



Human Services Program

FY20 CDBG Supplemental Funding, CARES Act (CDBG-CV)

Request for Proposals

Release Date: April 24, 2020

Deadline: May 8, 2020

Overview

As authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Newton will receive \$1,136,128 in FY20 (FFY19) Community Development Block Grant (CDBG) Program Supplemental Funds (CDBG-CV) from the U.S. Department of Housing and Urban Development (HUD), of which, approximately **\$300,000** will be made available for the Human Services Program through a Request for Proposals (RFP).

Through the Human Services Program, the City will award CDBG Supplemental Funds to programs that directly provide stability across the lifespan for Newton's low- to moderate-income population. These special CDBG Supplemental Funds must be used **to prevent, prepare for, and respond to the coronavirus pandemic** (COVID-19).

Evaluation of Proposals

These special CDBG Supplemental Funds (CDBG-CV) will be highly competitive. Priority will be given to proposals that address the community's most urgent needs, including food insecurity, mental health services, and other basic needs.* Applicants must demonstrate the urgency for these special funds as it relates to the impacts of COVID-19. In addition, applicants must have the capacity to fully expend these funds by **December 31, 2020**. Applicants may retroactively bill for services used to prevent, prepare for, and respond to COVID-19, dated back to March 10, 2020 when Massachusetts Governor Charlie Baker declared a state of emergency.

Finally, to optimize its grant dollars, the City intends to award fewer grants in larger amounts to successful applicants. **The minimum grant request must be \$15,000 in CDBG Supplemental Funds.**

**Rental assistance is identified as one of the most urgent needs in the community. Consequently, a significant percentage of FY20 CDBG Supplemental Funds will be allocated to create a City of Newton Emergency Rental & Mortgage Assistance Program, which will be launched in the coming weeks. To that end, Human Service proposals addressing other COVID-19-related urgent needs in the Newton will be prioritized for this Human Service RFP.*

Eligibility and Target Populations

Programs must benefit Newton low- and moderate-income residents with household incomes at or below 80% of the Boston-Cambridge-Quincy Area Median Income limit (see below) or Newton residents who are otherwise “presumed” to be eligible, including: adults with disabilities, people who are homeless, people who are survivors of domestic violence, elders (age 62+), abused children, people with AIDS, and people who are illiterate. Program beneficiaries are required to self-certify their household income based on their current income.

FY20 HUD Income Limits effective April 1, 2020			
No. in Family	30% of AMI	50% of AMI	80% of AMI
<u>1</u>	\$26,850	\$44,800	\$67,400
<u>2</u>	\$30,700	\$51,200	\$77,000
<u>3</u>	\$34,550	\$57,600	\$86,650
<u>4</u>	\$38,350	\$63,950	\$96,250
<u>5</u>	\$41,450	\$69,100	\$103,950
<u>6</u>	\$44,500	\$74,200	\$111,650
<u>7</u>	\$47,600	\$79,300	\$119,350
<u>8 or more</u>	\$50,650	\$84,450	\$127,050

Administrative Cap

Organizations may allocate up to 20% of its CDBG award towards administration costs to carry out human service activities. Eligible costs include the salary and related costs to prepare program budgets, schedules, reports, and other documents directly related to the program and travel. Applicants will be required to provide back-up documentation for administrative costs upon submitting bills.

Billing & Reporting Requirement

Organizations will be required to submit a report with every bill to summarize the accomplishments of the awarded CDBG supplemental funds. Organizations are encouraged to submit a monthly bill or **at minimum, one bill per quarter.**

Billing and Reporting Schedule for CDBG Supplemental Funds	
End of Quarter	Billing and Reporting Due
June 30, 2020	July 15, 2020
September 30, 2020	October 15, 2020
December 31, 2020	January 15, 2020

General Instructions

1. Thoroughly read all instructions and complete the entire application.
2. Complete the provided application. Do not recreate any portion of the application. The application will also be available on the City's website at <http://www.newtonma.gov/CDBGHumanServices>.
3. Please submit your application via email to Tiffany Leung, Senior Community Development Planner, tleung@newtonma.gov. Paper applications will not be accepted.