



City of Attleboro, Massachusetts - Request for Proposals (RFP)

November 21, 2022

American Rescue Plan Act (ARPA) – Domestic Violence Prevention

Project Number: ARPA_11_2022_2.2

Submission Deadline: December 29, 2022 11:00 AM

1.0 GENERAL INFORMATION

The City of Attleboro seeks proposals from public agencies and registered nonprofits for projects that meet the objectives of the American Rescue Plan (ARPA) State and Local Fiscal Recovery Funds related to Domestic Violence Prevention. This Request for Proposals (RFP) is for sub-recipient organizations looking to administer programs, construct facilities, or provide supportive efforts – including medical expenses – to prevent instances of, and respond to effects of, domestic violence. More details on the program is listed in Section 2 DESCRIPTION OF SOLICITED SERVICES. The City has set aside a cumulative \$150,000 for this program, which may or may not be split among accepted proposals.

Proposals must include the following:

- Completed Funding Application Form – included in the RFP. This includes a project description and overall budget and attachment.
- Organizational Chart – Describes the agency’s administrative framework and demonstrates capacity to administer this program. Any new positions added as a result of a successful RFP must be identified.
- Most recently audited financial statements

1.1 Submission Deadline

Proposals shall be due to the Office of Budget & Administration (77 Park Street, Attleboro MA 02703) by **11:00 AM on Wednesday, December 29, 2022.**

1.2 Eligible Applicants

The City strongly prefers all applicants applying for funding to have individuals who have experienced domestic violence. The City may consider organizations without prior experience in the provision of such services, provided the organization demonstrates they have project leadership and staff with the expertise and capacity in related experiences that will enable successful execution of the scope of work; AND the applicant must demonstrate that expansion into these services is within the

organization's mission. It is the City's preference to work with an organization with ties to the local community.

1.3 ARPA State and Local Fiscal Recovery Funds Overview

The American Rescue Plan Act, signed into law by President Biden on March 11, 2021, included the Coronavirus State and Local Fiscal Recovery Funds, which were intended to provide a substantial infusion of resources to local governments. These funds are being distributed through the Secretary of the Treasury. This RFP falls under the eligible use:

- **Support the COVID-19 public health and economic response** by addressing COVID-19 and its impact on public health as well as addressing economic harms to households, small businesses, nonprofits, impacted industries, and the public sector.
 - Public health eligible uses include COVID-19 mitigation and prevention, medical expenses, behavior healthcare, and preventing and responding to violence.
- In its final rule, Treasury maintains enumerated eligible uses in this area and clarifying how to apply eligibility standards. Throughout the final rule, enumerated eligible uses should respond to an identified impact of the COVID-19 public health emergency in a reasonably proportional manner to the extent and type of harm experienced. Many of the enumerated eligible uses—like behavioral health services, services to improve employment opportunities, and services to address educational disparities in disproportionately impacted communities—that respond to the public health and negative economic impacts of the pandemic may also have benefits for reducing crime or aiding victims of crime. For example, the pandemic exacerbated the impact of domestic violence, sexual assault, and human trafficking; enumerated eligible uses like emergency housing assistance, or assistance with food, childcare, and other needs could be used to support survivors of domestic violence, sexual assault, or human trafficking who experienced public health or economic impacts due to the pandemic.

1.4 Questions

Questions concerning this RFP must be submitted in writing to: Jeremy Stull, Director of Budget and Administration at budgetadmin@cityofattleboro.us or 508-216-4024 by Friday December 9, 2022 by 3:00 pm. Written responses will be emailed to all bidders on record as having picked up the RFP as well as posted to the City's website under the RFP advertisement in the form of an addenda @ <http://www.cityofattleboro.us/Bids.aspx>.

1.5 Right to Cancel/Reject

The City reserves the right to cancel this RFP or reject in whole or in part any and all proposals if the City determines that cancellation or rejection serves the best interests of the City.

1.6 Obtaining the Request for Proposal

The RFP shall be available beginning November 21, 2022. The RFP and related documents shall be available for free download from the City's website at <http://www.cityofattleboro.us/Bids.aspx>.

Hardcopies of the RFP and related documents may be obtained at the Office of Budget & Administration, 77 Park Street, 2nd Floor, Attleboro, MA 02703, between the hours of 9:00 AM-4:00 PM on Monday-Friday.

1.7 Submission of Proposals

Proposers must submit one (1) original and four (3) copies of the non-price proposal. An electronic version of the non-price proposal must also be submitted in electronic format on a CD, DVD, or USB compatible hard drive and contain a Microsoft Word compatible version, and a searchable PDF version. In a separately sealed envelope, proposers must provide one copy of the price-proposal [requested budget].

1.8 Address

Sealed proposals shall be mailed or delivered to the Attleboro City Hall, Office of Budget & Administration, 77 Park Street, Attleboro, MA 02703. There is also a physical Dropbox located at City Hall rear entrance on Pine Street.

Unforeseen Office Closures - If, at the time of the scheduled due date, City of Attleboro, 77 Park Street, Attleboro, MA 02703, is closed due to uncontrolled events such as fire, snow, ice, wind, or building evacuation, the due date will be postponed until 11:00 AM on the next normal business day. Proposals will be accepted until that date and time.

1.9 Non-Price/Technical Proposal

Each proposal must include a Non-Price/Technical proposal, as described in more detail below. This envelope shall be clearly labelled “Non-Price Proposal for **Domestic Violence Prevention**”

NON-COLLUSION FORM

Every proposal must include a certification of good faith, certifying that the proposal was made in good faith and without collusion or fraud. See ‘Non-Collusion Form’ attached.

TAX COMPLIANCE FORM

Every proposal must include a written certification that the proposer has complied with all state laws relating to taxes, reporting of employees and contractors, and child support. See ‘Tax Compliance Form’ attached.

CORPORATE BIDDER FORM

If the proposal is being submitted by a corporation, the proposal must include a certification that the individual submitting the bid has been authorized to bind the corporation. See ‘Certificate of Corporate Authority’ attached.

DEBARMENT CERTIFICATION FORM

Every proposal must include certification that the entity is not on a federal debarment list (<https://www.dol.gov/agencies/ofccp/debarred-list>)

1.10 Changes

If any changes are made to this RFP, addenda will be issued. Addenda will be posted on the City's website @ <http://www.cityofattleboro.us/Bids.aspx> and e-mailed to all proposers on record as having picked up the RFP.

1.11 Modifications and Withdrawals

A proposer may correct, modify, or withdraw a proposals by written notice received by the City of Attleboro prior to the time and date set the proposal due date.

Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ___" to the address listed in part one of this section. Each modification must be numbered in sequence, and must reference the RFP.

After the proposal due date, a proposer may not change any provision of the proposal in a manner prejudicial to the interests of the City or fair competition. Minor informalities will be waived or the proposer will be allowed to correct them.

1.12 Rule For Award

Following the deadline for receipt of proposals, the Budget & Administration Director will open the non-price proposals. An evaluation committee will evaluate the proposals based on the minimum requirements and comparative criteria contained herein. Price proposals will then be opened and considered. Any contract(s) that may result from this procurement will be awarded to the most advantageous proposer, taking into consideration the evaluation criteria and price.

Any contract that may result from the procurement shall be awarded within thirty (30) days after the proposal due date. The time for award may be extended for up to 45 additional days by mutual agreement between the City and the most advantageous proposer.

The City reserves the right to cancel this RFP or reject in whole or in part any and all proposals if the City determines that cancellation or rejection serves the best interests of the City.

1.13 Restrictions and Compliance

1. Use of Funds

(a) Sub-recipient understands and agrees that the funds disbursed under this sub-award may only be used in compliance with section 603(c) of the Social Security Act (the "Act"), Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

(b) Sub-recipient will determine prior to engaging in any project using this assistance that it has the institutional, managerial, and financial capability to ensure proper planning, management, auditing, and completion of such project.

2. Period of Performance. The period of performance for this sub-award begins on the date the Grant Agreement is executed and ends on December 31, 2023 (subject to extension in the sole discretion of the City, but not later than June 30, 2024), provided that eligible uses for Grant funds may extend from March 3, 2021 to such end date.

3. Reporting. Sub-recipient agrees to cooperate fully and promptly with the City with any and all reporting obligations established by Treasury and/or the City as they relate to this award, including without limitation the reporting section 2.4 of this RFP.

4. Maintenance of and Access to Records.

(a) Sub-recipient shall maintain records and financial documents sufficient to support the City's production of evidence of compliance with section 603(c) of the Act, Treasury's regulations implementing that section, and guidance issued by Treasury regarding the foregoing.

(b) The City, the Treasury Office of Inspector General and the Government Accountability Office, or their authorized representatives, shall have the right of access to records (electronic and otherwise) of the sub-recipient, in order to conduct audits or other investigations.

(c) Records shall be maintained by sub-recipient for a period of seven (7) years after all funds have been expended or returned to the City, whichever is later.

5. Pre-award Costs. Pre-award costs, as defined in 2 C.F.R. § 200.458, may not be paid with funding from this award.

6. No R&D Award. The sub-award shall not constitute an R&D award within the meaning of 2 CFR §200.332.

7. No Administrative Costs. Sub-recipient may use funds provided under this award to cover direct costs only, as limited by section 2.1 of this RFP. Indirect costs shall not be paid or reimbursed with the sub-award

2.0 DESCRIPTION OF SOLICITED SERVICES

Proposals should outline support domestic violence shelters, domestic violence programs, and sexual assault programs to prevent, prepare for, and respond to COVID19 and increase supports for survivors. Awards are reimbursements for actual costs and not to be fully advanced up-front. Further disbursement information is available in section 2.5 DISBURSEMENT OF FUNDS. Eligible activities include, but are not limited to:

- Testing for COVID-19
- Personal protective equipment (PPE), masks, hand sanitizer, etc.
- Isolation spaces such hotel/motel spaces for isolating/quarantining survivors
- Increasing access to vaccines for COVID-19
- Direct Client Assistance (DCA) to support basic needs for survivors. DCA payments cannot be made directly to survivors but can be made to the vendors of resources or services. Allowable DCA expenses include:
 - Food and toiletries
 - Temporary refuge or lodging in individual units such as apartments
 - Nominal moving costs
 - Clothing
 - Transportation
 - Vehicle repairs
 - Healthcare services
- Technology to transition to remote/virtual services
- Legal advocacy
- Childcare assistance
- Construction or renovation of temporary housing for survivors

Funds cannot be used as matching funds for another federally funded program

Selected applicant(s) must ensure program compliance with the United States Department of the Treasury guidelines. Additional requirements will be updated as changes are implemented on a federal and state level or when additional funding sources are added.

Proposals should address efforts to mitigate and respond to domestic violence situations and to support survivors and affected family members. Responses include:

- Perform outreach and provide education to local rape crisis centers/sexual assault programs, culturally specific programs, and tribes on strategies that reduce COVID-19 transmission, using existing materials where available. Please note that grantees are expected to use materials from federal agencies and/or local public health departments.
- Disseminate educational materials and resources to local rape crisis centers/sexual assault, culturally specific programs, and tribes on precautions to prevent, contain, or mitigate COVID-19 and other respiratory illnesses. Please note that grantees are expected to use materials from federal agencies and/or local/state public health departments.
- Provide virtual services, temporary housing options, and supportive services to survivors of sexual assault including paying for the operating, staffing, and administrative expenses of the facilities for rape crisis/sexual assault programs, culturally specific programs, and tribes;
 - ARPA funding can be used to provide temporary refuge in conjunction with supportive services and in compliance with applicable state or tribal law or regulations, which includes:
 - Housing provision including assistance locating and securing safe and affordable permanent housing and homelessness prevention services
 - Temporary refuge or lodging in individual units such as apartments (which is not required to be owned, operated, or leased by the program);
 - Safe homes; and
 - Hotel or motel vouchers.
- Provide prevention services, including outreach to underserved populations to increase virtual access to sexual assault services and reduce the exposure to and risk of contracting the COVID-19 virus; and
- Strengthen partnerships with local and state public health authorities, local health departments, emergency services managers, health care providers, culturally specific community-based organizations, tribes, LGBTQ+ organizations, and rape crisis centers/sexual assault programs to improve emergency operations throughout the COVID19 public health emergency.
- Provide training to assist agencies, local rape crisis centers/sexual assault programs, culturally specific programs, and tribes in reviewing, updating, and/or implementing emergency operations plans and plans to address increasing service demands, remote services operational capacity, potential provider closures, and staff absenteeism; and
- Provide training, information, and assistance for ensuring the continuity of local rape crisis centers/sexual assault programs, culturally specific programs, and tribal sexual assault programs to:
 - Support victims and survivors of sexual assault to make decisions related to their ongoing safety and well-being during the COVID-19 public health emergency
 - Help them maintain the capacity to provide individual and group counseling, peer support groups, and referral to community-based services to assist survivors of sexual assault, in recovery from the effects of the violence during the COVID-19 public health emergency;

- Help them maintain the capacity to provide services for sexual assault survivors, including age-appropriate counseling, supportive services, and culturally relevant and linguistically appropriate services during the COVID-19 public health emergency.
- Please note that the provision of remote services, virtual services, and mobile advocacy are allowable activities; and
- Help them maintain the capacity to provide culturally and linguistically appropriate services during COVID-19 public health emergency.

Organizations receiving an award are responsible for reporting guidelines listed in the RFP.

Selected applicant(s) must ensure program compliance with the United States Department of the Treasury guidelines. Additional requirements will be updated as changes are implemented on a federal and state level or when additional funding sources are added.

The selected applicant(s) must ensure that best practices are considered when implementing the program. The City will work with selected applicant(s) to identify appropriate best practices. Here is a partial list of best practices:

- Ensure households do not receive duplicative services from federal fund sources;
- Promotes program using different media;
 - Social media, public service announcements, flyers, etc.
- Requires only essential documentation and allowing self-certification when; documentation is identified as a barrier;
- Engages wraparound services by paying them directly on behalf of survivors; and
- Is serious about addressing disproportionality impacted by racism or discrimination.

The above list is not exhaustive. The selected applicant(s) should continue to implement additional best practices to ensure success of the program.

2.1 Funder Requirements

These activities are designed to provide support domestic and sexual violence survivors.

- Enumerated activities in Section 2.0
- Service Costs
 - Case management services.
- Administration costs may include, but are not limited to, the following:
 - Additional staffing needs directly related to the program
 - Fractional amounts of existing staff now working on the program
 - Organization wide audits;
 - General agency facilities costs (including those associated with executive positions) such as rent, depreciation expenses, and operations and maintenance.
- Costs related to advertising the program
- Grants or other awards by the selected organization to third party organization are expressly prohibited.

All amounts billed to administration must be supported by actual costs. If actual costs in the contract period meet the budget cap, that amount may be charged in equal monthly amounts.

Note: Applicant budgets must be at least 90% rental/mortgage/utility assistance and no more than 10% administration. Administrative costs, direct or indirect, may not exceed 10% of the award.

2.2 Further Proposal Requirements

Proposals will be deemed eligible if the proposed program meets all of the following requirements:

- End beneficiary is an Attleboro resident
- Assistance to an individual household is limited to six months and/or up to a cumulative \$10,000
- Payments are made directly to related professionals outlined in Section 2.0
- Program ends by December 31, 2023
- Respondent gives criteria on eligibility within the parameters established by this RFP

2.3 Evaluation Criteria

The City will evaluate proposals on the following criteria:

- **Eligibility** – does the proposal meet the requirements set forth in Section 2.2 of the RFP?
 - **Yes** – Highly Advantageous
 - **No** - Unacceptable
- **Experience** – does the organization or individuals within the organization have experience with:
 1. Domestic violence prevention programs?
 2. Local experience with the target populations?
 3. Experience with federal programs and grant administration?
 - **Five or more years' experience will all three** – Highly advantageous
 - **Five or more years' experience with less than three** – Advantageous
 - **Less than five years' experience** – Not Advantageous
- **Capacity** – does the organization's proposed program seem feasible with existing structures and proposed additional staffing? Is the organization familiar with the reporting requirements incumbent upon federal program subrecipients?
 - **Extensive demonstrated capacity** – Highly Advantageous
 - **Limited demonstrated capacity** – Not Advantageous
 - **No demonstrated capacity** - Unacceptable
- **Specifically Targeted Communities** – does the proposed program target economically disadvantaged communities? Does the proposed program use evidence-based approaches?
 - **Evidence-based approaches in disadvantaged communities** – Highly Advantageous
 - **Non-evidence-based approaches** – Not Advantageous
- **Implementation** – preference will be given to proposals that can effectively start programs prior to January 1, 2023.

2.4 Reporting Requirements

The City of Attleboro is required to submit quarterly expenditure reports to the federal government one month after the close of each calendar year quarter. Fifteen (15) days after the end of each quarter (March 31, June 30, September 30, December 31, reports due April 15, July 15, October 15, and January 15), the awarded organization(s) will be responsible for furnishing the following to the City:

- Project status update – including budget updates

- Current period obligations
- Cumulative obligations
- Current period expenditures
- Cumulative expenditures
- Number of households served
- Certification of benefits to economically disadvantaged communities:
 - A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tracts);
 - A program or service where the primary intended beneficiaries live within a Qualified Census Tract;
 - A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
 - program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.
 - Respondent may use reasonable estimates to determine if a project meets one of these criteria, including identifying the intended beneficiaries of a program or service in terms of income characteristics, geographic location, or otherwise estimating the beneficiaries of a program based on its eligibility criteria.

2.5 Disbursement of Funds

The City will disburse up to twenty five percent (25%) of the awarded amount within two weeks of an executed contract. After awarded organization can demonstrate that half of the initial disbursement has been committed or distributed, the City will disburse an additional fifty percent (50%) of the award. Distribution of the remaining quarter of the award will proceed once half of the prior disbursements have been shown as committed or distributed. The City may, in its sole authority, accelerate disbursements should it see fit.

The City reserves the right to award an amount less than the amount sought. Unexpended funds or funds deemed to have been ineligibly expended must be returned to the City in a manner to be prescribed by the City.

3.0 TERMS AND CONDITIONS

3.1 Term of Contract

The term any contract(s) that results from this RFP, shall commence upon issuance of the Contract but anticipated to be on or around January 9, 2023 and shall be completed in full December 31 2023, subject to extension in the sole discretion of the City but not later than June 30, 2024, as described in 1.13.2.

3.2 Assignment and Subcontracting

The selected contractor(s) shall not assign, sell, subcontract or otherwise transfer any interest in this contract without the prior written consent of the City.

3.3 Insurance Requirements

See attached Contract for all information relative to insurance requirements and limits. The City of Attleboro will not execute a Contract to the awarded vendor until all insurance requirements have been met and provided to the City of Attleboro.

General - The Vendor shall before commencing performance of the Contract be responsible for providing and maintaining insurance coverage in force for the life of the Contract of the kind and in adequate amounts to secure all of the obligations under the Contract and with insurance companies licensed to write insurance in the Commonwealth of Massachusetts. All such insurance carried shall not be less than the kinds and amounts designated herein, and the Vendor agrees that the stipulation herein of the kinds and limits of coverage shall in no way limit the liability of the Vendor to any such kinds and amounts of insurance coverage. All policies issued shall indemnify and save harmless the City of Attleboro, its agents and employees from any and all claims for damages to persons or property as may rise out of the performance of this Contract.

Vendor's Comprehensive General Public Liability and Property Damage Liability Insurance - The Vendor shall carry Comprehensive General Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injury to or death of one person, and subject to that limit for each person, a total limit of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries or death of two or more persons in any one accident; and Vendor's Comprehensive Property Damage Liability Insurance providing for a limit of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of injury to or destruction of property in any one accident, and subject to that limit per accident, a total (or aggregate) limit or not less than One Million Dollars (\$1,000,000.00) for all damages arising out of injury to or destruction of property during the policy period.

Comprehensive Automotive and Property Damage Insurance - The Vendor shall carry Automobile Insurance covering all owned vehicles, hired vehicles or non-owned vehicles under the control of the Vendor while performing work under the Contract in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages arising out of bodily injuries to or death of one person and subject to that limit for each person, a total of not less than One Million Dollars (\$1,000,000.00) for all damages arising out of bodily injuries to or death of two or more persons in any one accident; and Property Damage coverage in the amount of not less than Five Hundred Thousand Dollars (\$500,000.00) for all damages to or destruction of property.

The Vendor must carry Workman's Compensation Insurance in the amounts prescribed under Massachusetts State Law and meet all other City and State Laws and Regulations.

No cancellation(s) of such insurance, whether by the insurer or by the insured party shall be valid unless written notice thereof is given by the parties proposing cancellation to the other party and to the City of Attleboro at least fifteen (15) days prior to the intended effective date thereof, which date shall be expressed in said notice, which shall be sent by registered mail, return receipt requested. These provisions shall apply to the legal representative(s), trustee in bankruptcy, receiver, assignee, trustee, and successor(s) in interest of the Vendor.

All insurance coverage shall be at the sole expense of the Vendor and shall be placed with such company as may be acceptable to the City of Attleboro and shall constitute a material part of the contract documents.

The City of Attleboro shall be named as Additional Insured on the General and Auto Liability policies. In addition, a Waiver of Subrogation in favor of the City of Attleboro shall be granted on the General Liability policy.

Failure to provide written proof to City and continue in force such insurance as aforesaid shall be deemed a material breach of the contract, and may constitute sufficient grounds for immediate termination of the same.

3.4 Indemnification

Unless otherwise provided by law, the Vendor will indemnify and hold harmless the City against any and all liability, loss, damages, costs or expenses for personal injury or damage to real or tangible personal property which the City may sustain, incur or be required to pay, arising out of or in connection with the performance of the Contract by reason of any negligent action/inaction or willful misconduct by the Contractor, its agents, servants or employees.

3.5 Federal and State Law

The selected contractor shall comply with all applicable Federal, State and Local laws and ordinances.

3.6 Grant Agreement

The Program shall be governed by the Grant Agreement, attached herein.

**AMERICAN RESCUE PLAN ACT (ARPA)
DOMESTIC VIOLENCE PREVENTION PRICE PROPOSAL**

Proposer agrees to perform the scope of services described herein for the following total price (Maximum amount of program budget being sought. The City reserves the right to award an amount less than the amount sought. Unexpended or ineligibly expended funds must be returned to the City.)

\$ _____

\$ _____
(written)

SIGNATURE OF AUTHORIZED REPRESENTATIVE

NAME (PRINTED)

COMPANY NAME (PRINTED)

DATE

EMAIL ADDRESS

**TO BE SUBMITTED SEPARATE FROM PROPOSAL
BY SEALED ENVELOPE**

**REQUEST FOR PROPOSALS
REQUIRED CERTIFICATES
DOMESTIC VIOLENCE PREVENTION**

**FORM A
NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Date)

Include this form with the Non-price proposal

FORM B
TAX COMPLIANCE
Domestic Violence Prevention

Pursuant to M.G.L. c. 62C, §49A, I certify under the 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.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Federal Tax Identification or Social Security Number)

(Date)

Include this form with the Non-price proposal

FORM C
CERTIFICATE OF CORPORATE AUTHORITY (if applicable):
DOMESTIC VIOLENCE PREVENTION

I, _____ certify that I am the _____ of the corporation named as Bidder in the Bid included herein, that _____, who signed said Bid on behalf of the Bidder was then _____ of said corporation, that I know his signature, that his signature thereon is genuine and that said Bid was duly signed, sealed and executed for and in behalf of said corporation by authority of its governing body.

(Corporate Seal)

(Secretary-Clerk)

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Date)

Include this form with the Non-price proposal

FORM D
DEBARMENT CERTIFICATION
DOMESTIC VIOLENCE PREVENTION

The Contractor certifies that, neither the Contractor firm nor any owner, partner, director, officer, or principal of the Contractor, nor any person in a position with management responsibility or responsibility for the administration of federal funds:

- (a) Is presently debarred, suspended, proposed for debarment, and declared ineligible or voluntarily excluded from covered transactions by any federal or state department/agency;
- (b) Has within a three-year period preceding this certification been convicted of or had a civil judgment rendered against it for: commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public transaction or contract (federal, state, or local); violation of federal or state antitrust statutes; or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Is presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (b) above; or
- (d) Has within a three-year period preceding this certification had one or more public transactions or contracts (federal, state, or local) terminated for cause or default.

(Signature of authorized individual submitting proposal)

(Printed Name)

(Name of Proposer)

(Date)

Include this form with the Non-price proposal



City of Attleboro Funding Application

American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF)

Date: _____

Section One: Organization Information

Organization Name: _____

EIN: _____

**ALL NARRATIVE FIELDS MAY BE ANSWERED ON
SEPARATE, ATTACHED PAGES**

Brief Organization Description/Mission Statement: _____

Year Founded: _____ Annual Operating Budget: \$ _____

Contact/Title: _____ Email: _____

Website: _____ Phone: _____

Address: _____

Type of Organization (circle one): For Profit or Not-for-Profit



City of Attleboro Funding Application

American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF)

Section Two: RFP Specific Information

RFP Name: _____

Please describe the nature of the proposed program:



City of Attleboro Funding Application

American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF)

Total Requested Budget \$ _____

Anticipated Administrative Costs (not to exceed 10% of total budget) \$ _____

Anticipated Program Start and End Dates: _____ to _____

Please describe prior organizational experience with administering a similar program:



City of Attleboro Funding Application

American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF)

Questions

Will the program service only residents of Attleboro? **YES / NO**

Explain any **NO** answers from additional questions above: _____

Is your organization primarily serving residents in a Qualified Census Tract within the City of Attleboro?

YES / NO / UNSURE

Is your organization located in a Qualified Census Tract within the City of Attleboro?

YES / NO / UNSURE

US Treasury Interim Final Rule identifies a set of services that are presumptively eligible when provided in a Qualified Census Tract (QCT); to families and individuals living in QCTs; to other populations, households, or geographic areas identified by the recipient as disproportionately impacted by the pandemic; or when these services are provided by Tribal governments. For more information on the set of presumptively eligible services, see the Interim Final Rule section on *Building Stronger Communities through Investments in Housing and Neighborhoods*.

Who will be the individual directly responsible for administering the program and communicating with the City (name, title, contact information)?



City of Attleboro Funding Application

American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF)

Will this program be augmenting existing funding streams for a similar program? If yes, please explain: _____

Application Approval and Signature: The signatory declares that he/she is an authorized official of the applicant organization, is authorized to make this application, is authorized to commit the organization in financial matters, will assure that any funds received as a result of this application are used for the purposes set forth herein and the organization will comply will all contractual and reporting obligations.

Name and title

Organization Name

Signature

Date

ATTACHMENT 1 REPORTING REQUIREMENTS



City of Attleboro Funding Application

American Rescue Plan Act (ARPA) – Coronavirus Local Fiscal Recovery Fund (CLFRF)

Fifteen (15) days after the end of each calendar year quarter (March 31, June 30, September 30, December 31, meaning *reports due April 15, July 15, October 15, and January 15*), the awarded organization(s) will be responsible for furnishing the following to the City:

- Project status update – including budget updates
- Current period obligations
- Cumulative obligations
- Current period expenditures
- Cumulative expenditures
- Number of households served
- Certification of benefits to economically disadvantaged communities
 - A program or service is provided at a physical location in a Qualified Census Tract (for multi-site projects, if a majority of sites are within Qualified Census Tracts);
 - A program or service where the primary intended beneficiaries live within a Qualified Census Tract;
 - A program or service for which the eligibility criteria are such that the primary intended beneficiaries earn less than 60 percent of the median income for the relevant jurisdiction (e.g., State, county, metropolitan area, or other jurisdiction); or
 - program or service for which the eligibility criteria are such that over 25 percent of intended beneficiaries are below the federal poverty line.
 - Grantee may use reasonable estimates to determine if a project meets one of these criteria, including identifying the intended beneficiaries of a program or service in terms of income characteristics, geographic location, or otherwise estimating the beneficiaries of a program based on its eligibility criteria.

I acknowledge the above reporting requirements and will adhere to the deadlines and include required information as request by the City and required by the US Treasury.

Name and title

Organization Name

Signature

Date