



City of Gloucester
COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION INFORMATION
Program Year 2021

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 anticipates receiving \$697,434 in Program Year 2021 (PY21) for eligible activities. PY21 covers July 1, 2021 to June 30, 2022. Eligible project and program activities include public services, economic development, affordable housing, and public facilities 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 2020-2024 Consolidated Plan:

- Response to and recovery from COVID-19 Pandemic;
- Coordination and provision of public services to meet basic community needs;
- Affordable housing for low and moderate-income residents;
- Provision of local economic opportunities;
- Provision of public facilities and infrastructure;
- Accessibility of public facilities and infrastructure for people with disabilities.

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:

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

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
- Down Payment Assistance

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:

- 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, 2021, 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 PY20 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 listed above and meet a national objective (benefit to low- and moderate-income persons or neighborhoods). Regulations are available upon request. For PY21, applications addressing response to and recovery from the COVID-19 pandemic will be given highest priority. This includes programs who demonstrate a significant increase in program costs due to COVID-19 restrictions. Programs offering new or significantly expanded programs will be given the second highest priority for funding.

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

- Need and Benefit;
 - Does the Program/Project meet a demonstrated, clearly defined, community need identified as a High Priority in the RFP?
 - Are the need and strategy supported by data?
 - Are the beneficiaries an appropriate target group in our community?
 - 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 to provide services and complete this Program/Project?
 - Do the organization and staff have the capacity to provide the services indicated?
 - 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?
 - Has the ability to maintain service(s) within three (3) year period without CDBG funding been demonstrated?
 - Is the amount of funds requested compared to the number of estimated Gloucester residents served reasonable for the Program/Project?
 - Does the agency actively seek out and obtain other funding sources for its Programs/Projects? Have additional funding sources or in-kind services been identified for this Program/Project?
 - When appropriate, does the agency charge a fee and/or generate other revenues that may be used to support this Program/Project?
 - Will the funds initiate a new Program/Project or maintain an existing activity/service that is in jeopardy?

- Community Support and Collaboration;
 - Does the Program/Project have a substantial need and was it well documented?
 - Does the agency collaborate 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 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 Kara Jameson, Senior Project Manager, 978-325-5241 or grants@gloucester-ma.gov.

Review and Award Process

Funding proposals are due by 12:00 pm (noon), Tuesday, June 1st, 2021. Following the receipt of applications, 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 June 30, 2021. All applications will be submitted electronically via Neighborly. [CLICK HERE to access the Public Services Grant Application Portal - Neighborly.](#)

PLEASE NOTE: No final awards will be made until the U.S. Department of Housing and Urban Development has approved the City's Annual Action Plan. The City will start to issue contracts at the start of the program year in July 2021.

HUDINCOME GUIDELINES— 2021
Median Family Income \$120,800

	1 Person	2 People	3 People	4 People	5 People	6 People	7 People	8 People
Extremely Low (30%)	\$28,200	\$32,200	\$36,250	\$40,250	\$43,500	\$46,700	\$49,950	\$53,150
Very Low (50%)	\$47,000	\$53,700	\$60,400	\$67,100	\$72,500	\$77,850	\$83,250	\$88,600
Low (80%)	\$70,750	\$80,850	\$90,950	\$101,050	\$109,150	\$117,250	\$125,350	\$133,400

**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. Income guidelines subject to change.**