



# Community Development Block Grant Program

## GRANT APPLICATION FORMS & GUIDELINES



**(FISCAL YEAR 2017-2018)**

**Applications due Tuesday, March 21, 2017, by 5:00 PM**

ALL PROPOSALS MUST BE CONSISTENT WITH AND ADDRESS THE  
CONSOLIDATED PLAN OBJECTIVES OUTLINED IN THIS HANDBOOK

**DEADLINE:**

**5:00 PM, Tuesday, March 21, 2017**

**WHERE:**

Attn: Nick Pernice  
Malden Redevelopment Authority  
17 Pleasant Street, 3<sup>rd</sup> Floor  
Mailing Address: P.O. Box 278  
Malden, MA 02148

**NUMBER OF COPIES:**

One (1) signed original and two (2) copies of each Proposal is required and may be sent by mail or hand-delivered. Please note: Electronic submittals will not be accepted.

**ALL APPLICANTS MUST COMPLETE A SEPARATE  
PROPOSAL FOR EACH PROJECT/PROGRAM SUBMITTED**

**SUBMISSION REQUIREMENTS:**

- \* CDBG Grant Application, fully completed
- \* One (1) copy: 501(c)(3) Letter of Tax Determination Status from the IRS
- \* One (1) copy: Agency's most recent financial audit  
(A133 single audit required for those agencies receiving more than \$750,000 in federal funds)
- \* One (1) copy: MA Certificate of Good Standing

**DO NOT SUBMIT THE FOLLOWING  
WITH YOUR PROPOSAL:**

- \* Letters of Support
- \* Resumes, Brochures, newspaper articles, or other marketing materials

**ALL PROPOSALS MUST BE RECEIVED AND TIME STAMPED BEFORE  
5:00 PM ON Tuesday, March 21, 2017**

***LATE PROPOSALS WILL NOT BE ACCEPTED!***

***Failure to provide complete application and all supporting documentation may result in application being rejected***

**FOR FURTHER INFORMATION OR QUESTIONS PLEASE CONTACT:**

Nick Pernice, Community Development Director  
Malden Redevelopment Authority  
17 Pleasant Street, 3<sup>rd</sup> Floor  
Mailing Address: P.O. Box 278  
Malden, MA 02148  
Phone: 781-324-5720 ext. 5728  
npernice@maldenredevelopment.com

## **INTRODUCTION**

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The Malden Redevelopment Authority, on behalf of the City of Malden is in the process of developing its Annual Action Plan for fiscal year 2017-2018. This handbook is designed to provide guidance to applicants who wish to submit proposals for funding under the CDBG program.

### **SCHEDULE FOR DEVELOPMENT OF ANNUAL ACTION PLAN**

- Tuesday February 21, 2017, at NOON, CDBG APPLICATION AVAILABLE at Malden Redevelopment Authority (MRA), 17 Pleasant Street, 3<sup>rd</sup> Floor, Malden, MA, & on MRA website: [www.maldenredevelopment.com](http://www.maldenredevelopment.com)
- Tuesday February 21, 2017, at 6 P.M., PUBLIC HEARING #1 at Malden Redevelopment Authority Rehab Office, 176 Pearl Street, Malden, MA
  - Technical assistance on submission of application, review performance of current year projects will be provided, status of Section 108 Loans, and input on housing and community development needs will be obtained.
- Thursday February 23, 2017, at 5:30 P.M., PUBLIC HEARING #2 at Malden Redevelopment Authority Rehab Office, 176 Pearl Street, Malden, MA
  - Technical assistance on submission of application, review performance of current year projects will be provided, and input on housing and community development needs will be obtained.
- Tuesday, March 21, 2017, by 5:00 P.M., CDBG APPLICATIONS DUE
- Wednesday, April 12, 2017, Draft Annual Action Plan Released, and 30 day citizen comment period begins.
- Tuesday, April 18, 2017, at 5:30 P.M., PUBLIC HEARING #3 at Malden Redevelopment Authority Rehab Office, 176 Pearl Street, Malden, MA
  - Review of Draft Annual Action Plan and input on housing and community development needs will be obtained.
- May 13, 2017, 30 day citizen comment period ends.

## **ELIGIBLE ACTIVITIES**

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### **Eligible Applicants**

Funds are available to for-profit and non-profit corporations and organizations. ALL sub-recipients receiving federal funds must register with Dunn and Bradstreet to obtain a DUNS number. To find information on how to obtain a DUNS number please visit the following website: <http://www.dnb.com/get-a-duns-number.html>. Completing this registration process is free, but may take up to 10+ days to complete. A DUNS number is required as part of this application. **No awards will be made without this information.**

### **Grant Program Descriptions & Eligible Activities**

The City of Malden is requesting proposals for Program Year July 2017 – June 2018 for funding from the following grant programs:

**Community Development Block Grant (CDBG):** The CDBG program provides grants for activities whose principal beneficiaries are low- to moderate- income households (LMI) **at or below 80%** of the area median. Also Presumed LMI are violence victims, abused children, homeless, disabled, and those with mental illness. The goals of the program are to provide decent, safe and sanitary housing, a suitable living environment and to expand economic opportunities.

### **Applicants may apply for funds to support Public Services or Physical Development Activities**

Public service programs, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, and welfare, are eligible for CDBG assistance. At the time it first receives CDBG assistance, a public service program must provide **either a new service or a quantifiable increase in the level of an existing service** above that which has been provided by or on behalf of the City of Malden in the previous program year before the submission of the Annual Action Plan.

Applicants of capital improvements projects, including but not limited to improvements to public facilities, should carefully consider the project timeline when applying for CDBG funds. The City will require that projects funded with CDBG dollars have a start date no later than November 1, 2017. Failure to meet this deadline may result in the recapture of funds. Recaptured funds will be returned to the CDBG program and become available for distribution for future eligible projects.

### **Encouraging Collaborations:**

The intent of a collaborative is to help increase the efficiency in service delivery, improve the value of data reported, improve the ability to analyze level of unmet needs, increase capacity of programs, and reduce the reporting burden of the grant programs.

Any questions concerning proposal requirements, corrections, modifications or withdrawal can be directed to the Malden Redevelopment Authority, at 781-324-5720. The MRA Community Development staff will provide technical assistance to all applicants upon request.

## **Evaluation Criteria**

MRA Staff will use the following criteria to evaluate proposals and make recommendations to the Mayor and City Council. In order to be considered for funding, a proposed activity must meet at minimum be eligible for funding according to HUD's regulations by meeting at least one of HUD's National Objectives, and address at least one goal of the City of Malden Consolidated Plan. Application, including Budget Description, must also be **complete**.

Comparative Criteria Categories	Highly Advantageous (HA)	Advantageous (A)	Not Advantageous (NA)
<p><b><u>1. Community Need</u></b>  <i>Does the proposed project address a pressing or significant need in the City of Malden in demonstrated familiarity with said need? Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan</i></p>	<p>Applicant can demonstrate comprehension of said need, and that the proposed project meets a new or growing need in the community that is either not being met or is underserved by other programs.</p>	<p>Applicant can demonstrate familiarity with said need, and that the proposed project meets an existing need in the community.</p>	<p>It is unclear from the application if the applicant has comprehension of said need, or if the proposed project meets an unmet community need.</p>
<p><b><u>2. Resources &amp; Capacity</u></b>  <i>Does the organization have the appropriate level of experienced staff and resources to execute the proposed project and the aptitude to meet the need?</i></p>	<p>Applicant has had experience with other projects similar to the one proposed and can demonstrate strong staff/resource levels capable of successfully implementing the proposed project.</p>	<p>Applicant has had some experience with other projects similar to the one proposed and has adequate staff/resources capable of completing the proposed project.</p>	<p>Applicant has limited experience with projects similar to the one proposed and it is unclear from the application if there is adequate staff capacity to complete the proposed project.</p>
<p><b><u>3. Cost Benefit</u></b>  <i>How does the cost of the proposed project compare to its proposed output and outcome accomplishments?</i></p>	<p>Proposed project yields a low cost-benefit ratio comparable to similar programs.</p>	<p>n/a</p>	<p>Proposed project yields a high cost-benefit ratio comparable to similar programs.</p>
<p><b><u>4. Encouraging Partnerships</u></b>  <i>Does the proposed project involve new or existing partnerships with other service providers in the community?</i></p>	<p>Applicant and/or proposed activity will encourage new partnerships as a result of the project.</p>	<p>Applicant will utilize existing partnerships to complete the proposed project.</p>	<p>Proposed project does not encourage partnerships.</p>
<p><b><u>5. Leveraged Funds</u></b>  <i>Has the organization secured additional funding sources or in-kind support to cover the proposed project?</i></p>	<p>Applicant has demonstrated the capability of leveraging funds or in-kind support to cover 50% or more of the proposed project costs. The majority of these leveraged funds are committed.</p>	<p>Applicant has demonstrated the capability of leveraging funds or in-kind support to cover some of the project costs.</p>	<p>Applicant has identified few to none additional funds/ in-kind support to cover the proposed project OR the majority of leveraged funds/ in-kind support identified are pending.</p>
<p><b><u>6. Self Sufficiency</u></b>  <i>Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?</i></p>	<p>Applicant is making a one-time request for funds and has demonstrated that the project is capable of becoming self-sufficient beyond one year of seed-funding.</p>	<p>Applicant has demonstrated that the project is capable of becoming self-sufficient within 2-3 years.</p>	<p>Applicant is attempting to achieve self-sufficiency but anticipates requesting additional funds beyond the next three years.</p>
<p><b><u>7. New Public Services Program</u></b>  <i>Is the proposed project offering a new service and is it available from any other providers in the community?</i></p>	<p>The proposed project offers a new service not provided elsewhere in the City.</p>	<p>The applicant is seeking funding for a new project or quantifiable increase in level of an existing service.</p>	<p>The proposed project received a CDBG grant in the previous year, is not a new service, and does not propose an increase in the level of an existing service.</p>

## **Performance and Outcome Measurement**

The U.S. Department of Housing and Urban Development (HUD) is now requiring recipients of federal funds to assess the productivity and impact of their programs. In response, the City of Malden MRA has implemented a Performance and Outcome Measurement 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.

Please note the following definitions specific to this system as you prepare your application.

### **Definitions:**

**Inputs** – Resources dedicated to or consumed by the program such as money, staff, equipment, and supplies.

**Major Activities** – Identify the major activities to be conducted by this project (e.g. client outreach/assessment, job training, affordable child care, information/referral, counseling/case-management, etc...)

**Outcomes** – Benefits to participants during or after participating in the program (program results). The outcome should answer the questions: What will be the benefits for the client? And/or why is this project being done? Outcomes typically relate to a change in conditions, status, attitudes, knowledge, or behavior. Examples of outcomes include number of families receiving free or subsidized child care as a result of a project to increase awareness of available programs, number of additional persons with disabilities using a facility as a result of the removal of architectural barriers, number of students achieving a higher grade due to a tutorial program, etc. (*Note: Applicants should only include the major project outcomes supported by the requested program funds.*)

**Outcome Measurement** – Methods of measuring outcomes. Identify plans to follow-up/track projects and evaluate a project's impact on participants to ensure that outcomes are met.

**Outputs** – *Quantifiable products of the project* - The direct products of program activities, e.g. number of clients who will be assisted, number of clients who will receive a referral and be helped, number of persons trained, number of children in the program, etc. Outputs may indicate that the project or program is completed but do not indicate whether the project or program will result in the intended impacts (outcomes). In the examples above outputs might be families participating in the project to increase awareness of child care programs, number of architectural barriers removed, or the number of students participating in the tutorial program.

**Please note:** HUD has encouraged grantees to incorporate performance-based standards in project selection and contracting with consolidated plan funds. As a result, for the 2017-2018 program year, where possible, the City of Malden will draft contracts which relate reimbursement specifically to accomplishments. Where possible, the focus will be on outcome accomplishments rather than output accomplishments. For example, a homebuyer assistance program might be reimbursed based on the number of participants who actually purchase homes successfully as opposed to the number of people who attend trainings or inquire about available down payment assistance. In this example, if the sub recipient received \$10,000 and proposed to help 10 families purchase homes, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that purchases a home. All reimbursement requests will still require documentation as proscribed in the appropriate Federal regulations and City policies. Both HUD and the City of Malden understand that this type of contracting will not easily fit for some projects, however when it is possible, the City will prefer to structure contracts in this manner, so please formulate your proposed projects to work with a performance-based contract system.

When providing outcome/outputs on the attached application, please consider a number reasonable enough for you to achieve based on the amount of federal funds requested. MRA staff is available to discuss your specific project and performance measurement in more detail.

Measuring Accomplishments Table Example

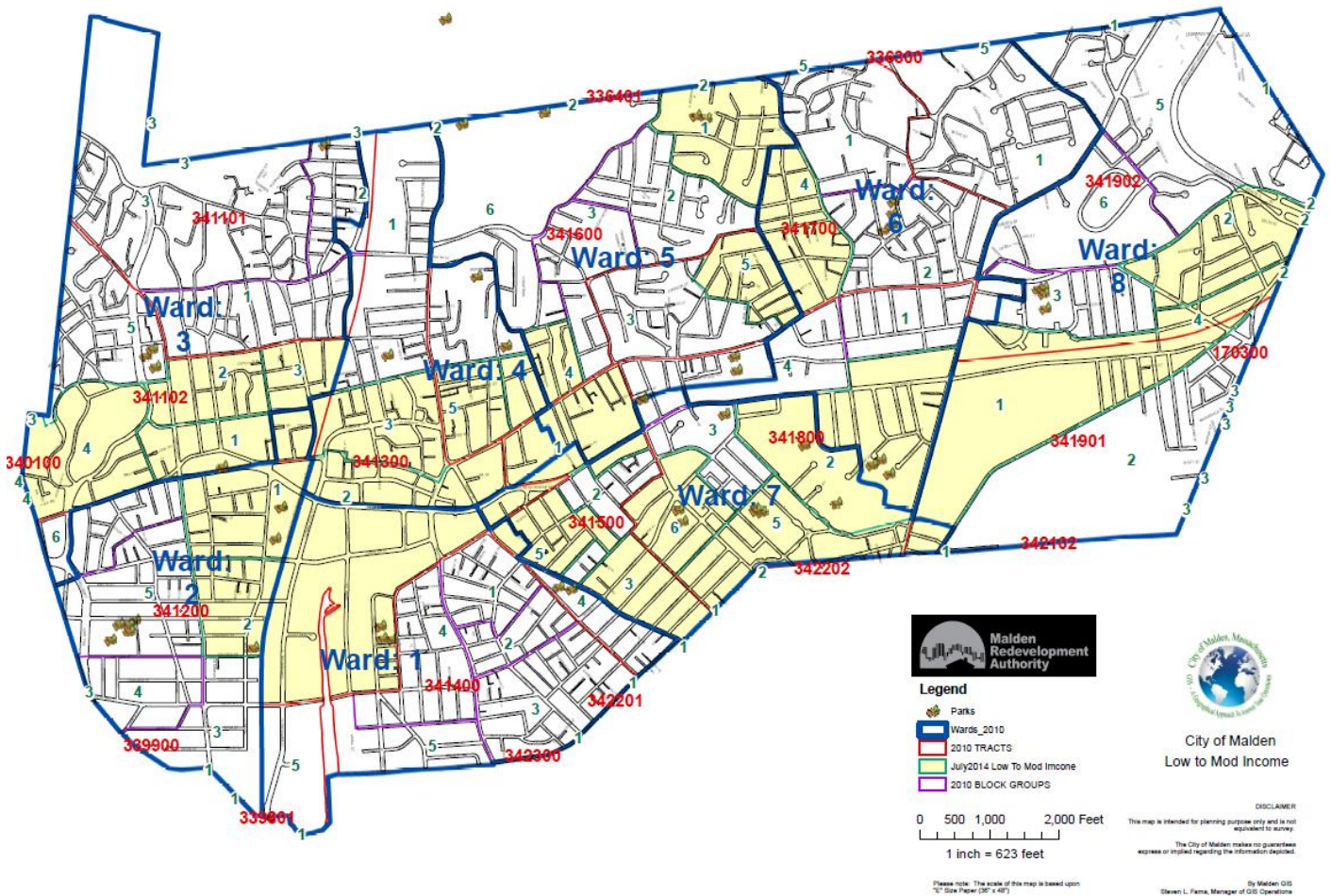
<b>Measuring Accomplishments Table Example</b>				
<b>GOAL</b> Proposed goals to reduce extent of problems or needs	<b>INPUTS</b> Resources to be dedicated or utilized to meet proposed goals	<b>ACTIVITIES</b> What the program does with the input to fulfill its mission	<b>OUTPUTS</b> Direct products of program activities	<b>OUTCOMES</b> ST (Short Term) LT (Long Term) Benefits that result from the program
<i>Improve the grades, self-esteem, study habits and social skills and discipline of at risk students from low to moderate-income households.</i>	Staff Director Staff: one volunteer tutor per 2 students Staff: one volunteer teacher or resource person per 5 students Public Facilities: one meeting room PF: Kitchen PF: Gym Cooking utensils and supplies, board games, sports equipment and arts and crafts materials	<i>The program consists of one-hour tutorial and one-hour enrichment program offered MWF btw. 3 and 5 PM. The tutorial component focuses on completion of homework assignments and preparation for quizzes or tests. The enrichment component gives students the choice of participating in sports activities in the gym, board game, cooking, or arts and crafts.</i>	<i>20 students from low-mod households assisted with homework and other school work 20 students from low-mod households participating in enrichment programs</i>	<i>1. Increased no. of homework completed and submitted on time (ST) 2. Improved attendance and tardiness (ST) 3. Increased class participation (ST) 4. Improved grade point averages (LT) 5. Improved study habits (LT) 6. Improved discipline and social skills (LT) 7. Enhanced self-esteem and trusting relationship with adults (LT)</i>

**Example**

<b>Nationally Reportable Outputs</b>			
Businesses Assisted:		Persons Served:	20
Households Assisted:		Jobs Created:	

# PROJECT/ACTIVITY SERVICE AREA

For question #3 in part II, on the application, applicants that indicate “no” when asked if the proposed project or activity will benefit people throughout the City of Malden must identify their geographic service area by providing the corresponding Census Tract/s. If you are unsure of the census tract/s that are served by your project or activity, you can go to <http://www.ffiec.gov/Geocode/default.aspx>, a website that will allow you to look up a census tract by address, which is provided by the Federal Financial Institutions Examination Council (FFIEC).



## **Consolidated Plan Goals and Objectives**

The table below outlines the priority need categories that HUD has found to be eligible to be supported with Consolidated Plan program funds. Below each goal, the high and medium priority objectives are listed. Relative priorities were established through the development process of the City's 2015-2019 Strategic Plan. A core component of the public outreach in preparing for this plan was to prioritize among the lengthy list of real needs given the limited amount of funding available through the Consolidated Plan programs. Proposed programs must address at least one of these objectives.

### **MALDEN CONSOLIDATED PLAN GOALS & OBJECTIVES:**

<b>AFFORDABLE HOUSING</b>
<b><u>Objectives</u></b> <ul style="list-style-type: none"><li>• Affordable Housing Development</li><li>• Homebuyer Assistance</li><li>• Home Rehabilitation</li></ul>
<b>PUBLIC FACILITIES, PARKS, AND OPEN SPACE</b>
<b><u>Objectives:</u></b> <ul style="list-style-type: none"><li>• Improve quality/increase quantity of neighborhood facilities for low-income persons</li></ul>
<b>INFRASTRUCTURE</b>
<b><u>Objectives:</u></b> <ul style="list-style-type: none"><li>• Improve quality/increase quantity of public improvements for low-income persons</li><li>• The upgrading and replacement, where necessary, of the water, sewer, sidewalk, drainage, and street systems including: sewer, water and drainage rehabilitation; fire hydrant and water gate replacement; removal and replacement of lead service connections; sidewalk reconstruction and tree planting;</li><li>• Implement handicap access improvements focusing on sidewalks and crosswalk</li></ul>
<b>ECONOMIC DEVELOPMENT</b>
<b><u>Objectives:</u></b> <ul style="list-style-type: none"><li>• Improve economic opportunities for low-income persons</li><li>• Creating local employment opportunities</li></ul>
<b>PUBLIC SERVICES</b>
<b><u>Objectives:</u></b> <ul style="list-style-type: none"><li>• Improve services for low- and moderate- income persons</li></ul>



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FY 2017-2018 CDBG Application

*City of Malden FY 2017-2018  
CDBG Grant Application*

**Internal Use Only**  
Date Received:  
Proposal #:

**I. Contact Information  
(If application is completed by a Collaborative, provide the contact information for the lead entity only)**

<b>Organization:</b>	<b>Contact:</b>
<b>Project Name:</b>	<b>Title:</b>
<b>Project Location:</b>	<b>Mailing Address:</b>
<b>Program Type:</b> <input type="checkbox"/> CDBG: Public Service <input type="checkbox"/> CDBG	<b>Phone/Fax:</b>
<b>Anticipated Start Date:</b> (capital improvement projects must have a construction start date no later than Nov. 2017)	<b>Email:</b>
<b>Amount of Request:</b>	<b>Signature:</b>

**Please Identify the Type of Organization Applying for Funds** (Note: More than one may apply)

501.c3                                       For-profit authorized under 570.201(o)                                       Unit of Government  
 Faith-based Organization                                       Institution of Higher Education

**DUNS #:**  
(Note: All entities receiving federal assistance are required to have a DUNS #)

**Collaborative Partners:** If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

**II. General Description**

**1. Project Description** (please avoid using abbreviations):

**2. Consolidated Plan Goals and Objectives**

**3. Geographic Distribution of Activities:** (Citywide, or Census Tract)

**III. Attachments**

**The following attachments must accompany this proposal:**

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit. (A133 single audit required if receiving more than \$750,000 in federal funds)
- One (1) copy; MA Certificate of Good Standing

**Do not attach additional pages to this application**

**PRINT THIS FORM AND ENCLOSE WITH THE REQUIRED ATTACHMENTS AND MAIL OR HAND DELIVER IT TO THE FOLLOWING ADDRESS BY 5:00 PM ON OR BEFORE March 21, 2017**

Malden Redevelopment Authority  
17 Pleasant Street, 3<sup>rd</sup> Floor  
Mailing Address: P.O. BOX 278  
Malden, MA 02148  
Attn: Nick Pernice

Contact Nick Pernice at [npernice@maldenredevelopment.com](mailto:npernice@maldenredevelopment.com) with any questions about this application.

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**Project Narrative**

*Based on the evaluation criteria identified, use the space provided to answer each prompt. Space has been limited, please keep your responses as succinct as possible.*

**1. Community Need:** Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

**2. Resources & Capacity:** Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

FY 2017-2018 CDBG Application

**3. Cost Benefit:** Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

**4. Encouraging Partnerships:** Does the proposed project involve new or existing partnerships with other service providers in the community? Please Explain.

**5. Leveraged Funds:** Has the organization secured additional funding sources or in-kind support to cover the proposed project?

**6. Self Sufficiency:** Will the proposed project be self-sufficient and no longer require CDBG funding after one year? After a few years?

**7. New Public Services Program:** Is the proposed project offering a new service and is it available from any other providers in the community?

FY 2017-2018 CDBG Application

**Additional Comments:** If necessary, use this space to include additional project information not covered in the categories above.

**\*\*Please do not attach any additional pages or materials to this section\*\***

FY 2017-2018 CDBG Application

**Budget Description**

*Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the City will have an opportunity to create a more detailed budget upon notification of the project's acceptance.*

**A. Non-Construction Projects/Activities (Public Services)**

Description	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
Other:			
<b>TOTAL PROPOSED BUDGET:</b>			

**B. Construction Projects (physical improvements)**

Description	A	B	A + B
	CDBG Funds Requested	Other Funding*	Total Proposed Budget
<b>Hard Costs</b> <i>Note:</i> Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with MRA staff before submitting an application for a physical project.			
Construction			
Other:			
<i>Total Hard Costs</i>			
<b>Soft Costs</b>			
Acquisition			
Appraisals			
Design			
Other:			
<i>Total Soft Costs</i>			
<b>TOTAL PROPOSED BUDGET:</b>			

\* **Summary of Other Funding** - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
Local:		
Private:		
Total:		

**Measuring Accomplishments Table**  
 (Please avoid abbreviations when possible)

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

Please indicate the number of outputs expected.

<b>Nationally Reportable Outputs</b>			
Businesses Assisted:		Persons Served:	
Households Assisted:		Jobs Created:	