**MEMORANDUM**

Date: November 12, 2020

To: Departments, Organizations & Non-Profits Serving Amherst Residents

From: Town of Amherst Community Development

**Subject: REQUESTS FOR PROPOSALS FOR 2020 CDBG-COVID FUNDING (Second Allocation)**

The Town is preparing to assemble its draft budget for its second allocation of Community Development Block Grant (CDBG) funds for the COVID-19 Crisis. The enclosed materials are intended to assist you in preparing requests for this special appropriation of CDBG funds.

Proposals should be sent to the Community Development division of the Town's Planning Department **no later than Friday, December 11, 2020** for eligibility screening and preparation of a recommended budget for the Town Board's review and approval. Proposals must be for projects, programs or activities that “prevent, prepare for, or respond to” COVID-19 issues in Amherst and may include activities starting after April 1, 2020 and continue through the response to COVID and its impacts, as necessary.

Enclosures:

* Request for Proposal Form. Please fill out this form in preparing your project proposal, including how the work prevents, prepares for, or responds to COVID-19 issues in Amherst.
* A map showing low-and-moderate income (LMI) neighborhoods eligible for neighborhood benefit activities is provided. Please bear in mind that any projects falling under the Residents/Services category must *serve residents* of the shaded target areas *exclusively*. It is not sufficient that the project be situated in such an area if it does not serve LMI residents. Community Organizations may contact Community Development staff at 631-7082 for guidance.

Questions regarding the submission of proposals should be referred to Community Development staff in the Planning Department at 631-7082 or [sfitzpatrick@amherst.ny.us](mailto:sfitzpatrick@amherst.ny.us).

**Proposals must be submitted to CommunityDevelopment@amherst.ny.us no later than December 11, 2020.**

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**Town of Amherst**

# **Community Development Block Grant (CDBG)**

# **Request for Proposals for the**

# **Special Second Appropriation of COVID-19**

# **Funding (Program Year 2020)**

**Department/Organization:**

**Contact Person:**

**Contact Information (address/phone/email):**

**Proposals must be for projects and activities that are directly related to the COVID-19 crisis and may include activities conducted after April 1, 2020 and continue through the response to COVID and its impacts, as necessary.**

**What issues/challenges is your organization/clients facing due to COVID?**

**What programming, services, or other assistance are you seeking assistance for that would address those challenges and most benefit your organization/clients in response to the COVID-19 crisis?**

**Project Location/Client geography:** (Please be specific & use cross streets or exact address)

**Estimated Budget: CDBG-COVID funds:**

**Other: (specify)**

**What other funding resources have you considered to meet this need? And what is the status of those other resources?**

**Period of anticipated expenditure**:

**Units of Product:** (e.g., for public services, number of people served; for public works, linear feet of street, sewers, sidewalks, number of street lights)

**Proposed project must benefit one of the following categories (please indicate):**

Residents/Services of LMI neighborhood (see map provided)

Special population

Senior Citizens

Disabled adults

Victims of Domestic Abuse

Other

\_\_\_\_\_ Income-qualified households on an individual basis

\_\_\_\_\_ Eliminates a blighting condition

\_\_\_\_\_ Addresses historic preservation

\_\_\_\_\_ Urgent Need (Emergency Declaration - will be further vetted by CD Staff)

**POTENTIAL NEEDS CATEGORIES**

The categories below are provided as a general reference on potential eligible activities. Community Development staff will review each proposal and contact applicants for additional information as necessary. The CDBG-COVID Funding is extremely limited. HUD and the Amherst Town Board (with public input) must approve the final budget/plan for the Town’s allocation.

**Public Facilities**

1. Senior Centers
2. Youth Centers
3. Neighborhood Facilities
4. Child Care Centers
5. Parks and/or Recreation Facilities
6. Health Facilities
7. Parking Facilities
8. Other Public Facilities

**Public Services**

1. Senior Services
2. Handicapped Services
3. Youth Services
4. Transportation Services
5. Substance Abuse Services
6. Crime Awareness
7. Fair Housing Counseling

**Public Infrastructure Improvements**

**Accessibility Improvements**

**Economic Development**

1. Commercial-Industrial Needs
2. Commercial-Industrial Infrastructure
3. Micro-Business
4. Other Business
5. Technical Assistance
6. Other Economic Development Needs

**Other Community Development Needs**

1. Energy Efficiency Improvements
2. Lead Based Paint / Hazards
3. Code Enforcement
4. Health services
5. Other Public Service Needs
6. Child Care Services
7. Tenant/Landlord Counseling