

**TOWN OF TRURO
HUMAN SERVICES COMMITTEE
REQUEST FOR PROPOSALS
FISCAL YEAR 2018**

INTRODUCTION

The Town of Truro, Massachusetts is hereby requesting funding proposals for fiscal year 2018 (July 1, 2017 through June 30, 2018) from human services agencies serving Truro residents. Qualifying agencies are invited to submit funding proposals no later than **4:00 p.m. on Monday, November 28, 2016**. Proposals selected for funding will be included in an omnibus appropriation article submitted by the town of Truro to its April 25, 2017 annual town meeting.

SPECIFICATIONS

Human services grants will be allocated by the Town to support the overall operations of agencies that provide services to local residents, particularly those of low or moderate income and those who are uninsured or underinsured. The Town has designed this grant program to help identify a clearer link between the funding it provides and needs identified by the community. Accordingly, priority will be given to locally-based human services agencies that are meeting needs not otherwise met.

INSTRUCTIONS TO APPLICANTS

Please provide **two copies** of the following information by the above-cited deadline:

- A cover sheet stating the **amount of your request**, as well as **support for any increase from previous years**;
- A general **statement of your mission**, primary objective(s), and the method of operation;
- The **number of Truro clients** to whom you supplied services in your preceding fiscal year (Please enumerate clients separately for each type of service you provide.);
- **Fees** you charge clients, if any, for **each type and unit of service**;
- Estimated **total savings to Truro clients** attributable to your operations;
- Your **operating budget** for your current fiscal year;
- The proportion of your budget **expended on direct services** to clients in your past fiscal year;
- Evidence of your **tax-exempt status** (or evidence of monitoring by a qualified entity);
- A list of current members of your **Board of Directors** or Steering Committee;

Note: To the extent possible, actual figures are needed rather than estimates. Please supply any additional information that is pertinent to your request.

SUBMISSION OF PROPOSALS

All **sealed proposals** offered in response to this RFP must be submitted no later than **4:00 p.m. on Monday, November 28, 2016**. Submissions should be directed to: **Town of Truro, PO Box 2030, 24 Town Hall Road, Truro, MA 02666, attn.: Human Services Committee**. Please include **two copies of your proposal, together with two copies of a completed Provider Worksheet** (blank worksheet attached).

REVIEW OF PROPOSALS/SELECTION OF PROPOSALS FOR FUNDING

A **public meeting** of the Human Services Committee to review and award the proposals for FY18 will be held at **1:00 p.m. on Monday, December 5, 2016** at the **Truro Town Hall, 24 Town Hall Road, Truro, MA**. All members of the public are welcome to attend.