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## SECTION 1: Introduction

Since 1976, the City of Boston has received an annual allocation of Community Development Block Grant (CDBG) funding from the U.S. Department of Housing and Urban Development (HUD) under a formula based on population, degree of poverty, age of housing stock and other factors. The funds are received by the City's Department of Neighborhood Development (DND), and are used primarily for economic development activities. HUD allows cities to use up to 15% of the total allocation for human services programming. DND subcontracts the management of that Human Services portion of the CDBG allocation to the City's Office of Jobs and Community Services (JCS).

JCS is a division of the Boston Redevelopment Authority / Economic Development and Industrial Corporation (BRA/EDIC), Boston's planning and economic development agency. **This RFP invites community-based organizations to submit proposals for federal CDBG Human Services funds to be administered in Fiscal Year 2011 (July 1, 2010 – June 30, 2011).**

The Human Services component of the Community Development Block Grant is intended to provide services which address economic barriers and contribute to the economic well-being of Boston's lower-income families and individuals, defined as below 80% of median income. The priorities for funding in this RFP were developed through a planning process conducted over the past several months. In addition to its internal planning process, JCS has worked with other City departments to achieve better coordination and integration of services for Boston residents. The priorities which have emerged from this process were discussed by community organizations and residents of the city in a series of public meetings held in November 2009. A broad range of individuals and community groups participated, providing valuable commentary which helped to further focus priorities for this funding. A draft statement of priorities was issued for comment in January, followed by a public hearing; comments received there were taken into consideration in finalizing this document.

The City currently funds 98 programs across the city with \$3.2 million in CDBG Human Services funds. These range from after-school programs to homeless outreach and elder services. Some programs target specific neighborhoods; others are citywide in nature. Services range from short-term information-and-referral to intensive counseling or academic preparation. Each year, well over 10,000 Boston residents receive services of one form or another from CDBG-funded programs.

Over the past eight years, Boston has seen its CDBG Human Services funding drop from \$4.25 million to just over \$3.2 million – a loss of more than a million dollars. In the face of such a dramatic reduction in funding, the City has been forced to rethink how it uses these funds, and to refocus its priorities for the CDBG Human Services program. Since 2006, the City has implemented a policy of using these funds to support only those ***programs which can be shown to help low-income individuals and families begin to move out of poverty.*** We are further tightening this focus in this RFP. As the City developed priorities for this RFP, the following policy directions emerged:

- The RFP once again sets an overall goal of working to enable low-income residents of Boston to begin to move out of poverty.
- CDBG-funded youth services will have a stronger 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 will be 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.
- Services for adults will likewise have a stronger emphasis on interventions which can be shown to help individuals and families stabilize their lives, increase their incomes and begin to move out of poverty. Toward this end, the City will continue its investment of a percentage of CDBG resources in the Adult Literacy Initiative, a partnership with the state Department of Elementary and Secondary Education (DESE). A number of target populations are identified in this RFP; however, services to the homeless will receive a particular priority.
- Pre-school childcare will only be considered for funding if the program is also working directly and concretely with parents to help them begin to move out of poverty.
- A strong emphasis on concrete, measurable outcomes will be required, both to increase the effectiveness of these services and to comply with new HUD reporting requirements.
- Given shrinking public and private resources, applicants are encouraged to explore collaborative approaches with an emphasis on coordinated case management.
- Applicants will be required to demonstrate they have other funding committed or in-hand for the program they are proposing. No programs will be funded which rely entirely on CDBG funding. At the same time, the applicant agency's need for CDBG funding will be a factor in developing funding recommendations.

With other funding, JCS supports adult education and job training services. This RFP seeks support services to enable individuals to access education or job training and, in turn, obtain the kinds of jobs capable of moving people out of poverty. Historically, CDBG funds have not been used to directly fund skills training or basic education, and such services will not be considered responsive to this RFP.

## SECTION 2: Eligibility Criteria

### Agency Eligibility:

- In order to be eligible to apply for CDBG funding, organizations must hold 501(c)(3) status under the Internal Revenue Code, be in the process of receiving such status, or have an identified fiscal sponsor holding 501(c)(3) status.
- JCS gives priority to community-based organizations with a track record of providing services to low-income residents of the city while maintaining high standards of program management and accountability. Faith-based organizations proposing to provide services in a secular manner are eligible to apply; however, public resources cannot be used to promote a particular religious point of view.

### Program Eligibility:

- CDBG funds must be used to provide direct services as outlined in this RFP.
- CDBG funds may not be used to replace local or state government funds. Funds may be used to provide new or expanded services, but not for specific activities which have lost local or state funds within the past twelve months.

### Participant Eligibility:

- **All participants served with CDBG funds must be documented residents of the city of Boston.** Non-residents cannot be served with these funds. In addition, CDBG funds are required by law to benefit individuals with incomes below the “80% of median” level for Boston as defined by HUD. The current “80% of median” figures for Boston are shown below. (Programs are also required to report on how many participants fall below “50% of median” and “30% of median”, which correspond to HUD’s “low” and “very low” income categories.) These figures are subject to adjustment by HUD.

<u>Fam. size</u>	<u>80% of median</u>	<u>50% of median</u>	<u>30% of median<sup>1</sup></u>
<i>1 person</i>	<b>\$46,300</b>	\$31,550	\$18,950
<i>2 persons</i>	<b>\$52,950</b>	\$36,100	\$21,650
<i>3 persons</i>	<b>\$59,550</b>	\$40,600	\$24,350
<i>4 persons</i>	<b>\$66,150</b>	\$45,100	\$27,050
<i>5 persons</i>	<b>\$71,450</b>	\$48,700	\$29,200
<i>6 persons</i>	<b>\$76,750</b>	\$52,300	\$31,400
<i>7 persons</i>	<b>\$82,050</b>	\$55,900	\$33,550
<i>8 persons</i>	<b>\$87,350</b>	\$59,550	\$35,700

<sup>1</sup> Housing and Urban Development income guidelines change each year. Successful FY11 CDBG applicants will receive the most current HUD income guidelines for reporting on their clients.

### **SECTION 3: Services Requested**

In keeping with the long-term goal of the Community Development Block Grant Program to support the efforts of lower-income persons to move out of poverty and improve their quality of life, the City seeks through this RFP a broad range of direct services. JCS will be contracting these services from July 2010 through June 2011 (FY 2011).

*Note: Service providers seeking funding for capital improvements are directed to the Department of Neighborhood Development's "Partners with Non-Profits" program. For more information, contact Maureen Valentino at 617-635-0420.*

#### **Youth Services**

The link between education and income is clear. Helping young people from low-income families succeed in school and go on to further education or training is critical to overcoming poverty. While the Community Development Block Grant program is not able to fund basic educational services, CDBG has over the years come to form a major cornerstone of the City's youth services system. We are committed to using these funds to support a comprehensive system of youth services.

In this RFP, JCS seeks specific services for youth which are linked to the principles and practices of the **ReadBoston** and **SuccessBoston** initiatives. ReadBoston aims to have all Boston Public School children reading at grade level by the third grade. SuccessBoston is working to increase dramatically the number of BPS students who successfully complete both high school and college. Information about ReadBoston and SuccessBoston can be found in Attachment I. Applicants should familiarize themselves with these initiatives and discuss concretely how their program contributes to those efforts.

In response to both the drop-out crisis and the low rate of college graduation for BPS graduates, the City is interested in a range of services which can help young people succeed in school and be successful in post-secondary endeavors. After-school services for younger children will be expected to include daily, staff-led structured literacy activities (above and beyond homework time), such as reading aloud, independent reading, and the use of drama and art to extend print concepts. Similarly, programs targeting higher grades must be able to demonstrate concretely how they promote academic success and college awareness/readiness. This can include a variety of activities, but they must be shown to contribute to overall goal of helping students succeed in middle school, high school and beyond.

This RFP thus seeks after school programming with a strong academic focus and a direct link to the BPS curriculum, *as documented by a memorandum of agreement (MOA) with one or more Boston Public Schools, or with the School Department*. Numerous studies have shown that extending learning time beyond the in-school hours is critical to improving educational outcomes. JCS seeks 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 program and 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 parents;
- 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.

Applicants are encouraged to identify 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.

### **Adult Services**

The primary long-term goal of the City's Community Development Block Grant program is to enable low-income Boston residents to begin to move out of poverty. This includes helping people stabilize their lives and 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 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. Due to limited funds and the broad range of programming CDBG supports, CDBG funds cannot fill the substantial gaps which exist in skills training or adult education. Over the past ten years, using other funds, the City has helped to launch the English for New Bostonians initiative to increase ESOL services for adults, new immigrants and refugees, and has also released several million dollars for skills training programs through the Neighborhood Jobs Trust. A substantial portion of CDBG funds has been set aside for adult literacy and ESOL services through the Adult Literacy Initiative. ARRA funds have also been used for

skills training and related services. For these reasons, skills training, adult literacy and ESOL proposals will not be considered responsive to this RFP.

Program models should have clear goals of enabling Boston low income adults to improve their ability to move out of poverty, and should 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 members of the following target populations:

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

Given the growing problem of homelessness in the current economy, a particular emphasis is placed on programs which effectively connect the homeless to services which can help them stabilize and begin to move out of poverty.

Programs should have clear objectives 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.

Proposals must clearly define the services to be provided, the expected length of services and the desired outcomes. Outcomes must be stated in a manner which is meaningful and measurable.

Given that a single agency cannot be expected to address all the needs of a typical client, collaborative or coordinated program designs emphasizing a case management approach to service delivery will be given strong priority. Specific connections to career or vocational counseling, education or job training services, or childcare resources must be described, and their impact on program goals outlined.

### Social Services for Seniors

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. Specifically, outreach, referral and advocacy services to increase the capacity of programs to serve ethnic and/or linguistic minorities will receive priority for funding, as will 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. Older workers have been significantly impacted by the current recession, and thus face increasing financial pressures.

### 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, particularly before, during or after 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 objectives should include the facilitation of successful movement to transitional or permanent housing and, ultimately, employment. Programs must demonstrate strong linkages with education and training providers prepared to accept homeless participants.

**Programs serving families:** According to the most recent homeless census, conducted in December 2009, the number of homeless families is rising dramatically. Homeless families and children continue to be the fastest growing homeless population in Boston. The City's strategy for reversing this trend is to expand family homelessness prevention and to accelerate the rate of permanent housing placement.

JCS seeks homelessness prevention services, including case management, rent and/or utility arrearage and links to other community-based services. Programs are expected to coordinate with the Boston Homelessness Prevention Clearinghouse. Also prioritized are programs providing housing placement and stabilization services for homeless families.

**Programs serving individuals:** The City's approach to reducing individual homelessness is to move long-term or chronically homeless individuals out of shelters and off the streets into appropriate permanent housing, ultimately reducing the size of the shelter and street populations. JCS seeks stabilization services for long-term homeless individuals moving to permanent housing. Programs will be expected to continue to track the individual once he or she is placed in housing.

## 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 seeks services which open 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 delivery of 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.

### **SECTION 4: Proposal Preparation**

**Proposals must be typewritten, double-spaced, in 12-point font. The narrative portion of the proposal may not exceed fifteen (15) double-spaced pages. Proposals exceeding this limit will be penalized.** The narrative should follow the order of the Proposal Guidelines section, starting with Agency Background and Experience, then Target Population and Need, etc. **A response to each section is required.**

Some sections ask that material be appended to your proposal. Failure to provide these items will hurt your chances of being funded. These items do not count towards your 15-page limit. In addition to these requested items, you may provide *up to five additional pages* of unsolicited supporting materials.

Your proposal submission must consist of **one original** and **five (5) copies**, for a total of **six (6)**. The original should be clearly marked as such and must contain the original signature of your authorized agency signatory. All copies must be firmly bound and must include completed cover sheets and all required forms. In addition, one extra (loose) copy of the cover sheet and the program summary sheet should be submitted along with the bound copies of your proposal. **Please do not use rubber bands or paper clips.**

**Proposals must be delivered in person no later than 4:00 p.m. Monday March 8, 2010.** Parking is scarce in the vicinity of 43 Hawkins Street; please allow plenty of time to deliver your proposal. We are near the Government Center and Bowdoin T stations.

Proposals will be evaluated on the basis of the quality of the proposal submission, congruence with CDBG goals and JCS priorities as expressed in this RFP, service to target populations, geographic distribution of services, and applicant need. JCS reserves the right to reject any and all proposals, to waive any requirement contained in this RFP, to modify or amend with consult any proposal and to effect any agreement deemed by the City to be in its best interest and the interests of its residents.

## **SECTION 5: Proposal Guidelines**

### **1. Agency Background and Experience (Point Value: 10)**

Briefly summarize both your agency's overall history and its previous experience in providing the specific services proposed here. Summarize your agency's total budget, and describe the source and amount of non-CDBG funds committed for the specific services proposed in this application. (*Note: no program will be funded which relies entirely on CDBG funding.*)

Discuss the diversity of your board and the extent to which it reflects the population you serve. Describe the governance structure of your agency, and the role and function of the board.

Assuming your program is funded, describe how your agency would deal with a possible reduction of funding in the second year of this two-year funding cycle, and how this would impact your program.

*Attach:*

- *A copy of your most recent CPA-audited financial statement, with all related documents.*
- *A list of all current program grants and contracts, including project title, source, amount and contract period.*
- *Your agency's organizational chart, indicating where the program discussed in this proposal fits. (It is acceptable to write this on your existing organizational chart.)*
- *A current list of your agency's Board of Directors, indicating where appropriate, those members representing specific populations.*

### **2. Description of Target Population and Need (Point Value: 10)**

Describe the needs of the population you intend to serve. If more than one group is targeted, provide information for each group. Include information on race, age, gender, income, and neighborhood.

Give a clear and realistic picture of the primary neighborhoods your program has served in the past and/or expects to serve in the year ahead. (It is not responsive to simply state that your program serves "all" neighborhoods.)

Identify by name the specific Boston Housing Authority or other public housing developments that fall within your primary service area.

Discuss the target population's barriers to economic stability and progress, and how the proposed program will address those barriers.

Discuss your agency's experience and success in serving the target group(s). Include data supporting your agency's ability to achieve successful outcomes with the target group.

### **3. Program Objectives, Outcomes, and Self-Evaluation Plan (Point Value: 30)**

**The overall goal of all programs seeking CDBG Human Services funding should be to enable low-income Boston residents to begin to move out of poverty.**

Fundamentally, this means assisting residents in their efforts to maintain their incomes and/or to ultimately achieve incomes adequate to afford Boston's current and future cost of living. Readers will be evaluating proposals in large part on the extent to which the proposed intervention appears likely to contribute to achieving this long-term goal. Do not simply assert that the proposed program contributes to reaching the goal – show how.

Starting from the overall goal of enabling low-income Boston residents to begin to move out of poverty, derive a set of objectives for your program. From those objectives, derive a set of **clear, measurable outcomes** that can be used to gauge the effectiveness of your program. What will be achieved as a result of program participation? Discuss these outcomes in narrative form in your proposal, **and** use the Program Self-Evaluation Worksheet form provided in the Attachments to present them in a more structured format. Youth programs should discuss how their program relates to the goals of the **ReadBoston** and/or **SuccessBoston** initiatives. Clear program evaluation and appropriate program redesign, as needed, will be required of all grantees as a condition of second year funding.

*Attach:*

- *Completed Program Self-Evaluation Worksheet*

### **4. Program Design (Point Value: 30)**

Discuss in detail how you will actually implement your program. The feasibility of your program design will count heavily in the review of your proposal, particularly in view of scarce resources. Collaboration and linkages are encouraged; they should be clearly explained so that reviewers understand who is responsible for what aspects of the program.

**Outreach and Recruitment:** Many programs fail because this primary activity has not been carefully thought through. Provide a detailed plan indicating methods to be used to reach your target population. Discuss outreach to specific Boston Housing Authority developments in the designated target area and specific strategies employed to reach this population.

*Attach:*

- *Samples of materials to be used in recruitment, if they exist.*

Admissions Criteria and Process: Identifying the appropriate participants for your program is also critical. Programs must establish criteria for participant entry into the program and develop an equitable system of selection or referral. Discuss criteria for prescreening and entry into the program. How do you determine the appropriateness of your services to the needs of the participant? Describe your admissions process, and your procedure for referral of applicants not granted admission. How does case management or participant tracking take place in your program? Describe your participant grievance policy.

*Attach:*

- *Grievance procedure, if one exists.*

Program Activities: Describe the specific services that will be provided to participants. If services are provided by multiple agencies, or by multiple programs within an agency, clearly identify where and by whom each service will be provided. If possible, provide a typical daily or weekly schedule. Highlight any special features of program design. If the program is currently in operation, be clear about which features already exist, and which would be new. Youth programs should discuss how activities relate to the **ReadBoston** and/or **SuccessBoston** efforts.

*Attach:*

- *Schedule of program activities, if one exists.*

Services to Persons with Disabilities: Describe your program's physical and programmatic accessibility to persons with disabilities. What efforts have you made to include persons with disabilities in your services? What barriers have you encountered, or do you anticipate, in making your program accessible?

## **5. Staffing Structure (Point Value: 10)**

Clearly identify who will be responsible for each element or component of the program. (Include information for each party in collaborative proposals.) Who will be responsible for programmatic reporting?

For any staff who would be funded under this requested grant, as well as other staff involved in the program, provide information regarding their relevant professional skills and experience, and the extent to which they reflect the diversity of the population they will serve. **Indicate clearly how the cultural competence of your staff responds to the needs of the target population.**

*Attach:*

- *Job Descriptions (for staff listed in CDBG budget only)*
- *Staff Resumes (of those staff in CDBG budget, if positions are filled)*
- *Job descriptions and resumes for all staff that would be funded under the CDBG grant are required. If a position is vacant, write that on the job description.*

## **6. Budget and Budget Narrative (Point Value: 10)**

Using the forms provided, present a budget cover page, a cost detail page, and a budget narrative for the CDBG funding you are requesting. Each form is a separate page on the Excel spread sheet. **Applications that do not include these forms will not be considered.** The job titles and staff initials listed on the cost detail page should match the job descriptions and resumes attached as described above.

These forms should show CDBG funds only. Use the budget instructions page in this RFP as a guide for the requirements under each budget category. The total project budget must reflect the program plans and proposed staffing patterns. Please double check your calculations; all costs must tie out exactly; do not round off. The budget narrative should present descriptive detail on all line item costs in the budget, so that readers will not be left with questions about how you propose to use the funds.

Collaborative proposals should submit one set of budget forms that clearly identifies the project costs of each agency. The minimum grant award is \$25,000. The maximum grant award is \$45,000. Do not submit a proposal for less than \$25,000 or more than \$45,000. Only one proposal may be submitted per agency or organization.

*Attach:*

- *Program Budget Forms*
  - a. *Budget Cover Page*
  - b. *Budget Cost Detail*
  - c. *Budget Narrative*

## SECTION 6: Procurement Timeline

Public Meeting on CDBG Priorities: January 22, 10:00 a.m., Rabb Lecture Hall, Copley Public Library

RFP Issued: January 29, 12:00 noon, 43 Hawkins Street

Bidders' Conference: February 3, 10:00 a.m., Rabb Lecture Hall, Copley Library

Letter of Intent postmarked: February 12, mailed to 43 Hawkins Street, Boston MA, 02114

Proposals Due: March 8, **no later than 4:00 p.m.**, 43 Hawkins Street

### Bidders Conference

To assist prospective bidders and respond to requests for clarification, a Bidders Conference will be held on **Wednesday, February 3rd at 10:00 a.m.** in the Rabb Lecture Hall of the Boston Public Library's Copley Branch. Attendance is not required, but is strongly recommended. Questions pertaining to this RFP should be raised at the Bidders Conference in order for all interested parties to obtain the same information. Any substantive clarifications of the RFP will be compiled in a letter to be sent to all organizations which have submitted a letter of intent to bid. After the Bidders Conference and throughout the remaining period of proposal preparation, bidders may direct questions to Denise Dabney ([denise.dabney,jcs@cityofboston.gov](mailto:denise.dabney,jcs@cityofboston.gov)).

## Letter of Intent

All prospective applicants must submit this letter of intent to bid. Complete the information requested below and mail (do not fax) to:

Cindy Chow, Planning Assistant  
EDIC/BRA  
Office of Jobs and Community Services  
43 Hawkins Street, Floor 3B  
Boston, MA 02114

Letters of Intent must be postmarked by Friday, February 12, 2010. Your Letter of Intent does not commit you to a particular type of service, age range, etc.

**Name of Agency** \_\_\_\_\_

**Name of Program** \_\_\_\_\_

**Type of Service** \_\_\_\_\_

**Ages Served:** \_\_\_\_\_

**Contact Person/Title** \_\_\_\_\_

**Address** \_\_\_\_\_

**Telephone** \_\_\_\_\_ **Fax** \_\_\_\_\_

**Email** \_\_\_\_\_

## Proposal Format and Checklist

Proposals should follow, in order, the outline below. The Proposal Cover Sheet provided in this RFP should form the cover of your proposal; please do not create your own cover.

- Proposal Cover Sheet (*use required form*)
- One Page Summary (*use required form*)
- Proposal Narrative
  - a. Agency Background and Experience (*note requested attachments*)
  - b. Description of Target Population and Need
  - c. Program Objectives, Outcomes and Self Evaluation Plan
  - d. Program Design (*note requested attachments*)
  - e. Staffing Structure (*note requested attachments*)

ATTACHMENTS - *Please sign originals in blue ink.*

- Program Budget (*use required forms*)
  - a. Budget Cover Page
  - b. Budget Cost Detail Page
  - c. Budget Narrative
- Job Descriptions (for staff listed in CDBG budget only)
- Staff Resumes (if positions are filled)
- Contractor's Certificate of Authority form (CM-6)
- Contractors Certification form (CM-9)
- Certificates of Insurance (General Liability and Workers' Compensation)
- Performance Standards (*use required form*)
- Program Self-Evaluation Worksheet (*use required form*)
- CORI Compliance Forms (A, B, C)
- Certification regarding Debarment/Lobbying
- Jobs and Living Wage Ordinance Forms (LW-1 & LW-8; LW-2 if applicable)
- Program Contact Sheet (*use required form*)
- Verification of 501(c)(3) status
- Organizational chart(s)
- Board of Directors, showing addresses, affiliations, etc.
- Signed Memorandum of Agreement (for collaborations requesting funding for more than one agency)
- Sample of outreach materials (if they exist)
- Schedule of program activities and staffing schedule (if one exists)
- Grievance procedure (if one exists)

*The following need only be included with your original, not with all five copies:*

- CPA-certified audit of the agency (most recent), and all reports on internal controls and compliance, management letters, and corrective action plans. 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 (06/30/2009 or later), you are required to have an audit prepared in accordance with OMB Circular A-133. A **complete** copy of the A-133 audit report must be submitted, along with a copy of any management letter (if one exists). Agencies subject to the Uniform Financial Statements and Independent Auditor's Report (UFR) filing requirements of the Commonwealth of Massachusetts may use the UFR format.

If you expended less than \$500,000 in federal funds, and are exempt from the A-133 audit requirements, then a statement attesting to that fact must accompany your audited financial statements.

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

**Proposal respondents are encouraged to share this information with appropriate fiscal staff to ensure that the audit report submission is correct and complete. Proposals that do not contain a complete audit report submission will be considered incomplete.**

- **Please Note:** Proposal respondents that are awarded CDBG funds must obtain and maintain current registration in the Central Contractor Registry ([www.ccr.gov](http://www.ccr.gov)) at all times during which they have active federal awards funded with CDBG funds. A Dun & Bradstreet Data Universal Numbering System (DUNS) Number ([www.dnb.com](http://www.dnb.com)) is one of the requirements for registration in the Central Contractor Registration.

## **Attachment I:**

### **Violence Prevention Resources for Youth and Families**

Second Step

<http://www.cfchildren.org/programs/ssp/overview/>

**Contact:** Bernadette Moitt, [bmoitt@bphc.org](mailto:bmoitt@bphc.org)

Out of Harm's Way (functioning in BPS and could be expanded)

<http://www.bpsdelas.org/programs/outofharmsway.htm>

**Contact:** Rachel Green, [rgreen@boston.k12.ma.us](mailto:rgreen@boston.k12.ma.us)

Choose Not to Abuse Curriculum

Order Form (& good list of resources)

[http://www.bphc.org/bphc/pdfs/dvp\\_form.pdf](http://www.bphc.org/bphc/pdfs/dvp_form.pdf)

**Contact:** [DAguirre@bphc.org](mailto:DAguirre@bphc.org)

Leaders of Tomorrow

<http://lotinc.org/>

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### **Academic and SuccessBoston Resources**

ReadBoston – [http:// www.readboston.com](http://www.readboston.com)

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WriteBoston – <http://www.writeboston.org>

Success Boston Partners

- Boston Public Schools - <http://www.bostonpublicschools.org/>
- The Boston Foundation – <http://www.tbf.org>
- Boston Private Industry Council – <http://www.bostonpic.org>

Pathways to College Network

Removing Roadblocks to Rigor - <http://www.pathwaystocollege.net>

Roadmap to Afterschool for All

<http://www.afterschoolalliance.org>