

City of Lowell, MA

Eileen Donoghue
City Manager



REQUEST FOR PROPOSAL APPLICATION: COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) ENTITLEMENT PROGRAM JULY 1, 2022 THROUGH JUNE 30, 2023

Organization Name:			
Project Name:			
Project Address:			
Executive Director Name:			
Organization Address:			
Telephone #:			
E-Mail Address:			
Website (If Applicable):			
Organization DUNS Number:		Tax ID or EIN	
Contact Name & Title:			
Contact Telephone #:			
E-Mail Address:			

PROJECT FUNDING REQUEST

Funding Request	Amount
Requested CDBG Amount	\$
Funding Leveraged from Other Sources	\$
Percentage of CDBG funds toward Total Program	\$
Total Project Amount	\$

PROJECT FUNDING REQUEST, CONTINUED

Funding Request per category	Amount
Housing	\$
Public Facility	\$
Infrastructure	\$
Economic Development	\$
Public Service	\$
Other	\$

Check all statements that describe how this project or activity meets the National Objective that benefits low and moderate income Lowell persons:

_____ L/M Area benefit: The proposed project meets the identified needs of low and moderate income persons residing in an area where at least 51% of those residents are low and moderate income persons. The benefits of this type of activity are available to all persons in the area regardless of income.

Examples: street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

_____ L/M Limited Clientele (Specific Group): The proposed project benefits a specific group of people, at least 51% of whom are low moderate income persons. The following groups are presumed to be low moderate income: abused children. Elderly persons, battered spouses, homeless, handicapped, illiterate persons. Examples: construction of a senior center, public services for the homeless, meals on wheels for the elderly, construction of job training facilities for the handicapped.

_____ L/M Clientele (Income Verification): The proposed project will provide a service to populations other than listed above, and will verify the income of each participant or individual served.

Project Category

_____ Acquisition of Real Property _____ Public Facilities and Improvements

_____ Public Service _____ Housing Rehabilitation

_____ Historic Preservation _____ Special Economic Development

_____ Commercial and/or Industrial Rehabilitation, including façade improvements and correction of code violations

ORANIZATION CAPACITY – STAFF QUALIFCATIONS AND EXPERIENCE

Provide a summary of the qualifications of your organization to carry out the proposed project and how it will benefit Lowell residents.

Provide a summary of the experience of your organization. Include any program(s) that your agency has administered that is most similar to the proposed activity.

PROPOSED PROJECT ACCOMPLISHMENT

What is the total estimated number of persons to be served by this project? (Accomplishments must be described in terms of households served, people served, businesses created, housing units created or public facilities undertaken).

What is the total estimated number of LMI persons to be served by this project?

The US 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's Department of Planning and Development Office of Community Development has incorporated a Performance Evaluation 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.

For the purposes of preparing proposals, the City would like applicants to define as best they can the activities they propose to deliver and the number of those activities that will be provided. During the contract development phase, approved applicants will be assisted in refining the definitions and honing the projected number of activities to be delivered.

It is important that the expected outcome can be measured. In completing the Performance Evaluation System Form, provide one expected output that relates to the services you would deliver, and one expected outcome that relates to the impact that program is expected to have on the community or person(s) benefiting from the activity.

Project Name:

Needs Statement (Related to Consolidated Plan Needs);

Proposed Activity:

Expected Output:
Number of persons served, jobs created,
Housing units rehabbed, etc.

Expected Outcome:
Direct results of the program/project

ACTIVITY DESCRIPTION

What is the total number of unduplicated adults to be served by this project?

Provide a detailed description of the proposed activity including how the activity will address the community need you have indicated. Identify whether the activity is new, ongoing, or expanded from previous.

Identify who will benefit from the proposed activity (i.e. homeless, youth, seniors, disable, etc).

Provide an activity timeframe/schedule include start, completion dates, and other significant stages.

Provide an overview of your organization including length of time in existence and a list of officers/board members

Describe your organization's experience and capacity.

Identify the person(s) responsible for program and financial management of the activity.

Identify any other agencies or partners involved in this activity.

Demonstrate this is economically feasible and implemented in a timely manner.

FINANCIAL BUDGET

The city encourages CDBG funds be utilized as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process.

ACTIVITY BUDGET

Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

- A. Complete the Budget Summary chart. More detailed budgets may be attached (and are strongly recommended) in support of the proposal.
- B. Identify sources of leveraged funding for this activity. Include the status of these funds (i.e. cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.
- C. Leverage – Consideration will be given to the amount of non-CDBG funds committed to the project.

	CDBG	Leveraged Funds	Source of Leveraged Funds	Other	Total Funds
Personnel*	\$	\$			
Contractual Services (specify)	\$	\$			
Rent & Utilities	\$	\$			
Travel	\$	\$			
Other (specify)	\$	\$			
Total CDBG Request	\$	\$			
Total Other Funds	\$	\$			
Grand Total	\$	\$			

Please complete the Budget Detail Chart if personnel costs are included in your proposal.

Public service programs, including but not limited to those concerned with employment, crime prevention, childcare, 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.

- Funds are to support Lowell Residents only.

Please note: A Funding Cap has been established for the CDBG Public Service funding pool. Award amounts for programs in this category will range between \$15,000.00 (minimum) to \$20,000.00 (maximum) with a maximum of two (2) applications per organization. There may be an award of up to \$50,000 under limited absolute need after review by the Department of Planning and Development Staff.

- CDBG funds are not intended to sustain a program for an indefinite period of time.

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 2022-2023 CDBG dollars have a start date no later than November 1, 2022. 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.

2.3: Goals and Objectives:

Please describe goals and objectives of your project and the effect on the community

2.4 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. Collaborating 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 collaborate 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 collaborate. For example, an agency that provides case management to low- or moderate-income individuals who have lost their job may collaborate 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 collaborate for the use of federal funds.

XI. BUDGET DETAIL

This section provides back-up for each line item shown in the Budget Summary Chart. Please make certain this detailed breakdown is consistent with the Program Budget. Round up to the nearest hundred.

Please note: A job description for each person must be provided.

A Note about the Staff/Salary Breakdown: Please show all proposed staff positions funded with CDBG money that relate to the proposed activity. If multiple staff members have the same position/title, list separately (for example: Counselor 1, Counselor 2). Use an additional sheet if necessary. **You must submit job descriptions with your application for each position title identified below. When entering percentages, enter in decimal form.**

Position Title	Is this a current or proposed position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	x	% Time Spent on this CDBG Project/	=	Total Position Cost Requested from CDBG
Example: Case manager	Current	\$25,000	\$5,000	\$30,000	x	40%	=	\$12,000
		\$	\$	\$	x		=	\$
		\$	\$	\$	x		=	\$
		\$	\$	\$	x		=	\$
		\$	\$	\$	x		=	\$
		\$	\$	\$	x		=	\$
		\$	\$	\$	x		=	\$

CONSTRUCTION PROJECTS ONLY
PROJECT BUDGET

ACTIVITY	CDBG FUNDS	OTHER NON-FEDERAL FUNDS	OTHER FEDERAL FUNDS	TOTAL
Acquisition Costs				
Land	\$	\$	\$	\$
Existing Structures	\$	\$	\$	\$
Other acquisition costs	\$	\$	\$	\$
Site Work (not in construction contract)				
Demolition/clearance	\$	\$	\$	\$
Other site costs	\$	\$	\$	\$
Construction/Project Improvement Costs				
New Construction	\$	\$	\$	\$
Rehabilitation	\$	\$	\$	\$
Performance bond premium	\$	\$	\$	\$
Construction contingency	\$	\$	\$	\$
Other	\$	\$	\$	\$
Architectural and Engineering				
Architect fees	\$	\$	\$	\$
Engineering fees	\$	\$	\$	\$
Other A & E fees	\$	\$	\$	\$
Other Owner Costs				
Appraisal fees	\$	\$	\$	\$
Survey	\$	\$	\$	\$
Soil boring/environmental/LBP	\$	\$	\$	\$
Tap fees and impact fees	\$	\$	\$	\$
Permitting fees	\$	\$	\$	\$
Legal fees	\$	\$	\$	\$
Other	\$	\$	\$	\$
Miscellaneous Costs				
Developer fees	\$	\$	\$	\$
Project reserves	\$	\$	\$	\$
Relocation costs	\$	\$	\$	\$
Project Administration & Management Costs				
Marketing/management	\$	\$	\$	\$
Operating	\$	\$	\$	\$
Taxes	\$	\$	\$	\$
Insurance	\$	\$	\$	\$
Other	\$	\$	\$	\$
TOTAL	\$	\$	\$	\$

CONSTRUCTION PROJECTS ONLY

Construction Procurement Guidelines for private non-profit construction projects.

All construction contracts in excess of \$2,000 will be subject to federal Davis-Bacon Wage Rates and Labor Standards provisions.

\$1 - \$10,000:

- Develop scope of work and project plans and specification
- Prepare a cost estimate;
- Sound businesses practices required; and
- Prevailing wages required (\$2,000 >)

\$10,000 - \$50,000:

- Develop scope of work and project plans and specifications
- Prepare a cost estimate;
- Solicit a minimum of three (3) written price quotations;
Projects are required to post a notice on the City of Lowell website, lowellma.gov; Local Newspaper; and at the Department of Planning and Development.
- Federal requirements for Davis-Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable;
- Federal requirements for Davis-Bacon Wage Rates (residential projects consisting of nine or more units and/or non-residential construction projects) and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable; and
- The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.
- Bond Requirement – 50% Payment Bonds;

\$50,000 - \$150,000:

- Develop scope of work and project plans and specifications
- Prepare a cost estimate;
- Sealed bids;
Projects are required to post a notice on the City of Lowell website, lowellma.gov; Local Newspaper; and at the Department of Planning and Development.
- Federal requirements for Davis -Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable;
- Federal requirements for Davis-Bacon Wage Rates (residential projects consisting of nine or more units and/or non-residential construction projects) and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable;
- Bond Requirement – 50% Payment Bonds;
- Bid Deposit Requirement – 5% of value of the total bid;
- The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.

\$150,000 +:

- Develop scope of work and project plans and specifications
- Prepare a cost estimate;
- Sealed Bids;
Projects are required to post a notice on the City of Lowell website, lowellma.gov; Local Newspaper; and at the Department of Planning and Development.
- Federal requirements for Davis -Bacon and Minority and Women Business Enterprise Participation (MBE/WBE) compliance will be applicable.
- Federal Section 3 & City of Lowell Minority Workforce requirements applicable for contracts over \$100,000.
- Bond Requirement: 100% Payment and Performance Bonds.
- Bid Deposit Requirement – 5% of value of the total bid or sub-bid;
- The lowest qualified bid representing the complete scope of work from a QUALIFIED CONTRACTOR will be considered.

THRESHOLD CERTIFICATION

In order for your application to be accepted, you must submit the following items to the Community Development team, **no later than 5:00 PM on Wednesday, December 1, 2021.**

- A completed RFP application sent as a PDF to Christopher Samaras csamaras@lowellma.gov and Betty Rawnsley-Erazo brawnsley@lowellma.gov with all questions completed.
- All required support documents must be sent with the completed RFP application by the submittal deadline.

The following attachments/certifications:

- IRS 501 (c) 3
- Current List of Board of Directors
- Organization's mission statement
- Certified Organization Audit/Financial Statements of most recent year
- Insurance Certificates- both Workers Comp & General Liability
- Copy of current filing of IRS 990

An Executed Statement of Applicant Form.

An Executed Signature Authorization Form.

Has the Signature Authorization Form been signed by an authorized officer of the Board (*President or Secretary*) as registered with the Secretary of Commonwealth, Corporations Division. (<http://corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx>)

I hereby confirm that this packet contains all materials required.

Signature of Authorized Signer

Printed Name

STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. That the City of Lowell may request or require changes in the information submitted, and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
4. That, if the project(s) is recommended and approved by the City Manager and City Council, the city reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
5. The City of Lowell reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.
7. That, if the project(s) is funded, the organization agrees to abide by the city's locally established policies and guidelines
8. That past program and financial performance will be considered in reviewing this application.
9. That services are to be provided at no cost to citizens during the grant period. All program income (i.e: fees, repayments, foreclosures, etc.) must be remitted to the city.
10. That, if the project(s) is funded, the city or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
11. That, if project(s) is funded, the city will perform an environmental review prior to the obligation of funds.
12. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the city.
13. That, if the project(s) is funded, the agency shall be required to provide a Certificate of Liability Insurance with the City of Lowell as additionally insured. Also, the agency shall provide evidence of Workers Compensation and Employee Liability insurance.

Statement of Applicant continued on following page.

14. That a project's funding does not guarantee its continuation in subsequent action plans.
15. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.
16. Agrees to abide by the City of Lowell's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.
17. Agency will participate in the local Homeless Management Information System (HMIS) and enter all recipients of services.
18. Agency is willing to have the Balance of State Continuum of Care – be a partner in any evaluation or monitoring of the program.
19. Agency will participate in the Continuum of Care's coordinated entry system.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above in its name on this _____ day of _____, 2021.

Name of Organization:

By: Signature of Authorized Signer

(Title)

CONFLICT OF INTEREST CERTIFICATION

The standards in 2 CFR Part 200.112, provide that no employee, officer, or agent shall participate in the selection, award, or administration of a contract supported by Federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFR 570.611 and HOME regulations at 24 CFR 92.356 provide that no person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient or subrecipient that are receiving CDBG or HOME funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted or HOME-assisted activity, or have any interest in any contract, subcontract, or agreement with respect thereto, or the proceeds there under, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A disclosure of the nature of any perceived or actual conflict must be made prior to the execution of agreements utilizing CDBG or HOME.

IF NO CONFLICT EXISTS, **COMPLETE THE FOLLOWING:**

- I certify that no conflict of interest exists between the City of Lowell and (name of organization)_____.
- I certify that no conflict of interest exists between the subcontractors of and (name of organization)_____.

IF A POTENTIAL CONFLICT EXISTS, **COMPLETE THE FOLLOWING:**

- I certify that a potential conflict of interest may exist between the City of Lowell and (name of organization)_____.
- I certify that a potential conflict of interest may exist between (name of subcontractor) _____ and (name of organization)_____.

Describe the nature of the conflict of interest below. Identify the individual, employment and the conflict or potential conflict, and their affiliation with your organization._____.

Signature of Authorized Agency Official

Date

Typed Name and Title

City of Lowell, MASSACHUSETTS TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. c. 62C, 49A, I/we certify under the penalties of perjury that, to the best of my knowledge and belief, I/we are in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Identification Number or SS# _____

Date _____

Name of Business/Organization _____

Street Address _____

City, State, Zip Code _____

Name of Company Officer (Printed) _____

Signature of Authorized Signer

City of Lowell, MASSACHUSETTS CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this bid or proposal as been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals.

Date _____

Name of Business/Organization _____

Street Address _____

City, State, Zip Code _____

Name of Company Officer (Printed) _____

Signature of Authorized Signer

SIGNATURE AUTHORIZATION FORM

The Board of Directors of _____ does hereby resolve that on _____ (), the Board reviewed the Application for Community Development Block Grant (CDBG) Funds to be submitted to the City of Lowell's Department of Planning and Development for funding consideration for the fiscal year 2022-2023 and in a proper motion and vote approved this application for submission.

The Board further certifies that the organization making this application has complied with all applicable laws and regulations pertaining to the application and is a non-profit organization, tax-exempt and incorporated in the State of Massachusetts.

_____(Name of organization requesting CDBG funds) hereby proposes to provide the services or project identified in the Scope of Services in accordance with this application for Community Development Block Grant (CDBG) Funds. If this application is approved and this organization receives CDBG funding from the City of Lowell, this organization agrees to adhere to all relevant Federal, State and local regulations and other assurances as required by the city. Furthermore, as the duly authorized representative of the organization, I certify that the organization is fully capable of fulfilling its obligation under this application as stated herein.

I further certify that this application and the information contained herein are true, correct and complete.

I also authorize the following person(s) to act as the Authorized Signer to this grant:

_____	_____
Name	Title
_____	_____
Name	Title

Clerk/Secretary/Treasurer of Board (or other Designated Authority)

_____	_____
Name	Title
_____	_____
Signature	Date

PENALTY FOR FALSE OR FRAUDULENT STATEMENT

U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.