

Town of Falmouth Human Services Department

Request for Interest:

The Town of Falmouth, through the Human Services Department, seeks applications from interested public or private, state and federally recognized non-profit organizations, agencies, or partnerships to provide projects, programs and services that support vulnerable citizens and address unmet human service needs for the Town. The Town will award 1 contract totaling \$9,500 in FY2020 (July 1, 2019- June 30, 2020).

Applications must describe the unmet human service need for which town funding is being sought and provide relevant and supporting data that documents the need. *(Projects, programs, and services that address unmet needs in the categories of mental health, substance use, homelessness prevention, and outmigration of working adults will not be considered for funding due to previously awarded contracts in those categories.)*

The Town of Falmouth promotes quality projects, programs and services that provide a safety net for vulnerable citizens and that address human service needs of its residents and enhance the community at large. The **primary** intent of this funding is to provide seed money to stimulate the development of new initiatives, projects and programs that are not currently being offered in the community. Secondly, applications will be considered for funding used to enhance or grow existing programs and services that are unable to meet the community's current need; *if the application demonstrates that the town funding will enable the organization to achieve outcomes that wouldn't otherwise be achieved.*

SUBMISSION REQUIREMENTS

All applications shall include one original and 1 copy (including attachments). All application pages must be scan-ready, single sided with no staples and include the following information:

- I. A description of the unmet human service need for which funding is sought
 - a. Include supporting data and documentation of the need
- II. Program/project description
 - a. Describe the program/project for which funding is sought and how the funds will be used
 - b. Include all activities/services offered within the program/project
- III. Agency description and organizational capacity
 - a. Describe the capacity of the organization, and other partnering organizations, to deliver the program/project
 - b. Include community collaborations planned to deliver this program/project. Attach Memorandums of Understanding from these agencies or organizations
- IV. Outcome Measures
 - a. What are the goals for this program/project and what strategies will be used to achieve those goals
 - b. Describe the anticipated outcomes and how progress will be measured
 - c. Describe the anticipated community impact on the identified human service need
- V. Sustainability
 - a. How might the organization plan to sustain, or enhance, this project/program or service in future years
 - b. What other funding opportunities will be explored for sustainability purposes
- VI. Budget
 - a. Submit the Budget Worksheet*. Include costs and revenues (both monetary and in-kind) from all sources and partners
 - b. Capital expenses must be limited and shown to be necessary to the development and delivery of programs and services
 - c. No more than 15% of the budget may be utilized for administrative costs
- VII. Signature Page
 - a. Submit signature page* on lead agency letterhead
 - b. Signature page must include the handwritten signature of the individual authorized to execute the contract

*Note: Interested applicants may obtain associated appendices from the Town of Falmouth Human Services Department at 65A Town Hall Square Falmouth, MA 02540 or on the Falmouth Human Services website www.falmouthhumanservices.org.

CONTRACTING:

The Human Services Committee and the Human Services Department staff will jointly recommend awards to the Town Manager. Awards will be announced following the April 2019 Town Meeting appropriations. Prior to the release of funds, awardees must execute a one-year Contract Agreement with the Town of Falmouth which will outline the scope of services, mechanisms to track outcomes, and payment plan.

CONTRACT TERMS AND CONDITIONS

If Town Meeting appropriates the recommended funds, the Town of Falmouth will execute one contract for fiscal year 2020 (July 1, 2019 – June 30, 2020) that supports vulnerable citizens and addresses unmet human service needs for the Town.

NOTICE OF CONTRACT CANCELLATION IF FUNDS ARE NOT AVAILABLE

The contract resulting from this Request for Interest shall be canceled if funds are not appropriated or otherwise made available to support continuation of this agreement.

The Town of Falmouth reserves the right to cancel this RFI at any time until the contract is executed and to reject any and all applications if the Town Manager determines that such action is in the best interests of the Town.

REPORTING REQUIREMENTS

Mid-year report due January 31, 2020 – A summary report to include:

- Details of the services provided
- Number of Falmouth residents served to date
- Barriers encountered and any adjustments made as a result
- Proposed plans for sustaining the project/program or service

Year-end report no later than August 15, 2020. A summary report detailing the services provided for the fiscal year, the number of Falmouth residents served, all other deliverables, benchmarks or outcomes attained, and barriers encountered.

ADDRESS AND DEADLINE FOR SUBMISSION

*Applications must be received no later than 4pm **March 15th, 2019.***

Submit to:

Town of Falmouth Human Services Department
65A Town Hall Square
Falmouth, MA 02540

NOTE: Applications, or any parts thereof, received after the date stated above will be rejected as non-responsive. Faxed or emailed proposals will not be accepted. It is the sole responsibility of the applicant to ensure that applications are complete and received at the proper location prior to the stated deadline. Questions can be forwarded in writing to suzie.hauptmann@falmouthma.gov.