



William F. Martin  
Mayor

City of  
**GREENFIELD, MASSACHUSETTS**

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**COMMUNITY & ECONOMIC  
DEVELOPMENT DEPARTMENT**

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**REQUEST FOR PROPOSALS**  
**City of Greenfield**

The Greenfield Community and Economic Development Department (CEDD) is preparing an application for funding under the Massachusetts Community Development Block Grant Program FY 2019 for submission to the Department of Housing and Community Development (DHCD) in February 2019.

The CEDD is requesting proposals from public and non-profit social service providers to address priority services needs identified as:

- **Addressing Food Insecurity**
- **Outreach/Service to Elders**
- **Addressing the Opioid Crisis**
- **Priorities identified in the Community Health Improvement Program**

If approved, these projects may be funded from FY2019 Massachusetts Community Development Block Grant (CDBG) Mini-Entitlement Program funds. The City can apply for up to \$150,000 for these services. The State will allow the City to apply for up to five (5) separate social service projects. Half of the total social service funding sought must support activities that build economic security and self-sufficiency. The project duration is anticipated to be a fifteen-month period between October 2019 and December 2020; however, these dates are subject to change.

Agencies may submit requests for this next year (FY19) and two subsequent grant years (at twelve months each). Years 2 and 3 maybe awarded at the discretion of the City based on performance. To be considered for years 2 and 3 funding, please submit an additional budget sheet for each additional year with a short (one paragraph) narrative about ongoing need.

To be considered for inclusion, proposals must be received at the Greenfield Community and Economic Development Department office, 324 Main Street, 2<sup>nd</sup> Floor, Greenfield, MA 01301 by **Friday, December 21, 2018** at 4:00 PM. Proposals received after the above time and date **WILL NOT** be opened.

**INSTRUCTIONS TO BIDDERS:**

All proposals must meet the Threshold Criteria listed below to be considered. Provide a written

statement in response to Threshold Criteria 1, 2, 3 and 4. Proposals should fully respond to the questions under the Project Need, Community Involvement/Support, Project Feasibility and Project Impact sections. Proposals will be evaluated and scored question by question. It is important to answer each question very carefully and accurately to receive the highest ranking of the proposal. **Proposals must be submitted on paper (1 copy) and electronically as a Microsoft Word document.** The narrative portion of a proposal must be no more than six pages. Supporting documents or attachments, including a detailed budget, are requested; these do not need to be included within the six-page limit. Supporting documents or attachments will also need to be provided in an electronic format. All proposals must include the signed Non-Collusion and Tax Certifications included as *Attachments A and B*.

### **CONTRACT TERMS:**

In the event that this application is funded, agencies whose proposals are selected for inclusion in the total application will enter into a standard Mass. Community Development Block Grant Sub-Grantee Agreement. A draft boilerplate contract is available for review at the Greenfield CEDD. Contract term is *anticipated* to be a fifteen-month period between October 2019 and December 2020; however these dates are subject to change, as delays may occur at DHCD. No CDBG funds will be expended prior to the “Contract” date. The contract will provide for reimbursement of eligible expenditures upon submission of an invoice that includes appropriate supporting documentation of costs and beneficiaries.

### **THRESHOLD CRITERIA (MUST BE MET TO RECEIVE CDBG FUNDS):**

1. **Project Description:** Provide a summary of the proposed project (3 page max –Times New Roman 12 point font, ¾” margins). The summary should include a detailed scope of the total project, including the non-CDBG funded components. It should identify the need that is being met and how/why the community decided to address this need. There should be a description of the service to be provided and of the persons who will benefit from the service and the anticipated outcomes for those persons as a result of receiving the service. The description should include how the program will be operated and who will be involved. In describing a requested Public Social Services activity, applicants must demonstrate that the activities have been prioritized at the local level in order to determine the request for services. Such prioritizing must demonstrate an understanding of the needs assessment undertaken by the community's Community Action Agency and not be inconsistent with such Agency's assessment of Service needs.  
**The project description must included quantitative information on the total number of people and/or households anticipated to be served by the project and the number of low and moderate income persons and/or households anticipated to be served.**
2. **Project Consistency:** Describe how the proposed project is consistent with the city’s Community Development Strategy (available on the Community and Economic Development Department web-page after December 7th). Demonstrate that the activity

has been prioritized at the local level and is consistent with the needs assessment of the local Community Action Agency, the Franklin County/North Quabbin Community Health Improvement Plan, and/or the Intercept Zero Project:

See the following links for further information:

<https://www.communityaction.us/community-needs-assessment-action-p>

<https://frcog.org/wp-content/uploads/2016/05/CHIP-book-version-final-draft-w-.125-bleed-January-2018-run.pdf>

[http://opioidtaskforce.org/wp-content/uploads/IZR\\_report\\_FINAL-for-web-2\\_7\\_18-1.pdf](http://opioidtaskforce.org/wp-content/uploads/IZR_report_FINAL-for-web-2_7_18-1.pdf)

3. **Additional Thresholds:**

- a) Applicants must demonstrate that the proposed project will be a new service, an expansion of an existing service or a continuation of a project presently funded with Mass. CDBG funds. Public social service projects are eligible for CDBG assistance under Section 105(a)(8) of Title I of the Housing and 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 application.
- b) Demonstrate that the proposed project is not provided by other state or federal agencies, or is provided but not available to CDBG-eligible residents in Greenfield.
- c) State how your proposed program will meet the National Objective of Benefit to Low or Moderate Income Persons, and what method you will use to document incomes of program users. (All applicants must demonstrate compliance with the CDBG National Objective of benefit to low or moderate income persons and demonstrate that of the persons who will benefit from the program activities ("beneficiaries") at least 51% must be low to moderate income persons. Low to moderate income is defined as 80% of median household income or less. Current household income guidelines are attached (*Attachment C*). Programs that provide any kind of direct payment (such as daycare subsidies, fuel assistance, etc.) must serve 100% low to moderate income persons. A DHCD Technical Assistance Guide on Public Social Service programs, including national objective compliance, is available from either DHCD or the Greenfield CEDD upon request.

4. **Demonstrate Cost Reasonableness:**

- a) Provide a detailed budget for the program to include program delivery and direct program costs. Specify how CDBG funds will be used.
- b) Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget.
- c) Explain the qualifications of the person who prepared the budget.
- d) Cite sources of other Project funds.
- e) If project will be subcontracted, provide the name of proposed sub-grantee.

## COMPETITIVE QUESTIONS

### 1. **Project Need**

#### **What is the need for the proposed project/program?**

Define the need of problem to be addressed. Provide evidence of the severity of the need or problem. Who is the affected population and why is this population presently underserved or not served?

(The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through surveys, census data, needs assessments (including assessments done by a Community Action Agency), and the characteristics and current needs of the target area and target population.)

### 2. **Community Involvement and Support**

#### **Were the community and /or potential beneficiaries involved?**

Demonstrate the involvement of the community and/or potential beneficiaries in the identification, planning and development of the proposed project beyond the required public participation process. Provide evidence of public forums, or meetings regarding the project and attendance records, press coverage or meeting minutes that demonstrate support for the project.

- a) Explain how the project is responsive to expressed community interest, i.e. what process was used to select this particular project.
- b) Demonstrate the outreach efforts made to involve the community. Include evidence: notices, newspaper articles...
- c) Demonstrate how the potential beneficiaries and the community at-large were involved in the planning and development of the proposed project beyond the required public participation process. Include evidence such as: phone inquiries, letters, petitions, newspaper articles or letters to the editor, establishment of an advisory committee, meetings to develop this program (need copies of meeting minutes and sign-in sheets), etc.
- d) Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

(Community Involvement/Support will be evaluated based on the extent to which the community and potential beneficiaries were provided with opportunities for involvement, demonstrated involvement and resulting support for the project, and will have access to ongoing opportunities for involvement.)

### 3. **Project Feasibility**

#### **Why is the proposed project/program feasible?**

Demonstrate that the activity proposed is feasible by addressing the following points:

- a) Describe and document the demand for the program through surveys, inquiries, waiting lists, social service provider data and statistics, and past participation (please do not provide specific names).
- b) Describe and document the marketing strategy, recruitment and program participation selection strategies.

- c) Describe and document the availability of matching or other funds needed to complete the project. Do not include in-kind services for city employees who would otherwise be responsible for a grant related administrative function. In-kind services are accepted only as directly related to the project. (For example, in-kind provision of program delivery space is acceptable.)
- d) Identify the project milestones, state the duration of time needed for each milestone and identify when each milestone will be completed.
- e) Provide a management plan for the project that identifies the roles and responsibilities of all personnel involved in the project.
- f) Citing past accomplishments, document that:
  - the agency has the necessary expertise to conduct the activity, or has experience acquiring the expertise and
  - the timeline for completion is realistic.

(Project feasibility will be evaluated on the extent to which the project is capable of proceeding at the time of award, can be effectively managed and can be physically and financially accomplished within the grant period.)

#### **4. Project Impact**

##### **What will be the impact of the proposed project/program?**

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? Clarify why the proposed project is a solution, or part of a solution, to the identified need or problem. How much of the need will be addressed? What will the impact be on the overall quality of life of the people served and on the community as a whole?

For projects benefiting low/moderate (LMI) persons, provide the number of LMI persons served by the project as a percentage of the LMI persons in the target area. For projects serving limited clientele, provide the number of participants to be assisted or other applicable quantitative measures as a percentage of the eligible participants in the service area.

(Project impact will be evaluated on the extent to which the response documents that the activity addresses a significant amount of the identified needs and that the activity proposed will result in measurable improvements/identifiable outcomes that will benefit both the intended beneficiaries and the target area.)

#### **SCORING CRITERIA**

Proposals will be reviewed and scored and recommendations made to the Mayor who may choose to fund any of the proposals recommended or none of them. The Mayor must approve the entire Mini-Entitlement application to be submitted to DHCD.

Successful applicants may be asked to provide additional information and documentation on the project for the City's grant application to DHCD which is due in early February 2016.

The Proposal Review Committee will rank each proposal on the basis of the following



comparative evaluation criteria: highly advantageous, advantageous, not advantageous, and unacceptable. The applicants receiving the highest cumulative ranking and also meeting the threshold criteria will be considered for funding.

**1. National Objective Compliance:**

Highly Advantageous	Proposal clearly identifies what method will be used to document National Objective Compliance.
Advantageous	Proposal is not specific about the method to be used to document National Objective Compliance.
Not Advantageous	Proposal fails to identify what method will be used to document National Objective Compliance.
Unacceptable	Proposal fails to address issue of National Objective Compliance.

**2. Prioritization of proposed program at the local level:**

Highly Advantageous	Proposal demonstrates how it is consistent with the community's top social service priorities.
Advantageous	Proposal is not clear on how it is consistent with the community's top social service priorities.
Not Advantageous	Proposal is not consistent with the community's top social service priorities.
Unacceptable	Proposal fails to address how the project is consistent with the community's top social service priorities.

**3. Completeness of Proposal:** Proposals which are competitive will respond to all questions or instructions in the Project Need, Community Involvement/Support, Project Feasibility and Project Impact sections.

Highly Advantageous	Responses are 100% complete and detailed.
Advantageous	Responses are substantially complete, lacking only minor details.
Not Advantageous	Responses are mostly complete, some detail omitted.
Unacceptable	Responses are incomplete.

**4. Use of Quantitative Detail:** Proposals should make use of quantitative detail and descriptions wherever relevant.

Highly Advantageous	Quantitative data based on current sources is used in response to all questions. Copies are attached
Advantageous	Quantitative data based on current sources is used in response to most questions. Copies are attached.
Not Advantageous	Quantitative data is used in response to some questions. Copies are attached.

Unacceptable Quantitative data is lacking in response to questions, or the applicant has failed to attach copies of sources.

**5. Program Design and Consistency:**

Highly Advantageous	The type of program and its design are explicitly consistent with identified needs and characteristics of the target populations, and with the goals and anticipated impacts of the program.
Advantageous	The type of program and its design appear to be consistent with identified needs and characteristics of the target populations, and with the goals and anticipated impacts of the program, however applicant has not clearly stated these relationships.
Not Advantageous	It is unclear if the type of program and its design are consistent with identified needs, program goals, and anticipated impacts of the program.
Unacceptable	The type of program and its design do not match up with identified needs, program goals, and anticipated impacts of the program.

**6. Readiness to Proceed:**

Highly Advantageous	Applicant proposes a continuation of existing CDBG funded program.
Advantageous	Applicant proposes to have program start-up tasks complete prior to October 2019 and will be able to initiate program immediately upon award of contract or it is a summer 2020 program.
Not Advantageous	Applicant will have some program start-up tasks complete prior to October 2019 and will be able to initiate program early in first quarter following award of contract
Unacceptable	Applicant has not demonstrated an ability to begin start up program the first quarter.

**7. Budget Data:**

Highly Advantageous	Applicant provides all requested budget information.
Advantageous	Applicant provides most requested budget information.
Not Advantageous	Applicant provides partial budget information.
Unacceptable	Applicant fails to provide main budget components.

**8. Program Impact:**

Highly Advantageous	Applicant demonstrates direct and indirect impacts that will have a substantial bearing on identified need.
Advantageous	Applicant demonstrates direct and indirect impacts that will have a significant bearing on identified need.



Not Advantageous	Applicant demonstrates direct and indirect impacts that will have some bearing on identified need.
Unacceptable	Applicant fails to demonstrate that direct and indirect impacts will have a bearing on identified need.

**9. Funds leveraged and supporting documentation:**

Highly Advantageous	Proposed program includes 3 or more sources of leveraged funds and these sources are documented by attachments.
Advantageous	Proposed program includes 2 or more sources of leveraged funds and these sources are documented by attachments.
Not Advantageous	Proposed program includes 1 or more sources of leveraged funds and these sources are documented by attachments.
Unacceptable	Proposed program includes no leveraged funds, or leveraged funds which are not supported by documentation.

**10. Community Involvement and Support:**

Highly Advantageous	Applicant cites and documents the involvement and support of the community in at least 3 different ways.
Advantageous	Applicant cites and documents the involvement and support of the community in at least 2 different ways.
Not Advantageous	Applicant cites and documents the involvement and support of the community in at least 1 way.
Unacceptable	Applicant has not cited or documented the involvement and support of the community.



**Attachment A: Certificate of Tax Compliance**

I certify, under the penalties of perjury, that I, to my knowledge and belief, have filed all state tax returns and paid all state taxes required under law.

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\*Signature of Individual or  
Corporate Name/Corporate Officer  
(Mandatory)

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Company Name

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\*\* Social Security Number  
(Voluntary)  
or Federal Identification Number

\* Approval of a contract or other agreement will not be granted unless this certification clause is signed by the applicant

\*\* Your Social Security Number will be furnished to the Massachusetts Department of Revenue to determine whether or not you have met tax filing or tax payment obligations. Providers who fail to correct their non-filing or delinquency will not have a contract or other agreement issued, renewed, or extended. This request is made under the authority of Massachusetts General Laws, Chapter 62C, Section 49A.



**Attachment B: Affidavit of Non-Collusion**

I hereby certify that under the penalties of perjury that the bid submitted herein is in all respects bona fide, fair, and made without collusion or fraud with any other person. "Person" here means any natural person, joint venture, partnership, corporation or other business or legal entity which sells materials, equipment or supplies used in or for, or engages in the performance of, the same or similar construction, reconstruction, installation, demolition, maintenance or repair work or any part thereof.

Signature: \_\_\_\_\_

Please print or type the following:

Name and Title: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Date: \_\_\_\_\_



