

FY22 Human Service Grant Program RFP

City of Newton

Planning and Development Department

Housing & Community Development Division

January 13, 2021

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FY22 Timeline

RFP Released	January 6, 2021
RFP Technical Assistance Session	January 13, 2021
Proposals Due	February 3, 2021 by 5:00 p.m.
Proposal Review	February 17- 26, 2021
Funding Recommendations presented at the Newton Planning and Development Board Public Hearing	April 5, 2021
Program Year Begins	Effective July 1, 2021*

**Reimbursements are not anticipated to commence until September 2021.*

Program Overview

- Annually, the City of Newton receives the Community Development Block Grant (CDBG) funds from the U.S. Department of Housing and Urban Development (HUD).
- Per HUD regulations, the City may allocate up to 15% of its annual grant amount for human services. **In FY22, the City anticipates allocating \$295,000 for the Human Service Program.***
- FY22 Human Service Program Year = July 1, 2021 – June 30, 2022.
- Grants will range from \$10,000 - \$50,000.

**Amount may vary based on HUD's final award.*

Beneficiary

Under the Human Service program, CDBG funds must primarily* benefit an individual or family who is:

1. Newton resident and
2. Low- to moderate-income (at or below 80% Area Median Income) or “presumed” eligible

**51% of the total persons served must be low- to moderate-income.*



“Presumed” Eligible Beneficiary

- HUD has identified the following groups to be principally made up of low- to moderate-income persons, also known as “presumed” eligible beneficiaries:
 - Abused children
 - Battered spouses
 - Severely disabled adults
 - Homeless persons
 - Illiterate adults
 - Persons with AIDS
 - Migrant farm workers
 - Elderly (aged 62+)



Area Median Income

Area Median Income (AMI) is the **midpoint of a region's income distribution** – half of the families in a region earn more than the area median income and half earn less. AMI is based on where you live and your household size.



Area Median Income

Newton uses Income Limits in Boston-Cambridge-Quincy, MA-NH HUD Metro Area

Effective April 1, 2020*

No. in Family	30% AMI	50% AMI	80% AMI
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	\$44,450	\$74,200	\$111,650
7	\$47,600	\$79,300	\$119,350
8 or more	\$50,650	\$84,450	\$127,050

*Limits are updated annually.

Priority Areas

- Enrichment and Care for Vulnerable Youth (Ages 0-18 Years)
- Stability and Self-Sufficiency for Vulnerable Adults (Ages 19-61 Years)
- Promoting Economic Security and Vitality for Older Adults (Ages 62+)

Priority #1

Enrichment and Care for Vulnerable Youth (Ages 0-18 Years)

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

Priority #2

Stability and Self-Sufficiency for Vulnerable Adults (Ages 19-61 Years)

- Promote career preparation and family support with an emphasis on jobs that pay self-sustaining and/or family-sustaining wages.
- 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.
- Provide physical and/or mental health services that meet a need otherwise unlikely to be met.

Priority #3

Promoting Economic Security and Vitality for Older Adults (Ages 62+)

- Increase the number of vulnerable older adults with long-term financial plans that will provide economic stability throughout retirement.
- 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.”
- Provide physical and/or mental health services that meet a need otherwise unlikely to be met.

Examples of Eligible Activities

- Childcare
- Youth Services
- Health Services
- Employment Services (e.g., job training)
- Literacy Programs
- Recreation Programs
- Education Programs
- Fair Housing Activities
- Services for Older Adults
- Services for Homeless Persons
- Drug Abuse and Counseling

Proposed Accomplishments

- Applicants must list **at least one** and up to four major outcomes that the proposed project will achieve.
 - What is the measurable change for the population served?
 - What are the methods and tools that the applicant will use to achieve these outcomes?

Example:

Project	Outcome
Job Skills Training Program	Increased Earnings

Budget

- Applicants must submit an itemized budget for the proposed project(s), using the **Personnel Costs** and **Non-Personnel Activity Costs** worksheets.
 - Indicate the requested amount for CDBG and match funding sources for each item on the budget.
- Administrative costs are capped at **20% of the funding request**.
 - Eligible administrative costs include salaries of supervisors, and financial, secretarial, and clerical employees. However, **not eligible** under administrative costs are the salaries associated with staff providing direct services (i.e., case managers and clinicians).
 - Other eligible administrative costs include rent, travel, postage, and office supplies.

Example of Budget

Personnel Costs								
Job Title	Anticipated Hours/Week 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 Charge d to CDBG	Match (for this position)	Source of Match
Clinician	8	\$57,600	\$9,600	\$1,920	\$11,520	20%	\$12,000	ABC Trust Fund
Financial Adviser	4	\$72,000	\$6,100	\$1,100	\$7,200	10%	\$10,000	124 Foundation
Total	12	\$129,600	\$15,700	\$3,020	\$18,720	14%	\$22,000	

Example of Budget

Non-Personnel Activity Costs				
Program Activity Costs	Total Activity Costs	Total Activity Cost Billed to CDBG	% of Total Activity Costs Billed to CDBG	Source of Match
Rent	\$500	\$100	20%	ABC General Budget
Scholarships	\$10,000	\$5,000	50%	Massachusetts Executive Office of Elder Affairs
Total	\$10,500	\$5,100	49%	

RFP Evaluation Criteria

Project Description	Impact on LMI population, aligned with stated priorities, addresses unmet need, experience, recruitment strategy, reduction of racial and ethnic disparities, promote stability, unique and innovative.
Performance Measures	Project outcomes and community impact.
Budget	Reasonable budget, eligible costs, leverage other funding sources.
Organization's Expertise and Capacity	Organizational and staff capacity and expertise to successfully implement project.

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Program Report and Billing

- Subrecipients awarded CDBG funds are expected to submit, **at minimum**, a quarterly bill and report throughout the fiscal year.
 - CDBG funds are disbursed on a **reimbursement basis**.
 - If funds are not expended during a quarter, the subrecipient must submit a report indicating the zero expenditure and why.
- Subrecipients must report the **number** of participants, the **race and ethnicity** of participants, their **incomes**, as well as the project's **priority, activity, and accomplishments**.

Example of Program Report

Project Description:	ABC will provide counseling services to low- to moderate-income Newton residents across the life span, with the goal of improving children's academic achievement, adult's economic potential, and other social and community engagement.
Priority:	Priority 1 – Enrichment and Care for Vulnerable Youth (Ages 0-18 Years); Provide physical and/or mental health services that meet a need otherwise unlikely to be met.
Activity:	ABC worked with several clients this quarter, many of which had anxiety, depression, and/or anger. This often resulted in lack of motivation in school and behavioral outbursts. ABC clinicians worked with the clients one-on-one and taught them effective conflict resolution skills and coping strategies.
Accomplishments:	During program year, ABC provided 602.50 hours of direct services to improve the wellbeing of 99 CDBG-eligible individuals. Clients were more successful in school and improved relationships with their family members.

Submissions

- Information on the Human Service program and well as the overview of the RFP are available on the City of Newton's website at:
<https://www.newtonma.gov/government/planning/housing-community-development>
- The application is available on Neighborly Software at: <https://prod-01.neighborlysoftware.com/NEWTONMA/Participant>
- Proposals are due **on Neighborly Software** by 5:00 pm on February 3, 2021.*

**Proposals submitted via mail or email will not be accepted.*

Questions?