

**Town of Chesterfield**  
**REQUEST FOR PROPOSALS**  
**For Public Social Service Programs**

**To: Area Social Service Providers**  
**From: The Town of Chesterfield**  
**Release Date: 11/16/15**

The Town of Chesterfield, with grant preparation assistance from Hilltown Community Development Corp. (Hilltown CDC), is developing a regional application for funding under the MA Community Development Block Grant Program FY 2016, for submission to the Dept. of Housing and Community Development (DHCD) in February 2016. This application will include a mix of the following towns: Chesterfield, Cummington, Goshen, Peru, Plainfield, Westhampton and Worthington.

This Request for Proposals (RFP) seeks responses to be included in the final grant submission. Programs that are designed to build economic security and self-sufficiency as indicated in each Towns Community Development Strategy are a high priority. Agencies providing the following services are encouraged to submit proposals: services for seniors, emergency food, family/youth activities, childcare support and other social service programs.

Acceptance of a proposal for inclusion does not guarantee funding of the program. The complete application to DHCD must be successful in competing state wide for MA CDBG FY 2016 funding. This is an extremely competitive funding round. A complete and well prepared application will be necessary.

To be considered for inclusion, proposals must be received at the Hilltown CDC offices, 387 Main Road, P.O. Box 17, Chesterfield, MA 01012 by **Monday December 7, 2015** no later than **3:00 PM**. The e-mail copy should be sent to Bea von Hagke, at [beavh@hilltowncdc.org](mailto:beavh@hilltowncdc.org). To meet deadline, either the paper or electronic copy must arrive no later than December 7, 2015 before 3:00 PM.

**INSTRUCTIONS TO BIDDERS:** All proposals must answer the questions on the RFP with enough information for the reader to get an accurate portrayal of the proposed program. It is important to answer each question very carefully and accurately to receive the highest ranking of the proposal.

Proposals must be submitted on paper (1 copy) or one copy submitted electronically by e-mail attachment in Microsoft Word format. If chosen to be included in the grant application, more detailed information will need to be provided in order to meet the specific requirements of the CDBG application.

Please contact Bea von Hagke at the Hilltown CDC (296-4536 ext. 115 or [beavh@hilltowncdc.org](mailto:beavh@hilltowncdc.org)) if you have any questions or if you have an alternate brand of software to determine if it is compatible with Hilltown CDC software. The Hilltown CDC can offer assistance in the preparation of the grant application to those groups or agencies that are accepted for inclusion in the regional grant application.

**AVAILABILITY OF FUNDS:** A total application (for all activities) is planned in an amount not to exceed \$1,100,000. Social Services can only constitute 20% of the total application (DHCD requirement); but at this time it is estimated that the total pool of funds available for social service activities that will be included in the application will range between \$180,000 - \$205,000. This amount is only an estimate for planning purposes at this time. The Town of Chesterfield, as lead community for the CDBG application, reserves the right to partially accept or otherwise negotiate the terms of a proposal.

**CONTRACT TERMS:** Those who submit proposals selected for inclusion in the total application, in the event that this application is funded, will enter into a standard MA Community Development Block Grant Management Services contract. A draft boilerplate contract is available for review at the Hilltown CDC. Contract term is anticipated to be a twelve-month period between October 2016 and October 2017, however these dates are subject to change, as delays may occur at DHCD. The contract will provide for reimbursement of eligible expenditures upon submission of an invoice that includes appropriate supporting documentation of costs, etc.

**Public Social Services SCORING CRITERIA  
Town of Chesterfield FY16 CDBG Application**

A Hilltown Community Social Services review board will rank each proposal on the basis of the following comparative evaluation criteria: highly advantageous, advantageous, not advantageous, and unacceptable (Respectively scored 5-3-1-0). The applicants receiving the highest cumulative ranking and also meeting the threshold criteria will be considered for funding.

1. Proposal is complete and addresses all the questions

Highly Advantageous	complete and detailed description/all questions
Advantageous	some questions require further explanation but adequate
Not Advantageous	too general, not enough information provided
Unacceptable	incomplete

2. Applicant organization is leveraging matching funds for the Program

Highly Advantageous	25% or more of matching funds identified
Advantageous	5% - 24% matching funds identified
Not Advantageous	1% - 4% matching funds identified
Unacceptable	0 matching funds or no answer

3. Proposal clearly demonstrates the program's focus on services to LMI households

Highly Advantageous	100% of program recipients are LMI
Advantageous	80% of program participants are LMI
Not Advantageous	Under 50% of participants are LMI
Unacceptable	No LMI participants or no answer

4. Proposal discusses need for services proposed and avoids duplication of services

Highly Advantageous	No duplication in proposed region
Advantageous	Some duplication but coordination with other providers
Not Advantageous	Some duplication with no coordination with other providers
Unacceptable	Duplication in services or no answer

5. Readiness to Proceed: Program/services are able to be delivered upon award

Highly Advantageous	Continuation of current program in progress/new program able to proceed upon award
Advantageous	Some start up activities necessary
Not Advantageous	Unclear if program can proceed upon award
Unacceptable	No plan for start-up/delivery or no answer

6. Program is designed to build/promote economic security and self-sufficiency of basic human needs.

Highly Advantageous	Clearly describes benefits to LMI to build/promote economic security and/or self-sufficiency cites best practices and provides data
Advantageous	Clearly describes benefits to LMI to build/promote economic security and/or self-sufficiency
Not Advantageous	Does not clearly describe benefits to LMI to build/promote economic security and/or self-sufficiency
Unacceptable	No description of benefits to LMI to build/promote economic security and/or self-sufficiency

**Request for Proposals for Public Social Service Programs**  
*(Chesterfield, Cummington, Goshen, Peru, Plainfield, Westhampton and Worthington)*

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This form is to be used for proposals for the grant period starting in October 2016 and continuing through October 2017. When completing this form, assume a 12-month program.

Please complete this form in its entirety and return to the Hilltown CDC no later than 3:00 p.m. December 7, 2015. Return to Bea von Hagke, email: [beavh@hilltowncdc.org](mailto:beavh@hilltowncdc.org) or mail to:

Hilltown CDC FY2016 Public Social Service Proposal  
387 Main Road, PO Box 17  
Chesterfield, MA 01012

Attn: Bea

*For questions: Contact Bea at (413) 296-4536 ext. 115 or [beavh@hilltowncdc.org](mailto:beavh@hilltowncdc.org)*

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**Name of Organization/Agency:**

**Name of Program or Service:**

**Description of Program/Services:**

**Amount of Funding Request: \$** \_\_\_\_\_

**Matching Funds Being Provided (amount and source):**

**In-Kind Resources Being Provided:**

**Evidence of Cost Reasonableness: (per client cost, comparative program costs etc.)**

**Description of Beneficiaries (#, total low/mod, % low/mod, etc.):**

**Is this program/service a new service, an expansion of an existing service or a continuation of a project presently funded with MA CDBG Funds? (check one)**

- new service**
- expansion of existing service**
- continuation of project presently funded with MA CDBG funds**

**If this is a continuation of a project presently funded with MA CDBG Funds, please provide a justification for this additional funding.**

**Is this project/service not provided by other state or federal agencies, or provided, but not available to CDBG-eligible residents in the Northern Hilltowns? If yes, please explain why it is not available to CDBG eligible residents.**

**Has this project/service been funded in whole or in part with local funds within the past 12 months?**  
Yes  No

**Submitted By:**

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Title

\_\_\_\_\_  
Agency/Organization

\_\_\_\_\_  
Date