

Town of



AMHERST

Massachusetts

TOWN HALL  
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Amherst, MA 01002-2351

Conservation & Development  
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TOWN OF AMHERST

2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

## ***SOCIAL SERVICE ACTIVITY APPLICATION***

**PLEASE SUBMIT ONE ORIGINAL AND ONE COPY OF YOUR PROPOSAL  
(Only one copy of the required attachments needs to be submitted)**

BY:

**FRIDAY, NOVEMBER 4th, 2022 AT 12:00 P.M.**

TO:

ATTN: Benjamin Breger  
Amherst Planning Department  
Amherst Town Hall, 2<sup>nd</sup> floor  
4 Boltwood Avenue  
Amherst, MA 01002

*Proposals can be submitted the following ways:*

- 1. By mail*
- 2. By email in PDF format to [bregerb@amherstma.gov](mailto:bregerb@amherstma.gov)*
- 3. By delivering to staff inside Town Hall on the second floor. Call Ben Breger, staff at 413-259-3187 to coordinate*

### **Introduction:**

The Town of Amherst is eligible to apply to the Massachusetts Department of Housing and Community Development (DHCD) as a 2022-2023 Mini-Entitlement community to receive HUD Community Development Block Grant (CDBG) funding for eligible activities that provide benefit to low- and moderate-income households living in Amherst—defined as earnings below 80% of the area median income (**Attachment 1, income guidelines**). The Town is eligible to apply for up to \$1.65 million in funding, of which a maximum of 20% (\$330,000) can fund social service activities. The CDBG Advisory Committee encourages applicants to contact Town staff prior to submission of applications to discuss eligibility requirements. **All activities must be completed in 24 months (July 1, 2023 – June 30, 2025).**

**After holding a public hearing on August 31st, 2022 to receive input on the Community Priorities, the CDBG Advisory Committee determined that the social service priorities for 2022-2023 are:**

Community priorities for social services are to maintain a balanced approach among:

- household (family and individual) stabilization;
- support services for those experiencing homelessness;
- youth development;
- services that help develop economic self-sufficiency (adult education & job training);
- food and nutrition programs;
- low-cost accessible comprehensive health services/insurance navigation;
- support services for seniors; and
- transportation services.

### **Submission Requirements:**

All activities are required to address one or more of the priorities above and found online on the CDBG Advisory Committee webpage: <https://www.amherstma.gov/1122/CDBG-Advisory-Committee>. The proposals can be submitted by various parties, including but not limited to a single individual (i.e. a developer), a Town board/ committee, or a non-profit organization. Those interested in making a funding request are encouraged to contact **Town staff – Ben Breger (Planner and CDBG Administrator) at [bregerb@amherstma.gov](mailto:bregerb@amherstma.gov) or 413-259-3187.**

**In order to receive funding, at least 51% of those receiving services must be residents of Amherst and qualify as low/moderate income (families with incomes below 80% of the area median income) as defined by federal HUD guidelines.**

The applicant 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 and must demonstrate a community need. 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. DHCD requirements include that CDBG grants can only fund public social service projects that are not provided by other state or federal agencies, or are provided but not available to CDBG-eligible residents in the applicant community.

**DHCD requires that no more than five (5) public social service activities may be funded with each grant award.**

**Applicants must answer all questions and submit all documents for the application to be complete. Responses must be in the format below and follow the submission requirements. Incomplete applications will be excluded from consideration.**

**Proposals are to be submitted in accordance with the following guidelines (to facilitate copying and scanning):**

- 15 Page limit for required answers and documents (i.e. budget, organization flow chart) and an optional (up to) 5 pages for supporting attachments.
- Use only paper or binder clips (this includes financial reports); proposals will not be accepted with staples or bindings.
- All pages must be 8 ½” x 11” (this includes maps, images, etc.).
- Use 12-point Times New Roman font with three-quarter (3/4) inch margins.
- All pages must be single-sided.
- Contact Person must include individual email address (not a generic company address).
- Limit supporting documentation to one original copy only (i.e. letters of support, data showing need, etc.)
- CLEARLY MARK “ORIGINAL” AND “COPIES”
- The first page of the application must be the Cover Sheet provided

**Proposal Items:**

1. Cover Sheet.
2. Answers to Questions A-I (see following pages).
3. 18 (eighteen) Month Budget for proposed activity. This budget should detail sources of funding and estimated expenditures. Although the activity must be completed within 24 months, the Town asks for an 18-month budget to ensure timely expenditure of funds.
4. Agency’s overall budget, showing all sources of income and expenses, and a balance sheet.
5. Certificate of Tax Compliance.
6. Certificate of Non-collusion.

**Proposal Submission Deadline:**

- All proposals must be received by FRIDAY, NOVEMBER 4th, 2022 AT 12:00 P.M.
- Proposals received after the deadline will be rejected.

COVER SHEET  
2022-2023 Social Service CDBG Application  
Town of Amherst

AGENCY NAME: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

AGENCY PHONE NO: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON EMAIL: \_\_\_\_\_

CDBG FUNDING REQUEST: \$\_\_\_\_\_

1. Project Name:

2. Project Description (1-2 sentences):

3. Project Location (Street address):

4. Budget Request: \$\_\_\_\_\_

5. Type of Activity (check one):

- Household (family and individual) stabilization
- Support services for those experiencing homelessness
- Youth Services (i.e. childcare, afterschool, teen support)
- Economic self-sufficiency (i.e. adult education, job training)
- Food and nutrition
- Health services/ Insurance navigation
- Support services for seniors
- Transportation Services
- Other – please explain

6. National Objective:

Total number of beneficiaries (individuals served):

Total Low/Mod beneficiaries (individuals served):

**Please submit responses to the following questions:**

**A. National Objective Description**

*In order for a project activity to be eligible for CDBG funding, it must serve a majority low/moderate income beneficiaries; this is the National Objective.*

- Describe in detail how your project will meet the national objective and how it will be documented to ensure that participants meet low/moderate income requirements.
- Limited clientele projects must document compliance by one of the following methods:
  - For projects that do not provide “income payment” forms of assistance, beneficiaries may “self-declare” their eligibility, generally by completing and signing a form declaring household sizes and income ranges.
  - For projects that offer income payments or subsidies, income must be documented.
  - For projects where the user profile will be low and moderate income, a description of the profile must be presented so that the conclusion, without a doubt, will be to benefit low- and moderate-income persons.

**B. Demonstrate Consistency with Community Priorities**

*To meet this threshold a proposed project must relate to a community development need or needs identified by the Priorities.*

- Describe how the proposed project is consistent with the Community Priorities.

**C. Agency Information**

- Provide an overview of your organization, including length of time in existence, organization status, organizational chart, and list of governing board members and officers, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.
- Explain your short-term goals and long-term goals.

**D. Project Budget Information**

- Provide a detailed budget for the proposed program to include program delivery and direct program costs, and include all sources of revenue and all expenses.
- Provide an agency balance sheet.
- Cite Sources of Other Project Funds.
- If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project.
- Document the experience of the provider, costs of comparable services and the process used to review the accuracy of the budget.
- State the qualifications of the person who prepared the budget.

**Answers for Parts E—I must not exceed three (3) pages**

**E. Project Description**

- Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components.
- Demonstrate that the activity has been prioritized by the community at the local level.
- Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, homeless, etc.

- Describe and identify the project milestones, process steps, and timeline. State the duration of time needed for each milestone and identify when each milestone will be completed.
- Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
- Include information on whether it is a new service, an expansion of an existing service, or a continuation of a project presently funded with CDBG funds.

#### **F. Project Need**

- Document the need for the project. What is the need for the proposed project/program?
- Define the need or problem to be addressed by the proposed project. Explain why the project is important.

#### **G. Community Involvement and Support**

- Demonstrate the involvement and opportunities available for the community and/or potential beneficiaries in the identification, planning, and development of the proposed project.
- Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.
- Describe how the proposed project will be shared with the community and/or potential beneficiaries, including marketing, word-of-mouth, meetings, social media efforts, etc.

#### **H. Project Feasibility**

- Demonstrate that the project can proceed at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.
- Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of **demand** for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation.
- Identify and describe the solicitation process used or applicable to the project.
- Citing past accomplishments, document that the agency has the necessary expertise to conduct the activity and has successfully completed past activities with CDBG or other programs in a timely manner.

#### **I. 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 and will benefit the intended beneficiaries? How much of the need will be addressed?
- Describe the changes in the target population that indicate the program's success.
- How will these changes be measured?
- How will the impact of this service on individual clients be tracked over time?
- How does this project impact the Town's priority of addressing systemic racial injustice?
- Define the direct and indirect outcomes that will result from the project.
- Identify quantitative and qualitative measures to determine that the outcomes are achieved.
- Will this service enable clients to become self-sufficient, if proposed?
- How is this service linked to other human/social service programs in the community?

**Proposal Review:**

Town staff will first screen each proposal to ensure that it meets the quality requirements as defined below. The CDBG Advisory Committee will then review proposals using the evaluation criteria below. The CDBG Advisory Committee members will first review proposals individually and provide questions to Town staff, who will transmit the questions to the applicants. The answers to these questions will then be used by the Committee as they review proposals at a public meeting during which they will make recommendations to the Town Manager. The Town Manager determines the final projects to be included in the Town’s application to DHCD. After the final projects are decided, the Committee will hold a public hearing to give the community an opportunity to comment on the proposed activities.

**Quality Requirements:**

- A. The project meets the low- and moderate-income national objective.
- B. The project is an eligible activity as defined by the United States Department of Housing and Urban Development.
- C. The proposed project addresses identified community priorities.
- D. The agency has submitted evidence of organizational status.

**Project Proposal Comparative Evaluation Criteria (from questions above):**

Individual CDBG Advisory Committee members will score each proposal in each category below using the answers to questions A-I on the preceding pages. The comparative evaluation will use a point system of 1-4. A score of 1 is not advantageous and a score of 4 is most advantageous. Individual committee members will review and score the proposals and provide staff their rankings of the proposals. These rankings will be used as the basis for review of proposals. The committee’s review will also include a qualitative comparison of proposals.

**Demonstrate Consistency with Community Priorities**

Proposals will be evaluated based on the project’s compatibility with the Town’s Community Priorities.

**Agency Information**

Proposals will be evaluated based on experience of the agency and its capacity to effectively administer the program, and the extent to which the Agency’s Board of Directors reflects the interests of the broader community, including the population to be served.

**Project Budget Information**

Proposals will be evaluated based on the detailed project budget, the agency’s balance sheet, and an assessment of the program’s cost effectiveness.

**Project Description**

Proposals will be assessed for their effectiveness of providing the requested service.

**Project Need**

The extent to which the proposal documents need for the service.

**Community Involvement and Support**

Proposals will be reviewed based on community, stakeholder and beneficiary support (Town Boards, Committees, community groups, social service agencies, citizens, etc.).

**Project Feasibility**

Proposals will be evaluated based on the determination of the projects feasibility to be completed in 24 months.

**Project Impact**

Project impact will be assessed on the measured improvements of the beneficiaries and the ability of program to help participants become self-sufficient.

**Contractual Requirements:**

- A. Submittal of the most recent FY income/expenditure report or annual audit, including audit report in compliance with OMB Super Circular (Dec. 2013) and OMB Circular A-133 if applicable.
- B. Personnel Policy, including affirmative action/equal opportunity plan.
- C. Providers will be required to submit bills on a monthly basis.
- D. Providers will be required to submit time sheets of all staff receiving CDBG funding.
- E. Providers will be required to submit quarterly reports detailing all services provided during the reporting period including the number of clients, their income and their ethnic identity.
- F. Provider files will be reviewed to ensure that there are income-certification forms for all clients.
- G. Payment will be made based on the submission of all required information, the number of clients served and the hours worked (the provider will only receive payment for the number of clients served).



**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security or Federal I.D. number

\_\_\_\_\_  
Signature: Individual or Corporate Officer

\_\_\_\_\_  
Date

PLEASE PRINT

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this Proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

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Date

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Signature of individual submitting Proposal or proposal

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Name of Business

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Address of Business

## Attachment 1 Income Guidelines

		<b>Income Threshold for Amherst</b>							
<b>Household Size</b>	1	2	3	4	5	6	7	8	
<b>Low Income (80% AMI)</b>	\$52,751	\$60,251	\$67,801	\$75,301	\$81,351	\$87,351	\$93,401	\$99,401	