



City of Lowell
Massachusetts

ANNUAL ACTION PLAN
Program Year 2013-2014

For
ESG, CDBG, HOME, HOPWA Programs

Office of the City Manager
Department of Planning and Development
JFK Civic Center, 50 Arcand Drive
Lowell, MA 01852
978-674-4252

June 2013

In May 2012, the Federal Department of Housing and Urban Development's (HUD) Office of Community Planning and Development introduced the eCon Planning Suite, a collection of new online tools to assist grantees in creating market-driven, leveraged housing and community development plans. One of these tools, the Consolidated Plan Template, allows grantees to develop and submit their Five Year Consolidated Plans and Annual Action Plans online. The following document is an exported version of the City of Lowell's Annual Action Plan for the 2013-2014 Program Year, entered into HUD's Integrated Disbursement and Information System (IDIS). This version has been modified from the one submitted through IDIS to include additional discussion pertaining to Lowell's Comprehensive Master Plan, and other local planning initiatives.

CITY OF LOWELL, ANNUAL ACTION PLAN FISCAL YEAR 2013 – 2014, Fourth Program Year Action Plan

Table of Contents

Process	4
AP-05 Executive Summary	4
PR-05 Lead & Responsible Agencies	19
AP-10 Consultation	20
AP-12 Participation	28
Annual Action Plan	32
AP-15 Expected Resources.....	32
AP-20 Annual Goals and Objectives.....	35
AP-38 Project Summary	39
AP-35 Projects.....	43
AP-50 Geographic Distribution	47
AP-55 Affordable Housing.....	50
AP-60 Public Housing	51
AP-65 Homeless and Other Special Needs Activities.....	53
AP-70 HOPWA Goals.....	56
AP-75 Barriers to affordable housing.....	57
AP-85 Other Actions.....	59
AP-90 Program Specific Requirements	63
Public Hearing Sign-in Sheets.....	68
ESG Written Standards.....	74
SF424 and Certifications	88

Process

AP-05 Executive Summary

Introduction:

This Annual Action Plan outlines the activities which will be undertaken during the program year beginning July 1, 2013 and ending June 30, 2014 using Federal funds granted to the City of Lowell by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. Projects and activities described in this plan are intended to primarily benefit low-income and moderate-income residents of the City of Lowell, neighborhoods with high concentrations of low- or moderate-income residents, and the City as a whole. HOPWA funds will be distributed to eligible activities throughout Middlesex County.

This plan is the product of extensive public outreach, consistent with the city of Lowell's Five-Year Consolidated Plan. This public participation has included multiple public hearings, and consultation with over 100 agencies, groups, and organizations involved in the development of affordable housing, creation of job opportunities for low- and moderate-income residents, and/or the provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless individuals. A complete draft of this plan was made available for public review and comment for a 30-day period beginning March 25, 2012. The availability of the plan is advertised in the local newspaper and the complete documents are available for review on the City's website (www.lowellma.gov) and in print form at the Department of Planning and Development, the Pollard Memorial Library, and the Office of the City Clerk.

VISION

In 2003, the Lowell City Council endorsed a Comprehensive Master Plan for the City of Lowell. The Master Plan established a comprehensive and shared vision of the future with four core components (a complete copy of the Master Plan can be viewed on the City's website at http://www.lowellma.gov/depts/dpd/master_plan):

1. Lowell should be a "lifetime city," a place where people can enjoy all stages of life at a variety of income levels. People should be able to find desirable, appropriate, and affordable residential opportunities for all stages of life within Lowell's city limits.
2. Lowell should have a creative workforce that supports a diverse base of employment, retail, and commercial opportunities that meet the needs of the community and capitalizes on the City's historic, cultural, natural, and educational resources.
3. Lowell should offer a high quality of life for both current and new residents, while striving to protect and promote the unique character of its neighborhoods.
4. Lowell should retain an independent identity as a unique city, even as it becomes more closely connected to Greater Boston, to preserve the community's pride of place.

Building on the community vision established by the Master Plan, the Consolidated Plan anticipates using the CDBG, HOME, ESG, and HOPWA programs to support activities which:

1. Help ensure that Lowell can be a "lifetime city," particularly for those for whom the affordability of housing is a primary impediment.

2. Provide training, education, and employment opportunities to help expand Lowell’s workforce particularly by lifting low-income and moderate-income residents into stronger positions in that workforce.
3. Strengthen, preserve, and enhance the physical character of and quality of life in Lowell’s neighborhoods, including the housing stock, and the public infrastructure and facilities, with particular emphasis on the low-income and moderate-income neighborhoods and those areas that benefit all residents of this primarily low-income and moderate-income City.
4. Continue to build the capacity of residents to empower themselves to help strengthen their community, address problems, and develop pride in their City.

The activities and accomplishments outlined in this report are based on the Federal Fiscal year 2013-2014 available funding as outlined below.

	CDBG	HOME	ESG	HOPWA	Total
FFY 2013-2014 Entitlement	\$2,015,178	\$603,747	\$141,290	\$685,108	\$3,445,323
Estimated 2013-2014 Program Income	\$10,000	\$100,000	\$0	\$0	\$110,000
Unexpended Prior Year Funds	\$0	\$363,237	\$51,332	\$0	\$414,569
Estimated Total Funds Available	\$2,025,178	\$1,066,984	\$192,622	\$685,108	\$3,969,892

Limits on program administration expenses have been calculated as follows.

Program Administration Caps

	CDBG	HOME	ESG	HOPWA
FFY 2013 Entitlement	\$2,015,178	\$603,747	\$141,290	\$685,108
Estimated 2013-2014 Program Income	\$10,000	\$100,000	\$0	\$0
Administrative Cap Allowance	20%	10%	7.5%	3%
Administrative Cap	\$405,036	\$70,375	\$10,597	\$20,553

The limit on public service activity expenditures has been calculated as follows:

CDBG Public Service Activity Cap

	CDBG
FFY 2013 Entitlement	\$2,015,178
Estimated 2012-13 Program Income	\$32,485
Public Service Activity Cap Allowance	15%
Public Service Cap	\$307,149

The required HOME set-aside for Community Housing Development Organizations (CHDOs) is calculated as follows:

HOME CHDO Set-Aside Calculation

	HOME
FFY 2013-14 Entitlement	\$603,747
Minimum CHDO Set-Aside Percentage	15%
Minimum Required CHDO Set-Aside	\$90,562

The following table outlines the City of Lowell’s planned expenditures in compliance with these regulatory requirements for the 2013-2014 Program Year.

Requirement	Required	Planned
CDBG Administrative Cap	<= \$405,036	\$405,036
CDBG Public Service Cap	<= \$307,149	\$266,763
HOME Administrative Cap	<= \$70,375	\$70,375
HOME CHDO Set-Aside	>= \$90,562	\$60,030
ESG Administrative Cap	<= \$10,597	\$10,597
ESG Outreach/Shelter Operations Cap	<= \$107,249	\$44,415
HOPWA Grantee Administrative Cap	<= \$20,553	\$20,553
HOPWA Subrecipient Administrative Cap	<= \$47,215	\$47,215

* The City of Lowell has consistently committed well above the 15% minimum CHDO set aside in past program years. As a result Lowell exceeds its CHDO commitment requirement by \$1.3M (per an IDIS PR27 report 3/25/13).

Summary of Objectives & Outputs

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. The chart describes the amount and percentage of total Consolidated Plan funds that will be spent on each priority need category during the 2013-14 program year covered by this plan.

	2013-2014 Funding	2013-2014 Percentage	Five-Year Target
Goal A: Homeless/HIV/AIDS	\$800,081	25%	16%
Goal B: Nonhomeless Special Needs	\$39,800	1%	1%
Goal C/D: Affordable Housing	\$842,530	27%	40%
Goal E: Public Facilities	\$513,463	16%	16%
Goal F: Infrastructure	\$485,000	15%	8%
Goal G: Economic Development	\$246,000	8%	12%
Goal H: Public Services	\$215,963	7%	7%

The plan considers allocating program funding to the four primary Master Plan thematic areas as follows:

	2013-2014 Funding	2013-2014 Percentage
Lifetime City	\$1,522,326	48%
Economic Development	\$258,963	8%
Neighborhood Character	\$676,500	22%
Capacity Building	\$686,107	22%

Anticipated program accomplishments are detailed in the Housing, Homelessness, Community Development, Non-homeless Special Needs, and HOPWA sections of this report as well as in the project worksheets for the individual planned activities.

HUD encourages grantees to incorporate performance-based standards in project selection and contracting with Consolidated Plan funds. As a result, for the 2013-14 program year the City of Lowell will draft contracts relating to reimbursement more specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. All reimbursement requests will still require documentation as proscribed in the appropriate Federal regulations and City policies.

Consolidated funds for the 2013-14 program year will be allocated among the following nationally reportable outcomes, which have been established by HUD:

	Availability/ Accessibility	Affordability	Sustainability
Provide Decent Affordable Housing	\$478,929	\$1,004,581	\$0
Create Suitable Living Environment	\$762,423	\$10,000	\$528,000
Create Economic Opportunities	\$258,963	\$0	\$0

Proposed accomplishments for each specific goal and objective are summarized in the tables in the Annual Goals and Objectives section of this report.

Affordable Housing

Specific Objective #	Objective/Outcome Specific Annual Objective	Master Plan Theme	Source of Funds	Performance Indicators	5-Year Plan Goals	FY 13-14 Proposed Goals
DH-1	Increase Availability/Accessibility of Decent Affordable Housing					
DH-1.1	Improve the availability of affordable housing through the creation of new housing units	Lifetime City	HOME	Number of permanent affordable housing units created	100	11
DH-1.2	Improve the ability of LMI households with HIV/AIDS to remain in decent affordable housing units	Capacity Building	HOPWA	Number of households receiving housing-related supportive services	1,720	276
DH-1.3	Sustain quality standards of affordable housing	Neighborhood Character	CDBG	Number of units inspected for compliance with health and sanitary codes	7,200	700
DH-1.4	Support homebuyers with pre- and post-purchase counseling services	Capacity Building	CDBG	Number of households assisted with homebuyer counseling	400	50

DH-2 Improve the Affordability of Decent Affordable Housing						
DH-2.1	Improve the affordability of homeownership	Lifetime City	HOME	Number of households purchasing a home as a result of receiving pre-purchase counseling and downpayment assistance	175	30
DH-2.2	Improve the affordability of housing through rehabilitation assistance	Lifetime City	CDBG HOME	Number of housing units assisted with repairs and lead-paint abatement	175	25
DH-2.3	Improve the affordability of housing through rental and utility assistance	Capacity Building	CDBG ESG	Number of households receiving rent and/or utility assistance	225	136
DH-2.4	Identify and afford decent housing for LMI households with HIV/AIDS with financial assistance and services	Lifetime City	HOPWA	Number of homeless or at-risk households assisted in finding decent affordable housing	140	27
DH-2.5	Improve the affordability of housing for unsheltered homeless households through rental assistance	Lifetime City	HOME	Number of homeless households receiving rental assistance	140	10

Suitable Living Environment

Specific Objective #	Objective/Outcome Specific Annual Objective	Master Plan Theme	Source of Funds	Performance Indicators	5-Year Plan Goals	FY 13-14 Proposed Goals
SL-1	Increase Availability/Accessibility of the Suitable Living Environment					
SL-1.1	Increase opportunities for LMI youth through educational, recreational, leadership-development programs	Capacity Building	CDBG	Number of youth participating in programs	3,570	535
SL-1.2	Improve availability and accessibility of programs that maintain and enhance the quality of life for the elderly and special needs populations	Lifetime City	CDBG	Number of individuals receiving services	32,100	3617
SL-1.3	Support programs that provide emergency food and shelter to homeless and at-risk households	Lifetime City Capacity Building	CDBG ESG	Number of individuals receiving services	37,510	1595
SL-1.4	Increase availability and accessibility of public facilities for LMI youth, elderly, and special needs populations	Lifetime City Capacity Building	CDBG	Number of new public facilities created or existing facilities renovated	15	4

SL-2	Improve the Affordability of a Suitable Living Environment					
SL-2.1	Improve the affordability of a LMI households living environment through the provision of household goods	Capacity Building	CDBG	Number of households receiving furnishing and household goods to equip them for new apartments	825	50
SL-3	Improve the Sustainability of a Suitable Living Environment					
SL-3.1	Improve the City's public infrastructure and public parks	Neighborhood Character	CDBG	Number of infrastructure/park projects completed	5	9
SL-3.2	Sustain City neighborhoods through activities that improve the physical environment	Neighborhood Character	CDBG	Number of neighborhood improvement projects	160	22
SL-3.3	Sustain City neighborhoods through demolition of vacant and abandoned properties	Neighborhood Character	CDBG	Number of vacant/abandoned properties demolished	10	0

Economic Opportunity

Specific Objective #	Objective/Outcome Specific Annual Objective	Master Plan Theme	Source of Funds	Performance Indicators	5-Year Plan Goals	FY 13-14 Proposed Goals
EO-1	Increase the Availability/Accessibility of Economic Opportunities					
EO-1.1	Support programs that provide LMI residents with training and technical support to obtain employment	Economic Development	CDBG	Number of individuals receiving employment-related services	765	100
EO-1.2	Support new businesses with small business loans and technical assistance	Economic Development	CDBG	Number of businesses receiving assistance	95	25
EO-1.3	Increase the availability and accessibility of jobs for LMI persons through financial incentive programs to businesses relocating to the City	Economic Development	CDBG	Number of businesses receiving assistance	500	0

Evaluation of Past Performance

In October 2012 the City completed the Consolidated Annual Performance and Evaluation Report for the 2011-12 program year. The goals and objectives for the reporting period were based on priority needs identified in the 2010-2015 Five Year Consolidated Plan. The Five-Year Plan also recognized four thematic funding areas that correspond to the vision of the City of Lowell's Comprehensive Master Plan.

More than 90 activities were funded during the 2011-12 program year. In addition to the specific outputs outlined below, the collective impact of these activities resulted in substantial improvements to the lives and neighborhoods of Lowell's low- and moderate-income residents and persons living with HIV/AIDS throughout Middlesex County.

Specific Objective #	Objective/Outcome Specific Annual Objective	Master Plan Theme	Source of Funds	Performance Indicators	5-Year Plan Goals	FY 11-12 Proposed	FY 11-12 Actual	5-Year Accomplishments To Date
DH-1	Increase Availability/Accessibility of Decent Affordable Housing							
DH-1.1	Improve the availability of affordable housing through the creation of new housing units	Lifetime City	HOME	Number of permanent affordable housing units created	100	13	0	2
DH-1.2	Improve the ability of LMI households with HIV/AIDS to remain in decent affordable housing units	Capacity Building	HOPWA	Number of households receiving housing-related supportive services	1,720	279	317	744
DH-1.3	Sustain quality standards of affordable housing	Neighborhood Character	CDBG	Number of units inspected for compliance with health and sanitary codes	7,200	720	720	2160
DH-1.4	Support homebuyers with pre- and post-purchase counseling services	Capacity Building	CDBG	Number of households assisted with homebuyer counseling	400	89	67	145
DH-2	Improve the Affordability of Decent Affordable Housing							
DH-2.1	Improve the affordability of homeownership	Lifetime City	HOME	Number of households purchasing a home as a result of receiving pre-purchase counseling and downpayment assistance	175	40	19	56
DH-2.2	Improve the affordability of housing through rehabilitation assistance	Lifetime City	CDBG HOME	Number of housing units assisted with repairs and lead-paint abatement	175	32	16	24
DH-2.3	Improve the affordability of housing through increased fuel efficiency	Capacity Building	CDBG	Number of households receiving fuel assistance	225	30	55	111

DH-2.4	Identify and afford decent housing for LMI households with HIV/AIDS with financial assistance and services	Lifetime City	HOPWA	Number of homeless or at-risk households assisted in finding decent affordable housing	140	23	75	103
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Specific Objective #	Objective/Outcome Specific Annual Objective	Master Plan Theme	Source of Funds	Performance Indicators	5-Year Plan Goals	FY 11-12 Proposed	FY 11-12 Actual	5-Year Accomplishments To Date
SL-1	Increase Availability/Accessibility of the Suitable Living Environment							
SL-1.1	Increase opportunities for LMI youth through educational, recreational, leadership-development programs	Capacity Building	CDBG	Number of youth participating in programs	3,570	460	691	1335
SL-1.2	Improve availability and accessibility of programs that maintain and enhance the quality of life for the elderly and special needs populations	Lifetime City	CDBG	Number of individuals receiving services	32,100	4332	1520	3053
SL-1.3	Support programs that provide emergency food and shelter to homeless and at-risk households	Lifetime City Capacity Building	CDBG	Number of individuals receiving services	37,510	5941	6029	12838
SL-1.4	Increase availability and accessibility of public facilities for LMI youth, elderly, and special needs populations	Lifetime City Capacity Building	CDBG	Number of new public facilities created or existing facilities renovated	15	3	7	13
SL-2	Improve the Affordability of a Suitable Living Environment							
SL-2.1	Improve the affordability of a LMI households living environment through the provision of household goods	Capacity Building	CDBG	Number of households receiving furnishing and household goods to equip them for new apartments	825	35	35	75
SL-3	Improve the Sustainability of a Suitable Living Environment							
SL-3.1	Improve the City's public infrastructure and public parks	Neighborhood Character	CDBG	Number of infrastructure/park projects completed	5	1	2	4

SL-3.2	Sustain City neighborhoods through activities that improve the physical environment	Neighborhood Character	CDBG	Number of neighborhood improvement projects	160	1	3	6
SL-3.3	Sustain City neighborhoods through demolition of vacant and abandoned properties	Neighborhood Character	CDBG	Number of vacant/abandoned properties demolished	10	2	1	1

Specific Objective #	Objective/Outcome Specific Annual Objective	Master Plan Theme	Source of Funds	Performance Indicators	5-Year Plan Goals	FY 11-12 Proposed	FY 11-12 Actual	5-Year Accomplishments To Date
EO-1	Increase the Availability/Accessibility of Economic Opportunities							
EO-1.1	Support programs that provide LMI residents with training and technical support to obtain employment	Economic Development	CDBG	Number of individuals receiving employment-related services	765	84	87	198
EO-1.2	Support new businesses with small business loans and technical assistance	Economic Development	CDBG	Number of businesses receiving assistance	95	25	20	38
EO-1.3	Increase the availability and accessibility of jobs for LMI persons through financial incentive programs to businesses relocating to the City	Economic Development	CDBG	Number of businesses receiving assistance	500	100	0	0

During the 2011-12 program year, measurable progress was made on the majority of the five-year goals established in the 2010-15 Consolidated Plan. Delays were encountered by some physical projects, making it difficult to complete the activity and report total accomplishments by the close of the program year. These projects are still underway and will report accomplishments in subsequent program years.

Summary of Citizen Participation

The citizen participation program is instrumental in obtaining input from the community and organizations in designing programs that will best meet the needs of the low- and moderate-income populations.

As required by HUD rules and regulations, the City of Lowell complies with regulation 24 CFR 91.105, Citizen Participation Plan for local governments. Further discussion about the Citizen Participation process including efforts to broaden participation, for the creation of the 2013-2014 Action Plan, is included in the Citizen Participation and Consultation sections of this Plan.

Summary of Public Comments

The following written comments were submitted during the public comment period:

Jennifer Sharkey, Assistant Director of House of Hope, Inc.

From: Jennifer Sharkey [jennifer.sharkey@hopelowell.org]

Sent: Friday, April 12, 2013 1:41 PM

To: Lamey, Allison

Subject: RE: Availability of FY 13-14 Draft Annual Action Plan

Page 1 of 1

5/8/2013

Hi Alison!

We didn't receive anything in writing yet so I know it is not official, but I just wanted you to know that we are so bloody excited to have such generous support from the city and to have support for our new Hope Chest!! The store is chugging along and picking up more customers and more children's clothing donations. We also are seeing some of our interns moving into jobs (some are landing their first jobs ever) – even in this really competitive economy! I just wanted to let you know that the city's support means a lot to our Hope Chest staff and the interns.

Have a great weekend,

Jennifer

Jennifer Sharkey | Asst. Director, Business & Development | House of Hope, Inc.
978-458-2870 | jennifer.sharkey@hopelowell.org | <http://hopelowell.org>

David McCloskey, Executive Director of Lowell Transitional Living Center



**205-209 Middlesex Street
Lowell, MA 01852**

April 23, 2013

Allison Lamey
Community Development Director
The City of Lowell
Department of Planning and Development
50 Arcand Drive
Lowell, MA 01852

Dear Allison,

I writing to comment in support of the homeless activities articulated in AP-65 in the City of Lowell Consolidated Plan and more specifically the tentative award under the Emergency Solutions Grant targeting the Lowell Transitional Living Center – Winter Protocol. As you are aware, Lowell Transitional Living Center (LTLC) has managed a Winter Protocol (WP) program from late fall to early spring for fourteen years. This program receives very little public funding and relies heavily on private donations, the business community and foundations. The Winter Protocol serves an extremely vulnerable population; the street homeless in the region as defined by the Merrimack Valley Regional Network. This population is comprised of homeless adults, 18 and over who are unable to stay at LTLC's sober dormitory, clients with mild to severe mental health issues and clients with psychological issues that make it difficult for them to live in a congregate setting.

The numbers are daunting. This past WP for fiscal year 2012-13 was unprecedented in terms of the demands for emergency overnight beds and meals. In fiscal year 2011-12, we averaged 33 men and women each night, in 2012-13 we averaged 47 individuals. The unduplicated number of guests was 284 (2011-2) and 362 (2012-3). The increase in demand for emergency beds required the hiring of additional staff to assure the safety of guests and staff, putting further stress on our WP budget.

The mission of the WP is twofold; first, direct emergency accommodations to provide a shelter from harsh winter weather and second, to provide an opportunity for LTLC Case Managers to begin the difficult process of moving the street homeless into more suitable housing. It is often during the WP that the process begins to move the street homeless to shelter services and ultimately to housing.

With the closure of the WP on April 1, we were interested to see how many WP guests would begin to access the LTLC Sober Dormitory. Already 48 individuals have made the choice to move some or all of the time to the sober dormitory, and more importantly to continue case management services with the long term goal of appropriate housing. In fact, five guests of the

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DEPARTMENT OF
PLANNING AND DEVELOPMENT

WP cohort have already been housed. In support of that mission to move the homeless away from shelter and into housing, LTLC has been awarded City of Lowell rapid re-housing funds as well as State of Massachusetts rapid re-housing dollars. These short term subsidies are critical to accessing housing and the Housing Case Managers are critical in stabilizing the client once in housing.

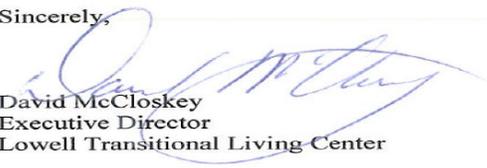
LTLC is well positioned to follow up on gains made during the Winter Protocol by providing the services required to move people beyond living on the street to suitable housing with supportive case management. We can provide case management to acquire, on behalf of the client, public funds (Social Security, EADC, SNAPs, Veteran's Housing Vouchers, Mass Health, etc.). We can also help prevent homeless recidivism by providing a Rep-Payee program support and access to the LTLC Community Meals program allowing clients to extend their food budget.

For those services not available on site, LTLC partners with other homeless services providers such as CTI, Pathfinder, Veteran's Administration: Bedford, Living Waters, Day Break Shelter, Mitch's Place, Ven Fen, and Elliot Community Human Services.

The story of Steve is instructive. Steve has been episodically homeless for many years, in large part due to alcoholism and moderate mental health issues. Due to his addiction, Steve was unable to stay in the LTLC sober dormitory, but when the WP opened, he came to find a bed. By mid February, Steve began staying almost exclusively in the LTLC sober dorm. During that time the Shelter Case Manager began working with one of our provider partners to explore housing options. Together they found the resources and began a housing search with the help of the LTLC Housing Case Manager. Then in mid-April the process proved successful. Steve moved into his apartment with Rep-Payee services and ongoing case management support. It is still early in this new arrangement, but for now, he is successfully housed and his drinking issues have diminished.

While Steve is one success, it is the continuum, and its process that will assure that more individuals will make the move to permanent housing. The LTLC's provision of a cot and a meal will not end homelessness, but providing the safety of a shelter in the winter for the unsheltered homeless offers the opportunity to reach a very vulnerable population. I urge the Citizen's Advisory Committee to fund the Winter Protocol to ensure a safe shelter during the winter and the opportunity to engage a vulnerable population with the long term goal of permanent housing.

Sincerely,



David McCloskey
Executive Director
Lowell Transitional Living Center

City of Lowell Response:

The LTLC Winter Protocol program has been awarded funds under the ESG program for the 2013-14 program year. The City of Lowell is also supporting a number of other programs with ESG funds to support the rapid rehousing of homeless individuals as well as homelessness prevention activities. HOME funds will be supporting the construction of affordable housing units on Gorham Street. Several units within this project have been identified for homeless households. Additionally, the City of Lowell has identified HOME funds to support a TBRA program specifically designed for unsheltered homeless individuals. These funds will provide up to 24 months of rental assistance. Partnerships with local social service agencies will provide wrap-around support services to help ensure long-term stability and self-sufficiency of those assisted.

Summary of Comments or Views Not Accepted

All comments were accepted.

Discussion/Summary

The following activities have been selected to receive Consolidated Plan program funds during the 2013-2014 program year.

Organization-Activity	2013-2014
CDBG NON-PUBLIC SERVICE CAP ACTIVITIES	
Acre Family Day Care Center - Family Child Care Business Development	\$35,000
Boys & Girls Club of Greater Lowell, Inc. - Boys & Girls Club Roof	\$19,463
City of Lowell, Council on Aging - Senior Center Lease	\$336,000
City of Lowell, DPD - Community Wellness Park	\$20,000
City of Lowell, DPD - HCD Infrastructure/Construction Mgmt	\$210,000
City of Lowell, DPD - Section 108 Debt Service	\$175,000
City of Lowell, DPD - Sanitary Code Enforcement	\$42,500
City of Lowell, Parks & Recreation - Daley & Bailey School Courts	\$28,000
City of Lowell, Parks & Recreation - Father McGuire Courts Renovation	\$20,000
City of Lowell, Office of the City Manager - Neighborhood Impact Initiative	\$275,000
Coalition for a Better Acre/Cambodian Mutual Assistance Assoc. - Asian Business Association	\$10,000
Community Teamwork, Inc. - Merrimack Valley Small Business Assistance Center (SBA)	\$20,000
Habitat for Humanity - Critical Care: Sustainable Homeownership	\$25,000
Lowell Parks & Conservation Trust, Inc. - Urban Forestry	\$32,000
Pawtucket Congregational Church - Kay's Place Lunch Program	\$6,000
Whistler House Museum of Art - Building Stabilization Project	\$25,000
YWCA of Lowell - Acre Youth Center Phase 4 Upgrade	\$15,000
YWCA of Lowell/Mill City Grows - Build a Garden	\$12,000
CDBG PUBLIC SERVICE CAP ACTIVITIES	
Angkor Dance Troupe - At-Risk Youth Employment	\$5,000
Asian Task Force Against Domestic Violence - Lowell Asian Initiative Against Domestic Violence	\$5,000
Boys and Girls Club of Greater Lowell - Music Clubhouse	\$7,500
Cambodian Mutual Assistance Association - Connecting Consumers to Care	\$6,000
Cambodian Mutual Assistance Association/Merrimack Valley Housing Partnership-First Time Homebuyer Classes	\$6,000
City of Lowell, Council on Aging - Senior Programs	\$5,000
City of Lowell, DPD - Neighborhood Innovation Grant Program	\$6,000
Community Family, Inc.- Alzheimer's Adult Day Health Program	\$5,000
Community Teamwork, Inc. - Big Brothers Big Sisters Mentoring	\$6,500
Community Teamwork, Inc.- Emergency Hotel Placement	\$5,000
Community Teamwork, Inc.- Fuel Assistance	\$7,500
Community Teamwork, Inc. - New Entry's World PEAS Food Hub	\$5,000
Community Teamwork, Inc. - Spindle City Corps- Youth Programs	\$7,500
Community Teamwork, Inc. - SuitAbility	\$5,463
Girls Incorporated of Greater Lowell - Youth Enrichment Programs	\$6,000

Girls Incorporated of Greater Lowell - Outreach Programs	\$5,000
Greater Lowell Family YMCA - Camperships	\$8,000
House of Hope, Inc. - The Hope Chest	\$6,000
LifeLinks, Inc. - Urban Youth Employment Project	\$7,500
Light of Cambodian Children - Future Stars Sports & Leadership Program	\$6,000
Lowell Association for the Blind - Services/ Transportation for the Blind	\$7,000
Lowell Community Health Center - League of Youth Program	\$6,500
Lowell Telecommunications Corp. - Lowell Youth Media Initiative	\$7,500
Lowell West End Gym, Inc. - Youth Boxing Program	\$6,000
Lowell Wish Project - Beds 4 Kids/ Furniture Bank	\$10,000
Mental Health Association of Greater Lowell - Bilingual Advocates	\$5,000
Merrimack Valley Catholic Charities - Lowell Food Pantry Collaborative	\$30,000
Merrimack Valley Food Bank, Inc. - Food Distribution Program	\$10,000
Merrimack Valley Food Bank, Inc.- Mobile Pantry	\$8,000
Middlesex Community College - Out of School Youth Development	\$5,000
Rebuilding Together Lowell - Rebuilding Day	\$5,000
Retarded Adult Rehabilitation Association - RARA Programs and Services	\$9,800
St. Paul's Soup Kitchen - Staffing	\$8,000
United Teen Equity Center - Sexual Violence Awareness for Youth	\$8,000
YWCA of Lowell - Youth Enrichment Training Institute	\$5,000
YWCA of Lowell/Mill City Grows - Garden Coordinator	\$10,000
ESG ACTIVITIES	
Alternative House, Inc. - Domestic Violence Emergency Shelter	\$16,920
Community Teamwork, Inc. - The SHIFT Coalition	\$76,140
Eliot Community Human Services - Tenancy Prevention Program	\$6,345
House of Hope, Inc. - House of Hope Shelters	\$8,460
House of Hope, Inc. - House of Hope Resource Center	\$8,460
International Institute of Lowell - Homelessness Prevention	\$42,300
Lowell Transitional Living Center - Winter Protocol	\$19,035
HOME ACTIVITIES	
City of Lowell, DPD - First Time Homebuyer Program	\$200,000
City of Lowell, DPD - HOME Housing Rehab	\$100,000
City of Lowell, DPD - Receivership Program (101 Westford Street)	\$150,000
City of Lowell, DPD - Receivership Program	\$150,000
City of Lowell, DPD – TBRA Program for Unsheltered Homeless	\$60,000
Coalition for a Better Acre – Gorham Street Apartments	\$60,030
Merrimack Valley Housing Partnership - First Time Homebuyer Down Payment Assistance Program	\$55,000

HOPWA ACTIVITIES	
AIDS Action Committee of MA, Inc. - Rental Assistance Program	\$47,500
AIDS Action Committee of MA, Inc. - Emergency Housing & St. Paul's Residence	\$52,469
AIDS Action Committee of MA, Inc. - Middlesex HOCH Program	\$75,337
Institute for Health and Recovery - Project HEAL	\$28,500
Justice Resource, Inst. dba JRI Health - Assisted Living Program	\$173,662
Lowell House, Inc. - HIV/AIDS Housing Information Services	\$51,476
Lowell House, Inc. - HIV/AIDS Supportive Services	\$48,275
South Middlesex Opportunity Council - HOPWA Program	\$54,435
Tri-City Community Action Program, Inc. - Benefits and Specialized Housing	\$49,047
Victory Programs Inc. - Ruah House	\$41,780

PR-05 Lead & Responsible Agencies

Agency/entity responsible for preparing/administering the Consolidated Plan

The following are the agencies/entities responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
Lead Agency	LOWELL	

Narrative

As the entitlement grantee for the CDBG, HOME, ESG, and HOPWA programs, the City of Lowell Department of Planning and Development (DPD) is the lead agency for the development of this Annual Action Plan. The DPD will also act as one of several public and private agencies that will administer programs and activities under the plan. The DPD oversees planning, economic development, community development, housing, lead paint abatement, Historic Board, and urban renewal programs to meet the administrative responsibility for grants management, and address the needs and sentiment of the community . DPD staff also reviews program data quarterly throughout the program year to ensure that activities are effectively meeting community needs. Other agencies and organizations that will aid in the administration of activities under this plan are listed in the consultation section of this Action Plan.

Consolidated Plan Public Contact Information

City of Lowell
Department of Planning and Development
JFK Civic Center/50 Arcand Drive
Lowell, MA 01852

AP-10 Consultation

Introduction

The Annual Action Plan encompasses an application process whereby organizations, such as City departments, nonprofit social service agencies, and private for-profit businesses have the opportunity to submit proposals to fund projects that will eventually define the City of Lowell's Annual Action Plan. The primary objective of the CDBG, HOME, ESG, and HOPWA programs is to provide decent housing and a suitable living environment with expanding economic opportunities principally for low-income and moderate-income persons.

The initial step of the Plan's development process began in November with the advertisement of the planning process, availability of funds, and the Request for Proposal (RFP). On November 13, 2012, the schedule of the Annual Action Plan process and Request for Proposal was made available to all interested parties through an advertisement in the Lowell Sun, on the City's website, and through postings in English, Spanish, Portuguese, and Khmer. The notice of RFP availability was also e-mailed to all current subrecipients. Subrecipients without access to email were informed of the process and the availability of the RFP by telephone. Applications were available at the Department of Planning and Development. In addition, the RFP documents were available on-line via the City of Lowell's website at www.lowellma.gov. The application deadline was at 12:00 PM on December 14, 2012.

As part of the development of 2010-2015 Five-Year Consolidated Plan, the City revised some process for selecting recipients and the dispersing of CDBG, HOME, and HOPWA funds. Rather than dispersing the City's full HOME award during a single application round, as was done in the past, the City introduced a rolling application process in FY 2010-2011 and will continue this practice in FY13-14. At this time however, given the uncertainty of the HOME program funding and the number of multi-year commitments made to local projects, an RFP for HOME funds was not released as part of this annual action plan. This change allows the City to consider qualified proposals that are presented throughout the year, depending on availability of funds.

The City has also made changes in the way it distributes HOPWA program funds. In an effort to help provide some consistency to project sponsors in designing their programs and planning project budgets, the City changed its Request for Proposal process for the 2010-2011 program year that allowed applicants to submit proposals for the use of HOPWA funds over a five-year term beginning July 1, 2010. This change also allows the City to help predict the level of accomplishments that may be achieved over the five-year Consolidated Plan period and helps to reduce the paperwork associated with annual applications and grant agreements. The City will draft grant agreements with selected project sponsors, eligible for renewal each year over the course of the next five years, subject to availability of funds and compliance with reporting requirements. Annual HOPWA appropriation to a selected activity will be adjusted to correspond with the City's annual allocation from HUD. All seven agencies discussed in the HOPWA section of this document have been awarded five-year awards under this new process.

In an effort to support as many eligible programs as possible amid continuous cuts to the CDBG program at the national level, the City is making awards for projects under the public service cap at a minimum of \$5,000 and a maximum of \$10,000. As reporting requirements for CDBG funded programs increase, administering an award for less than \$5,000 proves challenging for both the subrecipient of the grant and the City staff responsible for grant oversight. At the same time, placing a cap of \$10,000 on the amount of funds awarded to any project helps to spread the limited grant funds among many valuable programs.

Summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies

Public and assisted housing providers, private and governmental health, mental health, and service agencies are participants in the network described in this document. They are also the organizations with which the City worked to develop the Annual Action Plan, and they are expected to continue active participation in the upcoming years. The City has a well-developed Continuum of Care organization with a full-time City staff member assigned. In addition, the City maintains a Hunger Homeless Commission that is comprised of homeless shelter and service providers. The City strongly encourages collaborations in its RFPs for Consolidated Plan funds. A collaborative not only enhances the coordination of services among agencies but also helps consolidate the reporting requirements of block grant programs.

Describe coordination with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Coordination with the Continuum of Care: The City's Department of Planning and Development (DPD) is the Collaborative Applicant for the Lowell Continuum of Care (CoC). The mission of the CoC is to assist individuals, families and unaccompanied youth who are experiencing homelessness, by providing the services needed to move them forward into long-term, stable housing and independent living. With oversight from a Community Development Specialist from DPD, nonprofit organizations in Lowell that are members of the CoC are working to increase the self-sufficiency of homeless persons and those with issues of mental illness, substance abuse, domestic violence and disabilities that are at-risk of homelessness. Lowell's CoC Planning Workgroup includes representatives from homeless housing and service providers, victims' of domestic abuse and HIV/AIDS services providers, education, state and local government, business, workforce and employment organizations, business, stakeholders and other interested residents.

- Alternative House
- Bridgewell, Inc./ Pathfinder
- Community Teamwork, Inc.
- Crescent House
- House of Hope, Inc.
- Lowell Housing Authority
- Lowell Transitional Living Center
- The Princeton House
- United Teen Equality Center
- Vinfen

A set of Written Standards governing the use of ESG funds for homelessness prevention and rapid re-housing activities was completed in coordination with the Substantial Amendment to the 2011-2012 Annual Action Plan for the second allocation of ESG funds. Input from Lowell's Continuum of Care members as well as feedback from subgrantees of Lowell's Homelessness Prevention and Rapid Re-Housing Program (HPRP) were considered in the development of these standards. To increase the level of coordination between the CoC and the city's homeless programs, staff responsible for the administration of the ESG program are now attending CoC meetings on a regular basis. Input and data from the CoC members has been integrated throughout the written standards and was used as a main point of reference in the prioritization of FY13-14 ESG funding. Direct interactions with CoC service providers has allowed

DPD staff to prioritize funding in support of the needs that are not currently being addressed by other federal, state and local funding sources.

Performance and Outcome Measurement System:

DPD has also implemented a Performance and Outcome Measurement System in order to quantify the effectiveness of programs and establish clearly defined outcomes. Using goals set by the subrecipients in their proposals for funding, DPD drafts contracts which relate reimbursement specifically to accomplishments. Where possible, the focus is on outcome accomplishments rather than output accomplishments. For example, a rapid re-housing program might be reimbursed based on the number of participants who actually attain stable, permanent housing as opposed to the number of people who receive case management services. In this example, if the subrecipient received \$10,000 and proposed to help 10 families attain permanent housing, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that moves into a new home.

Subrecipients are reimbursed only when they can provide accurate and appropriate documentation that demonstrates program accomplishments and can provide backup documentation for eligible costs as spelled out in the contractual agreement. Subrecipients who do not accomplish their proposed goals are not reimbursed for their full grant amount, and funds are recaptured at fiscal year end and made available for other eligible programs.

Describe consultation with the Continuum(s) of Care that serves the State in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

City of Lowell staff, who administers the City’s ESG and CoC programs, participated in statewide planning meetings with the Massachusetts’s Department of Housing and Community Development in preparation of this Annual Action Plan. DHCD administers the states homeless assistance programs. The Lowell CoC, in coordination with the State’s HMIS, has also implemented an HMIS Data Quality Plan that includes policies, procedures and performance measures for participation in Lowell’s State-administered HMIS.

The CoC continues to input data to the State’s Homeless Management Information System (HMIS), which has been installed at five homeless provider locations (The state’s ETO system is an online, web based system) Data is collected annually to create a Housing Gaps Analysis Chart that is used by the community to determine the unmet need within the CoC system for emergency shelters, transitional housing programs and permanent housing sites for homeless persons.

Agencies, groups, organizations and others who participated in the process and consultations

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
City of Lowell	Other government - Local Grantee Department	Housing Need Assessment Lead-based Paint Strategy Public Housing Needs Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
		with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs HOPWA Strategy Economic Development Market Analysis Anti-poverty Strategy Community Development
Acre Family Child Care	Microenterprise Training	Economic Development
Boys and Girls Club of Greater Lowell	Services-Children	Community Development
Coalition for a Better Acre	Housing Community Development Corporation	Housing Need Assessment Economic Development Market Analysis Anti-poverty Strategy Community Development
Community Teamwork, Inc.	Housing Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-homeless Service-Fair Housing Regional organization Regional Antipoverty Agency	Housing Need Assessment Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Economic Development Market Analysis Anti-poverty Strategy Community Development
Habitat for Humanity of Greater Lowell	Housing	Housing Need Assessment Market Analysis
Lowell Parks and Conservation Trust	Local Land Trust Foundation	Community Development
Pawtucket Congregational Church	Services-homeless Faith Based Organization	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
		Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy Community Development
Whistler House Museum of Art	Cultural Institution	Community Development
Greater Lowell Family YMCA	Services-Children	Community Development
Angkor Dance Troupe	Services-Children	Community Development
Asian Task Force Against Domestic Violence	Services-Victims of Domestic Violence	Non-Homeless Special Needs Community Development
Cambodian Mutual Assistance Association	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Service-Fair Housing	Non-Homeless Special Needs Community Development
Community Family, Inc.	Services-Elderly Persons	Non-Homeless Special Needs Community Development
Girls, Inc. of Greater Lowell	Services-Children	Community Development
House of Hope, Inc.	Services-homeless	Homeless Needs - Families with children Anti-poverty Strategy Community Development
LifeLinks, Inc.	Services-Persons with Disabilities	Non-Homeless Special Needs Community Development
Light of Cambodian Children	Services-Children	Community Development
Lowell Association for the blind	Services-Persons with Disabilities	Non-Homeless Special Needs
Lowell Community Health Center	Services-Health	Community Development
Lowell Telecommunications Corp.	Other government - Local Municipal Cable Television	Community Development
Lowell West End Gym	Services-Children	Community Development
Lowell Wish Project, Inc.	Services-homeless	Homeless Needs - Families with children Anti-poverty Strategy Community Development
Mental Health Association of Greater Lowell	Services-Persons with Disabilities	Non-Homeless Special Needs
Merrimack Valley Catholic Charities	Services-homeless Faith Based Organization	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
		with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs Anti-poverty Strategy Community Development
Merrimack Valley Food Bank	Services-homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy Community Development
Merrimack Valley Housing Partnership	Housing	Housing Need Assessment Market Analysis
Middlesex Community College	Other government - State	Community Development
Rebuilding Together Lowell	Housing	Housing Need Assessment Market Analysis Community Development
Retarded Adult Rehabilitative Association	Services-Persons with Disabilities	Non-Homeless Special Needs
St . Paul's Soup Kitchen	Services-homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy Community Development
United Teen Equality Center	Services-Children	Community Development
YWCA of Lowell	Services-Children	Community Development
Alternative House, Inc.	Services-Victims of Domestic Violence Services-homeless	Homelessness Strategy Homeless Needs - Families with children
Eliot Community Human Services	Services-homeless	Homelessness Strategy

Agency/Group/Organization	Agency/Group/Organization Type	What section of the Plan was addressed by Consultation?
		Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans
Lowell Transitional Living Center	Services-homeless	Homelessness Strategy Homeless Needs - Chronically homeless Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth
AIDS Action Committee	Housing Services-Persons with HIV/AIDS	Housing Need Assessment HOPWA Strategy
Justice Resource Institute	Housing Services-Persons with HIV/AIDS	Housing Need Assessment HOPWA Strategy
Lowell House, Inc.	Housing Services-Persons with HIV/AIDS	Housing Need Assessment HOPWA Strategy
South Middlesex Opportunity Council	Housing Services-Persons with HIV/AIDS	Housing Need Assessment HOPWA Strategy
Tri-City Community Action Program, Inc.	Housing Services-Persons with HIV/AIDS	Housing Need Assessment HOPWA Strategy
Victory Programs, Inc.	Housing Services-Persons with HIV/AIDS	Housing Need Assessment HOPWA Strategy
Lowell Council on Aging	Services-Elderly Persons	Non-Homeless Special Needs

How the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination

Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. As in the past, the agencies in which the City awards a HUD grant will be consulted, at a minimum, on a quarterly basis throughout the year. Additionally, these organizations were consulted through the City's annual Request for Proposal for HUD funds, as well as three Public Hearings. The 2nd public hearing the agencies were given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.

Identify any Agency Types not consulted and provide rationale for not consulting

All agencies and groups were proactively invited to participate in the decision making process and are encouraged to provide feedback to Annual Action Plan. Additionally, within the Department of Planning and Development; the following groups are consulted: Community Development, Housing, Economic Development, Planning and Project Management, Code Enforcement, and Project Review.

Other local/regional/state/federal planning efforts considered when preparing the Plan

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	City of Lowell, DPD	Public and assisted housing providers, private and governmental health, mental health, and service agencies are participants in the network described in this document. They are also the organizations with which the City worked to develop the Annual Action Plan, and they are expected to continue active participation in the upcoming years.
LHA Annual Plan	Lowell Housing Authority	The City of Lowell and the Lowell Housing Authority consult with one another during the preparation of each agency's Annual Plan to ensure goals and actions are consistent with one another. Both the City of Lowell and the LHA strive to improve the quality of housing stock of Lowell's households and ensure services are available to meet the needs of low- and moderate-income residents.

Participation Process

Consultation was also aided heavily by citizen participation. Local feedback is instrumental in obtaining input from the community and organizations in designing programs that will best meet the needs of the low and moderate income populations. As required by the Department of Housing and Urban Development (HUD) Rules and Regulations, the City of Lowell complies with regulation 24 CFR 91.105, Citizen Participation Plan for local governments. Further discussion about the Citizen Participation Process including efforts to broaden participation, for the creation of the 2013-2014 Action Plan, is included in the Citizen Participation sections of this Plan.

AP-12 Participation

Summary of citizen participation process/Efforts made to broaden citizen participation and how it impacted goal-setting

The City of Lowell's Citizen Participation Plan is designed with the explicit intent of accommodating and encouraging participation by low- and moderate-income residents, residents of low- and moderate-income neighborhoods, members of minority groups, persons with limited English skills, and persons with disabilities. Three public hearings were held during the preparation of this Annual Action Plan. These meetings were held at the Lowell Senior Center, a handicapped accessible building located in a low- and moderate-income neighborhood within walking distance of several public housing developments and on a bus route. Copies of sign-in sheets from these meetings is included at the end of this document.

In addition to the efforts described below, a survey was released in conjunction with the planning for the 2005-2010 Consolidated Plan. The availability of this online survey was released on the City's website, and sent via email to all subrecipients of entitlement funds. Hard copies of the survey were also distributed at the Lowell Senior Center, Lowell Community Health Center, the Lowell Housing Authority, and other local service providers. Organizations that support members of minority groups, low-income individuals, persons with limited English proficiency, and individuals with disabilities were among those participating in the survey. More than 500 responses were collected and used in the development of the 2005-2010 Consolidated Plan.

Most recently, the City of Lowell completed and adopted a comprehensive update to its 2003 Master Plan, in early 2013. This plan, built on the concept of sustainability, was guided in large part by the results of an extensive public opinion research process which included an 800 household telephone survey (conducted in English, Spanish, Portuguese, and Khmer); five public visioning sessions attended by more than 160 community members and conducted in multiple languages; the launch of a free online participatory planning tool in partnership with Emerson College and used by over 60 young people from six local youth organizations including Lowell Telecommunications Corporation which provided their computer laps free of charge to those without internet access; organization of the Sustainability Snapshots Photography Contest to encourage residents to document what they liked about the City (more than 113 photographs were submitted and incorporated into the final Sustainability Plan); and the organization of the City's 1st Annual Lowell Sustainability Week in conjunction with the public planning process as a way to celebrate and promote Lowell's accomplishments as a green community while engaging residents to think about how they might make their city more sustainable in the future.

Citizen Participation Outreach

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
Public Meeting	Minorities Non-English Speaking - Specify other language: Khmer, Portuguese, Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	Public Hearing #1 Thursday, Nov. 29, 2012 at 6:00 PM Lowell Senior Center. The City provided technical assistance on submission of RFP, review FY 11-12 CAPER, and obtained input on housing and community development needs. Approximately 10 people attended.	Comments consisted of questions regarding technical assistance on applying for Federal funds, eligibility of use of funds, and information on the RFP process. Additionally, a power point was presented reviewing the City of Lowell's consolidated plan and previous use of HUD funds.	All comments were accepted.	
Public Meeting	Minorities Non-English Speaking - Specify other language:	Public Hearing #2 Thursday, Jan. 24, 2013 at 6:00 PM Lowell Senior Center. Opportunity for all CDBG-Public Service applicants to present their proposals to the Citizen Advisory Committee as	Comments consisted of the competitiveness of funding availability, priorities of the use of federal funds in the City of Lowell, and advice on forming partnerships	All comments were accepted.	

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Khmer, Portuguese, Spanish Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing	part of the annual project selection process. A majority of applicants appeared and spoke about their application. The event was recorded by Lowell Telecommunication Corp. (LTC)	within agencies that provide similar services.		
Public Meeting	Minorities Non-English Speaking - Specify other language: Khmer, Portuguese, Spanish Persons with disabilities	Public Hearing #3 Thursday, April 4, 2013 at 6:00 PM Lowell Senior Center. Citizens were invited to provide input on the Draft Annual Action Plan.	No comments were received.	n/a	

Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
	Non-targeted/broad community Residents of Public and Assisted Housing				
Newspaper Ad	Non-targeted/broad community	Public Notice ads were posted in The Lowell Sun newspaper informing residents and potential applicants about the availability of federal funds available, the RFP for those funds, as well as associated public hearings.	Technical assistance in preparing the RFP was encouraged and accommodated to all parties interested.	N/A	
Posted Notices	Non-English Speaking - Specify other language: Khmer, Portuguese, Spanish Non-targeted/broad community	Notices announcing the availability of funds, public meetings, and the availability of the draft Action Plan and public comment period were posted at the DPD offices, City Clerk's Office, and Pollard Memorial Library.		N/A	
Internet Outreach	Non-targeted/broad community	All notices, RFPs, and plans are available on the City of Lowell website.	Na	n/a	http://www.lowellma.gov

Annual Action Plan

AP-15 Expected Resources

Introduction

The activities and accomplishment goals outlined in this document are based on the Federal Fiscal Year 2013-2014 available funding as outlined in the tables below.

At the time this Draft Plan was published, HUD has not released Entitlement grant allocations for FY13-14 however the results of sequestration cuts adopted by Congress suggest that programs can expect a 5% cut to the previous fiscal year awards. As such the City of Lowell has made tentative awards to local programs based on this anticipated cut.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		Total: \$
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,015,178	10,000	0	2,025,178	Funds will be used to support a variety of social service programs, economic development activities, as well as public facility and infrastructure improvements.
HOPWA	public - federal	Permanent housing in facilities Permanent housing placement Short term or transitional housing facilities	685,108	0	0	685,108	HOPWA funds will support supportive service activities and direct financial assistance to households with HIV/AIDS.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	
		STRMU Supportive services TBRA					
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	603,747	100,000	363,237	1,066,984	HOME funds will be used to provide down payment assistance to first time homebuyers, support homeowner rehabilitation activities, and support the creation/rehabilitation of multi-unit affordable housing projects.
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	141,290	0	51,332	192,622	ESG funds will support operating costs and essential services at homeless shelters. Funds will also support homelessness prevention and rapid re-housing activities.

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Consolidated Plan funds are expected to leverage more than \$10M in private and public support for the activities funded with 2013-14 program year entitlement funds. Approximately \$5.7M is expected from other federal sources; another \$1M is expected from programs operated by the State of Massachusetts; and approximately \$3.3M is expected from local and private resources.

	CDBG	HOME	ESG	HOPWA	Total
Other Federal	\$5,539,529		\$41,000	\$149,799	\$5,730,328
State of Massachusetts	\$384,081	tbd	\$458,624	\$210,346	\$1,053,051
Local and Private	\$2,207,134		\$230,884	\$862,655	\$3,300,673
Estimated Total Matching Funds	\$8,130,744		\$730,508	\$1,222,800	\$10,084,052

Additionally the City of Lowell and its program partners will seek funds from the following sources to support the goals identified in this Plan:

- Lead-Based Paint Hazard Control Grant
- Contributions of HOME funding through the Massachusetts Department of Housing and Community Development to Lowell projects
- Project-based Section 8 certificates through the Lowell Housing Authority
- Low-Income Housing Tax Credits
- Project financing at favorable interest rates from the Lowell Development and Financial Corporation and local lenders
- Private contributions to subrecipients

The City of Lowell has documented more than \$4 million in excess matching funds from prior program years to meet HOME Program match requirements. Nevertheless, Lowell will continue to identify funding from the Massachusetts Rental Voucher Program, operated by the Department of Housing and Community Development, as a source of additional match during the 2013-2014 program year. In order to meet its ESG match requirements, the City of Lowell requires all ESG subrecipients to demonstrate a 100% match using other eligible federal, state, local, or private resources. While the commitment of some sources was still pending at the time this Plan was prepared, the City expects \$730,508 will be leveraged during the 2013-2014 program year to support ESG activities described in this plan.

If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan

During the 2013-14 program year CDBG funds are expected to be used to support the development of community gardens on city-owned property and make improvements to city-owned outdoor and recreation space. These projects are targeted in neighborhoods with high concentrations of low- and moderate-income households. Otherwise, the City of Lowell does not anticipate the use of publically owned land or property to meet needs identified in this plan.

AP-20 Annual Goals and Objectives

Goals Summary Information

Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
DH-1.1	2010	2015	Affordable Housing	Affordable Housing	HOME: \$60,030	Housing Units Created: 11 Housing Units
DH-1.2	2010	2015	Affordable Housing	Homeless/HIV/AIDS	HOPWA: \$471,144	HIV/AIDS Housing Operations: 276 Household Housing Unit
DH-1.3	2010	2015	Affordable Housing	Affordable Housing	CDBG: \$42,500	Housing Code Enforcement/Foreclosed Property Care: 700 Household Housing Unit
DH-1.4	2010	2015	Affordable Housing	Affordable Housing Public Services	CDBG: \$6,000	Direct Financial Assistance to Homebuyers: 50 Households Assisted
DH-2.1	2010	2015	Affordable Housing	Affordable Housing	HOME: \$255,000	Direct Financial Assistance to Homebuyers: 30 Households Assisted
DH-2.2	2010	2015	Affordable Housing	Affordable Housing	CDBG: \$5,000 HOME: \$400,000	Homeowner Housing Rehabilitated: 25 Household Housing Unit
DH-2.3	2010	2015	Affordable Housing	Affordable Housing Public Services	CDBG: \$7,500 ESG: \$147,500	Public service activities for Low/Moderate Income Housing Benefit: 136 Households Assisted
DH-2.4	2010	2015	Non-Homeless Special Needs	Affordable Housing	HOPWA: \$151,337	Housing for People with HIV/AIDS added: 27 Household Housing Unit
DH-2.5	2013	2015	Affordable Housing	Affordable Housing	HOME: \$60,000	Housing for Homeless: 10 Households Assisted
SL-1.1	2010	2015	Non-Housing Community Development	Public Services	CDBG: \$81,500	Public service activities other than Low/Moderate Income

Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
			LMI Youth			Housing Benefit: 535 Persons Assisted
SL-1.2	2010	2015	Non-Homeless Special Needs Elderly	Non-homeless Special Needs Public Services	CDBG: \$58,800	Public service activities other than Low/Moderate Income Housing Benefit: 3617 Persons Assisted
SL-1.3	2010	2015	Homeless Non-Housing Community Development	Public Services	CDBG: \$68,000 ESG: \$62,500	Public service activities other than Low/Moderate Income Housing Benefit: 1595 Persons Assisted
SL-1.4	2010	2015	Non-Housing Community Development Public Facilities for LMI Persons	Infrastructure Public Services	CDBG: \$376,463	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4 Persons Assisted
SL-2.1	2010	2015	Non-Housing Community Development	Affordable Housing Public Services	CDBG: \$10,000	Public service activities for Low/Moderate Income Housing Benefit: 50 Households Assisted
SL-3.1	2010	2015	Public Facilities/Infrastructure	Infrastructure Public Services	CDBG: \$290,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 9 Persons Assisted
SL-3.2	2010	2015	Public Facilities	Infrastructure Public Services	CDBG: \$338,000	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 22 Persons Assisted
SL-3.3	2010	2015	Affordable Housing Public Facilities	Affordable Housing	\$0	No activities planned for FY13-14 at this time.
EO-1.1	2010	2015	Non-Housing Community Development Economic Development	Economic Development	CDBG: \$53,963	Jobs created/retained: 100 Jobs
EO-1.2	2010	2015	Economic Development	Economic Development	CDBG: \$30,000	Businesses assisted: 25 Businesses Assisted

Goal Name	Start Year	End Year	Category	Needs Addressed	Funding	Goal Outcome Indicator
EO-1.3	2010	2015	Economic Development	Economic Development	CDBG: \$175,000	N/A Funds will support 108 Debt repayment

Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b)

Approximately 39 households are expected to be assisted through HOME-funded projects during the 2013-14 program year. These projects include:

- 101 Westford Street Redevelopment
- City of Lowell, DPD - First Time Homebuyer Program
- City of Lowell, DPD - HOME Housing Rehab
- City of Lowell, DPD - Receivership Program
- Merrimack Valley Housing Partnership - First Time Homebuyer Downpayment Assistance Program

Additionally HOME funds will be used to establish a TBRA program for unsheltered homeless individuals. These funds are expected to assist approximately 10 individuals over a 24 month time period.

AP-38 Project Summary

Project Summary Information

Project Name	Goals Supported	Needs Addressed	Funding
101 Westford Street Redevelopment	DH-2.2	Affordable Housing	HOME: \$150,000
Acre Family Child Care, Inc. Family Childcare Business	EO-1.1	Economic Development	CDBG: \$35,000
AIDS Action Committee of MA, Inc. Emergency Housing & St. Paul's Residence	DH-2.1	Homeless/HIV/AIDS	HOPWA: \$52,469
AIDS Action Committee of MA, Inc. Middlesex HOCH Program	DH-2.4	Homeless/HIV/AIDS	HOPWA: \$75,337
AIDS Action Committee of MA, Inc. Rental Assistance Program	DH-2.4	Homeless/HIV/AIDS	HOPWA: \$47,500
Angkor Dance Troupe, At Risk Youth Employment	SL-1.1	Public Services	CDBG: \$5,000
Asian Task Force Against Domestic Violence, Lowell Asian Initiative Against Domestic Violence	SL-1.2	Public Services	CDBG: \$5,000
Boys and Girls Club of Greater Lowell Inc. Music Clubhouse	SL-1.1	Public Services	CDBG: \$7,500
Boys and Girls Club of Greater Lowell Inc. Roof	SL-1.4	Public Facilities	CDBG: \$19,463
Cambodian Mutual Assistance Association, Connecting Consumers to Care	SL-1.2	Public Services	CDBG: \$6,000
City of Lowell ESG13 Lowell	SL-1.3	Homeless/HIV/AIDS	ESG: \$188,257
City of Lowell, Council on Aging, Senior Center Lease	SL-1.4	Public Facilities	CDBG: \$336,000
City of Lowell, Council on Aging, Senior Programs	SL-1.2	Non-homeless Special Needs	CDBG: \$5,000
City of Lowell, DPD, Community Wellness Park, Fay Street	SL-3.1	Public Facilities	CDBG: \$20,000
City of Lowell, DPD, First Time Homebuyer Program	DH-2.1	Affordable Housing	HOME: \$200,000
City of Lowell, DPD, HOME Housing Rehab	DH-2.2	Affordable Housing	HOME: \$100,000

City of Lowell, DPD, Neighborhood Innovation Grant Program	SL-3.2	Public Services	CDBG: \$6,000
City of Lowell, DPD, Receivership Program	DH-2.2	Affordable Housing	HOME: \$150,000
City of Lowell, DPD, Sanitary Code Enforcement	DH-1.3	Affordable Housing	CDBG: \$42,500
City of Lowell, DPD, Section 108 Debt Service	EO-1.3	Economic Development	CDBG: \$175,000
City of Lowell, DPD-HCD, Infrastructure/Construction Management	SL-3.1	Infrastructure	CDBG: \$210,000
City of Lowell, HOME TBRA Program for Unsheltered Homeless	DH-2.5	Homeless/HIV/AIDS Affordable Housing	HOME: \$60,000
City of Lowell, Office of the City Manager, Neighborhood Impact Initiative	SL-3.2	Infrastructure	CDBG: \$275,000
City of Lowell, Parks and Rec. Daley and Bailey School Courts	SL-3.1	Public Facilities	CDBG: \$20,000
City of Lowell, Parks and Rec. Father Maguire Courts Renovation	SL-3.1	Public Facilities	CDBG: \$28,000
Coalition for a Better Acre – Gorham St. Apartments	DH-1.1	Affordable Housing	HOME: \$60,030
Coalition for a Better Acre and CMAA, Asian Business Association	EO-1.2	Economic Development	CDBG: \$10,000
Community Family Inc. Client Service Subsidy Fund	SL-1.2	Non-homeless Special Needs	CDBG: \$5,000
Community Teamwork Inc. Big Brothers Big Sisters Mentoring	SL-1.1	Public Services	CDBG: \$6,500
Community Teamwork Inc. Emergency Hotel Placement	SL-1.3	Public Services	CDBG: \$5,000
Community Teamwork Inc. Fuel Assistance Program	DH-2.3	Public Services	CDBG: \$7,500
Community Teamwork Inc. Lowell Merrimack Valley Small Business Center	EO-1.2	Economic Development	CDBG: \$20,000
Community Teamwork Inc. New Entry's World PEAS Food Hub	SL-1.3	Public Services	CDBG: \$5,000
Community Teamwork Inc. Spindle City Corps	SL-1.1	Public Services	CDBG: \$7,500
Community Teamwork Inc. SuitAbility	EO-1.1	Public Services	CDBG: \$5,463

Girls Inc. of Greater Lowell, Outreach Programs	SL-1.1	Public Services	CDBG: \$5,000
Girls Inc. of Greater Lowell, Youth Enrichment Programs	SL-1.1	Public Services	CDBG: \$6,000
Greater Lowell Family YMCA, Campership	SL-1.1	Public Services	CDBG: \$8,000
Habitat for Humanity of Greater Lowell, Critical Care, Sustainable Home Ownership	DH-2.2	Affordable Housing	CDBG: \$25,000
House of Hope, The Hope Chest	EO-1.1	Economic Development	CDBG: \$6,000
Institute for Health and Recovery, Project HEAL	DH-2.4	Homeless/HIV/AIDS	HOPWA: \$28,500
Justice Resource Inst. dba JRI Health, Assisted Living Program	DH-1.2	Homeless/HIV/AIDS	HOPWA: \$173,662
Life Links Inc. Urban Youth Employment Program	EO-1.1	Public Services	CDBG: \$7,500
Light of Cambodian Children Inc. Future Stars and Sports Leadership Program	SL-1.1	Public Services	CDBG: \$6,000
Lowell Association for the Blind, Services/Transportation for the Blind	SL-1.2	Non-homeless Special Needs	CDBG: \$7,000
Lowell Community Health Center. League of Youth	SL-1.1	Public Services	CDBG: \$6,500
Lowell House Inc. HIV/AIDS Housing Information Services	DH-1.2	Homeless/HIV/AIDS	HOPWA: \$51,476
Lowell House Inc. HIV/AIDS Supportive Services	DH-2.1	Homeless/HIV/AIDS	HOPWA: \$48,275
Lowell Parks and Conservation Trust, Inc. Urban Forestry Project	SL-3.2	Public Facilities	CDBG: \$32,000
Lowell Telecommunications Corp. Lowell Youth Media Initiative	SL-1.1	Public Services	CDBG: \$7,500
Lowell West End Gym, Youth Boxing Program	SL-1.1	Public Services	CDBG: \$6,000
Lowell Wish Project, Beds 4 Kids	SL-2.1	Public Services	CDBG: \$10,000
Mental Health Association of Greater Lowell, Bilingual Advocates	SL-1.2	Non-homeless Special Needs	CDBG: \$5,000
Merrimack Valley Catholic Charities - Food Pantry Collaborative	SL-1.3	Public Services	CDBG: \$30,000

Merrimack Valley Food Bank, Food Distribution Program	SL-1.3	Public Services	CDBG: \$10,000
Merrimack Valley Food Bank, Mobile Pantry	SL-1.2	Non-homeless Special Needs	CDBG: \$8,000
Merrimack Valley Housing Partnership & CMAA, First Time Homebuyer Classes	DH-1.4	Affordable Housing	CDBG: \$6,000
Merrimack Valley Housing Partnership, First Time Homebuyer Program	DH-2.1	Affordable Housing	HOME: \$55,000
Middlesex Community College, Out-of-School Youth Development Center	SL-1.1	Public Services	CDBG: \$5,000
Pawtucket Congregational Church, Kay's Place Lunch Program	SL-1.4	Public Facilities	CDBG: \$6,000
Rebuilding Together Lowell, Rebuilding Day 2013	DH-2.2	Public Services	CDBG: \$5,000
Retarded Adult Rehabilitation Association, RARA Programs and Services	SL-1.2	Non-homeless Special Needs	CDBG: \$9,800
South Middlesex Opportunity Council, HOPWA Program	DH-1.2	Homeless/HIV/AIDS	HOPWA: \$54,435
St. Paul's Soup Kitchen	SL-1.3	Public Services	CDBG: \$8,000
Tri-City Community Action Program, Inc. Benefits and Specialized Housing	DH-1.2	Homeless/HIV/AIDS	HOPWA: \$49,047
United Teen Equality Center, Sexual Violence Awareness for Young	SL-1.2	Public Services	CDBG: \$8,000
Victory Programs Inc. Ruah House	DH-1.2	Homeless/HIV/AIDS	HOPWA: \$41,780
Whistler House Museum of Art	SL-3.2	Public Facilities	CDBG: \$25,000
YWCA of Lowell, Acre Youth Center Phase V Rehab	SL-1.4	Public Facilities	CDBG: \$15,000
YWCA of Lowell, Youth Enrichment Training Institute	SL-1.1	Public Services	CDBG: \$5,000
YWCA, Mill City Grows, Build a Garden	SL-3.1	Public Facilities	CDBG: \$12,000
YWCA, Mill City Grows, Garden Coordinator	SL-1.3	Public Services	CDBG: \$10,000

AP-35 Projects

Introduction

The following tables list the activities and programs that will be supported using HUD program funds during the 2013-2014 program year.

These activities aim to meet HUD's objectives of creating suitable living environments, providing decent affordable housing, and creating economic opportunities for low and moderate income residents.

Organization-Activity	2013-2014
CDBG NON-PUBLIC SERVICE CAP ACTIVITIES	
Acre Family Day Care Center - Family Child Care Business Development	\$35,000
Boys & Girls Club of Greater Lowell, Inc. - Boys & Girls Club Roof	\$19,463
City of Lowell, Council on Aging - Senior Center Lease	\$336,000
City of Lowell, DPD - Community Wellness Park	\$20,000
City of Lowell, DPD - HCD Infrastructure/Construction Mgmt	\$210,000
City of Lowell, DPD - Section 108 Debt Service	\$175,000
City of Lowell, DPD - Sanitary Code Enforcement	\$42,500
City of Lowell, Parks & Recreation - Daley & Bailey School Courts	\$28,000
City of Lowell, Parks & Recreation - Father Maquire Courts Renovation	\$20,000
City of Lowell, Office of the City Manager - Neighborhood Impact Initiative	\$275,000
Coalition for a Better Acre/Cambodian Mutual Assistance Assoc. - Asian Business Association	\$10,000
Community Teamwork, Inc. - Merrimack Valley Small Business Assistance Center (SBA)	\$20,000
Habitat for Humanity - Critical Care: Sustainable Homeownership	\$25,000
Lowell Parks & Conservation Trust, Inc - Urban Forestry	\$32,000
Pawtucket Congregational Church - Kay's Place Lunch Program	\$6,000
Whistler House Museum of Art - Building Stabilization Project	\$25,000
YWCA of Lowell - Acre Youth Center Phase 4 Upgrade	\$15,000
YWCA of Lowell/Mill City Grows - Build a Garden	\$12,000

Organization-Activity	2013-2014
CDBG PUBLIC SERVICE CAP ACTIVITIES	
Angkor Dance Troupe - At-Risk Youth Employment	\$5,000
Asian Task Force Against Domestic Violence - Lowell Asian Initiative Against Domestic Violence	\$5,000
Boys and Girls Club of Greater Lowell - Music Clubhouse	\$7,500
Cambodian Mutual Assistance Association - Connecting Consumers to Care	\$6,000
Cambodian Mutual Assistance Association/Merrimack Valley Housing Partnership-First Time Homebuyer Classes	\$6,000
City of Lowell, Council on Aging - Senior Programs	\$5,000
City of Lowell, DPD - Neighborhood Innovation Grant Program	\$6,000
Community Family, Inc.- Alzheimer's Adult Day Health Program	\$5,000
Community Teamwork, Inc. - Big Brothers Big Sisters Mentoring	\$6,500
Community Teamwork, Inc.- Emergency Hotel Placement	\$5,000
Community Teamwork, Inc.- Fuel Assistance	\$7,500
Community Teamwork, Inc. - New Entry's World PEAS Food Hub	\$5,000
Community Teamwork, Inc. - Spindle City Corps- Youth Programs	\$7,500
Community Teamwork, Inc. - SuitAblity	\$5,463
Girls Incorporated of Greater Lowell - Youth Enrichment Programs	\$6,000
Girls Incorporated of Greater Lowell - Outreach Programs	\$5,000
Greater Lowell Family YMCA - Camperships	\$8,000
House of Hope, Inc. - The Hope Chest	\$6,000
LifeLinks, Inc. - Urban Youth Employment Project	\$7,500
Light of Cambodian Children - Future Stars Sports & Leadership Program	\$6,000
Lowell Association for the Blind - Services/ Transportation for the Blind	\$7,000
Lowell Community Health Center - League of Youth Program	\$6,500
Lowell Telecommunications Corp. - Lowell Youth Media Initiative	\$7,500
Lowell West End Gym, inc. - Youth Boxing Program	\$6,000
Lowell Wish Project - Beds 4 Kids/ Furniture Bank	\$10,000
Mental Health Association of Greater Lowell - Bilingual Advocates	\$5,000
Merrimack Valley Catholic Charities - Lowell Food Pantry Collaborative	\$30,000
Merrimack Valley Food Bank, Inc. - Food Distribution Program	\$10,000
Merrimack Valley Food Bank, Inc.- Mobile Pantry	\$8,000
Middlesex Community College - Out of School Youth Development	\$5,000
Rebuilding Together Lowell - Rebuilding Day	\$5,000
Retarded Adult Rehabilitation Association - RARA Programs and Services	\$9,800
St. Paul's Soup Kitchen - Staffing	\$8,000
United Teen Equity Center - Sexual Violence Awareness for Youth	\$8,000
YWCA of Lowell - Youth Enrichment Training Institute	\$5,000
YWCA of Lowell/Mill City Grows - Garden Coordinator	\$10,000

Organization-Activity	2013-2014
ESG ACTIVITIES	
Alternative House, Inc. - Domestic Violence Emergency Shelter	\$16,920
Community Teamwork, Inc. - The SHIFT Coalition	\$76,140
Eliot Community Human Services - Tenancy Prevention Program	\$6,345
House of Hope, Inc. - House of Hope Shelters	\$8,460
House of Hope, Inc. - House of Hope Resource Center	\$8,460
International Institute of Lowell - Homelessness Prevention	\$42,300
Lowell Transitional Living Center - Winter Protocol	\$19,035
HOME ACTIVITIES	
City of Lowell, DPD - First Time Homebuyer Program	\$200,000
City of Lowell, DPD - HOME Housing Rehab	\$100,000
City of Lowell, DPD - Receivership Program (101 Westford Street)	\$150,000
City of Lowell, DPD - Receivership Program	\$150,000
City of Lowell, DPD - TBRA Program for Unsheltered Homeless	\$60,000
Coalition for a Better Acre - Gorham Street Apartments	\$60,030
Merrimack Valley Housing Partnership - First Time Homebuyer Down Payment Assistance Program	\$55,000
HOPWA ACTIVITIES	
AIDS Action Committee of MA, Inc. - Rental Assistance Program	\$47,500
AIDS Action Committee of MA, Inc. - Emergency Housing & St. Paul's Residence	\$52,469
AIDS Action Committee of MA, Inc. - Middlesex HOCH Program	\$75,337
Institute for Health and Recovery - Project HEAL	\$28,500
Justice Resource, Inst. dba JRI Health - Assisted Living Program	\$173,662
Lowell House, Inc. - HIV/AIDS Housing Information Services	\$51,476
Lowell House, Inc. - HIV/AIDS Supportive Services	\$48,275
South Middlesex Opportunity Council - HOPWA Program	\$54,435
Tri-City Community Action Program, Inc. - Benefits and Specialized Housing	\$49,047
Victory Programs Inc. - Ruah House	\$41,780

Describe the reasons for allocation of priorities and any obstacles to addressing underserved needs

The City of Lowell will continue to support non-profit agencies, the local housing authority, homeless providers, and special needs groups in their goal to meet the underserved persons of the community. The City will continue to communicate with these groups as their needs change or the demand dramatically increases over the next year. The City will provide technical assistance to providers in the pursuit of Federal, State, and other funding sources. The primary obstacle to meeting underserved needs of low-income and moderate-income populations continues to be the availability of funds. Organizations serving these populations continue to experience significant reductions in funding from both governmental and private sources.

The City of Lowell's Consolidated Plan program funding levels have also been reduced by nearly 8% from the 2001-02 Program Year. Reductions in State aid to the City of Lowell and the local budget have prohibited the City from being able to cover this funding gap, leaving many worthy and valuable

programs unfunded or under-funded. Additionally, the 2011-2012 fiscal year reduced Community Development Block Grant funding by 16% and HOME funding by 12% from the previous fiscal year while the 2012-13 Program year saw cuts of 11% and 39% cuts, respectively to these programs. This challenge is beyond the capacity of the local jurisdiction to satisfactorily address.

AP-50 Geographic Distribution

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

According to the 2010 U.S. Census, Lowell is home to 106,519 people, 40% of whom were members of minority groups (including White Latinos). Since 1980, Lowell has been experiencing significant growth in its minority populations, the largest and fastest growing of these include Southeast Asians and Latinos. Of late, Lowell has also seen a growing population of refugee communities from Burma and Iraq. These trends are expected to continue over the coming years.

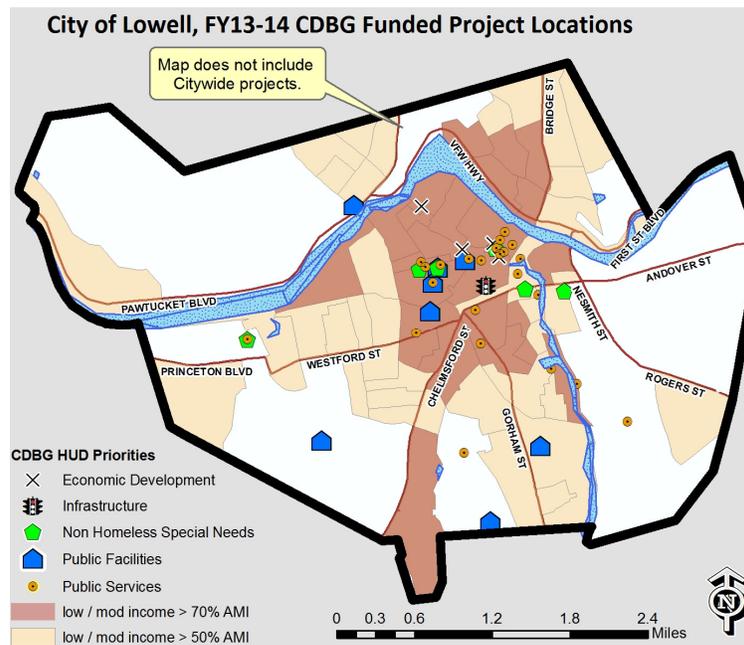
The City will continue to use 2000 U.S. Census Block Group level information to prioritize the use of funds, until HUD has released updated income information for entitlement communities. Of Lowell's 84 census block groups, 61 have populations with low- to moderate-income percentages greater than 51%.

Twenty-five of these block groups have populations with percentages greater than 70%. These block groups are primarily concentrated in the urban center.

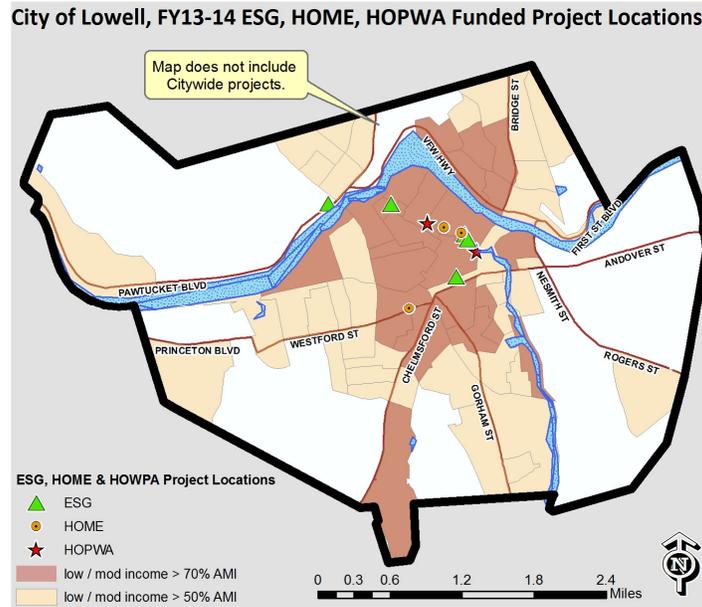
Geographic Distribution: Rationale for the priorities for allocating investments geographically

Because the primary national objectives of HUD's programs are to benefit low-income and moderate-income residents, Lowell's block grant program funds will be targeted to low-income and moderate-income neighborhoods and activities that benefit the City as a whole, the majority of whose residents are low- or moderate-income. Guided by the eligibility requirements of the various Consolidated Plan programs, the Lowell has recognized the priority need categories for the five-year planning period. Relative priorities and target funding proportions were established through the synthesis of the needs information obtained through the plan development process described elsewhere in this document.

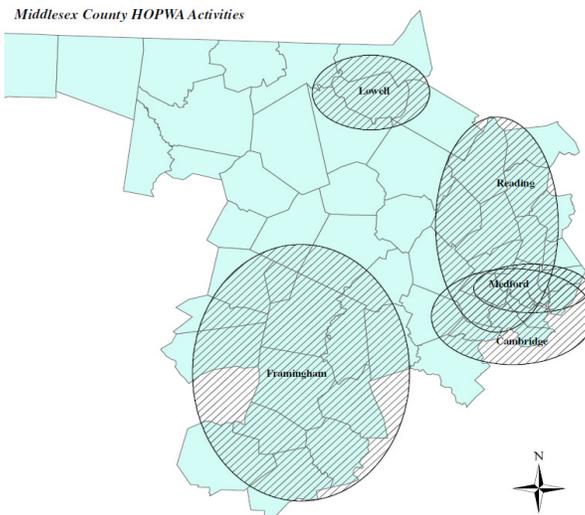
The following map illustrates the distribution of CDBG Public Service activities across Lowell with high concentrations of LMI persons.



The following map illustrates the distribution of HOME, ESG, and Lowell HOPWA activities across Lowell with high concentrations of LMI persons.



Because the City of Lowell is the most populous City in Middlesex County, it is also an entitlement community for the HOPWA program. This block grant is designated to serve persons throughout Middlesex who are living with HIV/AIDS and their families. For this program, funds will be allocated to eligible recipients county-wide whose programs serve this population. It is anticipated that the funds will be targeted to organizations whose service areas include the urban centers within the County, including Lowell, Cambridge, Somerville, and Framingham, where the greatest percentage of persons with HIV/AIDS reside.



Discussion

During the 2009-2010 Program Year, Lowell launched a Neighborhood Impact Initiative to target resources in block groups where more than 51% of residents are low- or moderate-income and where significant deterioration has led to limited private investment and declining property values. This comprehensive program helps stabilize and revitalize neighborhoods through the concentrated investment of staff and financial resources from all City departments. Activities include improvements to neighborhood facilities, parks, and infrastructure through divisions of the Department of Public Works; enhanced inspections by officials from the Building Department; coordinated actions by public safety departments; and significant capital investment to enhance the appearance of the targeted area.

The City will direct resources to a different neighborhood each year, with a goal of addressing all of Lowell's low- and moderate-income neighborhoods over a 5-6 year period. By concentrating resources in a target area, the City hopes to maximize the value and impact of its actions and expenditures. Consistent with the recommendations of the City's Comprehensive Master Plan, particular focus will be paid to the commercial centers and public squares within CDBG-eligible neighborhoods, where impacts will be felt by the broadest possible cross-section of neighborhood residents.

The program will be seeded with \$275,000 in FY 13-14 CDBG funds, along with portions of other funding including Massachusetts Chapter 90 funds for street and sidewalk improvements, housing rehabilitation and lead-paint abatement funding, economic development initiatives, and grant-funded policing initiatives.

AP-55 Affordable Housing

Introduction

During the 2013-14 program year, Lowell intends to use more than \$1,545,981 in Consolidated Plan funding to support projects that meet HUD's decent affordable housing performance measurement objective. Specific activities are listed in the annual goals and objectives section of this report. The City of Lowell will follow HUD's standard format for housing-related goals and specific objectives to help guide the use of federal funds. These goals are listed in 2010-2015 Consolidated Plan and again in the Annual Goals and Objectives section of this Annual Action Plan. In addition to meeting one of HUD's standard objectives, proposed projects must address at least one of the City's Housing Priorities described below.

- Support projects that are consistent with the housing goals of the City's Comprehensive Master Plan
- Expand housing opportunities in Lowell's Downtown
- Promote homeownership opportunities
- Redevelop vacant and abandoned properties for affordable housing
- Support the Julian D. Steele Replication and Reinvention Plans
- Implement the goals of the City's 10-Year Plan to End Homelessness

Additional discussion about the City's plans to foster and maintain affordable housing is included in the Other Actions chapter of this document.

One Year Goals for the Number of Households to be Supported

Homeless	0
Non-Homeless	188
Special-Needs	0
Total	188

One Year Goals for the Number of Households Supported Through

Rental Assistance	173
The Production of New Units	0
Rehab of Existing Units	25
Acquisition of Existing Units	0
Total	188

Discussion

In addition to the 188 households expected to receive direct housing assistance through rental subsidies or rehabilitation costs, at least 700 rental units are expected to be inspected as part of the City's code enforcement activities. Approximately 276 households with HIV/AIDS are expected to receive housing information services and other housing-related support while another 80 households are expected to receive pre-purchase housing counseling and/or down payment assistance. These activities are listed in more detail in the Projects section of this report.

AP-60 Public Housing

Introduction

The City of Lowell works closely with the Lowell Housing Authority (LHA) to encourage public housing improvements and public housing residents' involvement. Lowell's Five-Year Consolidated Plan supports the PHA Plan with the following actions and commitments:

- Use of HOME and CDBG funds to expand the supply of affordable housing in the region;
- Use of HOME and CDBG funds to stabilize neighborhoods in which there is an excessive concentration of poverty, including some in which there are LHA developments.

The LHA has identified several goals that are consistent with the City's prioritized use of funds. These include collaborating with other local non-profits to help families achieve self-sufficiency and expand the homeownership program.

Actions planned during the next year to address the needs to public housing

During the 2013-14 program year the LHA expects to take the following actions to address their facility needs:

- Develop new housing using Replacement Housing Funds, Section 32, and Project Based Section 8 (set aside 24 additional vouchers);
- Create 25 accessible units of Low Rental Public Housing per agreement with HUD in connection with Federalization of a State public housing project;
- Identify small units which can be combined into larger and ADA accessible units;
- Use Replacement Housing Factor funds to create disabled family housing;
- Diminish the scattered site inventory by sale to tenants, disposition to investors or by demolition and replacement. Review the new Rental Assistance Demonstration as a possible approach;
- Review the barriers to marketability in LRPD developments and develop a plan to improve them;
- As opportunities arise, Federalize State Public Housing developments
- Other actions under management options include:
 - Deconcentrate poverty by exploring the use of multiple payment standard tiers for Housing Choice Vouchers; and strengthen the Julian Steele counseling program for households being relocated
 - Create a higher functioning agency;
 - Fine tune asset management to be more effective in practice; and
 - Improve MIS so that it supports better asset management by developing more consistent reports, and conduct a network audit to guide improvements.

Actions to encourage public housing residents to become more involved in management and participate in homeownership

During the 2013-14 program year, the LHA plans to take the following actions to encourage public housing residents to become more involved in management and participate in homeownership:

- Attract more service organizations to serve LHA residents;
- Identify eligible residents and recruit them for Housing Choice Voucher and Low Rent Public Housing Family Self Sufficiency programs;

- Continue to add translated documents to the LEP library; create a catalogue of these documents for access online by staff and residents;
- Expand the scope and number of enrichments programs, especially for public housing youth in the school system;
- Hire new staff/consultant to work with and identify needs of residents who are mentally disabled, impaired, especially the non-elderly;
- Identify residents who may be eligible for homeownership programs

If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance

Not Applicable

AP-65 Homeless and Other Special Needs Activities

Introduction

In partnership with Federal and State partners, the Lowell Continuum of Care (CoC) is a comprehensive system within the City of Lowell, committed to addressing the problem of homelessness by employing the strategic use of housing and service resources to move homeless individuals and families into stable permanent housing. CoCs are coordinated, multi-agency efforts to shift the community from a system focused on an expensive shelter-based system to one focused more cost effectively on housing. Over the next 12 months the Lowell CoC will continue to direct efforts to enhance the goals outlined below to reduce and end homelessness.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

According to the 2013 Point in Time (PIT) Count, conducted in Lowell in January, there were 341 total persons in households with children in Lowell's family shelters. There were no unsheltered households with children reported at this time. A strong network of community organizations helps ensure that the needs of homeless families are assessed and met. Community Teamwork, Inc., a local multi-social service provider makes information on homeless assistance programs available to consumers receiving fuel assistance, food stamps, WIC, veterans' assistance, and other benefits through mailings, email, and online. Information is also dispersed through a network of community, cultural, and faith-based organizations. This outreach includes immigrant and minority groups. All inquiries from families to local shelters are redirected to CTI and/or the Massachusetts Department of Housing and Community Development for assistance. Word of mouth has also proven to be a very effective tool to connect people who are homeless or at-risk of becoming homeless to access housing and services.

The CoC's recent PIT Count reported 36 unsheltered individuals in Lowell and an additional 178 individuals in emergency and transitional shelters. These numbers are slightly higher than those reported last year due in part to a combination of better reporting tools and data quality as well as the effects of the economic recession. Improvements in outreach services were made over the course of the past 12 months that will help assess the needs of homeless individuals and direct them to appropriate services. These improvements included the relocation of a day-services program out of a residential neighborhood and into a location more accessible to homeless population; sharing a multi-agency point person to help transition individuals to shelter and case management. Trained outreach specialists at a number of Lowell shelter service programs engage unsheltered individuals on a regular basis on the street, in known campsites, during winter emergency housing programs and at day/meals programs. This outreach has helped homeless individuals to obtain identification documents, access medical, mental health, and addiction services; as well as other mainstream benefits and housing. Over the course of the 2013-14 program year the CoC will expand its efforts to work with homeless veterans by collaborating with the Veterans' Administration through the Edith Norse Rogers VA Hospital in Bedford.

During the 2013-14 program year the City of Lowell is launching a new HOME-funded TBRA program designed specifically for unsheltered homeless. In partnership with local social service providers these funds will be used to support up to 24 months of rent for individuals living on the street. Housing search and placement including start-up costs are available through ESG and other funding sources. Wrap-around services including case management, job training, access to mental health and substance abuse treatment will also be provided in conjunction to direct rental assistance. Approximately 10 individuals are expected to be served during this first year of the program.

Addressing the emergency shelter and transitional housing needs of homeless persons

It is the Lowell CoC members' goal to move families and individuals out of emergency shelter and transitional housing programs to appropriate permanent housing with services, if needed, as quickly as possible. Lowell's CoC providers use state and federal resources efficiently and cost-effectively to address the housing needs of homeless families and individuals, including several rapid re-housing programs. These include the Massachusetts Emergency Assistance Shelter Program, HomeBASE, and Rental Assistance for Families in Transition; and the federally funded Emergency Solutions Grant program. Households are assessed not only for their eligibility for assistance under these resources but also for their financial stability and ability to maintain housing once they move out of the shelter environment. The Lowell shelter providers coordinate the case management and supportive services needed to ensure housing stability for their clients.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

The City of Lowell's DPD is the lead agency for the Lowell CoC and administers the Emergency Solutions Grant program. The majority of Lowell's ESG funds will be used to support homelessness prevention and rapid re-housing activities to help move homeless persons into permanent housing or keep those households at risk of becoming homeless, stably housed. A number of local service providers work with CoC members to address the needs of homeless subpopulations. The Veterans' Administration, for example, operates a transitional housing program and emergency respite care facility for homeless veterans in Lowell. Additionally, Community Teamwork, Inc. and the Chelmsford Housing Authority oversee the HUD-Veterans Affairs Supportive Housing program in the greater Lowell area. CTI also works with the City's Veterans' Services Officer to reach out to veterans who have applied for fuel assistance to make them aware of other housing-related services.

The COC, through the Institute for Health and Recovery submitted an application for HUD to create 7 units of rental housing with services for chronically homeless individuals 50 years of age or older. If awarded, IHR will begin the project in the 2014-15 program year. To increase the percentage of families moving from transitional to permanent housing the CoC will offer a "Making the Transition to Permanent Housing" training program to all shelter providers. The program was created by the Center for Urban and Community Services for HUD and the Corporation for Supportive Housing. The training will provide new and long-term staff with an opportunity to increase the quality of their intakes, assessments, program referrals, data collection and reporting. Training will also include a review of practices associated with successfully transitioning shelter residents from emergency shelter and transitional housing to permanent housing. A major emphasis will be on the importance of understanding how fear, isolation, mental illness, substance abuse and the inability to manage finances can limit an individual's or family's ability to leave shelter. In an effort to shorten the amount of time that individuals and families experience homelessness, the CoC will focus its energy on securing and maintaining funding for co-located and mobile case managers and housing stabilization staff.

The ability to have state and regional agencies working so closely together has proven to be critically important in the Cocas' ability to institute coordinated and comprehensive assessments, discharge planning strategies, supportive and affordable housing, respite home care, and rep payee services. It is also helped reduce any duplication of services. In December 2012 Massachusetts announced a first in the

nation collaborative effort by 18 state agencies to create an additional 1,000 units of permanent supportive housing for families in the State by 2015. In addition, 20 project-based vouchers were recently made available within the Lowell CoC to house some of the most vulnerable families in permanent supportive housing.

There continues to be a challenge in tracking recurring incidents of homelessness in Massachusetts, especially among families. Because homeless families are funneled through a state-wide system for shelter and services it is not unlikely that when a family becomes homeless they are placed in the next available shelter regardless of which jurisdiction it is in. This prevents CoCs from tracking the long-term stability of families it has assisted. As mentioned earlier however, Lowell is participating in a state-led initiative to create a centralized intake, assessment, and referral system to enhance the states HMIS to identify households that re-enter the shelter system in another jurisdiction.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

The City is allocating more than 70% of its 2013-14 ESG funds to homelessness prevention activities. These activities will provide both direct financial assistance as well as case management services to individuals, families, and unaccompanied youth who are risk of becoming homeless and help ensure that they remain stably housed. ESG subrecipients work with public and private programs that provide social services, education and employment assistance, housing services, and physical and mental health services. Additionally, during the 2013-14 program year, the Lowell CoC will partner with state and regional partners to assist low-income individuals and families avoid becoming homeless as a result of being discharged from publicly funded institutions and systems of care. Specific activities will include working with the Massachusetts Department of Child and Families to reach you being discharged from foster care; working with area hospitals and health care providers and mental health facilities to ensure that no persons are discharged from health care facilities to the street; coordinate with the Massachusetts Department of Correction to ensure that houses of correction and prison facilities do not discharge inmates to the streets or shelters.

AP-70 HOPWA Goals

The special needs of those persons with HIV/AIDS who have some type of housing include access to medical care, job training, counseling for those with mental health issues including depression, fair wage employment, furniture banks, food pantries and legal assistance.

The special needs of HIV/AIDS persons without housing include all of the above, but their challenges are complicated by homelessness. Emergency shelters are not a viable option for persons living with compromised immune systems and trying to follow medical treatment because: (1) medications can't be stored or are easily lost; (2) strict schedules for taking medications can't be followed; and (3) exposure is very high to infections and sickness. Research has demonstrated that the most critical care issue for someone with HIV/AIDS is permanent housing. They are far more likely to have improved health if they have a place to live.

All of the organizations selected to receive funding in FY 13-14 provide supportive services and/or direct assistance for housing costs. In addition to the housing goals identified in the table below, more than 300 individuals are expected to receive supportive services including housing search and placement and case management.

One year goals for the number of households to be provided housing through the use of HOPWA for:	
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family	16
Tenant-based rental assistance	13
Units provided in permanent housing facilities developed, leased, or operated with HOPWA funds	0
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds	0
Total	29

AP-75 Barriers to affordable housing

Introduction

The City of Lowell continues to work to eliminate barriers that may limit the production or feasibility of affordable housing construction that are within the capacity of a local government to address. Foremost among these are zoning and land-use regulations. In December of 2004, the Lowell City Council adopted a comprehensive reform of the City’s zoning regulations, consistent with the 2003 Master Plan. An update to this Master Plan is currently in progress and is scheduled to be released in early 2013.

Under the new zoning, more than 38% of the City’s land area is zoned to allow multi-family development in residential or mixed-use zoning districts. The City allows significant density in these zones as described in Table 4-1. Even the most restrictive single-family zone allows more than four units per acre. In addition, the City’s Zoning Ordinance encourages the conversion of existing buildings including schools, churches, firehouses and obsolete industrial buildings into multi-family residential uses, even when those buildings are located in single-family zoning districts. In certain urban mixed-use zoning districts parking restrictions are limited to one space per unit, and a by-right waiver for half of residential parking requirements is provided if a parking structure is located between 400 to 1,500 feet from the project site based on the zoning district.

Table 4-1: Maximum Allowable Residential Densities in Lowell Zoning Districts		
Zoning District(s)	Proportion of Land Area	Units per Acre
Suburban Multifamily (SMF) & Suburban Mixed Use (SMU)	0.06	14.5
Traditional Two Family (TTF) & Traditional Multifamily (TMF)	0.16	10.9
Traditional Mixed Use (TMU), & Neighborhood Business (NB)	0.03	17.4
Urban Multifamily (UMF) & Urban Mixed Use (UMU)	0.03	43.5
Downtown Mixed Use (DMU), High Rise Commercial (HRC), & Institutional (INST)	0.08	60-120*

Source: City of Lowell Zoning Code

*Limited only by floor area ratios

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

Over the course of the 2013-2014 Program Year, the City anticipates continuing to implement the provisions of Lowell's Zoning Ordinance and evaluating its effectiveness at meeting the goals of the Master Plan including promoting the concept of Lowell as a "Lifetime City." Particular attention will be paid to how the code impacts affordable housing projects. The Lowell City Council recently voted to extend the Smart Growth Overlay District to include 169.1 and 169.2 Bridge Street in downtown Lowell. The site, a portion of the former Mass Mills building, is currently in negotiations to construct 70 total residential units with 61 affordable housing units provided at 60 AMI in the first phase. The adoption of the zoning amendment allows as-of-right permitting under an expedited timeline with the Lowell Historic Board. The project is seeking assistance through DHCD to support the project. The City has also committed to provide HOME funds in support of this project.

The Lowell Planning Board permitted an affordable development project consisting of a 4 units at 49 – 55 Rock on September 21, 2012. All of the units carry an affordability restriction. In November 2011 the Planning Board approved the conversion of the Boott Mills West building (130 John St.) into a mix of commercial and residential space. A total of 77 residential units are expected, at least three of which will be affordable. Both projects will be underway through the 2013-14 program year.

Lowell's permit fees and development review process are also some of the least burdensome in the region. The City does not charge development impact fees or technical review fees that are permitted under Massachusetts General Law and places no special permitting reviews on affordable housing projects that would not be required of all developments.

A major City initiative currently underway is the implementation of the Rental Unit Permit ordinance enacted by City Council in October 2012. Under the ordinance, all rental units require a Rental Property Permit, with the exception of two-family owner-occupied and HUD-funded properties. Rental property permits are issued per dwelling unit, by Lowell's Division of Development Services following a satisfactory inspection of the property common areas and rental unit(s), and payment of the permit fee of \$50 per unit. It is expected that the City will review some 3,000 units annually, many of which have never been inspected for compliance with health and sanitary code since initial occupation. The intent of the ordinance is to ensure the safety and quality of Lowell's housing stock.

Discussion

Unfortunately, the primary barriers to the production of affordable housing in Lowell and throughout Eastern Massachusetts remain the high cost of construction and high property values. These barriers are, for the most part, beyond the control of the local jurisdiction. The City of Lowell adopted the MA Stretch Energy Code in 2010. The Stretch Code is an appendix to the MA building code that requires enhanced energy standards for certain development projects. We expect that construction costs may increase for certain projects, primarily new construction, however in many cases the capital cost will be recouped with lower energy costs over the long run. While this will require additional upfront effort from developers, the Stretch Code will ultimately result in a higher quality of life and lower energy costs for individuals residing in new affordable housing units adhering to these regulations.

AP-85 Other Actions

Introduction

Actions planned to address obstacles to meeting underserved needs

The City of Lowell will continue to support non-profit organizations, the local housing authority, homeless providers, and special needs groups in their goal to meet the underserved persons of the community. The City will continue to communicate with these groups as their needs change or the demand dramatically increases over the next year. The City will provide technical assistance to providers in the pursuit of Federal, State, and other funding sources.

The primary obstacle to meeting underserved needs of low-income and moderate-income populations continues to be the availability of funds. While we strive to encourage programs to become self-sufficient, organizations serving these populations continue to experience significant reductions in funding from both governmental and private sources. The City of Lowell's Consolidated Plan program funds have also seen exceptional cuts in the past years. Between the 2011-12 and 2012-13 program years alone CDBG and HOME program saw a 27% and 51% cut, respectively. Reductions in State aid to the City of Lowell and the local budget have prohibited the City from being able to cover this funding gap, leaving many worthy and valuable programs unfunded or under-funded. While actual entitlement allocations have not been announced for the 2013-14 program year, the recent national sequestration is expected to enact a 5% cut to the 2012-13 awards. While the City works collaboratively with local organizations, these challenges are beyond the capacity of the local jurisdiction, alone, to satisfactorily address.

Actions planned to foster and maintain affordable housing

In addition to the specific goals and priorities outlined in the Affordable Housing discussion included earlier in this document, the City continues to work with its community partner organizations on programs aimed at improving the quality and affordability of Lowell's housing stock. These efforts include the following:

Tenant Based Rental Assistance for Unsheltered Homeless

The City of Lowell's 10-Year Plan to End Homelessness identifies the Housing First model as a more cost-effective and humane approach to ending homelessness than shelter programs. Recent discussions with homeless shelter providers and social service agencies identified a lack of rental assistance as one of the major obstacles to moving unsheltered individuals off the streets and into permanent affordable housing. In an effort to fill this gap the City of Lowell is setting aside \$60,000 in HOME funds to support a Tenant Based Rental Assistance Program specifically dedicated for homeless individuals.

The City may consider partnering with one or more local service agency to establish the TBRA program. Many agencies in Lowell have established relationships with homeless individuals. These agencies also have strong connections with property owners, as well as access to resources for first and last months rent, making them well equipped to provide the housing search and placement needed for each individual. Additionally many social service agencies are staffed with experienced case managers who can develop service plans for each individual that include wrap-around services depending on their needs (i.e. mental health or substance abuse treatment, job training, rep payee, or other assistance). These support services, combined with stable rental assistance will help ensure long-term self sufficiency of the individuals served.

During the 2013-14 program year these funds are expected to support 10 homeless individuals move off the streets and into permanent housing units.

Energy Efficiency

In order to foster housing affordability and assist households in maintaining quality energy efficient housing, the City adopted HUD's policy requiring energy star certifications for new construction and substantial rehabilitation projects. Additionally, in instances where Consolidated Plan funds are used to assist homeowners with minor rehab work that might not trigger energy star standards, the City encourages the purchase of energy star appliances.

To help lower energy costs and reduce energy consumption even further, the City of Lowell adopted the MA Stretch Energy Code in 2010. The Stretch Code is an appendix to the MA building code that requires enhanced energy standards for certain development projects. The Stretch Code will ultimately result in a higher quality of life and lower energy costs for individuals residing in new affordable housing units adhering to these regulations.

Finally, the City partners with local programs, including the Weatherization Program, run by Community Teamwork, Inc. to provide additional cost-saving improvements on eligible housing units. Such collaboration helps assist qualifying households with energy efficiency improvements on their homes, while ensuring that federal and state dollars are spent as effectively as possible.

Foreclosure Prevention

At one time the City of Lowell was ranked 4th in the State for number of foreclosures. While the housing market is beginning to stabilize, challenges still remain to support responsible home ownership. Lowell has taken a proactive in supporting homebuyers through its First Time Homebuyer Program, funded with HOME dollars. Households participating in the homebuyer program are required complete a pre-purchase counseling training conducted by Merrimack valley Housing Partnership prior to applying to the City for down payment assistance. This relationship has been key to the success of the City's program and is likely why, in the past five years, only 2 of the 116 households purchasing a home through Lowell's program, have lost their home to foreclosures.

To monitor the foreclosure problem representatives of local financial institutions, government entities, and the non-profit sector initiated the Lowell Foreclosure Prevention Task Force. The Task Force, in collaboration with the Northern Middlesex Registry of Deeds, monitors existing mortgages. Local social service providers work with existing mortgagors and their lenders to refinance, modify loan terms, or negotiate a short sale. In the event that retaining the home is not feasible, the homeowner is referred to a rental assistance program to assist the household in transitioning to rental housing.

Receivership Program

To address violations of the State Sanitary Code, especially among vacant and abandoned buildings, the City instituted the "Receivership Program". FY13-14 HOME funds have been allocated to support these efforts by making funds available to identified "receivers" looking to renovated properties and make them habitable. In return, the assisted units remain affordable per HOME affordability restrictions.

Rental Property Ordinance

In 2012 the Lowell City Council adopted the Rental Housing Ordinance, aimed at ensuring that all of the City's rental housing units meet State sanitary and building codes. The Ordinance requires an inspection, every three years, of properties with three or more units, to receive a rental permit. Prior to the adoption

of this ordinance rental property inspections were only required when a unit became vacant. It is expected that the majority of units inspected will have never had an inspection since initial occupancy and are likely out of compliance with some building code. This measure will strengthen the City's efforts to ensure the quality of Lowell's housing stock as well as improve the quality of city neighborhoods.

Actions planned to reduce lead-based paint hazards

The City of Lowell has historically administered a lead-based paint abatement program, funded through a HUD Lead Hazard Control Grant. During the 2009-2012 program period the Lowell Lead Program assisted 115 housing units achieve lead compliance in the Merrimack Valley. Key components of the program also included lead poisoning prevention education, community outreach, and technical training to increase the availability of licensed professionals to perform lead related activities.

The City of Lowell successfully secured \$2.5 million grant through the Office of Healthy Homes and Lead Hazard Control. These funds will become available in August of 2013 for a 36 month period. \$2 million of these funds will be used toward healthy homes interventions while the balance will assist in deleading activities. As described in the City's application, Lowell's Lead Paint Program will include similar outreach and educational components as it has in prior programs. Lowell's proposed program intends to build on the accomplishments of previous OHHLHC grants and to utilize the strengths of existing City initiatives and its community partners to develop a program that is consistent with HUD's Safe and Healthy Homes Investment Partnership (SHHIP) model, considering multiple housing-based interventions including housing rehabilitation, code enforcement, weatherization, energy efficiency, and healthy homes activity.

In the meantime, CDBG and HOME funded housing-rehab programs address lead-paint should a child under six be present in the home. Because the City's resources to support this activity is currently limited, staff also refer eligible households to the Massachusetts Housing Partnership's "Get the Lead Out" program for additional financial support of de-leading activities.

Actions planned to reduce the number of poverty-level families

Most activities undertaken by the City of Lowell with CDBG, HOME, ESG, and HOPWA funds are efforts to reduce persons in poverty and improve the quality of life for Lowell residents, either directly or indirectly. Programs that directly influence the poverty level include: job enrichment, development and placement through education and economic development. Projects that indirectly affect poverty include those that upgrade the community and provide affordable housing. Consolidated Plan program funds are often used as matching funds for other grants that also reduce the number of poverty level families.

Specific projects being supported during the 2013-2014 program year designed to help lift clients out of poverty include:

- AIDS Action Committee – Emergency Rental Assistance
- AIDS Action Committee – HOCH Program
- Community Teamwork, Inc. – SHIFT Coalition
- House of Hope – Hope Chest
- Merrimack Valley Housing Partnership – First Time Homebuyer Program
- South Middlesex Opportunity Council – Housing Assistance Program

Specific projects being supported during the 2013-2014 program year providing direct assistance to clients who include persons in poverty include:

- Alternative House – Emergency Shelter for Battered Women

- House of Hope – Shelter Operating Expenses/Housing Program
- Lowell Transitional Living Center – Homeless Detox Program
- Lowell Wish Project – Furniture Bank
- Merrimack Valley Catholic Charities – Lowell Food Pantry Collaborative
- Merrimack Valley Food Bank – Food Distribution Program

Actions planned to develop institutional structure

The central responsibility for the administration of the Annual Action Plan is assigned to the Department of Planning and Development (DPD). This agency will coordinate activities among the public and private organizations' efforts to realize the prioritized goals of the Annual Action Plan. Extensive public-private partnerships have been established and organized to address the City's housing and community development needs. DPD will access, facilitate, and coordinate resource linkages and draw from the immediate sources of expertise in the community to strengthen existing partnerships and develop new collaborative relationships.

Actions planned to enhance coordination between public and private housing and social service agencies

Public and assisted housing providers, private and governmental health, mental health, and service agencies are participants in the network described in this document. They are also the organizations with which the City of Lowell worked to develop the Annual Action Plan, and they are expected to continue active participation in the upcoming years. The City has a well-developed Continuum of Care with a full-time City staff member assigned. In addition, the City maintains a Hunger Homeless Commission that is comprised of homeless shelter and service providers.

The City strongly encourages collaborations in its RFPs for Consolidated Plan funds. A collaborative not only enhances the coordination of services among agencies but also helps consolidate the reporting requirements of block grant programs.

AP-90 Program Specific Requirements

Introduction

The City has elected to consider the aggregate use of CDBG funds, including all section 108 guaranteed loans, during program years 2012, 2013, and 2014 to determine the overall benefit of programs to persons of low and moderate income. This manner ensures that a minimum of 70% of the amount of CDBG funds are expended for activities that benefit such persons during the designated period.

Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220.(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	90.00%

HOME Investment Partnership Program (HOME) Reference 24 CFR 91.220.(I)(2)

A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

The City of Lowell does not intend to invest HOME funds using forms of investment other than those described in 24 CFR 92.205(b) during the 2013-2014 program year.

A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

Section 92.254(a)(5) of HUD Section 24 allows the participating jurisdiction to impose either resale or recapture requirements on properties sold or refinanced that have been assisted with HOME funds. HOME funds awarded to first time homebuyers in the amount of 4.5% of the

purchase price up to \$8,000 are provided as a deferred loan at 0%. The City of Lowell prefers to use the recapture method, but may be required to use the resale method, depending on the circumstance. The following applies to the recapture requirements in compliance with the standards of 92.254(a)(5).

Recapture

The City of Lowell will recapture all of the HOME assistance to the First Time Home Buyer under the following conditions:

- The house does not continue to be the principal residence of the family or if the property is sold, transferred or refinanced.
- The City of Lowell reserves the right to re-inspect any failed items noted on the Housing Quality Standard Report at the end of the 24-month rehabilitation period. Failure of the homeowner to repair said items will result in the immediate repayment of the original HOME assistance.
- In the event of foreclosure of the first mortgage the MORTGAGOR agrees that the net proceeds of a foreclosure sale (after payment of the prior mortgage) shall be paid to the City of Lowell in payment of the amount loaned under the HOME agreement as set forth in 92.254(a)(5)(ii)(A)(3). The City must demonstrate that it has made a good faith effort to salvage the project and preserve it for affordable housing.

Resale

The City of Lowell also uses Resale Restrictions when applicable. In these cases, the units are deed restricted with covenants which ensure affordability at least for the minimum affordability period under Section 92.254(a)(4). The City of Lowell has adopted the following provisions concerning resale restrictions:

- These affordable units must be owner-occupied for the entire term of the affordability period.
- Resale of an affordable unit must be to a household at or below 80% of AMI for the jurisdiction.
- Maximum resale price of the unit is the purchase price paid by the Owner plus the cost of the appraisal plus the documented total cost of capital improvements made by the Owner plus a return on the Owner's investment equal to the product of (i) the sum of the Owner's original down payment plus one-half of the aggregate of regular principal payments made by the Owner on the allowable secured debt on the Property multiplied by (ii) a fraction, the numerator of which shall be the Price Index for the last month preceding the Notice minus the Price Index for the month preceding the Owner's purchase of the Property and the denominator of which shall be the Price Index for the month preceding the Owner's purchase of the Property. The "Price Index" shall mean the "Consumer Index for Urban Wage Earners and Clerical Workers All Items (November 1982 = 100)" Published by the Bureau of Labor Statistics of the United States Department of Labor. The City of Lowell is able to maintain the affordability of the property for future income eligible buyers, while not compromising the owner's incentive to maintain the property, and providing a reasonable return on all improvements and investments in the property.

A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds See 24 CFR 92.254(a)(4) are as follows:

Affordability for homeownership units using the recapture method described above shall be ensured through the use of real estate liens outlining the City's recapture provisions.

Homeownership units using resale provisions will use deed restrictions to ensure the resale requirements are met. The period of affordability specified in the mortgage will be based on the amount of HOME funds invested in the project.

Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

The City of Lowell does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds during the 2013-2014 Program Year.

Emergency Solutions Grant (ESG)

Include written standards for providing ESG assistance (may include as attachment)

A set of Written Standards governing the use of Emergency Solutions Grant funds for homelessness prevention and rapid re-housing activities was completed in coordination with the Substantial Amendment to the 2011-2012 Annual Action Plan for the second allocation of ESG funds. Input from Lowell's Continuum of Care members as well as feedback from subgrantees of Lowell's Homeless Prevention and Rapid Re-housing Program (HPRP) were considered in the development of these standards. A copy of the Written Standards is attached to the Action Plan as an appendix.

If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

In December 2012, the Lowell Continuum of Care participated in the first meeting of the Massachusetts statewide working group to develop a centralized intake, assessment and referral system for homeless individuals and families. Ongoing discussions will continue through the spring. These efforts will ensure eligible households have access to programs in the system using a "no wrong door policy" within the Lowell CoC and statewide. Over the next twelve months CoC's statewide, including Lowell, will work in partnership with the Massachusetts Department of Housing and Community Development (DHCD) to create and implement this new system.

Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

The process for allocating ESG funds begins in November with the advertisement of the Annual Action Plan planning process, availability of funds, and the Request for Proposal (RFP). The schedule of the Action Plan process and RFP is advertised in the *Lowell Sun*, posted in four languages in several public locations, and emailed to all current subrecipients. City Staff also make presentations before the Lowell Non-Profit Alliance to publicize the availability of the RFP and answer questions from potential applicants. The NPA reaches a wide pool of local nonprofit organizations including community and faith-based organizations. Applications are made available at the Department of Planning and Development as well as online via the City's website at www.lowellma.gov. Completed applications were due in December.

The Request for Proposal contains information about eligible activities under the ESG regulations including program requirements for all subgrantees. The RFP also contains a set of evaluation criteria, based on the priorities identified in the City's Five Year Consolidated Plan. Emphasis is placed on ESG

projects that meet the goals of the City's 10 Year Plan to End Homelessness, particularly those that provide homelessness prevention or rapid re-housing services.

A 9-member volunteer Citizens Advisory Committee meets throughout the Annual Action Plan process to review proposals and make funding recommendations to the City Manager and City Council. Throughout the process, City staff provide technical assistance to applicants as well as CAC members. A tentative award list is released as part of the Draft Annual Action Plan 30-day public comment period. A final Action Plan and award list is submitted to the City Council in May for final approval before the Plan is sent to HUD.

If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

One member of the 9-member Citizens Advisory Committee was formerly homeless. She participated in the Annual Action Plan process for the distribution of both ESG and CDBG Public Service Cap funds. Her knowledge of local services available in Lowell and their effectiveness in reaching homeless and at-risk households was valuable in recommending projects to receive 2013-14 program funds.

Community Development staff continue to review strategies to include homeless and formerly homeless individuals in the annual plan process for ESG funds as well as the Continuum of Care. In order to identify short-term priorities for ESG funding, DPD will network with its non-profit partners to identify previously or currently homeless individuals who can provide feedback and input in prioritizing federal entitlement funds. Many of these non-profit providers currently employ formerly homeless clients to provide peer-to-peer counseling to current homeless and at-risk clients.

ESG administrators at the City of Lowell will continue to work with the Lowell CoC and other service providers to formulate strategies for the inclusion of homeless or formerly homeless individuals in the planning and prioritizing Consolidated Plan program funds.

Describe performance standards for evaluating ESG.

The Department of Planning and Development has implemented a Performance and Outcome Measurement System in order to quantify the effectiveness of programs and establish clearly defined outcomes. Using goals set by the subrecipients in their applications for funding, DPD drafts grant agreements which relate reimbursement specifically to accomplishments. Where possible, the focus is on outcome measurements rather than outputs.

For example, a rapid re-housing program that uses ESG funds to provide housing stabilization services will report on the number of participants who receive case management services but may only be reimbursed based on the number of participants who actually attain stable, permanent housing. Subrecipients are reimbursed *only* when they can provide accurate and appropriate documentation that demonstrates program accomplishments *and* can provide backup documentation for eligible costs as spelled out in the contractual agreement. Subrecipients who do not accomplish their proposed goals are not reimbursed for their full grant amount, and funds are recaptured at fiscal year end and made available for other ESG eligible programs in the following year. DPD staff work closely with subrecipients to ensure that these contract goals are reached. In the event of unforeseen circumstances, DPD staff may consider amending contractual goals when warranted.

DPD Staff conduct thorough monitorings of all Consolidated Plan programs including those funded through ESG. Monitoring processes include detailed monthly desk audits of reimbursement requests as well as on-site visits to review program files and operations. With the implementation of the HEARTH Act, Staff also conduct periodic reviews of subrecipient beneficiary data entered into HMIS.

Public Hearing Sign-in Sheets



FY 13-14 Annual Action Plan
Public Hearing #2



January 24, 2013 - Public Sign In Sheet

Name/Organization	Phone/Email
Jim Wilde / Merimack Valley Housing Partnership	9
Maria Lopez - "	2
ED Alcantara - "	"
Marcy Szegnanich Open Pantry/Gitar.	
Euphonia Chanon Howell Assoc. for Edible Blvd	
Drent Rourke - PTI - SHIFT COALITION	9
Tom Wood - Center for Hope Healing	9
Maria Claudio / Mercedes Baseball Academy	
Nice to meet you tonight, sue! see you next year... Peter	

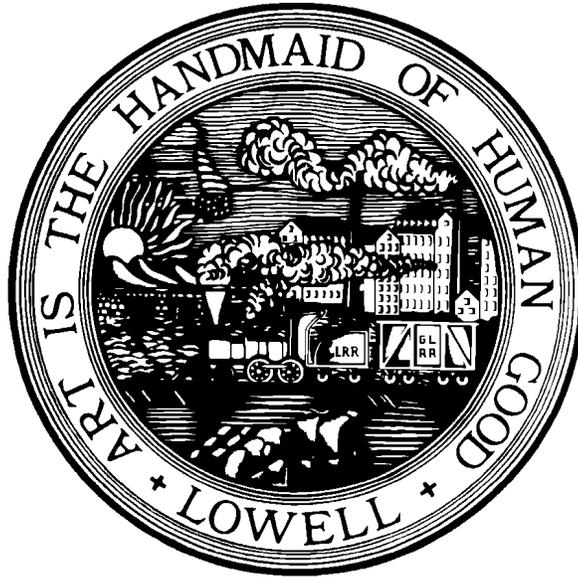
FY13-14 AAP Presenter Sign In Sheet

TIME	PROP #	ORGANIZATION	PROJECT NAME	SPEAKER NAME: (please print)	
GROUP 1 (Begin promptly at 6 PM)	1	Merrimack Valley Housing Partnership/ CMAA	FTHB Classes		
	2	Community Teamwork, Inc.	SuitAbility	Ratneem Hayes	
	3	Merrimack Valley Food Bank	Mobile Pantry	Amy PESSIA	
	4	Merrimack Valley Food Bank	Food Distribution Program	Amy PESSIA	
	5	Eliot Community Human Services	TPP Tenancy Preservation Program		
	6	Girls Inc. of Greater Lowell	Youth Enrichment Programs	J.O. Or	
	7	Girls Inc. of Greater Lowell	Outreach Programs	Cheryl Or	
	8	LifeLinks, Inc.	Urban Youth Employment Project	Carol Mundy	
	9	LifeLinks, Inc.	Independent Living Seminars	Carol Mundy	
	10	Merrimack Valley Catholic Charities	Lowell Food ^{Partners} Pantry (3)	Dorothy Dural / Jane Dural	
	12	Community Teamwork, Inc.	Emergency Hotel Placement	Bruce Poyler	
	13	Community Teamwork, Inc.	SHIFT Coalition	Bruce Poyler	
	14	Lowell Association for the Blind	Services/ Transportation for the Blind	Elizabeth Cassin / Wat Donohue	
	15	Community Teamwork, Inc.	Big Brothers Big Sisters Mentoring	Orlinda Turville	
	18	RARA	RARA Programs and Services	Jean Walsh	
	19	The Lowell Wish Project	Beds for Kids		
	Public is Invited to Speak/ Break				
	GROUP 2 (Arrive 7:00 PM)	20	Rebuilding Together Lowell	Rebuilding Day 2013	Alan LaFleur
		22	Lowell Community Health Center	League of Youth	Thasada Jones
24		Asian Task Force Against Domestic Violence	Lowell Asian Initiative Against D.V.		
25		Angkor Dance Troupe	At-Risk Youth Employment	Binda Sou Chimmeng Sou	
26		St. Paul's Soup Kitchen	St. Paul's Soup Kitchen	Rae Bronk	
27		Utec	Sexual Violence Awareness for Young	Zenob Kakli & Isa Wolde gumburgis	
29		YWCA of Lowell	Youth Enrichment Training Institute		
30		Massachusetts Alliance of Portuguese Speakers	Lowell Immigrant Social Services Program		
31		Lowell Telecommunications Corp.	Lowell Youth Media Initiative (YMI)	Jill Wilen	
35		House of Hope	House of Hope Resource Center	Jeanne Shy	
36	House of Hope	The Hope Chest			
37	House of Hope	House of Hope Shelters			

FY13-14 AAP Presenter Sign In Sheet

	38	Greater Lowell Family YMCA	Camperships - Massapoag	<i>[Signature]</i>
	39	Mental Health Association of Greater Lowell	Bilingual Advocates	<i>[Signature]</i>
	40	Lowell Transitional Living Center	Homeless Detox & Housing Project	<i>[Signature]</i>
	42	Middlesex Community College	Out-of-School Youth Development	<i>[Signature]</i>
	43	Mercedes Baseball Academy	Mercedes Baseball Academy	<i>M. Claudia M. Pizarro</i>
Public is Invited to Speak/ Break				
GROUP 3 (Arrive 8:30 PM)	44	International Institute of New England	Stitching Studio	<i>[Signature]</i>
	45	International Institute of New England	Homelessness Prevention	<i>[Signature]</i>
	46	Community Teamwork, Inc.	Fuel Assistance	
	47	YWCA of Lowell - Mill City Grows	Mill City Grows	<i>[Signature]</i>
	52	Boys and Girls Club of Greater Lowell	Music Clubhouse	<i>[Signature]</i>
	53	Light of Cambodian Children	Future Stars & Sports Leadership	<i>[Signature]</i>
	54	Alternative House	Domestic Violence Emergency Shelter	
	55	Community Teamwork, Inc.	New Entry's World PEAS Food Hub	<i>[Signature]</i>
	58	Lowell West End Gym	Youth Boxing	<i>[Signature]</i>
	59	City of Lowell Council on Aging	Senior Programs	<i>[Signature]</i>
	60	RAR-MA, Inc.	Summer Story Time in the Park	
	61	Cambodian Mutual Assistance Association	Connecting Consumers to Care	
	62	Community Teamwork, Inc.	Spindle City Corps	<i>[Signature]</i>
	64	City of Lowell, DPD	Neighborhood Innovation Grant Program	
65	The Community Family, Inc.	Client Service Subsidy Fund		

ESG Written Standards



City of Lowell

Department of Planning and Development

***Written Standards for Provision of Emergency Solutions Grant
Assistance***

May 2012

Table of Contents

Overview and Purpose of the Written Standards.....	p. 2
A.) Standard Policies and Procedures for Evaluating Individuals’ and Families’ Eligibility for Assistance under ESG.....	p. 2
B.) Policies and Procedures for Coordination among Emergency Shelter Providers, Essential Service Providers, Homelessness Prevention and Rapid Re-Housing Service Providers, Other Homelessness Assistance Providers, and Mainstream Service and Housing Providers	p. 5
C.) Policies and Procedures for Determining and Prioritizing which Eligible Families and Individuals will Receive Homelessness Prevention Assistance and which Eligible Families and Individuals will Receive Rapid Re-Housing Assistance.....	p. 6
D.) Standards for Determining the Share of Rent and Utilities Costs that Each Program Participant Must Pay, if any, While Receiving Homelessness Prevention or Rapid Re-Housing Assistance.....	p. 7
E.) Standards for Determining How Long a Particular Program Participant will be provided with Financial Assistance and whether and How the Amount of that Assistance will be Adjusted Over Time.....	p. 7
F.) Standards for Determining the Type, Amount, and Duration of Housing Stabilization and/or Housing Relocation Services to Provide a Program Participant.....	p. 9

ATTACHMENTS

1. Summary of Eligible Activities under ESG including Documentation Requirements by Activity-type
2. Required forms for ESG Documentation: Documentation of Homeless Status Form; Declaration of Income Form; HMIS Data Collection Forms; 3-month Re-Certification of Eligibility form; Housing Habitability Standards Checklist; Rent Reasonableness Checklist

Overview and Purpose of the Written Standards

In accordance with 24 CFR 91.220(l)(4)(i) and 567.400(e)(1), The City of Lowell's Department of Planning and Development has developed the following written standards for the provision and prioritization of Emergency Solutions Grant (ESG) funding.

The City of Lowell is awarded ESG funds annually from the Department of Housing and Urban Development as part of the Annual Action Plan Process. These funds, which are distributed as part of an annual competitive RFP process, are designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, including major revisions to the Emergency Shelter Grants program, now the Emergency Solutions Grants (ESG) program. The HEARTH Act incorporated many of the lessons learned from the implementation of the Homelessness Prevention and Rapid Re-Housing Recovery Act Program (HPRP) into the new ESG program, including placing a stronger emphasis on homelessness prevention and rapid re-housing assistance.

While still an eligible cost-type under these funds, the new ESG places less of an emphasis on providing shelter operating costs or essential shelter services to subrecipients. In line with HUD's national homelessness policy as outlined in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, federal programs aimed at ending homelessness have shifted away from providing shelter support and are now geared towards providing stable, permanent housing opportunities for the homeless and at-risk homeless.

Additionally, The City of Lowell's 10-Year Plan to End Homelessness: *Partnership for Change: Action Plan to Ending Homelessness*, adopted in July 2008, was used for a guide in developing these standards. The 10-Year Plan provides a broad roadmap to assess the current system of "managing" homelessness and explore the new, more innovative and cost effective "prevention" and "housing first" approaches that are greatly reducing and/or eliminating homelessness in the community.

The new ESG program allows each city and town administering these funds to set priorities based on the individualized needs of the community. These standards serve to outline the specific guidelines and priorities that will be used by the City of Lowell's Department of Planning and Development in awarding and administering ESG funding.

A.) Standard Policies and Procedures for Evaluating Individuals' and Families' Eligibility for Assistance under ESG

The following eligibility criteria must be met in order for an individual or family to be provided with ESG assistance:

- 1) The individual or family must reside within the Lowell City limits, in a Lowell homeless shelter, or be relocated from an outside shelter to Lowell.

- 2) Program participants must meet the definition of homeless or at-risk homeless as spelled out in 24 CFR 576.2:

<p><u>Homeless</u> means:</p> <p><u>(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:</u></p> <ul style="list-style-type: none">(i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;(ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); <or>(iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution; <p><or></p> <p><u>(2) An individual or family who will imminently lose their primary nighttime residence, provided that:</u></p> <ul style="list-style-type: none">(i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;(ii) No subsequent residence has been identified; <and>(iii) The individual or family lacks the resources or support networks, <i>e.g.</i>, family, friends, faith-based or other social networks, needed to obtain other permanent housing; <p><or></p> <p><u>(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:</u></p> <ul style="list-style-type: none">(i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);(ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;(iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; <and>(iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment; <p><or></p> <p><u>(4) Any individual or family who:</u></p> <ul style="list-style-type: none">(i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;(ii) Has no other residence; <and>(iii) Lacks the resources or support networks, <i>e.g.</i>, family, friends, faith-based or other social networks, to obtain other permanent housing.

At risk of homelessness means:

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD;
<and>
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; <and>
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); <or>
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

<or>

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e–2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15));

<or>

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- 3) Income guidelines: as noted in the definitions above, clients who are at-risk of homelessness must have an income **at or below 30% of the area medium income** to qualify for ESG assistance. Income for clients who are literally homeless must also be documented in case files and must also be at or below 30% of the area medium income to qualify for this assistance.
- 4) The individual or family provided must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs. At this initial consultation, long-term strategies for ensuring stable housing should be covered with the client. HUD encourages ineligible persons be referred to appropriate resources or service providers that can assist them.

- 5) HMIS participation is a mandatory ESG requirement. All clients receiving ESG assistance must be reported in an approved HMIS system.
- 6) All clients receiving ESG assistance must be re-certified as eligible **every three months**. ESG clients receiving more than three months of assistance must have documentation of re-certification of their eligibility for assistance included in their case file.

B.) Policies and Procedures for Coordination among Emergency Shelter Providers, Essential Service Providers, Homelessness Prevention and Rapid Re-Housing Service Providers, Other Homelessness Assistance Providers, and Mainstream Service and Housing Providers

In the development and continual refinement of these written standards, Department of Planning and Development staff coordinated with homeless and at-risk homeless service providers in the following ways:

Coordination with the Continuum of Care:

The City's Department of Planning and Development (DPD) is the Lead Entity for the Lowell Continuum of Care (CoC). With oversight from a Community Development Specialist from DPD, nonprofit organizations in Lowell that are members of the CoC are working to provide services to help increase the self-sufficiency of homeless persons and those with issues of mental illness, substance abuse, domestic violence and disabilities that are at-risk of homelessness. The CoC continues to operate a Homeless Management Information System (HMIS), which has been installed at five homeless provider locations. Data is collected annually to create a Housing Gaps Analysis Chart that is used by the community to determine the unmet need for emergency shelters, transitional housing programs and permanent housing sites for homeless persons. Current Lowell CoC Member Organizations are:

- Alternative House
- Bridgewell, Inc./ Pathfinder
- Community Teamwork, Inc.- Housing Consumer Education Center
- Community Teamwork, Inc.- Shelter Programs
- Crescent House
- House of Hope
- Lowell Housing Authority
- Lowell Transitional Living Center
- The Princeton House
- United Teen Equality Center
- Vinfen

To increase the level of coordination between the CoC and the city's homeless programs, staff responsible for the administration of the ESG program are now attending CoC meetings on a regular basis. Input and data from CoC members has been integrated throughout these Written Standards and was a main point of reference in formulating the prioritization standards outlined in Section C. Direct

interactions with CoC service providers has allowed DPD staff to prioritize funding in support of the needs that are not currently being addressed by other federal, state and local funding sources.

Survey for Homeless and At-Risk Homeless Service Providers:

In addition to a higher level of coordination with the CoC, a survey was distributed to homeless and at-risk homeless service providers to solicit feedback from organizations or programs that may not be a part of the CoC. The purpose of this survey was to identify and better understand the most pressing needs of the homeless population in Lowell at present. Particular emphasis was placed on identifying sub-populations of homeless or at-risk homeless individuals that are growing or have disproportionate needs at present. Additionally, service providers were asked to identify areas of need that are not currently being addressed by other federal, state or local funding sources. Feedback from this survey was incorporated into the prioritization standards outlined in Section C.

As a means of keeping these Written Standards current and effective, similar short surveys will be reviewed by the CoC on a regular basis. Surveys should be aimed at identifying new or emerging needs in the homeless or at-risk homeless community.

Outreach to Homeless or At-risk homeless Service providers Outside the Continuum: In order to ensure that the full range of homeless or at-risk homeless individuals and families are being targeted for use of these funds, Department of Planning and Development staff also conducted outreach to homeless and at-risk homeless service providers outside of the Continuum of Care. Targeted focus was given to service providers working with specific populations of clients who are currently not serviced with ESG dollars. Organizations serving veterans, youth, elderly, the mentally disabled and substance abusers were targeted during this outreach process. Outreach activities include surveying these organizations to get a better understanding of the services they provide and the distinct needs of the populations they serve. Outreach also includes informing these organizations of the availability of new rounds of ESG funding.

C.) Policies and Procedures for Determining and Prioritizing which Eligible Families and Individuals will Receive Homelessness Prevention Assistance and which Eligible Families and Individuals will Receive Rapid Re-Housing Assistance

The resources available to address the needs of homeless and at-risk homeless populations are currently in flux. Federal, state and local programs aimed at assisting these vulnerable populations have recently undergone major changes and are expected to continue to fluctuate in the near future. In reference to the patchwork of various services and resources that are currently available, service providers indicated that HPRP—with its many eligible activities—helped to fill some of the gaps in service. These funds also prevented clients who were ineligible for other service-types from falling through the cracks. Therefore, feedback from homeless and at-risk homeless service providers in the City of Lowell has indicated that ESG funding will best serve the local community if it remains as flexible and open as possible. Lowell has a strong network of providers working with homeless and at-risk homeless

populations in the city. Moving forward, DPD staff will continue to work with these service providers to ensure that the ESG program remains effective at addressing the changing needs of the community.

Despite the stressed need to make ESG funding as flexible as possible, several priority areas were identified as a result of coordination with the CoC, feedback from HPRP subrecipients, a survey and outreach to other homeless or at-risk homeless service providers. This feedback indicated that the following populations should be given priority for funding under the new ESG program:

1. Substance abuse and mental illness remain predominant barriers in combating homelessness in Lowell.
2. A significant number of homeless individuals in Lowell are also victims of domestic violence.
3. In the past year, the city of Lowell has witnessed an increase in the number of youth/ young adults and elderly homeless individuals. These populations both have unique needs that require specialized services.
4. In line with HUD priorities, veterans will also be targeted for use of these funds.

As a result of the obstacles identified above and due to shortages in other resources, funding for extended case management services should be a high priority area for ESG funds. Ideally, in order to maintain stable housing and avoid crisis-situations, clients require on average approximately 18 months of continuous case management to transition to a more stable housing situation. Ideally, 24 months of case management is optimal to give the client the best chance of staying stably housed after services are terminated.

In addition to the specific populations listed above, specific re-occurring barriers were identified in preventing homeless individuals and families from obtaining and maintain stable permanent housing. These barriers include:

1. Lack of a stable sufficient income remains the primary obstacle in securing stable housing for homeless and at-risk populations in Lowell.
2. Unemployment, lack of marketable job skills and the strained economy present a series of significant obstacles to individuals and families who are currently homeless or at-risk of homelessness.

Lastly, HUD strongly encourages jurisdictions to target funding toward assisting individuals and families living on the streets and in emergency shelter. Therefore, in accordance with the City of Lowell's 10-Year Plan, individuals who are currently homeless—especially those who have been chronically homeless—should be targeted for use of these funds. Clients who do not have prospects to become stably housed in the near future should not be turned away from ESG assistance. Instead, case managers should work closely with these individuals to identify and overcome key barriers to obtaining permanent stable housing. DPD encourages service providers to communicate with city staff as new or pressing barriers are identified amongst the chronically homeless population so that new strategies for ESG use can be prioritized.

Department of Planning and Development staff will update these priority areas as new trends and patterns in the homeless and at-risk homeless community emerge.

D.) Standards for Determining the Share of Rent and Utilities Costs that Each Program Participant Must Pay, if any, While Receiving Homelessness Prevention or Rapid Re-Housing Assistance

The City of Lowell will not mandate that clients receiving ESG assistance pay a specific portion of their total rent with other sources. However, limits will be placed on the amount of funds that will be made available for direct financial assistance provided through this program. (see Section E for these limits) Whenever possible, ESG direct financial assistance should be provided to cover *only a portion* of the total cost-type; clients should be encouraged to come up with sustainable ways to supplement this financial assistance. Direct financial assistance can be used to cover the entire cost of rent or utilities *only* in cases where the client has been chronically homeless and does not have any resources or income to supplement the financial assistance.

E.) Standards for Determining How Long a Particular Program Participant will be provided with Financial Assistance and whether and How the Amount of that Assistance will be Adjusted Over Time

All forms of direct financial ESG assistance will be limited to the **12 month fiscal year (July 1-June 30)**. Should an organization receive grants in two fiscal years for the same service type, clients are eligible for extended service **not to exceed a total of 18 months**. All clients receiving direct financial assistance must provide their case manager with a copy of their lease or rental agreement to be kept on file. Rent Reasonableness and Housing Habitability Standard screenings must be conducted *prior* to providing direct financial assistance, must be documented in the case file, and are the responsibility of the sub-grantee. ESG funds used to pay direct assistance must be issued to a third party. In order to qualify for the following forms of assistance, the client cannot already be receiving assistance of the same cost-type from an alternative source. Whenever possible, ESG direct financial assistance should be provided to cover *only a portion* of the total cost-type; clients should be encouraged to come up with sustainable ways to supplement this financial assistance. As a best practice, organizations receiving ESG funds for direct financial assistance should budget their awards to achieve a balance between distributing funds to as many clients as possible while ensuring that the assistance provided to each individual will be sufficient to obtain or maintain stable housing. Additional limitations for specific types of assistance apply and are outlined below.

Eligible types of direct financial assistance are:

Homelessness Prevention Direct Financial Assistance:

Under the Homelessness Prevention category, direct financial assistance can be made available to clients who are “at-risk” for homelessness, as spelled out in the definition in Section A. Please note that clients can **either** be provided with start-up costs (rental and/or utility arrearages) **<or>** medium term rental subsidies- but **not both**. Also, clients receiving start-up costs (rental and/or utility arrearages) are only eligible for this benefit on a **one-time basis per client per lifetime**.

- **Rental Arrears***: Rental arrears can be covered using ESG funds if and when the provision of these funds will allow clients to stay in their homes or move into a new unit. ESG funds that are provided for this cost-type are only to be made on a **one-time basis per client per lifetime** and **can only cover up to six (6) months of back-rent**. Clients receiving this benefit will not be eligible for medium-term rental subsidies.
- **Utility Arrears***: Utility arrears can be covered using ESG funds if and when paying such arrears will allow clients to stay in their home or move into a new unit. Each eligible client or family can be provided **up to six (6) months of back- utilities** for the purpose of preventing homelessness. This form of assistance is only to be made available on a **one-time basis per client per lifetime**. Clients receiving this benefit will not be eligible for medium-term rental subsidies.

**Please note:* Sub-grantees using ESG funds for payment of a client’s back-rent or back-utilities should negotiate with landlords and utility companies to forgive or reduce the arrearage payments. A 10% reduction is suggested. Staff should document all attempts to reduce arrearages on behalf of the program participant in the case files.

- **Short or Medium Term Rental Subsidies:** Short or medium term rental subsidies paid by ESG funds should only be used to cover a portion of the client’s total rent. The percentage of rent covered by ESG funds is to be determined by the case manager and should include considerations of the client’s long-term prospects for becoming self-sufficient. Rental subsidies **can only be provided during the fiscal year of the grant (July 1-June 30) UNLESS an organization receives two consecutive ESG grants for the same cost-type, in which case medium term rental subsidies can be provided for up to 18 months**. Clients provided with this type of assistance must be receiving case management services (either through ESG or an alternative homelessness program) and must have a workable plan in place to become self-sufficient once the subsidy benefit expires. This plan is to be documented in the client’s individual case file. When possible, case managers should also work with clients receiving this benefit to develop a plan whereby rental subsidies will decrease as the client prepares to become self-sufficient from this subsidy.

Rapid Re-Housing Programs Direct Financial Assistance:

Under the Rapid Re-housing category, clients who meet the definition for “homeless” as spelled out in Section A above will qualify for the following forms of direct financial assistance. Please note that qualifying individuals and families are only eligible for the following payments on a **one-time basis per**

client per lifetime. Also, Rapid Re-Housing Assistance should be targeted towards families or individuals who have strong prospects of remaining stably housed after moving into their new home.

1. First and Last Month's Rent: **One-time payments not to exceed \$2,500 per client** can be made available using ESG funds to cover first and last month's rent for eligible individuals or families moving into a new residence. Clients receiving this benefit will not be eligible for medium-term rental subsidies provided under the homelessness prevention category of this funding source.
2. Security Deposits: **One-time payments not to exceed \$1,000 per client** can be provided to cover security deposits for homeless individuals or families moving into a new residence. Clients receiving this benefit will not be eligible for medium-term rental subsidies provided under the homelessness prevention category of this funding source. *Please note:* Security deposits must be returned to the organization when the assisted tenant leaves the unit. Because of this requirement, organizations must maintain accurate records of all security deposits provided to clients. A "good faith effort" must be made to recover program funds upon the departure of the beneficiary from the unit.
3. Moving Costs: **One-time payments not to exceed \$1,000 per client** can be provided to cover moving costs for homeless individuals or families moving into a new residence. Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company. Payments in this category can only be paid to a third-party. Clients receiving this benefit will not be eligible for medium-term rental subsidies provided under the homelessness prevention category of this funding source.
4. Short or Medium Term Rental Subsidies: In cases where clients are re-housed and do not have immediate prospects of becoming self-sufficient, short or medium term rental subsidies may be provided with these funds. Rental subsidies paid by ESG funds should only be used to cover a portion of the client's total rent. The percentage of rent covered by ESG funds is to be determined by the case manager and should include considerations of the client's long-term prospects for becoming self-sufficient. Rental subsidies **can only be provided during the fiscal year of the grant (July 1-June 30) UNLESS an organization receives two consecutive ESG grants for the same cost-type, in which case medium term rental subsidies can be provided for up to 18 months.** Clients provided with this type of assistance must be receiving case management services (either through ESG or an alternative homelessness program) and must have a workable plan in place to become self-sufficient once the subsidy benefit expires. This plan is to be documented in the client's individual case file. When possible, case managers should also work with clients receiving this benefit to develop a plan whereby rental subsidies will decrease as the client prepares to become self-sufficient from this subsidy.

F.) Standards for Determining the Type, Amount, and Duration of Housing Stabilization and/or Housing Relocation Services to Provide a Program Participant

ESG funds can be used to cover costs associated with providing homeless or at-risk homeless clients with housing relocation and stabilization services. Funds in this category will primarily cover case manager salaries. Duration of Housing Stabilization and/or Housing Relocation Services **must be completed by fiscal-year end (June30)**. Sub-grantees that receive ESG grants in consecutive fiscal years may continue

to serve clients with these services over the course of two fiscal years, but must limit the duration of this service to **no more than 24 months**.

Eligible types of ESG services include:

Homelessness Prevention Services:

- **General Case Management:** Funds may be used for clients qualifying as “at-risk” for homelessness for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to remain stably housed. Under this category, case managers should work with eligible clients to formulate a long-term plan for maintaining stable housing. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring program participants’ rights are protected; developing an individualized housing and service plan, including a path to permanent housing stability subsequent to ESG financial assistance.
- **Housing Search and Placement:** Clients who meet the definition of “at-risk” for homelessness as outlined in Section A & who due to circumstances outside their control are being forced to relocate qualify for housing search and placement services. Funds may be used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; mediation and outreach to property owners related to locating or retaining housing.

Rapid Re-Housing Services:

- **General Case Management:** Funds may be used for clients qualifying as “homeless” for activities including the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain permanent, stable housing. Under this category, case managers should work with eligible clients to formulate a long-term plan for maintaining stable housing. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring program participants’ rights are protected; developing an individualized housing and service plan, including a path to permanent housing stability subsequent to ESG financial assistance.
- **Housing Search and Placement:** Clients who meet the definition of “homeless” as spelled out in Section A qualify for housing search and placement services. Funds may be used for services or activities designed to assist individuals or families in locating and obtaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; mediation and outreach to property owners related to locating or retaining housing.

- Outreach & Engagement: Funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless aware of these and other available services and programs.

SF424 and Certifications

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	*2. Type of Application <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s) [] [] *Other (Specify) []
--	---	---

3. Date Received:	4. Applicant Identifier:
--------------------------	---------------------------------

5a. Federal Entity Identifier:	*5b. Federal Award Identifier:
---------------------------------------	---------------------------------------

State Use Only:

6. Date Received by State:	7. State Application Identifier:
-----------------------------------	---

8. APPLICANT INFORMATION:

***a. Legal Name:** City of Lowell

*b. Employer/Taxpayer Identification Number (EIN/TIN): 04-6001396	*c. Organizational DUNS: 079521928
---	--

d. Address:

***Street 1:** 50 Arcand Drive
Street 2:
***City:** Lowell
County:
***State:** MA
Province:
***Country:** U.S.A.
***Zip / Postal Code:** 01852-1803

e. Organizational Unit:

Department Name: Department of Planning and Development	Division Name: Planning and Community Development
---	---

f. Name and contact information of person to be contacted on matters involving this application:

Prefix: [] ***First Name:** Allison
Middle Name: []
***Last Name:** Lamey
Suffix: []

Title: Community Development Director

Organizational Affiliation:

***Telephone Number:** (978) 674-4252 **Fax Number:** []

***Email:** alamey@lowellma.gov

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:**

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:**

11 Catalog of Federal Domestic Assistance Number:

CFDA Title:

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

CDBG funds will be allocated among eligible activities throughout the City of Lowell. Priority will be placed on census tracts with high concentrations of low- and moderate-income populations.

***15. Descriptive Title of Applicant's Project:**

City of Lowell - Annual Action Plan for FY2013-2014

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: **City of Lowell**

*b. Program/Project: **FY13-14 CDBG**

17. Proposed Project:

*a. Start Date: **06/01/2013**

*b. End Date: **07/30/2014**

18. Estimated Funding (\$):

*a. Federal	\$2,015,178.00
*b. Applicant	
*c. State	\$384,081.00
*d. Local	\$2,207,134.00
*e. Other	\$5,539,529.00
*f. Program Income	\$10,000.00
*g. TOTAL	\$10,155,922.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: **Bernard**
 Middle Name: **F.**
 *Last Name: **Lynch**
 Suffix: _____

*Title: **City Manager**

*Telephone Number: **(978) 674-1000**

Fax Number: _____

* Email: **blynch@lowellma.gov**

*Signature of Authorized Representative: 

*Date Signed: **6/19/13**

Application for Federal Assistance SF-424

Version 02

*1. Type of Submission:

- Preapplication
- Application
- Changed/Corrected Application

*2. Type of Application

- New
- Continuation
- Revision

* If Revision, select appropriate letter(s)

*Other (Specify)

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: City of Lowell

*b. Employer/Taxpayer Identification Number (EIN/TIN):

04-6001396

*c. Organizational DUNS:

079521928

d. Address:

*Street 1:

50 Arcand Drive

Street 2:

*City:

Lowell

County:

*State:

MA

Province:

*Country:

U.S.A.

*Zip / Postal Code

01852-1803

e. Organizational Unit:

Department Name:

Department of Planning and Development

Division Name:

Planning and Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*First Name:

Allison

Middle Name:

*Last Name:

Lamey

Suffix:

Title: Community Development Director

Organizational Affiliation:

*Telephone Number: (978) 674-4252

Fax Number:

*Email: alamey@lowellma.gov

Application for Federal Assistance SF-424

Version 02

*9. Type of Applicant 1: Select Applicant Type:

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

*10 Name of Federal Agency:

11 Catalog of Federal Domestic Assistance Number:

CFDA Title:

*12 Funding Opportunity Number:

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

*15. Descriptive Title of Applicant's Project:

Application for Federal Assistance SF-424

Version 02

16. Congressional Districts Of:

*a. Applicant: **City of Lowell**

*b. Program/Project: **FY13-14 HOME**

17. Proposed Project:

*a. Start Date: **06/01/2013**

*b. End Date: **07/30/2014**

18. Estimated Funding (\$):

*a. Federal	\$603,747.00
*b. Applicant	
*c. State	
*d. Local	
*e. Other	\$363,237.00
*f. Program Income	\$100,000.00
*g. TOTAL	\$1,066,984.00

*19. Is Application Subject to Review By State Under Executive Order 12372 Process?

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

*20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)

- Yes
- No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

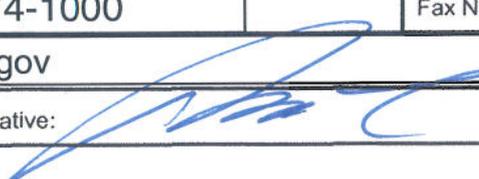
Prefix: _____ *First Name: **Bernard**
Middle Name: **F.**
*Last Name: **Lynch**
Suffix: _____

*Title: **City Manager**

*Telephone Number: **(978) 674-1000**

Fax Number: _____

* Email: **blynch@lowellma.gov**

*Signature of Authorized Representative: 

*Date Signed

6/19/13

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s)**

***Other (Specify)**

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: **City of Lowell**

*b. Employer/Taxpayer Identification Number (EIN/TIN):

04-6001396

*c. Organizational DUNS:

079521928

d. Address:

*Street 1:

50 Arcand Drive

Street 2:

*City:

Lowell

County:

*State:

MA

Province:

*Country:

U.S.A.

*Zip / Postal Code

01852-1803

e. Organizational Unit:

Department Name:

Department of Planning and Development

Division Name:

Planning and Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*First Name:

Allison

Middle Name:

*Last Name:

Lamey

Suffix:

Title: **Community Development Director**

Organizational Affiliation:

*Telephone Number: **(978) 674-4252**

Fax Number:

*Email: **alamey@lowellma.gov**

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:** C. Local Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:** U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.231

CFDA Title:
Emergency Shelter Grants Program

***12 Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

ESG funds will be allocated among eligible activities throughout the City of Lowell

***15. Descriptive Title of Applicant's Project:**

City of Lowell - Annual Action Plan for FY2013-2014

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: **City of Lowell** *b. Program/Project: **FY13-14 ESG**

17. Proposed Project:

*a. Start Date: **06/01/2013** *b. End Date: **07/30/2014**

18. Estimated Funding (\$):

*a. Federal	\$141,290.00
*b. Applicant	
*c. State	\$458,624.00
*d. Local	\$230,884.00
*e. Other	\$92,332.00
*f. Program Income	
*g. TOTAL	\$923,130.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

Authorized Representative:

Prefix: _____ *First Name: **Bernard**
 Middle Name: **F.**
 *Last Name: **Lynch**
 Suffix: _____

*Title: **City Manager**

*Telephone Number: **(978) 674-1000** Fax Number: _____

* Email: **blynch@lowellma.gov**

*Signature of Authorized Representative:  *Date Signed: **6/19/13**

Application for Federal Assistance SF-424

Version 02

***1. Type of Submission:**

- Preapplication
- Application
- Changed/Corrected Application

***2. Type of Application**

- New
- Continuation
- Revision

*** If Revision, select appropriate letter(s)**

***Other (Specify)**

3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

*5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

*a. Legal Name: **City of Lowell**

*b. Employer/Taxpayer Identification Number (EIN/TIN):

04-6001396

*c. Organizational DUNS:

079521928

d. Address:

*Street 1:

50 Arcand Drive

Street 2:

*City:

Lowell

County:

*State:

MA

Province:

*Country:

U.S.A.

*Zip / Postal Code

01852-1803

e. Organizational Unit:

Department Name:

Department of Planning and Development

Division Name:

Planning and Community Development

f. Name and contact information of person to be contacted on matters involving this application:

Prefix:

*First Name:

Allison

Middle Name:

*Last Name:

Lamey

Suffix:

Title: **Community Development Director**

Organizational Affiliation:

*Telephone Number: **(978) 674-4252**

Fax Number:

*Email: **alamey@lowellma.gov**

Application for Federal Assistance SF-424

Version 02

***9. Type of Applicant 1: Select Applicant Type:** C. Local Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

*Other (Specify)

***10 Name of Federal Agency:** U.S. Department of Housing and Urban Development

11. Catalog of Federal Domestic Assistance Number:

14.421

CFDA Title:

Housing Opportunities for People with AIDS

***12. Funding Opportunity Number:**

*Title:

13. Competition Identification Number:

Title:

14. Areas Affected by Project (Cities, Counties, States, etc.):

HOPWA funds will be allocated among eligible activities throughout Middlesex County

***15. Descriptive Title of Applicant's Project:**

City of Lowell - Annual Action Plan for FY2013-2014

Application for Federal Assistance SF-424 Version 02

16. Congressional Districts Of:

*a. Applicant: *b. Program/Project:

17. Proposed Project:

*a. Start Date: *b. End Date:

18. Estimated Funding (\$):

*a. Federal	\$685,108.00
*b. Applicant	
*c. State	\$210,346.00
*d. Local	\$862,655.00
*e. Other	\$149,799.00
*f. Program Income	
*g. TOTAL	\$1,907,908.00

***19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on _____
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E. O. 12372

***20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes", provide explanation.)**

Yes No

21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U. S. Code, Title 218, Section 1001)

** I AGREE

** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions

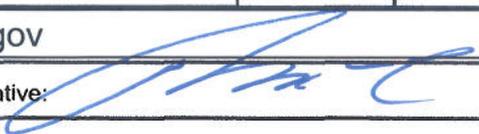
Authorized Representative:

Prefix: *First Name:
 Middle Name:
 *Last Name:
 Suffix:

*Title:

*Telephone Number: Fax Number:

* Email:

*Signature of Authorized Representative:  *Date Signed:

CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

Affirmatively Further Fair Housing -- The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

Anti-displacement and Relocation Plan -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

Drug Free Workplace -- It will or will continue to provide a drug-free workplace by:

1. Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the grantee's workplace and specifying the actions that will be taken against employees for violation of such prohibition;
2. Establishing an ongoing drug-free awareness program to inform employees about -
 - (a) The dangers of drug abuse in the workplace;
 - (b) The grantee's policy of maintaining a drug-free workplace;
 - (c) Any available drug counseling, rehabilitation, and employee assistance programs; and
 - (d) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;
3. Making it a requirement that each employee to be engaged in the performance of the grant be given a copy of the statement required by paragraph 1;
4. Notifying the employee in the statement required by paragraph 1 that, as a condition of employment under the grant, the employee will -
 - (a) Abide by the terms of the statement; and
 - (b) Notify the employer in writing of his or her conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;
5. Notifying the agency in writing, within ten calendar days after receiving notice under subparagraph 4(b) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title, to every grant officer or other designee on whose grant activity the convicted employee was working, unless the Federal agency has designated a central point for the receipt of such notices. Notice shall include the identification number(s) of each affected grant;

6. Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph 4(b), with respect to any employee who is so convicted -
 - (a) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or
 - (b) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;
7. Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs 1, 2, 3, 4, 5 and 6.

Anti-Lobbying -- To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

Authority of Jurisdiction -- The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

Consistency with plan -- The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

Signature/Authorized Official
City Manager

Date

Title

Specific CDBG Certifications

The Entitlement Community certifies that:

Citizen Participation -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

Community Development Plan -- Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

Following a Plan -- It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

Use of Funds -- It has complied with the following criteria:

1. **Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);
2. **Overall Benefit.** The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2012, 2013, 2014 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;
3. **Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

Excessive Force -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its

jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and

2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

Compliance With Anti-discrimination laws -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

Lead-Based Paint -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

Compliance with Laws -- It will comply with applicable laws.



Signature/Authorized Official



Date

City Manager

Title

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

Tenant Based Rental Assistance -- If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

Eligible Activities and Costs -- it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

Appropriate Financial Assistance -- before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;



Signature/Authorized Official



Date

City Manager

Title

ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

Major rehabilitation/conversion – If an emergency shelter’s rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

Essential Services and Operating Costs – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

Renovation – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

Supportive Services – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

Matching Funds – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

Confidentiality – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

Homeless Persons Involvement – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

Consolidated Plan – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction’s consolidated plan.

Discharge Policy – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from

publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.



Signature/Authorized Official



Date

City Manager

Title

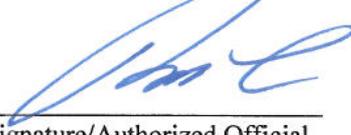
HOPWA Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

1. For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.



Signature/Authorized Official



Date

City Manager

Title

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING AND DRUG-FREE WORKPLACE REQUIREMENTS:

A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

B. Drug-Free Workplace Certification

1. By signing and/or submitting this application or grant agreement, the grantee is providing the certification.
2. The certification is a material representation of fact upon which reliance is placed when the agency awards the grant. If it is later determined that the grantee knowingly rendered a false certification, or otherwise violates the requirements of the Drug-Free Workplace Act, HUD, in addition to any other remedies available to the Federal Government, may take action authorized under the Drug-Free Workplace Act.
3. Workplaces under grants, for grantees other than individuals, need not be identified on the certification. If known, they may be identified in the grant application. If the grantee does not identify the workplaces at the time of application, or upon award, if there is no application, the grantee must keep the identity of the workplace(s) on file in its office and make the information available for Federal inspection. Failure to identify all known workplaces constitutes a violation of the grantee's drug-free workplace requirements.
4. Workplace identifications must include the actual address of buildings (or parts of buildings) or other sites where work under the grant takes place. Categorical descriptions may be used (e.g., all vehicles of a mass transit authority or State highway department while in operation, State employees in each local unemployment office, performers in concert halls or radio stations).
5. If the workplace identified to the agency changes during the performance of the grant, the grantee shall inform the agency of the change(s), if it previously identified the workplaces in question (see paragraph three).
6. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, city, county, state, zip code)

Check if there are workplaces on file that are not identified here.

This information with regard to the drug-free workplace is required by 24 CFR part 21.

7. Definitions of terms in the Nonprocurement Suspension and Debarment common rule and Drug-Free Workplace common rule apply to this certification. Grantees' attention is called, in particular, to the following definitions from these rules:

"Controlled substance" means a controlled substance in Schedules I through V of the Controlled Substances Act (21 U.S.C. 812) and as further defined by regulation (21 CFR 1308.11 through 1308.15);

"Conviction" means a finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the Federal or State criminal drug statutes;

"Criminal drug statute" means a Federal or non-Federal criminal statute involving the manufacture, distribution, dispensing, use, or possession of any controlled substance;

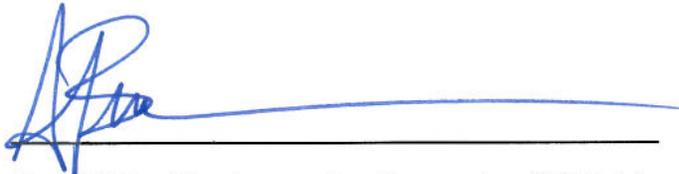
"Employee" means the employee of a grantee directly engaged in the performance of work under a grant, including: (i) All "direct charge" employees; (ii) all "indirect charge" employees unless their impact or involvement is insignificant to the performance of the grant; and (iii) temporary personnel and consultants who are directly engaged in the performance of work under the grant and who are on the grantee's payroll. This definition does not include workers not on the payroll of the grantee (e.g., volunteers, even if used to meet a matching requirement; consultants or independent contractors not on the grantee's payroll; or employees of subrecipients or subcontractors in covered workplaces).

**Certification by State or Local
Official of PHA Plans Consistency
with the Consolidated Plan**

**U.S. Department of Housing and Urban Development
Office of Public and Indian Housing
Expires 4/30/2011**

**Certification by State or Local Official of PHA Plans Consistency with the
Consolidated Plan**

I, Adam Baacke the Assistant City Manager certify that the Five Year and
Annual PHA Plan of the Lowell Housing Authority is consistent with the Consolidated Plan of
City of Lowell prepared pursuant to 24 CFR Part 91.



Signed / Dated by Appropriate State or Local Official