



# **CITY OF SPRINGFIELD, MASSACHUSETTS**

*Mayor Domenic J. Sarno*

## **PRIME THE PUMP, ROUND FOUR Non - Profit Organization Grant APPLICATION GUIDELINES**

### **Community Development Block Grant (CDBG) Notice of Funding Availability (NOFA)**

CDBG Non-Profit Public Service Activity  
Low Moderate Income Benefit

*Applications may only be submitted electronically at:*

Lori Santaniello  
Office of Community Development  
Email: [LSibilia@springfieldcityhall.com](mailto:LSibilia@springfieldcityhall.com)

**\*Applications due July 17, 2020 by 3:00 PM\***

## **Introduction**

The City of Springfield has received a special allocation to our Community Development Block Grant funds that will be used to assist in preventing the spread and respond to the social, physical, mental and economic impacts of coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136 on March 27, 2020.

Springfield is advancing into the fourth month of the COVID-19 pandemic. Over that time, city government and Springfield residents have been humbled by the incredible response of our frontline organizations and nonprofits that have been working to assist our neighbors and families who are most vulnerable to the COVID-19 virus itself and its many negative ancillary impacts.

For so many non-profit organizations, COVID-19 is more than just a daily struggle; it has become a critical economic period. The financial and service delivery decisions made by many organizations today will determine their ability to sustain themselves through the pandemic. The pandemic has affected all non-profit revenue streams and all potential sources of support, making its impact far deeper and more challenging than the typical economic challenges confronted by most non-profits.

Nonprofits are relatively small: 88 percent spend less than \$500,000 annually for their work. Thus, the “typical” nonprofit is community-based, serving local needs. Relatively few nonprofits have an endowment and most have limited reserves — about 50 percent have less than one month of cash reserves.

Hospitals, community health centers, and senior living communities will continue to be hit hard by the coronavirus. Most of those organizations are charitable nonprofits. Many other nonprofits however, have been called on to feed, house, and care for people whose lives have been upended by closures, job loss, and sickness.

This application is open to non-profit organizations that can evidence an economic need, but continue in some form to serve Springfield’s low/moderate income (LMI) residents by providing critical community needs the demand for which has risen since the start of the pandemic.

Basic eligibility of applicants/programming includes:

- Non-profit public service dollars to address basic needs for LMI residents.
- Funds awarded to Springfield based agencies that evidence: the capacity to administer the CDBG funds and a clear economic need for assistance in response to COVID-19.
- Springfield focused programming to support COVID-19 response activities may include but are not limited to public health, mental health, shelter & housing, food stability services, job training, educational services, handicapped services, anti-poverty assistance, senior services, substance abuse prevention, domestic violence services, veteran services, youth recreational services, childcare services, Springfield COVID-19 impact research.
- Application requests may not exceed \$25,000.

## **CDBG Public Service Requirement**

Proposed programming activity must:

1. Provide Benefit to Springfield's Low Moderate Income (LMI) Population
2. Be a CDBG Eligible Public Service Activity

### **Focus of this NOFA**

1. Public Services for Springfield LMI Population

### **Eligible Non-Profit Organizations to Apply**

1. Springfield based non-profit organizations that can evidence economic need resulting from the COVID-19 virus, but continue to provide direct public service programming to Springfield's LMI population.

### **Ineligible Organizations**

1. National non-profits
2. Non-profits with annual Operating Budgets in excess of \$500,000
3. Non-profits with an endowment exceeding \$250,000
4. Non-profits that have numerous code violations issued by the City of Springfield
5. Non-profits that have previous contract non-compliance concerns raised by the City of Springfield

### **Funding Information & Requirements**

1. These funds will be structured as a grant, with no repayment required if the non-profit organization does not default on any contractual terms.
2. Non-profit organizations may request up to \$25,000 per organization.
3. Funds may be used for program delivery costs.
4. Funds may be used to pay expenses made from March 1, 2020 – December 31, 2020.
5. Documentation of information provided in this application should be available upon request. Should an applicant offer false information, the application will be immediately disqualified.
6. Applicants must be current on all federal, state and City of Springfield taxes, fines, and fees. ***The applicant should clear any payments owed, prior to submitting their application.***

### **Funding Priorities**

1. Delivery of critical community needs to Springfield's LMI population, which are related to COVID-19.
2. Assist Springfield based non-profits that were required to be closed or had limited capacity, and are now in reopening phases. We encourage non-profits that need to make necessary safety improvements to their organization due to Covid-19 to consider applying.
3. This is a Public Service grant; therefore, the use of grant funds will be dedicated to assist in the delivery of COVID -19 essential services to Springfield's LMI population.
4. This grant is focused on smaller community based non-profits that evidence economic hardship related to COVID-19.

- Non-Profits need to evidence that they have the requisite accounting and administrative support to manage the CDBG grant award.

### **Review Process and Scoring**

Applications will be scored and ranked based on the following:

<b>Scoring Criteria</b>	<b>Point Value</b>
Does the non-profit board have more than 30% minority membership?	20 Points
Does the non-profit provide a narrative evidencing how their services are meeting a critical community need related to Covid-19?	20 points
Do 50% or more of the nonprofit's employees live in Springfield?	20 points
Has the non-profit organization <b>not</b> received any other Covid-19 funding from any other source?	10 points
Was the non-profit closed for 30 days or more at any point after March 17, 2020 with no revenue?	10 points
Was the 2019 Annual Operating Budget for the non-profit less than \$500,000?	5 points
Are the non-profit's services provided to a CDBG Eligible Area?	5 points
Is the non-profit physically located in the NRSA or R/E CAP neighborhood? <b>(City to Determine)</b>	5 points
Has the non-profit been in existence for five years or more?	5 points

### **Submission Requirements**

- Notice of Funding Availability and application issued July 2, 2020
- Applications due no later than **July 17, 2020 by 3:00 PM**. Applications received after this time will not be considered.
- Applications and contract documents will only be received by email.
- Please **only** submit the Application Form provided, and return via email preferably in PDF format. **Do not** provide letters, photos, or other materials.
- Any changes or addendums to this document will be posted on the City of Springfield website.
- Only applications that are fully complete and arrive prior to the deadline will be scored.

## Grant Contracting

- Each awardee will be provided five days to complete necessary contract paperwork. Awardees that are non-responsive to city staff and do not return necessary paperwork will risk forfeiture of award.
- Each awardee will need to document compliance with insurance requirements – proof of general liability insurance and workers compensation.
- Each awardee will be screened for any back arrears to the city. This includes parking fines and code enforcement fines. Those with outstanding funds owed to the city are encouraged to address them **prior to submitting a grant application.**
- After grant contract is fully executed and all supporting documents are complete, a check for **50% of the awarded amount** is processed for the organization. Once the organization has provided approved documentation detailing the first half of spending, the remaining 50% of the award is released.