



City of North Adams
Mini-Entitlement Program

2017 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

REQUEST FOR PROPOSALS
SOCIAL SERVICE ACTIVITIES

Bid # "NA-2017-017"

PLEASE SUBMIT ONE ORIGINAL AND SIX COPIES OF YOUR PROPOSAL

BY:

TUESDAY, JUNE 6, 2017 AT 2:00 P.M.

TO:

Office of Community Development
City Hall – 10 Main Street
North Adams, MA 01247
ATTN: *FY'2017 Social Services Campaign*

Part I: Introduction

The City of North Adams is anticipating the receipt of funding from the federal *FY'2017 Community Development Block Grant (CDBG)* program, through the State Department of Housing & Community Development (DHCD), more specifically its *Mini-Entitlement Program*, in which to implement a social service's campaign. Funding equal to **\$20,000** is anticipated to be awarded to the City on or about July 1 of 2017, with said funding subject to any and all other provisions from the U.S. Department of Housing & Urban Development (HUD), as may be applicable. Funds from this new grant year will be earmarked to fund several social service agencies that provide majority benefit to low/moderate-income households who live within the community. The City of North Adams has identified in its *Community Development Strategy*, a key planning document utilized by local government, six major community needs, with one of those needs being *Social Services*. This plan states:

The goal of this strategy component is to identify, promote and implement programs that assist and/or complement local social service providers to meet the needs of North Adams' residents. Social services relate to the more traditional social service agencies that exist at both the local and county levels. Areas of concern identified are child care, employment training, literacy classes, drug and alcohol counseling, elder care and transportation, elder meals, fuel assistance, nursing and medical assistance, and young parent needs.

Part of the overall strategy is to focus funding of such social service initiatives that key in on life skills training. This training will hope to provide evidence of either a new service or a service which has experienced a measurable increase in the number of persons served, and done so in a non-construction related way.

Even the new local comprehensive master plan, *North Adams Vision 2030*, advocates for ensuring access to local healthy food, the retention of local health care services, and supporting healthy, active lifestyles as other key concerns in this arena. To help local government address these very important needs and initiatives, the pursuit of CDBG dollars has continued to be seen as a wise and prudent investment to make into the community. Social service activities that help to build economic security and self-sufficiency are both a priority of this funding source, as well as a local priority, as strides to improve upon life skills training of persons is seen as a very important goal.

Social service programs that focus upon this, with more example groupings shown below, are some of the more typical and contemporary issues evident today that this campaign hopes to address:

- Homelessness and sheltering
- Youth development
- Afterschool or job-related childcare assistance
- Job-related transportation assistance
- Adult education (ABE/GE attainment) and job training
- Emergency and preventive services: emergency rental assistance, emergency fuel assistance, emergency food and emergency shelter services that can include case management and coordination
- Domestic violation prevention
- Earned Income Tax Credit Counseling and Preparation
- Elder Self-Sufficiency
- English for Speakers of Other Languages (ESOL)
- Mortgage Foreclosure Prevention Counseling
- Financial Literacy and Homebuyer counseling
- Literacy Programs and Training

In order to receive funding, all 100% of those individuals receiving and benefitting from these services must be residents of North Adams (although that same agency may be administering the same services outside of the community to other individuals, which is allowable), and, where at a minimum 51% of the local resident beneficiaries qualify as low/moderate income (families with incomes equal to or below 80% of the area median income, or by meeting limited clientele conditions) as defined by federal HUD guidelines.

Eligible households are defined as having total household income equal to or below 80% of the area median income, pursuant to the present CDBG income limits for this area. These eligible income limits can be found in **Attachment 1** (*Income Guidelines—this attachment can be found at the end of Appendix A*). Other eligible households may be those individuals that meet the following CDBG definition in what is known as *Limited Clientele*, which is as follows:

- a. groups presumed: elderly*, battered spouses, severely disabled adults, people with AIDS, abused children, homeless people, illiterate people; migrant workers
- b. potential low/moderate income beneficiaries have already been documented
- c. can conclude that majority of users will be low/moderate income
- d. groups that can be documented to be low/moderate income (such as being elderly, see asterisk)

* the North Adams elder population has already been determined by HUD to be 76.11% “low/moderate” income

For further guidance and technical assistance on HUD/CDBG guidelines, eligible low/moderate income families, one can conduct further review at the following website link: hud.gov. For additional clarification on overall CDBG eligible activities, please refer to further guidance as seen in *Appendix A* as enclosed herein.

Part II: Submission Requirements

Proposals can only be submitted by eligible social service agencies (entities that are bona fide 501-C-3 not-for-profits or are a licensed social service provider). Proper documentation must be submitted in order to comply with this requirement. Agencies that received funding through the 2016 social services campaign are eligible to reapply (**through the 2016 campaign**) for a continuation of funding for either the funded project or for a new initiative. Agencies that received two consecutive years of funding will not be considered for additional funding (i.e; third consecutive year), but may apply again in the year following a funding hiatus. This means if your agency received funding from the FY'2015 AND the FY'2016 social service year campaigns, you are not eligible to apply even if it would be for a new program or activity.

The applicant must demonstrate that the requested funding will meet a community need aligned with or related to the areas of concern identified on page 2 of this RFP - as well as those defined in Appendix D, either through continuation or enhancement of an existing service (i.e., project, program or activity) or establishment of a new service. Public social service projects are eligible for CDBG assistance under Section 105(a)(8) of *Title I of the Housing & Community Development Act of 1974*, as amended, if such services have not been funded with local funds -- i.e., not funded by the municipality using locally raised funds or state funds that pass through the municipality, within the twelve-month period prior to the date of this application. The funding can address public social service projects that are not provided by other state or federal agencies, or are provided but not available to CDBG-eligible residents in the community.

Applicants must answer all questions and submit all documents for the application to be complete. Responses must be in the format below and follow the submission requirements. Incomplete applications will be excluded and not given any further consideration.

Proposals are to be submitted in accordance with the following guidelines (to facilitate copying and scanning):

- No staples or bindings—only paper or binder clips (this includes financial reports and all other attachments)
- All pages must be 8 ½” x 11” (this includes maps, images, etc.)
- All pages must be double-sided OR all pages must be single-sided
- Contact person must include direct e-mail address (not a generic company address), or other appropriate contact information should an e-mail address not exist
- CLEARLY MARK “ORIGINAL” AND “COPIES”
- The cover sheet provided (Page 1 of the Application Packet) should be the first page of the application proposal
- Proposal submission should include electronic copy of the application (i.e., all items listed on the Proposal Checklist), submitted on a thumb drive or by CD/DVD.

Required Application Attachments

- A. Documentation of Organizational Eligibility
- B. The agency's most current revenue and expenditure report along with the agency's current fiscal year budget
- C. ***12 month projected budget for this activity*** detailing sources of funding and estimated expenditures. In order for local government to comply with timely CDBG grant related expenditure regulations, the City is requiring the delivery of all services and expenditure of all grant funds within a 12-month period. Any remaining funds are subject to recapture by the City of North Adams. It is anticipated by the City that this 12-month grant term shall start on or about September 1, 2017 and end on August 31, 2018. This may have to be amended, which is dependent upon when grant funds will be released to the City from the State Department of Housing & Community Development.
- D. A copy of the most recent agency audit (omit if the audit did not include findings)
- E. List of governing board members and officers, their town of residence and affiliation.
- F. Agency organizational chart
- G. Personnel policy
- H. Affirmative action/equal opportunity plan

Proposal Review

The Office of the Mayor has assigned the North Adams Human Services Commission to be the local body to review and rank all proposals. Proposals will be reviewed for completeness as they relate to the criteria as shown below. The Human Services Commission will then make recommendations for award considerations to the Office of the Mayor for final selections; no more than five agencies will receive assistance. All other post-award programmatic oversight and implementation will be subsequently administered and managed by the City's Office of Community Development.

Review Criteria

1) Quality Threshold Requirements:

- a. The program/project is an eligible activity as defined by the U.S. Dept. of HUD
- b. The program/project meets the low/moderate-income national objective requirements
- c. The program/project addresses the balance of the technical information section
- d. The program/project is clearly being implemented within North Adams
- e. The participating agency has submitted evidence of its official organizational status (i.e. 501-3-c not-for-profit, or, licensed social service provider)
- f. The participating agency has at least two years of experience in providing social services

2) Comparative Evaluation Criteria (including all supporting documentation as applicable):

- a. Experience

The participating agency's experience and effectiveness of their operations

- b. Need

The extent to which the proposals documents need for the service

- c. Program strategy

The assessment of the effectiveness of the proposed program/project in the provision of the promised services, as evidenced by the respective program description, how well it meets the needs of its clientele, its effect upon the target area and the community as a whole, etc. and how the program will be implemented in the future if CDBG moneys become non-existent?

d. Community Development Strategy Compatibility

The extent to which the provision of your services promotes and/or enhances the life skills of the affected individuals to help promote more long term economic enhancement and self-sufficiency?

e. Community Support

The extent in which the program/project has garnered or will garner community support from other social service agencies, community groups, citizens, or possible local governmental boards or commissions

f. Feasibility

Proposals will be evaluated based on the determination of the projects feasibility to be completed in the allotted 12 months.

Note: Please try to create realistic programs, budgets and goals. Do not predict the benefitting of 300 people just to show exaggerated output if in fact your program can only achieve 85 individuals. Do not predict 100% low income benefit if in fact your program historically achieves 68% overall low income benefit. Similarly, seek appropriate monetary requests. Your project will become a formal part of your contract agreement in which you must deliver upon and is how you will be tracked throughout the grant year.

g. Budget

A budget detailing the project, including total budget and all other sources of pledged funding and an assessment of the program's cost effectiveness (it is very important that any other source of funding being pledged to make this project/program work have its proper documentation included herein so as to demonstrate a true and readied source of funds).

Post-Award Requirements

After formal awards, all selected agencies will be required to execute a *SubGrantee Agreement* (the service contract), and will be obligated to attend a “Pre-Start-Up Conference” with the City’s Office of Community Development in order to review and discuss several key programmatic requirements, and to determine the official *Notice To Proceed*, after which time the agency will receive its copy of the *SubGrantee Agreement*. This agreement will spell all contractual obligations, which the following is a highlighted listing on some of the key areas, all of which are formulated within the body of the service agreement -

- Providers will be required to submit their vendor invoices on a monthly basis
- Providers will be required to submit time sheets on all over-head relative to staff positions whereby the use of the CDBG funding is helping to absorb office expenses
- Providers will be required to submit quarterly reports detailing all services provided during the reporting period including the number of clients, their income and their ethnic identity, pursuant to the forms intrinsic in the agreement, and any key management related issues and/or problems
- Provider files will be reviewed to ensure that there are income-certification forms for all clients.
- Providers will be required to submit their official annual agency audit reports for each year while this agreement is in effect
- Providers will be required to have key staff available on a monthly basis, yet at least quarterly, for the City to perform an on-site monitoring review
- Providers will be required to produce a catalog of digital photos to help show the type of benefit being produced, provided it can be done so as not to infringe upon an individual’s privacy issues
- Providers will be required to make available any client and/or project related files, along with any other information, including key staff members, upon the directive for any state/federal on-site monitoring visit(s)

Part IV: Deadline and Assistance

A. Proposal Submission Deadline

All proposals (the original, 6 printed copies and one electronic copy submitted on a thumb drive or CD/DVD), must be received at the following address, after which time all received proposals shall be taken to the second floor conference room of City Hall where they will be opened and identified as to its proposer:

Office of Community Development
Room # 213 – City Hall
10 Main Street
North Adams, MA 01247
ATTN: *FY'2017 Social Services Campaign*

By **TUESDAY, JUNE 6, 2017 AT 2:00 P.M.**

Proposals received after the deadline at the OCD will be rejected.

B. Assistance

The Office of Community Development will be available at the above referenced address to provide technical assistance and to help answer your questions, Monday through Thursday, 8:00 AM through 4:30 PM, and on Fridays 8:00 AM to 1:00 PM up and to Labor Day (legal observed holidays excluded); however, it is highly advised to make an appointment should your anticipated need be more than just a few questions. The office can be reached at 413-662-3000 (x-3227), or e-mailed at ocd@northadams-ma.gov.

There will also be a “Technical Assistance Session” conducted by the Office of Community Development. This shall take place on Friday, June 2, in City Hall from 10:00 AM through 12:00 PM in the second floor conference room # 202 of City Hall. Interested parties are strongly encouraged to attend.

APPENDIX A
Eligible Community Development Block Grant Activities

Activities eligible for assistance with Massachusetts Community Block Grant Program funds are only those listed below. (In all cases, unless otherwise noted, “this title” or “Title I” refers to Title I of the Housing and Community Development Act of 1974, as amended.)

1. The acquisition of real property, (including air rights, water rights, and other interests therein) which is: (a) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (b) appropriate for rehabilitation or conservation activities; (c) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (d) to be used for the provision of public works, facilities, and improvements eligible for assistance under Title I; or (e) to be used for other public purposes;
2. the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;
3. code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area;
4. clearance, demolition, removal, reconstruction and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately-owned properties and including the renovation of closed school buildings);
5. special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
6. payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;
7. disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to Title I, or its retention for public purposes;

8. provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energyconservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the state in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the Statement with respect to which funds are to be made available under Title I, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government (or in the case of non-entitled communities not more than 15 percent statewide) under this title including program income may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount, and except that of any amount of assistance under this title (including program income) in each of the fiscal years 1993 through 1998 to the City of Los Angeles and County of Los Angeles, each such unit of general government may not use more than 25 percent in each such fiscal year for activities under this paragraph;
9. payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of activities assisted under Title I;
10. payment of the cost of completing a project funded under Title I of the Housing Act of 1949;
11. relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;
12. activities necessary to: (a) develop a comprehensive community development plan; and (b) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning and implementation;

13. payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to: (a) administering the HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act; and (b) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and including the carrying-out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;
14. provisions of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private non-profit entities, including: (a) acquisition of real property; (b) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures or other commercial and industrial real property improvements; and (c) planning;
15. assistance to neighborhood-based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities in non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;
16. activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as: (a) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district heating and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and (b) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;

17. provision of assistance to private, for-profit entities, when the assistance is appropriate to carry-out an economic development project (that shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods) that: (a) creates or retains jobs for low- and moderate-income persons; (b) prevents or eliminates slums and blight; (c) meets urgent needs; (d) creates or retains businesses owned by community residents; (e) assists businesses that provide goods or services needed by, and affordable to, low- and moderate-income residents; or (f) provides technical assistance to promote any of the activities under subparagraphs (a) through (e);
18. the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937;
19. provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative costs as defined in paragraph (13);
20. housing services, such as housing counseling, in connection with tenant-based rental assistance and affordable housing projects assisted under title II of the Cranston-Gonzalez National Affordable Housing Act, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based-rental assistance, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act;
21. provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities;
22. provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by (a) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of micro enterprises; (b) providing technical assistance, advice, and business support services (including assistance, advice and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in micro enterprise activities) to owners of micro enterprises and persons developing micro enterprises; and (c) providing general support (such as peer support programs and counseling) to owners of micro-enterprises and persons developing micro enterprises;
23. activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low- and moderate-income neighborhoods;

24. provision of direct assistance to facilitate and expand homeownership among persons of low- and moderate-income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to: (a) subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers; (b) finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homebuyers; (c) acquire guarantees for mortgage financing obtained by low- and moderate-income homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees); (d) provide up to 50 percent of any down payment required from low- or moderate-income homebuyer; or (e) pay reasonable closing costs (normally associated with the purchase of a home) incurred by low- or moderate-income homebuyers; and
25. lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, as implemented by regulations at 24 C.F.R. Part 35.
26. In accordance with federal regulations, no activity listed as eligible under section 105(a) of the Housing and Community Development Act of 1974 (as amended) will be specifically excluded from any component of the Massachusetts Community Block Grant Program.

APPENDIX B
Income Guidelines *

	Family Size							
	1	2	3	4	5	6	7	8
Low Income (80% of Median **)	\$46,000	\$52,600	\$59,150	\$65,700	\$71,000	\$76,250	\$81,500	\$86,750
Very Low (50% of Median)	\$29,150	\$33,300	\$37,450	\$41,600	\$44,950	\$48,300	\$51,600	\$54,950
30% of Median	\$17,500	\$20,000	\$22,500	\$24,950	\$28,440	\$32,580	\$36,730	\$40,890

* income amounts periodically change; most current and up to date amounts are always to be utilized

** FY'2016 Median Family Income for "Berkshire County" is \$71,600

APPENDIX C
Needed Quarterly Report Beneficiary Information
(your in-take process must be able to quantify this detailed demographic information)

BENEFICIARIES (ACTUAL INDIVIDUALS SERVED BY PROGRAM)				
	Income			
	"Extremely Low" (\leq 30% median)	"Very Low" (31% -50% of median)	"Low" (51% -80% of median)	Over Income ($>$ 80%)
RACE				
White				
Black/ African American				
Asian				
American Indian/ Alaskan Native				
Native Hawaiian/ Other Pacific Islander				
American Indian/ Alaskan Native & White				
Asian & White				
Black/ African American & White				
American Indian/ Alaskan Native & Black/African American				
Balance/Other				
Total				
Hispanic included in "Total"				
Female-Head of Household				
Handicapped/Disabled				
Elderly (60+)				

APPENDIX D

Other Main Local Social Service Needs



The Northern Berkshire Community Coalition (nbCC) convened its annual Community Needs Assessment Forum on September 9, 2016 and during the Walking Forum on October 14, 2016 in North Adams, MA. There were 104 residents, community leaders, and service providers who participated in the process of identifying the critical issues facing the community and that require attention.

During the course of the conversation and interviews, the following items were identified as issues most important to the community.

1. Building Age Friendly Communities with Intergenerational Connections
2. Food Security
3. Challenges and Community Involvement in Education
4. Transportation
5. Community Pride & Cleaning Up Our Community
6. Assets and Opportunities within the North Berkshire Region
7. Community Organizing in Rural Areas & Civic Engagement
8. Building a Trauma Informed Community
9. Affordable Housing & Homelessness
10. Substance Use and Addiction in our Community
11. Prevention Work in our Community
12. Health Care System and Services in North County
13. Prejudice and Racism in Our Communities
14. Local Fundraising and Funding Opportunities
15. The Role of Youth in Our Communities



APPLICATION PACKET
2017 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
SOCIAL SERVICES PROGRAM PROPOSAL
APPLICATION DEADLINE: TUESDAY, JUNE 6, 2017 AT 2:00 P.M.

Agency Grant Application Checklist

- Applicant Information
- Technical Project Information
- Project Narrative
- Signature Page
- Required Attachments
 - A. Documentation of organizational eligibility
 - B. Agency operating budget for the current fiscal year and revenue and expenditure report for the most recently completed fiscal year
 - C. 12-month projected budget for the proposed activity
 - D. The most recent audit if there were any findings
 - E. List of governing board members and officers, their town of residence and affiliation
 - F. Agency organizational chart
 - G. Personnel policy
 - H. Affirmative action/equal opportunity plan
- Other Required Completed and Signed Grant Forms
 - Form 1 *Tax Payment Certification*
 - Form 2 *Certification-Lobbying*
 - Form 3 *Affidavit of Compliance*
 - Form 4 *Non-Collusion Affidavit of Prime Proposer*
 - Form 5 *Certification-Debarment and Suspension*

Instructions

Submit one (1) original, six (6) printed copies and one (1) electronic copy submitted on a thumb drive or CD/DVD:

Office of Community Development
Room # 213 – City Hall
10 Main Street
North Adams, MA 01247
ATTN: FY'2017 Social Services Campaign

Refer to page 3 of the Request for Proposals for additional submission requirements

APPLICANT INFORMATION

Organization Information	
Organization name	
Address	
Phone #s	Office: Fax:
Website	
Contact person	Name: Title
Contact info	Phone: Email:
Mission statement	
Funding Request	
CDBG request	\$
Matching funds	\$
Total program cost	\$
Technical Project Information	
Project title	
Project location	
Activity status (<i>check one</i>)	<input type="checkbox"/> Support for existing program or service <input type="checkbox"/> Creation of a new program or service <input type="checkbox"/> Continuation of a program or service funded by HSC
Type of activity (<i>check one</i>)	<input type="checkbox"/> Homelessness and sheltering <input type="checkbox"/> Youth development <input type="checkbox"/> Afterschool or job-related childcare assistance <input type="checkbox"/> Job-related transportation assistance <input type="checkbox"/> Adult education (ABE/GE attainment) and job training <input type="checkbox"/> Emergency and preventive services** <input type="checkbox"/> Domestic violence prevention <input type="checkbox"/> Earned Income Tax Credit counseling and preparation <input type="checkbox"/> Elder self-sufficiency <input type="checkbox"/> English for Speakers of Other Languages (ESOL) <input type="checkbox"/> Mortgage foreclosure prevention counseling <input type="checkbox"/> Financial literacy and homebuyer counseling <input type="checkbox"/> Literacy programs and training <input type="checkbox"/> Other – please briefly explain Other:
Targeted Clientele and CDBG National Objective Compliance	

* Includes emergency rental assistance, emergency fuel assistance, emergency food and emergency shelter services that can include case management and coordination.

Clientele	<p><i>Briefly describe who your clients are and where they are from</i></p> <ul style="list-style-type: none"> •
Individuals served	<p><i>Estimate the total number of individuals to be served during the 12-month project period</i></p> <ul style="list-style-type: none"> •
Low/moderate income individuals	<p><i>Estimate the number of low/moderate-income persons served during project period</i></p> <ul style="list-style-type: none"> •
Assurance of compliance	<p><i>Describe how agency will document that participants meet low/ moderate income requirements, including clear evidence that the program will actually provide benefit to this segment of the population</i></p> <ul style="list-style-type: none"> •

* Current low income eligibility thresholds can be found in Appendix B, and the type of beneficiary information that your program must document can be found in Appendix C.

PROJECT NARRATIVE RESPONSE

Provide a narrative of no more than five pages that addresses the following points (use separate sheets of paper to answer these sections, properly labeled):

A. Full project description

Describe the program or service that your agency proposed to provide with the requested funds and specify how this program or service provides life skills training for the advancement of individuals in the community.

B. Statement of community need

Define the community need or problem to be addressed by the proposed project or service. Explain why the project is important, and provide evidence of the severity of the need or problem, including evidence of why this segment of the affected population is presently being underserved or not served.

C. Program/Project Support?

Describe how the proposed program or service is supported within the community as well as at the Northern Berkshire or county levels (if appropriate). Provide evidence of feedback from those persons that have or will have benefitted from the proposed or similar efforts (if appropriate).

D. Project Feasibility

Explain the feasibility of proposed program or service relative criteria:

1. Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of *demand* for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation.
2. Identify the roles and responsibilities of the key personnel involved in the project, as well as internal controls so that efforts can be effective.
3. Citing past accomplishments, document that the agency has the necessary expertise to conduct this project/program, and done so within the allotted time frame. Please include some information here as to the history of your organization, other accomplishments and other strengths.
4. Please submit a program budget that includes all sources of revenue and all expenses, and as applicable, document the availability and source of other pledged funds to ensure program effectiveness.

E. Impact

Define the qualitative and quantitative impacts of the proposed program or service.

Qualitative: Describe agency goals and anticipated impacts of this program or service relative to the individuals served, the anticipated changes to this affected clientele as individuals and members of the community. Indicate how the program or service will enable beneficiaries to become more self-sufficient. Address how this program or service enables your agency to achieve short and longer-term goals. Identify potential opportunities for new or increased collaboration with other social service providers in the community

Quantitative: Describe direct impacts of the proposed program or service, e.g., the total number of individuals served; the total numbers of low/moderate income individuals served; criteria for measuring the effect of the program or service on the individuals (both during the project period and over time).

F. SIGNATURE PAGE

Executed as to completeness and accuracy of the formal social service application, and signed under the pains and penalties of perjury.

Signature

Organization Name

Title

Date

If a corporation, please affix corporate seal on this copy.

FORM 1
Tax Payment Certification

Chapter 233 (Section 35 and 36) of the Acts and Resolves of 1983 enacted the Revenue Enforcement and Protection Program effective July 1, 1983. One aspect of the law requires providers of goods and/or services to attest under the penalty of perjury that he is in compliance with all laws of the Commonwealth relating to taxes.

To comply with this requirement, please sign the form below and return.

Any person failing to sign the Attestation Clause shall not be allowed to obtain, renew, or extend a license, permit or contract.

Pursuant to M.G.L. Chapter 62C, Section 49A, I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all state tax returns and paid all state taxes required under the law.

Social Security Number or Federal
Identification Number

Signature of Individual or Corporate Name

Date

by: Name

FORM 2
Certification - Lobbying

The Undersigned certifies, to the best of his or her knowledge and belief, that:

(1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

(2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress, in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.

(3) The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Name, Title

Date

FORM 3
Affidavit of Compliance

- Massachusetts Corporation
- Foreign Corporation
- Non-Profit Corporation

I, _____, Principal of _____,
whose principal office is located at _____, do
hereby certify that the above-named corporation has filed with the Commonwealth of
Massachusetts' State Secretary all certificates and annual reports required by M.G.L.
Chapter 1566B Section 109 and by Chapter 181 Section 4 (as applicable).

Signed under the penalties of perjury

Name, Title

Date

Corporate Seal (Affix Below)

FORM 4
Non-Collusion Affidavit of Prime Proposer

State of Massachusetts, County of Berkshire

_____, Principal, being first duly sworn, deposes and says that:

1. He/She is President of _____, the Bidder that has submitted the attached Bid;
2. He/She is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such Bid;
3. Such bid is genuine and is not a collusive or sham Bid;
4. Neither the said Bidder nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived, or agreed, directly or indirectly with any other bidder, firm or person to submit a collusive or sham Bid in connection with the Contract, or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached bid or of any other Bidder, or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any other Bidder or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of North Adams or any person interested in the proposed Contract; and
5. This price or prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder, or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed)

Name

Title

On this _____ day of _____, 20____, before me, the undersigned notary public, personally appeared _____, proved to me through satisfactory evidence of identification, which were _____, to be the person whose name is signed on the preceding or attached document, and acknowledged to me that he/she/they signed it voluntarily for its stated purpose.

Notary Public

My commission expires

FORM 5
Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions (For Use in Procurement Contracts)

Instructions for Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
2. The certification in this clause is a material representation or act upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal, and voluntarily excluded, as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549. You may contact the person to which this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-procurement List (Tel: 617-565-5250).

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except of transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspensions and/or debarment.

A) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

B) Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Witness

Name, Title

Date