

CITY OF SOMERVILLE

MASSACHUSETTS

MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT



2022-2023

REQUEST FOR PROPOSAL

COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING FOR PUBLIC SERVICES

BID NUMBER # 22-PS1 CD

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LEGAL NOTICE

City of Somerville
Mayor's Office of Strategic Planning and Community Development (OSPCD)
RFP# 22-PS1 CD
RFP # 22-ESG CD

The City of Somerville, Mayor's Office of Strategic Planning and Community Development (OSPCD) invites sealed proposals for the 2022-2023 HUD Action Plan for the:

Community Development Block Grant Program
Emergency Solutions Grant Program

Community Development Block Grant Program. Proposals must be for programs that provide Public Services to low- and moderate-income residents of the City of Somerville. Bid Number RFP # 22-PS1 CD

Emergency Solutions Grant Program. Proposals must address the needs of homeless individuals and families in the City of Somerville. Funds for the Emergency Solutions Grant are provided by the federal Stewart B. McKinney Homeless Assistance Act. Bid Number RFP # 22-ESG CD

Request for Proposal packages for both programs will be posted and available for download on the City of Somerville website beginning at **8:30 A.M. Wednesday, March 30, 2022** at www.somervillema.gov/CDBGGRFP and www.somervillema.gov/ESGGRFP

Print copies available upon request to Julie Melgar at OSPCD@somervillema.gov.

An electronic PDF file should be emailed to OSPCD@somervillema.gov and proposal packages must be submitted no later than **12:00 P.M. Monday, May 2, 2022** for Emergency Solutions Grant **12:30 P.M. Monday, May 2, 2022** for CDBG Public Services to the above email address.

Please contact Julie Melgar, Program Compliance Officer, by email Jmelgar@somervillema.gov, for information and proposal packages.

George Proakis, Executive Director
617- 625-6600, x 2500

Somerville Times (3/30/2022)

A. BACKGROUND INFORMATION

The City of Somerville is seeking proposals from nonprofit agencies and organizations for public service programs to be funded through the U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant (CDBG) Program. Fifteen percent (15%) of the City's total CDBG Entitlement Grant is committed to the provision of direct social services to meet the needs of the low- and moderate- income families. The CDBG Program, including these public service grants, is administered through the Mayor's Office of Strategic Planning and Community Development (OSPCD).

TIMELINE

RFP Issued	Wednesday, March 30, 2022
Deadline for Submitting Questions to RFP	Monday, April 25, 2022
Proposals Due	Monday, May 2, 2022 - 12:30 P.M.
Anticipated Contract Award	July 2022
Services Commence	Friday, July 1, 2022
Contract Completion Date	Friday, June 30, 2023

B. ELIGIBILITY, EVALUATION AND AWARD

1. Minimum Eligibility Criteria:

HUD requires that any public service program funded with CDBG funds must (1) be a new service or show a quantifiable increase in the level of service provided above that provided during the previous twelve months (24 CFR 570.201(e)), and (2) provide a benefit to low- and moderate-income families (24 CFR 570.200(2)). The City of Somerville requires that the program serve Somerville residents.

2. Selection Criteria:

Proposals are urged to address the following considerations in completing the required Section 1: Program Description:

- Recent or proposed adaptations of the Proposer's services to better serve Somerville's changing population,
- Recent or proposed innovations and/or improvements in the Proposer's service model,
- Clear identification of emerging public service needs consistent with the City's Proposed 5-year Consolidated Plan (see **Attachment A**),
- Funding match(es) from other sources,
- Collaboration with other non-profits in planning and service delivery,
- Justification for continued funding (addressing Minimum Eligibility Criteria **Particularly Low Moderate Income (LMI) clientele eligibility**), and
- Contributions towards SomerPromise and By All Means' mission, service model, and measures of success, if applicable.

3. Selection Procedure:

Grants are exempt from the Chapter 30B selection procedures. Proposals shall be reviewed by the CDBG Advisory Committee. In addition to the Minimum Eligibility Criteria and Selection Criteria listed above, the Committee will consider census data, human service provider statistics, results of the public meetings, and past performance (where applicable).

The Advisory Committee will evaluate applications based on the following rating system (100 points possible):

- Experience managing federally funded projects 15 points
- Agency capacity – financial and staffing 15 points
- Organization is an MBE/WBE or primarily serves underserved communities/neighborhoods 20 points
- Activity needs and Consolidated Plan priority, number served 20 points
- Benefits to Special Needs and Low and Moderate Income (LMI) persons 20 points
- Project budget, leverage of other funds, partnerships with other agencies 10 points

The Committee will make recommendations to the Mayor’s office and final funding decisions will be made jointly by the Mayor’s office and the Committee.

4. Execution Grant Agreement:

Successful Proposers must execute a Public Service Grant Agreement within 30 days of award with the City of Somerville in substantially the same form, including Appendices, as the sample Grant Agreement included in Attachment C of this RFP. Please note that funding is typically for one year only, although the City may extend the term of the grant in appropriate cases.

5. Grant Agreement Reporting Requirements:

Awarded proposers will be required to follow all CDBG Requirements including the submission of the CDBG Beneficiary Forms and Quarterly Progress Reports. See Attachments D and E for reference.

C. INSTRUCTIONS

Please fill out the Agency Information page (Attachment A), Program Description, Financial Planning Projection/Price Proposal. In addition, include the following as Section III to your proposal: Total agency operating budget, Listing of Board of Directors & Affiliation, Organizational Chart, and Job Descriptions. For Section IV submit the agency’s Authorization Vote of the Board/Certificate of Authority, copy of agency’s Financial Policies and Procedures and financial Audit. Section V (For New Proposers ONLY) – Submit the agency’s Articles of Organization and Affirmative Action Plan. For To assist the Advisory Committee please submit your proposal with each section labeled and organized in the following order: Section I, Section II, Section III, Section IV, or Section V and in the following order:

Submit One (1) PDF Copy of ALL sections

SECTION I

- Cover Page
- Program Description (not to exceed 9 pages)

SECTION II

- Financial Planning Projections/Price Proposal (not to exceed 2 pages)

SECTION III

- Total agency operating budget
- Listing of Board of Directors & affiliation
- Organizational Chart
- Job Descriptions

SECTION IV

Documents to be Provided for All Proposers

- Authorization Vote of the Board
- Financial Policies and Procedures
- Audit

SECTION V

Documents to be Provided by New Proposers

- Articles of Organization
- Affirmative Action Plan

SUBMISSION:

An electronic PDF of the proposal must be submitted to the Office of Strategic Planning and Community Development (OSPCD) by Monday, May 2, 2022 by 12:30 P.M.

An electronic PDF proposal should be emailed to: OSPCD@somervillema.gov. Timestamps from emails will be used to certify timely submission. Read receipts are suggested.

Hardcopies of the proposal are NOT required, but can be mailed to City Hall (*in addition to electronic submission*), in a clearly marked envelope that includes:

Proposer Agency Name and Address and “RFP CDBG 2022” to:
Office of Strategic Planning and Community Development (OSPCD)
Attention: Julie Melgar
City of Somerville
93 Highland Ave, 3rd Floor
Somerville, MA 02143

It is the sole responsibility of the proposer to ensure that the proposal arrives on time. Late proposals will not be considered and will be rejected and returned

Questions:

For more information regarding this Request for Proposals or the CDBG Program please contact Julie Melgar, Program Compliance Officer with OSPCD at jmelgar@somervillema.gov.

The deadline for submitting questions regarding this RFP is Monday, April 25, 2022.

SECTION I.
A. COVER PAGE

- 1. Agency Name:
- 2. Name of Project:
- 3. Address:
- 4. Contact Person (Name/Title): Email Address:
- 5. Telephone Number: Fax Number:
- 6. Agency Type (Check One):

Municipal Private Non-Profit
Consortium or Collaborative Private for Profit

- 7. Federal I.D. # DUNS #
- 8. Each applicant should specify which subcategory best describes the proposed project:

Senior Services	<input type="checkbox"/>	Employment Training	<input type="checkbox"/>
Handicapped Services	<input type="checkbox"/>	Crime Awareness	<input type="checkbox"/>
Legal Services	<input type="checkbox"/>	Child Care Services	<input type="checkbox"/>
Immigrant/Newcomer Serv.	<input type="checkbox"/>	After School Program	<input type="checkbox"/>
Mental Health Services	<input type="checkbox"/>	Youth Services	<input type="checkbox"/>
Health Services	<input type="checkbox"/>	Substance Abuse Svc	<input type="checkbox"/>
Domestic Violence Services	<input type="checkbox"/>	Other (please specify):	

- 9. Describe the population with whom you expect to work and estimate the number of people to be served by this project:
- 10. Client eligibility criteria used:

An activity that benefits a limited clientele, at least 51% of whom are low-or moderate-income persons (24 CFR 570.208(2)(i))

Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low-and-moderate-income: abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled", homeless persons, illiterate adults, persons living with AIDS (24 CFR 570.208(a)(2)(A))

11. Total Funding Requested in this proposal: _____

Submitted by: _____

Print Name Signature

Date: _____

SECTION I.

B. PROGRAM DESCRIPTION

(Please limit your response to one page per subsection. Not to exceed a total of 9 pages)

1. **If you were not awarded CDBG funds in the past year**, please provide a brief history of the agency; list its goals, objectives, and accomplishments in the past year.
2. **If you are requesting renewed funding for a program**, justify why you should receive CDBG funds and how your program addresses the City's 5 Year Consolidated Plan (2017-2021) (see **Attachment A**), indicate the increased numbers you will serve, detail the improved strategies to encourage self-sufficiency among continuing clients, identify your techniques to discourage recurring need for services.
3. Describe the target Somerville population served by this program, specifying age, sex, racial and ethnic characteristics, disability, income, and residency by Somerville neighborhood. **Indicate the client eligibility criteria you will use (51% documented Low/Moderate Income or presumed LMI group required).**
4. Indicate the service model you will use to meet the needs of the population to be served and describe the level of service you will provide.
5. Contrast your model with other local agencies or programs that serve this population. Describe how and with whom your agency will work (public and private agencies) to provide the proposed service.
6. List the objectives of the program serving low- and moderate-income clients. For each objective specify the number of clients to be served, type of services and schedule.
7. Describe how you will measure and report progress on the program objectives. Identify quantitative and qualitative measures. For example, how do you collect client data? How do you measure the impact of programs? Complete **Program Impact Form (page 8)**.
8. If this is continued funding, please use the attached **Program Impact Form (page 8)** to give a progress report on the current fiscal year's objectives to date. If objectives are not being achieved, or are being changed, please explain.
9. If your proposed project is in a category that aligns with current SomerPromise priorities, describe how your program will coordinate with SomerPromise to advance a shared mission (see **Attachment D**). Please specify which focus area your program supports and how the program measures progress toward improving access and equity by closing opportunity gaps. Your agency's involvement with SomerPromise will depend on what SomerPromise is currently working on.
10. If your proposed project is in response to a recommendation or observation found in the Well Being of Somerville Report, please specify which focus area your program supports and how your program plans to improve the health and wellness of the population you plan to serve.

SECTION I.

C. PROGRAM IMPACT FORM

Questions 7 and 8

Sub Recipient (Agency Name):

Program:

NEED STATEMENT	PROGRAM GOALS	NUMBERS ASSISTED	HUD FY20 PROGRAM IMPACT	OUTCOMES ST (short term) LT (long term)
<i>Description of Need to be Addressed</i>	<i>Goals of program to address needs.</i>	<i>Document primary clients (PC) & secondary clients (SC)</i>	<i>Direct products of program activities</i>	<i>Benefits that result from the program</i>
<p>Describe the history of the problem you're addressing and how your program solves this issue.</p>	<p>Please list your program's goals to address this issue. _____</p> <p>If you are in a SomerPromise or Well Being of Somerville related service area, please indicate which focus area(s) your goals support.</p> <p>_____</p>	<p>Number of direct service clients completing Client Information Form.</p> <p>Number of secondary clients effected</p> <p>_____</p>	<p>What progress did your agency/clients and/or programs make during the fiscal year?</p> <p><i>Example: Your program worked with 163 families to provide assistance in eviction prevention OR 27 children participated in the tutoring program and grade point average increased.</i></p> <p>Please make sure to include how this was accomplished.</p> <p>_____</p>	<p>How does your program affect either your client's well-being or the community's?</p> <p><i>Example: Preventing evictions reduces strain on State Funding. (ST) Maintain family stability. (LT) OR Children with better study habits will go to college. (ST) They will receive better jobs. (LT)</i></p> <p>_____</p>

DESCRIBE METHODOLOGY FOR MEASURING OUTCOME:

(You need to measure at least one outcome, but list all that apply)

Indicator/Unit of Service* 1 (required): _____

Indicator/Unit of Service 2 (optional) : _____

*Each indicator/unit of service represents how you record and collect data for program.

SECTION II.

FINANCIAL PLANNING PROJECTIONS

11. Submit the program budget form below. Line items specific to your agency’s project can be added to the form. In addition, attach your agencies budget separately.

PROGRAM BUDGET FORM:

July 1, 2022 – June 30, 2023			
	<u>CDBG Project Expenses</u>	<u>Program Funds</u>	<u>Matching Funds & Source</u>
Administrative			
Salary			
Fringe			
Other Program			
Administrative Expenses			
<i>Subtotal</i>			
Direct Services			
Staff Salary			
Fringe			
Rent			
Utilities			
Other (specify)			
<i>Subtotal</i>			
Total			

- Specify matching funds for this project from other funding sources, indicate whether these funds are restricted to this project and state the dates of the matching funding cycle. _____
- Please describe, in narrative form, the specific use of CDBG funds requested. _____

***Note**

- *Providers may request a nominal fee that is appropriate for the low-income population served. The fee for low-income participants is not considered Program income or applicable credit.*
- *Fees to non-low-income participants would be considered Program income as an applicable credit.*
- *Solicitation of donations must be a generic request and cannot be directed to specific participants.*

12. Summarize your agency's three (3) year funding strategy and identify clearly how you propose to minimize dependence on CDBG funding by including the sources of funding that your agency has applied for and/or received from 2021 through 2022. If you have a long-range plan for your agency (more than 3 years), please note this and include a summary.

SECTION III. AGENCY ORGANIZATIONAL INFORMATION *(1 copy)*

12. Job descriptions or unit of service descriptions of all positions for which funding is requested, including salaries and qualifications
13. Total agency operating budget
14. Board of Directors & Affiliation: A list of names, addresses and affiliations for board members and a brief narrative of the Board's function
15. Agency's Organizational Chart

SECTION IV. DOCUMENTS TO BE PROVIDED BY ALL PROPOSERS *(1 copy)*

16. Authorization Vote of the Board: Vote of the Board of Directors authorizing submission of this proposal.
17. Financial Policies and Procedures: Copy of Financial Policies and Procedures. Example can be provided upon request.
18. Audit: If you received \$25,000 or more in CDBG and or Emergency Solutions Grant Funds during HUD FY21, provide an agency audit for the most recently completed fiscal year.

SECTION V. DOCUMENTS TO BE PROVIDED BY NEW PROPOSERS ONLY *(1 copy)*

19. Articles of Organization and license where applicable.
20. Agency's Affirmative Action Plan.

ATTACHMENT A

PROPOSERS' CHECKLIST

Please ensure all documents listed on this checklist are included with your agency's proposal. Failure to do so may subject the proposer to disqualification.

- _____ Cover Page
- _____ Program Description
- _____ Program Impact Form
- _____ Financial Planning Projections: Program Budget Form
- _____ Agency Operating Budget
- _____ Board of Directors & Affiliation
- _____ Agency's Organizational Chart
- _____ Jobs/ Unit of Service Descriptions
- _____ Authorization Vote of the Board
- _____ Financial Policies and Procedures
- _____ Audit
- _____ Articles of Organization and License(s) *(New Proposers only)*
- _____ Agency's Affirmative Action Plan *(New Proposers only)*
- _____ Acknowledgement of Addenda *(Applicable ONLY if an addendum is issued)*

ATTACHMENT B

5-YEAR CONSOLIDATED PLAN 2018-2022 OBJECTIVE, PRIORITY NEEDS, GOALS AND STRATEGIES RELEVANT TO PUBLIC SERVICES

OBJECTIVE:

- Provide activities to enable low- and moderate-income residents with the opportunities and resources to improve and expand their standard of living as the City's economy continues to grow

PRIORITY NEEDS:

- Enhancing the Quality of the Urban Environment
- Building Communities of Opportunity
- Addressing the Needs of At-Risk Population

GOALS:

- Stabilize and Revitalize Diverse Neighborhoods
- Create and Preserve Affordable Housing
- Family Stabilization and Job Readiness
- Reduce and End Homelessness

STRATEGIES:


Move individuals and families from poverty toward self-sufficiency and ending the cycle of poverty

- Provide education and training to maximize income
- Provide personal skills and support systems necessary to secure safe and affordable housing
- Provide quality childcare
- Provide opportunities to fulfill education and employment goals
- Provide access to physical and mental health services
- Provide financial literacy to save for future needs
- Provide nutritious food and basic necessities to build strong stable families

Prevent and address homelessness prevention activities for at risk populations

- Provide safety net planning for individuals and families experiencing domestic violence
- Provide outreach to and provide emergency shelter, transitional housing, and social services to alleviate and prevent homelessness
- Provide appropriate services for low-income seniors living on fixed incomes
- Provide programming to meet the needs of people with disabilities

ATTACHMENT C – Sample Grant Agreement

 City of Somerville: Standard Contract Form (Grant Services Agreement)				
CONTRACT NAME: FILL IN CONTRACT TITLE				
This Grant Agreement, numbered _____, is made by and between the City of Somerville, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through the Mayor's Office of Strategic Planning and Community Development ("OSPCD"), with an address of 93 Highland Avenue, Somerville, Massachusetts, acting by and through its Purchasing Department ("City" or "Grantor") and the Grantee defined as follows, ("Grantee" or "Vendor"):				
Grantee Name:				
Grantee Address:				
Grantee Contact Name, Email, & Tel./Fax #:				
Contract Amount:	\$@@@@@			
Purchase Order #:	Purchase Order Amount:			
Contract Term:	##### through #####			
Term of Grant:	The term of this Grant Agreement shall commence on ##### and shall end on ##### ("Term"). The Grantee shall complete the provision of Goods and/or the performance of Services prior to the end of the Contract term (the "Completion Date"). The term of this Contract may be extended at the sole discretion of the City, through written notice to the Grantee			
Grant Recitals:	WHEREAS, the City has entered into an agreement (the "Grant Agreement") with ***INSERT FUNDING SOURCE*** (the "Funding Source") to fund a portion of the cost of the Project with ***INSERT FUND TYPE*** funds; WHEREAS, Chapter 30B:1(a) states "This chapter shall apply to every contract for the procurement of supplies, services or real property and for disposing of supplies or real property by a governmental body as defined herein"; and WHEREAS, Chapter 30B:2 defines "services" as follows: "Services", the furnishing of labor, time, or effort by a contractor, not involving the furnishing of a specific end product other than reports. This term shall not include employment agreements, collective bargaining agreements, or grant agreements"; and WHEREAS, this Agreement meets the definition of "grant agreement" in Chapter 30B:2: namely, "an agreement between a governmental body and an individual or nonprofit entity the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body."			
Procurement Type:	Procurement Type:			
Contracting Department:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">Pick Dept.</td> <td style="width: 50%;">Project Manager:</td> </tr> </table>	Pick Dept.	Project Manager:	
Pick Dept.	Project Manager:			
Scope of Work (Goods / Services):	The Vendor shall provide the Goods and/or Services, as described within the attached Appendix A (Scope of Work) , made part hereof.			
Grant Amount Compensation:	The City agrees to pay the Vendor a total not to exceed \$@@@@@ for Goods and/or Services rendered and accepted in accordance with the Contract Documents. Rates, units, charges, and frequencies are specified in the attached Appendix B made part hereof.			
Funding Source:	<table border="1" style="width: 100%;"> <tr> <td style="width: 50%;">(Select Funding Source)</td> <td style="width: 50%;">CFDA Numbers: (Select CFDA Number)</td> </tr> </table>	(Select Funding Source)	CFDA Numbers: (Select CFDA Number)	
(Select Funding Source)	CFDA Numbers: (Select CFDA Number)			
CDBG National Objectives:	(Select CDBG National Objective)			
Vendor Certifications:	Under the pains and penalties of perjury, the Vendor agrees to perform this Contract and provide the Goods and/or Services in accordance with the City of Somerville's Standard Contract General Conditions as set forth within the attached hereto, made part hereof. Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes and to contributions and payments in lieu of taxes. The Vendor certifies that it has provided the City with an accurate tax identification number (TIN). In the event that the City is notified by the IRS for an incorrect TIN provided by the Vendor, the Vendor is responsible for penalties. TIN: <input type="text"/> DUNS Number: <input type="text"/> This Contract has been duly executed and delivered on behalf of the Vendor by its: Officer (President, Vice President, Treasurer, Secretary) General Partner, Trustee, other: _____; in full compliance with the authority granted by its organizational documents and its votes or resolutions, which authority has not been amended, modified, or rescinded as of the date hereof.			
Applicable Wage Rates:	<table border="1" style="width: 100%;"> <tr> <td style="width: 33%;">(Select Wage Rates)</td> <td style="width: 33%;">Is Grantee a WBE/MBE?</td> <td style="width: 33%;">(Select if WMBE or N/A)</td> </tr> </table>	(Select Wage Rates)	Is Grantee a WBE/MBE?	(Select if WMBE or N/A)
(Select Wage Rates)	Is Grantee a WBE/MBE?	(Select if WMBE or N/A)		

Approved version 9-29-15

Appendix C: Forms (Check if Applicable; If Unchecked, Not Applicable)

- | | |
|---|--|
| <input type="checkbox"/> Certificate of Authority | <input type="checkbox"/> Prevailing Wages |
| <input type="checkbox"/> Evidence of Insurance | <input type="checkbox"/> Federal Davis Bacon Wages |
| <input type="checkbox"/> Bid Package Documents | <input type="checkbox"/> Somerville Living Wage Ordinance |
| <input type="checkbox"/> Certificate of Good Standing | <input type="checkbox"/> Grant Progress Report |
| <input type="checkbox"/> Grant Trust Disclosure Form | <input type="checkbox"/> Section 3 Clause |
| <input type="checkbox"/> Campaign Contribution Disclosure Form | <input type="checkbox"/> Other Contract Requirements |
| <input type="checkbox"/> Vulnerable Road Users Ordinance | |
| <input type="checkbox"/> General Conditions for Federally Funded Contracts | |

IN WITNESS WHEREOF, the City and the Grantee have executed this Contract as a sealed instrument on

this, the 1st y of July, 2022

VENDOR

X Grantee Signature (Duly Authorized):	Date Signed:
	Print Title:
	Print Name:

CITY

City Auditor's Encumbrance Statement

I hereby certify that the total contract amount is _____ and that an unencumbered balance of _____ is available for the current fiscal year of this contract. I further certify that a sum of _____ is hereby encumbered against the appropriate account for the purposes of this contract and as funds become available, I will encumber additional sums as are required under this contract.

X Edward Bean, City Auditor	X Katjana Ballantyne, Mayor
X George Proakis, Executive Director OSPCD	X Approved as to form: Francis X. Wright, Jr., City Solicitor

APPENDIX A

Scope of Work

1. CDBG funds will be utilized to fund the following public service activity(s):

Activity Description:

Task 1 – Provide _____ services to benefit low/moderate income residents.

National Objective:

Limited Clientele

An Activity which benefits a limited clientele, at least 51 percent of whose family income does not exceed low-moderate-income limit. Income will be calculated based on Section 8, Part 5 definition of income. Failure to meet the required income documentation would result in the City’s investment of CDBG funds in this activity to not meet the national objective. Failure to meet the national objective may result in corrective actions up to and including the Grantee being required to repay CDBG funds.

Source: 24 CFR 570.208(a)(2)(i)(B) and (C).

Or

Presumed Benefit

Activities that exclusively serve a group of persons in any one or a combination of the following categories may be presumed to benefit persons, 51 percent of whom are low-and-moderate-income: abused children, battered spouses, elderly persons, adults’ meeting the Bureau of the Census’ Current Population Reports definition of “severely disabled”, homeless persons, illiterate adults, persons living with AIDS... (24 CFR 570.208(a)(2)(A))

2. Projected Outcomes

- a.
- b.
- c.

3. Reporting

4. Budget

Appendix B
Cost Details

Timetable for Advances of Grant Funds:

- Service rate(s): Per Details Below**
- Supply rate(s): Per Details Below**
- Number of payments: Per Details Below**
- Payment upon completion of deliverables: Per Details**
- Fixed fee: Per Details Below**
- Other: Per Details Below**

The Grantee shall periodically submit invoices to the City, for which compensation is due under this Contract and requesting payment for goods received or services rendered by the Grantee during the period covered by the invoice. The invoice must agree to the rates/payment schedule as indicated in this contract and must include the applicable Purchase Order number. The invoice shall include the following information: grantee name, grantee remit address, invoice date, invoice number, itemized listing of goods, services, labor, and expenses and indicating the total amount due.

CITY OF SOMERVILLE STANDARD CONTRACT GENERAL CONDITIONS

1. Definitions

"City" shall mean the City of Somerville, Massachusetts.

"Contract" and "Contract Documents" shall include the following documents, as applicable: City's Standard Contract Form; these Standard

Contract General Conditions; Supplemental Conditions (if applicable); City's Invitation for Bids, Request for Proposals, Request for Quotation, or other solicitation; the Vendor's response to the City's solicitation document including certifications but excluding any language

stricken by City as unacceptable. Appendices are made an integral part of this Contract. The Contract documents are to be read collectively

and complementary to one another; any requirement under one shall be as binding as if required by all. In the event of any conflict or inconsistency between the City's Standard Contract General Conditions and the Supplemental Conditions, the Supplemental

Conditions shall prevail. In the event of any conflict or inconsistency between the provisions of the City's Standard Contract Form or these Standard Contract

General Conditions and any other Contract Documents or appendices, the provisions of the City's Standard Contract Form and/or these Standard Contract General Conditions shall prevail. In the event of any conflict or inconsistency between the Contract Documents and any

applicable state law, the applicable state law shall prevail.

"Certify" or "Certifies" shall mean that the Vendor certifies under pains and penalties of perjury to the statement referenced.

"Vendor" shall mean the individual, corporation, partnership, or other entity which is a party to this Contract.

2. Performance; Time

The Vendor shall perform in accordance with all provisions of this Contract in a manner satisfactory to the City. The Vendor's performance

shall be timely and meet or exceed industry standards for the performance required. It is understood and agreed that all specified times or

periods of performance are of the essence of this Contract.

3. Acceptance of Goods or Services

Performance under this Contract shall include services rendered, obligations due, costs incurred, goods and deliverables provided and accepted by the City. The City shall have a reasonable opportunity to inspect all goods and deliverables, services performed by, and work

product of the Vendor and accept or reject same.

4. Compensation

The City shall pay in full and complete compensation for goods received and accepted and services performed and accepted under this Contract in an amount not to exceed the amount stated on the face of this Contract paid in accordance with the rate indicated or in accordance with a prescribed payment schedule.

The Vendor shall periodically submit invoices to the City, for which compensation is due under this Contract and requesting payment for goods received or services rendered by the Vendor during the period covered by the invoice. The invoice must agree to the rates/payment

schedule as indicated in this contract. The invoice shall include the following information: vendor name, vendor remit address, invoice date,

invoice number, itemized listing of goods, services, labor, and expenses and indicating the total amount due. The City shall review the invoice

and determine the value of goods or services accepted by the City in accordance with the Contract Documents. Payments due to the Vendor

will be made within sixty (60) days from receipt and approval of an invoice. Final invoices from the Vendor are due no later than ninety (90)

days from the Completion Date. Any invoice received past the ninety (90) day date will not be paid. If this Contract is extended, invoices related to the extension period are due no later than ninety (90) days from the Extended Completion Date.

The Vendor shall furnish such information relating to the goods or services or to documentation of labor or expenses as may be requested by

the City. Acceptance by the Vendor of any payment or partial payment, without any written objection by the Vendor, shall in each instance

operate as a release and discharge of the City from all claims, liabilities, or other obligations relating to the performance of this Contract.

In case of an error in extension prices quoted herein, the unit price will govern (Applicable to Goods Only).

5. Release of City on Final Payment

Acceptance by the Vendor of payment from the City for final delivery of goods or rendering of services under this Contract shall be deemed to

release forever the City from all claims and liabilities, except those which the Vendor notifies the City in writing within three (3) months after

such payment.

6. Risk of Loss

The Vendor shall bear the risk of loss, for any cause, for any Vendor materials used for this Contract and for all goods, deliverables, and work in process, until possession, ownership, and full legal title to the goods and deliverables are transferred to and accepted by the City. The Vendor shall pay and be exclusively responsible for all debts for labor and material contracted for by the Vendor for the rental of any appliance or equipment hired by Vendor and/or for any expense incurred on account of services to be performed or goods delivered under this Contract.

The City shall not be liable for any personal injury or death of the Vendor, its officers, employees, or agents.

7. Indemnification

The Vendor shall indemnify, defend (with counsel acceptable to City, which acceptance shall not be unreasonably withheld), and hold harmless the City of Somerville, its officers, employees, agents, and representatives from and against all claims, suits, liabilities, losses, damages, costs, or expenses (including judgments, costs, interest, attorney's fees, and expert's fees) arising from or in connection with any act or omission relating in any way to the performance of this Contract by the Vendor, its agents, officers, employees, or subcontractors.

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The extent of this indemnification shall not be limited by any obligation or any term or condition of any insurance policy. The obligations set

forth in this paragraph shall survive the expiration or termination of this Agreement.

8. Default; Termination; Remedies

A. Events of Default

The following shall constitute events of default under this Contract: (1) The Vendor has made any material misrepresentation to the City; or

(2) a judgment or decree is entered against the Vendor approving a petition for an arrangement, liquidation, dissolution or similar relief relating to bankruptcy or insolvency; or (3) the Vendor files a voluntary petition in bankruptcy or any petition or answer seeking any arrangement, liquidation or dissolution relating to bankruptcy, insolvency or other relief for debtors; or (4) the Vendor seeks or consents or

acquiesces in the appointment of any trustee or receiver, or is the subject of any other proceeding under which a court assumes custody or

control over the Vendor or of any of the Vendor's property; or (5) the Vendor becomes the defendant in a levy of an attachment or execution,

or a debtor in an assignment for the benefit of creditors; or (6) the Vendor is involved in a winding up or dissolution of its corporate structure;

or (7) any failure by the Vendor to perform any of its obligations under this Contract, including, but not limited to, the following: (i) failure to

commence performance of this Contract at the time specified in this Contract due to a reason or circumstance within the Vendor's reasonable

control, (ii) failure to perform this Contract with sufficient personnel and equipment or with sufficient material to ensure the completion of this

Contract within the specified time due to a reason or circumstance within the Vendor's reasonable control, (iii) failure to perform this

Contract in a manner reasonably satisfactory to the City, (iv) failure to promptly re-perform within reasonable time the Services or Supplies that were

properly rejected by the City as erroneous or unsatisfactory, (v) discontinuance of the Services or Supplies for reasons not beyond the Vendor's reasonable control, (vi) failure to comply with a material term of this Contract, including, but not limited to, the provision of insurance

and nondiscrimination; or (8) any other acts specifically and expressly stated in this Contract as constituting a basis for termination of this

Contract.

B. Termination Upon Default.

In the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may, at its option, terminate this Contract immediately by written notice of termination specifying the termination date.

Notwithstanding the above, in the event of a default by the Vendor, the City, acting through its Chief Procurement Officer, may give notice in

writing of a default, which notice shall set forth the nature of the default and shall set a date, by which the Vendor shall cure the default, subject to approval of the City.

If the Vendor fails to cure the default, the City, in the alternative, may make any reasonable purchase or contract to acquire goods or services

in substitution for those due from Vendor. The City may deduct the cost of any substitute contract or nonperformance together with incidental

and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Vendor. If the

damages sustained by the City exceeds sums due or to become due, the Vendor shall pay the difference to the City upon demand.

Upon immediate notification to the other party, neither the City nor the Vendor shall be deemed to be in default for failure or delay in

performance due to Acts of God or other causes factually beyond their control and without their fault or negligence. Subcontractor failure to perform or price increases due to market fluctuations or product availability will not be deemed factually beyond the Contractor's control. The City retains all rights and remedies at law or in equity.

If the Vendor fails to cure the default within the time as may be required by the notice, the City, acting through its Chief Procurement Officer, may, at its option terminate the Contract.

The parties agree that if City erroneously or unjustifiably terminates this Contract for cause, such termination shall be deemed a termination for convenience, which shall be effective thirty (30) days after such notice of termination for cause is provided.

C. Termination For Convenience.

Notwithstanding any language to the contrary within this Contract, the City, acting through its Chief Procurement Officer, may terminate this

Contract, without cause at any time, effective upon the termination date stated in the notice of termination. In the event of termination for

convenience, the Vendor shall be entitled to be paid for goods delivered and accepted and services rendered and accepted prior to notice of

termination at the prices stated in the Contract, subject to offset of sums due the Vendor against sums owed by the Vendor to the City. Any

goods or services delivered after notification of termination but prior to the effective termination date must be approved in writing in advance

by the City in order to be eligible for payment. In no event shall the Vendor be entitled to be paid for any goods or services delivered after the

effective date of termination. The Vendor shall be entitled to no other compensation of any type. In no case shall a Vendor be entitled to lost

profits.

D. Obligations Upon Termination.

Upon termination of this Contract with or without cause, the Vendor shall immediately, unless otherwise directed by the City: 1. cease performance upon the stated termination date; 2. surrender to the City the Vendor's work product, which is deliverable under the Contract,

whatever its state of completion; and 3. return all tools, equipment, finished or unfinished documents, data, studies, reports, correspondence,

drawings, plans, models, or any other items whatsoever prepared by the Vendor pursuant to this Contract, which shall become property of

the City, or belonging to or supplied by the City.

E. Release by the Grantee.

The acceptance by the Grantee of the last payment of services paid in the event of termination of this Agreement, shall serve to release the

City from all claims and liability to the Grantee for everything done or furnished for or relating to the work, or for any act or neglect of the City

or of any person relating to or affecting the work, except for those written claims submitted by the Grantee to the City with the last payment

requisition; and except that such acceptance shall not release the City from any liability it would otherwise have for injuries to third parties

resulting from the negligent acts or omissions of the City or its employees.

F. Rights and Remedies.

The City shall have the right to: a) disallow all or any part of the Vendor's invoices not in material compliance with this Contract; b) temporarily

withhold payment pending correction by the Vendor of any deficiency; c) sue for specific performance or money damages or both, including

reasonable attorneys' fees and costs incurred in enforcing any Vendor obligations hereunder; d) pursue remedies under any bond provided;

and e) pursue such other local, state and federal actions and remedies as may be available to the City.

Any termination shall not effect or terminate any of the rights or remedies of the City as against the Vendor then existing, or which may accrue because of any default. No remedy referred to in this subsection is intended to be exclusive, but shall be cumulative, and in addition

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to any other remedy referred to above or otherwise available to the City or Vendor at law or in equity. The Vendor shall not gain nor assert

any right, title or interest in any product produced by the Vendor under this Contract.

9. Insurance

The Vendor shall comply with all insurance requirements set out in the Contract Documents. The Vendor shall deliver to the City new certificates of insurance at least ten (10) calendar days prior to expiration of the prior insurance and shall furnish the City with the name,

business address and telephone number of the insurance agent. Vendor certifies compliance with applicable state and federal employment laws or regulations including but not limited to G.L. c. 152 (Workers' Compensation), as applicable, and Vendor shall provide City with acceptable evidence of compliance with the insurance requirements of this chapter.

10. Governing Law; Forum

This Contract shall be governed by the laws of the Commonwealth of Massachusetts. Any action arising out of this Contract shall be brought and maintained in a state or federal court in Massachusetts which shall have exclusive jurisdiction thereof.

11. Complete Agreement

This Contract supersedes all prior agreements and understandings between the parties and may not be changed unless mutually agreed upon in writing by both parties.

12. Amendment

No amendment to this Contract shall be effective unless it is signed by the authorized representatives of all parties and complies with all requirements of the law. All alterations or additions, material or otherwise, to the terms and conditions of this Contract must be in writing and signed by the City, as set forth in the below section, and the Vendor.

13. Conditions of Enforceability Against the City

This Contract is only binding upon, and enforceable against, the City if: (1) the Contract is signed by the Mayor; (2) endorsed with approval by the City Auditor as to appropriation or availability of funds; (3) endorsed with approval by the City Solicitor as to form; and (4) funding is appropriated for this Contract or otherwise made available to the City.

This Contract and payments hereunder are subject to the availability of an appropriation therefor. Any oral or written representations, commitments, or assurances made by any City representatives are not binding. Vendors should verify funding and contract execution prior to beginning performance.

When the amount of the City Auditor's certification of available funds is less than the face amount of the Contract, the City shall not be liable for any claims or requests for payment by Vendor which would cause total claims or payments under this Contract to exceed the amount so certified.

The City's Standard Contract Form and Standard Contract General Conditions shall supersede any conflicting verbal or written agreements or forms relating to the performance of this Contract, including contract forms, purchase orders, or invoices of the Vendor.

The City shall have no legal obligation to compensate a Vendor for performance that is outside the scope of this Contract. The City shall make no payment prior to the execution of a Contract.

14. Taxes

Purchases incurred by the City are exempt from Federal Excise Taxes and Massachusetts Sales Tax, and prices must exclude any such taxes. Tax Exemption Certificates will be furnished upon request. The City of Somerville's Massachusetts Tax Exempt Number is:

MO46

001 414.

15. Independent Contractor

The Vendor is an independent contractor and is not an employee, agent or representative of the City. The City shall not be obligated under any contract, subcontract, or commitment made by the Vendor.

16. Assignment; Sub-Contract

The Vendor shall not assign, delegate, subcontract, or transfer this Contract or any interest herein, without the prior written consent of the City.

17. Discrimination

The Vendor agrees to comply with all applicable laws prohibiting discrimination in employment. The Vendor agrees that it shall be a material breach of this Contract for the Vendor to engage in any practice which shall violate any provision of G.L. c. 151B, relative to discrimination in hiring, discharge, compensation or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, sexual orientation, age, or ancestry.

18. Waiver

All duties and obligations contained in this Contract can only be waived by written agreement. Forbearance or indulgence in any form or manner by a party shall not be construed as a waiver, nor in any way limit the legal or equitable remedies available to said party.

19. Severability

In the event that any provision of this Contract shall be held to be illegal, unenforceable or void, such provision shall be severed from this Contract and the entire Contract shall not fail on account thereof, but otherwise remain in full force and effect and shall be enforced to the fullest extent permitted by law.

20. Notice

The parties shall give notice in writing by one of the following methods: (i) hand-delivery; (ii) facsimile; (iii) certified mail, return receipt requested; or (iv) overnight delivery service, to the Vendor at the contact information specified on the face of this Contract; to the City, addressed to Office of Strategic Planning and Community Development, 93 Highland Avenue, Somerville, MA 02143, or faxed to 617-625-0722 with a copy to: City Solicitor, City Hall, 93 Highland Avenue, Somerville, MA 02143. Notice shall be effective on the earlier of (i) the day of actual receipt, or (ii) one day after tender of delivery.

21. Captions

The captions of the sections in this Contract are for convenience and reference only and in no way define, limit or affect the scope or substance of any section of this Contract.

22. Non-Collusion

This Contract was made without collusion or fraud with any other person and was in all respects bona fide and fair. As used in this paragraph, the word, "person," shall mean any natural person, joint venture, partnership, corporation, or other business or legal entity.

The Vendor certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

23. Tax and Contributions Compliance

The Vendor certifies, under pains and penalties of perjury, in accordance with MGL c. 62C, s. 49A, that the Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes, is in good standing with respect to all returns due and taxes payable to the Commonwealth, reporting of employees and contractors, and withholding and remitting of child support and to contributions and payments in lieu of taxes. In the event that the City is notified by the IRS that the TIN provided by the vendor and the vendor name as recognized by the IRS do not match their records, the vendor is responsible for all penalties.

24. Municipal Taxes, Charges and Liens

The Vendor certifies that it has paid all accounts receivable owed to the City of Somerville, including but not limited to real estate, personal property or excise tax, parking fines, water/sewer charges, license/permit fees, fines and/or any other municipal lien charges due to the City of Somerville. Pursuant to MGL c. 60, s. 93, the Vendor agrees that the Collector/Treasurer of the City may withhold from amounts owing and payable to the Vendor under this Contract any sums owed to any department or agency of the City which remain wholly or partially unpaid. This shall include but not be limited to unpaid taxes and assessments, police details, and any other fees and charges until such sums owed have been fully paid, and the Collector/Treasurer may apply any amount owing and payable to the Vendor to satisfy any monies owed to the City.

25. Compliance with Applicable Laws

The Vendor shall comply with all applicable federal and state laws, and city ordinances and regulations, which in any manner affect performance of this Contract. The Vendor shall defend, indemnify, and hold harmless the City, its officers, agents and employees against any claim or liability arising from or based on the violations of such ordinances, regulations or laws, caused by the negligent actions of the Vendor, its agents, employees or subcontractors.

26. Conflict of Interest

The Vendor certifies that no official or employee of the City has a financial interest in this Contract or in the expected profits to arise therefrom, unless there has been compliance with the provisions of G. L. c. 43, § 27 (Interest in Public Contracts by Public Employees), and G. L. c. 268A (Conflict of Interest). The Vendor certifies that it has reviewed the Massachusetts Conflict of Interest Law, MGL c. 268A and at any time during the term of this Contract, the Vendor is required to affirmatively disclose in writing to the City the details of any potential conflicts of interest of which the Vendor has knowledge or learns of during the Contract term.

27. Licenses and Permits

The Vendor certifies that it is qualified to perform the Contract and shall obtain and possess at its sole expense, all necessary licenses,

permits, or other authorizations required by the City, the Commonwealth of Massachusetts or any other governmental agency, for any activity under this Contract. The Vendor shall submit copies of such licenses and/or permits to the City upon request. If a business, the Vendor certifies that it is a duly organized and validly existing entity, licensed to do business in Massachusetts, in good standing in the Commonwealth of Massachusetts, with full power and authority to consummate the Contract, and listed under the Commonwealth of Massachusetts Secretary of State's website as required by law.

28. Recordkeeping, Audit, and Inspection of Records All records, work papers, reports, questionnaires, work product, regardless of its medium, prepared or collected by the Vendor in the course of completing the work to be performed under this Contract shall at all times be the exclusive property of the City, and available to the public under the Public Records Law. In the event of termination or upon expiration of the Contract, the Contractor shall promptly deliver to the City all documents, work papers, calculations, data, drawings, plans, and other tangible work product or materials pertaining to the services performed under this Contract, in both a physical format and electronic format.

The electronic format shall be either Comma Separated Values (CSV) files along with the mapping information for each field, or Microsoft SQL (2005/2008) database with all associated Database Schemas, or such other electronic format(s) acceptable to the city. At no additional cost to the City, the Contractor shall store and preserve such records while in their possession in accordance with the requirements of the Massachusetts Public Records Law, the Commonwealth of Massachusetts record retention schedule and City of Somerville record retention schedule. The City shall have the right to at reasonable times and upon reasonable notice to examine and copy, at its reasonable expense, the books, records, and other compilations of data of the Vendor which relates to the provision of services under this Contract. Such access shall include on-site audits, review, and copying of said records.

29. Debarment or Suspension

The Vendor certifies that it has not been and currently is not debarred or suspended by any federal, state, or municipal governmental agency under G. L. c. 29, § 29F or other applicable law, nor will it contract with a debarred or suspended subcontractor on any public contract.

30. Warranties (Applicable to Goods Only)

The Vendor warrants that (1) the goods sold are merchantable, (2) that they are fit for the purpose for which they are being purchased, (3)

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that they are absent any latent defects and (4) that they are in conformity with any sample which may have been presented to the City. The

Vendor guarantees that upon inspection, any defective or inferior goods shall be replaced without additional cost to the City. The Vendor will assume any additional cost accrued by the City due to the defective or inferior goods. The Vendor guarantees all goods for a period of no less than one (1) year, unless a greater period of time is specified in the Contract Documents.

31. Lobbying

No Federal appropriated funds have been paid or will be paid, by or on behalf of any party to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of

Congress in connection with the making of the Grant or any modification thereof. If any funds other than federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or

employee of Congress, or an employee of a Member of Congress in connection with this Agreement, the party shall complete and submit

Standard Form-LLL "Disclosure Form to Report Lobbying," in accordance with its instructions. The language of this certification be included

in any subgrants or contracts and all subrecipients shall certify and disclose accordingly.

32. Nondiscrimination

The Grantee shall ensure that no person on the ground of race, color, national origin, sex or disability is excluded from participation in, or denied the benefits of, or subjected to discrimination in any program or activity. The Grantee shall comply with HUD regulations entitled "nondiscrimination Based on Handicap in Federally Assisted Programs and HUD activities" 24 C.F.R. 8 et seq.

33. Compliance with Funding Source Regulations

(a) If this grant is funded with Emergency Shelter Program funds, the Grantee comply with regulations enacted pursuant to the Stewart B. McKinney Homeless Act at 24 CFR 576 et seq., including without limitation, the obligation to provide matching funds equal

to or greater than the amount of the Emergency Shelter Grant. The Grantee has agreed to provide 100% matching funds for this grant, unless otherwise specified.

(b) If this grant is funded with Community Development Block (CDBG) grant funds, the Grantee shall comply with CDBG regulations at 24 CFR 570 *et seq.* including without limitation 24 CFR570.503. The Grantee shall remit all program income balances

(Including investments of program income) to the City at the end of the federal fiscal year (March 31st of each year) and at the end of the term of this Agreement. There shall be no program income in the possession of the Grantee following the expiration of this Agreement. (See

also Appendix B for provision on reversion of CDBG funds used to acquire real property.)

(c) If this grant is funded with HOME Investment Partnership Act (the HOME Act) (Title II of the Cranston-Gonzalez National Affordable Housing Act) of 1990 (Pub. L. 101-625) grant funds, the Grantee shall comply with regulations issued pursuant thereto including

but not limited to 24 CFR Part 92, and such directives and instructions as may be issued from time to time in connection therewith by the

Department of Housing and Urban Development, and with all other Federal, state, and local laws applicable to its activities.

(d) If this grant is funded with Community Preservation Act (CPA) funds, the Grantee shall comply with the requirements of the Community Preservation Act, M.G.L. c. 44B. The Grantee shall also identify that the program was funded through the City of Somerville's

Community Preservation Act program in its written materials about the program, including press releases, brochures, etc.

Upon completion of the Project, any funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the City without further expenditure thereof. If the City determines that funds have been spent on purposes not included

in the Grantee's application for CPA funds or otherwise not authorized by the Affordable Housing Trust Fund (Trust) or under the CPA, the

Grantee shall be liable to repay these funds to the Trust. In the event this Grant Agreement is terminated pursuant to the provisions of Section 8 hereof, any funds granted to the Grantee under this Grant Agreement and not yet expended shall be returned forthwith to the Trust

without further expenditure thereof. If this Grant Agreement is terminated as a result of negligent or intentional acts or omissions of the Grantee, the Grantee shall be liable to repay to the Trust the entire amount of funding provided under this Agreement, and the Trust, acting

by and through the Mayor's Office of Strategic Planning and Community Development of the City of Somerville, shall take such steps as are

necessary, including legal action, to recover said funds. In the event the Trust is required to take legal action under this Grant Agreement, the

Grantee shall be liable for all of the City's costs expended for the enforcement of this Grant Agreement, including but not limited to reasonable attorney's fees and court costs. All returned funds shall be deposited into the Trust's CPA Fund account and shall be made available for future grants to other recipients.

ATTACHMENT D

COMMUNITY DEVELOPMENT BLOCK GRANT QUARTERLY PROGRESS REPORT

PROJECT TITLE: _____ CONTRACT # _____ DATE: _____

CONTRACTING AGENCY: _____ TELEPHONE: _____

ADDRESS: _____

REPORT COMPILED BY: _____

PROJECT LOCATION (If applicable): _____ QUARTER 1 2 3 4

This report covers months ____ thru ____

I. Service Delivery Information

A. Units of Service

Record the number of units of service provided. Your scope of services in your contract specifies the units of service you should use. Examples of units of service: number of infant/toddlers enrolled; training hrs. for staff & attendance; training for parents & attendance; etc.

Unit of Service	1st Month	2nd Month	3rd Month	Total
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____

Explanation of above program statistics:

B. Clients Served

Record the number of individual clients served. Do not count a client more than one each month, even if they were seen more than once.

	1st Month	2nd Month	3rd Month	Total
<u>New Clients</u> (unduplicated)	_____	_____	_____	_____ new clients
Continuing Clients	_____	_____	_____	

Explanation of above program statistics:

C. New Clients Population Breakdown Data on new clients reported this quarter (total number of new clients)

How many _____ Extremely low income	How many _____ White	_____ # Hispanic/Latino
_____ Low income	_____ Black/African American	_____ # Hispanic/Latino
_____ Moderate income	_____ Asian	_____ # Hispanic/Latino
_____ Non-Low/Moderate income	_____ Amer Indian/Alaskan Native	_____ # Hispanic/Latino
	_____ Native Hawaiian/Pacific Islander	_____ # Hispanic/Latino
	_____ Amer Ind/Alaskan Native&White	_____ # Hispanic/Latino
	_____ Asian & White	_____ # Hispanic/Latino
_____ Female Head of Household	_____ Black/African American & White	_____ # Hispanic/Latino
	_____ Amer Ind/Alaskan Native&Black	_____ # Hispanic/Latino
	_____ Other Multi-racial	_____ # Hispanic/Latino

II. Budget Data

Total Project Budget: _____ Other Project Support
 \$ _____ Source _____ \$ _____ Amount
 Block Grant Contract Amount
 \$ _____
 Block Grant Funds
 Requisitioned to Date
 thru this quarter
 \$ _____
 TOTAL _____

Community Development Block Grant (CDBG) Expenditure Summary through this Quarter

LINE ITEM (Expense <u>Category</u>)	AMOUNT BUDGETED	AMOUNT EXPENDED	UNEXPENDED BALANCE
Salaries	_____	_____	_____
Fringe	_____	_____	_____
Supplies	_____	_____	_____
Rents	_____	_____	_____
Other * (please specify)	_____	_____	_____
TOTAL	\$ _____	\$ _____	\$ _____

III. Nominal Program Fees

Nominal program fees refer to nominal amounts collected from low income population for services provided. Solicitation of donations must be a generic request and cannot be directed to specific clients. Fees should be expended before CDBG funds.

List fees received this quarter. Please specify.

1. _____ \$ _____
2. _____ \$ _____
3. _____ \$ _____
4. _____ \$ _____

List how these monies were expended. Please be specific.
 What amount of these program fees were expended this quarter?

IV. Supplemental Funding For Agency

Describe efforts to secure additional support through fundraising and proposal writing. Indicate whether monies were received, or decisions are pending.

V. In-Kind Grantee-Agency Collaboration

Volunteer Contributions: (# of volunteers, volunteer hours/quarter, etc.)

Technical assistance received by Agency from:

Collaborative Planning/Programming for Agency Conducted With:

VI. Project Narrative

Below or on a separate sheet, briefly relate the program's progress towards achieving the goals and objectives in the Agreement's Scope of Services. Explain any obstacles or problems encountered. Describe planned or enacted resolutions to these problems.

VII. Outreach/Public Information

A. Attach to this Quarterly Report all (1) publications, newsletters, pamphlets, brochures, etc., (2) media releases (newspaper articles, advertisements and public service announcements), and (3) mailings (questionnaires, notifications, advocacy campaigns) appropriate to this project this quarter. _____

B. List any workshops or training sessions conducted during this quarter for this project.

Date	Topic	# Participants
------	-------	----------------

_____	_____	_____
_____	_____	_____

VIII. Staff Development for This Project

List any staff meetings conducted, in-house training offered, staff participation in outside conferences, courses, workshops, etc.

Development Activity	# Participants
----------------------	----------------

_____	_____
_____	_____
_____	_____

IX. Personnel Data Checklist

Please include the following items:

A. Current list of employees (percent of minority, female, low income, Somerville residents/ as on page 1)

B. List of new hires this quarter
(percentages as above)

Reports are due on the 15th of October, January, April, and July. Please notify CDBG monitor prior to the above dates if you are unable to file reports on time.

ATTACHMENT E

CDBG Beneficiary Form

CLIENT INFORMATION

Proposers who receive grants will have to gather the following information required by U.S. Department of Housing & Urban Development, will have to keep individual client information in strict confidence, and will be required to use composite data on client information to fill out progress reports and submit it on a quarterly basis to OSPCD.

Name: _____ Address: _____

1. Total number of members in your household: _____

2. Please **circle** the household and **check** the income in which the combined gross annual income of your household falls (includes all sources of income as checked above):

Example: If the combined income of a 4-person household is \$45,000, circle (4) members, check (x) less than \$59,250

1 member	<input type="checkbox"/>	Less than 26,850	<input type="checkbox"/>	Less than 44,800	<input type="checkbox"/>	Less than 67,400	<input type="checkbox"/>	Over 67,400
2 members	<input type="checkbox"/>	Less than 30,700	<input type="checkbox"/>	Less than 51,200	<input type="checkbox"/>	Less than 77,000	<input type="checkbox"/>	Over 77,000
3 members	<input type="checkbox"/>	Less than 34,550	<input type="checkbox"/>	Less than 57,600	<input type="checkbox"/>	Less than 86,650	<input type="checkbox"/>	Over 86,650
4 members	<input type="checkbox"/>	Less than 38,350	<input type="checkbox"/>	Less than 63,950	<input type="checkbox"/>	Less than 96,250	<input type="checkbox"/>	Over 96,250
5 members	<input type="checkbox"/>	Less than 41,450	<input type="checkbox"/>	Less than 69,100	<input type="checkbox"/>	Less than 103,950	<input type="checkbox"/>	Over 103,950
6 members	<input type="checkbox"/>	Less than 44,500	<input type="checkbox"/>	Less than 74,200	<input type="checkbox"/>	Less than 111,650	<input type="checkbox"/>	Over 111,650
7 members	<input type="checkbox"/>	Less than 47,600	<input type="checkbox"/>	Less than 79,300	<input type="checkbox"/>	Less than 119,350	<input type="checkbox"/>	Over 119,350
8 members	<input type="checkbox"/>	Less than 50,650	<input type="checkbox"/>	Less than 84,450	<input type="checkbox"/>	Less than 127,050	<input type="checkbox"/>	Over 127,050

3. Race & Ethnicity:

Race

Single race

- _____ White
- _____ Black/African American
- _____ Asian
- _____ American Indian/Alaskan Native
- _____ Native Hawaiian/Pac. Islander

Multi-Race

- _____ American Indian/Alaskan Native & White
- _____ Asian & White
- _____ Black/African American & White
- _____ Amer Indian/Alaskan & Black/African American
- _____ Other Multi-racial

- a) *White*: all persons having origins in any of the original people in Europe, North Africa, or the Middle East.
- b) *Black/African American*: all persons having origins in any of the Black racial groups of Africa.
- c) *Asian or Pacific Islander*: all persons having origins in any of the original peoples of the Far East, Southeast Asia, the Indian Subcontinent, or the Pacific Island. This area includes for example, China, Japan, Korea, the Philippine Islands and Samoa.
- d) *American Indian or Alaskan Indian*: all persons having origins in any of the original peoples of North America and maintaining cultural identification through tribal affiliations or community recognition.
- e) *Native Hawaiian/other Pacific Islander*: all persons having origins in the Pacific Islands (i.e. Samoa) and Hawaii.

Ethnicity

_____ Hispanic/Latino

An ethnicity category spread across all the races. Those who are White, Black, Asian, Pacific Islander, American Indian or a multi-race may also be counted as being Hispanic. All persons of Mexican, Puerto Rican, Cuban, Central or South American or other Spanish culture or origin.

4. Additional Information:

_____ Female Head of Household

Client signature: _____

Date: _____

ATTACHMENT F

SOMERPROMISE OVERVIEW

Purpose of SomerPromise

The Somerville Promise Alliance (SomerPromise) is a community-wide effort that focuses on aligning and mobilizing resources to address the academic, social and environmental factors that affect student success. We are committed to equity and excellence in children's lives during and out of school, from cradle to career.

Connection with Community Development Block Grant (CDBG)

Community Development Block Grant (CDBG) funds should serve low- and moderate-income persons. If a CDBG program seeks to provide youth services, its goals must align with the goals of the SomerPromise program, to ensure consistency across City of Somerville services for all constituents.

About the Somerville Children's Cabinet

The Somerville Children's Cabinet was formed in 2017 with the support of the By All Means initiative of the Education Redesign Lab at Harvard Graduate School of Education. The Cabinet shares the aim of the By All Means Initiative, to develop comprehensive child wellbeing and education systems that help eliminate the link between children's socioeconomic status and achievement, and is guided by the 6 conditions of Collective Impact:

A Common Agenda

Our vision is to create a stable, cross-sector network that supports positive outcomes for children, youth, and families in Somerville.

Shared Measurement

Data analysts with Somerville Public Schools and the City's SomerStat department inform evidence-driven approaches to our work. Work around common sets of measurement is beginning in key areas.

Mutually Reinforcing Activities

The Somerville Children's Cabinet's mission is to improve collaboration and communication between a cross sector network of School, City, and Community partners in order to mobilize and align the resources that optimize positive life outcomes for children and youth in our city.

Continuous Communication

The entire Cabinet meets monthly and is informed by separate meetings of the Out of School Time Taskforce, Early Childhood Advisory Council, the Somerville Education Foundation, the City Council and the School Committee. Subcommittees to support specific projects are formed as needed.

Backbone Organization

The SomerPromise initiative of the City's Health and Human Services Department provides backbone support to the Cabinet.

Equity as a Priority

The Cabinet aims to be explicit about using an equity lens both internally as we strategize, and externally as we operationalize our work.

The current areas of focus of the cabinet are equitable access to quality Early Childhood Education and Care and Out of School Time programming.

Building Community

Means Growing Great People, from Cradle to Career



- High School**
Life skills preparing for college and career
- Late Elementary/Middle**
Content knowledge and good habits
- Early Elementary**
Foundation of education skills
- Beginning Years**
Good health and community support

SomerPromise aligns resources to:

- Support access and achievement in school and in life
- Identify and reduce gaps and overlaps
- Advance progress in prioritized areas
- Create systems change as needed
- Develop evidence-based approaches
- Measure and track results
- Promote communication and coherence among partners



We're Growing and Building a Stronger Somerville Together