City of Pawtucket, Rhode Island

2021-2022
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)

APPLICATION PACKET

DUE ON TUESDAY, FEBRUARY 23, 2021
BY 4 P.M.

DEPARTMENT OF PLANNING AND REDEVELOPMENT
137 ROOSEVELT AVENUE, 1St FLOOR
PAWTUCKET, RI 02860

401-728-0500, Ext. 430 esoares@pawtucketri.com

APPLICATION INSTRUCTIONS

2021-2022 Community Development Block Grant Program
City of Pawtucket, Rhode Island

Please find attached a 2021-2022 Community Development Block Grant (CDBG) application from the City of Pawtucket, Rhode Island. For the 2021-2022 program year (July 1, 2021 – June 30, 2022), the City of Pawtucket is anticipating approximately $1,800,000 in CDBG funding. To be considered for funding, all applicants should be mindful of the following:

1. **The CDBG program is a federal program designed to improve the living environment for all community residents, but principally those residents of low and moderate income (see technical appendix for definition). As such, all applications should detail, to the greatest extent possible, how their program will benefit at least 51% low and moderate-income Pawtucket residents.**

2. **Only certain activities are eligible for assistance under the CDBG program. Please consult the technical appendix for a summary of eligible activities. If you are unsure about your project's eligibility, please contact the Pawtucket Department of Planning and Redevelopment at the phone number and address shown below.**

3. **In addition to basic eligibility criteria, applications will be evaluated as to how well they meet identified community development needs (see technical appendix E) and the extent to which they leverage other funding sources or collaborate with the services of other agencies.**

4. **Due to the Coronavirus Pandemic organizations may email a compete PDF with the CDBG application and a second PDF with the application submittals listed on pages 3-4 to esoares@pawtucketri.com or follow step 5.**

5. **All applicants must complete the standard CDBG application along with required submittals. Applicants should submit FIVE (5) copies of the application along with an original signature version (SIX (6) in total). Applicants may choose to respond in the space provided or submit a separate narrative of not more than five (5) pages. Signature pages in appendix B & appendix C are required. IF POSSIBLE PLEASE PRINT DOUBLE SIDED.**

6. **The deadline for receipt of applications is: TUESDAY, FEBRUARY 23, 2021, at 4 P.M.**

7. **Applications should be hand delivered or sent in care of: Edward G. Soares, CD Program Manager, *2021-2022 CDBG Applications*, Pawtucket Department of Planning and Redevelopment, 137 Roosevelt Avenue, 1st Floor, Pawtucket, RI 02860.**

8. **Applicants who require assistance in completing the application should contact Edward G. Soares at the Pawtucket Department of Planning/Redevelopment at 401-728-0500, Ext. 430 or TDD 401-722-8239, esoares@pawtucketri.com**

CDBG REQUIRED APPLICATION SUBMITTAL DOCUMENTS
In order for your application to be accepted, you must submit the following items to the City of Pawtucket Department of Planning and Redevelopment <u>no later than 4 PM on Tuesday, February 23, 2021.</u>

☐ A complete application packet (Pages 5-15) with all questions completed (including performance evaluation criteria and budget) Include (Pages 16-17) for construction projects.

☐ Signed **Statement of Applicant** Appendix B (Pages 27-28)

☐ Signed **Conflict of Interest Disclosure** Appendix C (Page 29)

☐ Documents 1-20 (Documents 18, 19, 20 only if applicable to your application)

1) Most recent 501 (c) (3) Designation letter from the IRS

2) DUNS Number

3) Organizations' most recent Financial Audit. (If the agency does not meet the federal threshold of $750,000 or more in federal expenditures) for requiring an audit, and dos not have an audit, submit a certified statement to that effect.

4) Most Recent Form 990 financial statement or Form 990EZ if organization is a nonprofit agency

5) Current Fiscal Year Agency Budget, including all funding sources

6) A board resolution setting forth who is authorized to submit the application and execute the grant agreement with the City.

7) Organization's mission statement and/or strategic plan

8) Organization's governing board roster. (If the organization has a local advisory board, include a roster of local advisory board members.) These lists must identify principal officers and include contact information for each board member.

9) Organization's current organizational chart (dated)

10) Organization's Non-Discrimination Policy,

11) Equal Employment Opportunity (EEO) Policy,

12) Organization's Conflict of Interest Policy

13) Organization's Procurement Policy

14) Organization's Grievance Policy for both employees and clients

15) Organization's Protected Personal Identifiable Information Policy

16) Organization's Policy on Record Keeping

17) Client Intake form for the proposed project

18) If your organization is requesting reimbursement for staff time or using staff time for match, attach a roster of staff you expect to be involved in the project, pay schedules and job descriptions for each person assigned to the project.

19) If the project will use volunteers, provide a statement of job descriptions or a list

20) Documentation supporting the value of donated building, fair rental or lease (if applicable)

AFTER GRANT AWARD - CDBG REQUIRED SUBMITTAL DOCUMENTS
(CDBG grant recipients will be notified of award by July 1, 2021, These documents will be required before any funds are released,)

1) Liability Insurance minimum $400,000 with the City of Pawtucket listed as an additional insured

2) Organization's copy of the annual report submitted to the Rhode Island Secretary of State's Department of Business Regulations. *(Each calendar year an annual report is due for filing from the following entities during the stated statutory filing periods: Business Corporation- Jan. 1 to March 1. Non-Profit Corporations – June 1 to June 30)*

3) Worker's Compensation Insurance

4) Unemployment Insurance

5) Crime coverage or a fidelity bond

6) Required WWW.SAM.GOV Registration

City of Pawtucket, Rhode Island
2021-2022 Community Development Block Grant
Request for Proposal Application
Due: TUESDAY, FEBRUARY 23, 2021, at 4 P.M.

Organization Name: _____

Project Name: _____

Project Address: _____

Executive Director Name: _____

Organization Address: _____

Telephone: _____

E-mail Address: _____

Signature: _____

DUNS Number: _____	**Employer Identification Number / Tax Identification Number: _____**

Contact Name & Title: _____

Contact Telephone: _____

Contact E-mail address: _____

Project Funding Request

Project Funding Request: $_____

Funding Leveraged from other sources; list the source of the leveraged funds and amount:

_____**$**_____

_____**$**_____

_____**$**_____

_____**$**_____

I. PROJECT ELIGIBILITY

Check all statements that describe HOW this project or activity meets the Benefit to Low and Moderate Income Persons National Objective:

__ L/M Area Benefit: My project meets the identified needs of L/M income persons residing in an area where at least 51% of those residents are L/M income persons. The benefits of this type of activity are available to all persons in the area regardless of income. Examples: street improvements, water/sewer lines, neighborhood facilities, façade improvements in neighborhood commercial districts.

__ L/M Limited Clientele (Specific Group): My project benefits a specific group of people (rather than all the residents in a particular area), at least 51% of whom are L/M income persons. The following groups are presumed to be L/M: abused children, elderly persons, battered spouses, homeless, handicapped, illiterate persons. Examples: construction of a senior center, public services for the homeless, Meals on Wheels for elderly, construction of job training facilities for the handicapped.

__ L/M Limited Clientele (Income Verification): My project will provide a service to populations other than listed above, and I will verify the income of each participant/individual served. (The City of Pawtucket will provide a HUD- approved income verification form.) **Each client assisted will need to fill out a CDBG Self-Certification form found on page 7 – If the proposed program cannot provide a form for each client the program cannot receive funding.**

Project Type

_____ Public Service (i.e., a **new** service or an **increase** in the level of service)

_____ Public Facilities and Improvements (i.e., construction activity at a community center, construction parks and playgrounds, senior and health centers, street trees, sidewalks.)

_____ Acquisition, disposition and/or clearance activity

_____ Historic Preservation

_____ Economic Development

_____ Planning or Design Activity

_____ Administration related to management of the CDBG Program

CITY OF PAWTUCKET, CDBG Program
Self-Certification Form–2020 (effective July 1, 2020)
Revised July 1, 2020
Program or Activity _____

Information on annual family income and race is required to determine eligibility for public services funded with federal Community Development Block Grant (CDBG) funds. Each participant must indicate the number of persons in their household, and then **CHECK THE BOX** that contains the amount of annual family income.

INCOME is defined as the total annual gross income of all family and non-family members 18+ years old living within the household. All sources of income must be counted from all persons in the household based on anticipated income expected within the next 12 months.

Please check your Income Range based on your Family Size (for example if there are 4 people in your household, go to HH of 4; if there are 8 or more in your household go to HH of 8):

HH of 1:	☐ $0 - $18,300	☐ $18,301 - $30,450	☐ $30,451 - $48,750	☐ $48,751+
HH of 2:	☐ $0 - $20,900	☐ $20,901 - $34,800	☐ $34,801 - $55,700	☐ $55,701+
HH of 3:	☐ $0 - $23,500	☐ $23,501 - $39,150	☐ $39,151 - $62,650	☐ $62,651+
HH of 4:	☐ $0 - $26,100	☐ $26,101 - $43,500	☐ $43,501 - $69,600	☐ $69,601+
HH of 5:	☐ $0 - $28,200	☐ $28,201 - $47,000	☐ $47,001 - $75,200	☐ $75,201+
HH of 6:	☐ $0 - $30,300	☐ $30,301 - $50,500	☐ $50,501 - $80,750	☐ $80,751+
HH of 7:	☐ $0 - $32,400	☐ $32,401 - $53,950	☐ $53,951 - $86,350	☐ $86,351+
HH of 8:	☐ $0 - $34,500	☐ $34,501 - $57,450	☐ $57,451 - $91,900	☐ $91,901+

Ethnicity (select one only): ☐ Hispanic or Latino ☐ Not Hispanic or Latino

Race: (select one)

☐ White	☐ Black/African American
☐ Asian	☐ American Indian or Alaskan Native
☐ Native Hawaiian or Other Pacific Islander	☐ Other Multi-Racial
☐ Black/African American & White	☐ American Indian/Alaskan Native & White
☐ Asian & White	☐ American Indian/Alaskan Native & Black/African American

Other: (Select all that apply) ☐ Senior ☐ Handicapped or Disabled ☐ Female Head of Household ☐ Minor (up to age 18)

APPLICANT STATEMENT: I hereby certify that the information on this form is accurate and complete. I understand that this self-certification may be subject to further verification by the agency providing services, the City of Pawtucket, or the U.S. Department of Housing & Urban Development. If necessary, I will provide the information required to verify this data (e.g., pay stubs, bank account statements, etc.). I, therefore, authorize such verification, and I will provide supporting documents, if necessary. **WARNING:** Title 18, Section 1001 of the U.S. Code states that a person is guilty of a felony for knowingly and willingly making false or fraudulent statements to any department of the U.S. Government.

_____ _____ Date:_____
Applicants' Signature *Typed or Printed Name*

Address: _____ Zip:_____

If client is below 18 years of age, parent or legal guardian must verify income and sign form.
Signature of Parent/Legal Guardian:_____ Date:_____

This information will be kept confidential and used for HUD monitoring purposes only.

II. PROJECT SUMMARY

All applicants must complete a project summary, which addresses each of the items listed below. Applicants may choose to respond in the space provided or submit a separate narrative of not more than five (5) pages.

a. **Describe how this project would address a specific need or a problem in the City of Pawtucket. How will the project meet a Consolidated Plan Strategic Priority need? Please review Appendix E for stated priorities.**

Proposed Project Accomplishments

Please briefly describe proposed accomplishment(s) if funding is awarded: (Accomplishments must be described in terms of households served, people served, businesses created, housing units created, jobs created or public facilities undertaken. Example: This program will serve 250 LMI (Low Moderate Income) individuals or this program will create 20 jobs, etc.)

A. What is the total estimated number of persons to be served by this project?

B. What is the total estimated number of LMI persons to be served by this project?

C. What is the anticipated percentage of LMI persons to be served by this project?

III. PERFORMANCE EVALUATION CRITERIA

The U.S. Department of Housing and Urban Development (HUD) requires recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Pawtucket has implemented a performance evaluation system. The system will help to quantify the effectiveness of programs and establish clearly defined outcomes.

Per HUD's requirements, all proposals must demonstrate how they would perform using this system should they receive funding.

For the purposes of preparing proposals, the City would like applicants to define as best they can the activities they propose to deliver and the number of those activities that will be provided. During the contract development phase, approved applicants will be assisted in refining the definitions and honing the projected number of activities to be delivered.

It is important that the expected outcome can be measured. In completing the Performance Evaluation System Form, provide one expected output that relates to the services you would deliver and one expected outcome that relates to the impact that program is expected to have on the Pawtucket community or person(s) benefiting from the activity. Please quantify outputs and outcomes as much as possible.

Performance Evaluation Form

Project Name:

Needs Statement (Related to Consolidated Plan Priority Needs Refer to Appendix C)

Project Goal:

Proposed Activity:

Expected Output: **Number of persons served, jobs created, housing units, etc.**   **Expected Outcome:** **Direct results of the program/project.**

IV. ACTIVITY DESCRIPTION

1. **Provide a detailed description of the proposed activity, including how the activity will address the community need you have indicated. Identify whether the activity is new, ongoing or expanded from previous years.**

2. **Identify who will benefit from the proposed activity (i.e., homeless, youth, seniors, disabled, etc.). If designed to benefit persons of L/M income, describe the process you will use to identify these persons and ensure that the activity meets this objective.**

3. **Provide an activity timeframe/schedule, including start, completion dates and other significant stages.**

V. ORGANIZATION CAPACITY

1. **Provide an overview of your organization, including length of time in existence. Attach a list of current officers and board members with terms.**

2. **Describe your organization's experience in successfully conducting this type of activity. Identify any skills, current services or special accomplishments that demonstrate your capacity for success.**

3. **Identify the person(s) responsible for the program and financial management of the activity. Identify all other persons involved in this activity, noting whether these positions are current or new, pending this award.**

4. **Identify any other agencies/partners in this activity and define the roles and responsibilities of these partners.**

5. **Demonstrate that the proposed activity is economically feasible and can be implemented in a timely, cost-effective manner within the proposed program year.**

6. **Oftentimes, projects that receive an award of CDBG funding are actually awarded less than the amount originally requested. This requires the submission of a revised budget and a description of how it will carry out the proposed activity with reduced funding prior to the commitment of any funding. Please indicate here whether your proposed activity could be undertaken with a reduced commitment of funding; and if so, please highlight how that would affect the scope of services you are proposing.**

VI. FINANCIAL

The City encourages CDBG funds to be utilized as gap funding. A gap is defined as the amount of funding necessary to run a program after all other funding sources have been identified, thus leveraging is very important in the application process.

Activity Budget
Please answer the following questions in the space provided. You may reference and attach an additional page if necessary.

A. Complete the Budget Summary Chart. More detailed budgets may be attached (and are strongly recommended) in support of the proposal.

B. Identify sources of leveraged funding for this activity. Include the status of these funds (i.e., cash on hand, grants received, planned fund-raising, etc.). Attach copies of funding commitment letters or other evidence of funding support.

C. Leverage – Consideration will be given to the amount of non-CDBG funds committed to the project.

BUDGET SUMMARY CHART

Category Breakdown	CDBG	Leveraged Funds	Source of Leveraged Funds	Total Funds
Personnel*	$	$	$	$
Contractual Services (Specify)	**$**	**$**	**$**	**$**
Rent & Utilities	$	$	$	$
Advertising	$	$	$	$
Other Specify:	$	$	$	$
	$	$	$	$
	$	$	$	$
Total CDBG Request				$
Total Other funds				$
Grand Total	$	$	$	$

*NOTE: Please complete the budget detail chart on the next page if personnel costs are included in your proposal.

Budget Detail
This section provides back up for each line item shown in the Budget Summary Chart. Please make certain this detailed breakdown is consistent with the Program Budget. Round up to the nearest hundred.

A note about the Staff/Salary Breakdown: Please show all proposed staff positions funded with CDBG funds that relate to the proposed activity. If multiple staff members have the same position/title, list separately (For example: Counselor 1, Counselor 2). Use an additional sheet if necessary. You must submit job descriptions with your application for each position title identified below. *When entering percentages, enter in decimal form.* ***(This section is only applicable for organization's intending to use CDBG funds to pay staff members)***

Position Title	Is this a Current or Proposed Position?	Annual Salary	Annual Fringe Benefits	Total Annual Salary	X	% Time Spent on This CDBG Project/ Program	=	Total Position Cost Requested from CDBG
Example: Case Manager	Current	$25,000	$5,000	$30,000	X	40%	=	$12,000
		$	$	$	X		=	$
		$	$	$	X		=	$
		$	$	$	X		=	$
		$	$	$	X		=	$
		$	$	$	X		=	$

Please note: A job description for each person must be provided.

VII. CONSTRUCTION PROJECTS ONLY

Eligible Public Facilities activities include acquisition, construction, rehabilitation and American with Disabilities Act (ADA modifications to a public facility. Public Facilities include senior and youth centers, domestic violence shelters, neighborhood facilities and childcare buildings. The City recommends that agencies will be expected to incorporate sustainable building technologies and standards, such as those in the Leadership in Energy and Environmental Design (LEED) Building Rating System, into their projects whenever feasible.

Priority will be given to public facility improvement projects that service low-moderate income residents and create jobs, increase energy efficiencies or expand educational and job training opportunities for low income residents.

All construction contracts in excess of $2,000 will be subject to federal Davis-Bacon Wage Rates and Labor Standards provisions. No funds on the proposed project will be reimbursed to the applicant before an award or contract has been issued.

All contractors and sub-contractors working on the proposed construction project must be registered with WWW.SAM.GOV please review the requirements of the registration process before putting projects out to bid. www.sam.gov

PLEASE NOTE THAT ANY COSTS INCURRED PRIOR TO THE AWARD AND ENVIRONMENTAL REVIEW PROCESS CANNOT BE REIMBURSED TO THE APPLICANT.

CONSTRUCTION PROJECTS ONLY
PROJECT BUDGET

Activity	CDBG FUNDS	Other Non-Federal Funds	Other Federal Funds	Total
Acquisition Costs				
Land	$	$	$	$
Existing Structures	$	$	$	$
Other acquisition costs	$	$	$	$
Site Work (not in construction contract)				
Demolition/Clearance	$	$	$	$
Other site costs	$	$	$	$
Construction/Project Improvement Costs				
New Construction	$	$	$	$
Rehabilitation	$	$	$	$
Performance bond Premium	$	$	$	$
Construction contingency	$	$	$	$
Other	$	$	$	$
Architectural and Engineering				
Architectural fees	$	$	$	$
Engineering fees	$	$	$	$
Other Owner Costs				
Appraisal fees	$	$	$	$
Survey	$	$	$	$
Soil boring/environmental	$	$	$	$
Lead-Based paint	$	$	$	$
Permitting fees	$	$	$	$
Legal fees	$	$	$	$
Other	$	$	$	$
Miscellaneous Costs				
Developer fees	$	$	$	$
Project reserves	$	$	$	$
Relocation costs	$	$	$	$
Project Administration & Management Costs				
Marketing/management	$	$	$	$
Operating	$	$	$	$
Taxes	$	$	$	$
Insurance	$	$	$	$
Other	$	$	$	$
TOTAL	$	$	$	$

Technical Appendix
2021-2022 Community Development Block Grant
City of Pawtucket, Rhode Island

Appendix A	**Summary of Eligible and Ineligible CDBG Activities and City's Selection process**
Appendix B	**Statement of Applicant**
Appendix C	**Conflict of Interest Disclosure**
Appendix D	**2020 CDBG Moderate/Low Income Guidelines for Pawtucket Residents (Effective: July 1, 2020)**
Appendix E	**2020-2024 Consolidated Plan Strategic Priority Area Summary Community Development (Non-Housing) Goals and Housing Goals.**
Appendix F	**2010 Census Eligible Low/Moderate Income Pawtucket Neighborhoods (For Neighborhood Benefit Activities)**

The City of Pawtucket, Rhode Island, does not discriminate against persons based on race, color, religion, marital status, sex, national origin, ancestry, age, familial status, gender identity, disability or any arbitrary basis. If you need special assistance in order to read and understand the information contained herein, please call the City of Pawtucket, Department of Planning and Redevelopment at 728-0500, Ext. 430. The City of Pawtucket TDD (Telecommunications for the Deaf) number is 722-8239. You may also e-mail questions to esoares@pawtucketri.com

APPENDIX A

SUMMARY OF ELIGIBLE AND INELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT PROGAM ACTIVITIES

This is a summary of the activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to the governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200-570.207. This summary is based upon the Final Rules published in March 1996.

General Policies –570.200

The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities, principally for persons of low and moderate-income. Funds must be used so as to give maximum feasible priority to activities which will carry out one of the three broad national objectives of: benefit to low and moderate-income families; or aid in the prevention or elimination of slums or blight; or activities designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. At least 70% of the total CDBG funds must be used for activities that benefit low and moderate-income persons; and at least 51% of the beneficiaries of individual activities must be low- and moderate-income persons.

ELIGIBLE ACTIVITIES*

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

- Economic Development activities, including microenterprise assistance and lending for for-profit businesses;
- Public Services, such as employment assistance, crime prevention, substance abuse, child care, health care, transportation, 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 building for the general conduct of government);
- Historic Preservation;
- Planning;
- CDBG Program administration cost;
- Related relocation, clearance and site improvements, and;

INELIBIBLE ACTIVITIES:

- The list of activities that are not eligible for CDBG funding include, but are not limited to:
- Buildings used for 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.

EVALUATION OF PROPOSALS:

The City will evaluate all CDBG proposals in a three-phase process:

1. The first phase will involve a review of the proposals by the staff of the Department of Planning and Redevelopment for conformance to the submission requirements and a determination of whether the proposals meet the minimum criteria established in this RFP. Each proposal will be reviewed for program eligibility under the regulations of the CDBG Program, and feasibility for implementation.

2. The second phase will involve an evaluation of the proposal merits by the staff of the Department of Planning and Redevelopment. During this phase, and at its discretion, City staff may conduct interviews with qualifying applicants and provide the applicant the opportunity to clarify their proposal and advise the city of any additional factors, which may be relevant.

3. The final phase will be a review of the applications and recommendations with the Mayor's Review Committee.

ELIGIBLE ACTIVITIES

Before preparing a request for funding, first determine whether or not the proposed activity or project is an eligible activity per federal regulations. The applicable CDBG regulations are located in these RFP instructions. This listing defines eligible and ineligible activities for the respective programs. If the proposal does not meet at least one of the three national objectives for CDBG funding, or is determined to be ineligible under other applicable CDBG regulations, the project cannot be considered for funding.

NATIONAL OBJECTIVES (FOR CDBG APPLICATIONS)

The primary objective of the CDBG program is to benefit low and moderate-income persons who earn at or below 80% of the median income and/or reside in census tracts with at least 51% low and moderate-income levels. Priority will be given to those applications that meet national objective #1 as stated below. Without exception, all CDBG program activities must meet one of the program National Objectives listed below:

1. National Objective 1: Principally benefits low and moderate-income persons who earn at or below 80% of the median income (Code of Federal Regulation citation 570.208(a).)

2. National Objective 2: Aids in the prevention or elimination of slums or blight (Code of Federal Regulation citation 570.208(b).)

3. National Objective 3: Qualifies as a certified urgent need (Code of Federal Regulation citation 570.208(c).)

Section 570.208 of the Code of Federal Regulations lists the criteria to determine whether a CDBG - assisted activity complies with the national objectives stated above.

SELECTION: RANKING CRITERIA FOR FUNDING PROPOSALS

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

Staff will utilize the following criteria, in addition to HUD eligibility requirements and the City's Consolidated Plan priorities, in evaluating proposals submitted for CDBG funding:

A. IMPACT ON CONSOLIDATED PLAN PRIORITY NEEDS

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

B. BENEFIT TO LOW AND MODERATE INCOME PERSONS

The primary objective of the CDBG program is the development of healthy communities "by providing decent housing and a suitable living environment and expanding economic opportunities principally for persons of low and moderate-income." HUD requires that, at a minimum, 70% of the CDBG money be used for activities that benefit lower income people.

Projects are required to benefit low and moderate-income (LMI) persons and must be designed to include participation by such persons. A CDBG - assisted activity "benefits lower income people" if it meets any one of the four following tests:

1. The Housing Benefit Test for measuring lower income benefit.

- Housing-related CDBG activities "benefit" lower income people only if occupied by low and moderate-income individuals and families.

- In multifamily buildings (3 or more units), at least 51% of the units must be occupied by low and moderate-income individuals and families.

2. The Job Creation or Retention Test for measuring lower income benefit. The business receiving CDBG assistance must justify that the assistance will benefit low and moderate-income individuals. There are two possible ways it can meet this claim:

- At least 51% of the jobs created or "retained" by the business as a result of the CDBG assistance must be either filled by or "available to" low and moderate income individuals. Jobs are to be counted on a full-time-equivalent basis.

- "Available to" means either: the job does not require special skills or additional education; or, the business agrees to hire someone and train them for the job. In addition, the business and city must try to ensure that low and moderate-income persons get first consideration for filling the job.

3. The Limited Clientele Test for measuring lower income benefit. Some CDBG - assisted activities are either facilities or services that, by their special nature, serve people who might frequently be lower income people. Examples include shelters for abused spouses, or senior citizen centers. HUD calls these "limited clientele activities". To determine whether one of these activities principally benefits lower income people, one of the following tests must be met:

- Only lower income people are allowed to use the facility or service.

- The activity requires users to provide information about their family income and size, and at least 51% of the users are lower income.

- The activity is one that HUD "presumes" that 51% of the users are lower income. For example, HUD "presumes" elderly, handicapped, and illiterate people - among others - are lower income.

4. The Area Benefit Test for measuring lower income benefit. Many CDBG activities can benefit all people in an area, no matter what their income is. Examples include: street improvements, neighborhood facilities, and fixing the fronts of stores in neighborhood commercial districts. Such projects must meet the "area benefit test" if they are to be counted as benefiting lower income people. To meet this test, at least 51% of the residents of the "area" must be lower income.

   In all cases, all applications scored under the low and moderate-income criterion will include review and scoring of the following:

- LMI benefit activity selected
- How LMI persons will be determined
- The absolute number of persons to be served
- The percent of qualifying LMI persons to be served
- How the low and moderate-income persons will benefit

For the purpose of evaluating project applications, 51% of beneficiaries must be low and moderate-income.

Projects that cannot demonstrate 51% LMI benefit will not be funded.

C. PROJECT DESCRIPTION, PERFORMANCE EVALUATON CRITERIA & BUDGET

The content and soundness of all applicants' project design will be evaluated. This evaluation shall include a review of proposed project activities set forth in the narrative and the budget to support these activities.

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 date of cost estimates
- Relationship between cost and the activities to be undertaken
- Cost per unit, if applicable
- Other items deemed relevant to success of the proposed activities

D. CAPACITY

Project sponsors must demonstrate the ability to carry out the proposed activities. Project sponsors will be evaluated on experience, administrative capacity, and financial management.

Consideration will be given to current providers with exemplary performance records. Exemplary performance is defined as: receiving a high score in performance evaluations conducted by the Department of Planning and Redevelopment and consistently meeting or exceeding the accomplishment goals established for the CDBG - funded activities.

E. LEVERAGE

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. Documentation must be provided with the application to verify the availability of leverage resources.

F. OTHER APPLICATION FACTORS

Applicants are encouraged to develop a program that has a substantial and comprehensive effect on the needs and conditions identified in their application. These qualities will be carefully evaluated in the review of your application using the evaluation criteria presented on the CDBG Proposal Application Evaluation Worksheet found in these instructions.

It is strongly recommended that you consider these factors before preparing your application, as they are the same factors that will be used to judge the overall feasibility of your proposal.

Evaluation of Proposals

CDBG funds are awarded through a competitive proposal evaluation process. The evaluation considers all aspects of the proposal as described in the RFP and proposal application.

Proposals are reviewed by City staff who first review each application for threshold information [completeness of application] and then for content. City staff review each application, ranking them using the City's application evaluation worksheet. Should a question arise during its review, the City reserves the right to contact the applicant for clarification. The results of those evaluations are then presented to the Mayor's Review Committee that renders the final decision on awards.

While a well-written proposal is no guarantee of funding, this is a highly competitive process where the completeness, conciseness, and responsiveness to the criteria described in the RFP is of the utmost importance.

City staff are available to assist potential applicants in completing the CDBG application proposal.

Please contact the City of Pawtucket's Department of Planning and Redevelopment at 401-728-0500 ext. 430 should you have any questions concerning this process or the application, itself.

All completed proposal applications are due without exception on Tuesday, February 23, 2021, no later than 4:00pm. There are no exceptions to this deadline.

Evaluation Criteria

Maximum Points Possible	100 Points
Quality of Program Design	25 Points
Proposed Accomplishments	25 Points
Capacity and Experience	25 Points
Financial Administration	25 Points

EVALUATION FACTORS

Quality of Program Design – 25 Points
Points: _____

Does the proposed program/project comply with the overall regulations, goals and objectives of the HOME program?

Does the application include a demonstration of unmet need?

Is the application proposal consistent with the needs and priorities of the City of Pawtucket's 2020-2024 Consolidated Plan?

Overall program merit including coordination with existing services (non-duplication) and evidence of community support?

Proposed Accomplishments – 25 Points
Points: _____

Are the program activities and goals clearly defined?

Are there meaningful outcomes and outputs for the proposed program activities?

Does the proposed program/project take into consideration the collaboration of resources with other public and/or private development efforts to be more effective and efficient?

Capacity and Experience – 25 Points
Points: _____

Does the organization have the experience and staff qualifications to meet their intended program goals? Does the organization have the financial capacity and internal controls to ensure its compliance with standard fiscal practices and to ensure its ongoing sustainability?

Has the organization demonstrated past experience in implementing and compiling with federal regulations?

Has the organization demonstrated an ability to deliver their services?

Financial Administration – 25 Points

Points: _____

Does the organization have the qualified staff to oversee financial operations?

Has the organization expend previous funding in a timely manner, and have previous funding allocations been expended within the program year?

Does the organization have any outstanding financial concerns or findings?

APPENDIX B

Statement of Applicant

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.

2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.

3. That the City of Pawtucket may request or require changes in the information submitted and may substitute its own figures, which it deems reasonable for any or all figures provided. That the applicant will participate in required public meetings and may be called in for an interview for project assessment.

4. That, if the project(s) is recommended and approved by the Mayor, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced or rescinded.

5. The City of Pawtucket reserves the right not to fund any proposals received.

6. By submission of this application, the organization agrees to abide by the federal regulations applicable to this program.

7. That, if the project(s) is funded, the organization agrees to abide by the City's locally established policies and guidelines.

8. That past program and financial performance will be considered in reviewing this application.

9. That services are to be provided at no cost to citizens during the grant period. All program income (i.e., fees, repayments, foreclosures, etc.) must be remitted to the City.

10. That, if the project(s) is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.

11. That, if the organization's project(s) is funded, the City will perform an environmental review prior to the obligation of funds.

12. That, if a project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations and reversions of assets would be required between the organization and the City.

13. That a project's funding does not guarantee its continuation in subsequent action plans.

14. Provide written signatory authority from the organization's governing body indicating who can execute contracts and amendments on its behalf.

15. Agree to abide by the City of Pawtucket's Conflict of Interest policy. Items of concern would include staff members serving on Board of Directors, staff members' families serving on Board of Directors and other matters that may give the appearance of a conflict of interest.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT
U.S. Code Title 18, Section 1001, provides that a fine of up to $10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the applicant acknowledges the above in its name and on this _____day of _____, 2021.

_____
Name of Organization

By: _____
Signature of Authorized Signer

_____
Title

APPENDIX C

Conflict of Interest Disclosure

The standards in of 2 CFR part 200 Uniform administrative requirements, cost principles, and audit requirements for Federal Awards, provide that no employee, officer or agent shall participate in the selection, award or administration of a contract supported by federal funds if a real or apparent conflict of interest would be involved. Such a conflict would arise when an employee, officer or agent, any member of his or her immediate family, his or her partner or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in the firm selected for an award.

The CDBG regulations at 24 CFG 570.611 and HOME regulations at 24 CFR 92.356 provide that no person who is an employee, agent, consultant, officer or elected official or appointed official of the recipient or subrecipient that are receiving CDBG or HOME funds and (1) who exercises or has exercised any functions or responsibilities with respect to activities assisted with CDBG funds; or (2) who is in opposition to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest from a CDBG-assisted or HOME-assisted activity or have any interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one (1) year thereafter.

A disclosure of the nature of any perceived or actual conflict must be made prior to the execution of agreements utilizing CDBG or HOME.

IF NO CONFLICT EXISTS, COMPLETE THE FOLLOWING:

☐ I certify that no conflict of interest exists between the City of Pawtucket and (name of organization) _____.

☐ I certify that no conflict of interest exists between the subcontractors and (name of organization) _____.

IF POTENTIAL CONFLICT EXISTS, COMPLETE THE FOLLOWING:

☐ I certify that a potential conflict of interest may exist between the City of Pawtucket and (name of organization) _____.

☐ I certify that a potential conflict of interest may exist between (name of subcontractor) _____ and (name of organization) _____.

Describe the nature of the conflict of interest below. Identify the individual, employment and the conflict or potential conflict and their affiliation with your organization_____.

_____ _____

Signature of Authorized Signer **Date**

_____

Type Name and Title

APPENDIX D

City of Pawtucket, Rhode Island

Federal Housing and Community Development Programs*

2020 Income Guidelines

Effective Date: JULY 1, 2020

2020 Median Family Income:

	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
Moderate Income (80% of Median)	**$48,750**	**$55,700**	**$62,650**	**$69,600**	**$75,200**	**$80,750**	**$86,350**	**$91,900**
Low Income (60% of Median)	**$36,540**	**$41,760**	**$46,980**	**$52,200**	**$56,400**	**$60,600**	**$64,740**	**$68,940**
Very Low Income (50% of Median)	**$30,450**	**$34,800**	**$39,150**	**$43,500**	**$47,000**	**$50,500**	**$53,950**	**$57,450**
Extremely Low (<30%Median)	**$18,300**	**$20,900**	**$23,500**	**$26,100**	**$28,200**	**$30,300**	**$32,400**	**$34,500**

***governing the Community Development Block Grant (CDBG), HOME Housing, and Emergency Solutions Grant (ESG) Programs**

APPENDIX E

City of Pawtucket, Rhode Island
2020-2024 Consolidated Plan
Strategic Priority Area Summary
Community Development (Non-Housing) Goals

Priority Category	Specific Activity	Priority Funding Ranking	Planned Performance Measure
1. Public Services			
a. Assistance to the Hungry	Support provision of food assistance to low income Pawtucket residents.	High	# of households served
b. Senior Services	Support provision of senior service case management, programming, transportation and other essential services such as adult day care for Pawtucket residents.	Medium	# of households served
c. Youth Enrichment Programming	Support for a variety of youth enrichment programs, promotions, education and career advancement.	Medium	# of youth served
d. Community-based job readiness skill building services.	Support for initiatives directed at building essential core competencies to achieve gainful employment for Pawtucket residents.	High	# of program graduates
e. Youth Counseling Services	Support programs that assist youth counseling	High	# of youth served

2. Economic Development

a. Loan assistance to existing businesses or locating in Pawtucket to create low/moderate income jobs.	Support Pawtucket Business Development Corp. business loan low/moderate job creation program.	High	# of low/moderate income jobs created or retained
b. Assistance for neighborhood-based community development projects which increase economic opportunity for persons of low and moderate income.	Support to community-based organizations dedicated to increasing economic opportunities for neighborhood residents.	Low	# of unduplicated neighbor-hood households receiving services designed to improve economic opportunity
c. Assistance for Infrastructure Improvement	Support for land or building improvements that result in low/moderate job creation acquisition or service to low/moderate populations.	High	# of permanent jobs created / retained and # of low/moderate households benefited from facility
d. Assistance to developers of small scale (less than 25,000 sq. ft.) commercial space	Develop loan financing vehicle to assist small scale commercial development directed to low/moderate income job creation.	Medium	# of low/moderate income jobs created or retained
e. Assistance to organizations which provide business related technical assistance resulting in low/moderate job creation.	Provide support to organizations which provide technical assistance to business, resulting in low/mod job growth.	Low	# of low/moderate income jobs created or retained
f. Microenterprise Assistance	Provide technical assistance / support services to businesses	High	# of business start-ups for Pawtucket residents

	with less than five employees		
g. Section 108 Loan Proceeds	Use Section 108 Loan Proceeds as a credit enhancement tool to assist businesses with the creation/retention of low/moderate jobs	High	# of low/moderate income jobs created or retained
3. Public Infrastructure			
a. Installation of new sidewalks in low/moderate income neighborhoods.	Installation of new sidewalks in low/moderate income neighborhoods.	Medium	# of linear square feet of new sidewalks in low/moderate income neighborhoods.
b. Street Tree Installation	Installation of street trees in low/moderate income neighborhoods.	Low	# of trees placed in low/moderate neighborhoods
c. Selective Downtown Infrastructure Assistance	Assistance with key qualifying infrastructure improvements to assist with downtown job creation.	High	# of new businesses / job created in downtown
d. Transit Improvements	Support transit improvements with an emphasis on multimodal transportation	High	# of projects completed
e. Section 108 Loan Proceeds	Use Section 108 Loan Proceeds for Public Infrastructure Projects that benefit low/mod income neighborhoods or that benefit the entire City	High	# of projects completed
4. Public Facility Improvements/Park Improvements			
a. Parks / Playgrounds	Construction of green space / physical improvements to parks / playgrounds which serve	High	# of parks / playgrounds created/improved

	low/moderate income areas.		
b. Low/Moderate Income Facility Service Providers	Construction of / physical improvements to public and private facilities which serve a majority of low/moderate income eligible clients.	High	# of facilities / households assisted
c. Removal of Architectural Barriers for eligible properties	Construction or Installation of an accessibility feature (i.e. ramp) for qualifying public and private properties.	Low	# of ramps
d. Historic Preservation of Significant Historic Properties	Rehabilitation, preservation or restoration of publicly or privately owned properties designated as historic.	High	# of historic property restored
e. Fire equipment	Purchase Fire rescue equipment to serve Low/mod income areas	Low	# of equipment
5. Neighborhood Stabilization			
a. Demolition of Blighted Properties	Support demolition of blighted properties.	Medium	# of blighted properties demolished
d. Acquisition of Blighted Properties	Support acquisition of blighted properties.	Medium	# of blighted properties acquired
c. Disposition of Properties	Support sale, lease or donation of CDBG-acquired property for CDBG-eligible reuse development	Medium	# of blighted properties disposed of for low/mod use

6. Affordable Housing

a. Assist the rehabilitation of foreclosed and other distressed properties for reuse as deed restricted (30 years) affordable rental housing.	Provide funding pool for non-profits to acquire and rehabilitate foreclosed and other housing for rental housing.	High	# of 30 year affordability units produced
b. Assist low and moderate income qualified homebuyers purchased properties, with an emphasis on multi-families and on the Woodlawn and Pleasant View neighborhoods.	Downpayment and closing cost assistance targeted to specific priority purchase areas.	High	# of homebuyers assisted
c. Support small scale (6 space units and under per property) redevelopment of distressed properties with a priority for permanent supportive housing for homeless individuals and families.	Provide funding pool for non-profits to acquire and rehabilitate distressed properties.	High	# of affordable units produced
d. Provide low cost loan financing to qualified Pawtucket property owners to rehabilitate their properties.	Provide loan funding pool through the Pawtucket Redevelopment Agency for qualified property owners	High	# of housing units rehabilitated
e. Support for tenant-based rental assistance programs, with a priority for individuals/ families with special needs.	Providence funding for agencies to administer rental vouchers to low/moderate income households.	Low	# of low/moderate income households assisted.
f. Provision of emergency rental assistance to low/moderate income households facing eviction.	Provide one-time emergency stipend to low/moderate income households facing eviction	High	# of low/moderate income households assisted.

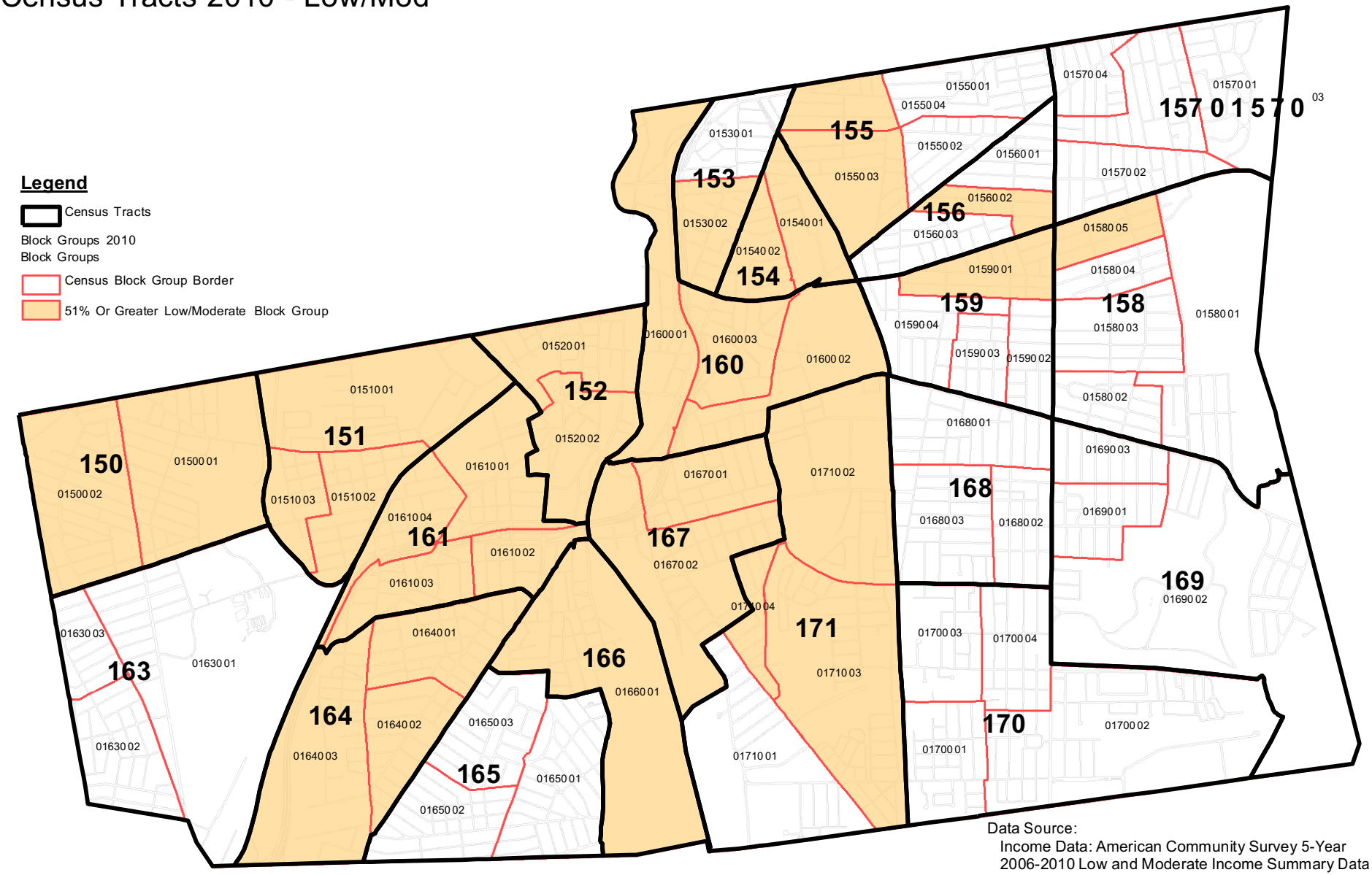
g. Support for appropriately scaled neighborhood infill affordable housing with a priority for owner occupancy to create/preserve	Provide funding and/or property for non-profits to build infill housing to create/preserve affordable rental units	High	# of affordable units produced.
h. Promote understanding of and access to the protections of the federal fair housing law.	Support efforts to promote fair housing awareness to local citizenry.	Medium	# of fair housing contacts
7. Homeless Assistance			
a. Support efforts to develop small scale (6 and under) permanent supportive housing for Pawtucket homeless / special needs individuals and families	Support projects which develop units of permanent supportive housing for homeless individuals and families.	Medium	# of supportive housing units created
b. Support existing network of emergency shelter providers to Pawtucket	Support existing providers of homeless services to Pawtucket residents with shelter and rapid rehousing services.	High	# of homeless assisted
c. Support for outreach and assessment casework directed to homeless persons and those threatened with homelessness.	Support for casework directed to homeless persons and those threatened with homelessness day program.	High	# of clients receiving casework assistance
8. Planning and Administration Activities			
a. Planning Studies	Special studies on specific city-wide topics.	Medium	city-wide study

b. Program Administration	Grant administration / compliance costs and associated grant staffing of management CDBG, HOME and ESG Programs.	Medium	n/a
c. CDBG Section 108 Consultant	Allocate a small portion of admin funds to hire a consultant to assist the City with a Section 108 Loan Application	Medium	n/a

F:\DPR\conplan20-21\2020-2024 Consolidated Plan Priorities Revised Jan 2020

APPENDIX F.

Census Tracts 2010 - Low/Mod



Data Source:
Income Data: American Community Survey 5-Year
2006-2010 Low and Moderate Income Summary Data.

City of Pawtucket

Department of Planning & Redevelopment
September 2014

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