



City of Lawrence

BRIAN A. DE PEÑA, MAYOR

Office of Planning & Development

REQUEST FOR PROPOSALS

FY 2024 COMMUNITY DEVELOPMENT BLOCK GRANT

I. GENERAL INFORMATION

The City of Lawrence's Office of Planning & Development is seeking proposals and input for inclusion in its **Action Plan** for the City's **Fiscal Year 2024**. The Fiscal Year 2024 Program Year will run from **July 1, 2023 through June 30, 2024**. Successful proposals must address the housing and community development needs in the City of Lawrence's Consolidated Plan found on the City's web site, and this RFP, and must meet the guidelines articulated in this Request for Proposals (RFP).

Funding for the FY 2024 Program Year available under the CDBG Program is estimated¹ to be \$1,500,000, of which approximately \$225,000 may be available for allocation under this RFP. In order to guide responses toward City priorities, and to the needs identified in the Consolidated Plan, potential applicants should consider that the City expects to fund proposals within the following categories.

Top Priorities

Citizenship Preparation
Adult Education (ESOL classes)
Youth Recreation and Development

Second Priorities

Parent Education and Emotional Wellness (Teen parents)
Workforce and Job Assistance (Youth)
Recycling Education

Third Priority

Bidding-Contracting Process & Small Business Technical Assistance

If you are interested in submitting a proposal, you must complete the application and submit it with all required documents (2 copies total) by **3:00 pm Friday January 20, 2023** to the following location:

Office of Planning & Development
12 Methuen Street, 1st Floor
Lawrence, MA 01840

¹ City FY 2024 allocations will be based on the formula allocations from the Congressional appropriations, which had not been made at the time of RFP publication; therefore, the amount available in this RFP is subject to change.
City of Lawrence Community Development Block Grant Application FY 2024

Office hours January 2, 2023 to January 6, 2023 between 9:00am and 12:00pm. If you would like your RFP submission reviewed prior to the deadline please email mcolon@cityoflawrence.com to schedule a time.

Applications must be hand delivered. Applications must be typed and not handwritten. If you are an organization that is using a fiscal agent as the applicant, the fiscal agent must submit and sign the application.

Unforeseen Office Closure

If the City of Lawrence Office of Planning & Development is closed due to uncontrolled events such as snow and ice the proposal deadline will be postponed until 3:00 p.m. on the next normal business day.

Only those proposals submitted for *eligible* activities in the required form (see attached forms and instructions) will be considered for funding. Please note the **10 items** listed on the first page of the application form, which must be submitted as part of your application. A summarized list of eligible and ineligible activities is on the last page of these instructions. If you are considering submitting an application for funding and are not sure if the project or program is eligible, you may contact **Marisol Colon** 978-620-3515 or email mcolon@cityoflawrence.com for assistance.

In addition, the Office of Planning & Development invites you to attend a **mandatory** CDBG workshop on December 7, 2022 from 5:30 to 7:30 pm to receive any *technical assistance* needed with this RFP application. **Please note that this workshop is mandatory for ALL applicants, if you do not attend you cannot apply.** Thank you for your interest in the Community Development Block Grant Program.

TIMEFRAME

The City anticipates, but is not bound by, the following schedule for reviewing submitted proposals.

Events	Location
Public Hearing - Accomplishments/Process December 1, 2022 5:30 – 7:30 pm	Lawrence Public Library 51 Lawrence Street
Mandatory Application Workshops December 7, 2022 5:30 pm to 7:30 pm (Mandatory for ALL applicants)	Lawrence Public Library 51 Lawrence Street
Proposal Application Deadline - January 20, 2023 3:00 pm Applications <i>must</i> be typed and not handwritten	Office of Planning & Development 12 Methuen Street, 1st Floor
Public Hearing February 6, 2023 5:30 pm to 9:30 pm 3-minute presentations by applicants Schedule based on application submission order	South Lawrence East School 165 Crawford Street



Transitioning to the New Unique Entity ID (SAM)

Today Both DUNS and Unique Entity ID (SAM) appear in SAM.gov and other IAE systems.	On April 4, 2022 Government awards will be completed and reported using the Unique Entity ID (SAM)
<ul style="list-style-type: none"> ● DUNS Number is authoritative ● Unique Entity ID (SAM) is available, not authoritative 	<ul style="list-style-type: none"> ● Unique Entity ID (SAM) is authoritative ● DUNS Number is not available

Overview of Changes

The federal government is changing the unique identifier used for entities from the D-U-N-S® Number to the Unique Entity ID (SAM), generated by SAM.gov. Today, the two numbers appear side-by-side in the following systems:

- SAM.gov
- FPDS
- eSRS
- FSRS
- CPARS
- FAPIIS

On April 4, 2022, the D-U-N-S® Number will be removed from all of these systems and the Unique Entity ID (SAM) will be the authoritative identifier.

What Is a Unique Entity Identifier?

A unique entity identifier (UEI) is a number or other identifier used to uniquely identify a specific entity. The UEI is used within SAM.gov and other government award and financial systems as a primary key to identify a unique entity. The transition to the Unique Entity ID (SAM) is a federal government-wide initiative.

What Do I Need to Do?

Federal Contractors and Assistance

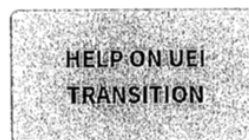
Recipients Registered in SAM.gov: You do not need to take any action. Your Unique Entity ID (SAM) has been assigned and is visible in your registration at [SAM.gov](https://sam.gov).

Subcontractors and Subrecipients Who Use

the D-U-N-S® Number for Reporting: You need to get a Unique Entity ID (SAM) at [SAM.gov](https://sam.gov) by April 4, 2022. You can do this any time after October 18, 2021.

Searching by Unique Entity ID (SAM): You can search by the new identifier now on SAM.gov.

Helpful Links



- [How to view the Unique Entity ID \(SAM\) for your entity](#)
- [How to view the Unique Entity ID \(SAM\) for another entity](#)
- [Guide for Getting a UEI](#)



U. S. General Services Administration

II. INCOME GUIDELINES

Every proposal will be required to explain how the beneficiaries of the proposed activity meet the income guidelines set forth below. The Office of Planning & Development can assist you in working with these requirements.

INCOME GUIDELINES (Usually updated in March every year)

The following guidelines represent income limits by household size and maximum annual income as determined by HUD for assistance under the Community Development Block Grant 2024 Action Plan.

<i>Family Size</i>	80%
1	\$62,600
2	\$71,550
3	\$80,500
4	\$89,400
5	\$96,600
6	\$103,750
7	\$110,900
8	\$118,050

III. ELIGIBILITY AND SELECTION

ELIGIBLE ACTIVITIES

Before preparing a request for funding, determine that the proposed activity or project is eligible. A list of eligible and ineligible activities is on the last page of these RFP instructions. See also the Code of Federal Regulations at 24 CFR 570.201-207 for an extensive description.

NATIONAL OBJECTIVE REQUIREMENT

The **primary objective** of the CDBG program is to benefit low and moderate-income (LMI) persons whose family income is at or below 80% of the area median income and/or who reside in census tracts with at least 51 % of the population at low and moderate-income levels.

For the purposes of this RFP the proposed activity must meet this primary objective. While the regulations list a number of ways to meet this objective, given the nature of the activities we are expecting from this RFP, only the following qualification tests, based on HUD guidelines, apply.

- 1. Limited Clientele Presumed Benefit** - Exclusively benefit a clientele who are generally presumed by HUD to be principally low and moderate income persons. The following groups are currently presumed by HUD to be made up principally of LMI persons: abused children, elderly persons, battered spouses, homeless persons, adults meeting Bureau of Census' definition of severely

disabled, illiterate adults, persons living with the disease AIDs, and migrant farm workers. OR

2. Limited Clientele Income Certifications - Require information on family size and income so that it is evident that at least 51 percent of the clientele served by the funded activity are persons whose family income does not exceed the LMI income limits. This includes an activity that is restricted exclusively to LMI persons. (The City will provide an income certification form for clients when we issue a contract for a successful proposal. A copy is available upon request.) OR

3. Area Benefit - An Area Benefit activity is an activity that is available to benefit all the residents of an area that is primarily residential. In order to qualify as addressing the national objective of benefit to LMI persons on an area basis, an activity must meet the identified needs of LMI persons residing in an area where at least 51% of the residents are LMI persons. The benefits of this type of activity are available to all residents in the area regardless of income. Examples include: street improvements, neighborhood facilities, fixing the fronts of stores in neighborhood commercial districts, or a recreation program for residents of a particular neighborhood.

PROPOSAL EVALUATION PROCESS

1. The Office of Planning & Development (OPD) reviews the proposals for conformance to the submission requirements, determination of whether the proposals meet the minimum criteria established in this RFP, eligibility under the regulations of the Community Development Block Grant Program, and feasibility for implementation. The OPD also evaluates capacity and past performance. During this phase, at its discretion, OPD staff may contact qualifying applicants and provide the applicant the opportunity to clarify its proposal.
2. Applicants make 3-minute presentations to the CDAB at a public meeting.
3. The Community Development Advisory Board (CDAB) appointed by the Mayor reviews the applications and the OPD's compliance and performance reviews. The CDAB then recommends projects and funding levels to the Mayor.
4. The Mayor reviews the projects and the CDAB recommendations, and presents the recommended projects and funding levels to the City Council.
5. City Council Approves Action Plan.

PROPOSAL REVIEW PROTOCOLS

Once submitted, no proposal may be amended or substituted, unless information has been requested or permitted by the City. The City, at its sole discretion, reserves the right to contact an applicant if additional information is required. As a courtesy to applicants, staff is always available to provide technical assistance prior to the application due date.

PRE-AWARD RISK ASSESSMENT

As part of the application review process, the Office of Planning & Development conducts pre-award risk assessments for all applications submitted for funding to rank the degree of risk associated with potential funding subrecipients. This pre-award risk assessment process is conducted to determine whether a prospective subrecipient has the necessary systems in place for the Federal requirements that impact the type of activity

being proposed, and constitutes part of the selection process.

SELECTION: RATING CRITERIA FOR FUNDING PROPOSALS

Emphasis will be placed on applications that meet or exceed the standards discussed in this section. For those applicants who are proposing new or expanded programs, emphasis will additionally focus on demonstrated capacity and past performance.

The OPD Staff and Community Development Advisory Board (CDAB) will utilize a scoring system based on the following criteria, in addition to HUD eligibility requirements and the City's Consolidated Plan priorities, in evaluating proposals submitted for CDBG funding:

A. PROJECT DESCRIPTION, PERFORMANCE MEASUREMENTS & BUDGET (60 points)

The content and soundness of the applicant's project design will be evaluated. This evaluation will include a review of proposed project activities set forth in the narrative and the budget to support these activities. Particularly important is how clearly the project is described and the kind of impact it will have on residents and in the community.

Several factors will be considered when reviewing a project's budget. All budget reviews will include, but not be limited to, the following considerations:

- Methods used to derive cost estimates
- Completeness and timeliness of cost estimates
- Relationship between cost and the activities to be undertaken
- Cost per unit, if applicable
- Availability of other funding, if needed, to undertake the proposed activities
- Other items deemed relevant to the success of the proposed activities

B. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS AND OBJECTIVES (25 points)

The need for the proposed project will be determined by identifying how the project impacts the Consolidated Plan Priority Needs. Therefore, *applications must provide a clear explanation of how the project impacts on Consolidated Plan Priority Needs.* Greater consideration will be given to projects that provide a clear description of the project with supporting data and methodology of how the project will meet the Plan's Priority Needs.

C. CAPACITY (10 points)

Applicants must demonstrate the ability to carry out the proposed activities within their schedule and proposed budget. You will be evaluated on experience, administrative capacity, and financial management capacity. For currently or previously funded applicants, consideration will be given to past performance records, including meeting or exceeding the accomplishment goals, timely

performance of the activity, compliance with regulations, and timely and accurate reporting. The City of Lawrence places a high priority on employment of Lawrence residents, and the applicant's record or plan for local employment will be part of the evaluation.

D. LEVERAGED FINANCIAL/IN-KIND SUPPORT (5 points)

Consideration will be given to the amount of non-CDBG funds committed to the project. The greater the financial support or leveraging from local and other sources, the greater the potential impact that CDBG funds will have on meeting local community needs. Participation of volunteers will also be considered in the leverage evaluation. Applicants are encouraged to consider collaboration with other organizations having similar objectives. Documentation must be provided with the application to verify the availability of leverage resources.

WHAT TO EXPECT IF FUNDING IS AWARDED

After approval by the City Council and submission of the Action Plan to HUD, the OPD will prepare award letters to successful applicants, and schedule a **Mandatory CDBG Subrecipient Management Training. All successful applicants are required to attend this mandatory training. (If you fail to attend you will receive a reduction of the CDBG award)**. After you attend the CDBG Subrecipient Management Training, and make any necessary adjustments to your budget, the OPD will ask you to sign a subrecipient agreement (a contract). The subrecipient agreement will contain the terms and conditions of the CDBG funding. ***CDBG funds are paid out on a reimbursement basis for actual costs expended. You must expend your agency's funds first.*** Reimbursements will be made only for costs described in the approved budget that is part of the agreement, following submission of payment requests and supporting documentation. The OPD will conduct a monitoring visit before your first payment request is approved. Also, you must complete certain HUD-required reports on income, ethnic, and racial data of program participants on a monthly basis starting July 2023 until your project/program is complete.

Lawrence CDBG RFP FISCAL YEAR 2024
IV. COMMUNITY DEVELOPMENT NEEDS and OBJECTIVES

Proposed projects must meet one of the following Housing and Community Development Priority Needs and Objectives From Consolidated Plan 2020-2025

Priority Needs	Objectives
ECONOMIC DEVELOPMENT	Expand the business base through redevelopment or investment in commercial properties and creation of local employment opportunities for residents
PUBLIC FACILITIES, PARKS AND OPEN SPACE	Protect historic public spaces, open spaces and community gardens
PUBLIC INFRASTRUCTURE	Improve streets, sidewalks and water/sewer infrastructure; increase access and utilization for all residents
AFFORDABLE HOUSING	Increase the availability of affordable housing – both rental and homeownership – and improve the condition of the City's aged housing stock – Assistance to homeless and households experiencing housing instability
PUBLIC SERVICES	Provide essential services that improve the quality of life and opportunities to low and moderate income persons, especially youth, elders, and special needs persons

Lawrence CDBG RFP FISCAL YEAR 2024
V. ELIGIBLE and INELIGIBLE ACTIVITIES INFORMATION

ELIGIBLE CDBG ACTIVITIES*

Activities that are eligible for CDBG funding include, but are not limited to:

- Planning,
- CDBG Program administration costs,
- Economic Development activities, including microenterprise assistance and lending to for-profit businesses,
- Public services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, youth programs, fair housing counseling, etc.,
- Acquisition of real property,
- Clearance and demolition,
- Rehabilitation of privately or publicly owned commercial, residential and industrial buildings,
- Housing rehabilitation,
- Construction, reconstruction or installation of public facilities including, but not limited to the creation of parks, playgrounds, streets and sidewalks, public buildings (except for buildings for the general conduct of government),
- Historic Preservation,
- Related relocation, clearance and site improvements, and
- Homeownership assistance.

INELIGIBLE ACTIVITIES:

The lists of activities that are not eligible for CDBG funding include, but are not limited to:

- Buildings used for the general conduct of government,
- Purchase of equipment (if not part of an eligible program),
- Operating and maintenance expenses,
- General Maintenance and/or repair of public facilities and infrastructure,
- Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities,
- General government expenses,
- Political activities, and
- New housing construction.

****NOTE: The eligibility of listed activities may be limited by additional regulatory conditions.
See 24 CFR 570.201 – 207***