



# City of Lawrence

BRIAN A. DE PEÑA, MAYOR

## Office of Planning & Development

# REQUEST FOR PROPOSALS

## FY 2023 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 2023**. The Fiscal Year 2023 Program Year will run from **July 1, 2022 through June 30, 2023**. 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 2023 Program Year available under the CDBG Program is estimated<sup>1</sup> to be \$1,500,000, of which approximately \$210,000 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 guidelines.

Category	Total Available	Maximum Grant	Minimum Grant
Youth Training/Leadership Development	\$80,000	\$30,000	\$10,000
Food, Nutrition, Health	\$20,000	\$20,000	\$10,000
Adult Education/Training	\$90,000	\$30,000	\$10,000
Housing Support COVID-19 Related	\$10,000	\$10,000	\$5,000
Public Facilities Rehab	\$10,000	\$10,000	\$5,000
Estimated Total	\$210,000		

Housing Support Services (COVID-19 related) has replaced the Housing Counseling Services category under this RFP to reflect a new high priority need for the investment of federal funds identified in our new 5-year Consolidated Plan (2020—2025), which calls to provide for the immediate needs of families impacted by loss of income as a result of COVID-19 as it relates to housing and small business development.

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 21, 2022** to the following location:

Office of Planning & Development  
12 Methuen Street, 1<sup>st</sup> Floor  
Lawrence, MA 01840

<sup>1</sup> City FY 2023 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.

(Office hours January 3, 2022 to January 7, 2022 between 9:00am and 12:00pm) If you would like your RFP submission reviewed prior to the deadline please email [mcolon@cityoflawrence.com](mailto: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](mailto:mcolon@cityoflawrence.com) for assistance.

In addition, the Office of Planning & Development invites you to attend a CDBG workshop on December 15, 2021 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 first time applicants.** 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
<b>Public Hearing - Accomplishments/Process</b> <b>December 1, 2021 5:30 – 7:30 pm</b>	<b>Lawrence Public Library</b> <b>51 Lawrence Street</b>
<b>Application Workshops</b> <b>December 15, 2021 5:30 pm to 7:30 pm</b> <b>(Mandatory for first time applicants)</b>	<b>Lawrence Public Library</b> <b>51 Lawrence Street</b>
<b>Proposal Application Deadline - January 21, 2022</b> <b>3:00 pm</b> <b>Applications <i>must</i> be typed and not handwritten</b>	<b>Office of Planning &amp; Development</b> <b>12 Methuen Street, 1<sup>st</sup> Floor</b>
<b>Public Hearing</b> <b>February 7, 2022 5:30 pm to 9:30 pm</b> <b>3-minute presentations by applicants</b> <b>Schedule based on application submission order</b>	<b>South Lawrence East School</b> <b>165 Crawford Street</b>

Every proposal must contain a D-U-N-S Number. How to obtain one is explained below.

## About the D-U-N-S Number

Created in 1962, the Data Universal Numbering System or D-U-N-S® Number is D&B's copyrighted, proprietary means of identifying business entities on a location-specific basis.

**Assigned and maintained solely by D&B, this unique nine-digit identification number** has been assigned to over 100 million businesses worldwide.

**A D-U-N-S® Number remains with the company location to which it has been assigned even if it closes or goes out-of-business.**

The D-U-N-S® Number also "unlocks" a wealth of value-added data associated with that entity, including the business name, physical and mailing addresses, trade styles ("doing business as"), principal names, financial, payment experiences, industry classifications (SICs and NAICS), socio-economic status, government data and more. The D-U-N-S® Number also links members of corporate family trees worldwide.

The D-U-N-S® Number is widely used by both commercial and federal entities and was adopted as the standard business identifier for federal electronic commerce in October 1994.

**The D-U-N-S Number® was also incorporated into the Federal Acquisition Regulation (FAR) in April 1998 as the Federal Government's contractor identification code for all procurement-related activities.**

If you do not have a DUNS number you can register with Dun and Bradstreet at [www.dnb.com](http://www.dnb.com) and you will be issued a number.

Your Agency must also be registered with SAM.GOV and provide proof of registration with your application.

## II. INCOME GUIDELINES

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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 2023 Action Plan.

<i>Family Size</i>	<b>80%</b>
1	\$55,950
2	\$63,950
3	\$71,950
4	\$79,900
5	\$86,300
6	\$92,700
7	\$99,100
8	\$105,500

### III. ELIGIBILITY AND SELECTION

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#### 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 is it 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 **CDBG Subrecipient Management Training**. **All successful applicants are required to attend this mandatory training.** 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 2022 until your project/program is complete.

Lawrence CDBG RFP FISCAL YEAR 2023  
IV. COMMUNITY DEVELOPMENT NEEDS and OBJECTIVES

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

<b>Priority Needs</b>	<b>Objectives</b>
<b>ECONOMIC DEVELOPMENT</b>	Expand the business base through redevelopment or investment in commercial properties and creation of local employment opportunities for residents
<b>PUBLIC FACILITIES, PARKS AND OPEN SPACE</b>	Protect historic public spaces, open spaces and community gardens
<b>PUBLIC INFRASTRUCTURE</b>	Improve streets, sidewalks and water/sewer infrastructure; increase access and utilization for all residents
<b>AFFORDABLE HOUSING</b>	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
<b>PUBLIC SERVICES</b>	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 2023  
V. ELIGIBLE and INELIGIBLE ACTIVITIES INFORMATION

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**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***