



City of Lynn

Youth Assistance Grant

Fiscal Year 2018

INSTRUCTIONS PACKET

Community Development
Lynn City Hall, Room 305
Lynn, Massachusetts 01901



February 2018



Office of Community Development

City of Lynn, Massachusetts

Thomas M. McGee
Mayor

James M. Marsh
Director

Dear Youth Group:

Thank you for your support and dedication to the youth of Lynn!

The City of Lynn Community Development (CD) is now inviting submissions for its **FY18 Youth Assistance Grant**, funded through the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) Program. CD has provided assistance to youth for 44 years and believes that investing in the youth of Lynn will help give them the power, strategies and skills to learn and grow into confident and respectful young adults residing in our community.

Enclosed are the instructions that will enable you to complete and submit a FY18 Youth Assistance Grant Application. If you need further assistance, please feel free to contact Allison Perry at aperry@lynnma.gov or 781-586-6763.

Thank you for your continued support in Lynn's youth!

James M. Marsh
Director

Enclosure

City Hall, Room 311 - Lynn, MA 01901

Phone: 781-586-6770

fax: 781-477-7026

web: www.cityoflynnocd.net

Instructions for completing and submitting the FY18 Youth Assistance Grant Application

****It is recommended that all applications be completed online and submitted via the “SUBMIT by EMAIL” box on the last page of the application. ****

Online applications have Required Fields (in red boxes) that require the applicant to complete the application in its entirety without missed fields. (Red Boxes become visible when an applicant attempts to submit an incomplete application.) Online applications are also submitted typed and therefore easier to read.

IMPORTANT: Once the “SUBMIT by EMAIL” button has been clicked, your email window will open with the FY18 Youth Application as an attachment. Before hitting “Send,” please insert your Board of Directors as an additional attachment.

In accordance with HUD regulations, Youth Assistance Grant applicants are required to:

1. Complete the attached Request for Assistance Application – FY18.

Complete Section I – Specifications – Pages 1-2. Be sure to include additional funding sources. This list should include income received from memberships, private and public contributions, fundraising activities, dues and/or registration fees. The Chief Officer signs page 2 (online signatures accepted). Be sure to attach a Board of Directors list.

2. Complete the Proposal Proper.

Complete Section II - Proposal Proper – Pages 3-4. Include a descriptive narrative of the program as well as of the activity including: number of children serviced, area of activity, low/mod income eligibility, time period of activity, why the proposed services are needed in Lynn, and a description of services already provided and how proposed funding would complement, extend or impact these services.

3. Complete the Activity Budget.

Complete Section III – Activity Budget – Page 5, listing equipment items or service expenses as closely as possible to exact price.

4. Complete and Sign the attached Clerk’s Certificate.

The clerk’s signature is required on this form on Page 6, as well as the Chief Officer’s signature. The Chief Officer’s signature should be the same as on page 2 (online signatures accepted).

5. Complete the attached Data Collection Form.

HUD guidelines mandate that all CDBG funds be allocated to principally benefit persons of low and moderate income. The Data Collection Form on Page 7 provides race and income data on the participants serviced by the applicant's program. This form must be completed in its entirety and submitted with the proposal application. CD will review each application to determine if the proposed activity principally benefits low and moderate income persons.

(Rosters are no longer required. All applicants should maintain rosters on file which reflect the total number of participants submitted on the Data Collection Form. If HUD requests an audit of the youth

groups, all rosters would then be required and subjected to review by CD and/or HUD officials as part of the monitoring process.)

6. Submit the application by the deadline.

The deadline for submitting all Youth Assistance Grant Applications is:

Tuesday, January 30, 2018 at 8:00 PM
Community Development, Lynn City Hall Room 305

It is recommended that applications be submitted to Room 305 via the “SUBMIT by EMAIL” button on the application. Applications will also be accepted via mail, email (aperry@lynnma.gov) or hand delivery. All youth groups will receive a Receipt, either in person or via email.

All applications submitted after the deadline will be marked late for the Citizens Advisory Board (CAB). The CAB will determine funding for all youth groups and factor late applications with a determination of level funding, decreased funding or no funding.

7. Attend the Allocation of Funds Meeting.

A representative from your organization/agency must attend this meeting scheduled for:

Tuesday, February 27, 2018, at 6:00 PM
Lynn Housing Authority & Neighborhood Development
Community Room, 10 Church Street

Applicants will be required to present their request before the Citizens Advisory Board. A maximum of three minutes is allowed for presentations per group.

INSTRUCTIONS
for completing
DATA COLLECTION FORMS

Each applicant is required to provide the information requested on the attached Data Collection Form for all LYNN participants that were serviced in the program during the most recently completed program year. (Do NOT include participants who live outside of LYNN.)

Example: If your organization/agency is requesting funding for a youth program that operates year round, then you should provide information for every individual that participated in this program during the most recently completed Fiscal Year (July 1, 2015 - June 30, 2016).

Data Collection Form Components

- Program** - Enter the name of the program for which funding is requested
- Name & Title** - The name and title of the individual completing this form must be listed here
- Date** - Enter the date that the form was completed
- Racial Status** - Calculate the total number of each racial category
- Income Status** - Calculate the total number of each income category using the income guidelines

INCOME GUIDELINES

| HOUSEHOLD SIZE | 1 Person | 2 Persons | 3 Persons | 4 Persons | 5 Persons | 6 Persons | 7 Persons | 8 Persons |
|----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|-----------------------|------------------------|
| Extremely Low Income | 0- \$21,700 | 0- \$24,800 | 0- \$27,900 | 0- \$31,000 | 0- \$33,500 | 0- \$36,000 | 0- \$38,450 | 0- \$41,320 |
| Low Income | \$21,701- \$36,200 | \$24,801- \$41,400 | \$27,901- \$46,550 | \$31,001- \$51,700 | \$33,501- \$55,850 | \$36,001- \$60,000 | \$38,451- \$64,150 | \$41,321- \$68,250 |
| Moderate Income | \$36,201- \$54,750 | \$41,401- \$62,550 | \$46,551- \$70,350 | \$51,701- \$78,150 | \$55,851- \$84,450 | \$60,001- \$90,700 | \$64,151- \$96,950 | \$68,251- \$103,200 |
| High Income | \$54,751+ | \$62,551+ | \$70,351+ | \$78,151+ | \$84,451+ | \$90,701+ | \$96,951+ | \$103,201+ |

Applicants must contact parent(s) of program participants to establish the household size and the total household income. Once this is determined, applicants can determine income status by using the above Income Guidelines. An easy way to obtain this information is to include the Income Grid on your registration application or intake form.

Example: *Applicant notifies the parent(s) of Jane Smith and determines that the household size is two and the total family income is \$25,500. Applicant would place a count that individual as "low" income.*

PLEASE NOTE: In order to comply with the Department of Housing and Urban Development regulations, Lynn CD reserves the right to review support documentation regarding income status of program participants.

Upon award of the Youth Assistance Grant

A contract and purchase order will be sent directly to the youth group, who will have the sole responsibility of ordering, delivery and payment of invoices for equipment, supplies and services listed in the application. There will be no contractual agreement between the City of Lynn, CD and vendors supplying equipment or services to the youth group.

When/if awarded you will need to:

1. Sign a Youth Assistance Agreement.

CD will prepare “Youth Assistance Agreements” to be signed by recipients of Youth Assistance funds, complying with the following items:

- | | |
|---|-------------------------------|
| 1. Statement of service to be provided | 5. Program income |
| 2. Time schedule and budget | 6. Inventory control |
| 3. Record and reporting requirements | 7. Reversion of assets |
| 4. Conditions for religious organizations | 8. Other program requirements |

Non-compliance with these HUD requirements may result in suspension of funding.

2. Submit invoices with an Invoice Form.

Along with the Youth Assistance Agreement, all recipients will also receive Invoice Forms. Youth groups must submit invoices with the Invoice Form to CD consisting of a list of vendors, invoice dates and amounts. Original detailed invoices from the vendor must be attached to the form. All invoices submitted must reflect equipment, supplies and/or services as identified in the application. All invoices submitted for payment must be received by CD by the 20th of the month for payment at the end of the following month.

Use this Checklist as a guide to complete the Youth Assistance Grant Application.

(This checklist, along with the entire “Instructions Packet,” does not need to be submitted with the application)

Section I – Specifications - Pages 1-2

Is list of Officers/Directors attached?

Signature on Page 2

Section II Proposal Proper - Pages 3-4

Section III Activity Budget- Page 5

Signed Clerk’s Certificate - Page 6

Completed Data Collection Form- Page 7

Important Dates:

**Tuesday, January 30, 2018 - 8:00 PM – Deadline to submit Application
Community Development, Lynn City Hall Room 305**

**Tuesday, February 27, 2018 - 6:00 PM – Allocation of Funds Meeting
Lynn Housing Authority & Neighborhood Development
Community Room, 10 Church Street**

If you have any questions completing the Youth Assistance Grant Application, please contact Allison Perry at aperry@lynnma.gov or at 781-586-6763.

“We cannot always build the future for our youth, but we can build our youth for the future.”

~ Franklin D. Roosevelt