

CDBG Food Security - RFP - Imported

Community Foundation of Western Massachusetts

Information

Welcome to the Community Foundation of Western Massachusetts' Community Development Block Grant (CDBG) COVID Food Security Letter of Intent form. Here are a few tips to keep in mind as you complete this information:

1. This is a Letter of Intent (LOI) application. This information will help us get a sense of the service you are looking for funding to support. We will follow up all LOIs with a phone call. Calls will take place from July 6-13, 2022.
2. If you have questions about any aspect of this CDBD program please send an email to Sheila Toto at stoto@communityfoundation.org.
3. If you experience any technical issues with the Letter of Intent application, please contact Margaret Everett at meverett@communityfoundation.org. We are here to assist you with this process. Please do reach out if you have any questions.

Grant Focus:

The Community Foundation of Western Massachusetts (CFWM) is partnering with the Massachusetts Department of Housing and Community Development (DHCD) to administer the CARES Act Community Development Block Grant ("CDBG-CV") Food Security Program in Franklin, Hampden, and Hampshire counties. This funding is enabling CFWM to direct vital resources to support low to moderate income households throughout our three-county area who are facing food insecurities as a result of COVID-19.

This support will be granted to qualified 501(c)(3) organizations working in the food security space. Qualified uses for grants and regulations include:

- Services to address food security needs related to the impacts of the COVID-19 pandemic. This could include food, labor, supplies, materials, and other costs required to run a food provision program such as rent, utilities, salaries, administrative costs, etc.
- Food security activities could include but are not limited to assistance for food banks, food delivery/pick-up and other food access programs. This could include a range of mechanisms to deliver food security assistance, in some regions or communities through food pantries and in others with more layered delivery systems that may secondarily benefit restaurants, servers and other workers, food suppliers, and farmers even though the primary intent is to provide food to needy, income eligible individuals and households.

Funding Requirements:

- Each program funded must be able to demonstrate that at least 51% of the persons being provided assistance qualifies as having low or moderate income (up to 80% of area median income). Please refer to the [CDBG Self-Certification of Income Form](#) for specific reporting requirements. If you do not have a copy of this form please email Sheila Toto at stoto@communityfoundation.org.
- Activities must meet applicable CDBG-CV requirements, which includes that a public service must be either:
 - i. A new service; or
 - ii. A quantifiable increase in the level of a service above that which has been provided as a result of COVID-19. This requirement is intended to prevent the substitution of CDBG funds for recent support of public services by the grant recipient using local or state government funds.
- There must be documentation that the public service prepares for, responds to or prevents the impacts of COVID-19.
- All costs must be reasonable.

Funds to Benefit:

Grants will be awarded to a select group of organizations that demonstrate the following:

- Have a history of serving those experiencing food insecurity in Franklin, Hampden, and/or Hampshire counties. These organizations include food pantries, meals programs, farm to pantry programs, or organizations that package meals for low income and non-English speaking populations living up to 80% area median income (AMI).
- Have a history of serving low-income and non-English or limited English speaking and historically under-served communities.
- Have a history of serving populations whose economic hardship has been exacerbated by COVID-19
- Can demonstrate that their numbers served have increased due to the pandemic
- Have the ability to conduct outreach to identify individuals and households that qualify for assistance; and
- Have the ability to collect demographic data on all project beneficiaries and report this information monthly to CFWM.

Program Details:

- Eligible organizations must operate as a 501(c)(3) organization.
- Fiscally sponsored organizations should contact Sheila Toto directly before proceeding with the LOI.
- Funding will be provided to organizations serving residents in Hampden, Hampshire and/or Franklin counties.
- Approximately \$1.4 million is available for this opportunity.
- Funding is non-renewable.

Funds may NOT be used for:

- Real estate purchases and/or property capital improvements.
- Gift cards or direct cash assistance.

CFWM will not support the purchase of capital items with this funding.

Timeline:**Letter of Intent (LOI) application:**

- LOIs being accepted until 11:59 p.m. on July 1, 2022.

Review:

- CFWM will reach out via phone by July 13, 2022 to discuss the LOI. We will not wait until the process closes to begin reaching out about LOIs submitted for consideration.
- CFWM staff may reach out to our state CDBG representative for clarity around alignment of request with federal guidelines.

Decisions on Letter of Intent Applications:

- Applicants will be notified by July 15, 2022 about the final status of the LOI. Applicants that are invited to move forward in the process will be asked to submit additional application materials by July 29, 2022.

Funding Decisions:

- Those invited to submit a full application will be provided with funding decisions by August 19, 2022.
- Contracts available by August 26, 2022.

Release of Funds:

- Funding is on a monthly reimbursement basis. Monthly payments can be made on cost estimates and invoices, however specific documentation of actual expenses must be provided. (Invoices and reporting information to be submitted by the 10th of each month.)

Grantees must:

- Expend funds by March 31, 2023.
- Provide a monthly update to CFWM of aggregate demographic data for those benefiting from the service(s) being funded.

Organization Information

Physical Location of Organization*

Please enter the address of your physical location, *if different from your mailing address*. If the address is the same, leave this field blank.

Character Limit: 250

Anti-Discrimination Policy*

Please click [here](#) to read the CFWM Anti-Discrimination Policy.

I certify that I have read the CFWM Anti-Discrimination policy and the applying organization complies with this policy. Please choose yes or no.

Choices

Yes

No

Organization Structure*

Please choose one response that best describes your organization's structure. "The organization is....."

Choices

fiscally sponsored.

a program operating as part of a larger organization (EIN # is in the larger organization's name).

a church.

member of a national organization but we have our own EIN#.

artist

designated by the IRS as a 501(c)(3) and we have our own EIN #

Project Information

Project Name*

Please enter the name of your project.

Character Limit: 120

History with Food Security*

Briefly tell us about your organization's history of addressing food security in the region.

Character Limit: 1000

Support During Pandemic*

How has our organization supported food security of individuals and families during the pandemic?

Character Limit: 1000

Food Related Services Before the Pandemic*

How many clients did you provide food related services to annually *prior to March 2020?*

Character Limit: 7

Year 1 of the Pandemic - Food Related Services*

On average, how many clients did you provide food related services annually during the pandemic *from March 2020 through February 2021?*

Character Limit: 7

Year 2 of the Pandemic - Food Related Services*

On average, how many clients did you provide food related services annually during the pandemic *from March 2021 through February 2022?*

Character Limit: 250

Intended Outcome*

The intended outcome of the service your organization proposes will address COVID-19 by:
Please check off all that apply.

Choices

preparing for the impacts of COVID-19

preparing for COVID-19

responding to the impacts of COVID-19

preventing COVID-19

preventing the impacts of COVID-19

Project Summary*

Please provide a brief overview of the service you are looking to have funding support from September 2022 - March 2023.

Maximum of 2,000 characters including spaces.

Character Limit: 4000

Outreach*

What is the outreach plan for this service?

Maximum of 1,500 characters including spaces.

Character Limit: 2000

Target Populations Served:*

Who do you see directly benefiting from this service and where would the program be implemented?

Character Limit: 1500

This program requires the submission of a monthly update as well as a demographic report on your clients. Please click [here](#) for a sample of the reporting documentation required each month.

Possible Reporting Barriers*

What, if any, barriers do you anticipate in meeting this reporting requirement? If you don't anticipate any barriers to reporting, how do you handle collecting demographic information on

your clients now?

Maximum of 2,500 characters including spaces

Character Limit: 2500

Reimbursement Program*

Funding for this program is based on the monthly submission of an invoice and appropriate documentation of expenses. What, if any barriers, do you anticipate in being able to participate in a monthly invoicing program?

Maximum of 1500 characters including spaces

Character Limit: 1500

Financial Information

Fiscal Year End Date*

Character Limit: 10

Organization's Current Operating Budget*

What is the size of your organization's current operating budget?

Character Limit: 20

The following questions relate to the service or program you would like considered for Community Development Block Grant (CDBG) funding.

Funding Needed*

Approximately how much funding would you need to implement this program from Sept 2022 - March 2023? If you have a specific dollar amount please enter that amount. If you have a funding range, for example, it will cost between \$100,000 - \$125,000 to implement the service for 7 months, please enter the range.

Character Limit: 1500

CDBG Funds*

What is the plan for supporting this program during this timeframe?

Choices

100% of this new program or expanded service would be supported by CDBG funds.

A combination of funds, including CDBG funds, will be used to support this program,.

Line Item Expenses*

What are the line item expenses this funding would support?

Character Limit: 1500

Next Steps

Thank you for taking the time to complete this information. We look forward to reading your Letter of Intent. Just as a reminder, below are the next steps in the process.

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Funding Decisions:

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- Contracts available by August 26, 2022.

Additional Comments

If you have anything else you would like to share, please use the space below.

Character Limit: 1500

Thank you for taking the time to complete the application. Once you are satisfied with your responses and attachments, please **SUBMIT** the application. The **SUBMIT** button can be found in the bottom, right corner of your screen.