

City of Chicopee

Community Development

REQUEST FOR PROPOSALS

The City of Chicopee's Community Development Department is seeking proposals for inclusion in its **2022-2023 Action Plan**. The federal Program Year is anticipated to run from **July 1, 2022 through June 30, 2023**. Successful proposals must address the housing and community development needs presented in the City of Chicopee's Consolidated Plan and must meet the guidelines articulated in this Request for Proposals.

Interested parties must complete and submit the application with all required documents by noon, **Friday, February 25, 2022** to the following location:

Community Development Department Attention: Kathleen A. Lingenberg 38 Center Street Chicopee, MA 01013

Only those proposals submitted for *eligible* activities in accordance with the required format will be considered for funding. A summarized list of eligible activities is provided within this application.

Additionally, the Community Development Department invites you to attend a CDBG Technical Assistance workshop **via Zoom on January 11, 2022 at 11am.** Please email jdias@chicopeema.gov to register.

Chicopee RFP 2022-2023

I. GENERAL INFORMATION

Community Development Block Grant (CDBG) Programs is a federal Entitlement program funded by the U.S. Department of Housing and Urban Development (HUD). The City as an Entitlement Community receives funds annually and allocates them to private non-profit community development corporations, community-based organizations, City departments, and private for-profit corporations, for activities that benefit low and moderate-income areas or low and moderate-income persons.

The City of Chicopee's Community Development Block Grant (CDBG) Program is designed to expand opportunities for low and moderate-income citizens through the provision of public services, acquisition and improvements to public facilities, neighborhood improvements, housing, and economic development opportunities.

Subject to Congressional Appropriations and Federal Budget, the City anticipates CDBG funding for the FY 2022-2023 Program to be approximately \$1,200,000. Due to federal regulations, a maximum of 15% of final Entitlement amount may be utilized to fund public service activities.

HOME ARP is funding under the federal American Recovery Plan to address the need for homeless assistance, Supportive Services and the development of Affordable Housing. The City in partnership with the Cities of Holyoke and Westfield anticipates one time funding of approximately \$1,000,000.

Proposal Review

Once submitted, no proposal may be amended or substituted, unless the amendment has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional information is required.

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II. CDBG Income Guidelines

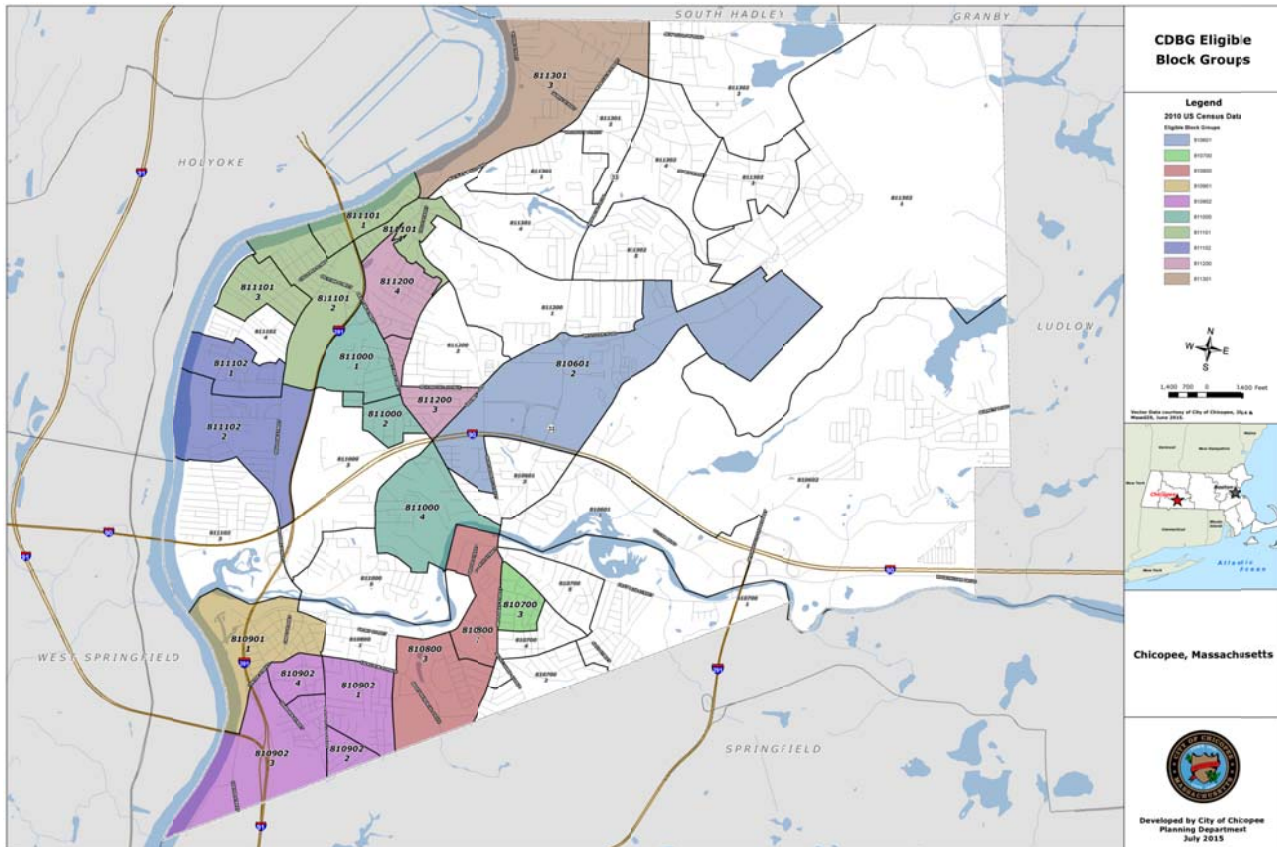
Every proposal that claims to benefit low and moderate-income persons will be required to provide evidence that the beneficiaries of the program meet certain income guidelines. The majority (51%) of the programs beneficiaries must meet HUD income guidelines.

The following income limits by household size represent eligibility for assistance under the Community Development Block Grant.

<i>Family Size</i>	80%
1	47,150
2	53,850
3	60,600
4	67,300
5	72,700
6	78,100
7	83,500
8	88,850

III. Eligible CDBG Areas

The following areas have been identified by HUD as CDBG eligible. The physical projects located in these areas are eligible as Low Moderate Income Area Projects.



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IV. Eligible Activities Information

ELIGIBLE CDBG ACTIVITIES

Activities that are eligible for CDBG funding include, but are not limited to:

- Economic Development activities, including microenterprise assistance and lending to for-profit businesses,
- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, youth programs, fair housing counseling, etc.,
- Acquisition of real property,
- Clearance and demolition,
- Rehabilitation of privately or publicly owned commercial, residential and industrial buildings,
- Housing rehabilitation,
- Construction, reconstruction or installation of public facilities including, but not limited to the creation of parks, playgrounds, streets and sidewalks, public buildings (except for buildings for the general conduct of government),
- Historic Preservation,
- Related relocation, clearance and site improvements, and
- Homeownership assistance.

****NOTE The eligibility of listed activities may be limited by additional regulatory conditions.***

See 24 CFR 570.201 – 207

ELIGIBLE HOME ARP ACTIVITIES

HOME ARP Funds have four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units.

ARP defines qualifying individuals or families as those that are (1) homeless, as

defined in Section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) ("**McKinney Vento**"); (2) at risk of homelessness, as defined in section 401 of McKinney-Vento; (3) fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; (4) part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability; or (5) veterans and families that include a veteran family member that meet the criteria in one of (1)-(4) above.

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V. Community Needs

Housing and Community Development Priority Needs and Objectives

Priority Needs	Objectives
ECONOMIC DEVELOPMENT	<ul style="list-style-type: none"> • Improve publicly or privately-owned commercial property • Provide financial assistance to for-profit business ventures that hire/retain a low-moderate income labor force • Increase job training programs to assist the labor force • Provide technical and financial assistance to existing and potential micro-enterprises
HOUSING	<ul style="list-style-type: none"> • Improve the overall quality of housing stock in the City of Chicopee • Increase homeownership and rental opportunities for low and moderate income households • Increase availability of rental opportunities for special needs population
HOMELESSNESS	<ul style="list-style-type: none"> • Provision of Supportive Services that address the needs of persons experiencing homelessness or housing instability.
INFRASTRUCTURE	<ul style="list-style-type: none"> • Provide greater physical access through removal of architectural barriers • Improve infrastructure system by improving, streets/sidewalks and miscellaneous streetscape amenities
PUBLIC FACILITIES	<ul style="list-style-type: none"> • Improve a wide range of public facilities benefiting low and moderate income individuals and families including neighborhood parks and open space • Provide clean-up of contaminated sites and non-residential historic preservation
PUBLIC SERVICES	<ul style="list-style-type: none"> • Provide access to a variety of services including services to frail and vulnerable populations, recreation, youth programs and educational opportunities for the low and moderate income population in Chicopee

PROPOSAL APPLICATION FOR FUNDING
JULY 1, 2022 THROUGH JUNE 30, 2023

ORGANIZATION

Organization Name

Address

Web Address

DUNS # CCR #

EIN #

Authorized Individual to Respond to Inquiries

Authorized Individual's Email

Phone Fax

Applicant's Qualifications:	Yes	No	N/A
Drug Free Policies			
Fair Housing Policies			
Equal Employment Opportunity			

Project Title

Project Address

Funding Request

Select One: CDBG
HOME ARP

Check the category, which best describes the type of funding, requested:

- Housing Public Facility Infrastructure
 Economic Development Public Service Homelessness

PROJECT ELIGIBILITY

Check one statement that best describes HOW this project or activity meets HUD eligibility:

L/M Area Benefit: the project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples: street improvements, water/sewer lines, neighborhood facilities, facade improvements in neighborhood commercial districts.

L/M Limited Clientele: the project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. Examples: construction of a senior center, public services for the homeless, meals on wheels for elderly, construction of job training facilities for the handicapped.

L/M Housing: the project adds or improves permanent residential units that will be occupied by L/M income households upon completion. Housing can be either owner or renter occupied units in either one family or multi-family units. Rental units for L/M income persons must be occupied at affordable rents. Examples: property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units into permanent housing.

L/M Jobs: the project creates or retains permanent jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons. Examples: loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close w/resultant loss of jobs, a majority of which are held by L/M person

Provision of Homeless Assistance and/or Supportive Services to individuals or families meeting the HOME APR definition of qualified households.

ORGANIZATIONAL CAPACITY

- A. Provide an overview of your organization including length of time in existence, annual operating budget, service locations, and current staffing. List current officers and board members with terms.

- B. Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

ACTIVITY DETAIL:

- A. Provide a detailed description of the proposed activity including how the activity will address a priority community need. Please detail services provided. Identify whether the activity is new, ongoing, or expanded from previous years.

B. Please detail participant eligibility requirements that are imposed by other funders or your organization.

C. Detail Hours of Operation and location(s) of service delivery

D. Identify who will benefit from the proposed activity (e.g. *homeless, youth, seniors, disabled, et cetera*). Describe outreach and enrollment efforts

E. Describe how eligibility documentation will be obtained from program participants.

F. Identify the outcomes the **PARTICIPANTS** are expected to achieve as a result of your program. How do participants benefit?

G. Briefly describe and quantify proposed accomplishment(s) if funding is awarded: (Accomplishments must be described in terms of households served, people served, businesses created, housing units created.)

H. Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award.

I. Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

BUDGET, COST REASONABLENESS, AND FINANCIAL VIABILITY

A. Project/Program Budget

Line Item	Calculation of Request	Request	Other Funds	Total*
PERSONNEL COSTS (list positions, cost includes fringe)	Provide rate of pay, percentage of time on project, calc. of fringe, etc. for total cost*	\$	\$	\$
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$
6		\$	\$	\$
Consultants		\$	\$	\$
Subtotal PERSONNEL		\$	\$	\$
OPERATING COSTS	Provide description of how you arrive at total cost* for each line	Request	Other Funds	Total*
Advertising		\$	\$	\$
Supplies		\$	\$	\$
Rent and Utilities		\$	\$	\$
Facility Maintenance		\$	\$	\$
Equipment		\$	\$	\$
Printing/Copying		\$	\$	\$
Phone		\$	\$	\$
Travel		\$	\$	\$
Training		\$	\$	\$
Taxes		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Subtotal		\$	\$	\$
TOTAL BUDGET		\$	\$	\$

B. Please detail the source and status of all "Other" funds. Attach all contracts and commitments of other funds

C. Please detail the plan to modify program and provide services if the proposal is not fully funded.

D. Has a single audit identified any concerns or findings with your organization over the past three years? Yes No

E. If yes, what were they and how were they resolved?

A. THRESHOLD CERTIFICATION

You must submit one original application and one (1) copy in response to this RFP to the CDD offices no later than **noon on Friday, February 25, 2022.**

Submission Checklist

- ❑ Submit an original and one (1) copy of the completed application. Applications should be typed.
- ❑ List of Board Members and Terms
- ❑ Documentation of Project Resources (commitment letters, contracts)

Submit your application so it will be **received** at the Community Development Department by **noon on Friday, February 25, 2022.**