



COMMUNITY DEVELOPMENT BLOCK GRANT

**Human Services Program
Refunding – Year Two
July 1, 2013 - June 30, 2014**

**The City of Boston
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INTRODUCTION

The Office of Jobs and Community Services, a division of the BRA/EDIC, has responsibility for administering the human services portion of Boston's HUD-funded Community Development Block Grant (CDBG) program. In that role, JCS has attempted to make a range of vital services accessible and available to low and moderate income residents of Boston. Priorities for funding are developed through a comprehensive and ongoing planning process in an attempt to assess the needs of Boston communities and identify gaps in services in order to ensure limited funds have maximum impact.

The priorities identified through this process reflect the demographic changes in Boston over the past several years, specifically in the numbers of recent immigrants and the numbers of families with young children living below the poverty level. A draft statement of priorities was presented to Boston residents in two public hearings held in December 2011 and February 2012 and attended by a number of Boston residents, advocates and service providers, whose comments served to further refine these priorities.

In March 2012, an open and competitive Request for Proposals was issued for the human services portion of the Community Development Block Grant. Priorities which emerged from this planning process were spelled out in the FY13 CDBG Request for Proposals document. For a full description of Youth Service and Adult Service priorities, please refer to Attachment A on page 13.

FISCAL YEAR 2014 REFUNDING PROCESS

Fiscal Year 2014 is the second year of the current two-year funding cycle. For Fiscal Year 2014, JCS will continue to focus on the service priorities established in the Fiscal Year 2013 open and competitive process. **Only those programs awarded CDBG funding in the open and competitive FY13 process are eligible to apply for continuation funding in the second year of that cycle.** Refunding decisions will be based on the performance review criteria described in this document.

This refunding document is a much abbreviated Request for Proposals (RFP) designed to facilitate refunding of current successful CDBG grantees. The intent of this refunding document is to verify that the funded agency is meeting, programmatically, administratively and fiscally, its contractual agreement executed for FY 2013. **Applicants should base budgets and scopes of service on their Fiscal Year 2013 contracts.** Total budget amounts should not be increased; modifications within budgets are allowed if they do not increase the total budget amount. As of the writing of this document, final federal allocations for CDBG have not been issued and it

is anticipated that there will be cuts to the FY 2014 budget. Your CDBG grant may be less than the original allocation.

Refunding Process Timeline

<i>Refunding Document Issue</i>	<i>Friday, February 15, 2013</i>
<i>Refunding Package Due</i>	<i>Friday, March 15, 2013</i>
<i>Notification of Funding Decisions</i>	<i>Mid-May, 2013</i>
<i>Program Start</i>	<i>Monday, July 1, 2013</i>

PERFORMANCE REVIEW CRITERIA

Refunding decisions will be based on:

- Timely and satisfactory completion of the refunding proposal;
- Satisfactory ratings of monitoring visits conducted by JCS program staff;
- Overall performance in meeting program objectives, based on JCS reporting reviews;
- Administrative responsiveness, including timeliness of reporting, prompt response to inquiries, etc.;
- Satisfactory completion of a program self-evaluation.

As explained in the FY13 RFP document, a clear program self-evaluation (and appropriate program redesign, as needed), are required of all grantees as a condition of second year funding. Programs are asked to discuss strengths/weaknesses in meeting FY13 goals and objectives, and to discuss how outcomes have been documented and measured. Measures for each outcome should be specifically stated with respect to the contract year reporting guidelines. Programs which demonstrate clarity and objectivity in the evaluation process, as well as thoughtful, effective responses to program weaknesses, will be favorably viewed in this respect. Misrepresentation of facts will be considered grounds for denial of refunding.

All awards are contingent upon completion of required contract documents, willingness to abide by EDIC/JCS policies and procedures, successful contract negotiations, approval by the funding source, and availability of funds.

PROPOSAL PREPARATION

This refunding document has been streamlined to assist agencies in providing detailed information about their programs without having to repeat information provided in an earlier section. The Performance Standards form has been removed because much of that information can be ascertained from the FY13 Program Self-Evaluation Worksheet.

Refunding submissions must be typewritten, double-spaced, and **may not exceed 5 pages**, excluding budget, budget narrative and attachments. Each and every section of the refunding package must be completed in full. This submission will be carefully reviewed, and will provide the basis for contract negotiation.

The submission should consist of an original proposal and **three copies**, the original bearing the signature of your agency's official signatory. Please be sure that the original proposal is clearly marked. **ALL PROPOSALS MUST BE PROPERLY BOUND** (e.g., comb binding spine, report cover with fasteners, 3-ring binder – *no binder clips or paper clips please*), **AND MUST INCORPORATE COMPLETED COVER SHEET AND REQUIRED FORMS.**

PROPOSALS ARE DUE NO LATER THAN 4:00 P.M., FRIDAY, MARCH 15, 2013

at

**EDIC/Office of Jobs and Community Services Department
Planning Department
43 Hawkins Street, 3rd floor (3B)
Boston, MA 02114**

It is the sole responsibility of the bidder to ensure that proposals are received at the proper location, prior to the stated deadline. **DO NOT FAX, MAIL¹, OR EMAIL YOUR PROPOSAL.**

Questions pertaining to this document should be directed to Denise Dabney, Lead Planner denise.dabney.jcs@cityofboston.gov.

¹ JCS Planning Department cannot be responsible for mailed CDBG documents. Documents may not be received (or documented as received) in a timely manner, especially when delivered by messenger. Agencies are responsible for obtaining a time-stamped verification of receipt of their documents.

CDBG FY14 REFUNDING PACKAGE CHECKLIST

*Please make sure your refunding package contains each item in the order outlined below, with original signatures where required. Submit **original** and **three** copies. Sign originals in **blue** ink.*

1. Proposal Cover Sheet

The Cover Sheet should be the first page of your package for easy identification of funding source/year and bidding agency.

2. Narrative Submission

This is the only section with a 5-page limit. Refer to page 8 for details and page 13 for CDBG FY14 funding priorities.

3. Budget Forms and Budget Narrative - Refer to page 10 for details.

Budget cover page: The budget may not be for more than level CDBG funding. Do not increase your budget request. Submit with original signature of person who prepared the budget.

Budget cost detail page: Do not round numbers; totals should match throughout your budget forms. Formulas have been included to calculate totals automatically.

Budget narrative: Detail CDBG program costs following guidelines for each section on budget instructions page.

On a separate piece of paper, describe the source, amount and use of non-CDBG funds for this program. Indicate dates of award notification for all such funds. Comment on potential sources of match funds for which you have not received assurances at this time.

Federally approved indirect cost letter, if applicable

4. Job Description(s) & Resume(s): must be submitted for all staff funded through CDBG.

Please indicate the person's name on each job description and the job title on each resume. Job titles should match those listed on the Budget Cost Detail Page.

5. Certificate of Authority (CM-06)

This form asks you to list the name of the designated authorized signatory for the CDBG-funded program twice, on the top and bottom sections of the form. However, the CM-06 should NOT be signed by the authorized signatory. Please submit with the original signature of the agency's clerk/secretary.

6. Contractor Certification (CM-09)

Please submit the CM-09 with the original signature of authorized signatory. Section (A) on this form should state the name of the program at your agency for which you are contracting with the City of Boston.

7. Certificates of Insurance

Please submit insurance policies that extend at least **three** months post-refunding due date; please be aware that policies sometimes expire during the contract negotiation process. Submitting renewed policies in a timely manner can expedite contract execution.

General Liability

Workers' Compensation

- Certificate Holder must be: **EDIC/JCS 43 Hawkins St** (even if certificate dates are valid, we cannot accept them without EDIC/JCS as certificate holder)

8. Evaluation Worksheet - FY13

Submit a copy of your program's FY13 Evaluation Worksheet. You'll refer to the FY13 worksheet to discuss program successes/weaknesses in your 5-page program narrative.

9. Evaluation Worksheet - FY14

Indicate the total number of beneficiaries to be served in FY14 at the top of the page. The number should be the same as FY13 unless you provide rationale in the program narrative for the need to revise the number of beneficiaries to be served in FY14. The evaluation worksheet must have measurable outcomes within the contract period. Your FY14 evaluation worksheet should incorporate any program design changes discussed in the 5-page program narrative.

10. Scope of Services

11. CORI Forms

CORI Form A

The CORI form refers to agency guidelines regarding employees, not program participants. Please submit CORI form 15A with the original signature of authorized signatory. If vendor checks #3, vendor must submit a copy of its own CORI guidelines on CORI form 15C.

CORI Form B

Submitting this form indicates you've read and understand the City of Boston's CORI guidelines.

12. Living Wage Form(s)

2013 LW-8

2013 LW-2 (if applicable, see below)

2013 LW-1

LW-8: The current Living Wage rate is \$13.49 for FY13. When the updated rate for FY14 becomes available you'll need to resubmit the Living Wage forms. The start date of contract is 7/1/13 and the end date of contract is 6/30/14. The form should indicate a 1-year length of contract. All agencies are required to submit an LW-8. Please submit the LW-8 with the original signature of authorized signatory.

LW-2: Agencies that employ 25 or more FTE's also need to submit the FY14 LW-2. Form LW-1 has instructions on how to calculate full-time equivalents for your agency. Please submit the LW-2 with the original signature of authorized signatory.

LW-1: Submitting this form indicates you've read and understand the city's Living Wage guidelines.

13. Certificate of Debarment / Lobbying

Please submit the Certificate of Debarment / Lobbying with the original signature of authorized signatory.

14. Program Contact Information Sheet

15. Most Recent Audit - only *one* copy required, ***attach to original***

In accordance with OMB Circular A-133, if your agency expended \$500,000 or more in Federal financial assistance, from any and all funding sources (including CDBG) during the most recent audit period (06/30/2012 or later), a complete copy of the A-133 audit report must be submitted, along with a copy of any management letter, if applicable.

If you expended less than \$500,000 in federal funds, and are exempt from Federal audit requirements, then a statement attesting to that fact must accompany the agency's audited financial statements.

If you expended less than \$500,000 in federal funds, but are subject to the Uniform Financial Report (UFR) filing requirements of the Commonwealth of Massachusetts, then you should submit a copy of your agency's UFR.

You are strongly advised to share this audit report-related information with appropriate fiscal staff to ensure that the audit report submission is complete.

Optional: If you are including additional internal program evaluation materials (e.g., surveys, questionnaires to measure client satisfaction with your program) attach them after the required documents in the checklist above.

REQUIRED NARRATIVE SUBMISSION

FISCAL YEAR 2014 PROGRAM EVALUATION

In the FY2013 open and competitive Request for Proposals, JCS defined the overall goal as enabling low-income Boston residents to begin to move out of poverty. The Office of Jobs and Community Services requested that every applicant derive a set of objectives and measurable and clear outcomes starting with this goal. In the re-funding document, you will report on the success/failure or strengths/weaknesses of the program, and discuss your measures and documentation. The purpose of this self-evaluation is to guide the development and ongoing operation of the program to ensure that it meets the needs of the participants and accomplishes its objectives. As stated in the FY13 RFP, clear evaluation and appropriate re-design, as needed, are required of all grantees as a condition of year two funding.

Programs will not be penalized for candid reporting of progress in meeting performance standards, objectives and measurable outcomes. Rather, programs demonstrating objectivity in the evaluation process, along with a willingness to face problems and implement effective responses, will be favorably reviewed in this respect.

Narrative Part I – Summary of progress to date

With CDBG FY14 funding priorities as a framework provide a summary of general program progress to date, using no more than **two** pages. This should include an overview of any items that you think are relevant to bring to the attention of JCS in the context of a program evaluation, and should reference other sections of this document for details.

Narrative Part II – Effectiveness of Program Design & Evaluation Measures

Refer to the PROGRAM SELF-EVALUATION WORKSHEET as included in your **FY13** contract, and reflect on identified program objectives, methods, and outcomes. Discuss to what extent EACH objective (and corresponding outcomes) is or is not being met at this time.

- A. Describe successes in achieving outcomes and how your program has measured and documented progress toward goals and objectives.
- B. Identify and discuss any weaknesses and barriers impeding progress towards each objective and corresponding outcomes.
- C. Discuss how you plan to address any weaknesses and barriers identified above. Discuss any and all interventions you plan to make in order to address these. Please provide a

detailed explanation of the proposed changes*. (If no changes are anticipated, please state that).

Please provide a detailed explanation of the proposed change*. (If no changes are anticipated, please state that).

- 1) Changes in program design, including collaborative or cooperative agreements, outcomes describing program success, intensity, program activities, admissions criteria and processes, or change in target population.
- 2) Changes in program methods as outlined in your FY13 contract;
- 3) Changes in staffing or administration of the program;
- 4) Changes in any other areas.

*Note on attachments: the **FY14** PROGRAM SELF-EVALUATION WORKSHEET should incorporate the new interventions and proposed changes discussed here.

Responses must be provided for all program objectives listed in the FY13 PROGRAM SELF-EVALUATION WORKSHEET using the following format:

Objective 1: Successes – (discuss outcome achievements for objective 1, and describe methods and measures that document progress for objective 1); Weaknesses/Barriers – (discuss failures in meeting objective 1's outcomes and identify barriers impeding progress towards this objective and its corresponding methods and outcomes). Proposed Changes – (detail your plan to address weaknesses and barriers identified for objective 1 including changes in program design, methods, staffing, or any other areas.)

Objective 2: (...and so forth for each objective in the **FY13** Evaluation Worksheet)

Successes –

Weaknesses/Barriers –

Proposed Changes –

Narrative Part III – Additional Internal Program Evaluation

Discuss any other program evaluation, in addition to what has been discussed in this document, which you have used to evaluate program methods and design. Attach any surveys, questionnaires or other methods used to measure client satisfaction with your program.

Narrative Part IV – Client Grievances or Complaints

Discuss any client grievances or complaints filed during Fiscal Year 2013 and their disposition. (If no grievances or complaints were filed, please state that).

BUDGET - FISCAL YEAR 2014 FUND USAGE

Using the CDBG Budget Instructions below, complete your CDBG budget and budget narrative on the attached excel worksheets. The CDBG budget forms and narrative should detail **only** CDBG requested costs and relate these to your objectives and activities. *Budgets may not be for more than level CDBG funding.* **DO NOT INCREASE BUDGET REQUEST.**

Non-CDBG funds supporting this program should be discussed separately and not calculated into the CDBG budget totals. Describe the source, amount and use of non-CDBG funds for this program. Indicate dates of award notification for all such funds. Comment on potential sources of match funds for which you have not received assurances at this time.

INSTRUCTIONS FOR CDBG BUDGET AND BUDGET NARRATIVE

BUDGET COVER PAGE: Type your Contractor and Program Name. This information will automatically copy to page 2 and to the budget narrative. Indicate the total number of participants to be served during the fiscal year. The Current Budget Amount totals on page 1 will be automatically entered when you complete the Cost Detail Page. Leave the Revised Budget Amount and Increase/Decrease Amount columns blank (these are used for budget revisions later in the year). For the Monthly Expenditure Plan table provide projected amounts making sure the grand total matches the Cost Detail Page total. Submit the contract budget with an original signature under the 'prepared by' section only.

BUDGET COST DETAIL PAGE and BUDGET NARRATIVE: You must submit a budget narrative/justification for all planned expenditures for each of the budget items listed on the Cost Detail Page. Please do not round totals up or down. The following guidelines can be used for preparing the narrative. It is perhaps the single most important element of your budget. The more detail you provide, the easier it will be for the fiscal reviewers.

1. Personnel - For every position listed under this section, please attach a job description, resume, a brief description of his/her role in the proposed program, the number of pay periods (hourly, weekly, bi-weekly, bi-monthly, etc.) the position requires, and the percentage charged to this funding source. The type of pay period listed must match your agency's payroll system and supporting documentation. Please indicate the person's name on each job description. Job titles should match those listed on the Cost Detail Page.

2. Fringe Benefits - In the narrative, list each component included in the fringe benefits rate. Indicate the percentage for each component. Examples of components are FICA, Medicare, Unemployment, Health Insurance, Retirement, etc. (For example: 21.5% fringe rate in cost detail page broken down in narrative as follows: FICA 7.65%, unemployment

1.39%, health insurance 9%, retirement 2%, workers compensation 1.05%, life insurance 0.13% and long term disability 0.28%).

3. Travel - Examples of local travel justifications include the number/types of MBTA passes, number of trips/cost per trip and trip destinations. The IRS approved business mileage rate effective 1/1/13 is 56.5 cents per mile. For other travel, particularly if outside the program service area, you must clearly describe the need and cost detail.

4. Supplies - Supplies are those items considered tangible, expendable, personal property. Examples include general office supplies, postage costs, meeting costs/supplies, copies, printing costs and materials. Purchased materials and supplies shall be charged at their actual prices, net of applicable credits. Withdrawals from existing inventory should be charged at their actual net cost under any recognized method of pricing inventory. Care should be taken to identify those supplies directly tied to the program.

- Program Supplies: What will be purchased, total estimated cost, unit price, quantity? How does it relate to the program?
- General Supplies: What will be purchased, total estimated cost, unit price and quantity?
- Printing: What will be printed? How many and for what cost?
- Postage: What and how many will be mailed at what cost?
- Office Supplies: What items will be purchased, why? Total estimated cost, unit cost, quantity, connection to the program?

A NOTE ON EQUIPMENT: The Federal definition of equipment is tangible, non-expendable, personal property having a useful life of over one year and an acquisition cost of \$5,000 or more per unit. **THUS DEFINED, EQUIPMENT IS NOT ALLOWED UNDER THIS GRANT.** If you propose purchasing ANY item of equipment under \$5,000, include it in this category and clearly explain how it will be necessary for the proposed program. It must be used for project related functions, and must not otherwise be available to the applicant. A plan for the use or disposal of the equipment after the project ends must also be included in the justification.

5. Contractual - Generally, this category is for all non-employees for services or products, and consultants who provide advice and expertise in a specific program area. Your justification should include the total cost, the name of the individuals/organizations, the services or goods being provided, the rate or per diem, etc., and the relation to the program. If your proposal includes a subcontractor providing a substantial amount of the program services, then detailed supporting information and justification must be provided.

6. Other - Any expenses not covered in any of the previous budget categories should be included here. Examples of items include occupancy costs, the lease or rental of equipment, maintenance costs, security costs, telephone costs, dues, subscriptions, utilities, insurance costs not included in the fringe benefits, and where applicable, indirect costs. Justification examples include:

- Rent: How was the rent cost determined, i.e., square footage, proportionate to the amount of space occupied by program, etc.?
- Utilities: How were the utility costs estimated, i.e., square footage, proportionate to the amount of space used by the program, etc.?
- Security: What type of security is being purchased, for how long, for what program activities?
- Maintenance: How was the maintenance cost determined, i.e., square footage, proportionate to the amount of space used by the program, etc.?
- Insurance: What kind of insurance, at what cost, for what period, covering what activities?
- Miscellaneous: What, why, and at what cost?

6a. Indirect - Indirect charges may be requested, and if the applicant has a federally-approved rate, a copy of the approved rate agreement must be submitted. It should be noted that costs included in the indirect cost pool cannot also be charged as direct costs. All requests for indirect charges are examined on a case-by-case basis, and may be funded in whole, in part, or not at all depending on the procurement, source of funds and agency involved. Recognizing that not all agencies, particularly smaller ones, can request or obtain a federally-approved rate, other requests will be reviewed and considered if they are clearly substantiated, preferably by a third party, independent accounting professional, or as specifically allowed by the funding source.

ATTACHMENT A CDBG FY13-FY14 FUNDING PRIORITIES

Youth Services

The link between education and income is clear. Helping young people from low-income families succeed in school (for example, MCAS or SAT prep) and go on to further education or training and/or employment (career exploration, resume-building, etc.) is critical to overcoming poverty. JCS emphasizes an “asset-based” approach to youth development seeking to identify and build upon strengths, resources and assets of individual youth, their families and communities. Applicants are encouraged to consider methods of reaching youth with significant challenges. This may include youth with disabilities, homeless youth, parenting youth, linguistic minorities, out of school youth, youth at risk of dropping out of school, adjudicated youth or youth involved in gang-related activity. Clear and specific methods for reaching and retaining hard to serve groups must be identified.

CDBG-funded youth services should have a strong emphasis on activities which can be shown to:

- 1) help young people succeed in school (or return to school),
- 2) strengthen academic and social support in after school programs for future post-secondary success and completion,
- 3) aid middle and high school youth in exploring career opportunities, and/or
- 4) avoid the violence which threatens the welfare of youth in our city.

All programs are expected to have strong links with the school system, and in the case of anti-violence programs, with established prevention and/or re-entry initiatives. After school programs will be expected to incorporate the principles and practices identified by the **ReadBoston** and/or **SuccessBoston** initiatives as essential to helping youth succeed in school and prepare for post-secondary education.

JCS funds program models which have clear goals regarding the improvement of communication between students, parents, and schools, and which provide for the following in their design:

- A clear plan for regular communication between the program and the school regarding attendance, academic progress and appropriate interventions as evidenced by written agreements with school officials;
- A clear plan for the provision of referrals to the program, as evidenced by agreements with other agencies and/or the student’s school;
- Clear goals regarding parental involvement and a plan for reaching these;
- The provision of training/orientation to parents regarding school and program expectations, etc;
- A case management approach to participants with multiple barriers as evidenced by agreements with relevant agencies or services for the purpose of making referrals and providing services;
- The enhancement of services to linguistic minority families through provision of bilingual support through staffing and/or communications.

Adult Services

The primary long-term goal of the City's CDBG program is to enable low-income Boston residents to begin to move out of poverty. This includes helping people stabilize their lives and begin to take steps to increase their incomes so as to be able to afford to live in today's Boston.

Services to assist Boston residents in managing the stresses associated with poverty are necessary to promote economic and social well-being. JCS does not fund adult education or job training with CDBG, but places a high priority on the provision of support services which enable individuals to access education or training services leading to employment and an adequate income. JCS seeks program models which have clear goals of enabling low income adults to improve their ability to move out of poverty and which provide for one or more of the following:

Outreach, Referral, Advocacy and Counseling

JCS seeks services which can provide comprehensive, outreach, referral, advocacy and counseling for at-risk members of the following target populations:

- new or recent immigrants
- linguistic minorities
- working families
- TANF recipients
- BHA residents
- homeless families or individuals
- veterans
- persons with disabilities

At-risk may include, but is not limited to, individuals who are victims of domestic violence, substance abusers or those in recovery, homeless individuals and families, and those suffering from mental health issues. Specifically, programs should have clear goals of:

- Assisting individuals to succeed in education or training or in the workforce by addressing barriers to participation; and/or
- Assisting residents and families to stabilize their lives while at the same time directing them towards longer-term educational and vocational goals; and/or
- Providing and coordinating services to homeless families and individuals for the purpose of facilitating their successful transition to employment and permanent housing.

To address all the needs of a typical client, JCS strongly encourages agencies to develop collaborative or coordinated designs emphasizing a case management approach to service delivery. Specific linkages to career or vocational counseling, education or job training services, or childcare resources must be described and the impact of these linkages on program goals outlined.

Social Services for Seniors

Older Boston residents were heavily impacted by the recession, and thus face increasing financial pressures. As part of its anti-poverty strategy, the City seeks to enable elders to continue to live in their homes, manage their incomes, and increase their access to essential services from which they may currently be excluded due to language, cultural, economic or physical barriers. Outreach, referral and advocacy services to increase the capacity of programs to serve ethnic and/or linguistic minorities are priorities, as are home-based services for individuals not receiving Medicaid or Medicare, or for whom a gap in coverage exists. Also eligible are social services for congregate housing residents to enable seniors to continue living in such housing.

Stabilization Services for Displaced or Homeless Families or Individuals

While the City utilizes other funding sources for the support of shelter facilities and substance abuse treatment facilities, CDBG Human Services funds can be used to provide homelessness prevention services, comprehensive counseling, advocacy, support and coordination of services to displaced persons prior to, during and following participation in a detoxification program, or to victims of domestic violence who are homeless and in need of comprehensive services following emergency counseling/shelter. Program goals should include the facilitation of successful movement to transitional or permanent housing and eventually, employment. Programs must demonstrate strong linkages with education and training providers prepared to accept homeless participants.

Support Services for Persons with Disabilities

The City takes seriously its obligation under the Americans with Disabilities Act to ensure physical and programmatic accessibility to persons with disabilities of all types. JCS funds agencies that provide access for persons with disabilities to existing education, training and/or other employment-related services, and encourages collaborative proposals which include the involvement of providers skilled in the following areas: technical assistance and training in mainstreaming individuals with disabilities; the delivery of job training services; and case management services to persons with disabilities. Program goals should include complete integration of individuals into existing services. Program design should identify clearly and in detail the barriers faced by the proposed target population and present a comprehensive plan for addressing those barriers. Successful outcomes may include: progress toward, or attainment of, independent living skills; industry-recognized certification; or entrance into skills training.