

City of Newton
Community Development Program

FY20 CDBG Human Service Grant Application Form

Application Available: January 14, 2019

Proposal Due Date: February 1, 2019 by 4:00 p.m.

Introduction:

Welcome to the City of Newton’s Community Development Block Grant (CDBG) Human Service Program FY2020 (FFY19) Request for Proposals (RFP). The City of Newton receives CDBG funds annually from the U.S. Department of Housing and Urban Development (HUD) to fund activities that primarily benefit low- and moderate-income (LMI) residents of Newton. We are using a competitive application process to make a portion (capped at 15%) of the CDBG funds available for Human Service grants. Eligible activities include, but are not limited to, programs involved with services for employment, childcare, senior citizens, education, health, substance abuse, and youth programs.

The City of Newton seeks proposals for support programs and/or interventions that focus on advancing low- and moderate- income populations toward achievement of economic mobility and/or stability across the lifespan. The City has developed an overarching mission of promoting economic mobility for all its residents and students (including our public-school students who reside outside of Newton) based on the Brookings Institution Benchmarks of Success (See Attachment A). Brookings outlines eight key benchmarks and the achievement of which correlates with a higher probability of becoming a successful, self-sufficient adult. Additionally, Newton is focusing on older adulthood, recognizing that financial stability, along with community engagement, is critical throughout retirement.

Eligibility and Target Populations

An activity must benefit low- and moderate-income residents with household incomes below 80% of the Boston-Cambridge-Quincy area median income limit (see attached HUD income guidelines) or people from Newton who are otherwise “presumed” to be eligible, including: adults with disabilities, people who are homeless, people who are survivors of domestic violence, elders, abused children, people with AIDS, and people who are illiterate.

Funding Availability and Period of Performance

At the issuance of this RFP, the City of Newton has not yet received its FY2020 (FFY19) allocation of CDBG funds. The Housing and Community Development Division anticipates awarding approximately **\$275,000.00** in grants for services provided during the one-year period from July 1, 2019 – June 30, 2020. To optimize its grant dollars, the City of Newton intends to award fewer grants in larger amounts to successful applicants. Grants will range from \$10,000 to \$50,000.

Although not required, organizations are strongly encouraged to collaborate and submit one application for funding. For example, an organization providing financial literacy and/or budgeting assistance may partner with a housing and homeless provider, maximizing the opportunity of homeless and low-income families to regain self-sufficiency. It is through coordinated efforts that we can develop stronger networks and become more effective at reaching our goals.

Administrative Costs

Human service grants administrative costs are limited to 20% of the total request for funding. The City wishes to maximize the use of these funds for service provision. Allowable administrative expenses include labor, supplies, and material as well as the cost of operating and/or maintaining the portion of a facility in which the public service is located. This includes the lease of a facility, equipment, and other property needed for the public service.

City Priorities for Human Service Grants

This RFP will focus on three key elements that promote economic mobility and stability across the lifespan. Programs are encouraged to propose a project for one or more of the three following program areas:

Program Area One: Closing the Achievement Gap for Children and Adolescents, Aged 0-18 years

These proposals should demonstrate that the intervention specifically targets low- and moderate-income populations between the ages of newborn through 18 years and provides services which do at least one of the following:

1. Increase reading and/or math skills while specifically targeting students who traditionally fall in the achievement gap
2. Increase social skills and/or emotional well-being and/or mental health, with a particular focus on the relationship between these skills and school success or early career experience and exploration. These programs can be solely child-focused or whole family-focused.
3. Increase high school graduation rates, high school G.P.A., college readiness, college enrollment rates and/or career identification/pathways

Program Area Two: Promoting Economic Mobility and Independence for Vulnerable Adults, Aged 17-60 years These proposals should provide services and/or interventions to vulnerable adults ages 17-60 years with a focus on promoting economic self-sufficiency with recognition that a comprehensive approach to promoting economic self-sufficiency might include education, job training, family supports, financial literacy, physical and mental health, and special population support.

Programs should focus on and describe how they will create one or more of the following outcomes:

1. Increase college graduation rates with an emphasis on return on investment (ROI) in terms of ratio of student debt to earnings potential
2. Promote career preparation and family support with an emphasis on jobs that pay self-sustaining and/or family-sustaining wages
3. Promote increased stability for populations who are at the highest risk of “falling through the cracks” with a demonstrated “on-ramp” to more economic mobility with an emphasis on interventions once stability is achieved

Program Area Three: Promoting Economic Security and Vitality for Older Adults, Aged 50+

These proposals should provide services and/or interventions particularly for vulnerable older adults who are currently underserved.

1. Increase the number of vulnerable older adults with long-term financial plans that will provide economic stability throughout retirement
2. Provide currently underserved and/or isolated vulnerable older adults with new social networks and/or community engagement opportunities including lifelong learning, volunteer opportunities and/or “encore careers.”

General Instructions:

1. All applications must be typed on the forms provided. Do not recreate any portion of the application. The application is available on the City’s website by visiting: <http://www.newtonma.gov/CDBG>
2. Completed applications must have all required signatures.
3. Thoroughly read all instructions and complete the entire application.
4. An activity must benefit low- and moderate-income persons (total household income is less than 80% of the area median income) **or** a group primarily presumed to be LMI, such as abused children, survivors of domestic violence, elderly persons, severely disabled adults, homeless persons, illiterate adults, and persons living with AIDS.
5. If the organization is requesting financial support for multiple projects, please submit only one (1) consolidated application per organization that includes information, goals, timelines, and budgets for **each** project.
6. Organizations applying as part of a collaborative grant application must identify a lead agency that will also serve as the fiscal agent for the project(s). This agent will be identified as the primary applicant/organization on the cover sheet.
7. Please email your application along with any brochures or pamphlets for the program to tleung@newtonma.gov **on or before 4:00 p.m. on Friday, February 1, 2019**. The email should have the organization’s name in the subject line and the full application with supporting materials should be attached to the email as a single PDF document. If you prefer to mail the application with all supporting materials, please mail two (2) hard copies to:

**City of Newton
Department of Planning and Development
Attention: Tiffany Leung
1000 Commonwealth Avenue
Newton, MA 02459**

LATE APPLICATIONS WILL NOT BE ACCEPTED.

8. Technical assistance is being offered to applicants on **Friday, January 18, 2019 at 10:00 a.m. in Room 205** in Newton City Hall. This meeting is mandatory for NEW applicants. To RSVP contact Tiffany Leung at 617-796-1146 or send an email to tleung@newtonma.gov by 4:00 p.m. on January 16, 2019.

Instructions for Completing the FY2020 CDBG Human Service Grant Application

Cover Sheet

Summary Description of Project(s): This is an important statement that will be used by the evaluating group to review the essential aspects of your proposal. Be clear and succinct in describing your project(s).

City of Newton's Key Priorities: Each proposal must select at least one of the three program areas: closing the achievement gap, promoting economic mobility and independence and promoting economic security and vitality.

RFP Questions

Project Description: The program description should clearly detail the project goals, the components of the project, the timeframe to accomplish the proposed activities and the evaluation process for determining success. If you are partnering/collaborating with at least one other organization, please state so here and provide a broad overview of the relationship.

Project Need: This question is intended to capture information about the service you intend to provide, including how the proposed project will meet the overall needs of the population to be served. For example, if the target population lacks reading skills, the program must integrate educational services to increase skill levels in a reasonable time frame.

Economic Mobility and Stability: This question gives you the opportunity to show how your proposal supports programs and/or interventions that focus on advancing low- and moderate- income populations toward achievement of economic mobility and/or stability across their lifespan. **See the Brookings Benchmarks of success for guidance.**

Service Delivery: Describe the services that will be provided as a result of CDBG funding support and how it meets the needs of the target population.

Background and Organizational Capacity: The applicant agency must demonstrate by its history and track record that it can efficiently and effectively administer projects to achieve desired outcomes, as well as meet one the City's priorities.

Target Population: Applicants must demonstrate an understanding of the target population they intend to serve, including the organization's expertise in areas relevant to the target population. Provide data supporting your organization's ability to serve the target group, explaining the opportunities and challenges that exist for these individuals.

Community Outreach: Applicants must describe a recruitment strategy for the target population, including how the program will be made accessible to the target group and achieve the desired level of enrollment.

Performance Measurement: This question is intended to evaluate effectiveness of projects funded with CDBG funds. Please explain how a participant in your project will benefit by listing the outcomes that will result from the service. Give the criteria that will be used to measure the outcomes of your project. In part b) of the question, provide the number of individuals and families to be served during the coming year by filling in each section. If applying for multiple projects, organizations must provide a breakdown for each project. Label each section with the project name to eliminate confusion. In part c), there is a list of several possible target populations. Based on your total estimated service population, what percent of the population will be children? Youth? Adults? Elders?

For example, if your entire service population is elders who have physical disabilities, you will place 100% after elders and 100% after adults with disabilities. The answers to a, b and c of question eight will be important, so please give significant consideration to your answer.

Collaboration: This is your opportunity to provide a detailed description about your organization's partnership in this project(s), if any. Please be sure to provide a detailed description of the organization(s) and its contribution(s).

Staffing: Provide a detailed description of experience and qualifications of staff to undertake this project. Include staff names and attach resumes for all positions involved in the project.

Budget: List all the cost items for this particular project. In part a) the personnel costs budget sheet should include all personnel, Full Time or Part Time, who will receive salary from this project. Enter the title, hours to be billed to this contract, total salary and fringe benefits, the amount of salary that will be allocated to the contract and match (if applicable). The Non-Personnel Activity Costs budget sheet should include a description of the cost, total activity costs, activity costs to be billed to the contract, match and source of match (if applicable). In part b), give an explanation and justification for each budget item shown in part a).

Leveraging: In part a) enter the total amount of match/leveraging budgeted for this project in the table. Part b) gives you the opportunity to show how flexible you are in accepting partial funding for this project. If you cannot offer the service without the full amount of the grant request, please explain. If you will consider receiving a lesser amount, make that fact clear.

FY20 Human Service Grant Application

Primary Information

Applicant/Organization: _____

Address: _____

Contact Person: _____

Title: _____

Address (if different): _____

Telephone: _____ Fax: _____

Email Address: _____

Type of Organization: Non Profit: _____ Government: _____

Title of the Proposed Project:

Summary Description of Project(s):

This summary will be used to describe the nature of the proposal. No more than 40 words in length, please!

Amount of CDBG Human Service Funds Requested

\$

Total Number of CDBG-Funded Participants to be Served (unduplicated):

Select which components of the City's priorities your project(s) will provide:

- Closing the achievement gap
- Promoting economic mobility and independence
- Promoting economic security and vitality

1. Project Description: Please provide a narrative (brief summary in the space below) describing your proposed project(s), including specific target population, program site(s), start and end dates, and other features of your project. Identify any partners with whom you will collaborate to offer services.

2. **Project Need:** What unmet community needs will your project address? How did you determine that this need(s) exists? How will your project address this need(s)?

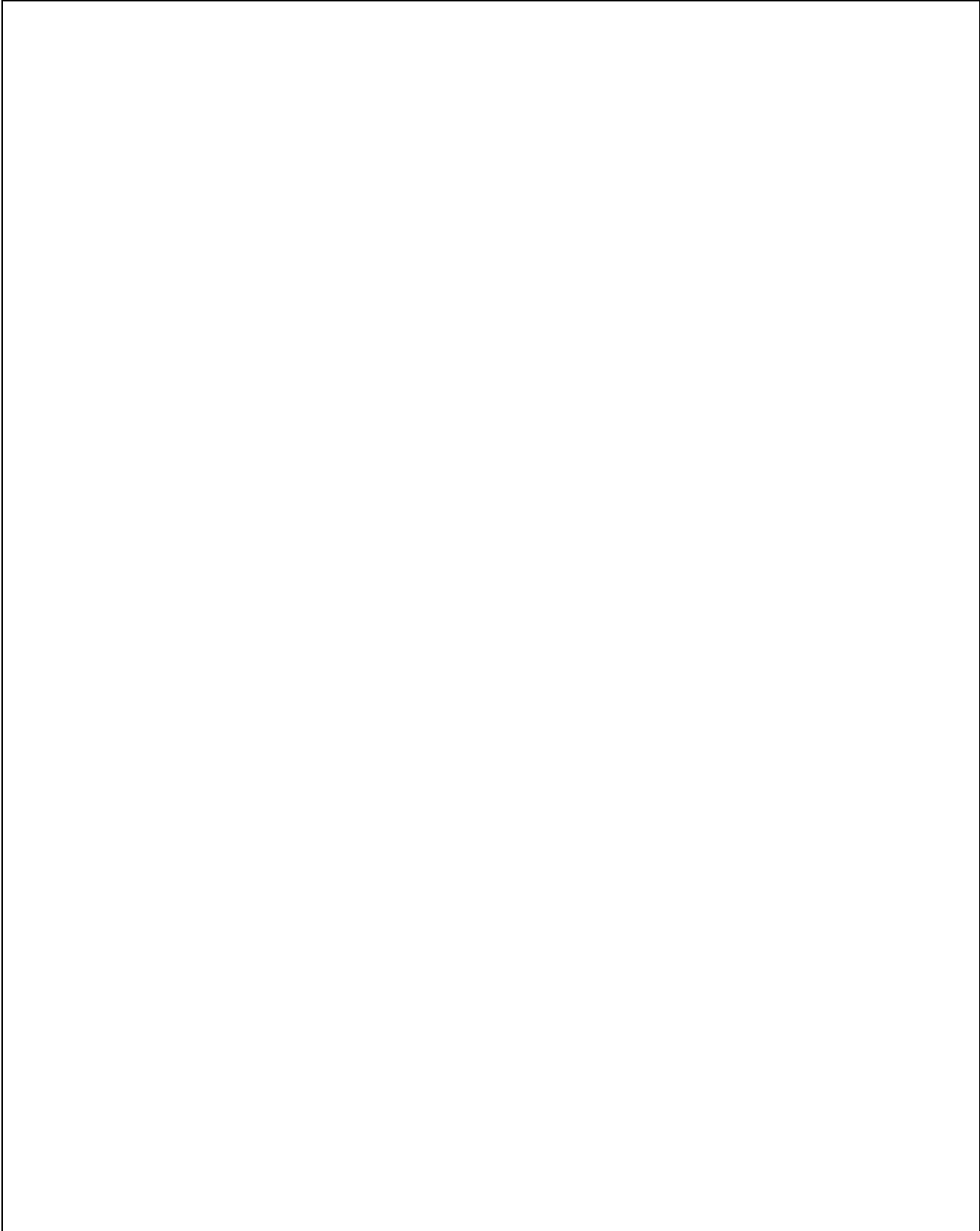
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3. Economic Mobility and Stability: How will your project foster self-sufficiency of the client population served? Describe any factors that make your proposal unique or innovative.

[Empty response box]

- 4. Service Delivery:** List and describe the specific services you intend to provide and explain how they will address the specific needs of your population.

- 5. Background and Organizational Capacity:** Briefly describe your agency's overall history and previous experience in providing the specific services proposed. Describe your experience and expertise in any or all of the three key programs areas: Closing the achievement gap, promoting economic mobility and independence, and/or promoting economic security and vitality.



6. Target Population: Please describe the characteristics and needs of the specific populations you intend to serve. If more than one group is targeted, provide information for each group. Discuss the challenges and opportunities for these individuals. Include data supporting your agency's ability to achieve successful outcomes with the target group.

7. **Community Outreach:** Provide a detailed description of your recruitment strategies that specifically target this population. Include information on how the program will be accessible to them.

8. Performance Measures:

- a. List up to four (4) major outcomes that your project will achieve. Include a measurable change for the populations served, methods, and tools that will be used to achieve them, and a detailed plan for tracking and reporting this data to the City of Newton. This section requires estimating multiple performance measures, if applying for more than one project.

- b. Please provide information about the people to be served as a result of funding received from this CDBG Grant per project. See the HUD Income Limits chart to determine eligibility for low-and moderate- income benefit. Certain groups, including people who are victims of domestic violence, abused children, people who are homeless, and adults with major disabilities – including developmental disabilities and chronic mental illness – are presumed to be low - and moderate-income.**

Estimate the total number of (unduplicated) *individuals* to be served: _____

Estimate the total number of (unduplicated) *families* to be served: _____

Estimate the total number of (unduplicated) low –to- moderate income *individuals* to be served with CDBG funds: _____

Estimate the total number of (unduplicated) low –to- moderate income *families* to be served with CDBG funds: _____

Provide the cost (\$) per CDBG beneficiary (CDBG Request/CDBG Beneficiaries) _____

Provide the cost (\$) per Beneficiary for the Activity (Activity Cost/Beneficiaries) _____

- c. If you're not serving a presumed-eligible population, indicate how income data will be collected and verified or the methodology by which project eligibility was determined (*Please keep in mind that income documentation must be kept on file and made available to staff upon request and/or routine monitoring.*):**

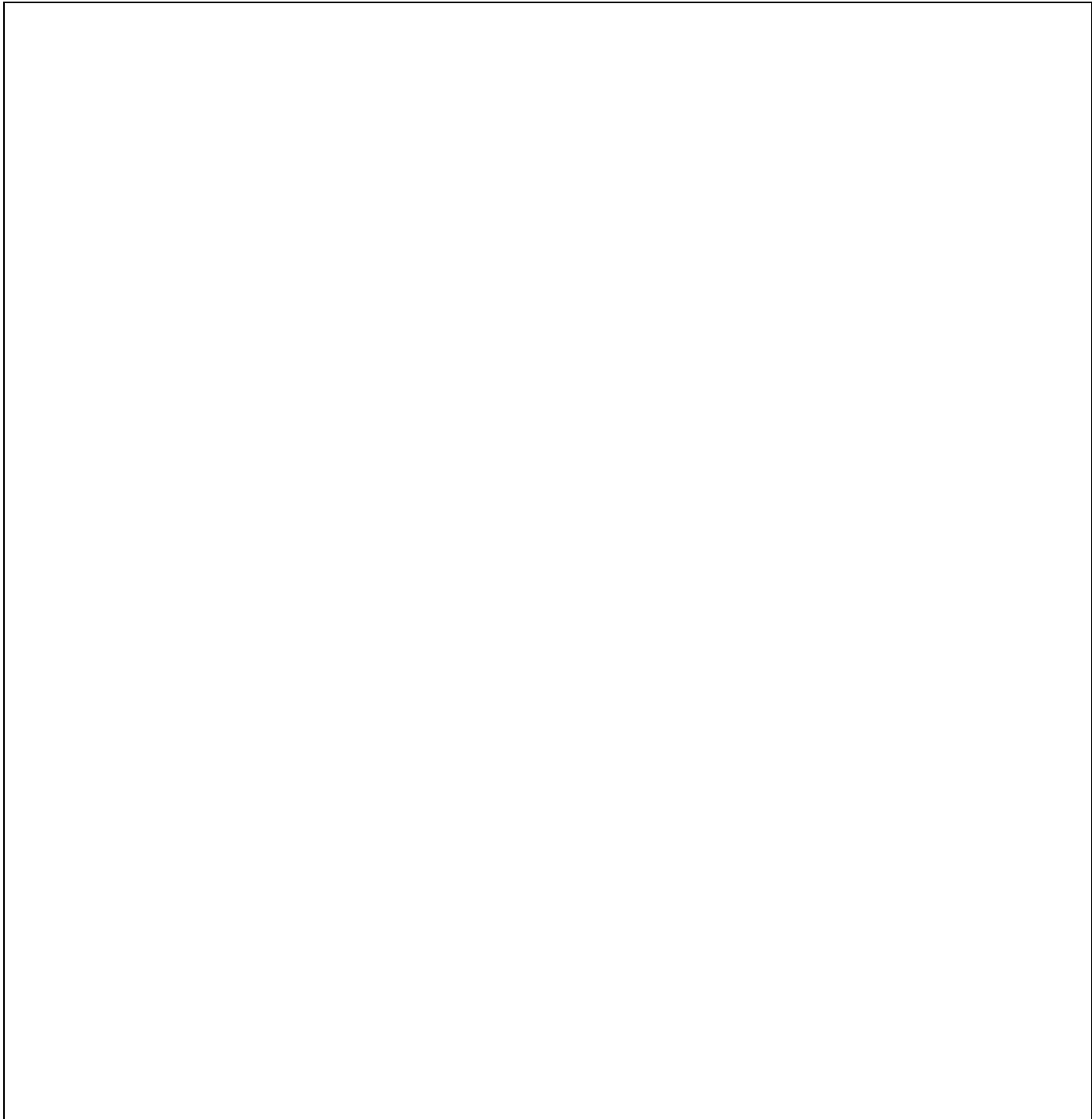
- d. Indicate what percentages of your total service population fit each of the following categories (the total of all categories may exceed 100%):**

Children (0-11)	%
Youth (12-24)	%
Children and Youth (0-24)	%
Adults (25-65)	%
Youth and Adults (12-65)	%
Elders (65+)	%
People who have experienced Domestic Violence	%
Adults with Developmental Disabilities	%
Adults with Physical Disabilities	%
Adults with Mental Illness	%
People who are Homeless	%

9. Collaboration:

- a. Will your organization enter into partnership with any other organization(s) to undertake this project?
Yes _____ No _____ If "yes" please lists the organization(s) and its contributions(s).

10. Staffing: Briefly describe the experience and qualifications of staff as well as their roles and responsibilities. Identify staff by name and explain how they are responsible for the activities undertaken in this program. Attach job descriptions and resumes for **all positions involved** in the project, whether or not they are to be paid for by CDBG funds. Label the resume with the name of the position in the program.

A large, empty rectangular box with a thin black border, intended for the user to provide detailed staffing information as requested in the text above. The box is currently blank.

11. Budget information for Your Proposed Project:

a. Total Costs for the Proposed Service

Personnel Costs

Job Title	Anticipated Hours to be Billed to this Contract	Total Salary + Fringe Benefits for this Position	Salary Billed to CDBG	Fringe Billed to CDBG	Total CDBG Costs for this Position	% of Salary + Fringe Charged to CDBG	Match (for this position)	Source of Match
Example: Case Manager	3.0	\$65,100.00	\$26,250	\$6,300	\$32,550	50%	\$32,500	ABC Trust Fund
TOTALS								

Non Personnel Activity Costs

Program Activity Costs	Total Activity Costs	Total Activity Cost Billed to CDBG	% of Total Activity Costs Billed to CDBG	Match (For this Activity)	Source of Match
Example: Brochures, Training Aids	\$1,600	\$800	50%	\$800	Massachusetts Executive Office of Elders Affairs
TOTALS	\$	\$	\$	\$	\$

b. Describe and explain each CDBG-funded personnel and non-personnel cost for this grant request?

12. Leveraging:

a. Please explain any leveraging this project will include. Provide dollar amount of funds that will be secured from other sources for this project.

Source of Leveraged Funds	Amount of Leveraged Funds (\$)	Status of the funds (I.e. cash on hand, grants received, grants applied for, planned fund-raising, etc.).

b. Does the implementation of this project depend on receiving 100% of your CDBG request? If you are not approved for 100% of your CDBG request, how will you address the shortfall?

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13. Board of Directors : List the officers of your organization’s governing board:

Name	Title

14. Certified Organization Audit/Financial Statements: Please enclose one copy of your organization's most recent available financial audit report.

15. General Information: If there is any other information you think would be pertinent to his application, please provide that information here.

16. Contact Information

- a. Authorized Officer:** Provide information for person responsible for signing the contract. Officer must be given authority by Board of Directors.

Name: _____

Title: _____

Email Address: _____

Phone: _____

- b. Program Manager:** Provide information for person responsible for this project.

Name: _____

Title: _____

Email Address: _____

Phone: _____

- c. Financial Officer:** Provide information for person responsible for financial management of this project.

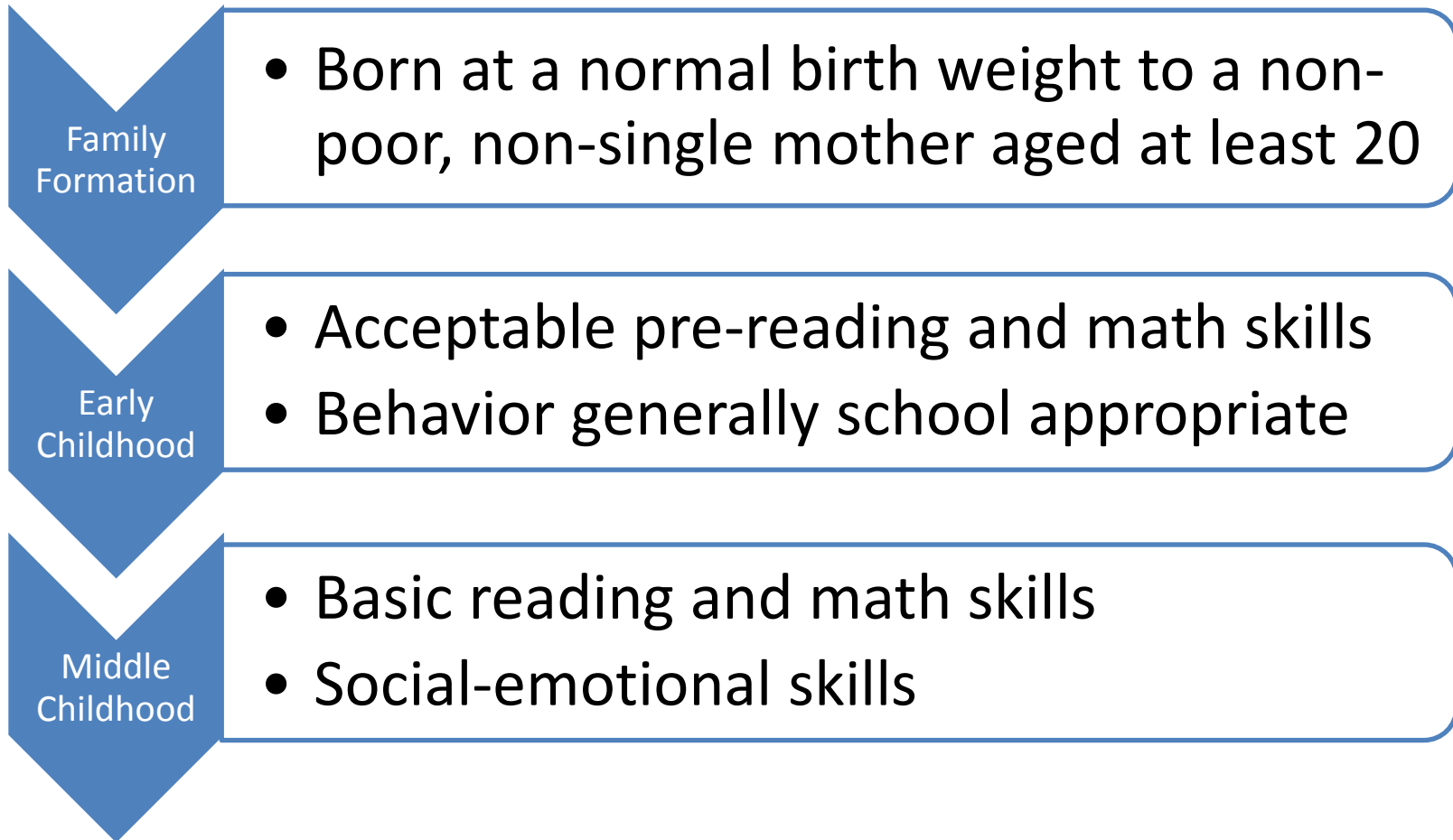
Name: _____

Title: _____

Email Address: _____

Phone: _____

8 BenchMarks for Success*



8 Benchmarks for Success Cont.

Adolescence

- Graduates from high school with GPA >2.5
- No criminal convictions, not a parent

Transition to Adulthood

- Lives independently
- Receives a college degree or has family income >250% of poverty level

Adulthood

- Reaches middle class (family income at least 300% of poverty level)

8 Benchmarks for Success Cont.

Older Adults

- Retirement assets to ensure retirement income at least 70% of pre-retirement income
- Social networks/community engagement effectively supporting well-being

Innovation Economy

- Business friendly climate for entrepreneurs
- Regional partnerships
- Access to transportation
- Diverse housing stock

City of Newton
Housing and Community Development Program

***Community Development Block Grant
Service Eligibility Income Limits***

Effective 04/1/2018

Projects funded by the City of Newton CDBG Program can assist people in Newton whose household income is within the following limits, effective April 1, 2018.

In addition, adults with disabilities, survivors of domestic violence, homeless people, abused children, people with AIDS, people who are illiterate, and elders are presumed to be eligible for services.

Number in Family	30% of Area Median Income	50% of Area Median Income	80% of Median Income*
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 or more	\$42,750	\$71,150	\$107,100

*Newton's median income for a family of 4 is \$98,100. However, the 80% of Median Income is capped by the U.S. Family Median income level. Data was taken from the 2009-2013 American Community Survey.