



**CITY OF LOWELL, MA ~ ANNUAL ACTION PLAN
FISCAL YEAR 2016-2017
GRANT APPLICATION FORMS & GUIDELINES
CDBG & ESG
DECEMBER 2015**



REQUEST FOR PROPOSALS (RFP)

SUBMISSION REQUIREMENTS

ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

Please note at this time Congress has not released a budget for FY16. As a result, information about Lowell's allocation of funds is not available to publish in this RFP. Nevertheless all interested applicants are strongly encouraged to apply. The City expects final Federal entitlement grant allocations to be available before the start of the 2016-2017 program year and keep applicants informed as more information becomes available.

DEADLINE:

12:00 NOON, Wednesday, January 6, 2016

WHERE:

Attn: Ravee Davé, Department of Planning and Development
JFK Civic Center, Second Floor, 50 Arcand Drive
Lowell, MA 01852

NUMBER OF COPIES:

One (1) signed original unbound and eleven (11) unbound copies of each proposal is required and may be sent by mail, or hand-delivered. Please note: Electronic submittals will not be accepted.

ALL APPLICANTS MUST COMPLETE A SEPARATE PROPOSAL FOR EACH PROJECT/PROGRAM SUBMITTED

PROPOSAL CONTENTS/FORMAT:

- * CDBG & ESG Grant Application
- * One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS (For new applicants only)
- * One (1) copy: Agency's most recent financial audit
- * Memorandum of Agreement (for partnering agencies)
- * **Limit application to 4 pages, double-sided**

DO NOT SUBMIT THE FOLLOWING WITH YOUR PROPOSAL:

- * Letters of Support
- * Resumes, Brochures, newspaper articles, or other marketing materials

**ALL PROPOSALS MUST BE RECEIVED AND TIME STAMPED BEFORE
12:00 NOON ON Wednesday, January 6, 2016
*LATE PROPOSALS WILL NOT BE ACCEPTED!***

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Christopher Samaras, Community Development Director
or

Ravee Davé, Community Development Assistant
Department of Planning and Development
JFK Civic Center, 50 Arcand Drive, Lowell, MA 01852
Phone: (978) 674-4252, Fax: (978) 446-7014
csamaras@lowellma.gov
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1.0: INTRODUCTION

The City of Lowell is in the process of developing its Annual Action Plan for fiscal year 2016-2017. In accordance with the requirements of the U.S. Department of Housing and Urban Development (HUD), the plan will incorporate the statutory requirements for the Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME), Emergency Solutions Grants (ESG), and Housing Opportunities for Persons with AIDS (HOPWA). This handbook is designed to provide guidance to applicants who wish to submit proposals for funding under the CDBG or ESG programs. Separate application processes are conducted for the HOME and HOPWA programs.

SCHEDULE FOR DEVELOPMENT OF ANNUAL ACTION PLAN

WHAT	WHEN	WHERE	PURPOSE
Request for Proposals (RFP) Released	Monday, Nov. 30, 2015 at 12:00 PM Noon	Department of Planning and Development (DPD) 50 Arcand Dr.	Availability of RFP - applications for FY 2015-16 HUD Annual Action Plan
PUBLIC HEARING #1	Thursday, December 10, 2015 at 6:00 PM	Lowell Senior Center	Provide technical assistance on submission of RFP, review performance of current year projects, and obtain input on housing and community development needs.
PROPOSALS DUE	Wednesday, Jan. 6, 2016 at 12:00 PM, Noon	DPD	Deadline for RFP submissions
PUBLIC HEARING #2	Thursday, Feb. 4, 2016 at 6:00 PM (TENTATIVE)	Lowell Senior Center	Opportunity for all applicants to present their proposals to the Citizen Advisory Committee before the project selection process begins
Draft Annual Action Plan Released *30 day citizen comment period begins	Monday, March 28, 2016 at 12:00 PM, Noon (TENTATIVE)	DPD, City Clerk's Office, Pollard Memorial Library, www.lowellma.gov	The Draft Annual Action Plan and a tentative list of acceptable proposals will be available at the locations listed. Citizens may submit written comments to be included in the final plan.
30 Day citizen comment period ends	Thursday, April 28, 2016 at 5:00 PM (TENTATIVE)	DPD	End of the citizen comment period.
City Council Meeting	May	City Council Chambers, Lowell City Hall	The final Annual Action Plan will be presented to the City Council for their approval before the plan is sent to HUD. The public may register with the City Clerk to speak on the Final Plan.
Award letters mailed	April – May	DPD	Award letters will be mailed to all applicants accepted for funding.
Funding authorized by HUD	August – September	HUD	HUD will review final plan and comments. Funding will be authorized upon HUD's acceptance.

2.0: ELIGIBLE ACTIVITIES

2.1 Eligible Applicants

Funds are available to for-profit and non-profit corporations and organizations. * *Important notice regarding new mandatory federal reporting requirements:* The Federal Funding Accountability and Transparency Act of 2006 requires sub-recipients receiving federal funds to register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.grants.gov/web/grants/applicants/applicant-faqs/obtaining-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this year's application. **No awards will be made without this information.**

2.2 Grant Program Descriptions & Eligible Activities

The City of Lowell's Department of Planning and Development is requesting proposals for Program Year 2016-2017 for funding from the following grant programs:

Community Development Block Grant (CDBG): The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households **at or below 80%** of the area median income (Lowell's area median income FY2015 is \$90,700). Also Presumed LMI are violence victims, abused children, homeless, disabled, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities. To commit funds the proposed activity must be an eligible activity that meets **one of three** National Objectives of the CDBG Program. *More information can be found in Title 24 C.F.R. Part 570.

Objective #1: Provide a benefit to low- and moderate- income persons

- a. Area Benefit 51 – 80% LMI service area
- b. Limited Clientele, specific to group/person
- c. Housing Activity 51% occupied LMI
- d. Job Creation/retention

Objective #2: Prevent or eliminate slum and blight

- a. Area Basis: under state/legal definition
- b. Spot Basis: to prevent spread
- c. Urban Renewal Area: to complete renewal

Objective #3: Meet a recent, urgent community need that threatens the health or welfare of residents, where no other funding exists

Additionally, 70% of expenditure must benefit an LMI population, and in particular, meet the targets of the Lowell Consolidated Plan Goals & Objectives.

Public service programs, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, and welfare, are eligible for CDBG assistance. At the time it first receives CDBG assistance, a public service program must provide **either a new service or a quantifiable increase in the level of an existing service** above that which has been provided by or on behalf of the City of Lowell in the previous program year before the submission of the Annual Action Plan. **Please note: Funding caps have been established for the CDBG Public Service Cap funding pool. Award amounts for programs in this category will range between \$5,000 (minimum) to \$10,000 (maximum).**

Applicants of capital improvements projects, including but not limited to improvements to public facilities, should carefully consider the project timeline when applying for CDBG funds. The City will require that projects funded with FY 2016-2017 CDBG dollars have a start date no later than November 1, 2017. Failure to meet this deadline may result in the recapture of funds. Recaptured funds will be returned to the CDBG program and become available for distribution for future eligible projects.

Emergency Solutions Grants (ESG): The ESG program provides homeless or at-risk homeless persons with basic shelter and essential supportive services. ESG in particular, emphasizes the importance of quickly helping

individuals and families connect with or remain in permanent housing after they experience a housing crisis or homelessness through rapid re-housing. Eligible activities include Emergency Shelters (ES), Transitional Housing (TH), Rapid Re-Housing (RRH), Safe Havens (SH), and Permanent Supportive Housing (PSH) activities. ESG written standards can be found here:

<http://www.lowellma.gov/dpd/community/Pages/General/ESG.aspx>.

Please contact Christopher Samaras (csamaras@lowellma.gov) or Ravee Davé (rdave@lowellma.gov) for more information regarding the eligibility of activities under the ESG program.

Additionally, the new Emergency Solutions Grant informed by the McKinney-Vento Act as amended by the HEARTH Act makes participation in a Homeless Management Information System (HMIS) a statutory requirement for all ESG recipients. As part of this application, ESG applicants must identify the HMIS it currently uses or to identify the organization that is responsible for HMIS if the ESG recipient is not directly inputting data into HMIS. Contact Ravee Davé for more information.

2.2: Consolidated Plan Goals and Objectives

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the City’s 2015-2020 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the lengthy list of real needs given the limited amount of funding available through the Consolidated Plan programs. Proposed programs must address at least one of these objectives.

LOWELL CONSOLIDATED PLAN GOALS & OBJECTIVES:

<p>GOAL A: HOMELESS/HIV/AIDS</p> <p><u>Objectives</u></p> <ol style="list-style-type: none"> 1. Increase the number of homeless persons moving into permanent housing 2. End chronic homelessness
<p>GOAL B: NON-HOMELESS SPECIAL NEEDS</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Increase range of housing options and related services for persons with special needs
<p>GOAL C: RENTAL HOUSING</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Increase the supply of affordable rental housing particularly for households earning < 50% AMI 2. Improve the quality of affordable rental housing 3. Improve access to affordable rental housing 4. Improve access to affordable rental housing for minorities
<p>GOAL D: OWNER-OCCUPIED HOUSING</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Increase the availability of affordable owner housing 2. Improve the quality of owner housing 3. Improve access to affordable owner housing 4. Improve access to affordable owner housing for minorities
<p>GOAL E: PUBLIC FACILITIES</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Improve quality/increase quantity of neighborhood facilities for low-income persons
<p>GOAL F: INFRASTRUCTURE</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Improve quality/increase quantity of public improvements for low-income persons
<p>GOAL G: ECONOMIC DEVELOPMENT</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Improve economic opportunities for low-income persons 2. Remediate and redevelop brownfields
<p>GOAL H: PUBLIC SERVICES</p> <p><u>Objectives:</u></p> <ol style="list-style-type: none"> 1. Improve services for low- and moderate- income persons

2.3 Encouraging Collaborations:

Given the growing demand for federal funds and a need to streamline reporting requirements, the City of Lowell strongly encourages agencies to apply for federal funds as a collaborative. The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs. The increased level coordination could also provide participating agencies with an opportunity to share best practices, better allocate resources, and even share volunteers.

The City is defining a collaborative as two or more organizations that share valuable resources and work together to increase efficiency in providing services. Partnering agencies may provide a similar type of service or a continuum of service to reach a similar outcome. One of the participating agencies must serve as the Lead Entity and will be responsible for the application of funds, management and disbursement of funds to partnering agencies, and coordination of required reporting. All partnering agencies that enter into a collaborative should sign a Memorandum of Agreement.

All reporting requirements and reimbursement requests will continue to require documentation as given in the appropriate Federal regulations and City policies. Collaborative applicants should identify themselves on the proposal submission form and are allowed additional narrative space in this application to define the roles of the partnering agencies and describe how the collaboration will improve the level of service provided to Lowell's low- and moderate-income residents. As an additional incentive, agencies participating in a collaborative may be eligible for an increase in the level of funding historically received to assist with the administrative responsibilities associated with organizing and managing the proposed partnership.

Please note: should more than one agency propose separate applications for a similar service, the Citizens Advisory Committee, (CAC) during its proposal review process, may make an award to each agency conditional upon the formation of a collaborative. CAC members review written grant applications, hear testimony from applicants at a public hearing, and meet during the winter months to formulate a recommended plan for awarding grants. This recommendation is then forwarded to the City Manager, and forms the groundwork for the City's annual spending plan for these federal grants.

Examples of collaborative programs that may be supported with federal funds are described below:

Single Service Coordination: Organizations that provide a similar service such as food distribution to low- and moderate-income households may partner to ensure the type and availability of food meet the needs of Lowell's households. In this example all participating agencies may continue to provide the same individual services on their own but would coordinate the reporting and financial responsibilities of the grant as a collaborative.

Continuum of Service: Organizations that provide different types of service to an individual or household but whose program goals are similar may also partner. For example, an agency that provides case management to low- or moderate-income individuals who have lost their job may partner with an agency that provides career development services to help train those individuals for a particular trade. In turn these agencies partner with a third organization that provides support to small start-up businesses, which may have employment opportunities for the out of work individuals.

The City of Lowell understands that a collaboration will not easily fit for some projects, however when the same type of service is being provided by more than one agency, the City will prefer to structure contracts in this manner. Agencies are strongly encouraged to begin thinking about how their program may be similar to or compliment another organization in the City and how they could partner for the use of federal funds.

3.0: APPLICATION PROCESS

3.1 Application Instructions:

Please supply the following information on the attached application:

Note: When completing the application electronically, use the <Tab> key, rather than the <Enter/Return> key to navigate among the shaded fields of the fillable form.

I. Contact Information:

Provide the requested contact and mailing information for the proposed project. If agencies are applying as a collaborative, please provide contact information for the lead entity only and list all partnering organizations in the space provided.

II. General Description:

1. Project Description: Provide a brief description of how the funds will be spent and the community needs addressed by the proposed activity. Responses to this question will be used in the City's Annual Action Plan. Please limit your response to no more than **2** sentences. Additional space is available in the Project Narrative and the Measuring Accomplishments section for a more detailed response.

2. Consolidated Plan Goals and Objectives: Identify the priority need and objectives, from the table in Section 2.2, that best match the proposed project.

3. Geographic Distribution of Activities: Will the proposed project benefit Lowell residents citywide? If not, indicate the Census Tract(s) that will be served by the proposed project (refer to the map on page 14). Your census tract can be identified here: <http://www.ffiec.gov/geocode/Default.aspx>

III. Attachments:

a. Project Narrative: Use the spaces provided to answer each prompt and describe the proposed project. Your answers should clearly and briefly explain how the proposed activity addresses the comparative criteria identified in Section 4.2. **Note:** A complete narrative section is required, even if the proposed project has received funding in prior years.

b. Budget Description: The Proposed Budget page consists of two budget types: non-construction and construction. Select the appropriate budget type for the proposed project and complete the form. Space is provided to include both CDBG/ESG funds as well as other funding sources. For agencies expecting additional sources of funds, space is provided to identify the source type and whether these funds are committed or pending. **The budget should only include expenses related to the project for which you are seeking funds.** Agencies unable to adequately leverage resources will be considered 'not advantageous' in the comparative criteria used to evaluate RFP applications. As a reminder, the **ESG program requires the use of matching funds of at least a 1:1 match.**

Federal wage rates and compliance with Section 3 may apply to some construction projects. Applicants are strongly encouraged to speak with DPD staff before submitting an application for any physical improvements.

Please note: funding caps have been established for the CDBG Public Service Cap funding pool. Award amounts for programs in this category will range between \$5,000 (minimum) to \$10,000 (maximum).

Please note: Grant recipients and the City of Lowell will have the opportunity to create a more detailed budget upon notification of the project's acceptance.

c. Measuring Accomplishments Table: Applicants should identify and describe the most significant outcome(s) the proposed project is expected to accomplish in fiscal year 2016-2017 by completing the attached chart. A more thorough description of this measurement system as well as a completed example is provided in Section 4.3 for your convenience.

3.2: Proposal Submission Requirements:

To be considered eligible for funding, the following items must be submitted to the Department of Planning and Development. Please do not attach additional pages to this application:

- **CDBG & ESG Grant Application form (*attached*)**
One (1) signed original and eleven (11) unbound copies
- One copy of the applicant's **501(c) (3) Letter of Tax Determination Status** from the Internal Revenue Service (IRS) – *for new applicants only*.
- One copy of agency's most recent financial audit.
- Memorandum of Agreement (for partnering agencies)
- **Limit application to 4 pages, double-sided**

3.3: Submission Instructions

One (1) signed original and eleven (11) copies unbound of each Proposal are required. (For an electronic copy of this RFP, contact Ravee Davé at 978-674-4252 or send e-mail to rdave@lowellma.gov.) Additionally, copies can be requested at <http://www.lowellma.gov/dpd/>.

Complete applications must be received (via mail or hand-delivered) and time-stamped at the DPD reception desk no later than **12:00 NOON on Wednesday, January 6, 2016**. Please note, electronic submittals will not be accepted. **No late proposals will be considered.**

Complete proposals should be addressed to:

Attn: Ravee Davé

City of Lowell / Department of Planning and Development

JFK Civic Center, 50 Arcand Drive

Lowell, MA 01852

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to The Department of Planning and Development, at 978-674-4252. The DPD Community Development staff will provide technical assistance to all applicants upon request.

*Please note: As indicated on the schedule on page 3, a public hearing is scheduled tentatively for Thursday, February 4, 2016 to allow CDBG Public Service Cap and ESG applicants an opportunity to present their proposals to the Citizen Advisory Committee. Organizations may make one **three-minute** presentation for each application submitted. In order to better accommodate the large number of presenters effectively, applicants will be assigned a time to speak at this public hearing in the order based on when they submit their applications. Non-applicants wishing to speak at the hearing may sign up in advance after the application deadline by contacting Ravee Davé at 978-674-4252 or rdave@lowellma.gov. A schedule of presenters, with approximate speaking times, will be e-mailed to applicants prior to January's Public Hearing. We advise presenters to arrive early for their presentations and are encouraged to remain throughout the hearing to learn about other valuable community projects and programs in Lowell. Time will also be provided at the end of the hearing for those who do not sign up in advance but wish to speak. CDBG Capital Improvement applicants do not need to attend this public hearing.*

4.0: PROPOSAL EVALUATION PROCESS

4.1: Proposal Selection and Contract Award Process

All proposals will be reviewed and evaluated using the following process:

- DPD staff will create a summary of all CDBG Public Service Cap and ESG proposals received by Wednesday, January 6, 2016. This report, along with all the proposals, will be submitted to the Citizen Advisory Committee (CAC) to begin the project selection process. This summary report will also be available to the public at the second Public Hearing scheduled for Thursday, February 4, 2016. All applicants are encouraged to attend this meeting and are invited to make a **3-minute presentation** to the members of the CAC. CDBG Capital Improvement applicants do not need to attend this meeting.
- The CAC will review all CDBG Public Service Cap and ESG proposals based on the evaluation criteria discussed below, with technical assistance from the City of Lowell's DPD staff.
- Proposed CDBG Capital Improvement Projects will be reviewed by an internal committee at the Department of Planning and Development and evaluated based on the criteria discussed below.
- A draft list of recommended proposals will be available to the public for a period of 30 days at the DPD Office, Pollard Memorial Library, the City Clerk's Office, and the City's website (www.lowellma.gov). Notice of the draft Plan will also be published in the *Lowell Sun*.
- During the 30-day citizen comment period, the City will accept and evaluate written citizen comments regarding the initial selection of projects.
- Projects recommended by the CAC will be presented to the City Manager and the City Council for final review and approval before being published in the final Annual Action Plan sent to HUD by May 15, 2016. Notice of the final Plan will be published in the *Lowell Sun*.
- Selected applicants will be notified in writing following the City Council's approval of the Plan. (Applicants should not assume that their proposal has been accepted for funding until they have received written notification from the City.)
- Each grant awarded is subject to the execution of a final agreement between the City and the applicant. The grant amount and the project description are subject to modification by the City. The CDBG and ESG are reimbursable programs.

No expenditure of funds can be incurred until an agreement has been fully executed and the City has issued an approved purchase order. The City will not be able to issue purchase orders until after HUD has approved the Annual Action Plan. Selected applicants should not expect to receive a purchase order until late summer/early fall. Grant Agreements for CDBG Public Service activities and ESG funded programs will expire April 30th.

4.2: Evaluation Criteria

DPD Staff and the Citizen Advisory Committee will use the following criteria to evaluate proposals and make recommendations to the City Manager and City Council. In order to be considered for funding, a proposed activity must meet the minimum criteria identified below.

MINIMUM THRESHOLD CRITERIA:

- 1) Proposed project is eligible for funding according to HUD's regulations and meets at least one of HUD's National Objectives. For more information regarding program eligibility, please contact Christopher Samaras, at 978-674-4252.
- 2) Proposed activity addresses at least one goal of the City of Lowell Consolidated Plan (See Sect. 2.2)
- 3) Application, including Budget Description, is complete.

Comparative criteria, presented in the following chart, will be used to evaluate those proposals that meet the minimum criteria. Due to the limited funds available, the CAC will place heavy weight on the duplication of services in this year's review process. In particular, the review committee will consider how effective the proposed activity will be to address the priority needs identified in the 5-Year Plan, and how well the organization is equipped to deliver the proposed services. Applicants will have an opportunity to explain how the proposed project meets these criteria in the Project Narrative section of the attached application. Collaborative applications for CDBG and ESG funds are strongly encouraged.

Comparative Criteria: The following comparative criteria will be used to evaluate your application.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
<p>1. Community Need <i>Does the proposed project address a pressing or significant need in the City of Lowell in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan</i></p>	<p>Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs. 11-20 Points</p>	<p>Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community. 5-10 Points</p>	<p>It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need. 0-4 Points</p>
<p>2. Resources & Capacity <i>Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?</i></p>	<p>Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project. 11-20 Points</p>	<p>Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project. 5-10 Points</p>	<p>Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project. 0-4 Points</p>
<p>3. Cost Benefit <i>How does the cost of the proposed project compare to its proposed accomplishments?</i></p>	<p>Proposed project yields a low cost-benefit ratio comparable to similar programs. 6-10 Points</p>	<p>n/a</p>	<p>Proposed project yields a high cost-benefit ratio comparable to similar programs. 0-5 Points</p>
<p>4. Encouraging Partnerships <i>Does the proposed project involve new or existing partnerships?</i></p>	<p>Applicant and/or proposed activity will encourage new partnerships as a result of the project. 11-20 Points</p>	<p>Applicant will utilize existing partnerships to complete the proposed project. 5-10 Points</p>	<p>Proposed project does not encourage partnerships. 0-4 Points</p>
<p>5. Leveraged Funds <i>Has the organization secured additional funding sources or in-kind support to cover the proposed project?</i></p>	<p>Applicant has demonstrated the capability of leveraging funds/ in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed. 8-10 Points</p>	<p>Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs. 4-7 Points</p>	<p>Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending. 0-3 Points</p>
<p>6. Self Sufficiency <i>Will the proposed project be self-sufficient and no longer require CDBG /ESG funding after one year? After a few years?</i></p>	<p>Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of funding from CDBG/ESG. 8-10 Points</p>	<p>Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years. 4-7 Points</p>	<p>Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years. 0-3 Points</p>
<p>7. New Public Services Program* <i>Is the proposed project offering a new service and is it available from any other providers in the community?</i></p>	<p>The proposed project offers a new service not provided elsewhere in the City. 8-10 Points</p>	<p>The applicant is seeking funding for a quantifiable increase in level of an existing service. 4-7 Points</p>	<p>The proposed project received a CDBG/ESG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service. 0-3 Points</p>
<p>8. Homelessness Prevention Programs** <i>Changes to the ESG program via the HEARTH Act place an emphasis on rapid re-housing activities. Proposals including rapid re-housing activities will be given preference for funding.</i></p>	<p>The proposed project directly or indirectly leads to the attainment of permanent, stable housing for a homeless individual or family. 8-10 Points</p>	<p>The proposed project focuses solely on homelessness prevention activities. 4-7 Points</p>	<p>The proposed project does not involve rapid re-housing or homelessness prevention activities. 0-3 Points</p>

*Applies only to CDBG Public Service Applicants. ** Applies only to ESG Applicant

4.3: Performance and Outcome Measurement

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Lowell DPD has implemented a Performance and Outcome Measurement System. The System will help to quantify the effectiveness of programs and establish clearly defined outcomes. Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding. Please note the following definitions specific to this system as you prepare your application.

Definitions:

- **Inputs** – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.
- **Major Activities** – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)
- **Outcomes** – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (*Note: Applicants should only include the major project outcomes supported by the requested program funds.*)
- **Outcome Measurement** – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.
- **Outputs** – *Quantifiable products of the project* - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

Measuring Accomplishments Table Example

NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the input to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (Short Term) LT (Long Term) Benefits that result from the program
<p>EXAMPLE: About 50 elementary students (20%) are considered at risk because of low grades, lack of participation in school activities and disciplinary problems (e.g. absences and tardiness, disruptive behavior). Many exhibit low self-esteem, limited social skill, and poor study habits. Many come from dysfunctional families, have immigrant parents who do not understand or speak English well and are often left unsupervised in their homes. These children could be tempted to experiment with drugs and alcohol. Most have no money to afford tutors or after school activities.</p>	<p>Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.</p>	<p>Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials</p>	<p>The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.</p>	<p>20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs</p>	<p>1. Increased no. of homework completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)</p>

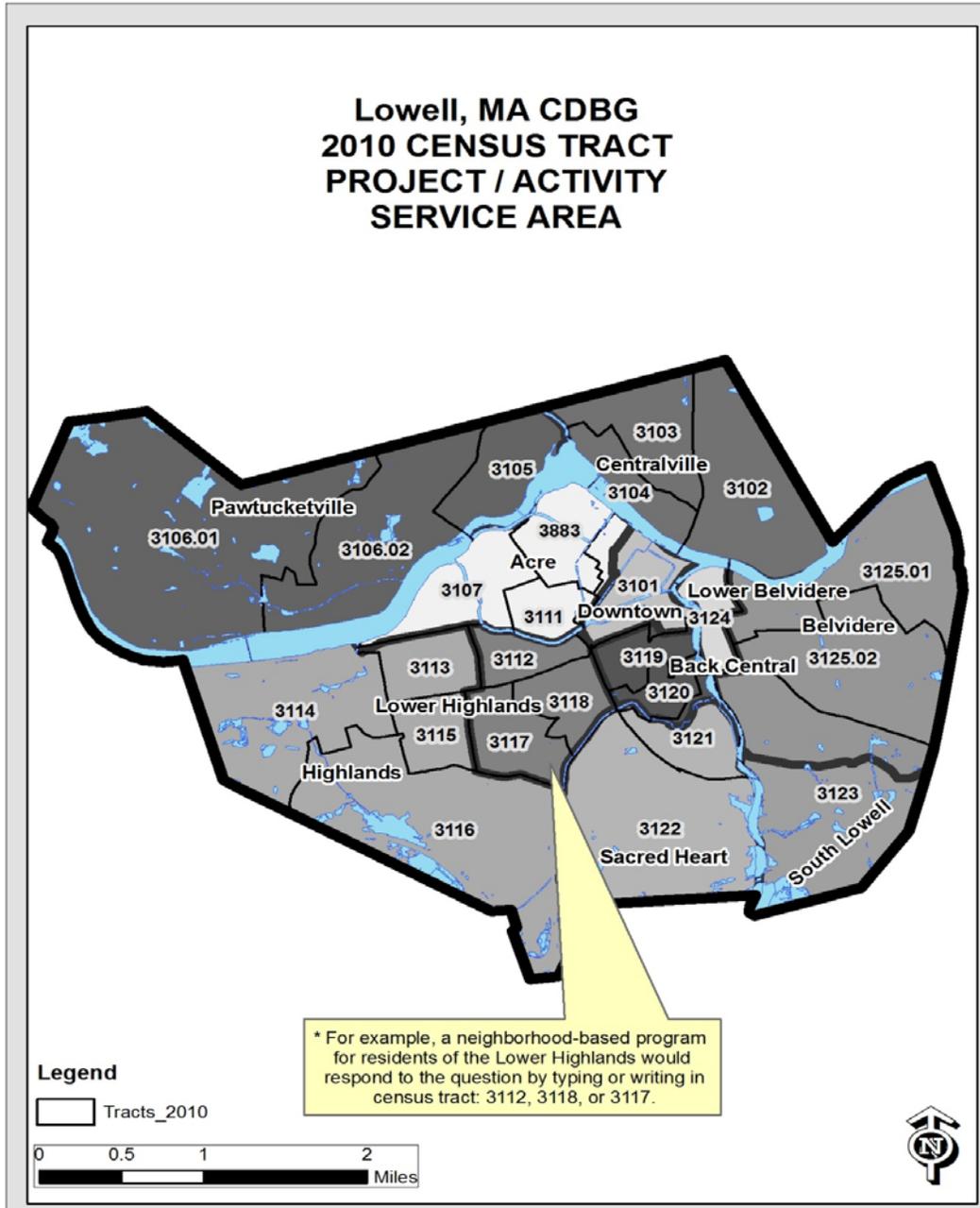
Example

Table C2: Nationally Reportable Outputs

1) Housing Units Constructed:		5) Persons Served:	20	8) Parks Rehabilitated:	
2) Housing Units Inspected:		6) Jobs Created:		9) Trees Planted:	
3) Housing Units Rehabilitated or Deleaded:		7) Businesses Assisted:		10) Parking Spaces Constructed:	
4) Households Assisted:					

PROJECT/ACTIVITY SERVICE AREA

For question #3 on the grant application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the City of Lowell must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



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***City of Lowell FY 2016-2017
CDBG & ESG Grant Application***

Internal Use Only
Date Received:
Proposal #:

I. Contact Information
(If application is completed by a Collaborative, provide the contact information for the lead entity only)

Organization:	Contact:
Project Name:	Title:
Project Location:	Mailing Address:
Program Type: <input type="checkbox"/> ESG <input type="checkbox"/> CDBG Public service <input type="checkbox"/> CDBG Non-Public Service	Phone/Fax:
Anticipated Start Date: (capital improvement projects must have a construction start date no later than Nov. 2017)	Email:
Amount of Request:	Signature:

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501.c3 For-profit authorized under 570.201(o) Unit of Government
 Faith-based Organization Institution of Higher Education

DUNS #:
(Note: All entities receiving federal assistance are required to have a DUNS #. Review instructions on page 4 for more information.)

HMIS Database: (applies to ESG Applicants only): Please identify the HMIS service your agency uses to report client data or the name of the organization that manages your HMIS data if your agency does not do it directly.

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

II. General Description (Refer to Sect. 3 for instructions)

1. Project Description (please avoid using abbreviations):

2. Consolidated Plan Goals and Objectives (Choose from the list in Sect. 2.2):

3. Geographic Distribution of Activities: (Refer to the map on page 14)

III. Attachments (Refer to Sect. 3 for instructions)

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit

Do not attach additional pages to this application

PRINT THIS FORM AND ENCLOSE WITH THE REQUIRED ATTACHMENTS AND MAIL OR HAND DELIVER IT TO THE FOLLOWING ADDRESS BY 12:00 PM ON OR BEFORE Wednesday, January 6, 2016

City of Lowell, Department of Planning and Development
 Attn: Ravee Davé
 JFK Civic Center, 50 Arcand Drive
 Lowell, MA 01852
 978-674-4252

Contact Ravee Davé at rdave@lowellma.gov or Christopher Samaras at csamaras@lowellma.gov with any questions about this application.

Attachment A: Project Narrative

Based on the evaluation criteria identified in Section 4.2, use the space provided to answer each prompt. Space has been limited, please keep your responses as succinct as possible.

1. Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

Additional Space for Collaborative Applicants ONLY: Collaborative applicants are allowed additional narrative space in this application to define the roles of the partnering agencies and describe how the collaboration will improve the level of service provided to Lowell’s low- and moderate-income residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

4. Encouraging Partnerships: List all partnering agencies and note whether the partnerships are new or existing.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project? Note that this response should be consistent with any leveraged funds identified in the budget form.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG /ESG funding after one year? After a few years?

7. New Public Services Program*: (Does not apply to non- Public Service Cap proposals) Is the proposed project offering a new service and is it available from any other providers in the community?

8. Homelessness Prevention/Rapid Re-Housing Programs:** (applies only to ESG Applications) How will the proposed project alleviate homelessness?

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

****Please do not attach any additional pages or materials to this section****

Attachment B: Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the City will have an opportunity to create a more detailed budget upon project's acceptance.

A. Non-Construction Projects/Activities Note: New funding caps have been established for CDBG Public Service Projects. Award amounts for programs in this category may range between \$5,000 (minimum) to \$10,000 (maximum). All ESG projects require ≥ 1:1 match of resources

Description	A	B	A + B
	CDBG/ ESG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
TOTAL PROPOSED BUDGET:			

B. Construction Projects

Description	A	B	A + B
	CDBG/ ESG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with DPD staff before submitting an application for a physical project.			
Construction			
Other:			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:			

* Summary of **Other Funding** - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
Local:		
Private:		
Total:		

Attachment C1: Measuring Accomplishments Table (Please avoid abbreviations when possible)					
NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the inputs to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (Short Term) LT (Long Term) Benefits resulting from the program

Please indicate the number of outputs expected in FY 2016-2017.

Table C2: Nationally Reportable Outputs					
1) Housing Units Constructed:		5) Persons Served:		9) Trees Planted:	
2) Housing Units Inspected:		6) Jobs Created:		10) Parking Spaces Constructed:	
3) Housing Units Rehabilitated or Deleaded:		7) Businesses Assisted:		11) Public Facilities Improved:	
4) Households Assisted:		8) Parks Rehabilitated:			