

# *Town of Brookline*

*Massachusetts*



## FY 2020

Community Development Block Grant

*Request for Proposals (RFP)*

Guidelines

**Due:** Submit 1 signed original copy on white, 8.5" x 11" paper (collated and stapled) and send one copy electronically to [elindo@brooklinema.gov](mailto:elindo@brooklinema.gov). Packet must be received by 12:00pm on Friday, February 1, 2019.

Questions regarding the completion of the application should be directed to  
Ewana Lindo-Smith at (617) 730-2133.

**RFPs submitted after February 1, 2019 at 12:00pm will not be considered for funding.**

## SECTION 1: FY 2020 Information & Guidelines for Applicant

### Purpose

The Community Development Block Grant (CDBG) Program of the United States Department of Housing and Urban Development (HUD) enables the Town of Brookline to carry out activities determined to be eligible under the grant which principally benefit low- and very low-income residents.

### Eligible Criteria

HUD requires that any program funded with CDBG funds must: (1) meet one of the categories of basic eligibility; (2) meet one of the national objectives of the program; and (3) provide adequate documentation as required by category of activity. If you are planning to apply for funding of an activity deemed eligible under the CDBG Program for an agency, please note that:

- Applications will only be accepted from non-profit organizations or Town agencies
- All submitted requests will be weighed against other proposals that are in competition for limited funding
- Activities must provide services to primarily low- and moderate-income households of the Town
- Agreements with the Town must run within the July 1, 2019 to June 30, 2020 timeframe
- All organizations are eligible to participate without regard to religious character or affiliation

### General Criteria

1. All projects/activities should benefit lower income individuals or families because Brookline neither has identified areas of “slums and blight” nor does an “urgent need” exist - as defined by HUD.
2. Completed applications must be submitted by **Friday, February 1, 2019 at 12:00pm** to the Planning and Community Development Department, 333 Washington Street, Room 309, Town Hall Brookline, MA 02445. **Submit 1 signed original copy on white, 8.5” x 11” paper (collated and stapled) and send one copy electronically to [elindo@brooklinema.gov](mailto:elindo@brooklinema.gov).**

**\*ONLY SUBMIT APPLICATION PACKET ALONG WITH OTHER REQUIRED ATTACHMENTS.\***

*Applicants are cautioned not to make assumptions as to the implied meaning or intent of any part of the RFP. Applicants should request clarification if needed. Every request for information on or clarification of the RFP should be submitted in writing in a timely fashion, being mindful of the RFP due date.*

3. Applicants shall submit one application per project.
4. All proposed projects or activities must meet eligible activity guidelines as prescribed by HUD regulations. (See Basic Eligible Activities.)
5. All proposed projects or activities must correspond with strategies and priorities noted herein, which are part of Brookline’s Five Year Consolidated Plan and Strategy (FY2016-2020), as seen here:

<http://www.brooklinema.gov/DocumentCenter/View/8053>

6. All projects previously funded by the Town of Brookline with CDBG funds must be in good standing, having met performance measurements standards set, and/or completed projects in order for the application to be eligible for funding. This means that all funds must be expended and/or on schedule to be expended by the contract end date. **Oversight of CDBG funds by the Office of the Inspector General necessitates that programs expend funds within a year or possibly become subject to Reasons for Delay and Remediation. Remediation plans for**

unspent CDBG funds may or may not be approved by HUD, putting program funding at risk for those activities which do not expend funds in a timely manner.

7. Completion of the proposed project or activity must be within 12 months of the fiscal year funding cycle AND correspond to the project/activity's outline submitted with the application.

## Selection Process

At least two public meetings will be held during which the funding applications will be discussed and requestors will be able to make a presentation regarding their proposal. Applications will be reviewed by the Town's CDBG Advisory Committee and scored according to criteria established on page 6 of the guidelines. The Committee will then make its recommendations to the Brookline Select Board. Final decisions on the applications are not official until the Select Board hold a public hearing to 1.) approve the Town's FY2020 Annual Action Plan and 2.) approve its submission to HUD.

*While the Town makes reasonable efforts to inform the community of this RFP, we assume no responsibility for failure to inform all interested parties of its availability.*

- *The Town reserves the right to reject incomplete and unresponsive proposals or deny future funding to applicants that have a history of being unresponsive in carrying out the grant requirements as stated by the Town and the U. S. Department of Housing and Urban Development (HUD).*
- *This RFP is a solicitation of proposals only; no offer of contract of funding is implied.*
- *Costs incurred by the respondent in preparation and completion of this RFP are not the Town's obligation and may not be reimbursed through grant funds.*
- *The Town reserves the right to fund projects at a level less than the amount requested.*
- *The application must demonstrate that the proposal could not be completed without the request of CDBG funds.*
- *The Town reserves the right to waive irregularities or deficiencies in the proposal if the Town determines that doing so is in the best interests of the Town.*
- *The Town may request supplemental written information from an applicant concerning the applicant's ability to perform the services. If the applicant fails to provide supplemental information within the time stated in the request, the Town may refuse to consider the applicant's proposal.*

## Rules and Record-Keeping Requirements

Successful applicants will be required to sign a written agreement with the Town, which will delineate all of the applicant's reporting obligations including, but not limited to, the following:

1. Written records to justify all expenditures must be maintained for a period not less than four years after the full amount of the grant awarded is expended. Your records will be subject to review by the Town and HUD.
2. You must agree to administer the CDBG activity in accordance with 2 CFR Chapter I, Chapter II, Part 200, et al. In addition, The Single Audit threshold has been raised from \$500,000 to \$750,000. See Subpart F-Audit Requirements for standards at 2 CFR Part 200.
3. You will be required to submit quarterly status reports (no exceptions) which include information on levels of program service; persons/households served, including their racial and ethnic origin; performance measures attained; and/or work out plans relative to expenditures and milestones.

4. You will be required to submit additional reports as may be required by the U.S. Department of Housing and Urban Development and the Town.
5. You will be required to obtain written proof of income documentation as required by HUD for each person or household you assist to clearly document their eligibility for participation in your program. This includes third party documentation. Submission of such documentation is strongly encouraged before a first invoice request.
6. Any income derived from the activities funded by CDBG is considered program income and must be returned to the Town.
7. In the event that HUD should determine that CDBG funds were improperly spent by your organization, your organization will be responsible for reimbursement to the U.S. Treasury if required by HUD.

### **Other Information**

1. If you anticipate that your proposed CDBG-funded project is a multi-year activity, please provide details regarding the current and future requests. For example, if your current proposal contemplates that full or partial future CDBG funding is needed for completion, this relationship should be clearly identified within this application.
2. Successful applicants must be willing to comply with all applicable Federal, State, and Town statutes, rules, regulations and record keeping requirements governing the use of CDBG funds within timeframes mandated. The applicants selected by the Town will be required to enter into a written agreement requiring compliance with the RFP and the proposal and any modifications and conditions imposed by the Town, including CDBG grant terms applicable to the project. The agreement must be signed and executed prior to disbursement of any funds.
3. Funds will be available upon completion of all regulatory requirements for the use of federal funds including, but not limited to, completion of an Environmental Review Record. Note: CDBG funds **cannot** be used to reimburse expenses incurred prior to the signing of a contract.
4. **Property Acquisition:** If acquisition is proposed, the applicant can have no financial or legal commitment to purchase. Any option agreements or other such agreements relating to the proposed purchase of the property shall be provided with the application for review.
5. **Construction Projects & Federal Wages Rates:** For any construction project over \$2,000, workers must be paid Federal Davis-Bacon wage rates (except housing rehab or construction, in which case eight or more units must be involved). These rates are established by area of specialization (i.e. plumbers, electricians, carpenters, laborers, etc.) and are based on one of four project types including “residential”. Sometimes these wages are higher than accepted local rates and may increase the cost of the project since they must be paid on the entire project and not just the portion being funded by CDBG. There is additional record keeping burden required of contractors and applicant’s staff must conduct site interviews with employees while the work is underway.
6. **Town of Brookline Living Wage Ordinance:** The guidelines outlined in the Living Wage By-Law shall apply to all service contracts of the Town of Brookline. Covered Employee means any employee who performs direct services for the purpose of fulfilling the covered employer’s contractual obligations provided, however, that employees who perform services that are incidental to the execution of the contract are not covered employees. Services mean the furnishing of labor, time, or effort by a contractor and/or covered employer. Service contract means a contract for services awarded to a vender by the Town for no less than the following amounts: \$5,000.00 for contracts commencing in fiscal year 2008 and thereafter. Effective July 1, 2018, the living wage is \$14.26 per hour.

## Grant Initiation

Following initial notification of project selection for the entitlement grant, additional public meetings will be held until the The Select Board, at a public hearing, vote to approve the CDBG budget and the submission of the Town’s One-Year Action Plan to HUD. Notification of project selection does not imply approval of all activities, specific costs proposed or proposed timelines. During the grant negotiation period proposed activities, additional resources, administrative costs, and other aspects of the project that were identified during the rating process will be discussed and resolved.

Once HUD approves the Town’s FY2020 Annual Action Plan and a grant agreement is executed between HUD and the Town, a written agreement between sub-recipients and the Town will be negotiated and executed. The sub-recipient agreement is the legal document which governs the administration of the grant and includes, but is not limited to:

- The amount of CDBG funds provided and the amount and sources of other funds committed to the project
- A detailed project description outlining the scope of work to be completed
- A detailed budget for implementation of project activities
- The schedule for implementation of project activities
- The general and special terms and conditions associated with the grant
- HUD regulations and provisions

### Tentative Dates for FY 2020 CDBG Program

Application Timeline	
Applications Due	February 1, 2019 @ 12:00 pm
CD Advisory Committee Review of RFPs (tentative)	February 25 & 27, 2019 @ 7:00 pm
CD Advisory Committee Recommendations Meeting (tentative)	February 28, 2018

FY2020 CDBG Schedule for Sub-recipients	
Beginning of Fiscal Year 2020	July 1, 2019
2020 CAPER final material from sub-recipients due	July 10, 2020
All agencies must have one invoice submitted by this date or a letter explaining why no activity has occurred.	September 25, 2019
Minority Business Enterprise and Women Business Enterprise Report (MBE/WBE) submitted	September 28, 2019
Section 3 Reporting	September 28, 2019
Semi Annual Labor Standards Report (4/1/19 to 9/30/19) due	October 6, 2019
Semi Annual Labor Standards Report (10/1/19 to 3/31/20) due	April 6, 2020
Last day to submit invoices for FY 2020	June 19, 2020
<b>Quarterly Status Reports Due:</b>	
<b>October 13, 2019</b>	<b>January 10, 2020</b>
<b>April 10, 2020</b>	<b>July 10, 2020</b>

## Scoring Criteria

All applications received will be subject to the following scoring criteria as part of evaluation/selection process.  
**Maximum Score: 100 points.**

\*As a result of an audit by the Office of Inspector General there is more oversight by HUD on CDBG activities. Activities must draw down funds within a year of allocation to avoid Boston field office approval or not of the reasons for delay and a remediation plan. Rejection by HUD of this can result in immediate completion of the activity or cancellation by HUD field office.

POINTS	CRITERIA
15	<b>Executive Summary:</b> Clear definition of need and appropriateness of proposed project to meeting this need.
10	<b>Needs Statement:</b> Identify and document the need for the proposed project, with current information, cited references, and understood issues.
10	<b>Description of Proposed Program or Project:</b> Provide sufficient detail to understand what will be accomplished along with the number of people to be served, described features of the program, and staffing levels and locations.
20*	<b>Goals and Objectives &amp; Methods of Accomplishment:</b> Accomplishments must be described in terms of households served, people served, business created, housing units created, jobs created, or public facilities undertaken. <u>Project schedule/timeline MUST BE</u> included. Address if a prior funded grantee, name performance measures been met or not. Why?
5	<b>Program Evaluation Process:</b> Subrecipient presents a reliable method of evaluating the program, which shows knowledge of methods that include qualitative as well as quantitative tools.
25	<b>Matching Funding:</b> To what extent will the sub-recipients proposed project be supported by funds other than CDBG? <i>With diminishing entitlement funds, activities should not expect CDBG to be sole funding source.</i>
15	<b>Fiscal Management:</b> Describe the procedures for ensuring accurate fiscal management and control.

# APPLICATION FOR FUNDING

(Please return Application only, along with other required attachments)

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## Note: Ineligible Activities

According to HUD regulations, CDBG funds may **NOT** be used for the following activities:

- Buildings for the general conduct of government (e.g., Town Hall);
- General government expenses;
- Political activities;
- New housing construction except under certain conditions when carried out by CBDO;
- Income Payment; and
- Acquisition, construction, or rehabilitation of structures that are used for inherently religious activities.

## Tips for Preparing your Proposal

- Make sure your proposal is neat, clean, and free of typographical errors. Break up the copy with paragraphs and double-spacing. Don't use extravagant proposal packaging such as spiral bindings or plastic covers.
- Explain in common terms any funding sources the review committee may not be familiar with.
- Cite your sources when using charts, tables, and graphs.
- Be clear and concise when describing your program.
- Your proposal should address the problems of the people, *not the problems of the agency*.
- Follow the instructions provided.

## Current Low- and Moderate-Income Guidelines (Double Check)

Effective April 2, 2018, the Department of Housing and Urban Development (HUD) released the FFY 2018 Median Family Income Limits. These income limits are still in effect for CDBG funded activities until new rates are released by HUD later this year.

HOUSEHOLD SIZE	EXTREMELY LOW INCOME (0-30%)	VERY LOW INCOME (31-50%)	LOW INCOME (51-80%)
1	\$ 22,650	\$ 37,750	\$ 56,800
2	\$ 25,900	\$ 43,150	\$ 64,900
3	\$ 29,150	\$ 48,550	\$ 73,000
4	\$ 32,350	\$ 53,900	\$ 81,100
5	\$ 34,950	\$ 58,250	\$ 87,600
6	\$ 37,550	\$ 62,550	\$ 94,100
7	\$ 40,150	\$ 66,850	\$100,600
8	\$ 42,750	\$ 71,150	\$107,100

# Town of Brookline

*Massachusetts*



## FISCAL YEAR 2020 REQUEST FOR PROPOSALS (RFP) FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

Program/Activity:

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CDBG Funds Requested: \$\_\_\_\_\_

CDBG Funds Approved: \$\_\_\_\_\_ (For office use)

**Due:** Submit 1 signed original copy on white, 8.5" x 11" paper (collated and stapled) and send one copy electronically to [elindo@brooklinema.gov](mailto:elindo@brooklinema.gov). Packet must be received by 12:00 p.m., Friday, February 1, 2019.

**Questions regarding the completion of the application should be directed to Ewana Lindo-Smith at (617) 730-2133.**

**Request for Proposals submitted after February 1, 2019 at 12:00 p.m. will not be considered for funding.**



# SECTION 1: FY 2020 REQUEST FOR PROPOSAL

Provide information as requested. Answer questions thoroughly. Attach additional information where requested.

**Please type your application.**

## I. General Information:

Organization Name: \_\_\_\_\_

Organization Address: \_\_\_\_\_

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Contact Person(s): \_\_\_\_\_

Telephone Number: \_\_\_\_\_ Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Employer IRS ID#: \_\_\_\_\_ DUNS #: \_\_\_\_\_

**If you do not presently have a DUNS number you will be required, if funded by HUD, to obtain one prior to contract execution.**

### Certification

*"I certify that I have reviewed this application and that to the best of my knowledge and belief, all of the information provided in this application is true."*

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Title

## II. Basic Eligible Activities

**According to HUD regulations, the Community Development Block Grant's (CDBG) primary objective is to improve communities by providing decent housing; a suitable living environment; and, expanding economic opportunities "principally for persons of low- and moderate-income." All proposed projects/activities must include some method of documentation that CDBG funds are used for only one activity that benefits persons of low- to moderate-income. Basic Eligible Activities are as follows.**

Acquisition; Public Facilities; Clearance Activities; Public Services\*; Interim Assistance; Removal of Architectural Barriers; Rehabilitation and Preservation Activities; Special Economic Development Activities; Microenterprise Assistance; and Special Activities by Community Based Development Organization. The Town's determination of CDBG program eligibility is final.

If an application is determined to be ineligible an explanation will be provided.

Please contact the Planning and Community Development Office prior to completing the application to ensure that your proposed use for CDBG funding is eligible.

**\*"Public Services, to be eligible for CDBG assistance, must be either a new service or a quantifiable increase in the level of an existing service above that which has been provided."**

**III. Proposal Application Outline**

Please submit an outline for your project covering the below information. Please provide a brief summary and attach detailed outline separately, if necessary:

**1. Executive Summary**

Clearly and concisely summarize your request for funding by explaining who will be served, how many will be served, what program is proposed, and the total amount of CDBG funds requested to operate this program.

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**2. Needs Statement**

Discuss the problem or need your project is designed to address. Provide sufficient data to document the needs to be met or the problem(s) to be addressed by the program. Please cite the sources of the information used.

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**3. Description of Proposed Program Project and Target Audience**

Briefly describe the elements of your proposed program or project, including information on a target population, numbers of people to be assisted, special features, level of staffing, and where and how services will be delivered.

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**4. Goals and Objectives & Methods of Accomplishment**

a. List and describe the goals and objectives of the proposed project. Make sure that objectives are stated in measurable terms.

b. Describe the activities you will use to achieve the stated goals and objectives.

a. \_\_\_\_\_

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b. \_\_\_\_\_

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**5. Program Evaluation Process**

Explain how you will evaluate the results of your project. Will this occur monthly or quarterly? How will you determine that you have accomplished the project’s goals and objectives? Please describe your method for obtaining this information from all clients served by your CDBG-funded project or program.

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**6. Anticipated Matching Resources**

Complete the table below to highlight other resources/funding sources your program anticipates receiving or is in place - aside from CDBG funding.

Program	Source of Funds (state, local, private, foundations, gifts, loans, other)	Program Income	Applicant Contribution	Date Anticipate Receiving

**7. Fiscal Management**

CDBG funds are paid out to grant recipients on a reimbursement basis. Please describe your agency’s financial capacity to operate the project on a reimbursement basis. Describe accounting procedures to ensure accurate financial reporting and fiscal control and identify who will facilitate these procedures on behalf of your program.

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**8. Project Timeline**

Identify all of the primary tasks that will be completed during the fiscal year as part of your program. This information will form the basis for determining how well your project is planned. It will also be used as an important monitoring tool if a grant is awarded for your project as well as determining your agency’s capacity to complete the project within the funding year per HUD requirements.

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**9. Clientele Information**

Please fill out the following table:

Total number of persons that will benefit from the proposed project?	
What percentage of all funds will benefit low- and moderate-income Town residents?	
When did your agency begin to provide this program service?	
How many unduplicated clients did your agency serve last year?	
Of the total unduplicated clients, what percentage were new clients?	
What percentage of the total unduplicated clients are residents of the Town of Brookline?	
Given funding requests, what number of clients does your agency expect to serve that are low and moderate income? Over 51% of total population served must be low/mod.	

**IV. Project/Activity Funding and Budget**

1. CDBG Funds Requested: \$ \_\_\_\_\_

Total anticipated cost of proposed activity: \$ \_\_\_\_\_

2. Budget

Budget Category	Requested CDBG Funds	Other Sources that will fund activity (include amount and name of source)	Total Project Budget
a. Salary & Wages			
b. Fringe Benefits			
c. Consultant/Contract Services			
<b>TOTAL PERSONNEL BUDGET</b>			
d. Office Rent			
e. Utilities			
f. Telephone			
g. Office Supplies			
h. Equipment			
i. Printing/Duplication			
j. Travel/Conferences			
k. Other (specify)			
<b>TOTAL NON-PERSONNEL BUDGET</b>			
<b>TOTAL PROJECT BUDGET</b>			

\* Please revise this form and annotate budget items as needed.

*Note: Proposed construction/rehabilitation projects must attach a budget relative to program costs. You **must include** copies of contractor, and/or architect/engineer estimates*

3. What is/are the current sources(s) of funding for the project/service? What are your organization's major source(s) of revenue to operate programs?

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4. Has your organization attempted to coordinate the project/service with other agencies to avoid duplication of services?

Yes       No

If yes, please explain:

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a. Identify other agencies in the Town of Brookline (including non-profit and government) that provide services similar to your proposed project/service. How do the programs differ? How do they overlap? Is there collaboration with other agencies? Do you provide interagency referrals to other agencies serving the same target beneficiaries?

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**DISCLOSURE**

If additional space is necessary, please attach a separate sheet.

1. State the name(s) of any current or prior elected or appointed "official", of the Town of Brookline who may have "financial interest" in the organization or project.

Name/Title: \_\_\_\_\_

2. Provide the names of each "board member" of the Organization seeking CDBG funding  
Name Board, Commission, or Committee (may be attached as a separate Sheet)

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12.	

Additional:

**If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.**

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**FOR OFFICE USE ONLY**

**IDIS MATRIX:**

- CDBG eligibility Activity Codes and National Objectives: \_\_\_\_\_
- Eligibility: \_\_\_\_\_
- National Objective: \_\_\_\_\_

Date Submitted: _____
Organization: _____
Project Title: _____