

City of Newton
Community Development Program

FY22 CDBG Human Service Grant Application Form

Application Available: January 6, 2021

Proposal Due Date: February 3, 2021 by 5:00 p.m.

Introduction:

Welcome to the City of Newton’s Community Development Block Grant (CDBG) Human Service Program FY2022 (FFY21) 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. The City is initiating a competitive application process to allocate a portion (capped at 15%) of the CDBG funds 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 services and/or interventions that focus on supporting and enhancing the lives of vulnerable low- and moderate-income Newton residents across the lifespan. Applicants should clearly demonstrate specific outcomes that they will achieve, demonstrating marked improvement in the lives of Newton’s vulnerable low- and moderate-income Newton residents.

Eligibility and Target Populations

An activity must benefit low- and moderate-income residents with household incomes at or below 80% of the Boston-Cambridge-Quincy Area Median Income limit (see attachment) 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, 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 FY2022 (FFY21) allocation of CDBG funds. The Housing and Community Development Division anticipates awarding approximately **\$295,000.00** in grants for services provided during the one-year period from July 1, 2021 – June 30, 2022. 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 encouraged to collaborate and submit one application for funding. For example, an organization providing financial literacy and/or budgeting assistance may partner with a provider focused on housing and homelessness, maximizing the opportunity for homeless and low-income families to regain self-sufficiency. Through coordinated efforts, organizations can develop stronger networks and become more effective at reaching their 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 priority areas to support Newton residents across the lifespan. Each priority area has specific sub-priorities. Projects should be aligned with at least one of these sub-priorities.

Priority One: Enrichment and Care for Vulnerable Youth, 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 (programs can target youth only or whole families) and provides services which do at least one of the following:

1. Provide skill building in any area (academic, physical, social, emotional, or financial literacy) with a demonstrated outcome of increased well-being.
2. Provide physical and/or mental health services that meet a need otherwise unlikely to be met.
3. Increase high school graduation rates, college readiness, college enrollment rates and/or career identification/pathways for at-risk students.

Priority Two: Stability and Self-Sufficiency for Vulnerable Adults, Aged 19-61 years

These proposals should provide services and/or interventions to vulnerable adults ages 19-61 years, designed to provide critical support, training, and services that encourage stable and independent lives with recognition that a comprehensive approach might include education, job training, family supports, supportive housing, 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. Promote career preparation, workforce development, and family support with an emphasis on jobs that pay self-sustaining and/or family-sustaining wages.
2. Promote increased stability for populations who are at the highest risk of “falling through the cracks,” including interventions for becoming more independent once stabilized, such as financial coaching and literacy.
3. Provide physical and/or mental health services that meet a need otherwise unlikely to be met.

Priority Three: Promoting Economic Security and Vitality for Older Adults, Aged 62+

These proposals should provide services and/or interventions particularly for vulnerable older adults who are currently underserved and provide services which do at least one of the following:

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.”
3. Provide physical and/or mental health services that meet a need otherwise unlikely to be met.

General Instructions:

1. All applications must be submitted through Neighborly Software here: <https://portal.neighborlysoftware.com/NEWTONMA/Participant>. Applicants will need to register at the above hyperlink using an email address and password to login. Once the applicant registers and logs in, the application will be available.
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 (LMI) persons (total household income is at or below 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. Applications need to be submitted **on or before 5:00 pm on February 3, 2021 through Neighborly Software. Applications submitted via email or mail will not be accepted.**

LATE APPLICATIONS WILL NOT BE ACCEPTED.

8. **There is a mandatory technical assistance on January 13, 2021 at 2:00 p.m. via Zoom. Applicants must attend this meeting to be considered for the FY22 grant opportunity. To RSVP, contact Shaylyn Davis at sdavis@newtonma.gov.**

ZOOM Information: Topic: Technical Assistance for Human Service Subrecipients

Time: Jan 13, 2021 02:00 PM Eastern Time (US and Canada)

Join Zoom Meeting:

<https://us02web.zoom.us/j/89948256633?pwd=VjFtTHo2bE04S3F1VHQxUm9BZWU5UT09>

Meeting ID: 899 4825 6633

Passcode: 792838

One tap mobile: +13017158592,,89948256633#,,,,*792838# US (Washington D.C)

City of Newton

Housing and Community Development Program

Community Development Block Grant Service Eligibility Income Limits

Effective 04/01/2020

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, 2020.

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	\$26,850	\$44,800	\$67,400
2	\$30,700	\$51,200	\$77,000
3	\$34,550	\$57,600	\$86,650
4	\$38,350	\$63,950	\$96,250
5	\$41,450	\$69,100	\$103,950
6	\$44,500	\$74,200	\$111,650
7	\$47,600	\$79,300	\$119,350
8 or more	\$50,650	\$84,450	\$127,050

*Newton's median income for a family of 4 is \$119,000. However, the 80% of Median Income is capped by the U.S. Family Median income level. Data was taken from the 2017 American Community Survey.