. LEVERAGE

Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. Documentation must be provided with the application to verify the availability of leverage resources.

F. OTHER APPLICATION FACTORS

Applicants are encouraged to develop a program that has a substantial and comprehensive effect on the needs and conditions identified in their application. These qualities will be carefully evaluated in the review of your application using the evaluation criteria presented on the CDBG Proposal Application Evaluation Worksheet.2012 found in Section VI of these instructions.

It is strongly recommended that you consider these factors before preparing your application, as they are the same factors that will be used to judge the overall feasibility of your proposal.

Please note that programs that serve youth, and offer food and beverages to their participants will be required to make best efforts to follow the nutritional guidelines described below and to incorporate some form of physical activity into their program if at all possible.

- Keep beverage choices healthful. Choose low-fat milk (1 cup serving), water, and moderate amounts of 100% fruit juice (the American Academy of Pediatrics recommends no more than a 6 oz. serving of 100% fruit juice **per day**). Flavored low-fat milk or soymilks are good alternatives.
- Avoid soda, sweetened juice drinks, and sports drinks!
- Look for snacks that have at least **2** grams of fiber per serving listed on the nutrition label.
- Choose whole-grain snacks as much as possible. Look for the word "**whole**" as one of the first ingredients on the product label.
- Keep fresh fruits and veggies readily available. Wash and prepare snacks such as carrot and celery sticks ahead of time, then keep in the refrigerator for easy snacking later.
- Choose low-fat dairy products (for children over age 2), like low-fat cheeses, cottage cheese, sour cream, yogurt, and milk.
- Aim for snacks low in fat, sugar and sodium. The Mayo Clinic recommends choosing snacks that have close to 5% of the daily value for fat, sugar, and sodium and not more than 20% (this is listed on the nutrition facts label)-except nuts and nut butters.

- Snacks that include at least **two** of the major food groups are best (carbohydrates, meats/beans/nuts, dairy, fruits and vegetables). For example, an apple with peanut butter or cottage cheese with peaches.
- Make it a good habit for children to rinse their mouth with water after they finish eating snacks. Sugary snack foods that stick in the teeth pose the greatest risk for tooth decay. -- Modified from Tufts University, Friedman School, Economics, 2004

G. SIGNATURE AUTHORIZATION FORM & DUNS NUMBER

The City of New Bedford Solicitor's Office will verify that the individual providing Signatory Authority on the Signature Authorization Form (RFP Application Page 24) is listed with the Office of the Secretary of the Commonwealth, Corporations Division as the current President or Clerk of your organization's Board of Directors. Prior to completing the Signature Authorization Form, please verify your information by logging on to the Secretary of Commonwealth, Corporations Division at: <http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>. Follow the instructions present on the form.

The signatures of the President or Secretary currently registered with the Office of the Secretary of the Commonwealth, Corporations Division are the only valid signatures that can be used when completing the Signature Authorization Form.

The Federal Government now requires all applicants for Federal assistance to obtain a Data Universal Numbering System (DUNS) number provided by Dun & Bradstreet. Assignment of the number is FREE and can be obtained by phone at 1.866.705.5711 or online at www.DNB.COM/product/eupdate/requestoptions.html

The phone process takes about 5-10 minutes and the online registration process may take a few days.

Consolidated Plan.2010-2014
Housing and Community Development Needs and Priorities

Needs	Priorities
HOUSING	<p>Improve the overall quality of housing stock in the City of New Bedford. Provide equal access to affordable housing for all residents in the City of New Bedford</p> <p>High Priority: Increase homeownership and rental opportunities for low and moderate-income households, address lead paint, improve energy efficiency. Address abandoned buildings</p>
PUBLIC SERVICES	<p>Improve the quality and livability of City neighborhoods</p> <p>Provide access to a variety of services including handicapped legal and language barrier assistance, transportation, substance abuse, health and mental health services and educational opportunities for the low and moderate income population in New Bedford</p> <p>Increase accessibility and opportunities for all low and moderate income persons including medical, art recreation and advocacy programming</p> <p>High Priority: Anti-Crime Programs, Youth Services, Employment Training, Health Services and programs that encourage good nutrition and physical activity, Homeless Services, Child care.</p>
INFRASTRUCTURE	<p>High Priority: Park and Playground improvements, creation of athletic playing fields – soccer, fields, upgrading water/sewer systems and streets, development of vacant lots, neighborhood restoration.</p> <p>Provide greater access through the removal of architectural barriers, sustainability improvements (alternative energy and transportation, energy efficiency, water conservation, etc.)</p>
PUBLIC FACILITIES	<p>Improve a wide range of public facilities benefiting low and moderate-income individuals and families.</p> <p>High Priority: ADA Compliance to public buildings, public safety building improvements, general improvements to public facilities – community/youth centers, sustainability Improvements, the clean-up of contaminated sites and non-residential historic preservation</p>
ECONOMIC DEVELOPMENT	<p>High Priority: Provide financial assistance to for-profit business ventures that hire/retain low-moderate income labor force, Micro-enterprise assistance, Brownfield redevelopment, Job training/development programs.</p> <p>Improve publicly or privately owned commercial property</p> <p>Increase English as a second language and job training programs to assist the labor force</p> <p>Provide technical assistance to existing and potential micro-enterprises</p>
HOMELESSNESS	<p>Improve a wide range of housing and services throughout the Continuum of Care including outreach, homelessness prevention, advocacy, support services, and shelter operations.</p>
PLANNING & ADMINISTRATION	<p>Provide for the administration of all entitlement programs in the City benefiting low/moderate income individuals/households, undertake fair housing activities, increase accessibility to public information.</p>

V. ELIGIBLE v. INELIGIBLE ACTIVITIES INFORMATION

ELIGIBLE CDBG ACTIVITIES*

Activities that are eligible for CDBG funding include, but are not limited to:

- Planning,
- CDBG Program administration costs,
- Economic Development activities, including microenterprise assistance and lending to for-profit businesses,
- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, fair housing counseling, etc.,
- Acquisition of real property,
- Clearance and demolition,
- Rehabilitation of privately or publicly owned commercial, residential and industrial buildings,
- Housing rehabilitation,
- Construction, reconstruction or installation of public facilities including, but not limited to the creation of parks, playgrounds, streets and sidewalks, public buildings (except for buildings for the general conduct of government),
- Historic Preservation,
- Related relocation, clearance and site improvements, and
- Homeownership assistance.

INELIGIBLE ACTIVITIES:

The lists of activities that are not eligible for CDBG funding include, but are not limited to:

- Buildings used for the general conduct of government,
- Purchase of equipment (if not part of an eligible program),
- Operating and maintenance expenses,
- General Maintenance and/or repair of public facilities and infrastructure,
- Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities,
- General government expenses,
- Political activities, and
- New housing construction.

****NOTE: The eligibility of listed activities may be limited by additional regulatory conditions.***

CDBG RFP FISCAL YEAR 2012
VI. EVALUATION OF CDBG PROPOSALS

Evaluation Criteria.2012

Community Development Block Grant [CDBG] funds are awarded through a competitive proposal evaluation process. The evaluation considers all aspects of the proposal as described in the RFP and proposal application.

Proposals are reviewed by the staff of the City's Office of Housing & Community Development [OHCD] who first review each application for threshold information [completeness of application] and then for content. OHCD Staff review each proposal, ranking them using the City's OHCD Proposal Application Evaluation Worksheet.2012. Should a question arise during its review, the OHCD reserves the right to contact the applicant for clarification. The results of those evaluations are then presented to the Mayor's Review Committee that renders the final decision on grant awards.

While a well-written proposal is no guarantee of funding, this is a highly competitive process where the completeness, conciseness and responsiveness to the criteria described in the RFP is of utmost importance.

A Technical Workshop will be conducted on Friday, January 13th at 9:00 am to assist potential applicants in completing this year's proposal application.

Please contact the OHCD at 508.979.1500 should you have any questions concerning this process or the application, itself.

All completed proposal applications are due without exception on Friday, February 10th, no later than 12noon. There are no exceptions to this deadline.

Review Timeline

Submission Deadline
Noon
February 10, 2012

OHCD In-house Review
February 13th –
March 5th

Mayor's Review Committee
March 12- 15th

Publication of Draft Action Plan
March 12th –
April 12th

Evaluation Criteria	
Maximum Points Possible: 48	
Quality of Program Design	14 Points
Includes demonstration of unmet need, consistency with needs and priorities of the Consolidated Plan, overall program merit, coordination with existing services and evidence of community support	
Quality of Proposal Elements	10 Points
Includes outcomes, assessment plan, action plan/timeline and budget	
Capacity and Experience	10 Points
Includes direct experience, local experience, past grant administration, staffing and resources and partners	
Funding Request	14 Points
Includes use of leveraged funds or other resources and program sustainability	

The following worksheet is the form that will be used in the review of all applications submitted for funding. This is offered only for information purposes and requires no action on your part.

CDBG Proposal Application Evaluation Worksheet.2012

PROJECT NAME:					
AGENCY NAME:					
AMOUNT REQUESTED:	\$		AMOUNT RECOMMENDED:	\$	
NEW PROJECT?			EXISTING / MODIFIED PROJECT?		

Scoring: 0=Unacceptable 1= Poor 2 = Fair 3 = Good 4 = Excellent Y=2 N=0

Evaluation Factors						
Quality of Program Design						
1	Does the proposed program/project comply with the overall regulations, goals and objectives of the CDBG program?				Y	N
2	Does the application include a demonstration of unmet need?				Y	N
3	Is the application proposal consistent with the needs and priorities of the Consolidated Plan? If yes, does the application meet a high, medium or low priority?				Y	N
		0	1	2	3	4
4	Overall program merit including coordination with existing services [non-duplication] and evidence of community support	0	1	2	3	4
Quality of Proposal Elements						
5	Are the program activities and goals clearly defined?	0	1	2	3	4
6	Are there meaningful outcomes and outputs for the proposed program activities?	0	1	2	3	4
7	Does the proposed program/project take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?				Y	N
Capacity and Experience						
8	Does the organization have the experience and staff qualifications to meet its intended program goals? Does the organization have the financial capacity and internal controls to ensure its compliance with standard fiscal practices and to ensure its ongoing sustainability.	0	1	2	3	4
9	Has the organization demonstrated past experience in implementing and complying with federal regulations?				Y	N
10	Has the organization demonstrated an ability to deliver their services?	0	1	2	3	4
Funding Request						
11	Does the proposed activity have additional funding available to fully correct the conditions and/or meet the needs that exist?				Y	N
12	Does the operating budget seem adequate for the organizational structure and proposed project/activity?	0	1	2	3	4
13	Does the proposed cost of the project/activity justify the number of persons who will directly benefit from the project/activity?	0	1	2	3	4
14	Has the organization demonstrated an ability to leverage and raise other funds? Are there other financial resources available beyond CDBG funds that could be used to fund the proposal?	0	1	2	3	4

Total Points Received: ____ out of 48

**PROPOSAL APPLICATION FOR CDBG FUNDING:
THE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
ENTITLEMENT PROGRAM**

❖
**FISCAL YEAR 2012
JULY 1, 2012 THROUGH JUNE 30, 2013**

Organization Name: _____
Project Name: _____
Project Address: _____
Exec Director Name: _____
Address: _____

Telephone #: _____ Fax #: _____
Email Address: _____ Website (if applicable): _____
Employer (IRS) ID #: DUNS #: _____
Contact Name: _____ Title: _____
Contact Telephone #: _____ Fax #: _____
Contact Email: _____ Website (if applicable): _____

PROJECT FUNDING REQUEST

CD Funds Requested \$ _____ Funding Leveraged from other Sources \$ _____

Check the category, which describes the type of funding, requested:

- Housing Public Facility Infrastructure
 Economic Development Public Service Other

BRIEF PROJECT DESCRIPTION:
Please provide a one-sentence statement about your project—not your organization.

CONSTRUCTION PROJECTS ONLY

Important: According to The U.S. Department of Housing and Urban Development (HUD) a minimum grant award amount is necessary to justify the cost of administering CDBG funded projects and program. **Consequently, OHCD requires CDBG awards of \$75,000 or more and will use this grant minimum in making its recommendations for approved proposals.**

Eligible Public Facilities activities include acquisition, construction, rehabilitation and Americans with Disabilities Act (ADA) modifications to a public facility. Public Facilities include senior and youth centers, domestic violence shelters, neighborhood facilities, and childcare buildings. In accordance with the City's Sustainability Task Force recommendations and related Executive Order, agencies will be expected to incorporate sustainable building technologies and standards, such as those in the Leadership in Energy and Environmental Design (LEED) Building Rating System, into their projects whenever feasible.

Priority will be given to public facility improvement projects that service low-moderate income residents and create jobs, increase energy efficiencies or expanded educational and job training opportunities for low income residents. If awarded funding, all contractors receiving funds from this RFP will be required to make and report good faith efforts to create/retain jobs.

ARCHITECTURAL SERVICES

Architectural services are generally required for all new construction projects and for most rehabilitation projects. Some smaller scale projects may not require the use of an architect, in those instances; the applicant must demonstrate capacity for cost estimating, preparation of plans and specifications and coordination of bid solicitation process.

Architects typically assess existing buildings to determine the level and extent of repairs needed to meet the local occupancy and building codes, zoning requirements and to determine safety issues. Issues include physical accessibility, emergency egress and sprinkler systems. Architects also are important in helping the agency through the bid solicitation process and complying with federal procurement rules.

Public Improvements/Construction Activity Application Form

Project Name/Title:		
Agency Name:		
Agency Address:		
City:	State:	Zip:
1. Project Description (Attach additional sheets as necessary.)		
<p>a. Provide a detailed description of the facilities to be provided or improved. Identify major components of proposed work and state estimated quantities:</p>		

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

c. Readiness to Proceed:

(i) Do you have an architect/engineer under contract? If so provide name.

Yes

No

(ii) Do you have preliminary plans/drawings completed (if so, attach)?

Yes

No

(ii) Do you have project cost estimates completed (if so attach)?

Yes

No

(using Davis Bacon Wage Rate and Labor Standards)

Please note that any costs incurred prior to the award and environmental review process cannot be reimbursed to the applicant.

e. Provide evidence of site control. Copy of the deed. If property is not owned provide a copy of the lease.

Agreement and letter from owner approving proposed work.

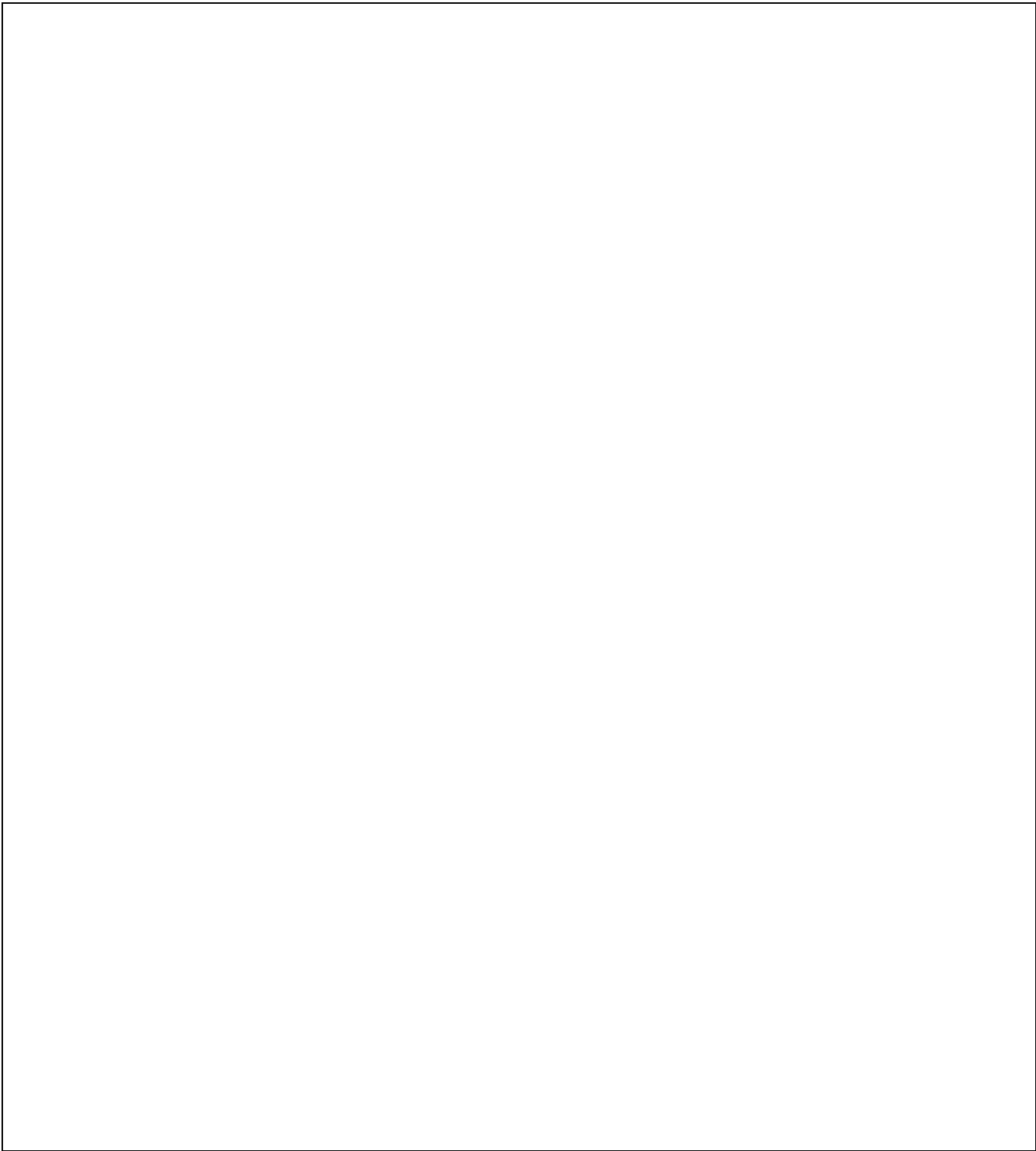
CONSTRUCTION PROJECTS ONLY

2. Project Location:		
a. Project Address/Location: (Include photographs)		
Census Tract(s):	Block Group(s):	
b. Indicate if the project is located in, or will have any impact on, the following: <i>(Please indicate Yes or No)</i>		
(i) National Register Historic District <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	(ii) Designated Wetlands Area <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:	(iii) Land Use/Zoning Change <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:
(iv) Environmental Hazards <input type="checkbox"/> Yes <input type="checkbox"/> No If yes, explain:		
c. Provide a time line for the project and current status of project progression:		
Construction Bid Period:	Start Date:	Completion Date:
Status:		

3. Project Benefit: (Attach additional sheets as necessary.)

- a. Describe the existing problems or conditions to be corrected by the proposed activity. Identify the persons affected by these conditions. Explain how the project benefits low and moderate income people.

- b. Describe in quantifiable terms the goals to be achieved by your project during the proposed funding period, and how the recipients of your services will be benefited or changed.



CONSTRUCTION PROJECTS ONLY

Project Budget

ACTIVITY*	CDBG Funds	OTHER NON-FEDERAL FUNDS	OTHER FEDERAL FUNDS	TOTAL
Acquisition costs				
Land				
Existing structures				
Other acquisition costs				
Site Work (not in construction contract)				
Demolition/clearance				
Other site costs				
Construction/Project Improvement Costs				
New Construction				
Rehabilitation				
Performance bond premium				
Construction contingency				
Other				
Architectural and Engineering				
Architect Fees				
Engineering fees				
Other A & E fees				
Other Owner Costs				
Appraisal fees				
Survey				
Soil boring/environmental/LBP evaluation				
Tap fees and impact fees				
Permitting fees				
Legal fees				
Other				
Miscellaneous Costs				
Developer fees				
Project reserves				
Relocation costs				
Project Admin & Management Costs				
Marketing/management				
Operating				
Taxes				
Insurance				
Other				
TOTAL				

*The line items in column A are a guide. Items may be added or deleted depending on the type of project.

CONSTRUCTION PROJECTS ONLY

1. Construction Procurement Guidelines for private non-profit construction projects

All construction contracts in excess of \$2,000 will be subject to federal Davis-Bacon Wage Rates and Labor Standards provisions. A schedule of current prevailing wage rates and fringe benefits is available by contacting (508) 979-1500.

\$1 - \$24,999:

Develop scope of work and project plans and specifications

Prepare a cost estimate

Solicit a minimum of three written price quotations. Projects of this size do not require public advertisement of bids.

Federal requirements for Davis-Bacon Wage Rates (residential projects consisting of nine or more units and/or non-residential construction projects) and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.

The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.

\$25,000 - \$99,999

Develop scope of work and project plans and specifications

Prepare a cost estimate

Projects over \$25,000 require Newspaper Advertisement Public Solicitation of Contractor Bids in New Bedford Standard Times. Federal requirements for Davis -Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.

Federal requirements for Davis-Bacon Wage Rates (residential projects consisting of nine or more units and/or non-residential construction projects) and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.

Bond Requirement – 50% Payment Bonds.

The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.

\$100,000 +

Develop scope of work and project plans and specifications

Prepare a cost estimate

Projects over \$100,000 require Newspaper Advertisement Public Solicitation of Contractor Bids in New Bedford Standard Times. Federal requirements for Davis -Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.

Federal Section 3 and City of New Bedford Minority Workforce Requirements will be applicable for contracts over \$100,000.

Bond Requirement: 100% Payment and Performance Bonds.

The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.

1. PROJECT ELIGIBILITY SECTION

- A. This project is located in _____ Census Tract(s) (*Identify tract by number*)
(Refer to Factfinder.census.gov website)
- B. This project meets at least **ONE** of the HUD national objectives listed below (*please check all applicable; discussion and definitions available on page 5 of the RFP packet*):

- _____ 1. Benefits low/moderate income individuals/households
- _____ 2. Addresses the prevention or elimination of slums or blight
- _____ 3. Meets a particularly urgent community development need.

- C. Check all statements that describe **HOW** this project or activity meets one of the National Objectives above:

- L/M Area Benefit:* the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. *Examples:* street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.
- L/M Limited Clientele:* the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. *Examples:* construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.
- L/M Housing:* the project adds or improves permanent residential structures that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M income persons must be occupied at affordable rents. *Examples:* acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.
- L/M Jobs:* the project creates or retains **permanent** jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. *Examples:* loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by L/M persons.
- MicroEnterprise Assistance:* the project assists in the establishment of a micro-enterprise or assists persons developing a microenterprise. (A microenterprise is defined as having five or fewer employees, one or more of whom owns the business.) This activity must benefit low/moderate income persons, area or jobs as defined in previous sections.
- NOTE: List is continued on the following page...

- Slum or Blighted Area:* the project is in a designated slum/blight area and the result of this project addresses one or more of the conditions that qualified the area.
- Spot Blight:* the project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to extent necessary to eliminate conditions detrimental to public health and safety. *Examples:* historic preservation of a public facility threatening public safety, demolition of a deteriorated, abandoned building.

D. Project Category [check one]:

- Acquisition of Real Property
- Disposition of Real Property
- Public Facilities and Improvements (e.g., homeless shelter, water and sewer facilities, flood and drainage improvements, fire protection facilities/equipment, community, senior and health centers, parking, streets, curbs, gutters and sidewalks, parks and playgrounds.)
- Privately-Owned Utilities
- Public Service (i.e., a **new** service or an **increase** in the level of a service)
- Relocation Payments and Assistance to Displaced Persons
- Removal of Architectural Barriers, Handicapped Accessibility
- Housing Rehabilitation
- Historic Preservation
- Commercial or Industrial Rehabilitation, including facade improvements and correction of code violations.
- Special Economic Development or assistance to micro-enterprises.

2. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

The Five-Year Consolidated Plan identifies both priority needs in the community and strategies to address these needs. The need for your proposed project will be determined by identifying how the project impacts upon the adopted Consolidated Plan Priority Needs.

Therefore, applications should provide a clear explanation of how the project impacts upon the adopted Consolidated Plan Priority Needs. Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet the Consolidated Plan Priority Needs. Included in this RFP packet is a table in Section IV. entitled "Draft Housing and Community Development Needs and Priorities".

Please identify the category and activity applicable to your proposal, using that table as your guide:

Example: <input checked="" type="checkbox"/> Public Services	Activity: Youth Transportation
--	--------------------------------

- | | |
|--|----------------|
| <input type="checkbox"/> Homeless | Activity _____ |
| <input type="checkbox"/> Infrastructure | Activity _____ |
| <input type="checkbox"/> Public Services | Activity _____ |
| <input type="checkbox"/> Youth Programs | Activity _____ |
| <input type="checkbox"/> Economic Dev. | Activity _____ |
| <input type="checkbox"/> Housing | Activity _____ |
| <input type="checkbox"/> Public Facilities | Activity _____ |
| <input type="checkbox"/> Senior Programs | Activity _____ |
| <input type="checkbox"/> Other CD Programs | Activity _____ |

PROPOSED PROJECT ACCOMPLISHMENTS

Please briefly describe proposed accomplishment(s) if funding is awarded:
(Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created or public facilities undertaken. Example: This program will serve 485 LMI individuals, this program will create 25 jobs, etc.)

PROPOSED ACCOMPLISHMENTS:

Please answer the following questions:

- | | |
|--|---|
| A. What is the total estimated number of persons to be served by this project? | <input style="width: 40px; height: 25px;" type="text"/> |
| B. What is the total estimated number of LMI persons to be served by this project? | <input style="width: 40px; height: 25px;" type="text"/> |
| C. What is the anticipated percentage of LMI persons to be served by this project? | <input style="width: 40px; height: 25px;" type="text"/> |

3. PERFORMANCE EVALUATION CRITERIA

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, The City of New Bedford OHCD has implemented a Performance Evaluation System. The System will help to quantify the effectiveness of programs and establish clearly defined outcomes.

Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

Please note the following definitions specific to this system as you prepare your application and the chart on page 8. **YOU ONLY NEED TO SUBMIT THE CHART WITH YOUR PROPOSAL; YOU DO NOT NEED TO SUBMIT THE INSTRUCTION PAGES.**

GUIDANCE FOR PERFORMANCE EVALUATION SYSTEM FORM

The Performance Evaluation System Form is designed to provide the City and applicants with a concise description of how the proposed project will meet City goals of the Consolidated Plan and Neighborhood Strategy Areas and create desired change in citizens and the community. The information provided in this form will be used by reviewers to determine if your program should be funded.

Some general suggestions for completing this form:

- **It is very important that you do not “over-promise”** on what your project can realistically deliver. Do not project that you can start delivering services one week after your contract is finalized, if you need to hire and train staff. Be realistic about the time frame for implementation. Similarly, do not project serving 200 individuals if your staffing and budget simply will not enable you to do so. View this proposal as the beginning of a long-term relationship with a funding source. If you over-promise now, you will not be believed in the future. If your project is funded and you do not deliver on what you have projected in this table, it is possible that your payments will be delayed or the funds will be reprogrammed.
- **Be as specific and concise as possible.**
- Technical assistance on identifying and describing goals, outcomes and units of service will be provided at the January 13th Technical Assistance Workshop described elsewhere in this RFP.
- Should your project be funded, the Performance Evaluation System Form will be used as the data base for drafting your contract and as a framework for monitoring implementation of the project. Because your projections will be translated directly into the contract scope of work and into the reporting requirements that are part of the monitoring process, it is important that you are realistic about your estimates. Successful applicants will be provided technical assistance to identify data collection tools and procedures that verify outcomes.

Definition of Terms:

Needs Statement is a statement as to an unmet need within the City that is identified in this RFP under Section IV Community Development Needs from the Consolidated Plan.

Project Goal is a broad statement that describes what can reasonably be achieved by completing the project. Goals are generally directly related to the purpose of an organization, and express that purpose concisely. Examples are:

- Increase access to legal services to individuals without financial resources
- Improve the quality of life of aging or physically impaired adults
- Improve access to nutritious food for low-income individuals/families
- Maintain housing stability for individuals/families at risk of homelessness/eviction
- Increase the affordable housing stock
- Create new job opportunities that pay a living wage
- Improve the employability skills of low-income individuals
- Place unemployed and under-employed individuals in living wage positions
- Increase/improve the literacy skills of adults

Applicant goals should be directly related to the Consolidated Plan. These are the objectives the City has developed through its community input and assessment process. It is important that your goals relate directly to the goals identified by the City.

Proposed Activity provides the means by which the City can evaluate the degree to which a contract is being fulfilled. To be of any use, these activities must be quantifiable and provide a level of specificity. It is important for each applicant to list the major activity that must be accomplished in order to implement the project. Activities will vary significantly depending upon the nature of the project, but could include hiring and training staff, recruiting clients, initiating specific project activities, etc. For many projects, developing clear definitions of units of service is extremely challenging, for others it is very simple. The following provides some examples of clear measurable activities:

- Hot lunch daily
- Tutoring session of ½ hours for 4 students
- Counseling session of 1 ½ hours for 20 couples
- Provision of free paint to 20 low-income senior New Bedford residents
- Day of shelter for one low-income New Bedford resident
- Half hour of legal counseling for a low-income New Bedford resident
- Units of affordable housing (as defined by HUD)

For the purposes of preparing proposals, the City would like applicants to define as best they can the activities they propose to deliver and the number of those activities that will be provided. During the contract development phase, approved applicants will be assisted in refining the definitions and honing the projected number of activities to be delivered.

Expected Output is more specific descriptions of what your project is intended to accomplish. It should be specific, time-limited, and measurable. Expected outputs describe the activities you propose to provide, or other tasks that you propose to undertake. The following are examples:

- To develop 20 units of affordable housing by December 20, 2012
- To distribute 100 nutritious meals weekly to low-income New Bedford residents
- To conduct 6 four-week parenting training sessions for 8 families in each session
- To refer 250 families per month to appropriate health services

Expected Outcome describes the hoped-for effect of activities or other process objectives. They

should be realistic, and realizable within the time-frame of the grant. They are often evaluated on the basis of Client Satisfaction Surveys, which assess the degree to which clients or others (parents/teachers/probation officers/customers) consider that the expected outcomes have been met. The following are examples of expected outcomes:

- By June 30, the test scores of 20 participating students will have increased 10%
- 80% of clients will rate services as "very effective" or "effective."
- New residents of renovated affordable housing will rate the housing as "very satisfactory" or "satisfactory" in a survey of all new residents.
- Based after program completion. upon self-reporting, 40% of clients will remain clean and sober for six months
- 80% of clients receiving free paint/loans/housing mediation/legal services will rate service as "highly satisfactory". 50% will indicate that the service enabled them to remain housed, start their business, resolve their legal problem.

It is important that the expected outcome can be measured. In completing the Performance Evaluation System Form, provide one expected output that relates to the services you would deliver, and one expected outcome that relates to the impact that program is expected to have on the community or person(s) benefiting from the activity.

Performance Evaluation Form

Project Name:		Sponsoring Agency:	
Needs Statement (relate to Consolidated Plan Needs):			
Project Goal:			
Proposed Activity:			
Expected Output Number of persons served, jobs created, housing units rehabbed, etc.		Expected Outcome Direct results of the program/project	

4. ACTIVITY DESCRIPTION:

Please answer the following questions in the space provided.

- A. Provide a detailed description of the proposed activity including how the activity will address the community need you have indicated. Identify whether the activity is new, ongoing, or expanded from previous years.

B. Identify who will benefit from the proposed activity (*e.g. homeless, youth, seniors, disabled, et cetera*). If designed to benefit persons of L/M income, describe the process you will use to identify these persons and ensure that the activity meets this objective. (*An LMI certification form is included in the RFP Packet*).

C. Identify the accomplishments you intend to achieve with this activity. Provide an activity timeframe/schedule (include start, completion dates, and other significant stages).

5. ORGANIZATIONAL CAPACITY

Please answer the following questions in the space provided.

A. Provide an overview of your organization including length of time in existence. Attach a list of current officers and board members with terms.

B. Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

C. Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award.

D. Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

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

F. Oftentimes projects that receive an award of CDBG funding are actually awarded less than the amount originally requested. This requires the submission of a revised budget and a description of how it will carry out the proposed activity with reduced funding prior to the commitment of any funding. Please indicate here whether your proposed activity could be undertaken with a reduced commitment of funding and if so, please highlight how that would affect the scope of services you are proposing.

6. FINANCIAL

The City encourages CDBG funds to be utilized as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process.

ACTIVITY BUDGET

Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

- A. Complete the Budget Summary chart. More detailed budgets may be attached (and are strongly recommended) in support of the proposal.
- B. Identify sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.
- C. Leverage – Consideration will be given to the amount of non-CDBG funds committed to the project.

BUDGET SUMMARY

Category Breakdown	CDBG	Leveraged Funds	Source of Leveraged Funds	Total Funds
Personnel *				
Contractual Services (Specify)				
Rent & Utilities				
Communications				
Travel				
Other Specify:				
Total CDBG Request				
Total Other Funds				
Grand Total				\$

*NOTE: Please complete Budget Detail Chart on page 13 if personnel costs are included in your proposal.

BUDGET DETAIL

This section provides back-up for each line item shown in the Budget Summary Chart. Please make certain this detailed breakdown is consistent with the Program Budget. Round up to the nearest hundred.

Please note: A job description for each person must be provided.

A Note about the Staff/Salary Breakdown: Please show all proposed staff positions funded with CDBG funds that relate to the proposed activity. If multiple staff members have the same position/title, list separately (For example: Counselor 1, Counselor 2). Use an additional sheet if necessary. **You must submit job descriptions with your application for each position title identified below.**

When entering percentages, enter in decimal form.

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	x	% Time Spent on this CDBG Project/Program	=	Total Position Cost Requested from CDBG
Example: Case manager	Current	\$25,000	\$5,000	\$30,000	x	40%	=	\$12,000
					x		=	
					x		=	
					x		=	
					x		=	
					x		=	

ATTACHMENT A THRESHOLD CERTIFICATION

In order for your application to be accepted, in addition to the application itself, your organization must submit the following items to the Office of Housing and Community Development **no later than 12:00 PM on FEBRUARY 10, 2012.**

- An original application **with all questions completed** (including performance evaluation criteria and budgets) along with **six** copies that are 3-hole punched and clipped [not bound] of the completed application. (*Only the original must include the requested support documents such as the articles of incorporation and the current list of your Board of Directors.*)
- The following attachments/certifications:
 - Articles of Incorporation
 - Current List of Board of Directors
 - Certified Organization Audit/Financial Statements of most recent year
 - a. Copy of OMB A-133 Audit (Required if \$500,000 in aggregate Federal funds expended), or
 - b. Financial statements audited by a CPA (only if not qualified for A-133), or
 - c. Profit and Loss Statement for most recently completed fiscal year and General Ledger printout (only first time applicants or those who do not meet above criteria may submit)
 - IRS 501(c)(3) Designation Letter (Pending letters will not be accepted)
 - Current Fiscal Year Agency Budget, including all funding sources
 - Job Descriptions
 - DUNS Number
 - A completed Conflict of Interest Form
 - A completed Certificate of Payment of State Taxes Form
 - A completed Certificate of Non-Collusion Form
- An Executed Threshold Certification Form
- An Executed Statement of Applicant Form.
- An Executed Signature Authorization Form.
- Has the Signature Authorization Form been signed by an authorized officer of the Board (*President or Secretary*) as registered with the Secretary of Commonwealth, Corporations Division (<http://corp.sec.state.ma.us/corp/corpsearch/corpsearchinput.asp>)

I hereby confirm that this packet contains all materials required.

Signature and Printed Name
Authorized Signer

B. STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. That the City of New Bedford may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
4. That, if the project(s) is recommended and approved by the Mayor and City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
5. The City of New Bedford reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
7. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines
8. That past program and financial performance will be considered in reviewing this application.
9. That services are to be provided at no cost to citizens during the grant period. All program income (i.e: fees, repayments, foreclosures, etc.) must be remitted to the City.
10. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
11. That, if project(s) is funded, the City will perform an environmental review prior to the obligation of funds.
12. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.
13. That a project's funding does not guarantee its continuation in subsequent action plans.
14. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.

Statement of Applicant continued on following page.

include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2012.

Name of Organization

By: _____
(Signature)

(Title)

ATTACHMENT C

CONFLICT OF INTEREST

The standards in OMB Circular A-110, Subpart C, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 and HOME regulations at 24 CFR 92.356 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG or HOME funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted or HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A disclosure of the nature of any perceived or actual conflict must be made prior to the execution of agreements utilizing CDBG or HOME.

IF NO CONFLICT EXISTS, COMPLETE THE FOLLOWING:

- I certify that no conflict of interest exists between the City of New Bedford and (name of organization) _____.
- I certify that no conflict of interest exists between the subcontractors of and (name of organization) _____.

IF A POTENTIAL CONFLICT EXISTS, COMPLETE THE FOLLOWING:

- I certify that a potential conflict of interest may exist between the City of New Bedford and (name of organization) _____.
- I certify that a potential conflict of interest may exist between (name of subcontractor) _____ and (name of organization) _____.

Describe the nature of the conflict of interest below. Identify the individual, employment and the conflict or potential conflict, and their affiliation with your organization.

Typed Name and Title

**CITY OF NEW BEDFORD, MASSACHUSETTS
ATTACHMENT D
TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, 49A, I/we certify under the penalties of perjury that, to the best of my knowledge and belief, I/we are in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Identification Number or SS#

Date

Name of Business/Organization

BY: _____
Name of Company Officer (Printed)

Street Address

Signature

City, State, Zip Code

**CITY OF NEW BEDFORD, MASSACHUSETTS
ATTACHMENT E
CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal as been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Name of Business/Organization

BY: _____
Name of Company Officer (Printed)

Street Address

Signature

City, State, Zip Code

Date

**ATTACHMENT F.
SIGNATURE AUTHORIZATION FORM**

The Board of Directors of _____ does hereby resolve that on _____ (*Date*), the Board reviewed the Application for Community Development Block Grant Funds to be submitted to the City of New Bedford Office of Housing and Community Development for funding consideration for the fiscal year 2012 and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt and incorporated in the State of Massachusetts.

_____ (*Name of organization requesting CDBG funds*) hereby proposes to provide the services or project identified in the Scope of Services in accordance with this application for Community Development Block Grant Funds. If this application is approved and this organization receives CDBG funding from the City of New Bedford, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the City. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to have signatory authority regarding this grant:

_____	_____
Name	Title
_____	_____
Name	Title

President/Board of Directors (or other authorized person) _____ Date

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.