



REQUEST FOR PROPOSALS for FY 2020 Funding for Human Services Agencies

THE TOWN OF PROVINCETOWN HUMAN SERVICES GRANT PROGRAM

The TOWN OF PROVINCETOWN, MASSACHUSETTS is hereby requesting proposals for funding for Fiscal Year 2020 (July 1, 2019 through June 30, 2020) from Human Services agencies serving the residents of the Town of Provincetown. Qualifying agencies are invited to submit funding proposals, in response to needs identified herein, on or by *Wednesday, December 5, 2018 at 3:00 p.m.* Proposals selected for funding will be included in an omnibus appropriation article submitted by the Town of Provincetown to its April 1, 2019 Annual Town Meeting.

I. Introduction

The Town of Provincetown is soliciting funding requests from Human Services agencies serving the residents of Provincetown for the Fiscal Year beginning July 1, 2019 and ending June 30, 2020. Human Services Grant Funds will be allocated by the Town to support the overall operations of agencies which provide services to local residents, particularly those of low and moderate income and those who are uninsured or underinsured. The Town has designed this grant program to help identify a clearer link between the grant funding it provides to Human Services agencies and needs identified by the community itself, by directing Town resources to agencies-- particularly locally-based agencies-- meeting needs not otherwise met. The Town anticipates having approximately \$85,000 available for the Human Services Grant Program in FY 2020. Funding will be targeted towards programs which address needs identified by the Town:

The mission of Provincetown's HUMAN SERVICES GRANT PROGRAM is to assist non-profit agencies and organizations to maximize available resources, through local grants, to meet needs identified by the community by providing services to local residents, particularly those of low- and moderate-income and those who are uninsured or underinsured.

- Mental Health Services
- Substance Abuse Services
- Services for Children, Teens, Families-at-Risk, Elders
- Domestic Violence Services
- Legal Services
- Services Addressing Housing and Hunger
- HIV and Chronic Care Services
- Services for People with Disabilities

II. Specifications

This RFP is for funding to Human Services agencies to offset the total cost of their operations, provided in the form of a grant, and not subject to the provisions of MGL Chapter 30B, the Uniform Procurement Act. In order to assure that the Town's resources are directed toward those agencies which provide services to Provincetown residents, particularly those of low and moderate income who are uninsured or underinsured, which are not otherwise provided, all proposals must meet the following minimum specifications:

1. The agency or project must provide a presence in Provincetown, which is underserved by public transportation; or must provide access to services provided elsewhere.
2. The service must demonstrate how it plans to coordinate its services with other providers and/or local initiatives and avoid duplication of services to clients.
3. The service must demonstrate a willingness to collaborate with existing community initiatives in place to address similar health and Human Services concerns.
4. Funding requests must be in the form of a lump sum proposal. Payments to agencies funded by the FY 2020 omnibus appropriation shall be made semi-annually, in two equal payments in accordance with the following schedule: December 31, 2019 and June 30, 2020.
5. Those agencies awarded funds under the Human Services Grant Program will be required to execute a grant agreement with the Board of Selectmen and to provide an Annual Report, due 30 days after the close of the fiscal year. Noncompliance in reporting requirements may jeopardize grant status and future grant approvals.

The Town of Provincetown reserves the right to contact any applicant for additional information if needed and to exclude from consideration any funding proposal which does not provide all of the information requested or does not meet the deadline of DECEMBER 5, 2018. Questions about this procedure may be directed to the Town of Provincetown's Human Services Committee, c/o COA/HS Director, Chris Hottle, at 508-487-7080.

III. Submission Requirements

Proposers shall submit nine (9) copies of the proposal in a sealed envelope to: Town Manager/Chief Procurement Officer, Town of Provincetown, 260 Commercial Street, Provincetown, MA 02657 marked **ATTN: HSC2020RFP by WEDNESDAY, DECEMBER 5, 2018 at 3:00 P.M.**

LATE / INCOMPLETE PROPOSALS WILL NOT BE CONSIDERED-NO EXCEPTIONS.

1. PROPOSAL COVER SHEET

A completed proposal cover sheet (attached), signed and dated, is required specifying the amount of funding requested for Fiscal Year 2020 and indicating which of the Town's identified Human Services needs the proposal will address.

2. PROGRAM PROPOSAL

- A. *Description of Operations.* On not more than two (2) pages, please provide the following:
1. Describe the history, goals and services of your organization.
 2. Define the community need(s) and/or problems being addressed by your programs and services.
 3. Define the target population for your services.
 4. List three (3) primary objectives for FY 2020 in terms of measurable results.
 5. How would the requested Town of Provincetown funding be used?
 6. Describe how you evaluate your effectiveness in providing your programs and services.
 7. Describe any new or continuing efforts to coordinate this program/service with similar programs offered by other organizations.
 8. Indicate if any of your programs currently have waiting lists; and, if so, how long a list.
 9. Indicate where your services will be provided from, the proposed method of contact/ referral to receive your services and proposed outreach and public awareness efforts.
- B. *Agency Data.* Please provide the following information about the operation of your agency:
1. Your agency's definition of "Units of Service (UOS)".
 2. Your agency's definition of "Free Care".
 3. If your agency has a cap on the number of individuals who can be served under free care.
 4. Does your agency offer sliding fee equivalents? If so, define.
 5. The following information for your agency (1) overall and (2) in Provincetown only for each of the previous two years:
 - a. number of unduplicated clients:
 - b. number of Units of Service (UOS):
 - c. cost per Unit of Service (UOS):
 - d. units of Free Care provided:
 - e. number of UOS Sliding Fee Equivalents:
 6. Does your agency have a representative from Provincetown on your Board of Directors? If not, have you made any attempt to obtain Provincetown representation? If so, how?
- C. *Required Documentation.* In addition to the above requested information, please include the following items:
1. Evidence of IRS 501(c) (3) status or monitoring by a qualified agent.
 2. A list of Board members or Steering Committee.
 3. Current fiscal year program and organizational budgets including revenues and expenses.
 4. The most recent audited financial statement, annual report or equivalent.

IV. Review of Proposals/Selection of Proposals for Funding

Sealed proposals will be publicly opened on Wednesday, December 5, 2018 at 3:00 p.m. at the Provincetown Town Hall, 260 Commercial Street, Provincetown, Massachusetts 02657. Proposals will be reviewed by members of the Human Services Committee using the evaluation criteria and scoring system on the following page:

<i>Evaluation Criteria</i>	<i>Description</i>	<i>Points</i>
NEED	Do the proposed services or project respond to the specific needs set forth in the “Human Services Strategies Identified for Potential Funding”?	20
SERVICES	Do the services meet grant priorities? Are they designed to facilitate easy access?	20
BUDGET	Is the budget reasonable and cost-effective? Does it reflect appropriate activities? Are matching funds or in-kind services being used to support the project/service?	20
IMPROVEMENT OF COMMUNITY SERVICES	How will the service impact the community's ability to achieve its goals? Is the organization based in Provincetown and if not, how will it address local needs?	15
INTERRELATEDNESS WITH OTHER SERVICES	To what extent does the service provider demonstrate collaboration with other service providers and/or organizations?	15
EVALUATION	What is expected to change as a result of this project? How will these changes be measured?	10

Human Services Committee selection of projects recommended for funding, as well as their levels of funding will be based on the following: 1) Town needs expressed at Human Services Public Hearing; 2) meetings with new proposers; 3) evaluation criteria and scoring system above; 4) the level of funding expected to be available for the grant year; and 5) prior compliance with reporting requirements. The Human Services Committee will present a written recommendation thereon to the Town of Provincetown.

Proposals selected for funding will be included in an omnibus appropriation article submitted by the Town of Provincetown to its Monday, April 1, 2019 Annual Town Meeting, prior to the closing of the warrant on Friday, March 1, 2019 at 11:00 a.m. The Human Services Committee will present the appropriation request to the Provincetown Finance Committee during the month of February, 2019, and to the Annual Town Meeting on April 1, 2019. Following Town Meeting, grant applicants will be advised of the outcome.

A tentative review schedule is as follows:

- December 5, 2018 Human Services Committee meets for preliminary review.
- December 10, 2018 Human Services Committee meets with new proposers, as needed, to hear oral presentation from each agency and develop funding strategy.
- January 9, 2019 Public Hearing on proposed funding strategy is held.
- April 1, 2019 Annual Town Meeting Vote.

PROPOSAL COVER SHEET

FY 2020 Human Services Grant Program

TO: Town Manager/Chief Procurement Officer, Town of Provincetown
 260 Commercial Street, Provincetown, Massachusetts 02657, ATTN: HSC2020RFP

The undersigned agency _____ hereby submits this proposal for a Human Services agency serving the residents of the Town of Provincetown for FY2020 funding in the amount of \$_____.

Check the identified Human Services needs addressed by this proposal (check all that apply):

<i>✓ if addressed by this proposal</i>	<i>Identified Human Services Need</i>	<i>Specify group(s) served (e.g., children, elderly, etc.)</i>
	MENTAL HEALTH SERVICES	
	SUBSTANCE ABUSE SERVICES	
	SERVICES FOR CHILDREN, TEENS, FAMILIES-AT-RISK, AND ELDERS	
	DOMESTIC VIOLENCE SERVICES	
	LEGAL SERVICES	
	SERVICES ADDRESSING HOUSING NEEDS AND HUNGER	
	HIV AND CHRONIC CARE SERVICES	
	SERVICES FOR PEOPLE WITH DISABILITIES	

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Pursuant to MGL Chapter 62C, section 49A, the undersigned duly authorized officer of the company hereby certifies under the pains and penalties of perjury that said company has complied with all the laws of the Commonwealth of Massachusetts relating to taxes.

AGENCY NAME/PHONE: _____

PRINTED NAME/TITLE: _____

SIGNATURE: _____ DATE: _____

THIS FORM MUST BE COMPLETED IN FULL IN ORDER FOR PROPOSAL TO BE CONSIDERED

