

Planning & Sustainability - City of Northampton

resilience | regeneration | design | conservation | placemaking | mobility | accessibility | community development | historic | zoning | GIS | agriculture

2021-2022 Application for Community Development Block Grant Funds Public Services and Economic Development to Benefit Low and Moderate Areas or Individuals and Households

Applications are due at 4:30 on Friday February 26, 2021

- Applications need to be entirely complete for consideration. Only use space provided in text boxes. Do not go over provided space allowance.
- One paper copy is **required** with all attachment (do NOT bind together) **and**
- One electronic copy **is required** to kbenoit@NorthamptonMA.gov
- Questions: Keith Benoit, Community and Development Planner kbenoit@NorthamptonMA.gov

Applicant Agency: _____ Application Date: _____

Agency address: _____

Federal Tax Identification #: _____

Agency's DUNS # (required): _____ Program DUNS # (if different): _____

Location of Project: _____ Census Tract # (note if citywide): _____

	Name	Title	Phone	email
Project contact				
Agency contact				

National Objective: To be eligible, a minimum of 50% of residents in an area being served, or of individuals and households being served must be low and moderate income (L/M). Projects are unlikely to be funded, however, unless the benefit is overwhelming for L/M. Projects must also:

--Benefit a specific group of people (rather than all in an area), at least 51% of whom are Low and Moderate income persons or presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, and illiterate persons. **All public services are L/M limited clientele.** Economic development creates or retains Low and Moderate Jobs, at least 51% of which are taken by L/M income persons or considered to be available to L/M income persons (e.g., business loans for new business or expansion. Micro-Enterprise Assistance assists in the establishment of a microenterprise or assists persons developing a microenterprise (having five or fewer employees, one or more of whom owns the business), benefiting L/M persons or jobs.



Request for CDBG Funds

Type of project (i.e., public service or economic development): _____

CDBG Funds requested: _____ Check if New CDBG project:

Sources and amounts of matching funds (if any): _____

Provide a detailed description of the proposed project:

1. How your project meets the HUD national objective(s), HUD eligibility and community needs identified in the City’s Consolidated Plan at <http://www.northamptonma.gov/2081/Apply-CDBG-Funding> before completing. For projects new to Northampton CDBG funding, describe why it is needed. If the activity is on-going, please explain the importance of continued funding. Add additional lines as needed for your answer.

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2. In 2021, the City of Northampton plans to create a Community Resilience Hub to better coordinate the provision of social services and support those in acute stress (e.g., COVID and other disasters) and those in chronic stress (e.g., those experiencing homelessness, housing insecurity, and/or poverty). We are exploring how this can be a single site of referral for services, some of which will be offered in the building and many will be referrals to other locations. How can you imagine your program taking advantage of the Community Resilience Hub?

3. Please describe how your agency collaborates with other service agencies to best serve the participants in your program.

Public Beneficiaries

Public Services: Number of persons expected to benefit: _____

Economic Development:

Estimate the number of jobs: To be created: _____ To be retained: _____

Estimate the number of businesses to be assisted: _____

Primary beneficiaries	Check if applies	Primary beneficiaries	Check if applies
Persons who are homeless		Elderly	
Persons with disabilities		At-Risk youth	
Persons with Low/Moderate Incomes		Other (specify)	

Describe the process you will use to identify and document that at least 51% of the beneficiaries of your project have Low/Moderate incomes. (Attach intake form to be used)

Time Frame: Provide an activity schedule (include start/completion dates) and indicate accomplishments you intend to achieve at significant stages of the schedule:

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Project Administration

Who will do the project work	# in full-time equivalents	Section 3 residents or businesses?
Utilize existing staff		
Hire new staff		
Hire subcontractors		
Volunteers		

Housing and Urban Development Act of 1968, Section 3 ensures that employment and other economic opportunities generated by certain HUD financial assistance shall, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations, be directed to low- and very low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very low-income persons.

Provide an overview of your organization, including length of time in existence, experience with conducting activities for which funding is being sought, current services and successes that reflect organizational capacity.

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Finances and Budget

Does the project require financial support from other source(s)? YES ___ NO ___

IF YES, what sources	Amount	Use of Funds	Secured or status
CDBG other than Northampton			
Emergency Shelter Grant			
HOME			
HOPWA			

Other Federal funds—whose:			
MA Dept. Housing and Community Development			
Other State funds—whose:			
Community Preservation Act			
Other local funds			
Fundraising			
Other sources- whose:			

Do any of the above funding sources require a city match as a condition of award? YES ___ NO ___

If yes, what is the match requirement: \$

Will the project beneficiaries incur any costs as a condition of participation? YES ___ NO ___

If yes, explain nature and amount:

If an amount less than what is requested is awarded, what would the impact be on the project?

Is the applicant or affiliate, subsidiary or parent organization in arrears to the City of Northampton or the Commonwealth of Massachusetts for **any** taxes or fees: YES ___ NO ___

B.) Please submit a Proposed CDBG **project** budget using the format below.

Public Services and other Non-Construction Related Projects

Budget Item	CDBG funds	Other sources
Position #1 (describe) salary		
Position #2 (describe) salary		
Position #3 (describe) salary		
Overhead (describe)*		
Other (describe)		
TOTAL		

* Overhead includes: Space rental, utilities, supplies, postage, equipment rental, phone, printing.

Outcome Performance Measurement (this must be completed)

HUD requires funding recipients to assess the outcomes of programs and activities. A Performance Measurement System has been designed to establish and track measurable goals and objectives. All funded applicants must comply with the Performance Measurement System.

Select one, and only one, Objective

What is the purpose of the activity and what larger community is being addressed?

___**Create a suitable living environment:** Activities designed to benefit communities, families, or individuals by addressing issues in their living environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services

___**Provides housing support services:** Housing programs meet individual, family, or community needs and not programs where housing is an element of a larger effort, since such programs would be more appropriately reported under suitable living environment

___**Creates economic opportunities:** Activities related to economic development, commercial revitalization, or job creation

Select one, and only one, Outcome

What changes are expected to occur in clients' lives and/or the community as a result of this activity?

___**Availability / Accessibility:** Activities that make services, infrastructure, public facilities, housing, or shelters available or accessible to low/moderate income people, including persons with disabilities. In this category, accessibility not only refers to physical barriers, but also to making the affordable basics of daily living available and accessible to low/moderate income people where they live.

___**Improve affordability:** Activities that provide affordability in a variety of ways in the lives of low/moderate income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care

___**Improve sustainability:** Activities are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low/moderate income or by removing or eliminating slums or blighted areas through multiple activities or services that sustain communities or neighborhoods

Performance Measurement Outcome Statement

Provide an Outcome Statement for your project. Why is the proposed activity needed and what outcomes will be achieved from the proposed project. Outcomes are the changes you expect to occur in clients' lives and/or community as a result of the proposed activity. A complete statement includes output (quantified) + outcome (from above) + activity (description) + objective. For example:

- 52 households will have new access to public sewer to create a suitable living environment.
- Seven households will be able to afford to live in rental housing units, created through conversion of a former mill building, to create decent housing.
- One public facility providing job training for handicapped adults will be rehabilitated to increase accessibility to economic opportunity.

Equal Opportunity

Statement: _____ (company name) will not discriminate against any employee or applicant for employment because of race, color, sex, age, religion, handicap or national origin and takes affirmative action to ensure applicants are employed and employees are treated equally during their employment without regard to race, color, sexual orientation, gender identity, veteran or disability status.

Name (type): _____ Email: _____ Phone: _____ Date: _____

Signature: _____

Required Attachments to this completed application

___ Applicant agency budget (for all programs)

___ Applicant agency most recent audit

___ Program Intake Form
