



**CITY OF LOWELL, MA ~ ANNUAL ACTION PLAN
FISCAL YEAR 2021-2022
GRANT APPLICATION FORMS & GUIDELINES
EMERGENCY SOLUTIONS GRANT (ESG)
DECEMBER 2020**



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 FY21. 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 2021-2022 fiscal program year and will keep applicants informed as more information becomes available.

- Application Release Date:** Monday, December 21, 2020
- Deadline:** Friday, January 22, 2021 / 12:00 NOON
- Application Submission:** **Electronic Copies Only**
Attn: Betty Rawnsley-Erazo and Christopher Samaras
Email: BRawnsley@lowellma.gov
Email: CSamaras@lowellma.gov

Please note: Only Electronic Copies will be accepted

**ALL APPLICANTS MUST COMPLETE A SEPARATE PROPOSAL FOR EACH
PROJECT/PROGRAM SUBMITTED
LIMITED TO TWO (2) APPLICATIONS PER ORGANIZATION**

- PROPOSAL CONTENTS/FORMAT:**
 - * ESG Grant Application
 - * 501(c)(3) Letter of Tax Determination Status from the IRS
 - * Agency’s most recent financial audit
 - * Memorandum of Agreement (for collaborating 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 BEFORE
12:00 Noon on Friday, January 22, 2021
LATE OR INCOMPLETE PROPOSALS WILL NOT BE ACCEPTED!**

FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:

Betty Rawnsley-Erazo, Community Development Assistant
Phone: (978) 674-1418 ~ Email: BRawnsley@LowellMA.gov and/or
Christopher Samaras, Community Development Director
Phone: (978) 674-1429 ~ Email: 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 2021-2022. 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), and Emergency Solutions Grants (ESG). This handbook is designed to provide guidance to applicants who wish to submit proposals for funding under the CDBG and ESG programs. Separate application processes are conducted for the HOME Program.

SCHEDULE FOR DEVELOPMENT OF ANNUAL ACTION PLAN:

WHAT	WHEN	WHERE	PURPOSE
Request for Proposals (RFP) Released	Monday, December 21, 2020 at 12:00 PM Noon	Department of Planning and Development (DPD) 50 Arcand Dr. JFK Civic Center 2F	Availability of RFP - applications for FY 2021-2022 HUD Annual Action Plan
VIRTUAL PUBLIC HEARING #1	Tuesday, Jan. 5, 2021 at 6:00 PM	Conference Call and or via appointment for technical assistance. Contact Betty Rawnsley and Christopher Samaras for additional information.	Provide technical assistance on submission of RFP, review performance of current year projects, and obtain input on housing and community development needs.
PROPOSALS DUE	Friday, January 22, 2021 at 12:00 Noon	DPD	Deadline for RFP submissions
VIRTUAL PUBLIC HEARING #2	Tuesday, February 2, 2021 at 6:00 PM (TENTATIVE)	Conference Call (TENTATIVE)	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	Friday, March 26, 2021 at 12:00 PM Noon (TENTATIVE)	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.
VIRTUAL PUBLIC HEARING #3	Tuesday, April 13, 2021 at 6:00 PM (TENTATIVE)	Conference Call (TENTATIVE)	Citizens are invited to provide input on the Draft Annual Action Plan
30 Day citizen comment period ends	Monday, April 26, 2021 at 5:00 PM (TENTATIVE)	DPD	End of the citizen comment period.
Council Meeting for approval	Tuesday May 4, 2021 (TENTATIVE)	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	May – June	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 required 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 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 2021-2022 for funding from the following grant programs:

Emergency Solutions Grants (ESG): The Emergency Shelter Grants Program, originally established by the Homeless Housing Act of 1986 to address homelessness among individuals and families in the United States, was incorporated in 1987 into subtitles B of Title IV of the Stewart B. McKinney-Vento Homeless Assistance Act (42 U.S.C. 11371-11378).

On May 28, 2009, President Obama signed the Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH) Act, a bill that reauthorized the McKinney-Vento Homeless Assistance programs and substantially revised the Emergency Shelter Grants Program. In its revision, the Emergency Shelter Grants Program was renamed the Emergency Solutions Grant (ESG) Program.

ESG funds may be used to assist homeless persons and those at risk of becoming homeless. The ESG program provides funding to: (1) engage homeless individuals and families living on the street; (2) improve the number and quality of emergency shelters for homeless individuals and families; (3) help operate these shelters; (4) provide essential services to shelter residents; (5) rapidly re-house homeless individuals and families; and (6) prevent families and individuals from becoming homeless. ESG written standards can be found here: <http://lowellma.gov/548/Emergency-Solutions-Grant-ESG-Program>

Prior to implementing an ESG program, all sub-recipients of ESG funding must be familiar with and knowledgeable of the following regulations and program requirements:

- **ESG Regulations: 24 CFR Part 576** – The ESG Interim Rule
- **HEARTH Homeless Definition Final Rule: 24 CFR Parts 91.582 and 583** – The final rule, published in the Federal Register on December 5, 2011, provides the homeless definition which applies to the ESG program.

The ESG Interim Rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney- Vento Homeless Assistance Act.

The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

ESG sub-recipients are required, as much as possible, to coordinate ESG activities with other programs targeted toward homeless individuals and families, as well as mainstream housing, health, social services, employment, education and youth programs for which homeless and at-risk families and individuals may be eligible. Other agencies with which sub-recipients shall coordinate may include, for example, but shall not be limited to, the CoC, HUD-VASH, Education for Homeless Children and Youth, Health Care for the Homeless, Runaway and Homeless Youth, Homeless Veterans Reintegration, Section 8, Public Housing, HOME Investment Partnership, the Workforce Investment Act, and TANF programs.

The change in the program's name, from Emergency Shelter Grants Program to Emergency Solutions Grant Program, reflects the change in the program's focus from addressing the needs of the homeless people in emergency shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness. The new ESG funds can be utilized for the following purposes:

- The rehabilitation or conversion of buildings for use as emergency shelter for the homeless;
- The payment of certain expenses related to operating emergency shelters;
- Essential services related to emergency shelters and street outreach for the homeless, which cannot exceed 60% of the City's total ESG allocation per 24 CFR 576.100; and
- Homelessness prevention and rapid re-housing assistance.

Additionally, the Emergency Solutions Grant formed by the McKinney-Vento Act as amended by the HEARTH Act makes participation in a Homeless Management Information System (HMIS) a mandatory 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. Please contact Betty Rawnsley-Erazo (BRawnsley@LowellMA.gov) and/or Christopher Samaras (csamaras@lowellma.gov) for more information regarding the eligibility of activities under the ESG program.

Eligible Activities:

Emergency Solutions Grant Funding can be used for five program activities: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and HMIS. (The City of Lowell, as the grant recipient, is restricted from awarding any more than 60% of its allocation towards street outreach and emergency shelter activities combined, in accordance with federal regulations.

Street Outreach:

Funds may be used for costs of providing essential services necessary to reach out to unsheltered homeless people; connect them with emergency shelter, housing, or critical services; and provide urgent non-facility based care to unsheltered homeless people who are unwilling or unable to access emergency shelter, housing or an appropriate health facility.

Eligible Street Outreach Activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- Engagement
- Case Management
- Emergency Health Services
- Emergency Mental Health Services
- Transportation

Emergency Shelter:

Funds may be used for costs of providing essential services to families and individuals in emergency shelters, renovating buildings to be used as emergency shelters for homeless families and individuals, and operating emergency shelters.

Eligible Emergency Shelter activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- **Essential Services:**

Case management	Legal services
Child care	Life skills training
Education services	Mental health services
Employment assistance and job training	Substance abuse treatment services
Outpatient health services	Transportation

- **Renovation** - Eligible costs include labor, materials, tools and other costs for renovation (including major rehabilitation or conversion of a building into an emergency shelter). The emergency shelter must be owned by a government entity or private nonprofit organization.
- **Shelter Operations** - Eligible costs are the costs of maintenance (including minor or routine repairs), rent, security, fuel, equipment, insurance, utilities, food, furnishings and supplies necessary for the operation of the emergency shelter. Where no appropriate emergency shelter is available for a homeless family or individual, eligible costs may also include hotel or motel vouchers for that family or individual.

Homelessness Prevention:

Funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter and prevent incidences of homelessness. Eligible Homelessness Prevention activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- **Financial assistance costs:**

- Rental application fees
- Security deposits equal to no more than 2 months' rent
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs
- Temporary storage fees for up to 3 months
- Up to 6 months of utility payments in arrears per service

- **Service costs:**

- Housing search and placement
- Housing stability case management
- Mediation
- Legal services
- Credit repair/Counseling Services
- Short-term and medium-term rental assistance (up to 24 months)
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

Rapid Re-Housing:

ESG funds may be used to provide housing relocation and stabilization services and short- or medium-term rental assistance necessary to help a homeless individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Eligible Rapid Re-housing Assistance activities (in accordance with federal regulations Part 576 Emergency Solutions Grants Programs, Subpart B) include:

- **Financial assistance costs:**

- Rental application fees
- Security deposits equal to no more than 2 months' rent
- Last month's rent
- Utility deposits
- Utility payments
- Moving costs
- Temporary storage fees for up to 3 months
- Up to 6 months of utility payments in arrears per service

- **Service costs:**

- Housing search and placement
- Housing stability case management
- Mediation
- Legal services
- Credit repair/Counseling Services

- Short-term and medium-term rental assistance (up to 24 months)
- Payment of rental arrears consists of a one-time payment for up to 6 months of rent in arrears, including any late fees on those arrears.

HMIS:

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support, completing data entry and analysis, monitoring and reviewing data quality, training, reporting, and coordinating and integrating the system. The use of an HMIS system or equivalent is MANDATORY for ESG funds.

Ineligible Activities:

Ineligible costs include, but may not be limited to:

Recruitment

Depreciation

Acquisition or new construction of an emergency shelter for the homeless

Costs associated with the organization rather than the specific program renovation, rehabilitation, or conversion of structures used exclusively for religious purposes or which will otherwise promote religious interests except through the creation or utilization of a wholly secular entity

Any costs associated with advertisements, pamphlets, surveys, etc.

Staff training, entertainment, conferences or retreats

Public relations or fundraising

Recipient bad debts/late fees

Program participant mortgage assistance/payments

Recipient mortgage/debt service

Indirect costs

2.3: Consolidated Plan Goals and Objectives:

Proposed projects should align with the City Manager’s Task Force on Homelessness and Sustainable Housing goals.

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan

LOWELL CONSOLIDATED PLAN GOALS & OBJECTIVES:

GOAL A: HOMELESS/HIV/AIDS
<u>Objectives</u> 1. Increase the number of homeless persons moving into permanent housing 2. End chronic homelessness
GOAL B: NON-HOMELESS SPECIAL NEEDS
<u>Objectives:</u> 1. Increase range of housing options and related services for persons with special needs
GOAL C: RENTAL HOUSING
<u>Objectives:</u> 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
GOAL D: OWNER-OCCUPIED HOUSING
<u>Objectives:</u> 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
GOAL E: PUBLIC FACILITIES
<u>Objectives:</u> 1. Improve quality/increase quantity of neighborhood facilities for low-income persons
GOAL F: INFRASTRUCTURE
<u>Objectives:</u> 1. Improve quality/increase quantity of public improvements for low-income persons
GOAL G: ECONOMIC DEVELOPMENT
<u>Objectives:</u> 1. Improve economic opportunities for low-income persons 2. Remediate and redevelop brownfields
GOAL H: PUBLIC SERVICES
<u>Objectives:</u> Improve services for low- and moderate- income persons

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 Scope: Provide a detailed scope of project and 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. 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 2.3, 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: Grant recipients and the City of Lowell will have the opportunity to create a more detailed budget upon notification of the project's acceptance, where you will be expected to provide more information as it is required for environmental review(s).

- c. Measuring Accomplishments Table: Applicants should identify and describe the most significant outcome(s) the proposed project is expected to accomplish in fiscal year 2021-2022 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 emailed to the Department of Planning and Development by Friday January 22, at 12pm.

- 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)

3.3: Submission Instructions

Application Submission Details:

Electronic Copies Only

Attn: Betty Rawnsley-Erazo and Christopher Samaras

Email: BRawnsley@lowellma.gov

Email: csamaras@lowellma.gov

Complete applications must be received (via email) no later than **12:00 NOON on Friday, January 22, 2021**.

No late or incomplete proposals will be considered!

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.

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 ESG proposals received by Friday, January 22, 2021. All ESG proposals will be 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.
- Project recommendations 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, 2021. 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 ESG grant is a reimbursable program.**

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.

4.2: 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 childcare, 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 childcare 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 childcare programs, number of architectural barriers removed, or the number of students participating in the tutorial program

HMIS:

ESG funds may be used to pay the costs of contributing data to the HMIS designated by the Continuum of Care for the area including the costs of purchasing hardware, software licenses or equipment, obtaining technical support completing data entry and analysis, monitoring and reviewing data quality, training, reporting and coordinating and integrating the system. The use of an HMIS system or equivalent is MANDATORY for ESG funds.

DATA SHARING- Sub-Recipients must participate in coordinated entry in the HMIS System

An HMIS Monthly CAPER Report must be submitted with all other reimbursement documentation.

PROJECT/ACTIVITY SERVICE AREA

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

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
<u>1. Community Need</u> <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>	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	Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community. 5-10 Points	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
<u>2. Resources & Capacity</u> <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>	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	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	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
<u>3. Cost Benefit</u> <i>How does the cost of the proposed project compare to its proposed accomplishments?</i>	Proposed project yields a low cost-benefit ratio comparable to similar programs. 6-10 Points	n/a	Proposed project yields a high cost-benefit ratio comparable to similar programs. 0-5 Points
<u>4. Encouraging Partnerships</u> <i>Does the proposed project involve new or existing partnerships?</i>	Applicant and/or proposed activity will encourage new partnerships as a result of the project. 11-20 Points	Applicant will utilize existing partnerships to complete the proposed project. 5-10 Points	Proposed project does not encourage partnerships. 0-4 Points
<u>5. Leveraged Funds</u> <i>Has the organization secured additional funding sources or in-kind support to cover the proposed project?</i>	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	Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs. 4-7 Points	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
<u>6. Self Sufficiency</u> <i>Will the proposed project be self-sufficient and no longer require CDBG /ESG funding after one year? After a few years?</i>	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	Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years. 4-7 Points	Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years. 0-3 Points
<u>7. New Public Services Program*</u> <i>Is the proposed project offering a new service and is it available from any other providers in the community?</i>	The proposed project offers a new service not provided elsewhere in the City. 8-10 Points	The applicant is seeking funding for a quantifiable increase in level of an existing service. 4-7 Points	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
<u>8. Homelessness Prevention Programs**</u> <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>	The proposed project directly or indirectly leads to the attainment of permanent, stable housing for a homeless individual or family. 8-10 Points	The proposed project focuses solely on homelessness prevention activities. 4-7 Points	The proposed project does not involve rapid re-housing or homelessness prevention activities. 0-3 Points

** Applies only to ESG Applicant

City of Lowell FY 2021-2022
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	Phone/Fax:
Anticipated Start Date: (capital improvement projects must have a construction start date no later than Nov. 2018)	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 #:

SAMS #:

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

HMIS Database: 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.

Activity Type:

- 1) Homelessness Prevention 2) Emergency Shelter 3) Rapid Re-Housing
 4) Other:

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

1. Project Scope (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)
- Copy of agency's most recent financial audit

EMAIL THIS FORM AND ENCLOSE WITH THE REQUIRED ATTACHMENTS BY 12:00 PM ON OR BEFORE
Friday, January 22, 2021

City of Lowell, Department of Planning and Development
 Betty Rawnsley-Erazo - BRawnsley@lowellma.gov ~ Community Development Assistant and
 Christopher Samaras - CSamaras@lowellma.gov ~ Community Development Director

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 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: Award amounts for programs in this category may range between \$15,000 (minimum) to \$20,000 (maximum). **All ESG projects require ≥ 1:1 match of resources**

Description	A	B	A + B
	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
	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:		

SCOPE OF SERVICES / FY2020-2021

Agency:

Project Name:

Project Description/Scope of Services:

(Please limit form to one page)

Measuring Accomplishments Table: Proposed goals based on activity type					
<u>NEED STATEMENT</u> Description of Need to be Addressed	Outreach/Resources	Rapid Rehousing	Homelessness Prevention	Emergency Shelter	OUTPUTS

DATA SHARING - Sub-Recipients must participate in coordinated entry in the HMIS System.
An HMIS Monthly CAPER Report must be submitted with all other reimbursement documentation.

Outcomes of Program: