

Community Development Agency  
Fall River, Massachusetts

**YEAR TWO ANNUAL ACTION PLAN (2021-2022)**  
for  
**Community Development Block Grant (CDBG) Program**  
**Emergency Solutions Grants (ESG) Program**  
**HOME Investment Partnerships (HOME) Program**

**Planning Process Timetable**

December 2, 2020 (Wed)	Citizen Participation outreach package developed and disseminated
December 4, 2020 (Fri.)	Citizen's Guide published in <i>The Herald News and O Jornal</i>
December 18, 2020 (Fri.)	Public Hearing on Needs, Proposals, and Performance advertised in <i>The Herald News and O Jornal</i>
January 6, 2021 (Wed.)	Public Hearing on Needs, Proposals and Performance held via Zoom at 6:00 P.M. ( <i>due to COVID-19 protocol</i> )
January 27, 2021 (Wed.)	Deadline for submission of Requests For Funding (RFF) to FRCDA
February 26, 2021 (Fri.)	Proposed Year Two Annual Action Plan Summary and scheduled Public Hearing notice published in <i>The Herald News and O Jornal</i> .
March 10, 2021 (Wed.)	Public Hearing on Proposed Year Two Annual Action Plan Summary held via Zoom at 6:00 P.M. ( <i>due to COVID-19 protocol</i> )
<b>MARCH 18, 2021 (THUR)</b>	<b>YEAR TWO ANNUAL ACTION PLAN SUBMITTED TO CITY COUNCIL</b>
March 29, 2021 (Mon.)	Deadline (30 days) for accepting citizen comments on proposed Year Two Annual Action Plan
March 30, 2021 (Tue.)	Resolution and Public Comments Addendum (if required) filed with City Council.
April 20, (Tue.) ( <i>Tentative</i> )	Resolution authorizing submission of Year Two Annual Action Plan considered for enactment by City Council
May 5, 2021 (Wed.)	Year Two Annual Action Plan submitted to U. S. Department of Housing and Urban Development (HUD)
July 1, 2021 (Thur.)	Start of CDBG, HOME, and ESG Program Year 2021-2022

**A GUIDE TO DEVELOPMENT**  
Of the  
**City of Fall River, Massachusetts**

**Consolidated Plan**  
**(2020-2025)**

**Year Two Annual Action Plan**  
**July 1, 2021-June 30, 2022**

**Background**

This document outlines the process for development of the single submission that satisfies the minimum statutory requirements for the **Community Development Block Grant (CDBG)**, **HOME Investment Partnerships (HOME)**, and **Emergency Solutions Grants (ESG)** Programs, replacing separate submissions, funding cycles, and program years.

**Purpose**

The overall goals of the community development and planning programs are to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to enable them to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for very low-income and low-income persons.

**Program Year**

Each of the CDBG, HOME, and ESG Programs in Fall River will be administered on a single consolidated program year extending from July 1 through June 30 by the Fall River Community Development Agency (FRCDA).

**Contents of Consolidated Plan**

The *City of Fall River Consolidated Plan* was approved by the U.S. Department of Housing and Urban Development (HUD) on or around June 10, 2020. That document described estimated housing needs and needs for supportive services projected over a five-year period that will conclude on June 30, 2025.

The five-year plan (2020-2025) also includes an assessment of the City's housing, community development, and homeless needs, a description and analysis of the housing market, listing of public and assisted housing, inventory of resources available for the homeless, barriers to affordable housing; strategies, priority needs, and objectives for each of the identified non-housing needs.

## **Annual Action Plan**

On a yearly basis, an Annual Action Plan segment of the *City of Fall River Consolidated Plan* is updated to describe activities to be undertaken during the following program year for each of the CDBG, HOME, and ESG Programs.

The planning process for development of the Annual Action Plan requires that all applicants for FRCDA administered HUD Program funds complete the **Request for Funding (RFF)** and submit it to FRCDA no later than **January 27, 2021**. Copies of the RFF are available at FRCDA upon request.

## **Citizen Participation**

Encouraged throughout the planning and development process is the active participation of all Fall River residents, particularly by very-low and low-income persons, those living in slum and blighted areas and where funds are expected to be used, residents of public and assisted housing, minority and non-English speaking persons, and persons with mobility, visual, or hearing impairments. The process also provides for the active participation of public and private service providers, for-profit and non-profit agencies, and neighborhood and community groups.

In conformance with citizen participation requirements for development of the *Annual Action Plan* for the forthcoming program year, a **Public Hearing** has been scheduled for **Wednesday, January 6, 2021, at 6 P.M.** via Zoom (*due to COVID-19 protocol*). The purpose of the Public Hearing is to obtain the views of residents, public and non-public agencies, and other interested parties on housing and community development needs and the needs of the homeless, proposals, and on program performance. **Requests for Funding** will be accepted through **January 27, 2021** at:

Fall River Community Development Agency  
One Government Center, Room 633, 6<sup>th</sup> Floor  
Fall River, MA 02722

Technical assistance in the development of Requests for Funding is available upon request to groups' representative of very low and low-income persons at the Fall River Community Development Agency.

On the basis of information collected, the City of Fall River will develop a **Year Two Annual Action Plan Summary** for citizen review. Comments will be accepted at a separate Public Hearing scheduled for Wednesday, March 10, 2021 via Zoom. Citizen comments also will be accepted at the Fall River Community Development Agency through March 29, 2021.

**PUBLIC HEARING PARTICIPATION AND COMMENT SUBMISSION:**

**If you would like to join the Public Hearings live to present comments and testimony, please contact FRCDA directly prior to the Public Hearings and provide an email address to obtain link to join.**

**If you would like your comments read by FRCDA during the live meetings, they must be submitted by email to [mdion@fallriverma.org](mailto:mdion@fallriverma.org) by 5:00PM the day before each meeting (1/5/21 and 3/9/21) to be read at the Public Hearings.**

**WRITTEN CITIZEN COMMENTS** also will be accepted at the Fall River Community Development Agency through **Monday, March 29, 2021.**

The Public Hearings will be available for viewing on Comcast Cable Channel 18 in Fall River or the following websites:

- Fall River Government Television- [www.frgtv.fredtv.us/live](http://www.frgtv.fredtv.us/live)
- Facebook- [www.facebook.com/frgtv/live](http://www.facebook.com/frgtv/live)
- Livestream- <https://livestream.com/accounts/12896038>

With enactment of an authorizing resolution by the Fall River City Council on April 20, 2021, the **City of Fall River Year Two Annual Action Plan** will be forwarded to the U.S. Department of Housing and Urban Development on or before May 5, 2021, in anticipation of a July 1, 2021, startup of activities.

The timetable for development of the **City of Fall River Annual Action Plan** follows.

**Available Resources**

It is anticipated, that for the program year starting July 1, 2021, the City of Fall River will receive approximately \$2,929,562 for eligible CDBG Program activities, \$1,012,523 for the HOME Programs, and \$251,149 for the ESG Program.

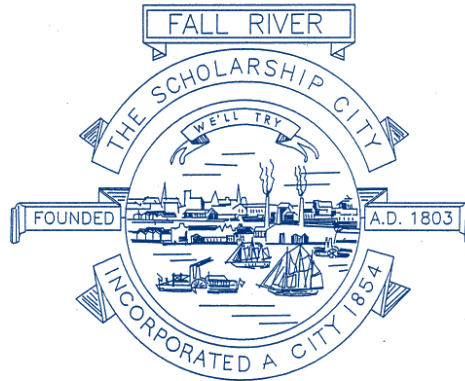
**Michael P. Dion**  
**FRCDA Executive Director/CFO**

**Paul E. Coogan**  
**Mayor**

# Fall River Community Development Agency

Paul E. Coogan  
Mayor

Michael P. Dion  
Executive Director/CFO



**REQUEST FOR FUNDING (RFF)  
U.S. DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT (HUD)  
OFFICE OF COMMUNITY PLANNING AND DEVELOPMENT (CPD)  
ENTITLEMENT FORMULA GRANT PROGRAMS**

**FALL RIVER COMMUNITY DEVELOPMENT AGENCY (FRCDA)  
ANNUAL ACTION PLAN PROGRAM YEAR: JULY 1, 2021-JUNE 30, 2022  
YEAR TWO OF 2020-2025 CONSOLIDATED PLAN**

**CPD GRANT PROGRAMS ELIGIBLE UNDER THIS RFF:**

- **COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) (YR 47)**
- **EMERGENCY SOLUTIONS GRANT (ESG) (YR 35)**
- **HOME INVESTMENT PARTNERSHIPS PROGRAM (HOME) (YR 30)**

**RFF Release Date: Wednesday, December 2, 2020**

**Proposal Deadline: Wednesday, January 27, 2021, by 5:00PM**

*It is the responsibility of the applicant to ensure that completed application(s) arrive via mail or hand-delivery prior to the deadline. Applications received after the deadline will not be considered.*

**Submit Proposals To:**

**Michael P. Dion, Executive Director/Chief Financial Officer  
Fall River Community Development Agency, Room 633 (6<sup>th</sup> Floor)  
City of Fall River  
One Government Center, Fall River, MA 02722**

Fall River Community Development Agency  
One Government Center, 6<sup>th</sup> Floor, Room 633  
Fall River, MA 02722

Michael P. Dion, Executive Director/CFO  
508-679-0131

[mdion@fallriverma.org](mailto:mdion@fallriverma.org)

## OVERVIEW:

The **Fall River Community Development Agency (FRCDA)** is preparing to implement the planning process for development of the **Year Two Annual Action Plan (2021-2022)** for the following **U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development (CPD) Entitlement Formula** grant programs: **Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and Emergency Solutions Grant (ESG) Program.**

The **Year Two Annual Action Plan** will represent the *second year* of activities addressing the priorities and goals contained in the **Five-Year Consolidated Plan (July 1, 2020-June 30, 2025)**, approved by HUD on June 10, 2020.

**Purpose:** The goal of the CPD programming is to strengthen partnerships among all levels of government and the private sector, including for-profit and non-profit organizations, to provide decent housing, establish and maintain a suitable living environment, and expand economic opportunities for every American, particularly for low and low-moderate-income persons.

**Fund Administrator:** The HUD CDBG, HOME, and ESG Programs in the City of Fall River are administered on a single consolidated program year extending from **July 1 through June 30** by the **Fall River Community Development Agency (FRCDA)**. FRCDA acts as the direct **Grantee and Recipient** of this HUD funding. The Agency is responsible for the administration of the HUD CPD Programs, among other grant programs, for the City of Fall River. FRCDA's mission is to assist local government to do the following: achieve high quality, locally responsive programs, make communities better places to live and work, and improve low and low-moderate-income residences.

**Contents of the Consolidated Plan:** As mentioned above, the Consolidated Plan was approved by the U.S. Department of Housing and Urban Development on June 10, 2020. The Consolidated Plan described estimated needs for housing, infrastructure improvements and supportive services projected over a five-year period and serves as the strategic planning document for entitlement funds. The five-year plan (2020-2025) also includes the following: an assessment of the City's housing, community development, and homeless needs, a description and analysis of the housing market, listing of public and assisted housing, inventory of resources available for the homeless, barriers to affordable housing; strategies, priority needs, and objectives for each of the identified non-housing needs.

**Annual Action Plan:** On a yearly basis, the Annual Action Plan segment of the Consolidated Plan is updated to describe activities to be undertaken during the following program year for each of the CDBG, HOME, and ESG programs. The planning process for development of the Annual Action Plan requires that all entities seeking HUD program funds complete this **Request For Funding (RFF)** and submit it to FRCDA no later than **January 27, 2021, by 5:00PM**. **Technical assistance in the development of the Request For Funding is available upon request.**

**Citizen Participation:** The citizen participation process in place in Fall River will continue to focus on program beneficiaries, service providers, neighborhood associations, and community groups. The process will identify community needs, develop activities, projects, and programs to address them, and measure program performance. Active participation of all Fall River residents is encouraged throughout the planning and development process, particularly by the following groups: low and very-low-income persons, those living in slum and blighted areas and where funds are expected to be used, residents of public and assisted housing, minority and non-English speaking persons, and persons with mobility, visual, or hearing impairments. The process also provides for active participation of public and private service providers, for-profit and non-profit agencies and neighborhood and community groups.

In conformance with the citizen participation requirements for development of the *Consolidated Plan* and *Annual Action Plan* for the forthcoming program year, a **PUBLIC HEARING** has been scheduled for **Wednesday, January 6, 2021, at 6:00PM** virtually via **Zoom (due to COVID-19 protocol)**. The purpose of the **PUBLIC HEARING** is to obtain the views of residents, public and non-profit agencies, and other interested parties on the following: housing and community development needs, the needs of the homeless, proposals, and program performance.

## **PUBLIC HEARING PARTICIPATION AND COMMENT SUBMISSION:**

**If you would like to join the Public Hearing live to present comments and testimony, please contact FRCDA directly prior to the Public Hearing and provide an email address to obtain link to join.**

**If you would like your comments read by FRCDA during the live meeting, they must be submitted by email to [mdion@fallriverma.org](mailto:mdion@fallriverma.org) by Tuesday, January 5, 2021, no later than 5:00PM to be read at the Public Hearing.**

**WRITTEN CITIZEN COMMENTS** also will be accepted at the Fall River Community Development Agency through **Monday, March 29, 2021.**

The Public Hearing will be available for viewing on Comcast Cable Channel 18 in Fall River or the following websites:

- Fall River Government Television- [www.frgtv.fredtv.us/live](http://www.frgtv.fredtv.us/live)
- Facebook- [www.facebook.com/frgtv/live](http://www.facebook.com/frgtv/live)
- Livestream- <https://livestream.com/accounts/12896038>

Persons requiring assistance for the hearing impaired should notify the Fall River Community Development Agency by calling 508-679-0131 no less than 48 hours prior to the public hearing.

**Requests For Funding** will be accepted through **Wednesday, January 27, 2021, by 5:00PM** at:

**Fall River Community Development Agency  
One Government Center, Room 633, 6<sup>th</sup> Floor  
Fall River, MA 02722**

On the basis of information collected, FRCDA will develop a **Year Two Annual Action Plan Summary** for citizen review. Comments will be accepted at a separate **PUBLIC HEARING** scheduled for **Wednesday, March 10, 2021, at 6:00PM** virtually via **Zoom** (*due to COVID-19 protocol*).

**PUBLIC HEARING PARTICIPATION AND COMMENT SUBMISSION:**

**If you would like to join the Public Hearing live to present comments and testimony, please contact FRCDA directly prior to the Public Hearing and provide an email address to obtain link to join.**

**If you would like your comments read by FRCDA during the live meeting, they must be submitted by email to [mdion@fallriverma.org](mailto:mdion@fallriverma.org) by Tuesday, March 9, 2021, no later than 5:00PM to be read at the Public Hearing.**

**WRITTEN CITIZEN COMMENTS** also will be accepted at the Fall River Community Development Agency through **Monday, March 29, 2021.**

The Public Hearing will be available for viewing on Comcast Cable Channel 18 in Fall River or the following websites:

- Fall River Government Television- [www.frgtv.fredtv.us/live](http://www.frgtv.fredtv.us/live)
- Facebook- [www.facebook.com/frgtv/live](http://www.facebook.com/frgtv/live)
- Livestream- <https://livestream.com/accounts/12896038>

Persons requiring assistance for the hearing impaired should notify the Fall River Community Development Agency by calling 508-679-0131 no less than 48 hours prior to the public hearing.

With enactment of an authorizing resolution by the Fall River City Council in **April 2021**, the **Year Two Annual Action Plan** will be forwarded to the U.S. Department of Housing and Urban Development on or before **Wednesday, May 5, 2021**, anticipated on a July 1, 2021, startup date for funded activities.

**Your participation at the January 6, 2021, and March 10, 2021, PUBLIC HEARINGS is requested. All applicants are encouraged to make a brief presentation about their proposal at the January 6<sup>th</sup> PUBLIC HEARING.**

**Anticipated Funding:** It is anticipated, that for the program year starting July 1, 2021, FRCDA will receive approximately \$2,929,562 for eligible CDBG Program activities, \$1,012,523 for the HOME program, and \$251,149 for the ESG Program.

**CONSOLIDATED PLAN (July 1, 2020-June 30, 2025)  
YEAR TWO ANNUAL ACTION PLAN (July 1, 2021- June 30, 2022) for CDBG, ESG AND HOME  
PLANNING PROCESS TIMETABLE**

The following is an estimated summary timeline for the awarding of funds; **dates are subject to change**. Public Hearing information and dates will be published in the local newspapers, announced on local cable access television, uploaded to the City of Fall River website, and posted at the City Clerk’s Office at One Government Center, 2<sup>nd</sup> Floor prior to the hearings.

December 2, 2020 (Wednesday)	Citizen Participation outreach package developed and disseminated
December 4, 2020 (Friday)	Citizen’s Guide published in <i>The Herald News</i> and <i>O’Jornal</i>
December 18, 2020 (Friday)	Public Hearing on Needs, Proposals, and Performance advertised in <i>The Herald News</i> and <i>O’Jornal</i>
January 6, 2021 (Wednesday)	<b>Public Hearing</b> on Needs, Proposals and Performance held virtually via Zoom at 6:00PM
<b>January 27, 2021 (Wednesday)</b>	<b>Deadline for submission of Requests For Funding to FRCDA by 5:00PM COB</b>
February 26, 2021 (Friday)	Proposed Year Two Annual Action Plan Summary and scheduled Public Hearing notice published in <i>The Herald News</i> and <i>O’Jornal</i>
March 10, 2021 (Wednesday)	<b>Public Hearing</b> on Proposed Year Two Annual Action Plan Summary held virtually via Zoom at 6:00PM
<b>MARCH 18, 2021 (Thursday)</b>	<b>YEAR TWO ANNUAL ACTION PLAN SUBMITTED TO CITY COUNCIL</b>
March 29, 2021 (Monday)	Deadline (30 days) for accepting citizen comments on proposed Year Two Annual Action Plan
March 30, 2021 (Tuesday)	Resolution and Public Comments Addendum (if required) filed with City Council
April 20, 2021 (Tuesday) ( <i>Tentative</i> )	Resolution authorizing submission of Year Two Annual Action Plan considered for enactment by City Council
May 5, 2021 (Wednesday)	Year Two Annual Action Plan submitted to U.S. Department of Housing and Urban Development (HUD)
July 1, 2021 (Thursday)	Start of CDBG, HOME, and ESG Program Year 2021-2022

**APPLICATION INFORMATION**

The Fall River Community Development Agency (FRCDA) is soliciting proposals from the following entities:

- **Non-Profit Organizations (public or private);**
- **City Departments; and,**
- **Redevelopment Authorities**

for **ELIGIBLE** community development projects and programs **located within the City of Fall River, MA** that will be funded with HUD’s 2021-2022 formula grants through a competitive application process. The U.S. Department of Housing and Urban Development’s CDBG, ESG and/or HOME funding requirements are applicable to this solicitation and entire process.

This RFF provides important information on the following: the funding process, funds available, links to program eligibility criteria and eligible costs within the **Code of Federal Regulations (CFR)** that govern each grant program, and the review and selection process.

**APPLICANTS ARE ADVISED TO CAREFULLY REVIEW THE INFORMATION CONTAINED IN THIS RFF PRIOR TO SUBMITTING THE APPLICATION FOR FUNDING TO ENSURE THAT YOUR PROPOSAL MEETS THE REQUIREMENTS.**

The Fall River Community Development Agency, as Grantee/Recipient, must ensure that Sub-Grantees (Subrecipients) comply with ALL applicable Federal rules and regulations. This includes ensuring that proposed activities are eligible for funding, proposed costs are HUD-allowable expenditures, and that proposed activities demonstrably benefit predominantly low- and low-moderate-income persons.

Interested parties are advised to **review the regulatory guidance referenced below** on the CDBG, HOME and/or ESG programs and corresponding Federal requirements **prior to the submission of an RFF** to ensure the ability to satisfy the Federal rules and regulations.



**INCOMPLETE PROPOSALS OR PROPOSALS THAT ARE NOT IN COMPLIANCE WILL BE REJECTED.**

The HUD program **statutes, acts, regulations and guidance** for the CDBG, HOME and ESG Grant Programs are available, **at no-cost**, for print/save/review on the following websites:

HUD Exchange: [www.hudexchange.info](http://www.hudexchange.info)

HUD.gov: [www.hud.gov](http://www.hud.gov)

Federal Register: [www.federalregister.gov](http://www.federalregister.gov)

Electronic Code of Federal Regulations: [www.ecfr.gov](http://www.ecfr.gov)

***\*IMPORTANT NOTE:** Special conditions may apply for construction projects already underway in order to ensure compliance with Federal regulations such as Competitive Bidding, Environmental Reviews, and Davis Bacon requirements. Depending on the status of the project, it may be deemed ineligible upon further review. Davis Bacon requirements apply retroactively to the entire project from the original start of the project irrelevant of funding source.*

**Recordkeeping and Reporting:** If funded, agencies will be required to obtain, update, and maintain individual client, housing and/or infrastructure project files documenting program eligibility, statistical data and financial expenditures. Documentation includes, **but is not limited to**, the following:

- Eligibility documentation;
- Income verification;
- Demographic information on race and ethnicity of program participants;
- Disability;
- Age of participants;
- Programmatic reports (narrative and numeric) to show that contract goals and metrics have been achieved;
- Labor standards compliance;
- Underwriting;
- Procurement; and,
- Fair Market Rent compliance.

All funded programs must maintain adequate financial records documenting all program expenditures. Successful applicants whose projects must document individual or household income to determine eligibility will be required to use **HUD HOME Income Limits for all CPD Formula Programs which are updated annually by HUD and posted on the HUD website**. Applicants will also be required to retain copies of all documents, such as tax returns or enrollment forms (as applicable), used to determine client income for auditing purposes.

FRCDA staff will review the proposals to determine the following:

- Organizations and proposed activities are eligible for CDBG, HOME, and/or ESG funding;
- The proposed costs are allowable grant expenditures;
- Proposed activities demonstrably benefit predominately low- and low-moderate-income persons;
- The applicant organization has the capacity effectively to manage a grant(s).

Proposals will be evaluated against applicable HUD regulations, the **Consolidated Plan** goals and objectives and other related city policies. Funding recommendations are developed taking into account the following factors (see full criteria below):

- Total available funds;
- Applicant experience;
- Compliance reviews (if previously funded);
- Project readiness and feasibility;
- Leveraging of other funds; and,
- Likelihood for timely use of HUD funds; see full review criteria below.

**\*SEE FULL REVIEW CRITERIA BELOW\***

All requests for funding shall be based upon documented local need, agency history in providing similar services, experience of the staff providing these services, and conformance to the financial and program requirements specified by HUD.

## APPLICATION SUBMITTAL REQUIREMENTS

This **Request for Funding (RFF)** will be **available for pickup** at the Fall River Community Development Agency, Room 633 (6<sup>th</sup> Floor), One Government Center, Fall River, MA 02722 during the business hours of **9:00AM-5:00PM** beginning on **Wednesday, December 2, 2020**. If you would like an application package emailed to you, call FRCDA at 508-679-0131.

The completed RFF must be **HAND-DELIVERED, MAILED, or sent by COURIER SERVICE** to:

**Fall River Community Development Agency**

**City of Fall River**

**Attn: Michael P. Dion, FRCDA Executive Director/Chief Financial Officer**

**One Government Center, Room 633 (6<sup>th</sup> Floor)**

**Fall River, MA 02722**

### **NO FACSIMILE OR EMAILED APPLICATIONS WILL BE ACCEPTED**

**Proposals received after the deadline will not be considered.** Incomplete applications and those that do not adhere to the submittal requirements below may be disqualified from consideration without further review.

**A \*SEPARATE\* RFF (including attachments) must be submitted for EACH project, program or activity for which HUD funding is being requested.**

### **SUBMISSION:**

- **ONE (1) ORIGINAL AND THREE (3) COPIES** of this Request For Funding Application (*Proposal Cover Sheet, Proposal Narrative, Budget and Budget Justification and Prior Grantees Section*) and,
- **ONE copy of all Attachments**

must be submitted *for EACH application if more than one application is submitted* no later than **Wednesday, January 27, 2021, by 5:00 P.M.** to the Fall River Community Development Agency (FRCDA), One Government Center, 6th Floor (Room 633), Fall River, MA 02722.

**All documents submitted must be \*SINGLE-SIDED\* and \*ALL ATTACHMENTS MUST BE LABELED\*.**

**City staff will not print or make copies of any proposals for the applicant.** Secure each copy with a staple and secure all materials with a binder clip or rubber band. **Proposals may be disqualified if the pages come apart and the review staff are unable to determine completeness of the application.** All proposals will become part of FRCDA official files.

Additionally:

- All costs associated with the proposal preparation shall be the responsibility of the applicant;
- All responses to this RFF become the property of the Fall River Community Development Agency;
- Submission of this proposal does not guarantee funding. The Fall River Community Development Agency reserves the right to reject any and all proposals based on changes or funding availability; and,
- The Fall River Community Development Agency reserves the right to request additional information from the applicant.

**Requirements:** The following requirements apply to funding available under this RFF:

***Data Universal Numbering System (DUNS) Number (Required):*** Applicants are required to register with Dun and Bradstreet (D&B) to obtain a Data Universal Numbering System (DUNS) Number if they have not done so already. All organizations receiving Federal dollars must provide their DUNS Number to FRCDA. **FRCDA will not enter into a grant contract agreement with an organization that does not have a DUNS Number.** Obtaining a DUNS Number can take up to four weeks; therefore, applicants should start this process or check their status early. DUNS Numbers do not expire but the applicant account must be updated as necessary to ensure that the organizational information is current and accurate.

**NO ENTITY MAY RECEIVE A SUBAWARD FROM FRCDA UNLESS THE ENTITY HAS PROVIDED ITS DUNS NUMBER TO FRCDA.**

DUNS Number assignment is **FREE** for all entities required to register with the U.S. Federal government for contracts or grants. To obtain a DUNS Number or to find out if an organization already has a DUNS Number, applicants may call: 1-866-705-5711 or visit the website at: <https://fedgov.dnb.com/webform/pages/CCRSearch.jsp>.

A DUNS Number is **NOT** a Federal Tax Identification/Employer Identification Number.

## **IMPORTANT INFORMATION**

FRCDA reserves the right to reject any and all proposals.

Historically, the Annual Action Plan must be submitted by FRCDA before the Federal government announces the actual allocation amounts. Consequently, the Annual Action Plan and awards are based on **FUNDING ESTIMATES**. ALL awards are subject to receipt of sufficient funds from the U.S. Department of Housing and Urban Development. **In the event that funding received is less than estimated, award amounts will be modified.**

All materials submitted shall be retained by the Fall River Community Development Agency.

**If an applicant makes a false statement or misrepresentation on the RFF proposal to obtain Federal funds and funds are awarded, the funds and the contract will be in default, and FRCDA may declare any and all funds paid out for the project immediately due and repayable to the FRCDA, and the contract voided.**

## **DEBARMENT AND SUSPENSION**

FRCDA is **prohibited** from awarding, sub-awarding, or contracting with any party which is debarred, suspended, or is otherwise excluded from, or ineligible for, doing business with the State or Federal Government. A State and Federal debarment check will be conducted on all potential applicants prior to the award of any contract.

## **CONFLICT OF INTEREST**

The general rule is that no persons, as defined below, who exercise or have exercised any functions or responsibilities with respect to HUD activities, or who are in a position to participate in a decision-making process or to gain inside information with regard to such activities, may obtain a financial interest or benefit from a HUD-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to the HUD assisted activity, or with respect to proceeds of the HUD activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

See the following Federal regulations below regarding Conflict of Interest:

- **24 CFR Part 570.611 Conflict of Interest for CDBG;**
- **24 CFR Part 92.356 Conflict of Interest for HOME;**
- **24 CFR Part 576.404 Conflict of Interest for ESG; and**
- **2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Parts 200.112 Conflict of Interest and 200.113 Mandatory Disclosures \*applicable to all programs\*.**

**Persons covered:** The conflict of interest provisions apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the Grantee/Recipient (City of Fall River), or of any designated public agencies, or subrecipients who are receiving funds under this part.

No employee, officer or agent of the Grantee/Recipient (City of Fall River) or Subrecipient shall participate in the selection, or in the award or administration of a contract supported by Federal funds, if a real or apparent conflict of interest would be involved. Such a conflict would arise when any of the parties noted below have a financial or other interest in the entity selected for award:

- The employee, officer or agent;
- Any member of his/her immediate family;
- His or her partner; or,
- An organization, which employs, or is about to employ, any of the above.

Conflict of interest situations that are not properly addressed will result in a loss of HUD funding, and in some cases may result in civil or criminal liability. **FRCDA STAFF SHOULD BE CONTACTED IMMEDIATELY IF THERE IS A SUSPECTED CONFLICT OF INTEREST.** To ensure compliance, review the regulations noted above to determine whether an **actual or perceived** conflict of interest exists, and, if so, what action should be taken to avoid a violation of the law. All applicants **MUST** complete the attached **“Conflict of Interest Questionnaire”** and submit with the proposal.

## **HUD GRANT PROGRAM OVERVIEW**

The below information describes the general nature of the HUD CDBG, HOME and ESG programs at the Federal level. The applicant is advised to review all applicable regulatory criteria listed below to ensure that the application submitted conforms to eligibility and regulatory criteria.

**COMMUNITY DEVELOPMENT BLOCK GRANT:** Community Development Block Grant (CDBG) Program, Catalog of Federal Domestic Assistance Number 14.218, authorized under Title I of the Housing and Community Development Act of 1974, as amended, 42 USC 5301, Public Law 93-383, governed under **24 CFR Part 570** and **2 CFR Part 200**.

The CDBG grant provides funding to help entitled metropolitan cities and urban counties meet their housing and community development needs.

**Nature of Program:** Provides annual grants on a formula basis to entitled communities to carry out a wide range of community development activities directed toward neighborhood revitalization, economic development, and improved community facilities and services.

Entitlement communities (e.g., City of Fall River) develop their own programs and funding priorities and consult with local residents before making final decisions. All CDBG activities must meet at least one of the following three national objectives: benefit low- and low-moderate-income persons; aid in the prevention or elimination of slums and blight; or meet certain urgent community development needs. Some of the activities that can be carried out with community development block grant funds include the following: acquisition of real property; rehabilitation of residential and nonresidential properties; provision of public facilities and improvements, such as water and sewer, streets, and neighborhood centers; public services; clearance; homeownership assistance; and assistance to for-profit businesses for economic development activities.

[https://www.hud.gov/program\\_offices/comm\\_planning/communitydevelopment/programs](https://www.hud.gov/program_offices/comm_planning/communitydevelopment/programs)  
<https://www.hudexchange.info/programs/cdbg/>

**Legal Authority: Title I, Housing and Community Development Act of 1974 (42 U.S.C. 5301 et seq.) (Public Law 93-383, approved August 23, 1974). Regulations are found at 24 CFR part 570-Community Development Block Grants.**

**HOME INVESTMENT PARTNERSHIPS PROGRAM:** HOME Investment Partnerships Program (HOME), Catalog of Federal Domestic Assistance Number 14.239, authorized under Title II of the Cranston-Gonzales National Affordable Housing Act of 1990, 42 USC 12701, Public Law 101-625, governed under **24 CFR Part 92** and **2 CFR Part 200**.

The HOME Program provides grants to states, units of general local government, and insular areas to implement local housing strategies to increase affordable housing opportunities for low- and very low-income families.

**Nature of Program:** Participating jurisdictions may use HOME funds for a variety of housing activities, depending on local housing needs. Eligible uses of funds include tenant-based rental assistance; housing rehabilitation; assistance to homebuyers; and new construction of housing. HOME funding may also be used for real property acquisition, site improvements, demolition, relocation, for both new construction and rehabilitation projects the costs to meet property standards, including accessibility requirements, and other necessary and reasonable activities related to the development of non-luxury housing. Funds may not be used for public housing development, public housing operating costs, or for Section 8 tenant-based assistance, nor may they be used to provide non-federal matching contributions for other federal programs, for operating subsidies for rental housing, or for activities under the Low-Income Housing Preservation Act.

All housing funded under the HOME program must serve low- and very low-income families. For rental housing, at least 90 percent of the families benefited each fiscal year must have incomes at or below 60 percent of the HUD-adjusted area median income; the remaining 10 percent of the families benefited each fiscal year must have incomes at or below 80 percent of area

median income. Homeownership assistance must be to families with incomes at or below 80 percent of the area median income. Each year, HUD publishes the applicable HOME income limits by area, adjusted for family size.

**Legal Authority: Title II of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12701 et seq.).**  
**Regulations are found at 24 CFR part 92 Home Investment Partnerships Program.**

[https://www.hud.gov/program\\_offices/comm\\_planning/affordablehousing/programs/home/](https://www.hud.gov/program_offices/comm_planning/affordablehousing/programs/home/)  
<https://www.hudexchange.info/programs/home/>

**EMERGENCY SOLUTIONS GRANT PROGRAM:** Emergency Solutions Grant (ESG), Catalog of Federal Domestic Assistance Number 14.231; authorized under Subtitle B Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act of 1987, 42 U.S.C. 11371-11378, Public Law 100-77, as amended by the HEARTH Act of 2009, governed under **24 CFR Part 576** and **2 CFR Part 200**.

Emergency Solutions Grants (ESG) Program grants support essential services related to emergency shelter and street outreach, including building rehabilitations and conversions into emergency shelters, operation of emergency shelters, short-term and medium-term rental assistance, and housing relocation and stabilization services.

**Nature of Program:** Provides grants by formula to states, metropolitan cities, urban counties, and U.S. territories for eligible activities, which generally include essential services related to emergency shelter and street outreach; rehabilitation and conversion of buildings to be used as emergency shelters; operation of emergency shelters; short-term and medium-term rental assistance for individuals and families who are homeless or at risk of homelessness; housing relocation and stabilization services for individuals and families who are homeless or at risk of homelessness; and Homeless Management Information System (HMIS) participation costs. Shelter and Street outreach activities are limited to the greater of 60 percent of the recipient's fiscal year grant and the amount of Fiscal Year 2010 Emergency Shelter Grant funds the recipient committed to homeless assistance activities. Up to 7.5 percent of a recipient's fiscal year grant can be used for administrative activities, such as program management, oversight, coordination, and reporting. States must share these administrative funds with their subrecipients that are local governments, and all recipients may share these administrative funds with their subrecipients that are nonprofit organizations.

**Legal Authority: Subtitle B of Title IV of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378).**  
**Regulations are at 24 CFR part 576 Emergency Solutions Grant Program.**

<https://www.hudexchange.info/programs/esg/>

Fall River Community Development Agency (FRCDA)  
One Government Center, Room 633 (6<sup>th</sup> Floor), Fall River, MA 02722  
REQUEST FOR FUNDING (RFF) CDBG – HOME – ESG Programs

July 1, 2021 – June 30, 2022

A Proposal Cover Sheet along with required Attachments must be attached to each separate proposal submitted  
**PROPOSAL COVER SHEET**

1. Agency Legal Name: \_\_\_\_\_
2. Agency D/B/A Name (if applicable): \_\_\_\_\_
3. Type of Agency (check one):     Non-Profit     Government     Redevelopment Authority
4. Agency Physical Address: \_\_\_\_\_
5. Agency Mailing Address (if different from above): \_\_\_\_\_
6. Federal Tax ID Number/Employer Identification Number (U.S. DOT IRS) (Required): \_\_\_\_\_
7. State Tax ID Number (MA DOR) (if the entity does not have one, write N/A): \_\_\_\_\_
8. Data Universal Numbering System (DUNS) Number (Required): \_\_\_\_\_
9. Does the Agency have an active registration in the Federal System for Award Management (SAM) (not required)?     Yes     No    If yes, list expiration date: \_\_\_\_\_
10. Your Agency's Fiscal Year Begins (Month): \_\_\_\_\_    Your Agency's Fiscal Year Ends (Month): \_\_\_\_\_
11. Funding Request For (Check ONE):     CDBG     HOME     ESG
12. Program/Project Title: \_\_\_\_\_
13. Address of Proposed Program/Project Location (if different from Agency address):  
\_\_\_\_\_  
\_\_\_\_\_
14. Total amount of HUD Funding Requested (July 1, 2021-June 30, 2022): \_\_\_\_\_
15. Is the Program/Project (Check One):  
 New Service (not previously funded by FRCDA)  
 Existing Service (funded by FRCDA in the past)
  - If Program/Project was previously funded, total years of FRCDA Funding: \_\_\_\_\_
  - If Program/Project was previously funded, will there be an increase to the existing service?     Yes     No
    - If Yes, explain/ If No, explain:  
\_\_\_\_\_  
\_\_\_\_\_

16. Name and Title of Contact Person: \_\_\_\_\_

17. Email Address of Contact Person: \_\_\_\_\_

18. Telephone Number of Contact Person: \_\_\_\_\_

19. Organization Telephone Number: \_\_\_\_\_

20. Organization Fax Number: \_\_\_\_\_

21. Name and Title of Authorized Signatory (person authorized to sign/execute contracts on behalf of Agency). If multiple persons, list all:

\_\_\_\_\_

22. Email Address(es) of Authorized Signatory(ies) listed above: \_\_\_\_\_

23. Telephone Number(s) of Authorized Signatory(ies): \_\_\_\_\_

24. Agency Mission Statement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

25. Agency Website Address (if one exists): \_\_\_\_\_

26. Primary use of HUD funds if awarded (include Population served):

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

27. Are these services provided by any other City agencies? If yes, explain/ If no, explain:

Yes       No

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

28. Will any INCOME/REVENUE be generated from the proposed Project/Program? If yes, explain (include amount anticipated; list and attach fee schedule).

Yes       No

**Program Income means:** gross income that is directly generated from a HUD-supported (in full or in part) activity which is collected by the Agency directly. Examples of program income are program fees, membership costs, and client rental payments. See Federal Regulations governing Program Income under each program below:

- Community Development Block Grants: 24 CFR Part 570.500 Definitions and Part 570.504 Program Income
- HOME Investment Partnerships Program: 24 CFR Part 92.2 Definitions and 24 CFR Part 92.503 Program Income, Repayments and Recaptured Funds
- Emergency Solutions Grant Program: 24 CFR Part 576.2 Definitions

- Applicable to All: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Part 200.307 Program Income

---

---

29. List additional funding (sources and amounts) that will be used toward the project/program (specify if committed or pending for each funding source):

---

---

---

---

---

---

---

30. Organization's most recent TOTAL Operating Budget: \$ \_\_\_\_\_

**IMPORTANT INFORMATION:**

**Debarment and Suspension:** FRCDA is prohibited from awarding, sub-awarding, or contracting with any party which is debarred, suspended, or is otherwise excluded from, or ineligible for, doing business with the State or Federal Government. **A State and Federal debarment check will be conducted on all potential applicants prior to the award of any contract.**

**Conflict of Interest:** The Conflict of Interest Questionnaire attached to this RFF package must be completed and submitted by each applicant for Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and/or Emergency Solutions Grant (ESG) funding. The purpose of this questionnaire is to determine if the applicant, its staff, persons covered or any of the applicant's Board of Directors would be in conflict of interest. See regulations below:

- **Community Development Block Grants (CDBG): 24 CFR Part 570.611 Conflict of Interest**
- **HOME Investment Partnerships Program: 24 CFR Part 92.356 Conflict of Interest**
- **Emergency Solutions Grant Program: 24 CFR Part 576.404 Conflicts of Interest**
- **APPLICABLE TO ALL: 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards Part 200.112 Conflict of Interest**

**Non-Discrimination and Equal Opportunity Employment:** Each agency receiving funds from FRCDA is required to assure that it will conduct its business in compliance with the non-discrimination requirements of the City, State and Federal governments, as applicable. Equal Opportunity in Employment policies will be required.



**Checklist of Required Documents**

**APPLICATION INSTRUCTIONS:** Certain required documents, as described below, must be submitted with the application. The table below identifies the documents to be submitted by the following three types of eligible applicants: Non-Profit Organizations, City Departments and Redevelopment Authorities. These documents will enable staff to assess whether or not applicants can satisfy grant requirements.

- **ONE ORIGINAL AND THREE COPIES OF THE REQUEST FOR FUNDING APPLICATION (THIS INCLUDES THE PROPOSAL COVER SHEET, PROPOSAL NARRATIVE, BUDGET AND BUDGET JUSTIFICATION AND PRIOR GRANTEES SECTION)**
- **ONE COPY OF ALL ATTACHMENTS must be submitted for EACH APPLICATION if more than one application is submitted.**
- **All documents submitted must be SINGLE-SIDED and ALL ATTACHMENTS MUST BE LABELED.** The documents listed below must be submitted to FRCDA under this application *even if previously submitted*. **DO NOT SUBMIT ATTACHMENTS SEPARATE FROM THE FULL APPLICATION.**
- A written explanation is required for any document that is not submitted with this proposal as required below.
- City staff will not print or make copies of any proposals. **Secure each copy with a staple and secure all materials with a binder clip or rubber band. Proposals may be disqualified if the pages come apart and the review staff are unable to determine completeness of the application.** All proposals will become part of FRCDA official files.

**\*ALL DOCUMENTS MUST BE SINGLE-SIDED**

**A separate RFF (including attachments) must be submitted for each project, program or activity for which HUD funding is being requested. No facsimile or emailed applications will be accepted.**

PROPOSAL AND ATTACHMENTS TO BE SUBMITTED	NON-PROFIT APPLICANTS	CITY DEPARTMENT APPLICANTS	REDEVEL. AUTHORITY APPLICANTS
<b><u>SUBMIT *ONE ORIGINAL* AND *THREE COPIES* (ALL SINGLE-SIDED) OF THE FOLLOWING FOUR DOCUMENTS THAT MAKE UP THE PROPOSAL WITH EACH PROPOSAL:</u></b>			
<b>1. Proposal Cover Sheet</b>	X	X	X
<b>2. Proposal Narrative (Sections 1, 2 and 3)</b>	X	X	X
<b>3. Budget and Budget Justification</b>	X	X	X
<b>4. <u>Prior Grantees Only:</u> If previously funded by FRCDA, provide a summary that includes <u>contract goals from the last TWO funded years (refer to your prior contract agreements)</u> and a narrative that explains whether or not those goals (<i>programmatic and numerical</i>) were met. If contract goals were not met, provide an explanation as to why those goals were not met. Do not include agency-wide or program-wide goals; exclusively refer to the goals/metrics/measures under contract with FRCDA. Also describe any monitoring findings that were identified during the last FRCDA monitoring review (if applicable) and how those findings were addressed. <i>*Note-FRCDA will review the applying Agency's history for carrying out the proposed program/project, including capacity to meet contract goals, financial stability, meeting reporting deadlines, timely expenditure of funds, and monitoring and audit reports.</i></b>	X	X	X
<b><u>SUBMIT ONE SUBMISSION (ALL SINGLE-SIDED) OF THE FOLLOWING DOCUMENTS:</u></b>			
<b>5. <u>Articles of Incorporation AND any Amendments made thereto:</u></b> <i>Articles of Incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency. They indicate if the organization is a private-non-profit. They further identify the principals (owners or officers) of the corporation;</i>	X	N/A	N/A

<p>indicate if they will sell stock; and give the corporation's full legal name. The Articles should be executed by the Directors and their signatures should be certified. The copy submitted should include the endorsement stamp showing the date on which the Articles were filed with the Secretary of State.</p>			
<p><b>6. Bylaws AND any Amendments made thereto:</b> Bylaws are defined as "secondary laws or rules adopted by an organization or assembly for governing its own meetings or affairs." The Bylaws should include certification that they were adopted by the governing body and on what date.</p>	X	N/A	N/A
<p><b>7. State Tax Exemption Determination Letter:</b> MA Department of Revenue</p>	X	N/A	N/A
<p><b>8. Federal Tax Exemption Determination Letter:</b> U.S. Department of Treasury-Internal Revenue Service</p>	X	N/A	N/A
<p><b>9. Certificate of Good Standing with the State:</b> A Certificate of Good Standing is a document that provides formal proof of authorization to do business in a state. The Certificate has many uses, must be requested by the Agency to the Secretary of the Commonwealth and can be obtained on an annual basis.</p>	X	N/A	N/A
<p><b>10. List of Board of Directors (or Governing Authority if a City Department) with Contact Information and Term Limits: <u>THE LIST MUST INCLUDE THE FOLLOWING *SIX* ITEMS:</u></b></p> <ul style="list-style-type: none"> <li>• <u>Member Name;</u></li> <li>• <u>Member Telephone Number;</u></li> <li>• <u>Member Mailing Address,</u></li> <li>• <u>Member Email Address,</u></li> <li>• <u>Member place of Employment/ Occupation/ and/or Affiliation as it relates to Board Membership; and,</u></li> <li>• <u>Member Term Limit.</u></li> </ul>	X	X	X
<p><b>11. Authorization to Submit Request:</b> Documentation must be submitted of the governing body's authorization to submit the funding request under this RFF. <b><u>NOTE-this is SEPARATE from the Certification of Applicant Form attached to this RFF.</u></b></p> <ul style="list-style-type: none"> <li>• <u>Documentation of this requirement consists of a dated and signed document on official letterhead from the President/Chairperson or Secretary of the governing body with a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded. The authorization should not be a blanket approval for any and all funding requests but should be specifically for the CDBG, HOME and/or ESG funding request.</u></li> </ul>	X	N/A	X
<p><b>12. Designation of Authorized Official(s) to Execute Contracts:</b> Documentation must be submitted of the governing body's action authorizing the representative(s) of the agency to negotiate for and contractually bind the agency. <b><u>NOTE-this is SEPARATE from the Certification of Applicant Form attached to this RFF.</u></b></p> <ul style="list-style-type: none"> <li>• <u>Documentation of this requirement consists of a signed and dated official letter on agency letterhead from the Chairperson of the governing body providing the name, position title, mailing address and telephone number/extension, fax number and email address of each individual authorized to execute contracts on behalf of the agency.</u></li> </ul>	X	N/A	X
<p><b>13. Organizational Charts (Organization and Programmatic):</b> An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility. A Program</p>	X	X	X

<p>chart should show all positions and organizational structuring under the program associated with the funding request. Attach the following:</p> <ul style="list-style-type: none"> <li>• <b><u>Organization-wide Chart</u></b></li> <li>• <b><u>Program-wide Chart</u></b></li> </ul>			
14. <b>Resume of Executive Director/ CEO:</b> <i>The resume should identify the person by name and position title.</i>	X	N/A	N/A
15. <b>Resume of Chief Financial Officer:</b> <i>The resume should identify the person by name and position title.</i>	X	N/A	N/A
16. <b>Resume of Program/Project Administrator</b> (*Note-this is the direct person in charge of managing the project/program the entity is requesting funding for): <i>The resume should identify the person by name and position title.</i>	X	N/A	N/A
17. <b>Job Description of Program/Project Administrator</b> (*Note-this is the direct person in charge of managing the project/program the entity is requesting funding for)	X	X	X
18. <b>Job Descriptions for Funded Staff:</b> <i>Attach job descriptions of <u>all staff positions</u> in which any funding is sought (**THIS INCLUDES DIRECT *AND* ADMINISTRATIVE STAFF**) either in full, or in part, under this RFF. *If awarded, if funded positions change, new job descriptions will be required.</i>	X	X	X
19. <b>Active Contracts:</b> <u>If any item requested in the budget is under an active contract/employment agreement with your agency (i.e., staff, building lease, audit, contractors/consultants, IT maintenance, building maintenance), include a copy of that contract.</u>	X	X	X
20. <b>Most Recent *FULL* Independent Audit, Management Letter and Response.</b> <i>*Note: A 2 CFR Part 200 audit is required if your organization expends more than \$750,000.00 in federal funds during your fiscal year. HUD grantees and subrecipients that expend \$750,000.00 or more in a year in federal awards must have an audit conducted in accordance with 2 CFR Part 200: Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, Subpart F—Audit Requirements except when they elect to have a program-specific audit conducted. A program audit is an audit of one federal program (such as CDBG). A program-specific audit is allowed when the grantee or subrecipient expends federal awards under only one federal program. A Single audit is an audit that includes both an entity's financial statements and its federal awards (from all applicable federal programs). If a grantee or subrecipient expends less than \$750,000.00 a year in federal awards, it is exempt from the Single audit requirements; however, audited financial statements must be submitted and records must be available for review or audit by appropriate officials of the federal agency, pass-through entity and the Government Accountability Office. <u>Your agency's oversight should be in the form of monitoring to ensure compliance with HUD regulations and any requirements imposed by your agency. Subrecipients must review requirements imposed by federal laws, regulations, and the provisions of contracts or grant agreements as well as any supplemental requirements imposed by the grantee.</u></i>	X	N/A	X
21. <b>Independent Audit Corrective Action Plan if any findings and/or deficiencies were identified</b>	X	N/A	X
22. <b>Other Outside Entity Audits:</b> <u>Copies of any programmatic and financial written monitoring and/or audit reports conducted by any other entity (i.e., private and State/Federal funders; Governmental regulatory agency, etc.), in relation to (in full or in part) the project/program in which funding is being sought,</u>	X	N/A	N/A

<p><b><u>received by the Agency within the last three years:</u></b></p> <ul style="list-style-type: none"> <li>• 2018</li> <li>• 2019 and,</li> <li>• 2020.</li> </ul>			
<b>23. Most Recent 990 Tax Form: Return of Organization Exempt From Income Tax</b>	X	N/A	N/A
<b>24. Liability Insurance Certificates (all)</b>	X	N/A	N/A
<b>25. <u>ALL</u> Organizational Financial Policies and Procedures (Full Financial or Accounting Manual).</b> This manual would address items such as internal controls, organizational accounting procedures and policies, payroll, procurement, and equipment inventory and disposition procedures. <i>*Note-do not include only experts from the manual.</i>	X	N/A	N/A
<b>26. Full/Entire Personnel Policy: the policy must include sections regarding Non-Discrimination, Equal Opportunity in Employment, Affirmative Action Plan and Drug-Free Workplace. <i>*Note-do not include only experts from the manual.</i></b>	X	N/A	N/A
<b>27. Americans with Disabilities Act (ADA)/ Section 504 of the Rehabilitation Act of 1973 Compliance: Handicap accessibility/ Reasonable Accommodation. Provide response in narrative format (attach any available policies):</b> <ul style="list-style-type: none"> <li>• Include a copy of your agency’s formal, written <u>grievance procedure</u> for resolution of complaints alleging discrimination based on disability.</li> <li>• Attach your agency’s policy regarding <u>Reasonable Accommodation</u>.</li> <li>• Explain how your programs are readily accessible to, and usable by, persons with disabilities.</li> <li>• Describe steps your agency has taken to ensure effective communications with applicants, beneficiaries, and members of the public who have hearing, vision, or speech impairments using: i. Qualified sign language and oral interpreters, ii. Readers, iii. Tapes, iv. Braille materials, v. TTD, vi. Other.</li> <li>• Has your agency adopted and implemented procedures to ensure that interested persons can obtain information concerning the existence and location of accessible services, activities and facilities?</li> <li>• What steps have been taken to attract persons with disabilities, i.e., making buildings more accessible, home visits to assist applicants, supplying sign language interpreters for meetings?</li> </ul>	X	N/A	N/A
<b>28. Annual Report (most recent)</b>	X	N/A	N/A
<b>29. Conflict of Interest Policy (if not included in Personnel Policy)</b>	X	N/A	N/A
<b>30. License to Operate (if one exists)</b>	X	N/A	N/A
<b>31. Funding Award Letters/Other Forms of Commitment for the program/project. The applicant must ensure that regulatory requirements for other funds do not conflict with those of CDBG, ESG or HOME.</b>	X	X	X
<b>32. Enrollment and/or eligibility forms that have been developed or are currently in use (or will be used) for the project/program.</b>	X	X	X
<b>33. Data Collection tools that will be used to verify achievement of program/project goals and objectives.</b>	X	X	X
<b>34. Project/ Program-specific Guidelines, Policies and Procedures (attach relevant documents)</b>	X	X	X
<b>35. Fee Schedules for any revenue/income generated under the program, i.e., membership/registration fees, program fees,</b>	X	X	X

renewal fees, annual fees, rent etc.) *Required if the entity has them			
36. CEO/City Department Head & Board of Directors Application Submission Certification (attached to this RFF)	X	X	X
37. Conflict of Interest Questionnaire (attached to this RFF)	X	X	X
38. Letters of Support (Optional while encouraged)* <u>Note-attach support letters to this RFF and DO NOT submit under separate cover to FRCDA.</u>	Optional	Optional	Optional

*\*FRCDA strongly advises applicants to review the above checklist of required attachments to ensure that your proposal is complete prior to submission.*

**PROPOSAL NARRATIVE INSTRUCTIONS:**

A prescribed form for the Proposal Narrative is not provided. See instructions below:

- **Applicants must prepare the PROPOSAL NARRATIVE in a typed single-spaced Word document with a font size of 10.5-12 on 8 ½ x 11-inch white paper.**
- **All pages of the narrative must be numbered consecutively.**
- There are **THREE SECTIONS** to the required Proposal Narrative presented in an outline format below along with information that should be provided with each section. **Sections must be labeled above responses.** It is important to incorporate information responsive to ALL of these questions, *with the exception of information that is not relevant to the proposed project/program activity.* FRCDA will review all responses for completeness.
- The page limits given for each section are suggested limits. Each applicant may allocate somewhat more or somewhat less space to each section according to the nature of the proposal **but in no instance may the applicant provide more than five (5) pages of total narrative.**

In completing the narrative, FRCDA advises that applicants **be as specific as possible** to facilitate evaluation of the proposed activity, and that they not over-promise but make realistic projections as to what they can reasonably achieve. While a well-written proposal is no guarantee of funding, this is a highly competitive process where the completeness, conciseness and responsiveness to the criteria described in the RFF is of utmost importance.

**SECTION 1 OF 3: PROJECT/PROGRAM DESCRIPTION (est. 2-2 ½ pages)**

The project/program narrative should include the **need or problem** to be addressed in relation to the FRCDA Consolidated Plan community development priorities (2020-2025 Consolidated Plan available for view and print on [www.fallriverma.org](http://www.fallriverma.org)), **how the program/project will address that need**, as well as the **population to be served** and the **geographic area to benefit**. The problem statement or statement of need must be substantiated with **statistical evidence of local data**. Include the **objective** of this program/activity and the **anticipated outcome(s)** of this program/activity. Describe the **eligible activity(ies)** you propose to carry out listed under the Federal regulations cited above and cite the regulatory citation(s) under which you deem your project eligible, *i.e., an Emergency Homeless Shelter seeking funding for Case Management services under the ESG grant would be eligible under 24 CFR Part 576 ESG Interim Rule Subpart B-Program Components and Eligible Activities 576.102 Emergency Shelter Component (a)(1) Essential Services (i) Case Management.* Describe the work to be performed, including the activities to be undertaken or the services to be provided, the goals and objectives, method of approach, and the implementation schedule. Please include the following information in your response as applicable to your proposed project or program:

- What grant are you seeking funding from and what is your proposed program, project or activity? Is your project/program eligible for funding under the regulations cited above?
- Answer either 1 or 2:
  1. Is this a new program/project to your organization? If yes, describe. If no, go to 2.
  2. Is this an existing program to your organization? If yes, describe.
    - How long has this program/activity been in operation?
    - Is this an expansion of any existing program/project?
    - Has this program/project received Community Development funds in the past? If yes, list the year(s), the amount received and total served.

- If this is a continuing program, what did you learn from your program in previous years and what improvements/changes will be made in 2021?
  - Did your organization meet its contractual programmatic and fiscal goals listed in the previous year of funding **(describe specific goals-numeric and programmatic-in previous contract agreement and whether or not those contract goals were met, and explain why or why not. \*Note-this information will be verified by FRCDA staff based on prior reporting submissions and monitorings)?**
  - Describe any monitoring findings if any were identified in your last FRCDA monitoring visit, and how those findings were corrected.
  - How will your organization monitor its strengths and weaknesses in the coming year?
- Provide an estimate on the number of households, families and/or individuals to be served and describe them in terms of age, gender, ethnicity, income level, and other defining characteristics. Will you exclusively serve a specific population type(s), i.e., youth (define ages), senior citizens, homeless, or low-income? If the proposed project is addressing a special needs population, describe the population, how the project specifically accommodates this group, and any service gaps in the community and how the project will address the gaps.
  - Indicate how you will identify clients. How will your organization market this program to potential clients? What services will be offered to clients?
  - What will be the start date of the program/project/activity? If no firm date has been confirmed, provide an estimated timeframe.
  - How will applicants qualify as eligible for assistance (also see regulatory requirements for activity proposed)? **Attach copies of any enrollment and/or eligibility forms that have been developed or are currently in use (or will be used) for the program.**
  - Describe your organization's procedures for ensuring nondiscrimination in the provision of services to clients.
  - Describe in specifics the following:
    - What agency will carry out the project/program activities;
    - The location in which activities be carried out (full address);
    - Program days/hours of operation;
    - The period over which the activities will be carried out;
    - The frequency with which the activities will be carried out, and the frequency with which services will be delivered;
    - Who (person(s)) will administer the project (person name, job title, role within agency)? What is the experience of the person(s) responsible for administering the project/program? If the program administrator has not yet been hired, what is the plan for hiring and training this individual upon the project start date?
    - Who (person(s)) will manage the project/program (person name, job title, role within agency)? What is the experience of the person (s) responsible for managing the project/program? If the project manager role is subcontracted, describe any agreements currently in place for these services. If there are no contracts for services in place, explain how the applicant will procure a project manager.
    - Describe other agency staff that will assist with the program/project/activity (either in full or in part).
  - What is the project/program goal(s), objective(s) outcome(s) and measures? In your description, include the performance measures to be used to evaluate the success of the proposed program/project.
    - ***Goal:*** A goal is the end toward which effort is directed. A goal is a broad statement that answers the question, "What does your organization hope to accomplish?" While a goal gives a general statement of your program's purpose, objectives are more concrete and specific in how the goal will be achieved.
    - ***Objective:*** An objective is much narrower in focus and answers the question, "How will your organization accomplish its goals?", or "What steps do you intend to take to accomplish your goal?" In contrast to your organizational or program/project goals, objectives are tangible, specific, concrete, and most importantly measurable. When developing specific objectives for your organization or program/project, it is important to be realistic to make sure that what you are proposing to do is achievable in a specified time period and that you will be able to clearly demonstrate whether or not it was achieved.

- **Outcome:** *An outcome is the actual result or consequence that will occur through the achievement of the objectives. It is almost always quantifiable and measurable. Your outcomes should reflect what is the expected result at the end of your proposal's project period. It is important to be realistic when anticipating outcomes. The outcomes provide the measurable effects the program will accomplish. When outcomes are reached new goals or objectives may need to be set, but when outcomes are not achieved it may be time to reassess. Your outcomes should reflect what is the expected result at the end of your proposal's project period.*
- Describe how you will monitor progress in implementing the program in accordance with contract goals and the Federal regulations referenced above. **\*Note-if awarded, FRCDA staff will conduct regular on-site and desk audits of the program throughout the funding period. See post-award requirements below.**
  - Describe who (person(s)) will be responsible for monitoring progress with programmatic and financial goals under this project/program in accordance with the Contract Agreement and Federal Regulations. This includes tracking data, timely and complete submission of reporting, and ensuring that costs billed to the grant are eligible.
  - Describe how you will monitor progress in implementing the program in accordance with the Federal regulations referenced above.
  - Describe your organization's system for project file maintenance i.e., project or client files, and how you will track and report on the metrics above.
  - Attach copies of all data collection tools that will be used to verify achievement of program goals and objectives.
- What role does your Board of Directors (or similar governing body) play in the oversight of this proposed project/program?
- How will the project/program be sustained in future years? What is your sustainability plan when grant funding ends? Describe how your agency plans to seek other funding to support/sustain this project/program, i.e., fundraising efforts, applying for grants, etc.

### **SECTION 2 OF 3: PROJECT/PROGRAM BUDGET (est. 1 page)**

Attach a detailed **LINE-ITEM BUDGET** showing revenue and expenses for the **ENTIRE** proposed project or program. **The budget must indicate specifically where HUD grant funding will be used if funds are awarded.** Also attach a detailed **BUDGET JUSTIFICATION** that describes all project/program expenses.

If requesting funds for salaries and fringe benefits, include the budget for each position broken down as follows:

Total Agency Costs:

- Position Title (include name of staff person if available)
- Indicate if the position is Full or Part-Time within the Agency (FTE)
- Total Annual Position Salary (or hourly rate x number of hours/year if not salary)
- Total Annual Fringe (break down by item)

Costs that will be paid by Grant (full or portion of total cost)

- Total amount of Salary that will be HUD-funded
- Total amount of Fringe that will be HUD-funded

**\*Note re: COST ALLOCATION**-organizations that receive other sources of funding (grant or otherwise) must properly cost-allocate charges by program. In addition, if staff are not working 100% of the time on eligible program activities, only the portion of time they spend on eligible activities can be reimbursed. **Weekly timesheets and work logs showing time allocation will be required for all staff funded in full, or in part, with HUD monies.**

In addition to the Budget and Budget Justification, **ANSWER THE FOLOWING QUESTIONS IN NARRATIVE FORMAT:**

- List of all funds to be used for this project/program (as shown in your attached budget), the source of funds, whether funds are secured or pledged, and how these funds will be used. **Attach award letters and/or letters of commitment if available.** If your project/program is using donated goods and services, describe your use of donated goods and services. Estimate the value of these services and describe how you arrived at those amounts.

- Describe in detail your plans to use **HUD funds** on this program/project.
- Will the project generate any income/ revenue or return of funds through sale, rent, lease, membership/participation fees, charges, loans or other means? If yes, explain revenue generating activities and **attach any fee schedules**.

**SECTION 3 OF 3: AGENCY INFORMATION (est. 1 ½-2 pages)**

**A. Background/Program Experience**

Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, mission statement, and the type of legal corporation. Describe the type of services provided, the agency’s capabilities, the number and characteristics of clients served, the license to operate (if applicable), and major accomplishments to date. Also describe any experience with managing State and Federal grant funds.

**B. Personnel/Staff Capacity**

Describe the agency’s existing staff positions and qualifications, its capacity to carry out the proposed grant project/program, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.

**C. Governing Body**

Describe your agency’s governing body. Include the process of appointment of board members, board development activities, board experience, board meeting schedule and board governance. Is the board membership representative of the community it serves? How does your agency’s Board of Directors exercise programmatic and fiscal oversight of funded programs? Are annual audits (organizational and those provided by funders) reviewed by board members and are recommendations made?

**D. Financial Capacity**

Describe the Agency’s current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency’s fiscal management, including financial reporting, internal controls, recordkeeping, accounting systems, procurement policy, payment procedures, and audit requirements. How does your agency guard against fraud, waste and mismanagement? Has your organization ever been cited for misuse of Federal, State or Local funds? If yes, please explain. **If awarded, how does your agency plan to segregate HUD funds from other agency funds for the purposes of identification, tracking and reporting?**

**E. Insurance/Bonding/Worker’s Compensation**

State whether or not the agency has liability insurance coverage, in what amount, and with what insuring agency. State whether or not the agency pays all payroll taxes and workers’ compensation as required by Federal and state laws. State whether or not the agency has fidelity bond coverage for principal staff who handle the agency’s accounts, in what amount, and with what insuring agency. Describe any other liability coverage the agency has such general commercial, property, automobile, directors and officers, and/or medical.

The **applicant** must carry sufficient Liability insurance coverage to protect assets from loss due to theft, fraud and/or undue physical damage. If awarded, FRCDA requires that the **Subrecipient** add FRCDA as an **Additional Insured and Certificate Holder** on their liability policy(ies) and list as follows:

**Fall River Community Development Agency  
City of Fall River  
One Government Center, Room 633 (6<sup>TH</sup> Floor)  
Fall River, MA 02722**

*\*Documentation of the above coverage requirements are not applicable to government/municipalities that are self-insured.*

**F. Additional Information**

Include any other pertinent information relevant to your organization and this funding request.



## CONFLICT OF INTEREST QUESTIONNAIRE

Federal, State, and City laws prohibit employees and public officials of the City of Fall River from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), and/or Emergency Solutions Grant (ESG) funding. The purpose of this questionnaire is to determine if the applicant, its staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who currently is or has/have been within one year of the date of this application, a City employee or consultant, or a member of the City Council?     Yes     No

If yes, please list the names(s) below:

---

2. Will the HUD funds, requested by the applicant, be used to award a subcontract to any individual(s) or business affiliate(s) who currently is or has/have been within one year of the date of this application, a City employee, consultant, or a member of the City Council?     Yes     No

If yes, please list the name(s) below:

---

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or another governing body who are business partners or family members of a City employee, consultant, or a member of the City Council?     Yes     No

If yes, please list the name(s) below:

---

If you answered "YES" to any of the above, the FRCDA Office will review to determine whether a real or apparent conflict of interest exists.

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

Name of Applicant's Authorized Official: \_\_\_\_\_

Authorized Official's Title: \_\_\_\_\_

Signature of Authorized Official: \_\_\_\_\_

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

## POST-AWARD REQUIREMENTS FOR AGENCIES APPLYING FOR HUD FUNDING

Agencies awarded HUD funding must adhere to the following post-award requirements:

- **Contract and Documents Needed:** Agencies are required to execute a Contract Agreement with the Fall River Community Development Agency and provide the required documents (i.e., updated insurance certificates, audit reports, etc.) at the time of contract signing and throughout the grant term. The contract will be based upon the information submitted in the RFF proposal, all accompanying exhibits/attachments and any additional information that is requested/received during the review phase. Modifications and updates to the RFF proposal and budget may be required prior to contract execution if funding is awarded. **Contract language pertaining to HUD regulations and FRCDA requirements is non-negotiable and a condition of funding.**
- **Reporting and Records:** Monthly or quarterly programmatic reports will be required **no later than the 10<sup>th</sup> day of each month following the period being reported.** Agencies will be instructed on how to submit activity reports prior to contract execution. Grant files (programmatic and financial) must be maintained in accordance with the record retention requirements under each grant. FRCDA is required to report to HUD on programmatic and financial accomplishments regularly. **\*Agencies that miss reporting deadlines more than twice in one fiscal year may be disqualified from submitting a funding proposal for the following fiscal year\*.**
- **Expenses:** Applicants shall administer their programs in conformance with **Title 2 CFR Part 200 – Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards.** Costs must be necessary and reasonable for proper and efficient performance and administration of the grant. Costs must be adequately documented. See grant regulations governing each program for a listing of all eligible costs.

**Ineligible Expenses include, but are not limited to, the following:** assistance for buildings used for the general conduct of government, local government expenses, political activities, taxes, late fees/fines/debts, food/meals for staff, entertainment, alcoholic beverages, fundraising (including financial campaigns, endowment drives, solicitation of gifts), donations, incentives to clients (gift cards, raffle prizes, holiday gifts, prizes for social activities), and penalties.

**\*\*\*OVERTIME OR BONUSES ARE NOT ALLOWABLE EXPENSES\*\*\*.**

- **Contract Budget:** Agencies are required to follow **the contract budget line item amounts** in reimbursement requests and ensure line items are feasible. Amendment requests must be submitted and approved by FRCDA prior to implementation.
- **Invoicing:** Invoicing for HUD funds is required on a **monthly basis**. HUD funds are provided on a reimbursement and advance (limited) basis and all applicable supporting documentation (i.e., *timesheets, payroll records, cost allocation plans, receipts, invoices, quotes, contracts, travel logs, check stubs, job descriptions, debarment certificates, match documentation (if applicable)*) must be approved by FRCDA staff prior to payment. **If invoicing lacks required backup documentation to substantiate costs incurred and/or errors are found during the billing review, additional information may be requested which will delay the reimbursement process. FRCDA will decline reimbursement of any cost that lacks supporting documentation.**
- **Monitoring:** The Fall River Community Development Agency and HUD shall have access to **all** program records. All programs will be monitored (both on-and off-site) by the FRCDA throughout the grant term for compliance with FRCDA and HUD requirements and regulations. HUD staff may also monitor the project/program for compliance. Program requirements including eligibility, performance, accomplishments, and expenditures will be included in monitoring reviews. If it is found that an agency is not following the program requirements and regulations, funding may be terminated and reimbursement required.
- **Recognition of Funding:** The agency is required to provide recognition for the role of the Fall River Community Development Agency and HUD in funding the proposed project/program/activity. All activities and items used pursuant to this grant shall be prominently labeled as to funding source. In addition, the applicant will include a reference to the support provided herein in all publications made possible with funds made available under the Agreement.

**Application Submission Certification by Applicant’s Chief Executive Officer/Department Head and Board**

I certify that submission of this application is duly authorized by the governing body of the applicant and that all information contained in the application, to the best of my knowledge, is true and accurate.

I certify that I have reviewed the application instructions and the applicable Federal regulations referenced above that govern the grant in which my organization is applying for. I certify that, if awarded, my agency will make every effort to comply with Federal Regulations and reporting responsibilities to FRCDA and HUD.

I understand that awards are made on a competitive basis, and that FRCDA may award an amount less than requested. I understand that FRCDA has no obligation to make a grant or loan to an applicant. **I am aware that incomplete or late applications are not accepted or considered for Federal Funding.**

\_\_\_\_\_  
Chief Executive Officer/Department Head Signature

\_\_\_\_\_  
Printed name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Board Chairperson Signature

\_\_\_\_\_  
Printed Name

\_\_\_\_\_  
Date

**REVIEW CRITERIA:**

CPD funds are awarded annually through a competitive proposal process. All Requests for Funding under CDBG, HOME, and ESG Programs will be reviewed and evaluated using 24 CFR Part 570 (CDBG), 24 CFR Part 92 (HOME), 24 CFR Part 576 (ESG), and 2 CFR Part 200 Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, and by the criteria listed below.

Proposals are reviewed by staff at the City’s FRCDA Office who first review each application for threshold information (completeness of application) and then for content, against the criteria below. Should a question arise during its review, FRCDA reserves the right to contact the applicant for clarification. The results of the review are then presented to the City Administration that renders the final decision on grant awards.

While a well-written proposal is no guarantee of funding, this is a highly competitive process where the completeness, conciseness and responsiveness to the criteria described in the RFF is of utmost importance.

***NOTE: HUD funds are limited. Therefore, it is important that applicants identify other resources for their projects/activities. Continuous HUD funding is not guaranteed. If funding is approved for less than your agency requested on the application, a new budget based on the amount of the award (along with modified goals/objectives/outcomes if necessary) must be submitted prior to approval of the contract agreement.***

**All completed RFF applications are due without exception on Wednesday, January 27, 2021, no later than 5:00PM.**

**For FRCDA Use Only**

CDBG National Objective: Eligibility Citation: \_\_\_\_\_  
\_\_\_\_ LMA (Area) \_\_\_\_\_ LMC (Limited Clientele) \_\_\_\_\_ LMH (Housing)  
\_\_\_\_ LMJ (Jobs) \_\_\_\_\_ SBA (Slum & Blight) \_\_\_\_\_ URG (Urgent Need)

HOME Program Area: \_\_\_\_\_

ESG Program Area: \_\_\_\_\_

Income Generated? \_\_\_\_\_ Yes \_\_\_\_\_ No

Percent of FRCDA Funds to Total Program/Project Budget \_\_\_\_\_ %

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**See Year Two Annual Action Plan RFF Evaluation Criteria on the next page-included for reference only. Applicants are advised to review this criteria prior to proposal submission.**

## YEAR TWO ANNUAL ACTION PLAN RFF EVALUATION CRITERIA

### ORGANIZATIONAL CAPACITY

1. Is the agency an eligible non-profit organization, City Department or Redevelopment Authority?
2. Is the RFF application complete, accurate and coherent? Are all required documents attached?
3. Is the proposal an eligible activity according to CDBG, HOME, or ESG grant regulations? Did the applicant cite in their proposal where the proposed activity is listed as eligible in the regulations?
4. Does the program/project meet one of the National Objectives (CDBG only)?
5. Does the organization demonstrate sufficient experience/capacity to conduct the proposed activity?
6. Does the organization demonstrate experience in past administration of/compliance with Federal grants and regulations?
7. Is the agency adequately staffed with qualified personnel, and does the agency have the adequate resources to carry out the activity?
8. Do the Organizational Charts show lines of responsibility?
9. Is the agency ready to proceed with proposed program/project and to complete it within the program year?
10. Does the organization carry sufficient liability insurance coverage?
11. Does the agency have the capacity to have an audit conducted on a timely and annual basis that meets State and Federal requirements?
12. Does the agency have a plan to monitor its progress in implementing the activity to meet grant requirements?
13. Does the agency's board or governing entity conduct proper oversight/review of projects/programs?

### PROGRAM DESIGN: NEED, BENEFICIARY DATA

1. Does the applicant articulate and substantiate why the project is needed by Fall River residents?
2. Is the project activity substantially documented with local data?
3. Does the applicant effectively describe the target population who will benefit from the proposed activity? Does the project help the populations with the highest needs for services?
4. How many individuals/households are expected to benefit from the project activity?
5. What is the percentage of very-low and low-and-moderate-income persons or households that will be served?
6. Is there a solid methodology in place for determining client eligibility and for tracking number served? Did the applicant satisfactorily describe how the coordination of intake procedures will be undertaken to determine how applicants qualify for assistance?
7. Are the project activities described in quantifiable and measurable terms?
8. Does the applicant satisfactorily describe the types of services to be offered?
9. Did the applicant provide a detailed Outreach Plan to ensure that the target population is served?
10. Was a detailed program plan including specific project/program procedures, policies and guidelines described?

### FINANCIAL CAPACITY

1. Does the organization have sufficient qualified staff to oversee financial operations?
2. Does the applicant have any past due obligations with other funding sources?
3. Has the agency submitted its financial management policies and procedures?
4. Does the organization have the financial capacity to operate the program until funds are available and the ability to operate on a reimbursement basis?
5. Will HUD funding pay for the whole (or majority of) program? Is there outside funding and if so, from whom and what kind (in-kind services and/or cash). What is the status of the outside funding commitment(s)? (HUD assistance to agencies is not intended to provide ongoing support.)

### PLAN CONSISTENCY

1. Is the proposal consistent with the needs and priorities of the City of Fall River Consolidated Plan? Are they referenced in the proposal?

### PROJECT ACCOMPLISHMENTS/ PERFORMANCE MEASUREMENTS

1. Does the applicant clearly identify and define realistic goals and activities?
2. Does the applicant clearly define realistic performance measurements for proposed activities?
3. Is the performance measurement consistent with the scope of services to be provided?

## **PROJECT/PROGRAM BUDGET AND FUND LEVERAGING**

1. Was the budget and budget justification complete, identifying all funding sources and leverage funding?
2. Does the program/activity leverage other funding sources, demonstrating cost sharing opportunities? Does the applicant describe collaborative efforts with other service providers and/or agencies?
3. Is the budget realistic and cost-effective; is sufficient information provided?
4. Will this activity generate any income? Reasonable fees may be charged for project services under some grants (*see regulations*). If fees are charged, was a copy or schedule provided? Failure to submit the fee schedule for a fee-based project will render an application disqualified.
5. Is the project activity dependent on CDBG, HOME or ESG funding for its survival/continuation? Is the project sustainable?

## **PAST PERFORMANCE EVALUATION**

1. Does the agency have any outstanding concerns or monitoring findings with FRCDA (*review your prior year monitoring report, corrective action plan if submitted and contract agreement*)? If so, has the applicant described how those will be addressed, if they have not been already, in this proposal?
2. Has the applicant demonstrated its ability to achieve previous contract outputs and outcomes?
3. Has the applicant expended previous funding in a timely manner?
4. Have program services increased compared to previous years?