



Community Development Block Grant

RFP Application Workshop

City of New Bedford
Department of Planning, Housing & Community Development





AGENDA

- Request for Proposal (RFP) Application
- CDBG Program Basics
 - Goals
 - National Objective
 - Eligible vs Ineligible Activities / Costs
- Goals, Outputs & Performance Evaluation
 - Setting Goals / Outputs
 - Performance Evaluation
 - Evaluation Criteria
 - Budgets
- Construction Projects
- Application Requirements
- Ranking Process
- Program Year Requirements
- Contacts

CDBG

SUBRECIPIENT

RFP

Application Workshop

City of New Bedford
Department of Planning, Housing
& Community Development



UNDERSTANDING *the* REQUEST FOR PROPOSAL APPLICATION





UNDERSTANDING the RFP APPLICATION PROCESS

What is the Request for Proposal Application Process?

- ✓ The city is the recipient of federal CDBG funding.
- ✓ The RFP process is the first phase of the application process for agencies interested in applying for CDBG funding for projects beginning implementation on July 1, 2016 – June 30, 2017.
- ✓ All applicants must complete and submit an RFP in order to be considered for funding.





UNDERSTANDING the RFP APPLICATION PROCESS

What is the Request for Proposal and Application Process?

- ✓ Applications are available in a fillable WORD format on city's web site at: www.newbedford-ma.gov/community-development/
- ✓ February 12, 2016 at 12pm: All Applications are due; late applications will *not* be accepted.
- ✓ February 12th – March 17, 2016: City review period.
- ✓ March 18th – April 25th 2016: Draft Action Plan 30 Day Public Comment Period
- ✓ April 28, 2016: Submittal to City Council for Approval
- ✓ May 2, 2016: Submission of Final Action Plan 2016 to HUD
- ✓ AWARD ANNOUNCEMENTS JUNE 2016!



CDBG PROGRAM BASICS





CDBG PROGRAM GOALS

CDBG BASIC INFORMATION!

- ✓ Administered by the US Department of Housing and Urban Development.
- ✓ Cities, states and some counties are eligible to receive CDBG funds from HUD.
- ✓ This is New Bedford's 42nd year of receiving funds!





CDBG PROGRAM GOALS

CDBG GOALS!

- ✓ Provide decent, safe and sanitary housing.
- ✓ Provide a suitable living environment.
- ✓ Expand economic opportunities.





CDBG PROGRAM NATIONAL OBJECTIVE

MEETING NATIONAL OBJECTIVE!

- ✓ Provide benefits to low and moderate income persons.
- ✓ Prevent or eliminate slum and blight.
- ✓ Meet an urgent need that threatens the health and welfare of residents.





CDBG PROGRAM ELIGIBLE VS INELIGIBLE ACTIVITIES





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHO IS ELIGIBLE FOR FUNDING?

- ✓ Private non-profits that are corporations, associations, agencies or with non-profit status under the Internal Revenue Code 501 c3.
- ✓ City Departments.





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHAT IS AN ELIGIBLE ACTIVITY?

- ✓ ALL PROGRAMS MUST BENEFIT LOW AND MODERATE INCOME INDIVIDUALS AND FAMILIES.
 - Homeless Services
 - Crime Prevention
 - Youth Services including child care
 - Job Training and Education Programs
 - Fair Housing Activities
 - Senior Services
 - Transportation
 - Health Care

- ✓ (THIS IS AN INCOMPLETE LIST OF ELIGIBLE ACTIVITIES)





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHAT IS AN ELIGIBLE ACITIVITY?

- ✓ Only programs that serve primarily low and moderate income individuals and families will be eligible for funding! The definition of a moderate income family is no more than 80% percent of the areas median income, adjusted for household size.
- ✓ Special Groups: Some groups are assumed to be low – moderate income. These include – abused children, battered spouses, elderly persons, disabled persons, homeless persons, illiterate adults, migrant farm workers, and persons living with AIDS.





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHAT ARE SOME ELIBILE COSTS?

- ✓ Personnel / staff (salary and benefits).
- ✓ Office / facility rental or lease costs.
- ✓ Materials and supplies.
- ✓ Communications.
- ✓ (THIS IS AN INCOMPLETE LIST OF ELIGIBLE ACTIVITIES)





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHAT ARE SOME INELIBILE COSTS?

- ✓ Fundraising.
- ✓ Political Activities.
- ✓ Expenses required to carry out regular responsibilities or functions of local government.
- ✓ Income Payments.
- ✓ Building or portion thereof, used for general conduct of government.
- ✓ Purchase of equipment, fixtures, motors, vehicles, furnishings or other personal property.
- ✓ (THIS IS AN INCOMPLETE LIST OF INELIGIBLE ACTIVITIES)





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHAT IS AN INCOME CERTIFICATION?

- ✓ VERY IMPORTANT ! (Each recipient must complete an DPHCD approved Income Certification form).
- ✓ Must be maintained by the subrecipient and subject to review by the DPHCD Staff.





CDBG PROGRAM ELIGIBLE VS INELIGIBLE

WHAT IS AN INCOME CERTIFICATION?



CITY OF NEW BEDFORD
Department of Planning, Housing and Community Development

INCOME CERTIFICATION FORM FISCAL YEAR 2015

Individual assisted by a Community Development Block Grant Funded Activity

Income Limits required by the U.S. Dept. of Housing & Urban Development – *please circle one.*

INCOME LEVEL	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Extremely Low Income (30%)	0 - 13,000	0 - 15,930	0 - 20,090	0 - 24,250	0 - 28,410	0 - 32,570	0 - 36,730	0 - 40,890
Very Low Income (50%)	13,001- 21,700	15,931- 24,800	20,091- 27,900	24,251- 30,950	28,411- 33,450	32,571- 35,950	36,731- 38,400	40,891- 40,900
Low Income (80%)	21,701- 34,650	24,801- 39,600	27,901- 44,550	30,951- 49,500	33,451- 53,500	35,951- 57,450	38,401- 61,400	40,901- 65,350
Over Income	34,651- above	39,601- above	44,551- above	49,501- above	53,501- above	57,451- above	61,401- above	65,351- above

Ethnicity: (select one only) Hispanic or Latino Not Hispanic or Latino

Race: (select one)

- | | |
|---|--|
| <input type="checkbox"/> White | <input type="checkbox"/> Asian & White |
| <input type="checkbox"/> Black /African American | <input type="checkbox"/> Black/African American & White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> Am. Indian/Alaskan Native & Black/African Am. |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> Other Multi-Racial |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> Asian/Pacific Islander |
| <input type="checkbox"/> American Indian/Alaskan Native & White | |

Other: (select all that apply)

- Seniors (62 years or older)
 Handicapped or Disabled
 Female Head of Household
 Minors (upto age 18)

Applicants' Signature _____

Typed or Printed Name _____

If client is below 18 years of age, parent or legal guardian must verify income and sign form.

I certify, under the penalties of law, this income information is correct and I understand that the information I have provided on my family income is subject to verification by authorized representatives of the City of New Bedford's Department of Planning, Housing and Community Development, and the U.S. Department of Housing and Urban Development. This information will be kept confidential and used for HUD monitoring purposes only.

Signature of Parent/Legal Guardian: _____

Date: _____





GOALS, OUTPUTS AND PERFORMANCE EVALUATION





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS PERFORMANCE EVALUATION?

- ✓ NEEDS STATEMENT: A basic description of the need for your program and/or service.

- ✓ PROJECT GOAL: What can reasonably be achieved.

- ✓ PROPOSED ACTIVITY / DESCRIPTION:
 - Describes what the project will do, how it will implemented, operated and administered.

 - Very important that the summary accurately describes the activities.

 - Will be used to evaluate your proposal.





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS PERFORMANCE EVALUATION?

✓ OUTPUTS / ACCOMPLISHMENTS:

- The number of people served by the activity.
- Be realistic and don't overpromise.
- Must be unduplicated numbers of people served.

✓ OUTCOMES:

Identify and describe one or more measureable project outcome consistent with Consolidated Plan.

✓ Complete Project Outcome Worksheet!





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

QUALITY OF PROGRAM DESIGN – 25 POINTS

- Does the proposed program / project comply with the overall regulations, goals and objectives of the CDBG Program?
- Does the application include a demonstration of unmet need?
- Is the application proposal consistent with the needs and priorities of the New Bedford Consolidated Plan?
- Overall program merit including coordination with existing services (non-duplication) and evidence of community support.





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

PROPOSED ACCOMPLISHMENTS – 25 POINTS

- Are the program activities and goals clearly defined?
- Are there meaningful outcomes and outputs for the proposed program activities?
- Does the proposed program / project take into consideration the collaboration or resources with other public and/or private development effort to be more effective and efficient?





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

CAPACITY & EXPERIENCE – 25 POINTS

- Does the organization have the experience and staff qualifications to meet their intended program goals? Does the organization have the financial capacity and internal controls to ensure it compliance with standard fiscal practices to ensure its ongoing sustainability?
- Has the organization demonstrated past experience in implementing and complying with federal regulations?
- Has the organization demonstrated an ability to deliver their service?





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT IS THE EVALUATION CRITERIA FOR APPLICATIONS?

FINANCIAL ADMINISTRATION – 25 POINTS

- Does the organization have the qualified staff to oversee financial operations?
- Does the agency expend previous funding in a timely manner, and have previous funding allocations been expended within the program year?
- Does the agency have any outstanding financial concerns or findings?





GOALS, OUTPUTS AND PERFORMANCE EVALUATION

WHAT ABOUT THE PROJECT BUDGET?

COMPONENTS OF YOUR BUDGET!

- Identify all sources - attach commitments or other evidence.
- Identify source of leveraged funds.
- Complete the Budget Category Breakdown – Be sure to Itemize.
- Complete Staff Salary Budget – Include Job Descriptions.
- Overall Agency Budget.





CONSTRUCTION PROJECTS





CONSTRUCTION PROJECTS

CAN CDBG FUNDS BE USED FOR CONSTRUCTION?

YES CONSTRUCTION PROJECTS ARE ELIGIBLE!

- 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, agencies will be expected to incorporate sustainable building technologies and standards, such as those in Leadership in Energy and Environmental Design (LEED) Building Rating System, whenever feasible.





CONSTRUCTION PROJECTS

CAN CDBG FUNDS BE USED FOR CONSTRUCTION?

MORE INFORMATION ON CONSTRUCTION PROJECTS !

- ✓ Must provide separate detailed Construction Budget.
 - All costs (hard and soft costs) must be itemized!
- ✓ Applicants must demonstrate project readiness!
 - Include all funding sources with commitments for funding.
 - Include timeline for project commencement.
- ✓ VERY IMPORTANT – Must demonstrate project feasibility.





APPLICATION REQUIREMENTS





APPLICATION REQUIREMENTS

WHEN ARE REQUEST FOR PROPOSALS DUE AGAIN?

- ✓ All Applications are due on: Friday February 12, 2016 @ 12:00pm.
- ✓ Applicants must provide seven copies of their completed applications that are 3-hole punched and clipped (not bound).
- ✓ Late or incomplete Applications WILL NOT be accepted!
- ✓ Application are available in fill able WORD format on city's web site:
www.newbedford-ma.gov/community-development/





APPLICATION REQUIREMENTS

OVERALL RFP REQUIREMENTS?

- ✓ Be sure to completely fill out each section of the application.
- ✓ Briefly describe your proposed project.
- ✓ Check appropriate National Objective and Activity.
- ✓ Understand impact on Five –Year Consolidated Plan.
- ✓ Review Consolidated Plan priorities to see if proposal is aligned.
- ✓ Special emphasis will be given to proposal meeting a need.





APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

FINANCIAL STATEMENTS:

- ✓ > \$500,000 – Requires most recent audited financial statements.
- ✓ < \$500,000 – Requires up-to-date balance sheet income & expense statement.
- ✓ Articles of Incorporation – 501 c3 designation.
- ✓ Listing of Current Board of Directors.
- ✓ Executed Signature Authorization Form.
- ✓ Obtain DUNS Number





APPLICATION REQUIREMENTS

ADDITIONAL RFP REQUIREMENTS?

- ✓ All questions must be completed (including the performance evaluation criteria and budget sections).
- ✓ Only the original copy must include the requested supporting documentation such as the articles of incorporation and current list of your board or Directors.





RANKING PROCESS





RANKING PROCESS

WHAT IS THE RANKING PROCESS FOR THE RFPs?

- ✓ PRIORITIES: Homeless Services, Neighborhood Crime Prevention Programs, Youth Programs, Child Care, and Health Services.
- ✓ PROJECT READINESS: The service needs to be implemented no later than September 1, 2016 and money must be spent by June 30, 2017.
- ✓ CAPACITY: Must demonstrate the capacity to implement activity.
- ✓ QUALITY of program.
- ✓ Leverage funding.





PROGRAM YEAR REQUIREMENTS





PROGRAM YEAR REQUIREMENTS

WHAT HAPPENS IF YOU ARE SELECTED FOR FUNDING?

- ✓ All Agreements will run from July 1, 2016 to June 30, 2017.
- ✓ Agreements will have a scope of work and a budget that you will need to adhere to.
- ✓ The city will reimburse on a monthly basis.





PROGRAM YEAR REQUIREMENTS

WHAT ARE SOME REQUIRED REPORTS?

- ✓ QUARTERLY DEMOGRAPHICS: Summary report that has a breakdown of the demographics of people served.
- ✓ QUARTERLY NARRATIVE REPORT: A summary narrative report about how the subrecipient is or is not achieving their stated goals, objectives and outputs.
- ✓ MONTHLY INVOICES: Detailed description of funds spent with backup documentation.
- ✓ IMPORTANT: All files on CDBG related funds and requirements must be maintained for a minimum of 5 Years from the end of the program year.





PROGRAM YEAR REQUIREMENTS

TECHNICAL ASSISTANCE WORKSHOP?

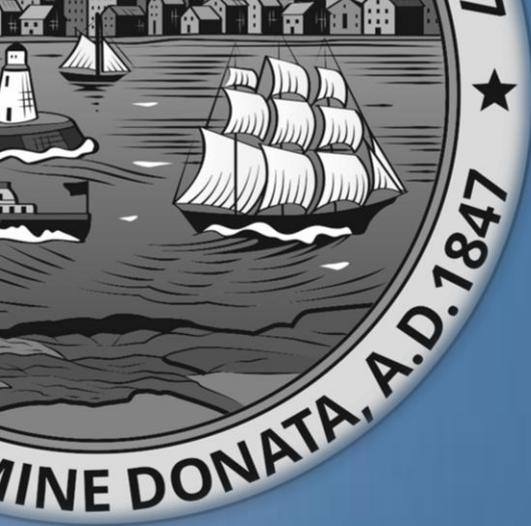
- ✓ Prior to the start of the program year, all successful applicants are required to attend an orientation or technical assistance workshop.
- ✓ The following issues will be discussed:
 - Understanding your Subrecipient Agreements.
 - Performance & Outcome Measurements.
 - Quarterly Reporting Requirements.
 - Reimbursement Process.
 - Budget / Amendment Process.
 - Procurement.
 - Annual Monitoring.





CONTACTS





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CDBG

SUBRECIPIENT RFP

Application Workshop

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