

City of Westfield

Office of Community Development

REQUEST FOR PROPOSALS

The City of Westfield's Office of Community Development is seeking proposals for projects and programs eligible under the HOME-ARP Program. Successful proposals must demonstrate effective strategies to securely house persons eligible under the HOME ARP Program.

Interested parties must complete and submit the application with all required documents by noon, **Thursday, October 12, 2023** to the following location:

Westfield Office of Community Development Attention: Peter J. Miller 59 Court Street, Suite 300 Westfield, MA 01085
--

Only those proposals submitted for *eligible* activities in accordance with the required format will be considered for funding. A copy of the City's HOME ARP plan can be found at <https://www.cityofwestfield.org/DocumentCenter/View/13727/Holyoke-Chicopee-Westfield-Consortium-HOME-ARP-Allocation-Plan--HUD-Approved-Version>

Additionally, the City invites you to attend a Technical Assistance workshop **via Zoom on September 20, 2023 from 11am to 12pm.**

Please email michaela.grady@cityofwestfield.org to register.

Westfield HOME-ARP RFP 2023-2024

I. GENERAL INFORMATION

HOME ARP is funding under the federal American Recovery Plan to address the need for homeless assistance, Supportive Services and the development of Affordable Housing. The City in partnership with the Cities of Holyoke and Chicopee anticipates one time funding of \$502,712. Within that funding area, the City has allocated \$77,631 to supportive services and \$410,000 to housing development.

Proposal Review

Once submitted, no proposal may be amended or substituted, unless the amendment has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional information is required.

II. Eligible Persons

ARP defines qualifying individuals or families as those that are (1) homeless, as defined in Section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) ("**McKinney Vento**"); (2) at risk of homelessness, as defined in section 401 of McKinney-Vento; (3) fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking; (4) part of other populations where providing supportive services or assistance would prevent a family's homelessness or would serve those with the greatest risk of housing instability; or (5) veterans and families that include a veteran family member that meet the criteria in one of (1)-(4) above.

III. Eligible Activities Information

ELIGIBLE HOME ARP ACTIVITIES

HOME ARP Funds have four activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations. These activities include: (1) development and support of affordable housing, (2) tenant-based rental assistance (TBRA), (3) provision of supportive services; and (4) acquisition and development of non-congregate shelter units.

APPLICATION FOR HOME-ARP FUNDING
JULY 1, 2023 THROUGH JUNE 30, 2024

ORGANIZATION

Organization Name

Address

Web Address

Unique Entity Identifier (UEI)

EIN #

Authorized Individual to Respond to Inquiries

Authorized Individual's Email

Phone Fax

Applicant's Qualifications:	Yes	No	N/A
Drug Free Policies			
Fair Housing Policies			
Equal Employment Opportunity			

Project Title

Funding Request \$

Check the category, which best describes the type of funding, requested:

- Housing Production Homeless Services

ORGANIZATIONAL CAPACITY

- A. Provide an overview of your organization including length of time in existence, annual operating budget, service locations, and current staffing. List current officers and board members with terms.

- B. Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services, or special accomplishments that demonstrate your capacity for success.

ACTIVITY CATEGORY:

A. If Housing Production, please submit a One-Stop Application Section 1-4 and output TAB. The One-Stop Application can be found at https://masshousing.com/-/media/Files/Developers/Loan-Application/OneStop_Application.ashx

B. If Housing Services, please complete everything below.

B1. Please detail services to be provided:

B2. Detail Hours of Operation and location(s) of service delivery:

B3. Identify which HOME ARP eligible populations will benefit:

B4. Describe outreach and enrollment efforts:

Application Page 3

B5. Describe how eligibility will be documented:

B6. Identify the outcomes the **PARTICIPANTS** are expected to achieve as a result of your program. How do participants benefit?

B7. Identify the person(s) responsible for program and financial management of the activity. Identify all other persons involved in this activity noting whether these positions are current or new, pending this award.

B8. Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.

BUDGET, COST REASONABLENESS, AND FINANCIAL VIABILITY

B9. Project/Program Budget

Line Item	Calculation of Request	Request	Other Funds	Total*
PERSONNEL COSTS (list positions, cost includes fringe)	Provide rate of pay, percentage of time on project, calc. of fringe, etc. for total cost*	\$	\$	\$
1		\$	\$	\$
2		\$	\$	\$
3		\$	\$	\$
4		\$	\$	\$
5		\$	\$	\$
6		\$	\$	\$
Consultants		\$	\$	\$
Subtotal PERSONNEL		\$	\$	\$
OPERATING COSTS	Provide description of how you arrive at total cost* for each line	Request	Other Funds	Total*
Advertising		\$	\$	\$
Supplies		\$	\$	\$
Rent and Utilities		\$	\$	\$
Facility Maintenance		\$	\$	\$
Equipment		\$	\$	\$
Printing/Copying		\$	\$	\$
Phone		\$	\$	\$
Travel		\$	\$	\$
Training		\$	\$	\$
Taxes		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Other:		\$	\$	\$
Subtotal		\$	\$	\$
TOTAL BUDGET		\$	\$	\$

A. THRESHOLD CERTIFICATION

You must submit one original application and one (1) copy in response to this RFP to the OCD offices no later than **noon on Thursday, October 12, 2023**.

Submission Checklist

- ❑ Submit an original and one (1) copy of the completed application. Applications should be typed.
- ❑ List of Board Members and Terms
- ❑ Documentation of Project Resources (commitment letters, contracts)

Submit your application so it will be **received** at the Community Development Department by **noon on Thursday, October 12, 2023**.