

Town of Brookline



MASSACHUSETTS

FY 2021

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. Packet must be received by 12:00pm on Friday, February 21, 2020.

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

Responses submitted after February 21, 20120 at 12:00pm will not be considered for funding.

SECTION 1: FY 2021 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 21, 2020 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.**

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 Draft Five Year Consolidated Plan and Strategy (FY2021-2025), as seen here:

[FYs 2021-2025 Five Year Consolidated Plan](#)

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 holds a public hearing to 1.) approve the Town's FYs 2021 -2025 Five Year Consolidated Plan and Strategy and FY 2021 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, 2019, the living wage is \$14.54 per hour.

Grant Initiation

Following initial notification of project selection for the entitlement grant, additional public meetings will be held until the Select Board, at a public hearing, votes to approve the CDBG budget and the submission of the Town's Five Year Consolidated Plan and Annual 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 Five Year Consolidated Plan and FY 2021 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 2021 CDBG Programs

Application Timeline	
Applications Due	February 21, 2020 @ 12:00 pm
CD Advisory Committee Review of RFPs (tentative)	March 9 & 11, 2020 @ 6:30 pm
CD Advisory Committee Recommendations Meeting (tentative)	March 16, 2020

FY2021 CDBG Schedule for Sub-recipients	
Beginning of Fiscal Year 2021	July 1, 2020
2020 CAPER final material from sub-recipients due	July 10, 2021
All agencies must have one invoice submitted by this date or a letter explaining why no activity has occurred.	September 25, 2020
Minority Business Enterprise and Women Business Enterprise Report (MBE/WBE) submitted	September 28, 2020
Section 3 Reporting	September 28, 2020
Semi Annual Labor Standards Report (10/1/19 to 3/31/20) due	October 6, 2020
Semi Annual Labor Standards Report (4/1/20 to 9/30/20) due	April 6, 2021
Last day to submit invoices for FY 2021	June 19, 2021
Quarterly Status Reports Due:	
October 14, 2020	January 12, 2021
April 13, 2021	July 13, 2021

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	Executive Summary: Clear definition of need and appropriateness of proposed project to meeting this need.
10	Needs Statement: Identify and document the need for the proposed project, with current information, cited references, and understood issues.
10	Description of Proposed Program or Project: 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*	Goals and Objectives & Methods of Accomplishment: 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 included.</u> Address if a prior funded grantee, name performance measures been met or not. Why?
5	Program Evaluation Process: Subrecipient presents a reliable method of evaluating the program, which shows knowledge of methods that include qualitative as well as quantitative tools.
25	Matching Funding: 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	Fiscal Management: Describe the procedures for ensuring accurate fiscal management and control.

APPLICATION FOR FUNDING

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

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. Do not 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

Effective May 2, 2019, the Department of Housing and Urban Development (HUD) released the FFY 2019 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	\$24,900	\$41,500	\$62,450
2	\$28,450	\$47,400	\$71,400
3	\$32,000	\$53,350	\$80,300
4	\$35,550	\$59,250	\$89,200
5	\$38,400	\$64,000	\$96,350
6	\$41,250	\$68,750	\$103,500
7	\$44,100	\$73,500	\$110,650
8	\$46,950	\$78,250	\$117,750

