



# SOMERVILLE HOUSING AUTHORITY

30 Memorial Road, Somerville, Massachusetts 02145  
Telephone (617) 625-1152 Fax (617) 628-7057 TDD (617) 628-8889

## REQUEST FOR PROPOSALS

Provider Grants: Fiscal Year 2019-2020

**Effective as of Monday, February 11, 2019 through Monday, March 18, 2019 SHA will be accepting proposals from established agencies to provide direct services to SHA tenants for the SHA Fiscal year: April 1, 2019 through March 31, 2020.**

- All applicants must submit a typed proposal not exceeding four pages (this includes supporting documents).
- The application **deadline is Monday, March 18, 2019 at 4:00 p.m.** Please be concise. The format for proposals is as follows. Please answer the questions in the numbered order in detail. Any proposal received that is not in the format below will not be accepted. If you have any questions, please contact Shannon Bennett at 617-625-1152 x 323 or [shannonb@sha-web.org](mailto:shannonb@sha-web.org).

Please mail or drop all proposals to:

**Shannon Bennett  
30 Memorial Road  
Somerville, MA 02145**

### **PROPOSAL FORMAT:**

- I. Describe the program in detail. Give information regarding the goals of the Program, if a repeat program, summarize the past success and include new strategies to improve the program if needed. Why do residents need your Program? How is it different from other programs? Include how you will collaborate with other agencies to achieve your goals.
- II. Describe the population (age, development(s), special needs, etc.) you intend to serve.
- III. Describe how you plan to recruit residents to participate in your program. It is imperative that applicants have a plan to market programs fairly to all residents applying for slots in your program.
- IV. Outline the budget of the program in detail including matching funds or in-kind services. **Please note: All Grantees will be required to provide to SHA a required quarterly report and invoice for services.**

### **PLEASE NOTE:**

- **FUNDS AWARDED MUST BE USED WITHIN THAT CURRENT FISCAL YEAR.**
  - *Any remaining funds will be recaptured and retained by SHA.*
- *Applicants must submit proposals for activities that will take place from April 1, 2019 and be completed by March 31, 2020.*
- *Grantees are expected to attend and discuss progress at regularly scheduled Provider Services Meeting. Meetings take place on the second Tuesday of each month at 9:30 AM in the computer lab of the Mystic Activity Center, 530 Mystic Avenue, Somerville, MA.*