

The information provided will be used by the Attleboro Office of Community Development (AOCD) to evaluate proposals for consideration by the Mayor and City Council. Criteria include, but are not limited to, compliance with federal eligibility standards, a project's overall benefit to low and moderate income persons and/or **specifically those affected by the COVID-19 virus**, how such benefits will be measured/reported, project goals, need for the proposed activity, and how the proposed project is unique (how it complements, not duplicates, existing activities). The experience and capability of sponsors to provide proposed activities, documentation of support for the project, and availability of matching funds for the activity will also be considered.

The AOCD and Mayor reserve the right to reject any proposals that are not complete and responsive to the information requested in the proposal package. The AOCD and Mayor reserve the right to recommend or reject any proposal, in whole or in part, for funding consideration by the City Council for what they determine to be in the best interest of the Community Development Block Grant Program. If you have any questions about completing this form contact the AOCD at 508-223-2222 ext. 3330.

I. Application Instructions

The Attleboro Office of Community Development (AOCD) is seeking proposals for eligible Activities to include in its **PY'19 Action Plan Amendment** to be administered during PY'20 as early as May 1, 2021 and PY' 21 (July 1, 2021 thru June 30, 2022) directly related to the use of **CARES Act Funds**. In order for the AOCD to consider an application for funding, applicants must comply with the following:

- A. The Community Development Block Grant (CDBG) program is a federal program administered by the Federal Department of Housing and Community Development (HUD) designed to improve the quality of life for all community residents, but principally for those with low and moderate incomes (**see Appendix B**) and/ or those **affected by the COVID-19 Virus**. Therefore, applicants need to detail, to the greatest extent possible, how the proposed activity will benefit **Attleboro** residents of which at least 80% must meet HUD's low and moderate-income guidelines;
- B. Directly service the needs of those who have been effected by the COVID- 19 virus;
- C. Proposals will be evaluated on how applicants: address community's urgent needs during the pandemic, collaborate with other agencies to provide services and minimize duplication, match funds, and leverage resources.
- D. Only **completed** applications that propose activities consistent with the governing regulations of the Code of Federal Regulations, Title 24, Part 570, and Sections 570.201(e) Eligible Activities will be considered for funding.
- E. All applicants must complete the attached application for funding to be considered for funding.

Completed applications are due without exception, **no later than Monday, March 1, 2021.**

Mailed applications should be post marked no later than, Friday, February 26, 2021.

Applications may be mailed or delivered in person to: Dorothy Brissette, Director, Attleboro Office of Community Development, 77 Park Street, Attleboro, MA 02703.

PROPOSED PUBLIC SERVICE ACTIVITY GOALS & ACTIVITIES

The AOCD uses the Performance Measurement Form (PMF) to assess the impact of funded programs. The PMF is used to define outcome measures that quantify the effectiveness of CDBG Public Services. The information provided in the PMF is also used to determine funding for public service activities, draft contracts, outline the scope of services, and help to establish goals for the proposed public service activity.

Each application must have at minimum, one goal, one output that relates to each proposed service, and one outcome that demonstrates the impact the proposed public service activity is expected to achieve. It is recommended that applicants commit to only what the proposed public service activity will realistically deliver and not overstate services or goals. Applicants are also encouraged to be realistic about proposed public service activity timeframes. **If a proposed public service activity result does not materialize, the AOCD reserves the right to withhold or reprogram funds until corrective actions have been taken by the Subrecipient.**

Below are **definitions** of key terms and examples, of goals, activities, outputs, and outcome measures that are required for each proposed public service activity:

Goal: A quantifiable statement that describes a target that an organization anticipates it will achieve through the proposed public service activity.

- Place 10 low or moderate-income applicants into entry-level jobs in the jewelry industry.

Proposed Activities: The objectives that an organization will need to meet in order to achieve their stated goals.

- Provide intake and assessment services for all applicants.
- Provide 100 hours of workplace literacy training.

Expected Outputs: Quantifiable activities with established timeframes that an organization undertakes to meet their stated objectives.

- Provide intake and assessment services for 20 applicants by December 31, 2011.
- Provide 20 five-hour classes of Workplace Literacy Training beginning January 5, 2011 and ending January 30, 2012.

Expected Outcomes Measures: A statement that provides a measure of how the organization will determine the success of their proposed public service activity. It is important to understand that every expected outcome must be observable and measurable.

- 90% of participants who complete workplace literacy training will be able to understand and use all of the key on-the-job workplace literacy concepts.
- 100% of participants who complete soldering training will be placed in on-the-job training in the jewelry industry.

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III. Evaluation Criteria

The evaluation process considers all aspects of the proposal as described in this application. The AOCD **Proposal Review Team (PRT)** will review applications for completeness, responsiveness, and rank them using the attached Application Evaluation Worksheet. Incomplete applications may be disqualified from consideration. If a question arises during its review, the PRT reserves the right to contact the applicant to request clarification. Based upon the PRT's review and ranking of proposals, recommendations are presented to the Mayor, and a final decision on grant awards are rendered thereafter and must be approved by the City Council prior to entering into contracts. This is a highly competitive process. Therefore, applicants are asked to pay close attention to their responses to the questions asked within the application.

Evaluation Criteria:

- A. Activity Eligibility: (Required)** The proposed activity is eligible under CDBG program regulations and meets a national objective (If it is determined that the proposed activity is not eligible or does not meet a national objective the application will be disqualified.)
- B. Program Design (30 Points):** Includes the demonstration of unmet need, consistency with the priorities of the City's Consolidated Plan, coordination with existing services, evidence of community support, and overall program merit.
- C. Organizational Capacity and Experience (25 Points):** Includes staff experience, direct program experience, local experience with the target population, partnership experience, and past grant administration.
- D. Funding request (25 Points):** Includes budget, budget narrative, matching funds, leveraged funds, use of CDBG funds, and program sustainability.
- E. Performance Measures (20 Points):** Includes activities, anticipated outputs, anticipated outcomes, and performance measurements.

Maximum Points Possible: 100

IV. Threshold Certification

Applicants must submit one (1) signed original and two (2) copies of completed application to the City of Attleboro’s Office of Community Development, Government Center 77 Park Street, Attleboro, MA 02703 **by 12:00 P.M. on Monday, March 1, 2021**. Mailed applications need to be post marked by **Friday, February 26, 2021**. In order for your application to be considered complete, your organization must submit the following threshold items.

Submission Checklist

- Submit one (1) original and one (1) copies of the completed application
- Include all requested attachments/certifications
- Verify that all of the material requested with the application is included
- Provide evidence that demonstrates your administrative capacity and experience
- Complete a detailed, itemized budget and budget narrative for the proposed activity
- Completed Performance Measures Form
- Provide all required documentation as follows:
 - o Articles of incorporation
 - o Current list of Board of Directors (if applicable)
 - o Certified Organization Audit/Financial Statements of most recent year as applicable:
 - Copy of OMB A-133 Audit (Required if \$500,000 or more in aggregate federal funds are expended); **OR**
 - Financial statements audited by a Certified Public Accountant (CPA) if not bound by the requirements of OMB A-133; **OR**
 - Profit and Loss Statement (Only those that do not meet the above criteria or first time applicants may submit).
 - o IRS 501c3 Designation Letter
- Execute a Statement of Application Form;
- Submitted Application by **12:00 P.M Monday, March 1, 2021** if hand delivered or postmarked by **Friday, February 26, 2021** if mailed to the Attleboro Office of Community Development.

I hereby confirm that this packet contains all required information and materials.

Signature of Authorized Signer

Date

If you have any questions, please contact Dorothy Brissette, Community Development Director, at the Office of Community Development at 508-223-2222 extension 3330 or by email at comdevdir@cityofattleboro.us.

II. Statement of Applicant - The undersigned acknowledges the following:

1. That to the best of its knowledge and belief, all information provided is true and correct and all estimates are reasonable.
2. That the AOCD may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided.
3. That the applicant will cooperatively assist in the review process and will participate in an applicant interview if the AOCD determines the need for such an interview for the purposes of public service activity assessment.
4. That, if the proposed public service activity(s) is recommended and approved, the AOCD reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced or rescinded.
5. The AOCD reserves the right to reject any submissions received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to CDBG program.
7. That, if the proposed public service activity(s) is funded, the organization agrees to abide by the AOCD's locally established policies and guidelines.
8. That in addition to the applicant's score, past CDBG program and financial performance with the AOCD will be considered when making an award.
9. That, if the proposed public service activity(s) is funded, the AOCD may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments.
10. That if the proposed public service activity(s) is funded, the AOCD may perform an Environmental Review, if applicable, prior to obligating of funds.
11. That, if the proposed public service activity(s) is funded, a written agreement/contract between the organization and the City of Attleboro that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required.
12. That a proposed public service activity's funding does not guarantee its continuation in subsequent program year Requests for Proposals.
13. That the applicant agrees to abide by the City of Attleboro's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff member's families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.

By signature below, the applicant acknowledges the above in its name on this ____ day of _____, 2020.

By: _____ (Signature) _____ (Title)

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and making false, fictitious statements, knowing same to be false.

APPENDIX A

SUMMARY OF ELIGIBLE AND INELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES

This is a summary of the Public Service activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to governing regulations of the Code of Federal Regulations, Title 24, Part 570, and Sections 570.200 - 570.207. This summary is based upon the Final Rules published in March 1996.

General Policies 570.200

The primary objective of the CDBG Program is the development of viable communities, by providing decent housing and sustainable living environment, and expanding economic opportunities, principally for persons of low and moderate-income. Funds must be used so as to give maximum feasible priority to activities that will carry out the national objective of: benefit to low and moderate-income families. At least 70% of the total CDBG funds must be used for activities that benefit low and moderate-income persons; and at least 70% of the beneficiaries of the individual activities must be low and moderate-income persons.

Basic Eligible Activities 570.201(e)

CDBG funds may be used for the following activities:

Public Services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, counseling, energy conservation, or recreational needs. To be eligible for CDBG assistance, a public service must meet each of the following criteria:

- ❑ A new service or a quantifiable increase in the level of an existing service above that which has been provided with State and Local funds in the previous 12 calendar months; and
- ❑ The amount of CDBG funds obligated for public services shall not exceed 15 percent of the annual grant, and 15 percent of program income received during the immediate preceding program year.

Ineligible activities 570.207

The general rule is that any activity that is not authorized under the provisions of 570.207 is ineligible to be assisted with CDBG funds. This section identifies specific activities that are ineligible and provides guidance in determining the eligibility of other activities frequently associated with housing and community development.

(a) The following activities **may not** be assisted with CDBG funds:

- ❑ Buildings or portions thereof, used for the general conduct of government
- ❑ General government expenses;
- ❑ Political activities.

- (b) The following activities **may not** be assisted with CDBG funds unless carried out as a special economic development activity, or as a public service, or by an eligible community-based development organization, or by the recipient as specifically authorized.
- ❑ Purchase of equipment;
 - ❑ Construction equipment;
 - ❑ Fire protection equipment. Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under 570.201(c);
 - ❑ Furnishings and personal property;
 - ❑ Operating and maintenance expenses;
 - ❑ Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities;
 - ❑ New housing construction;
 - ❑ Income payments.

National Objective 570.208

The Primary objective of the CDBG program is to benefit low and moderate-income persons who earn at or below 80% of the median income and/or reside in census tracts with at least 51% low and moderate-income levels. **Without exception, all public service activities must meet the National Objective listed below:**

- ❑ National Objective 1 – Principally benefits low and moderate persons who earn at or below 80% of median income for the Providence Metropolitan Statistical Area.

Appendix B

**City of Attleboro, MA
Community Development Block Grant Programs**

PY'21 Income Guidelines

Providence - Fall River, RI – MA: HUD Metro Fair Market Area (HMFA)

Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Moderate - 80 % Income	\$ 48,750	\$55,700	\$62,650	\$69,600	\$75,200	\$80,750	\$86,350	\$91,900
Very Low - 50 % Income	\$30,450	\$34,800	\$39,150	\$43,500	\$47,000	\$50,500	\$53,950	\$57,450
Extremely Low - 30 % Income	\$18,300	\$20,900	\$23,500	\$26,100	\$28,200	\$30,300	\$32,400	\$34,500

Income limits are subject to change.

Source: U.S. Department of Housing & Urban Development



ATTLEBORO OFFICE OF COMMUNITY DEVELOPMENT

PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING Program Year 2021: July 1, 2021 - June 30, 2022

All organizations requesting funding from the Attleboro Office of Community Development must complete this form.
Only completed applications with all attached documents will be considered for funding

A. GENERAL PROJECT INFORMATION

1. PROJECT NAME: _____ 2. DATE OF PROPOSAL: _____
3. CDBG FUNDS BEING REQUESTED: \$ _____ (Total from question 15, column B)
- ** ARE YOU REQUESTING THESE FUNDS TO ASSIST THOSE AFFECTED BY THE COVID-19 VIRUS? _____
4. SPONSOR (S): _____

Name of Individual(s) or Organization(s):	Address:

5. WHO WILL BE THE PERSON RESPONSIBLE FOR COORDINATING AND ADMINISTERING THIS PROJECT?

Name: _____ Phone: _____

Address: _____ e-mail: _____

6. TYPE OF PROJECT: Housing Housing Rehabilitation Social Service Infrastructure
- Public Facility Improvements Architectural Barriers Removal Economic Development
- Slum/Blight Eradication Other _____ (Specify)

7. LOCATION OF PROJECT AREA SERVED: _____

(Include Census Tract(s) and Block Group(s) served by proposed project, if known)

- For Social Service activities administered by municipal agencies**, describe how citizenship status of clients will be documented (required by federal regulation): _____
- For Public Facility and Infrastructure projects requiring more than \$2,000 in CDBG funds**, describe how compliance with federal wage, affirmative action and Section 3 requirements will be maintained and documented. Please include design plans if available : _____

8. PROJECT DATES: START: _____ END: _____*



ATTLEBORO OFFICE OF COMMUNITY DEVELOPMENT

PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING Program Year 2021: July 1, 2021 - June 30, 2022

*Note: CDBG-funded elements of proposed projects supported in Program Year 2021 end no later than June 30, 2022. Programs that cannot be implemented within 12 months may lose CDBG funds awarded. It is encouraged to fully expend awarded funds as well as meet the national objective prior to April 30, 2022.

B. PROJECT DESCRIPTION

9. Please describe the nature of the project, (including a clear, concise, factual summary statement, in the box, below), how the need for this project has been established; anticipated results and expected benefit to the community to be realized at the end of this requested period of funding; capability and/or experience of the proposed provider; timetable for implementation; characteristics of the persons or neighborhood to be served; strategy for funding the project in the present and future (identify matching funds and development efforts and timelines by which they will be accomplished); community support for the project. (Attach letters of support) and any other pertinent information. ***THE PROJECT DESCRIPTION MUST SPECIFICALLY DESCRIBE THE UNIQUENESS OF THE PROPOSED PROGRAM (HOW THE PROGRAM IS NEW OR DIFFERENT FROM EXISTING SERVICES), HOW THE PROGRAM WILL COMPLEMENT NOT DUPLICATE OTHER EXISTING ACTIVITIES.***

Proposal Summary

(Note: In this space provide a concise summary of how you propose to use the amount of CDBG funding within the time period of PY2021. Quantify your service output goals or nature of project improvement).

Continue with the other elements of proposal narrative on the next page, responding to the issues raised above.



ATTLEBORO OFFICE OF COMMUNITY DEVELOPMENT

**PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
Program Year 2021: July 1, 2021 - June 30, 2022**

Additional Proposal Narrative



ATTLEBORO OFFICE OF COMMUNITY DEVELOPMENT

**PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
Program Year 2021: July 1, 2021 - June 30, 2022**

Additional Proposal Narrative (cont'd):



ATTLEBORO OFFICE OF COMMUNITY DEVELOPMENT

PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING Program Year 2021: July 1, 2021 - June 30, 2022

C. PROJECT BENEFITS

10. How many persons will benefit from the project? _____
11. How many of those benefiting do you estimate are persons of low and moderate income? _____
Source of estimate: _____
12. How many of those benefiting do you estimate are minorities? _____
Please list minority groups to be assisted: _____

D. PROJECT COSTS

13. ANTICIPATED PROJECT FUNDING SOURCE:

Source: (please list)	Amount:
CDBG	\$
	\$
	\$
	\$
	\$
TOTAL PROJECT COST	\$

14. DETAILED PROJECT BUDGET:

Budget Item (A):	CDBG Funds (B):	Other Sources (C):	Total:
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL PROJECT COST	\$	\$	\$

(NOTE: List on attached form all total grant resources received and to be received by the organization in 2021-2022)

15. ORGANIZATIONAL FUNDING SOURCES:

List all total Grant resources received by and/or committed to the proposing organization in calendar years 2020-2021

Grant Amount	Source	Time Period	Source Contact



ATTLEBORO OFFICE OF COMMUNITY DEVELOPMENT

**PROPOSAL FOR COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING
Program Year 2021: July 1, 2021 - June 30, 2022**

G. SIGNATURE AND CERTIFICATION STATEMENT

18. On behalf of this organization, I affirm that all activities to be supported with these funds shall comply with the provisions of applicable federal and state statutes, regulations, directives, guidelines, ordinances, and orders which encourage the inclusion and participation of all segments of the community and prohibit discrimination against individuals based on race, color, national origin, religion, sex, disability, familial status, or age. Under penalties of perjury, I affirm that the information contained in this proposal is complete and accurate. I represent that the organization has the capacity and resources to carry out the activities and achieve the outcomes cited in this proposal.

Name (Type or print)

Title

Signature

Date