

TOWN OF

A M H E R S T

MASSACHUSETTS



Amherst Community Services
Phone (413) 256-4074
Fax (413) 256-4061
E-mail community@amherstma.gov

TOWN OF AMHERST
2009 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

PLEASE SUBMIT FIVE COPIES OF YOUR PROPOSAL
BY
January 1, 2009

TO
AMHERST COMMUNITY SERVICES DEPARTMENT
BANGS COMMUNITY CENTER
70 BOLTWOOD WALK
AMHERST, MA 01002

TOWN OF AMHERST HUMAN SERVICE FUNDING APPLICATION

AGENCY NAME: _____
AGENCY ADDRESS: _____
AGENCY PHONE NO: _____ CONTACT PERSON: _____
2009 CDBG REQUEST: _____

Introduction:

The Town of Amherst will apply to the Mass. Department of Housing and Community Development for a FY 09 Community Development Block Grant for social service programs that support low-and moderate-income Amherst residents. The Town is eligible to apply for up to \$160,000 for human service/social service programs that address critical community needs, however, the amount of social service funding that will be available depends on the total amount of funds that the Town applies for in its application. At this point the exact amount of funds available is unknown.

The Community Development Committee has voted that it will prioritize the following service in reviewing proposals:

1. Emergency rental assistance, emergency fuel assistance, and emergency shelter with follow up case coordination.
2. To Sustain and expand current Town funded Social Service Programs

Requirements:

You must answer all questions and submit all documents for your application to be complete. Incomplete applications will be excluded from consideration. **In order to receive funding, at least 51% or those receiving services must be low/moderate income (families with incomes below 80% or the area median income) as defined by federal HUD guidelines.**

You 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 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 will 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.

Contractual Requirements

- A. Providers will be required to submit bills on a monthly basis
- B. Providers will be required to submit time sheets of all staff receiving CDBG funding
- C. 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.
- D. Provider files will be reviewed to ensure that there are income-certification forms for all clients.
- E. 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).

SUBMISSIONS:

Please submit responses to the following questions:

A. What is the community's need for the proposed project/program?

Define the need or problem to be addressed by the proposed project. Explain why the project is important. Provide evidence of the severity of the need or problem. Who the affected population and why is this population presently underserved or not served?

B. Community Involvement

What process was used to select this particular project? How was the process responsive to expressed community need?

Define the process that will be used to maintain involvement of the project beneficiaries in the implementation of the project.

C. Project Feasibility

The project impact will be evaluated upon the extent to which the response meets the following criteria:

1. 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.
2. If applicable, describe and document the availability and source of matching or other funds needed to complete the project.

3. Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
4. Citing past accomplishments, document that the agency has the necessary past expertise to conduct the activity and has successfully completed past activities in a timely manner.

D. Impact

Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity? How much of the need will be addressed? Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures to determine that the outcomes are achieved.

Proposal Review:

Proposals will be reviewed by the Community Development Committee which will make recommendations to the Select Board at a public hearing, giving the community a chance to comment on the proposed plan.

The Community Service Coordinator will first screen each proposal to insure that it meets the quality requirements as defined below. The Human Service Funding Committee will then evaluate proposals based on responses to the questions above. Proposals will be evaluated based on the evaluation criteria below.

Quality Requirements

- A. The project meets the low- and moderate-income national objective
- B. The project is an eligible social service activity as defined by the United States Department of Housing and Urban Development
- C. The proposed project addresses the services as requested.

Comparative Evaluation Criteria;

Proposals will be evaluated based on the following criteria:

A. Experience:

Agencies experience.

B. Program strategy

The Committee's assessment concerning the effectiveness of the strategy for providing the requested service

C. Board Representation

The extent to which the Agency's Board of Directors reflects the interests of the broader community, including the population to be served will receive a very advantageous rating for this category

D. Budget

An assessment of the program's cost effectiveness.

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.

Date

Signature of individual submitting Proposal or proposal

Name of Business

Address of Business

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
Officer

Signature: Individual or Corporate

Date

