



Mayor Jorge O. Elorza

**City of Providence - Healthy Communities Office
Healthy Food Access Grants
2015 Request for Proposal**

The City of Providence invites proposals from groups and individuals for projects that will increase healthy food access for low and moderate income people in Providence through urban agriculture and small-scale food business projects. Projects funded through the Providence Healthy Food Access Grant project will help the city address one or more of the following goals:

- Increase the amount of food grown in the city and the amount of local food consumed by Providence residents
- Increase access to, and affordability of, healthy food for Providence residents, especially in areas with limited healthy food access
- Increase consumption of fruit and vegetables by Providence residents
- Support business development and new business models that support increases in healthy food access and affordability

The total maximum amount of funds available through this Healthy Food Access Grant RFP is \$125,000.00 and the minimum request per project is \$25,000.

I. Participation Criteria

The City of Providence will consider applications from individuals, groups of individuals, organizations, or small businesses with five (5) or fewer employees, located in the City of Providence (businesses with more than one location may only request funding for locations within the City of Providence). Successful applicants will focus on the above goals.

II. Expected Timeline

- Tuesday, November 3, 2015 – RFP released
- Monday, November 9, 2015, 5pm - RFP Information session
 - Location: 444 Westminister St, 1st floor conference room
- Thursday, November 12, 2015 – Q&A from information session posted publicly on City of Providence- Healthy Communities Office Website:
<https://www.providenceri.com/health>
- Monday, November 30, 2015 at 11:59pm EST –Responses due:
tinyurl.com/pvdHealthyFoodAccessGrant
- Late December 2015 – Grantees notified
- December 2015 – Environmental Review
- January 2016 – Grant work begins
- June 30, 2016 – Project completion



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III. Program Eligibility

A. Project Type and Eligible Activities

To be eligible for funding, proposed project must fall under one of the following project types. Applicants must indicate which project type best fits the proposed activity in their application. Project types are:

1) Public Facilities and Improvements

- a) ***Only 501c3 nonprofits are eligible for Public Facilities and Improvements funding.***
- b) Eligible activities: the acquisition, construction, reconstruction, rehabilitation or installation of facilities that are open to the public.
- c) Facilities must be owned by the nonprofit applicant or the applicant must possess a lease on the facilities for a minimum of 15 years. Facilities must be open to the general public during normal working hours.
- d) Facilities must be located in a low/moderate income neighborhood (*see Income Eligibility Areas of Providence map*).
- e) Examples of possible activities include but are not limited to: Addition of, or improvement to, permanent infrastructure such as greenhouse, community garden, farmstand, food hub, or other produce processing, distribution, or storage facility.

2. Economic Development

- a) ***Only microenterprises are eligible for Economic Development funding.*** A microenterprise is defined as a commercial (for profit) enterprise that has five (5) or fewer employees, one or more of whom owns the enterprise.
- b) Examples of possible activities include but are not limited to:
 - (1) Development of new urban farms, or expansion or business development for existing urban farms
 - (2) Food microenterprises including processing and distribution activities
 - (3) Improvements to buildings and facilities owned by the microenterprise
 - (4) Infrastructure or equipment. In the case that the microenterprise does not own its facilities, equipment must be able to move with the business



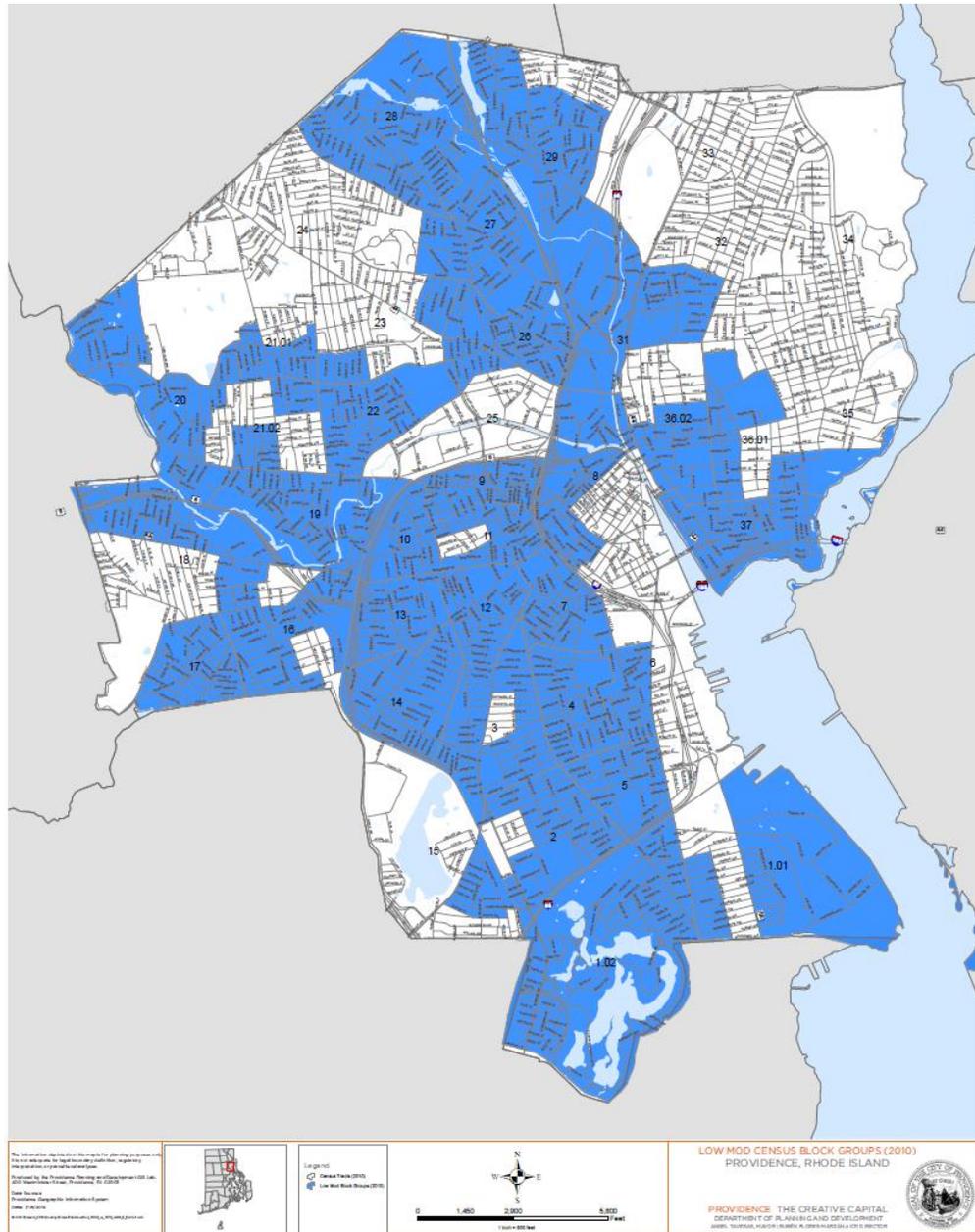
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Income Eligible Areas of Providence

Areas marked in blue in the below map are income eligible areas of the City of Providence.

To search by address visit: <http://tinyurl.com/o9y8y6o>





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B. CDBG National Objectives

To be eligible for funding, proposed projects must meet one of the following National Objectives. Applicants must indicate which national objective the proposed activity will address in their application. National objectives are:

1. Benefit low and moderate income (LMI) persons and/or households of Providence, RI. For individuals seeking economic development grants, please see Income Eligibility chart. For Public Facility and Improvement projects, project location must be in an income eligible area of the City. See Income Eligibility map above.
2. Aid in the prevention or elimination of slums and/or blight

For Economic Development Applicants ONLY:

Income eligibility is based on gross annual household income. To determine eligibility, add the income of all microenterprise owner household members aged 18 or older then locate the size of the household in the table below. Household size should include all adults and children living in the home; however, only the income from adults aged 18 or older should be included. If the household income is less than the dollar figure for the size of the household, applicant is income eligible and meets the LMI National Objective.

**If there are multiple owners of the microenterprise, report household income for each owner.*

FY 2015 Income Limits							
Household Size							
1	2	3	4	5	6	7	8
\$41,650	\$47,600	\$53,550	\$59,500	\$64,300	\$69,050	\$73,800	\$78,550



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IV. Application Content

Application Submission

Application must be submitted by Monday, November 30, 2015 at 11:59pm EST at:

tinyurl.com/pvdHealthyFoodAccessGrant

Project Application

Not to exceed three (3) pages, single sided, double-spaced, 1" margins, 12 point font; to be uploaded in PDF format.

A. Applicant Information

Project and contact information including name, address, phone, and email.

B. Participants

1. Describe your business or group. Please indicate whether or not your group is a 501c3 nonprofit or a for-profit business.
2. Describe your experience related to food production, processing, distribution and/or marketing as relevant to your proposed project.

C. Project

1. Project address if different than contact address.
2. Please indicate Project Type (Public Facilities and Improvements OR Microenterprise Development).
3. Which of the CDBG National Objectives listed in this RFP does your project address?
4. Total project funding request.
5. Describe your project.
6. How will your project increase access to healthy food in Providence, and/or increase the amount of fruits and vegetables consumed by Providence residents?
7. How will your project support small business development related to food and agriculture, if applicable?
8. What low and moderate (LMI) community, communities and/or neighborhood will benefit from your proposed project and how will they benefit?
 - a) For Public Facilities and Improvements applicants: If the project is not located within a low or moderate income neighborhood, what LMI area residents will the project primarily serve based on the Income Eligible Areas of Providence (*see map above*)? Provide explanation or documentation of LMI area residents served.



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D. Additional Support Needed

Outline any additional support you will need (e.g. technical advice, institutional purchasing support, educational workshops, etc.).

E. For Groups that Have Previously Used a City of Providence-Lots of Hope Property

If you have been a farmer or leasing entity with Lots of Hope previously, please describe what you accomplished in the past year and how you will build on those accomplishments in the upcoming year.

Additional Pages

Additional pages: no more than one (1) page for additional budget details; no more than five (5) pages of additional supporting materials may be included beyond the three (3) page limit; uploaded in PDF format.

A. Economic Development – Additional Application Information Form (*not included in application page limits; to be uploaded in PDF format*)

Required for Economic Development category applicants only. If multiple owners of microenterprise, each owner must complete this form.

B. Project Budget (*not to exceed 1 page, single sided; to be uploaded in PDF format*)

Budget of all proposed project costs including wages, design and building costs. To the extent that the budget includes costs beyond the amount of funding being requested, it should identify other sources of funding and whether those are confirmed or pending. Budget must list sources of funds and uses of funds.

Procurement Requirements:

Grant recipients must follow federal procurement rules when hiring or purchasing services, supplies, materials or equipment associated with the proposed project. Recipients will need to go out to competitive bid for all goods and services and will need to show proof of bids. Contracted construction work will have to be done at prevailing wage (<http://www.dlt.ri.gov/pw/>); however, volunteer labor is allowable. Recipients will be generally required to award the bid to the lowest bidder who can successfully provide the goods or services requested. See Chapter 14 for a full description of procurement requirements.

For any awarded projects involving construction, individual or organization will be contacted by Division of Community Development for federal compliance meeting.

Minimum request for project is \$25,000.



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C. Supporting Documents (not to exceed five pages, single sided; to be uploaded in PDF format)

Provide supporting documents that further demonstrate experience such as pictures, annual reports, articles, awards, and certifications.

V. Evaluation Criteria and Scoring:

In evaluating responses to this Request for Proposal, the City of Providence will take into consideration the experience and capacity of the applicant and commitment to increasing access to healthy food in Providence. Proposed projects must align with one of the CDBG national objectives listed in Section III of this RFP to be considered. The following criteria will be considered in reviewing proposals:

	Criteria	Value
1	Proposed project’s methods of benefitting low/moderate income people or neighborhood will have significant and lasting impact	20 points
2	Commitment and ability of participants to carry out plans to increase healthy food access in Providence or to increase the amount of fruit and vegetables by Providence residents	20 points
3	Experience working in food production, processing, distribution and/or marketing as needed for the project	20 points
4	Proposed project supports additional City and CDBG goals: <ul style="list-style-type: none"> • Supports small business development • Addresses vacant and abandoned property and neighborhood blight • Contributes to neighborhood cohesion 	20 points
5	Detailed and complete project budget that appropriately supports all proposed project activities, including sources identified for any additional funds needed beyond the request	10 points
6	Individuals participating in proposed project are residents of Providence	10 points
		100 points

**Providence Healthy Food Access Grants
Additional Applicant Information**

*This form is required for Economic Development category applicants only.
For microenterprises with multiple owners, each owner must complete an individual form.*

OWNER NAME: _____

DEMOGRAPHIC INFORMATION

1. Race

- | | |
|---|---|
| <input type="checkbox"/> American Indian/Alaskan Native/White | <input type="checkbox"/> Asian & White |
| <input type="checkbox"/> Black/African American | <input type="checkbox"/> Black/African American/White |
| <input type="checkbox"/> Asian | <input type="checkbox"/> White |
| <input type="checkbox"/> American Indian/Alaskan Native | <input type="checkbox"/> American Indian/Alaskan Native |
| <input type="checkbox"/> Native Hawaiian/Other Pacific Islander | <input type="checkbox"/> & Black/African American |
| <input type="checkbox"/> Other Multi-Racial | |

2. Do you identify as Hispanic/Latino?: Yes No

3. Gender identity: Female Male Other

4. Have you served in the Armed Forces? Yes No

If yes:

a. Branch: _____

b. # of years of service: _____

5. Are you disabled? Yes No

FINANCIAL INFORMATION

Income eligibility is based on gross annual household income.

6. Gross Annual Household Income \$ _____
Only include income from adults aged 18 or older

7. Total Household Size

Include all adults and children living in household; family size includes any persons that live in residence that are related by blood, adoption, or marriage

children _____ + # adults _____ = # total household _____

Household Size							
1	2	3	4	5	6	7	8
\$41,650	\$47,600	\$53,550	\$59,500	\$64,300	\$69,050	\$73,800	\$78,550

8. Is your household income less than the dollar figure for the size of your household based on the chart above?

- Yes No **If no, your Economic Development application is not income eligible and does not meet the low and moderate income national objective.*

**Providence Healthy Food Access Grants
Additional Applicant Information**

9. Certification

I/We certify that the information given on household composition and income is accurate and complete to the best of my/our knowledge and belief. I/We understand that false statements or information are punishable under Federal law. I/We also understand that false statements or information are grounds for termination of assistance. I/We hereby certify that my household size and income are as stated above. I/We consent to verification of this information by the service provider, the City Of Providence, or other governmental officials as required.

Name	Signature	Date
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Name	Signature	Date
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