

**CITY OF SPRINGFIELD
OFFICE OF DISASTER RECOVERY & COMPLIANCE**

**REQUEST FOR PROPOSALS FOR PARTNERSHIPS FOR THE NATIONAL DISASTER RESILIENCE
COMPETITION (NDRC)**

ADDENDUM #1

Submitted Questions and Responses

- 1) As the funding is CDBG funding how strict will the income eligibility requirements be for participation in training programs? What is the cut-off for “low-income” as it pertains to this grant funding/training opportunity?

RESPONSE: Income limits are set by HUD on a yearly basis. The income limits for 2015 are provided below.

	Extremely Low Income Limits (30% AMI)	Very Low Income Limits (50% AMI)	Low Income Limits (80% AMI)
Single Person Household	\$18,400	\$18,401 - \$30,650	\$30,651 - \$46,100
Two Person Household	\$21,000	\$21,001 - \$35,000	\$35,001 - \$52,650
Three Person Household	\$23,650	\$23,651 – \$39,400	\$39,401 - \$59,250
Four Person Household	\$26,250	\$26,251 - \$43,750	\$43,751 - \$65,800
Five Person Household	\$28,410	\$28,411 - \$47,250	\$47,251 - \$71,100
Six Person Household	\$32,570	\$32,571 - \$50,750	\$50,751 - \$76,350
Seven Person Household	\$36,730	\$36,731 - \$54,250	\$54,251 - \$81,600
Eight Person Household	\$40,890	\$40,891 - \$57,750	\$57,751 - \$86,900

- 2) On what timeline will funding be provided to the grant partners for implementation of the grant deliverables? (one-time/quarterly/biannual/annual installments/reimbursement/etc)? What are the reporting requirements?

RESPONSE: Generally the City provides all funding on a reimbursement basis. The City may permit funding for construction related down-payments dependent upon the situation and prior-approval being granted. Subrecipients could begin submitting invoices for reimbursement as soon as expenses occur and invoices usually take approximately three-four weeks for processing and reimbursement.

Reporting requirements will vary by program. All backup documentation regarding expenses will be required for reimbursement. This will include, but not be limited to, invoices, receipts, cancelled checks, etc. If the City is paying for staff time, employee timesheets/cards and description of work for time funded will be required.

Quarterly reporting is required and quarterly reports will report out on progress and outcomes regarding program/project progress.

- 3) Is it likely that multiple partnerships might be approved to provide a wider range of services in the workforce development programming, or is the City seeking only one workforce development partner who will provide a comprehensive training program to cover all needs?**

RESPONSE: Yes, multiple partnerships in the area of workforce development are possible.

- 4) Is the NDRC Grant for four years?**

RESPONSE: If the City receives NDRC funding for each specific activity. The City will have a maximum of three years funding available.

Required Request for Proposal Form A:

Request for Proposal Form A is enclosed within this addendum. This form should be completed and signed with each proposal submitted.

City Seeking Additional Partnership Opportunity for Healthy Homes Collaborative

The City is seeking a partner/partner(s) to lead development of a Healthy Homes Collaborative in the event that the City receives NDRC funding. The City is specifically seeking a partner who will

- 1) Convene Springfield entities involved with housing, health, and healthy homes on a regular basis to increase collaboration and coordination among the entities;
- 2) Develop shared referral assessment process for Springfield entities engaged in healthy homes or related work;
- 3) Work with entities involved with healthy homes work to create a single or compatible process for data collection and sharing;
- 4) work with stakeholders and community residents to develop a process to prioritize home intervention services based on health needs;
- 5) Create a website and online system web-based applications, referrals, and healthy homes job training opportunities.

The goal of the collaborative program will be to improve access to healthy homes and related interventions for low-income Springfield residents living in the “Urban River Watershed District” described below.

The City would expect to provide funding for up to two years for this program.

The partner would need to provide the following information in their proposal:

- Organizational structure and demonstration of the capacity of the organization to carry-out the program in the manner described, including experience and qualifications specific how the organizations area of expertise are in direct response to the specific partnership/sub-recipient needs the City has. Structure should demonstrate capacity to carry out the program in accordance with CDBG-NDR deadlines and regulations.
- Program narrative that describes the structure of the collaborative program and healthy homes emphasis, including description of how the program/project fits into the City’s NDRC framework.
- Budget, including sources, uses, amount, leverage funding and amount of CDBG-NDR funding needed to carry-out the proposed program and available leverage that can be committed to the NDRC project.

CITY OF SPRINGFIELD, MASSACHUSETTS
OFFICE OF DISASTER RECOVERY & COMPLIANCE

REQUEST FOR PROPOSALS

Proposals will be received at the Office of Housing, 1600 East Columbus Avenue, Springfield until 2:00 PM October 5, 2015 and will be logged in at that time. Proposals received after the due date and time will be returned unopened.

All packages must be marked with the following:

- "Request for Proposals for Partnerships for the National Disaster Resilience Competition"
- Proposer's Name
- Proposer's contact information including address, phone, fax and email

Request for Proposals for Partnerships for the National Disaster Resilience Competition

As requested by: **Springfield Office of Disaster Recovery & Compliance**

THIS FORM MUST BE COMPLETED, SIGNED, AND RETURNED WITH BID.

This Proposal is submitted by: _____
(Company Name)

(Company Address)

I acknowledge receipt of addenda numbered: _____, _____, _____, _____

Signed by: _____
_____/_____/_____ 2015

Telephone Number: _____

Fax Number: _____

Email Address: _____