

**CITY OF HAVERHILL
COMMUNITY DEVELOPMENT**

Community Development Block Grant Application

Date:	Agency Name:
Project/Program Title:	Agency Address:
Target Population or Service Area of Project/Program: .	Name and Title of Person Submitting Application:
Project/Program Contact Person (Name and Title):	Phone Number:
Address:	Fax Number:
Phone Number:	E-mail address:
Fax Number:	Brief Description of Project/Program:
E-mail address:	
Amount Requested from City of Haverhill:	
Total Project/Program Budget:	
City of Haverhill Priority Number (see City of Haverhill Priorities) <i>i.e. 3.c.- "Reduce number of individuals/families who are hungry or without shelter"</i>	

Applicant Certification.

To the best of my knowledge and belief, the information contained in this application is true and correct; the document has been duly authorized by the governing body of the applicant; and the applicant will comply with all assurances, federal, state and local laws and regulations if funding is approved.

Typed Name and Title

Signature

***Your application may not be accepted unless it is submitted with all of the
ADDITIONAL required documentation attached***

(See Page 3).

Program Year 2023

ON A SEPARATE SHEET, PLEASE ANSWER EACH OF THE FOLLOWING QUESTIONS AS THEY PERTAIN TO YOUR PROJECT AND/OR ORGANIZATION. USE NO MORE THAN THREE SINGLE SPACED SHEETS TO ANSWER THE QUESTIONS.

Project/program Summary

- A. Briefly describe the proposed project or program.
- B. Describe the need or problem to be addressed in relation to the population served and how this project/program fulfills the following three issues:
 1. Roughly what percentage of the target population is low/moderate (earning at or below 80% of the area median income)?
 2. Which HUD National objective (a) create suitable living environment, (b) provide affordable decent housing or (c) provide economic opportunity, does this project/program address, and what outcome is desired (availability/accessibility, affordability, or sustainability)? **Reference page 4.**
 3. What Community Development Goal do you feel your project is focusing upon? **Reference pages 5-7.**
- C. Outline the population to be served or the area to be benefited. Include the number of Haverhill residents and the total number of individuals or households who benefit from the program/project.
- D. Describe the work to be performed, including the activities to be undertaken or the services to be provided.
- E. Please describe the goals and objectives and method of approach to accomplish these goals and objectives.
- F. Describe your implementation schedule. Please note all funds must be expended by June 20th of the forthcoming year (6/20/24).
- G. If applying for funds to purchase equipment or any capital item, (allowable but not recommended), include justification of the purchase to the operation of your program.
- H. If the project includes rehabilitation of non-common residential units, please indicate how your agency will comply with the lead-based paint regulations. (not common)

II. Agency Information

A. Background

1. Briefly outline the background of your agency, including the length of time your agency has been in operation, the date of incorporation, and the type of corporation.
2. Describe the type of services provided.
3. List the average number of clients assisted by your program in a typical year and the general characteristics of your clients.
4. Describe your agency's capabilities of assisting these clients.
5. Indicate any prior CDBG grants obtained and from what fiscal year(s).

B. Personnel

1. Outline the intended staffing pattern, existing staff positions and qualifications and describe experience of relevant program staff.
2. Please state whether or not your agency has a personnel policy manual with an affirmative action plan and grievance procedure.

C. Financial

1. Please explain your proposed budget specifying line items costs such as personnel, supplies, equipment, travel, etc.
2. Describe your agency's current operating budget, itemizing revenues and expenses.
3. Identify commitments and sources for ongoing funding.
4. Describe the agency's fiscal management procedures including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

D. Audit Requirements

In accordance with the Office of Management and Budget (OMB) Circular A-133, the Federal Government requires that organizations receiving a cumulative amount of \$300,000 or more in Federal financial assistance in a fiscal year must have an audit prepared at the end of the fiscal year. Agencies that fall into this category must choose one of the three following ways of meeting this requirement and state which method is chosen:

1. If your agency already conducts audits of all its funding sources including CDBG, you must submit a copy of your most recent audit, and may, at your discretion, include the CDBG portion of the audit cost in your CDBG project budget. This does not need to be submitted with application, but is required before any funding can be provided.
2. If your agency already conducts audits of its other funding sources but has neither received nor included CDBG funds in the past, the scope of the audit should be modified to incorporate CDBG audit requirements. The associated audit cost of the addition of CDBG funds could then be included in your CDBG project budget, accompanied by the auditor's written cost estimate.
3. If your agency does not have a current audit process in place, your agency will be required to include a 10% set-aside in the CDBG project budget for the provision of an audit.

E. Insurance

1. Please list the amount of your liability insurance coverage and the name and address of your insurance agency.
2. Please state whether your agency pays all payroll taxes and worker's compensation insurance as required by Federal and State law.
3. Please state whether your agency has fidelity bond coverage for principal staff handling your agency's accounts. If so, please indicate the amount of coverage and the insuring agency.
4. Please list your insurance carrier.

Checklist of Required Documents		
✓	# copies	Item
	1	Items requested in narrative section above. (I, A through H; II, A through E)
	1	Proposed Budget, and also a copy of the Current Year Budget
	1	Implementation Schedule
	1	List of Board of Directors - include the name, telephone number, address, occupation or affiliation of each member and identify the principal officers of your governing body.
	1	Board of Directors' Designation of Authorized Official -documentation of your governing body's action authorizing the representative of your agency to negotiate for and contractually bind your agency. Documentation may consist of a signed letter from the Chairperson of your governing body providing the name, title, address and telephone number of each authorized individual.
	1	Resume of Program Administrator
	1	Conflict of Interest Statement - please identify any member, officer, or employee of your organization who is an officer or employee of the City or a member of any of its boards, commissions, or committees or has any interest or holding which could be affected by any actions taken in execution of this application.
	1	Financial Statement and most recent Audit (if possible-needed at time of contracting)
	1	Articles of Incorporation and attestation of Bylaws (bylaws not needed to be submitted)
	1	State and Federal Tax Exemption Determination Letters

Please Note: *Your application may not be accepted without all the required documentation attached.*

Background Materials

NATIONAL OBJECTIVE(S)

The proposed project/program must comply with applicable regulations and give maximum priority to activities that meet *one* or more of the following national objectives.

- Benefit a majority (51%) of low/moderate income residents (*low/moderate income residents earn at or below 80% of the area median income, adjusted by family size*);
- Alleviate a serious and immediate threat to the health and/or welfare of the community.
- Threat must be recent in origin or urgency (previous 18 months) and no other source of funds is available for the program/project;
- Serves to prevent or eliminate conditions of slum and blight.

PERFORMANCE MEASUREMENT STANDARDS

The proposed project/program must be able to be measured according to the following objectives and outcomes:

Outcomes → Objectives ↓	Availability/ Accessibility	Affordability	Sustainability
Suitable Living Environment	Enhance suitable living environment through improved/ new accessibility	Enhance suitable living environment through improved/ new affordability	Enhance suitable living environment through improved/ new sustainability
Decent Housing	Create decent housing with improved/ new availability	Create decent housing with improved/ new affordability	Create decent housing with improved/ new sustainability
Economic Opportunity	Provide economic opportunity through improved/ new accessibility	Provide economic opportunity through improved/ new affordability	Provide economic opportunity through improved/ new sustainability

**HAVERHILL COMMUNITY DEVELOPMENT GOALS
FROM THE 2020-2024 CONSOLIDATED PLAN**

1	Goal Name	Expand Supply, Type and Diversity of Housing
	Goal Description	<p>This goal seeks to add to the City's housing stock with units available to a comprehensive range of income levels, from very-low income units to upper-end market rate units and every range in between. This is necessary given the remarkable socioeconomic diversity of the community, which is evidenced in the Housing Production Plan, which reveals a nearly equal spread of income ranges in Haverhill from rich to poor.</p> <p>This goal seeks to provide relief to an extremely tight housing market that is limiting options for many, with overly high prices due to a lack of supply. This lack of housing supply is subsequently consuming and constraining an unhealthy amount of income (30%+ to 50%+ or higher) for too many residents. The high cost of housing affects other dynamics, including putting extreme pressure on demand for social services from the government and non-profit sectors.</p> <p>In addition, the city seeks to expand upon housing choice options for those at every cycle of life. This includes student housing, apartments, starter homes, larger homes for starting families, downsized units for 'empty nesters,' multi-family housing for extended families, and elder housing and medical-housing options. This diversity of type of housing is needed to provide housing choice and fairness to all in our community, without excluding an particular segment, while attracting newcomers who can bolster our local economy.</p> <p>In addition, this goal seeks to support the development of many different and diverse types of housing that can keep intact the character of our many neighborhoods, rather than applying a 'cookie cutter' model of housing across our varied landscapes.</p>
2	Goal Name	Maintain Housing Stock
	Goal Description	<p>This goal addresses the ongoing need to maintain the housing stock of the community, with particular focus upon the century-old Industrial Revolution era millworker housing built between 1885-1925 in areas encircling downtown Haverhill, including the Acre, Hilldale/Broadway and Mount Washington neighborhoods. The need to maintain housing stock from decay and to enhance these properties to updated Housing Code standards is constant. 195 various dwellings are proposed to be rehabilitated during this upcoming Consolidated Planning period.</p> <p>Through the Housing Rehabilitation and Code Correction Program (HRCCP), the City seeks to rehabilitate up to 125 units of housing in the inner-city Target Area neighborhoods of Haverhill over the next five years (2020-2024), averaging 25 a year. Furthermore, other programs will be leveraged with CDBG funds, including Rebuilding Together Greater Haverhill, and the State's Home Loan Modification program and the Get the Lead Out program. It is anticipated that an additional 65 dwellings will be rehabilitated through these means with CDBG support.</p> <p>In addition to Target Area properties, homes owned by the elderly throughout the city will also now be prioritized. Keeping older residents in their homes represents a significant priority and it will greatly save public Medicare dollars being spent in long-term care facilities, while simultaneously preserving neighborhood character.</p>

3	Goal Name Goal Description	Provide Shelter and Services for the Homeless This goal is designed to address a visible increase in the number of homeless individuals and families in Haverhill. The increase in the ranks of the homeless has outpaced the number of available shelters, shelter units of beds. There is a need for a better geographic spread of shelters into other parts of the City (such as Mount Washington neighborhood). The need for greater shelter capacity is also challenged by the diverse needs of the various homeless groups, such as youth, single parents, elderly, mentally ill, veterans, etc. Aside from beds, there is also a profound need for support services for the homeless, such as food/nutrition, clothing, medicine/health care, case management, counseling, transportation, companionship and drug and/or alcoholic treatment. These are necessities that are consistently available to the homeless in the community.
4	Goal Name Goal Description	Increase Owner-Occupancy and Labor Participation The Goal seeks to increase owner-occupancy and labor participation in certain distressed neighborhoods, most notably the Lower Acre and Mount Washington neighborhoods. Low-income, jobless renters are at higher risk of intergenerational poverty, and are frequently inhabitants of these neighborhoods. First Time Homebuyer (FTHB) support will be limited to targeted low-owner occupancy neighborhoods, in order to stabilize these neighborhoods. About \$85,000/year is estimated for these FTHB offerings. In addition, investments in job training, job supports-- such as transportation and child care-- and other workforce development efforts will be targeted to these same neighborhoods (Acre and Mt. Washington). About \$20,000/year is anticipated to be spent on activities designed to support labor participation.
5	Goal Name Goal Description	Provide Other Non-Housing Necessities The goal is to use federal funds, such as CDBG to assist local non-profits, service provider agencies and subrecipients in providing basic necessities beyond housing and shelter, such as food/nutrition, heat, utilities, clothing, furnishings and medical care/medicine. These are pressing needs, not just for the homeless, but also those who do have housing, but are unable to afford much else, as an unsustainable amount of their income is directed towards housing costs. Too many households are forced to choose between rent or mortgage and putting food on the table. This goal seeks to provide resources to assist such households. This goal seeks to address the community need for necessities that are too often not being met due to the high costs of housing--such as food, heat, utilities, clothing, cultural enrichment, etc. For many homeowners and renters alike, the end of the month means sacrificing without these items to great detriment. This goal seeks to reverse that.

6	Goal Name	Promote Neighborhood-Based Economic Development
	Goal Description	<p>This goal seeks to expand employment, opportunity, entrepreneurship and workforce development to strengthen Haverhill's economy, attract new employers out of Greater Boston and create better-paying jobs. This goal seeks to expand and spread income growth and economic opportunity out of Downtown and the industrial parks and into the Target Area neighborhoods, with a special focus on small businesses and entrepreneurs. In addition, this goal seeks to connect the workforce of the Target Areas with those economic opportunities in the Downtown and business/industrial parks.</p> <p>This goal includes support for maker spaces, farmers markets, small business development, cultural entrepreneurs, etc. and those operating in commercial node districts as identified in the City's new Master Plan.</p>
7	Goal Name	Foster Access to Economic Opportunities and Resources
	Goal Description	<p>This goal emerged after hearing public feedback about the difficulties many in the community have in terms of accessing the many available community resources and economic opportunities.</p> <p>This goal includes promoting transportation initiatives for low-moderate income residents, child care and early education efforts (especially Haverhill Promise's campaign to get all 4th graders to grade level literacy), English for Speakers of other Languages, and access to available resources, such as jobs, health care and others.</p>

8	Goal Name	Stabilize Neighborhoods
	Goal Description	<p>The goal is to stabilize neighborhoods from the effects of abandoned or neglected vacant properties, to provide homeowners with foreclosure assistance, infuse First-Time Homebuyers into distressed areas and to renovate urban neighborhood parks and playgrounds in the City.</p> <p>Identifying distressed vacant and/or abandoned properties (oftentimes foreclosed properties) is a key step towards stabilizing the public safety and health threats posed by such neglected dwellings. The City needs to maintain its focus on revitalizing distressed vacant properties through aggressive and consistent Code Enforcement, swift legal actions in Housing Court and designation of Property Receivers to maintain properties and eliminate code violations through Court orders. Such actions will hasten the return of these properties onto the tax rolls.</p> <p>In order to avoid the housing calamities associated with the last Recession, there is a continued need to provide new homebuyer education, as well as foreclosure prevention counseling to many homeowners. The City seeks to place First-Time Homebuyers into distressed neighborhoods with low owner-occupancy rates in order to create a sense of belongings, investment and success in these areas.</p> <p>This goal strives to ensure stability and heightened quality of life in Target Area neighborhoods. Types of activities that this broader category feature include: addressing and revitalizing vacant and foreclosed properties; providing foreclosure prevention assistance; providing FTHB assistance and appropriate housing counseling; supporting the Haverhill Police with anti-crime and gang eradication efforts; and, enhancing neighborhood parks, schools, gather spaces and playgrounds.</p>

9	Goal Name	Prevent, prepare for and/or respond to the Coronavirus and the pandemic.
	Added Goal	Prevent, prepare for and/or respond to the Coronavirus and the pandemic.

Haverhill Community Development Department
Appendix A
Scope of Services / FY2023-2024

Agency: _____ Project Name: _____

Project Description/Scope of Services(one page):

(Please limit form to one page)

Measuring Accomplishments Table:

<u>NEED STATEMENT</u> Description of Need to be Addressed	<u>GOAL</u> Proposed goals to reduce extent of problems or needs	<u>INPUTS</u> Resources to be dedicated or utilized to meet proposed goals	<u>ACTIVITIES</u> What the program does with the input to fulfill its mission	<u>OUTPUTS</u> Direct products of program activities	<u>OUTCOMES</u> ST (Short Term)/ LT (Long Term) Benefits resulting from the program

DESCRIBE METHODOLOGY FOR MEASURING OUTCOME (You are required to measure at least one outcome):