



Department of Housing & Urban Development Entitlement Grants



Instructions *for* CDBG & ESG Grant Applications Fiscal Year 2024



Community Development
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TABLE OF CONTENTS

Introduction	1
Information from HUD	3
Proposal Guidelines	5
Appendix	
Proposal Ranking Criteria	9
Data Collection Form	10
Payment Request Form	11
How to Obtain a Unique Entity ID	12

Introduction

49th ANNUAL PUBLIC HEARING *for* **Entitlement Grant Activities** **CDBG & ESG - FISCAL YEAR 2024**

The Department of Community Development (CD) has prepared the following *Entitlement Application* for Entitlement Grant Activities. The purpose of the application requirements is not simply to comply with Federal regulations, but also to improve all subrecipients' performance in delivering services to the Lynn community. This information will allow CD to improve the selection process, training, managing, monitoring and support of its Entitlement Grant subrecipients. By initiating a more extensive pre-award assessment of potential subrecipients, CD may reduce the risk of future major problems and increase the chances of success.

WHO ARE SUBRECIPIENTS?

Subrecipients (sometimes referred to as "subgrantees") are entities that are **provided** Entitlement Grant funds by a grantee **for their use** in carrying out agreed-upon, eligible activities. There are three basic kinds of subrecipients:

Governmental Agencies

Governmental agencies are public agencies, commissions, or authorities that are **independent** of the grantee's government (for example, a public housing authority or a park district). Grantee public agencies undertaking Entitlement Grant assisted activities are subject to the same requirements as are applicable to subrecipients (§570.501(a)).

Private Non-profits

Private non-profits are usually, but not always, corporations, associations, agencies, or faith-based organizations with non-profit status under the Internal Revenue Code (Section 501(c)(3)), usually with a board of directors and an executive director in charge of daily administration. Examples of private non-profits include private social services agencies (such as those providing job training or counseling, or day care providers), community development corporations, faith-based housing development groups, and operators of homeless shelters.

Private For-profits

A limited number of *private, for-profit entities* can qualify as subrecipients when facilitating economic development by assisting microenterprises under the provisions of 24 CFR 570.201(o).

CBDOs

Community Based Development Organizations (CBDOs) authorized under §570.204 to carry out special activities such as economic development or new housing construction are not subrecipients unless so designated by the grantee.

Important Dates

	DATE
Proposal Application Available http://www.cityoflynnoecd.net/index.shtml	November 14, 2022 Monday at 8:30 am
Q&A Session Question and answer session to assist groups completing the Proposal Application Lynn City Hall Room 302	November 29, 2022 Tuesday 6:30 pm - 7:30 pm
Proposal Application Deadline cdapplications@lynnma.gov	January 6, 2023 Friday at 12:30 pm
Public Hearing #1 Citizens Advisory Board For all agencies who serve <u>NON-YOUTH</u> Lynn Housing Authority & Neighborhood Development 10 Church Street	February 7, 2023 Tuesday at 6:00 pm
Public Hearing #2 Citizens Advisory Board For all agencies who serve <u>YOUTH</u> Lynn City Hall Room 302	February 14, 2023 Tuesday at 6:00 pm
Public Hearing with City Council Lynn City Council Chambers (attendance not required)	May 9, 2023 Tuesday at 6:00 pm <i>(tentative)</i>

Important Reminders

- ▶ The Entitlement Grant Application must be completed on the City of Lynn Entitlement Grant Application Form and submitted electronically to cdapplications@lynnma.gov. Any other format submitted to this office will be returned.
- ▶ Incomplete and/or late applications may not be considered and/or awarded and/or contracted.
- ▶ Applicants submitting multiple activity applications must submit each activity as a separate application.

If you need assistance in completing your proposal, please feel free to contact any of the CD personnel listed below:

Shirley Kelley	781-586-6762
Allison Perry	781-586-6763

Information from the Department of Housing & Urban Development (HUD)

Entitlement Grants

1. Community Development Block Grant (CDBG)

The CDBG program provides annual grants on a formula basis to entitled cities and counties to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons. The program is authorized under Title 1 of the Housing and Community Development Act of 1974, Public Law 93-383, as amended; 42 U.S.C.-5301 et seq.

HUD awards grants to entitlement community grantees to carry out a wide range of community development activities directed toward revitalizing neighborhoods, economic development, and providing improved community facilities and services.

Entitlement communities develop their own programs and funding priorities. However, grantees must give maximum feasible priority to activities which benefit low- and moderate-income persons. A grantee may also carry out activities which aid in the prevention or elimination of slums or blight. Additionally, grantees may fund activities when the grantee certifies that the activities meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. CDBG funds may not be used for activities which do not meet these broad national objectives.

CDBG funds may be used for activities which include, but are not limited to:

- acquisition of real property;
- relocation and demolition;
- rehabilitation of residential and non-residential structures;
- construction of public facilities and improvements, such as water and sewer facilities, streets, neighborhood centers, and the conversion of school buildings for eligible purposes;
- public services, within certain limits; must serve at least 51% low/moderate income persons
- activities relating to energy conservation and renewable energy resources; and
- provision of assistance to profit-motivated businesses to carry out economic development and job creation/retention activities.

Each activity must meet one of the following national objectives for the program:

- benefit low- and moderate-income persons (at least 51%)
- prevention or elimination of slums or blight
- address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

Generally, the following types of activities are ineligible:

- acquisition, construction, or reconstruction of buildings for the general conduct of government;
- political activities;
- certain income payments; and
- construction of new housing by units of general local government.

2. Emergency Solutions Grant (ESG) Program

The Emergency Solutions Grants program provides funding for street outreach activities for **unsheltered** homeless persons including engagement of clients, case management, emergency health and mental health care, services for special populations and transportation. It also provides funding for **sheltered** homeless persons for case management, child care, educational services, employment assistance/training, outpatient health services, legal services, life skills training, mental health services, services for special populations, substance abuse treatment, and transportation. Additional eligible ESG activities include rehabilitation or remodeling of a building used as a shelter, operations and maintenance of the facility, homelessness prevention, and grant administration.

ESG funds may also be used for homelessness prevention and rapid re-housing activities. These include financial assistance to individuals for rent, rent application fees, security and/or utility deposits, moving costs, and utility payments. Services funded under these categories may include housing search/placement, housing stability case management, mediation and legal aid, and credit repair/budgeting/money management.

Grantees, which are state governments, large cities, urban counties, and U.S. territories, receive ESG grants and make these funds available to eligible recipients, which can be either local government agencies or private nonprofit organizations. The recipient agencies and organizations, which actually run the homeless assistance projects, apply for ESG funds to the governmental grantee, and not directly to HUD. Feel free to view all CPD formula grants, including the ESG grant, or contact your local field office for further assistance.

ESG funds are available Grantees, except for state governments, must match ESG grant funds dollar for dollar with their own locally generated amounts. These local amounts can come from the grantee or recipient agency or organization; other federal, state and local grants; and from "in-kind" contributions such as the value of a donated building, supplies and equipment, new staff services, and volunteer time.

Proposal Guidelines

Note: CD and the Mayor's Office have implemented a temporary policy to not fund capital improvement projects and non-residential building renovation activities. Low interest loan funding for these types of activities may be applied for through the Economic Development Industrial Corporation (EDIC), which is located at Lynn City Hall and is open during normal city hall business hours.

Your proposal MUST contain all the information listed below to be considered for funding.

I. PROPOSAL SUMMARY FORM

1. Name of Organization
2. Name of Activity
3. Type of Activity
4. Address & Zip Code
5. Address of Activity Site
6. Telephone Number & Email Address
7. Contact Person & Title
8. Person Signing Subrecipient Agreement (Contract)
9. Email of Person Signing Subrecipient Agreement (Contract)
10. Tax Identification Number & UEI Number
See the attached instructions on how to obtain a UEI Number.
11. Brief Description of Proposed Activity
12. Time Frame of Activity
- 12a. Number of Lynn Residents Expected to Serve
- 12b. Number of Low and Moderate-Income Lynn Residents Expected to Serve
- 12c. Percentage of Low/Mod. Income Lynn Residents Expected to Served
- 12d. Number of Lynn Businesses Expected to Serve (*Ec. Dev. only*)
- 12e. Number of Low and Moderate-Income Lynn Businesses Expected to Serve (*Ec. Dev. only*)
- 12f. Percentage of Low/Mod. Income Lynn Businesses Expected to Serve (*Ec. Dev. only*)
- 12g. Job creation/retention details (*Ec. Dev. only*)
13. Type of Funding Requested
14. Amount of Funding Requested
15. List of Additional Funding Sources with Amounts for Proposed Activity
16. Total Additional Funding Sources for Proposed Activity
17. Grand Total Amount of Funding for Proposed Activity

II. PROJECT SUMMARY

1. Need/Problem to be addressed
2. Population and area served
3. Description of work
4. Identification of Clients
Provide an estimate of the number of clients to be served and describe them in terms of age, gender, ethnicity, income level, and any other defining characteristics.
5. Description of Site
Provide a description of the location at which the activity will be carried out
6. Coordination with other community agencies

III. PROJECT BUDGET

1. Line Item Budget Form – Service Projects (page 5 of application)
If awarded, this budget will be included in all applicable agreements/contracts. Reimbursement requests must align with this request.

IV. SUPPLEMENTAL BUDGET

1. Volunteer and donated goods and services
2. Unusual budget expenditures
3. Reasonable program costs

V. AGENCY INFORMATION

1. Background/Program Experience – **This MUST be a detailed description.**
Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).
2. Personnel/Staff Capacity – **This MUST be a detailed description.**
Describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.
3. Financial Capacity – **This MUST be a detailed description.**
Describe the agency's current operating budget, itemizing revenues and expenses. Identify commitments for ongoing funding. Describe the agency's fiscal management, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.
4. Program Performance – **This MUST be a detailed description.**
Describe how you will track progress in implementing the program. What are the goals and objectives of this activity? Who will be responsible for tracking progress?

VI. STANDARD DOCUMENTATIONS - Section VI must be included as attachments.

PRIOR YEAR'S SUBMISSIONS ARE NOT ACCEPTABLE.

You must submit all of the documents below even if you have submitted in prior years.

PLEASE NOTE: If awarded, any Standard Documentation not submitted with the Entitlement Application will result in a delay in contracting until the documentation is submitted to this office.

1. Articles of Incorporation
Articles of incorporation are the documents recognized by the State as formally establishing a private corporation, business or agency.
2. Organization By-Laws
An agency's bylaws are a legal document setting forth key rules and regulations governing the agency's day-to-day operations. By articulating the procedures management must follow, these rules help ensure an agency runs smoothly, efficiently, and consistently
3. 501 (c)(3) Letter of Determination Status (status must be active)
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.
4. SAM.gov Active Registration confirmation of UEI #
Attach printout showing dates and UEI #
5. List of the Board of Directors
A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member and must identify the principal officers of the governing body.
PLEASE NOTE: This list should agree with other listings such as the Secretary of State and Mass Certificate of Good Standing
6. Listing of Officers/Directors with Secretary of State
<https://www.sec.state.ma.us/cor/coridx.htm>
7. Mass Certificate of Good Standing
<https://www.sec.state.ma.us/cor/coridx.htm>
8. Signature Authorization Form
Signature Authorization Form (page 8) must be completed and signed by the Designated Authority (Clerk/Secretary/Treasurer) authorizing the submittal of the funding request, as well as documenting the representative of the agency who will be the Authorized Signer of the Subrecipient Agreement/Contract of this grant.
9. Organizational Chart or Listing of Organization Members Hierarchy
An organizational chart must be provided that describes the agency's administrative framework and staff positions, indicates where the proposed project will fit into the organizational structure, and identifies any staff positions of shared responsibility.
10. Resume or Biography of the Chief Program Administrator
This is the individual who oversees the operation of the program.

11. Resume or Biography of the Chief Fiscal Officer

This is the person who is responsible for the finances of the program.

12. Audit

Only required if your agency expends \$750,000 or more in federal funds.

If the applicant expends \$750,000 or more in federal funds in their fiscal year, a single or program-specific audit must be conducted for that year in accordance with the provisions of 2 CFR §200.501, and a copy of such audit must be provided to the Lynn Department of Community Development.

Agencies requesting \$750,000 or more must choose one of the three ways of meeting this requirement and state which method they chose:

- ▶ If your agency already conducts audits of all its funding sources including Entitlement Grant funding, the agency must submit a copy of its most recent audit, and may, at its discretion, include the Entitlement Grant portion of the audit cost in its Entitlement Grant project budget.
- ▶ If your agency already conducts audits of its other funding sources but has neither received nor included Entitlement Grant funding in the past, the scope of the audit would be modified to incorporate Entitlement Grant audit requirements. The associated cost of the augmentation could then be included in the Entitlement Grant project budget, accompanied by the auditor's written cost estimate.
- ▶ If your agency does not have a current audit process in place, your agency will be required to include a 10-percent set aside in the Entitlement Grant project for the provision of an audit.

13. Financial Statement

Financial statements prepared and audited by a CPA (only if not qualified for 2 CFR Part 200, Subpart F), or Profit and Loss Statement for most recently completed fiscal year

14. IRS 990 Filing – Most Recent

15. Insurance Binder

Typically, 1-2-page binder or certificate. The entire policy is not required.

The applicant must carry property damage and liability insurance in such reasonable amounts and in such form as is acceptable to the City.

PLEASE NOTE: If awarded, the City of Lynn is to be listed as a loss payee or additional insurer on your Insurance Binder. A copy of your updated Insurance Binder will be required with the signed contract.

16. Workmen's Compensation Insurance Binder

Typically, 1-2-pages provided by your insurance company.

The applicant must secure at its own expense all personnel necessary for the satisfactory performance and completion of the work or services to be provided. The applicant agrees that required Workman's Compensation Insurance as evidenced by insurance certificates will cover all of its employees.

17. Current policies and procedures for the proposed activity. **Only required for Economic Development activities.**



APPENDIX

PROPOSAL RANKING CRITERIA

Each proposal will be evaluated by members of the Citizens Advisory Board using the following proposal ranking criteria:

CRITERIA 1

The extent to which the activity or service benefits low & moderate-income (l/m) persons

Description

The Department of Housing and Urban Development (HUD) requires that the majority of Community Development Block Grant (CDBG) funds be expended on behalf of low and moderate-income persons. For public service activities this is determined by an agency's submission of family income/size data for all clients. HUD requires that any public service agency that receives CDBG funds must serve no less than 51% low and moderate-income persons. **Any public service agency that serves less than 51% low and moderate-income persons cannot receive CDBG funding.**

CRITERIA 2

The amount of supplemental/leverage funding for the activity or service

Description

HUD encourages the use of CDBG funding to the extent that it can leverage other funding sources (other private/public) for a particular activity. Consideration should be given to agency activities that use CDBG funding to leverage other funds.

CRITERIA 3

Experience in offering proposed activity or service

Description

While the length of time that an agency offers a particular activity to the community does not necessarily guarantee that the service is most effective, it is one indicator that the agency has the experience to offer a quality service to the community.

CRITERIA 4 - PRESENTATION

Attendance/presentation at the Citizens Advisory Board Public Hearing is required

CAB members should evaluate each organization's explanation of their program and how well any questions were answered. Organizations that do not attend the Public Hearing should be ranked a "0."

CRITERIA 5

The overall completeness of the proposal

Description

The proposals should be evaluated on the extent to which all the required items are complete and understandable. Support documentation should also be reviewed on the same basis. CAB members may want to consider which a particular service represents a duplication of services.

DATA COLLECTION

- All Public Service recipients of Entitlement Grant funds will have to complete a Data Collection Form (DCF) for all Lynn clients served within the fiscal year. Sample form below.
- Do not include non-Lynn residents on the DCF.
- The DCF may be completed quarterly, monthly or annually.

PLEASE NOTE: Data Collection for Economic Development and other activities will also be required. This will include demographic and income information. Forms and reporting methods will be reviewed and made part of agreements.

DATA COLLECTION FORM

Program: _____

Contact Person: _____

	Total # Race	Of the total # of each race, how many are Hispanic?	Total # Hispanic
White		→	
Black/African American		→	
Asian		→	
American Indian/Alaskan Native		→	
Native Hawaiian/Other Pacific Islander		→	
American Indian/Alaskan Native & White		→	
Asian & White		→	
Black/ African American & White		→	
Am. Indian/Alaskan Native & Black/African Am.		→	
Other Multi-Racial		→	
Total:		→	

Extremely Low Income	
Low Income	
Mod. Income	
Non-Low/Mod. Income	
Total:	

TOTALS in red should be the same number. Each Lynn client should be counted only ONCE during the year.

HOUSEHOLD SIZE	1 Person	2 Persons	3 Persons	4 Persons	5 Persons	6 Persons	7 Persons	8 Persons
Extremely Low Income	\$0 \$29,450	\$0 \$33,650	\$0 \$37,850	\$0 \$42,050	\$0 \$45,450	\$0 \$48,800	\$0 \$52,150	\$0 \$55,550
Low Income	\$29,451- \$49,100	\$33,651- \$56,100	\$37,851- \$63,100	\$42,051- \$70,100	\$45,451- \$75,750	\$48,801- \$81,350	\$52,151- \$86,950	\$55,551- \$92,550
Moderate Income	\$49,101- \$78,300	\$56,101- \$89,500	\$63,101- \$100,700	\$70,101- \$111,850	\$75,751- \$120,800	\$81,351- \$129,750	\$86,951- \$138,700	\$92,551- \$147,650
High Income	\$73,301+	\$89,501+	\$100,701+	\$111,851+	\$120,801+	\$129,751+	\$138,701+	\$147,651+

City of Lynn Department of Community Development Payment Request Form

Payee Section – to be completed for/by organization requesting payment. Attach invoices, supporting documents, & payment request letter.

Agency Name:

Date:

Subrecipient Contractor Other:

Amount Requested: \$

Contract Dates/Term: / /20 to / /20

Project Name:

Funding Year:

Agreement #:

Project #:

PO#:

(LHAND, LHADG, & AHAL Only)

Description of Reimbursement Request:

Description of invoices, vendor name, amount, date of the invoice, description of services must be added. If the invoices exceed the amount requested please provide an explanation.

Prepared By: _____ Date: _____

Title: _____

CD Office – to be completed by CD staff reviewing request

Date Invoice Received:

IDIS #:

Funding Source(s):

Funded Amount (in IDIS): \$

Invoices Attached Activity within contract time frame Invoices represent contracted scope of services

Request/Invoices Reviewed & Submitted by CD Staff: _____ Date: _____

Comments:

CD Office – to be completed by CD finance staff processing payment

Request/Invoices Approved & Processed by CD Finance Staff: _____ Date: _____

Comments:



Transitioning to the New Unique Entity ID (SAM)

The Unique Entity ID is here! This is what you need to know.

On April 4, 2022
Government awards will be completed and reported using the Unique Entity ID (SAM)

- Unique Entity ID (SAM) is authoritative
- DUNS Number is not available

Overview of Changes

Beginning April 4, 2022, the Unique Entity ID from SAM.gov is the authoritative identifier for those doing business with the federal government. The DUNS

Number is no longer valid for federal award identification.

All of the Integrated Award Environment (IAE) systems—SAM.gov, eSRS, FSRS, FPDS, FAPIIS, and CPARS—are now only using the Unique Entity ID to identify entities.

The Unique Entity ID is generated in SAM.gov. **If you are registered in SAM.gov (active or not), you already have a Unique Entity ID.** It is viewable at SAM.gov.



Select above to get more help

Tips

- Don't have a Unique Entity ID yet? [Here's how to get one](#)
- Any DUNS Number fields in SAM.gov [APIs and extracts](#) will be empty.
- If you haven't already, replace DUNS Number fields with Unique Entity ID fields in your [saved searches](#) and [contract data ad hoc reports](#)

What Should I Keep in Mind?

Non-Federal Users:

- The next time you need to update your entity information or renew your entity registration, go to your SAM.gov workspace to [validate your entity information](#). Learn how [here](#).
- Entities who are prime awardees reporting on sub-awardees in FSRS should use the sub-awardee's Unique Entity ID. [You can search SAM.gov](#) for another entity's information.
- Those who are new to SAM.gov can register their entity or just get a Unique Entity ID by signing in to [SAM.gov](#) and selecting "Get Started." If you want to bid directly on contracts or grants from the federal government, choose "Register Entity." If you are a sub-awardee who just needs a Unique Entity ID for subaward reporting, choose "Get Unique Entity ID."

Federal Awarding Officials:

- [To search for an entity](#) in SAM.gov, you can use the entity's legal business name, CAGE code, or Unique Entity ID. You can no longer use the DUNS Number to search entities or exclusions.

