

City of Gloucester

APPLICATION INFORMATION Program Year 2016 COMMUNITY DEVELOPMENT BLOCK GRANT

The City of Gloucester is accepting proposals for the use of Community Development Block Grant (CDBG) funds the city receives annually from the U.S. Department of Housing and Urban Development (HUD). **The City has not yet received confirmation from HUD on how much Gloucester will receive in Program Year 2016 (PY16) for eligible activities.** PY16 covers July 1, 2016 to June 30, 2017. Eligible project and program activities include public services, affordable housing, public facilities and economic development opportunities. Specific eligible uses and guidelines of CDBG funds are published in the Code of Federal Regulations Book 24 Part 570.

The City has identified the following priorities through the Five Year 2015-2019 Consolidated Plan:

- Affordable housing for low and moderate income residents;
- Provision of local economic opportunities;
- Provision of public facilities and infrastructure;
- Coordination and provision of public services to meet basic community needs;
- Accessibility of public facilities and infrastructure for people with disabilities.

Economic Opportunity

Support and increase the ability of low- and moderate-income residents to obtain and retain jobs. The City identified through the Five Year Consolidated Plan process high priorities in economic development as:

- Employment Development
- Job Training
- Job Creation or Retention
- Micro-enterprise Assistance (up to 5 employees)

Affordable Housing

Support assistance for low- and moderate-income individuals that prevents displacement, improves the quality of housing stock, maintains the affordability of existing housing, increases the supply of rental and owner-occupied housing, leverages private investment in affordable housing, and prevents homelessness. The City identified high priorities in affordable housing as:

- Single-Unit Residential Rehabilitation
- Multi-Unit Residential Rehabilitation

Public Services

Social services that provide assistance to improve the living environment for low- and moderate-income population and increased availability of support services are high priorities. These include:

- Youth Services
- Health Services
- Senior Services
- Rental Assistance
- Housing Counseling
- Food Banks
- Services for Battered and Abused Spouses

Public Facility Improvements

Support public facilities and infrastructure that provide assistance to improve the living environment for low and moderate-income population. The City identified, through the Five Year Consolidated Plan process, high priorities in public facilities as:

- Senior Centers
- Homeless Facilities
- Parks and Recreational Facilities
- Parking Facilities
- Street Improvements
- Sidewalk Improvements
- Public Housing Modifications

Funding Availability

Funds cannot be released until there is a fully executed contract or agreement. **Any costs incurred or work done prior to July 1, 2016, is NOT ELIGIBLE for CDBG funding.**

Evaluation Criteria

All proposals will be evaluated on the extent to which it addresses the City's priorities for the CDBG Program. Agencies that received CDBG funding in the past three (3) years will be evaluated on their administrative performance history. **Additionally, if your agency received PY 2015 CDBG funding and you are not current with your reporting and invoicing requirements, you will not be able to submit an application.**

All proposals must be for an eligible activity and meet a national objective (benefit to low- and moderate-income persons or neighborhoods, see attached income guidelines). Regulations are available upon request.

The criteria of the Program/Project will be evaluated by the City on the following basis:

- Need and Benefit;
 - Does the Program/Project meet a demonstrated, clearly defined, community need identified as a High Priority in the RFP?
 - Is the need supported by data?
 - Are the beneficiaries an appropriate target group in our community and does it include data to substantiate need?
 - If a service, is the service easily accessible and available to target beneficiaries?
 - Does the Program/Project meet a National Objective?
 - Are the goals of the Program/Project clearly defined?
- Management of the Organization;
 - If the agency received previous funding, did they have any funds rescinded? Did the agency fully comply with the city's CDBG management procedures?
 - Was the agency able to achieve the stated goals and outcomes?
 - Is the staff qualified and has the capacity to provide/complete this Program/Project?
 - Has the agency completed all required aspects of the application process and attended all information/public hearing sessions?

- Funding Appropriateness;

- Are the Program/Project administrative budgets reasonable?
 - Does the agency demonstrate long-term viability and financial stability?
 - Have they demonstrated the ability to maintain service(s) within three (3) year period without CDBG funding?
 - Is the amount of funds requested compared to the number of Gloucester residents served reasonable for the Program/Project?
 - Will the funds maintain an existing activity/service that is in jeopardy?
 - Do the funds supplant other funding?
 - Will the funds initiate a new Program/Project?
 - Does the agency actively seek out and obtain other funding sources for its Programs/Projects?
 - When appropriate, does the agency charge a fee and/or generate other revenues that may be used to support this Program/Project?
- Community Support and Collaboration;
 - Does the Program/Project have a substantial need and was it well-documented??
 - Does the agency collaborate(s) with other agencies beyond referrals?
 - Does the agency have a main or satellite office in Gloucester with reasonable hours? If not, how do they provide services to Gloucester residents?
 - Is the location of the Project/Program and the Program itself accessible to people with disabilities?
 - Performance Objectives;
 - Does the Program/Project provide a realistic and effective scope of services that produces specific, measurable outcomes?
 - Are the measures stated and realistic for our community?
 - Are the agency's goals realistic and achievable?
 - Are the objectives clear and measurable?
 - Is the timeframe to complete the objectives reasonable?

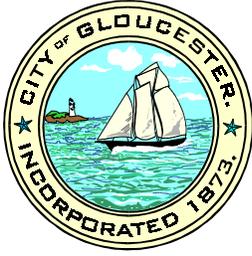
Additional Information

This information and the application that follows are available in languages other than English. For questions about obtaining the application in another language or questions concerning program requirements or the application process, contact Debbie Laurie, Senior Project Manager, 978-282-8004 or dlaurie@gloucester-ma.gov or Emily Freedman, Senior Project Manager, 978-282-8006 or efreedman@gloucester-ma.gov. A Public Hearing and pre-submittal informational meeting will be held at 5:00 p.m., on Thursday, February 4, 2016, at the Sawyer Free Library, 2 Dale Avenue, Gloucester, MA in the Friend Room to review submittal and reporting requirements. At this hearing, the public will be invited to present general comments about the allocation of the city's CDBG funds for the coming year. Following submittal of proposals, the city will conduct a public hearing on Thursday, March 3, 2016, at 5:00 p.m., at the Sawyer Free Library, 2 Dale Avenue, Gloucester, MA in the Friend Room. Applicants who have submitted proposals will make a brief presentation (5 minutes or less) about their program. Applicants are required to attend.

Review and Award Process

Funding proposals are due by 12:00 pm (noon), Thursday, February 25, 2016. Following the receipt of applications and the Public Hearing on March 3, 2016, proposals will be reviewed by the Community Development Department. Recommendations will be made to the Mayor for final approval. Correspondence notifying applicants with regard to funding will be on or about April 8, 2016.

PLEASE NOTE: No final awards will be made until the City's Annual Action Plan has been approved by the U.S. Department of Housing and Urban Development. The City will start to issue contracts at the start of the program year in July 2016.



**City of Gloucester
Program Year 2016
COMMUNITY DEVELOPMENT**

APPLICATION CHECKLIST

Proposals with incomplete or missing sections will not be eligible and will not be considered. Please take the time to complete this checklist to make sure that all of the necessary information is included in your application packet.

PROPOSALS ARE DUE by Thursday, February 25, 2016, by 12:00 pm

Deliver proposals to:

City of Gloucester
Community Development Department, Grants Division
3 Pond Road
Gloucester, MA 01930

One (1) original and four (4) copies of the submittal must include the following in the order listed:

- Proposal Checklist
- Signed Signature Page
- Application
- Annual Budget

Attach one (1) copy of the following:

- Articles of Incorporation (Office of Secretary of State)*
- Copy of Return of Organization Exempt From Income Tax (Form 990 for 501c3's)*
- Annual Report (Form PC from the Mass Office of the Attorney General - Division of Public Charities)
- Latest Financial Statements and Audit
- List of other funding sources for the period of July 2016-June 2017(Federal, State and Local).

*If you have already submitted these documents as part of a previously funded CDBG proposal you DO NOT need to re-submit these items.

APPLICATION SIGNATURE PAGE

Name and Title of Organization Administrator:

Name: _____ Phone: _____
Title: _____
Email: _____

Proposed Program Contact Person:

Name: _____ Phone: _____
Title: _____
Email: _____

Name and Title of Person authorized to sign financial invoices:

Name: _____ Phone: _____
Title: _____
Email: _____

On behalf of the applicant organization, I approve this submittal of the PY16 CDBG application to the City of Gloucester, Grants Division.

Signature: _____ Date: _____

Typed Name: _____ Title: _____

**Program Year 2016
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION**

If you are seeking CDBG funds for more than one program/project, please complete separate requests for **EACH** program/project that your organization proposes to undertake with CDBG assistance. If you are seeking CDBG funds for a public service program, a **program** may consist of one or more activities that benefit a certain group of people. *For example, a proposed "program" may be a senior program consisting of several activities such as blood pressure screening, walks, educational seminars, and line dancing. Another proposal could be for day care services for preschool children or arts and crafts for children between ages 6 and 10.*

1. APPLICANT: Official name of your organization (or name of public service provider).

FEDERAL TAX IDENTIFICATION #: _____

DUNs #: _____ (if you do not have one, see attached instructions)

Note: DUNS # is required in order to receive funding)

CONTACT PERSON/TITLE: _____

E-MAIL: _____

PHONE: _____

2. PROGRAM/PROJECT TITLE: Brief title or name of the program/project proposed for CDBG funding. For public service proposals, it is generally preferable to group together the activities that relate to the same clientele under one program. *For example, various events and activities benefiting elderly people may be called a "senior program".*

PROGRAM/PROJECT ADDRESS: _____

CITY: _____ ZIP CODE: _____

TELEPHONE: _____ FAX: _____

CLIENTS EXPECTED TO BE SERVED BY THE PROJECT (#): _____

LOW-INCOME CLIENTS EXPECTED TO BE SERVED BY THE PROJECT: _____

AMOUNT OF CDBG FUNDS REQUESTED: \$ _____

TOTAL COST OF THE PROGRAM/PROJECT: \$ _____

CURRENTLY RECEIVING CDBG FUNDS? [] YES [] NO

IF YES, HOW MUCH? \$ _____

3. ACTIVITY TYPE: To be eligible for CDBG funding, a project must qualify as an eligible activity under the CDBG Program. Check the category that applies to your project.

Public Services

Including but not limited to: senior, youth, health, childcare services

Public Facilities and Improvements

Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements (including neighborhood centers, homeless facilities, senior centers, recreational facilities, street and sidewalk improvements). Removal of material and architectural barriers that restrict the mobility and accessibility of people with disabilities to public facilities and improvements.

Property and Housing Activities

Acquisition and disposition of land or buildings, construction of housing, relocation assistance, homeownership assistance, administrative costs associated with tenant based rental assistance and environmental remediation.

Rehabilitation and Preservation

Rehabilitation of homes, public housing modernization, code enforcement, energy efficiency improvements, lead paint removal, historic preservation and removal of architectural barriers.

Economic Development

Activities that create or retain jobs, job training, financial support and technical assistance for the establishment, stabilization, and expansion of microenterprises.

4. PROGRAM/PROJECT BENEFIT:

Each program/project must meet one CDBG national objective, in order to be eligible for funding. Choose one of the two categories (A or B) that align with your program/project.

NOTES: Please see the attached table on HUD's current income limits

HUD presumes the following groups of people to be "low-income" abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS, and migrant farm workers; or

A. Benefit to low/moderate income persons (Check only one)

On AREA basis? (An activity, the benefits of which are available to all the residents in a particular area, where at least 51 percent of the residents are low and moderate income persons)

Provide SERVICES to low/moderate income persons.

Provide HOUSING to low/moderate income persons.

Provide JOBS to low/moderate income persons.

B. Prevention or elimination of slums and blight

5. PROGRAM/PROJECT DESCRIPTION:

Overview - clearly describe the proposed program/project: what the program/project is about (describe the activities under it), who it will serve, where the project will take place, how CDBG funds will be used, indicate when the project will start and be completed, including the duration and frequency (e.g. year-round or the months, number of weeks; hours per week).

Limit response to the space allotted on this page. Use bullets to remain concise.

Need Statement - Describe the nature and extent of the needs that your proposed program/project is seeking to address. Explain the source of your information (e.g. statistics, focus groups; surveys; studies; cost estimates). Attach any necessary documentation or data that is described in this section.

Limit response to the space allotted on this page.

Program/Project Goals - describe your proposed goal(s) and target clientele relative to the need you identified in the Need Statement. Make sure that your goal can be translated into a proposed Outcome (see below). *For example, if the **NEED** that you want to address is the low grades of at-risk grades 2 to 4 students, then your **GOAL** might be to improve the grades of those students.*
Limit response to the space allotted on this page.

Priorities- explain how this program/project furthers the City's goals and priorities, as found in the Gloucester's 2015-2019 Consolidated Plan.

Limit response to one paragraph.

6. INTENDED BENEFICIARIES: Please identify the primary beneficiaries of the program/project. **Check one.**

Limited Clientele

- ___ Low and moderate income community (Number:___)
- ___ Homeless: [] Individuals [] Families (Number:___)
- ___ Elderly [] Individuals [] Families (Number:___)
- ___ Frail Elderly [] Individuals [] Families (Number:___)
- ___ Youths in General (Number:___)
- ___ At-risk children and youths (Number:___)
- ___ Severe Mentally Illness (Number:___)
- ___ Persons with disabilities (Number___)
- ___ Developmentally Disabled (Number:___)
- ___ Persons with Alcohol/other Drug Addictions (Number:___)
- ___ Persons with HIV/AIDS (Number:___)
- ___ Victims of Domestic Violence (Number:___)
- ___ Veterans (Number:___)
- ___ Dually – diagnosed Persons (Number:___)

Area Benefit

- ___ Low-Moderate Income Area (Census Tract:_____ Block Group ___)

Total Beneficiaries

What is the total number of beneficiaries that this project will serve? _____

What percentage of the beneficiaries will be low- to moderate-income? _____%

What percentage of the beneficiaries will be Gloucester residents? _____%

Note that funded public service programs will be required to provide specific demographic, income and ethnicity data on beneficiaries served.

In one paragraph indicate data on number of persons eligible for this program/project.

7. PROGRAM/PROJECT SCHEDULE: Complete the table below outlining project milestones

Activity	Responsible Party	Target Date	Notes

8. PERSONNEL: List the personnel who will be involved in the program and their relevant qualifications.

9. PERFORMANCE MEASUREMENT: Follow each set of instructions to indicate a performance measure(s), inputs, outputs, outcomes, indicators and a methodology.

- a. **Performance Measures** - performance measures are used to evaluate the success of the program. These measures should reflect overall program goals and be quantifiable.

Example: if a goal of a youth mentoring program is to increase the percentage of students completing high school, a performance measure would track the student's success in remaining in school, rather than simply the number of youth participating in the mentoring program, the number of hours, etc.

List Performance Measures:

- a. **Inputs** - Indicate the major categories of resources that will be used to achieve the performance measure(s). Name your program as a single activity; that is the inputs do **not** have to be broken down by activity within your program.

Example: staff, contractors, facilities, material and supplies, etc.

List Inputs:

- c. **Outputs** - Describe and estimate the **unduplicated** number of participants or beneficiaries of the program (preferably specifying demographic characteristics, e.g., preschools; at-risk elementary students; seniors; racial groups). A participant is to be counted once whether they attend the program (or its many activities) once or several times during the contract year. It would also be helpful if you could indicate service units (e.g. 100 elderly persons participating an average of 20 times during the year on all senior activities are equal to 2,000 units of service to elderly persons). The outputs may be in terms of number of persons or households.

Examples: outputs may be 1,000 elderly people transported to their medical appointment; 300 unemployed persons from public housing receiving job counseling; 25 children age 12-15 participating in various recreational activities.

List Outputs:

- d. **Outcomes** - Describe the expected benefit(s) and outcome(s) from the program (and activities under it), based on the GOALS set. If appropriate, identify both short-term (outcomes that are measurable or observable to take place within a few months) and long-term outcomes (outcomes that are measurable or observable after at least one year).

Example: If the GOAL is to improve the grades of at-risk students grades 4 to 8, the SHORT-TERM OUTCOME may be defined in terms of increased number of homework assignments completed and submitted on-time and the LONG-TERM OUTCOME may be defined in terms of percentage of students whose grades by the final grading period is higher than their grades last year for comparable subjects.

List Outcome(s):

- e. **Methodology and Indicator** - Select an indicator (s) to measure an outcome(s) and your proposed methodology for collecting and processing the data. You will have to consider the feasibility and practicality of your overall methodology, given your budget, staff and operating constraints.

Example: For the Short-term Outcome above, you may decide to use as an INDICATOR, the percentage of homework assignments completed and submitted on-time. Your methodology may be to ask teachers for Math, English, and Area Studies to give you the total number of homework assignments given and completed and submitted by the participating student during the third grading period.

List Indicator(s) and Methodology:

10. PROGRAM/PROJECT SITE:

Relocation

Does project require temporary/permanent relocation or moving of occupants of a structure?

Yes No

If yes, please be aware that the project will be subject to the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA).

Accessibility for Persons with Disabilities

Federal regulations require that all facilities and/or services assisted with CDBG funds be accessible to persons with disabilities. This includes the accessibility of infrastructure (i.e. parking, building entrances, signage, bathrooms) and program accessibility (programmatic materials, website).

For Physical Improvement/Development Projects:

Will completed project meet ADA standards for accessibility?

Yes No

For Service Program (Direct Services):

Is facility in which program occurs and the program in compliance with ADA accessibility standards?

Yes No

If you responded “No” in A or B above, describe accessibility problems and method to address problems, including funding and timetable.

11. ORGANIZATION INFORMATION

Background – Include the length of time the agency has been in operation, date of incorporation, the agency's mission and type (public, private).

Limit response to two paragraphs.

Describe all services and programs offered.
Limit response to one page. Use bullets to remain concise.

Describe the agency's fiscal management including financial reporting, record keeping, accounting systems, payment procedures and audit requirements.

Limit response to two paragraphs.

12. PROGRAM/PROJECT BUDGET

Please complete either the non-construction budget or construction project budget in Attachment A.

- All programs which request assistance for personnel costs must also include the total salary of each staff person in the organization assigned to the proposed program and the proposed percentage of time to be allocated to the CDBG Program.

- Provide information regarding other funding sources that the organization has attempted to secure funding from relative to the proposed program/project.

- Please explain what other sources of funding will be used for this activity, as well as expected volunteer hours.

- Note: a project between the amounts of \$5,000.00 - \$24,999.000 requires quotes, state contracts or sole source; projects \$25,000.00 and over require sealed bids. Construction projects over \$2,000 are subject to Davis-Bacon Act federally prevailing wages.

ATTACHMENT A

PROGRAM/PROJECT BUDGET

Please provide a complete **project** budget that lists all proposed expenses and revenues. Include the status of revenues as committed or pending. Please fill in all categories that relate to the **proposed project or program, NOT the overall organization budget**. An incomplete project budget will result in rejection of the application. This is a sample; you may use your own format.

A. Non-Construction Projects/Activities

Category	Funding Request	Other Funding Sources (Revenues)	Amount	Total Budget
<i>Personnel:</i>				
Wages				
Fringe				
Taxes				
<i>Non-Personnel:</i>				
Rent/Mortgage				
Utilities				
Telephone				
Supplies				
Insurance				
Advertising				
Maintenance				
Other:				
Total				

B. Construction Projects (if applicable)

Category	Funding Request	Other Funding Sources (Revenues)	Amount	Total Budget
<i>Hard Costs:</i>				
Acquisition				
Demolition				
Relocation				
Construction				
Contingency				
Utilities				
Other (specify)				
Total				
<i>Soft Costs:</i>				
Architectural				
Engineering				
Fees (specify)				
Legal				
Construction Supervision				
Construction Financing Interest				
Insurance				
Environmental Assessment				
Other (specify)				
Total				

DATA UNIVERSAL NUMBER SYSTEM NUMBER (DUNS#)

A DUNS number is a nine-character identification number provided by the company Dun & Bradstreet (D&B). If your organization or business does not already have a DUNS number, you will need to be assigned one in order to complete Gloucester's CDBG application and receive funding. The process to request a DUNS number takes about 10 minutes and is free of charge. Call D&B at 866-705-5711 or for persons with a hearing impairment, the TTY number is 866-814-7818. You may also visit their website at: <http://www.dnb.com>.

Requests should be made immediately to ensure that your number is assigned prior to the application due date.

RULES AND RECORD KEEPING REQUIREMENTS

Successful applicants will be required to sign a contract with the City of Gloucester, which will state all requirements to be placed on the applicant. In general, be aware that the following will apply to all applicants:

1. Written records to justify all expenditures must be maintained for a period not less than five years after full amount of the grant is expended. Your records will be subject to review by the City and HUD.
2. You will be required to maintain the City's minimum insurance standards, to be evidenced with a copy of the policy provided to the City within 10 days of execution of the contract.
3. You must agree to administer the CDBG Program in accordance with 2 CFR Part 200, the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards (Uniform Guidance). For projects that are awarded over \$750,000 or more, this OMB Supercircular states you will have to comply with the provisions of 2 CFR Part 200 Subpart F-Audit Requirements. Your accountant should be familiar with these requirements.
4. You will be required to provide quarterly reports stating the total number of persons served, including their ethnic origin, and whether they are female heads of household. These figures are required by HUD to be reported.
5. You will be required to obtain written proof of income for each person or household whom you assist, unless your clients are abused children, battered spouses, elderly persons, handicapped persons, homeless persons, or illiterate persons, or if your activity qualifies as area-wide.
6. You must have a written policy in place designed to ensure that your facilities are free from the illegal use, possession, or distribution of drugs and alcohol.
7. If any income is derived from the activities funded by CDBG, that income must be reported and returned to the City of Gloucester.
8. In the event that HUD should determine that CDBG funds were improperly spent and that money should be reimbursed to the U.S. Treasury, your organization will be responsible for the reimbursement.

HUD CURRENT INCOME GUIDELINES 2015
Median Family Income \$98,500

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Extremely Low (30%)	\$20,700	\$23,650	\$26,600	\$29,550	\$31,950	\$34,300	\$36,730	\$40,890
Very Low (50%)	\$34,500	\$39,400	\$44,350	\$49,250	\$53,200	\$57,150	\$61,100	\$65,050
Low (80%)	\$48,800	\$55,800	\$62,750	\$69,700	\$75,300	\$80,900	\$86,450	\$92,050

**Your Household Adjusted Gross Income must fall below the HUD Income Guidelines for eligibility in programs.
Adjusted Gross Income is found on your Federal Income Tax Form #1040**