

City of Chicopee
Community Development
REQUEST FOR PROPOSALS
COMMUNITY DEVELOPMENT BLOCK GRANT

The City of Chicopee's Community Development Department is seeking proposals for inclusion in its **2018-2019 Action Plan**. If federally funded, the Program Year is anticipated to run from **July 1, 2018 through June 30, 2019**. Successful proposals must address the housing and community development needs presented in the City of Chicopee's Consolidated Plan and must meet the guidelines articulated in this Request for Proposals.

Interested parties must complete and submit the application with all required documents by **noon, Wednesday, February 28, 2018** to the following location:

Community Development Department Attention: Kathleen A. Lingenberg 38 Center Street Chicopee, MA 01013

Only those proposals submitted for *eligible* activities in accordance with the required format will be considered for funding. A summarized list of eligible activities is provided within this application.

Additionally, the Community Development Department invites you to attend a CDBG Technical Assistance workshop on **Tuesday, January 30, 2018 at 10AM in the Veteran's Office Conference Room, at 36 Center St.**

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

Chicopee CDBG RFP 2018-2019

TABLE OF CONTENTS

RFP INSTRUCTIONS		RFP PAGE #
I.	General Information	PG 2
II.	Income Guidelines	PG 3
III.	Eligibility Areas	PG 3
IV.	Eligible Activities	PG 4 - 7
V.	Community Development Needs	PG 8
PROPOSAL APPLICATION FOR CDBG FUNDING		APPLICATION PAGE #
1.	Applicant Information	A - 1
2.	Project Eligibility	A - 2
3.	Organizational Capacity	A 3 - 5
4.	Budgets/Financials	A 6 - 7
5.	Threshold Certification	A - 8

Chicopee CDBG RFP 2018-2019

I. GENERAL INFORMATION

Community Development Block Grant (CDBG) Programs receive funds from the U.S. Department of Housing and Urban Development (HUD) to state and local governments, who in turn, allocate 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 Chicopee'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.

Subject to Congressional Appropriations and Federal Budget, the City anticipates CDBG funding for the FY 2018-2019 Program to be approximately \$1,000,000. Due to federal regulations, a maximum of 15% of final Entitlement amount may be utilized to fund public service activities.

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.

Chicopee CDBG RFP 2018-2019

II. INCOME GUIDELINES

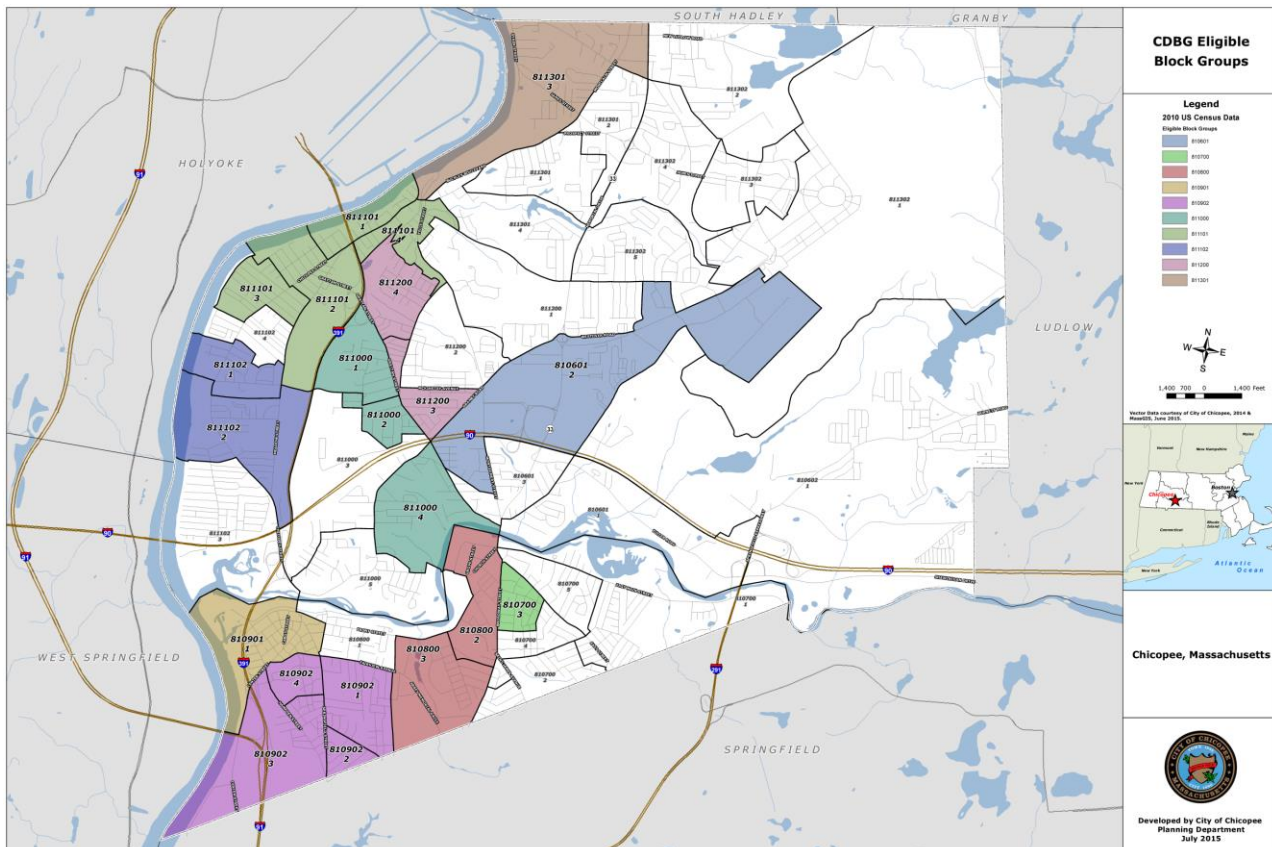
Every proposal that claims to benefit low and moderate-income persons will be required to provide evidence that the beneficiaries of the program meet certain income guidelines. The majority (51%) of the programs beneficiaries must meet HUD income guidelines.

The following income limits by household size represent eligibility for assistance under the Community Development Block Grant.

Family Size	80%
1	46,000
2	52,600
3	59,150
4	65,700
5	71,000
6	76,250
7	81,500
8	86,750

III. ELIGIBLE CDBG AREAS

The following areas have been identified by HUD as CDBG eligible. The physical projects located in these areas are eligible as Low Moderate Income Area Projects.



Chicopee CDBG RFP 2018-2019

IV. ELIGIBLE ACTIVITIES INFORMATION

ELIGIBLE CDBG ACTIVITIES*

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

- 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, youth programs, 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.

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

See 24 CFR 570.201 – 207

Chicopee CDBG RFP 2018-2019

ELIGIBLE ACTIVITIES

Before preparing a request for funding, first determine if the proposed activity or project is an eligible activity. See also the Code of Federal Regulations at 24 CFR 570.201-207 for an extensive description. A proposed project must be both an eligible activity and meet at least one of the national objectives (listed below) to 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% of the population at 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 at least one of the 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 Regulations citation 570.208(a).)
- **National Objective 2:** Aids in the prevention or elimination of slums or blight (Code of Federal Regulations citation 570.208(b).)

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. The section related to National Objective 1 is summarized below.

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 low and moderate income people.]

Projects which claim to benefit low and moderate-income (LMI) persons must be

designed to include participation by such persons. A CDBG-assisted activity "benefits LMI persons" if it meets any one of the four following tests:

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

- 1) Housing-related CDBG activities "benefit" LMI persons only if occupied by low and moderate-income individuals and families.
- 2) 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:

- 1) 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.)
- 2) "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, homeless, severely disabled, and illiterate adults -- 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 number of persons to be served
- The percent of qualifying LMI persons to be served
- How the low and moderate-income persons will benefit

Chicopee CDBG RFP 2018-2019

V. COMMUNITY DEVELOPMENT NEEDS

Housing and Community Development Priority Needs and Objectives

Priority Needs	Objectives
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • Improve publicly or privately-owned commercial property • Provide financial assistance to for-profit business ventures that hire/retain a low-moderate income labor force • Increase job training programs to assist the labor force • Provide technical and financial assistance to existing and potential micro-enterprises
HOUSING	<ul style="list-style-type: none"> • Improve the overall quality of housing stock in the City of Chicopee • Increase homeownership and rental opportunities for low and moderate income households • Increase availability of rental opportunities for special needs population
HOMELESSNESS	<ul style="list-style-type: none"> • Improve a wide range of services available ranging from outreach, homelessness prevention activities, and advocacy
INFRASTRUCTURE	<ul style="list-style-type: none"> • Provide greater physical access through removal of architectural barriers • Improve infrastructure system by improving, streets/sidewalks and miscellaneous streetscape amenities
PUBLIC FACILITIES	<ul style="list-style-type: none"> • Improve a wide range of public facilities benefiting low and moderate income individuals and families including neighborhood parks and open space • Provide clean-up of contaminated sites and non-residential historic preservation
PUBLIC SERVICES	<ul style="list-style-type: none"> • Provide access to a variety of services including services to frail and vulnerable populations, recreation, youth programs and educational opportunities for the low and moderate income population in Chicopee

PROPOSAL APPLICATION FOR CDBG FUNDING
THE CHICOPEE COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
JULY 1, 2018 THROUGH JUNE 30, 2019

ORGANIZATION

Organization Name

Address

Web Address

DUNS # CCR #

EIN #

Authorized Individual to Respond to Inquiries

Authorized Individual's Email

Phone Fax

Applicant's Qualifications:	Yes	No	N/A
Drug Free Policies			
Fair Housing Policies			
Equal Employment Opportunity			

Project Title

Project Address

CDBG Funding Request \$

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

- Housing
 Public Facility
 Infrastructure
 Economic Development
 Public Service
 Homelessness

PROJECT ELIGIBILITY

Check one statement that best describes HOW this project or activity meets HUD eligibility:

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 units 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 units. Rental units for L/M income persons must be occupied at affordable rents. Examples: property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units 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.

ORGANIZATIONAL CAPACITY

- A. Provide an overview of your organization including length of time in existence, annual operating budget, service locations, and current staffing. List 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.

ACTIVITY DETAIL:

- A. Provide a detailed description of the proposed activity including how the activity will address a priority community need. Please detail services provided. Identify whether the activity is new, ongoing, or expanded from previous years.

B. Please detail participant eligibility requirements that are imposed by other funders or your organization.

C. Detail Hours of Operation and location(s) of service delivery

D. Identify who will benefit from the proposed activity (e.g. homeless, youth, seniors, disabled, et cetera). Describe outreach and enrollment efforts

E. Describe how CDBG eligibility (Low-Moderate Income) documentation will be obtained from program participants. Detail the percentage of participants who are likely to be low- moderate income.

F. Identify the outcomes the **PARTICIPANTS** are expected to achieve as a result of your program. How do participants benefit?

G. Briefly describe and quantify proposed accomplishment(s) if funding is awarded: (Accomplishments must be described in terms of households served, people served, businesses created, housing units created.)

H. 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.

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

BUDGET, COST REASONABLENESS, AND FINANCIAL VIABILITY

A. Project/Program Budget

Line Item	Calculation of Request	Request	Other Funds	Total*
PERSONNEL COSTS (list positions, cost includes fringe)	Provide rate of pay, percentage of time on project, calc. of fringe, etc. for total cost*	\$	\$	\$
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$
6		\$	\$	\$
Consultants		\$	\$	\$
Subtotal PERSONNEL		\$	\$	\$
OPERATING COSTS	Provide description of how you arrive at total cost* for each line	Request	Other Funds	Total*
Advertising		\$	\$	\$
Supplies		\$	\$	\$
Rent and Utilities		\$	\$	\$
Facility Maintenance		\$	\$	\$
Equipment		\$	\$	\$
Printing/Copying		\$	\$	\$
Phone		\$	\$	\$
Travel		\$	\$	\$
Training		\$	\$	\$
Taxes		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Subtotal		\$	\$	\$
TOTAL BUDGET		\$	\$	\$

B. Please detail the source and status of all "Other" funds. Attach all contracts and commitments of other funds

C. Please detail the plan to modify program and provide services if the proposal is not fully funded.

D. Applicant must provide current documentation that it possesses adequate fiscal management systems and legal certifications to implement the proposed project:

- Please provide current 990's
- Please provide copy of Annual Report with Financial Data.
- Please provide copy of last Independent Audit, results and copy of management letter.

E. Has a single audit identified any concerns or findings with your organization over the past three years? Yes No

F. If yes, what were they and how were they resolved?

A. THRESHOLD CERTIFICATION

You must submit one original application and two (2) copies in response to this RFP to the CDD offices no later than **noon on Wednesday, February 28, 2018.**

Submission Checklist

- ❑ Submit an original and two (2) copies of the completed application. Applications should be typed.
- ❑ List of Board Members and Terms
- ❑ Documentation of Project Resources (commitment letters, contracts)
- ❑ Job Descriptions for each staff position funded with CDBG
- ❑ Current 990
- ❑ Current Annual Report with Financial Data
- ❑ Current copy of Independent Audit.

Submit your application so it will be **received** at the Community Development Department by **noon on Wednesday, February 28, 2018.**