

**PUBLIC SOCIAL SERVICES  
REQUEST FOR PROPOSALS**

**COMMUNITY DEVELOPMENT BLOCK GRANT  
(CDBG-CV)**

**ROUND 3  
CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT  
(CARES ACT)**

**I. INTRODUCTION**

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development - Community Development Block Grant has notified the City of Peabody that it will receive an additional allocation of funds to be used to prevent, prepare for, and respond to the Coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis. In addition to providing additional funds, the CARES Act removes the 15% cap on Social Services, allows expenses directly related to addressing the Coronavirus to be reimbursed, regardless of whether the expenses occurred prior to receiving an award and provide emergency payments for individuals or families impacted by coronavirus for items such as food, clothing, housing (emergency rental assistance or mortgage assistance) or utilities for up to six consecutive months.

The City of Peabody is soliciting proposals from community agencies, organizations, churches and City Departments for Public Social Service projects to be funded under the CARES Act allocation. To meet the objectives of both CDBG and the CARES Act funding, funds must meet the objective benefitting low- and moderate-income persons; or meeting an urgent need. Costs must not be eligible for reimbursement from any other Federal source. Funds may be used to cover expenses incurred in both Federal Program Year 2019 and 2020.

## **II. SUBMISSION INFORMATION**

For funding consideration, all projects funded through the CDBG-CV Program must meet the General Requirements and CDBG Program Guidelines defined in Sections III and V below. Agencies and/or organizations responding to this RFP must complete the attached funding application for CDBG-CV Public Social Services. A separate application must be submitted for each proposed project. All funds requested must be directly related to addressing the COVID-19 Virus.

All applications must be submitted in the legal name of the organization. An authorized representative of the organization, who has the legal authority to enter into an agreement with the City of Peabody, must sign applications. All applications must be submitted electronically to [stacey.bernson@peabody-ma.gov](mailto:stacey.bernson@peabody-ma.gov) no later than Friday, November 6<sup>th</sup>, 2020. For faster processing, please put "CARES Act Round 3" in the subject line. We will provide confirmation of receipt.

Proposals will be reviewed, and funding recommendations made. We estimate that applicants will receive notification of final award by December 6<sup>th</sup>, 2020.

## **III. GENERAL REQUIREMENTS**

### **A. Eligibility as a Sub-recipient**

Applicants for CDBG-CV Public Social Service funds must meet the CDBG definition of Sub-recipient: a public or private nonprofit agency, authority or organization. Private non-profit applicants must be able to demonstrate proof of tax-exempt nonprofit status under Section 501(c)(3) of the Internal Revenue Code.

### **B. Agreement**

Applicants approved for CDBG-CV Public Social Service funding will be required to sign a Sub-recipient Agreement with the City to ensure compliance with City of Peabody, Community Development Block Grant Program, Federal Executive Orders, and HUD regulations. CDBG-CV funds are subject to Federal and local regulations including, but not limited to: non-discrimination, equal opportunity, accessibility, lead-based paint, prevailing wages

(construction only), audits, procurement, environmental and **24 CFR 200, which supersedes, consolidates and streamlines eight OMB Circulars (A-21, A-87, A-89, A-102, A-110, A-122 and A-133)**. Applicants are encouraged to familiarize themselves with these requirements prior to applying for funds to ensure that their organizations have adequate administrative systems in place.

Non-discrimination in Services and Employment

Applicants approved for CDBG-CV Public Social Service funding shall not, in accordance with Federal law, discriminate in the provision of services hereunder because of race, color, religion, national origin, ancestry, sex, age or physical or mental handicap as identified in Section 109 of the Act, Section 504 of the Rehabilitation Act, the Age Discrimination Act of 1975, the Americans with Disabilities Act of 1990, and 24 CFR 570.602. In addition, Sub-recipient shall not discriminate in the provision of services hereunder because of religious belief, creed, medical condition, blindness, sexual orientation, marital status, pregnancy, parenthood, citizenship, gender identity, domestic partner status or AIDS or HIV status.

Applicants approved for CDBG-CV Public Social Service funding shall certify and agree not to discriminate against any employee or person who is employed or compensated in whole or in part using funds provided under this Agreement because of race, color, creed, religion, religious belief, national origin, ancestry, citizenship, age, sex, sexual orientation, marital status, pregnancy, parenthood, medical condition, physical or mental disability, gender identity, domestic partner status or AIDS or HIV status.

C. Program Reporting/Monitoring

Applicants approved for CDBG-CV Public Social Service funding will be required to maintain and submit to the City of Peabody's Department of Community Development and Planning adequate information necessary to monitor program accountability and progress in accordance with City of Peabody, Community Development Block Grant Program and HUD regulations.

**IV. HUD CHURCH/STATE GUIDELINES**

CDBG-CV Public Social Service funds may be awarded to religious-based organizations performing public social service activities, provided certain contractual provisions are included in the CDBG-CV Operating Agreement between the City and the religious entity. The grant agreement must include contract conditions stating that: the social services provided are exclusively non-religious in nature and scope; there are no religious services, proselytizing, instruction, or any other religious influences in connection with the social services.

**V. CDBG-CV PROGRAM GUIDELINES**

Eligibility criteria and requirements for documentation of eligibility for program activities are described below.

**PUBLIC SOCIAL SERVICES**

A. Eligibility Criteria

To be eligible as a public social service, the following criteria must be met: 1) at least 60% of those persons benefiting from the service must be low- and moderate-income; 2) at least 60% of those persons benefiting from the service must be Peabody residents; and, 3) for new programs, the activity must be a new service or a quantifiable increase in the level of an existing service. Public social services are direct services provided to community residents. CDBG-CV funds are intended to be used to fund services or levels of service that are not currently provided by existing public agencies, organizations and/or City Departments with other funding sources.

B. Requirements for Documentation of Eligibility

Applicants approved for funding in the Public Social Services category must document that at least 60% of persons served are low- and moderate-income persons, and that at least 60% of persons served are Peabody residents. Acceptable forms of documentation are:

1. Participant application or registration forms which include name, address, income, household type, ethnicity, racial background, and signature of participant; or,

2. Location and description of service area boundaries, demonstrating that the project's service area is within a low- and moderate-income block source area where not less than 51% of the residents are persons of low- and moderate-income. Location of an activity in a low-income area does not conclusively demonstrate that an activity benefits low- and moderate-income persons or Peabody residents. Hence, where applicable, records of addresses of persons utilizing the facility will be required as documentation of benefit to low- and moderate-income persons and Peabody residents.

## **VI. CDBG-CV PROGRAM PRIORITIES**

Program priorities for the Coronavirus Aid, Relief, and Economic Security Act (CARES Act) funded through the CDBG-CV must meet the primary objective of addressing COVID-19. All eligible proposals will be given consideration. Some examples of projects that could be funded include, but are not limited to the following:

- Senior services
- Health services
- Homelessness prevention
- Street outreach
- Support services, including mental health and substance abuse
- Domestic violence programs
- Programs that provide shelters and assistance to homeless residents, abused women and children and residents requiring physical or mental assistance
- Job Training
- Urgent need

## **VII. CRITERIA FOR EVALUATION OF PROPOSALS**

Proposals will be evaluated on the following criteria:

- Program Priority
- Ability to Substantiate Community Needs and How Program Addresses Those Needs
- Target Population and Outreach
- Coordination and Collaboration

- Implementation Plan
- Demonstrated Experience and Capacity of Sponsoring Organization
- Overall Likelihood of Success

For each proposal, and in consideration of the proposal's effectiveness in meeting all aspects of the Evaluation Criteria, proposals will be rated, and funding recommendations will be made.

**PUBLIC SOCIAL SERVICES**

**CITY OF PEABODY  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM  
CDBG-CV**

**CORONAVIRUS AID, RELIEF, AND ECONOMIC SECURITY ACT  
( CARES ACT )**

**FUNDING APPLICATION**

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

Project Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Organization DUNS Number: \_\_\_\_\_

Applicants must have a DUNS number to receive HUD grant funds

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

\_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Phone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Total amount of CDBG-CV funds available: **\$523,178**

Please indicate the amount of funding requested below:

**Program Activity**

**Funding Request**

CDBG-CV PUBLIC SOCIAL SERVICES

\$ \_\_\_\_\_

I certify that the information in this application is true.

\_\_\_\_\_  
Executive Director (Please Print)

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

**APPLICATION DIRECTIONS:**

Please provide brief and clear responses to each of the sections below. Respond to all questions within each section; if a question does not apply to you, indicate this by responding "Not Applicable."

**APPLICATION QUESTIONS:****Project/Program Description**

1. Please briefly describe the proposed project:
2. Is this a new project/program or an existing one?
3. What is the purpose of the project?
4. The population to be served:
5. Specific services to be provided:
6. Number of persons expected to be served by the project:
7. What is project/program location?
8. Will the project/program provide a new service, expansion of existing service or continuation of a project/program currently funded?
9. What is the purpose of the project?
10. What will be the primary population to be served?
11. What are the specific services to be provided?
12. How has the COVID-19 virus affected the population you serve?
13. What is Peabody's need for the proposed project/program?
14. Is the proposed project/program ready to proceed?

**National Objective:**

1. Please identify the National Objective that will be met by the project:
  - a. Low/Mod limited clientele benefit
  - b. Low/Mod clientele job services
  - c. Urgent Need
  
2. How will your project/program meet the national objective and how it will be documented?

**Project Impact:**

What will be the impact of the proposed project/program? The project impact will be evaluated upon the extent to which:

1. Resources leveraged: Provide documentation of resources leveraged directly for this program, which may include funding from other sources, volunteer efforts, staff/in-kind contributions. Must include a written commitment for all leveraged resources.
  
2. Impact of the proposed project on the target area or target population: Describe how the community will document that the service provided addresses the needs identified and how it will improve the quality of life for the target population. Describe the outcome measures the community will use to assess the progress in meeting the identified public social service needs.

**Budget:**

Please complete the attached CDBG-CV Project Budget Form. Budgets should include only costs attributed directly to the proposed CDBG-CV funded project.

Provide a brief description or justification of all line items included on the CDBG-CV Project Budget Form in a separate Budget Narrative.

1. Personnel Costs: Identify each existing or new position that will be assigned to the CDBG-CV-funded project and that has been included on the CDBG-CV Project Budget Form. Describe the duties and activities of staff as they relate to the CDBG-CV funded project and indicate the pay rate for each position. Indicate what percentage of time, and how many hours per week, will be devoted/charged to the CDBG-CV funded project for each position.
  
2. Operations Costs: Describe how total actual annual costs are calculated.

3. Administration Costs: Indicate if the requested amount is based on an approved cost allocation plan or direct costs. If direct costs, please describe how costs are calculated.
4. Funding Sources: Please identify any other funding sources or funding applications the agency/Department has submitted or plans to submit, applications to pertaining to the proposed program.

**PROJECT BUDGET: CDBG-CV PUBLIC SOCIAL SERVICES**

	<i>Estimated cost to be paid by Service Provider (\$)</i>	<i>Estimated Cost Per Household or Person (\$)</i>	<i>Estimated Cost to be paid by CDBG-CV (\$)</i>	<i>Estimated cost to be paid by other Funding Sources (\$)</i>	<i>Total Project Cost (\$)</i>
<i>Direct assistance to target clientele</i>					
<i>Project Delivery (Administrative costs directly related to the project)</i>					
<i>Other (Identify):</i>					
<i>Projects Totals</i>					