

## Annual Action Plan Application

Housing, Economic & Community Development

Federal Fiscal Year 2019  
City Fiscal Year 2020  
July 1, 2019 - June 30, 2020

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Lynn, Massachusetts

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*July 1, 2019*

## Executive Summary

### AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

#### 1. Introduction

This Annual Action Plan for Fiscal Year 2020 (Federal Fiscal Year 2019) provides a summary of actions, projects and programs the City of Lynn will undertake to address the needs and priorities identified in the five-year Consolidated Plan. The Action Plan identifies all of the projects and activities to be funded through the following HUD Entitlement Grant Awards:

- *Community Development Block Grant (CDBG)*: Annual grants are provided on a formula basis to Lynn and other communities to develop viable urban communities by providing decent housing and a suitable living environment, and by expanding economic opportunities, principally for low- and moderate-income persons.
- *HOME Investment Partnerships (HOME)*: Annual grants are provided to States and localities including Lynn that are used to fund a wide range of activities including building, buying, and/or rehabilitating affordable housing for rent or homeownership or providing direct rental assistance to low-income people.
- *Emergency Solutions Grant (ESG)*: Annual grants are used to address the needs of homeless families and individuals and to prevent homelessness. ESG funds may be used for street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, information systems, and administration.

#### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The Plan identifies seven broad and interrelated goals:

*Promote Economic Development*: This goal encompasses initiatives to improve the City's economic health and vitality to expand business activity, increase household income, improve the competitiveness

of the Lynn workforce, upgrade regional and local public transportation options, and promote private market investment.

*Revitalize Neighborhoods:* This goal encompasses initiatives to revitalize Lynn's Downtown, Waterfront, Market Street Gateway, Washington Street Gateway, Central Lynn and other areas. It promotes vibrant, safe and diverse neighborhoods; development of transit-oriented housing and other mixed use projects; development of market rate and mixed-income housing; leveraging of new private investments; reinvestments in existing homes and multi-family developments; and, improvements to public safety and quality of life.

*Create/Preserve Affordable Housing:* This goal encompasses initiatives to create new rental housing units, secure adequate capital and operating funds for LHAND's public housing, preserve existing affordable housing including expiring use developments, and provide tenant-based rental assistance.

*Invest in Public Facilities/ Infrastructure:* This goal encompasses initiatives to improve the condition of public facilities, promote neighborhood revitalization and economic competitiveness through improvements and upgrades to municipal facilities, parks and infrastructure.

*Expand Public Services/ Other Services:* This goal encompasses initiatives to respond to the many supportive service needs of Lynn's low and moderate income residents including the special needs populations identified in the Consolidated Plan. This broad goal encompasses many objectives including providing services to public housing residents, seniors, at-risk youth, linguistic minorities, victims of domestic violence and other groups.

*Reduce Homelessness:* This goal encompasses initiatives coordinated by the Lynn Continuum of Care to reduce and ultimately eliminate homelessness, respond to the needs of homeless individuals and families including veterans, and prevent homelessness among at-risk populations.

*Support Affordable Homeownership:* This goal encompasses initiatives to enable low and moderate-income households to become first time homebuyers.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Lynn is the grantee for the CDBG, HOME, and ESG programs. Planning and administration of all non-housing activities including economic development, community development, public services,

and infrastructure and community facilities is the responsibility of the City's Office of Economic and Community Development (OECD). OECD directly administers economic and community development programs and provides oversight and monitoring for sub-recipients of non-housing funds. Planning and administration of all housing related activities funded through the formula programs is the responsibility of the Lynn Housing Authority and Neighborhood Development (LHAND). LHAND, as a sub-recipient, directly administers housing programs and provides oversight and monitoring for other sub-recipients of housing funds.

OECD and LHAND negotiate formal, performance-based contracts with all sub-recipients. Performance-based contracts include specific performance goals related to the Consolidated Plan and Annual Action Plan strategic objectives, along with reporting requirements related to participation rates and low-moderate income household participation.

While resources are inadequate to meet community needs, the CDBG, HOME and ESG programs have made a substantial positive impact on the quality of life in Lynn. Each year, the City provides an analysis of its performance in meeting the Consolidated Plan goals and objectives including detailed information on households served, housing units rehabilitated, jobs retained or added, businesses assisted and other pertinent information. The FFY2019 Annual Plan provides updated information. The City also produces Consolidated Annual Performance and Evaluation Reports (CAPER) with similar information.

The City's ongoing evaluation of recent performance, including an assessment of strategies that have achieved desired community outcomes, helped guide the development of strategies identified in the Action Plan.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The Action Plan was developed through an ongoing collaborative process involving hundreds of citizens and stakeholders from throughout the community, and that built on an extensive series of master planning and other activities involving community participation and consultation. Intensive outreach efforts were made using local media, websites and direct mail to engage all segments of the community including low and moderate income households, agency providers, business owners, homeless and disability service organizations and other stakeholders.



The City consulted with other local communities as part of the Action Plan process, and also incorporated recent analyses from the Commonwealth of Massachusetts and the Metropolitan Area Planning Council into its Consolidated Plan.

The City's long-term strategic objectives include implementing plans and recommendations that emerged from several major, master planning efforts for the Downtown (including the Lynn Downtown Cultural District and the Transformative Development Initiative), Waterfront, Market Street Gateway and Washington Street Gateway Districts. Each of these master planning efforts involved community participation and stakeholder input which has been considered and incorporated into the Action Plan.

The City conducted a public hearing in March 2019 to solicit community views on needs and priorities, and a second public hearing before the Lynn City Council in June 2019 to discuss the proposed funding activities for City fiscal year 2020.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

The Citizen's Advisory Board (CAB) is an eighteen member group appointed by the Mayor and City Council to advise the City on housing, economic and community development issues. The CAB, in conjunction with LOECD, held a public hearing on February 26, 2019 to solicit public input on youth funding objectives. Thirty youth organizations were in attendance that evening to present their proposals to the CAB.

The CAB, in cooperation with LOECD and LHAND, held a public hearing on March 26, 2019 to obtain citizen views and input regarding community needs and priorities and to review proposals for entitlement funds. Approximately 80 individuals attended the public hearing held in March at which time twenty-eight proposals for funding were presented.

The City met with PACT representatives (Continuum of Care Coalition) on May 16, 2019 to discuss the allocation of ESG funds, performance measures, and evaluation outcomes of activities assisted with ESG funds. Approximately twelve agencies attended the public hearing and the CoC approved the ESG funding recommendations.

The City held a second public hearing with the Lynn City Council on June 18, 2019 to obtain additional public input on the draft action plan and proposed funding activities. City officials commented on the rationale for funding the proposed activities and addressed public comments and concerns. The Lynn City Council unanimously approved the Action Plan as submitted.

**6. Summary of comments or views not accepted and the reasons for not accepting them**

All comments and views were encouraged and addressed by OECD staff.

**7. Summary**

N/A

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role		Name	Department/Agency
CDBG Administrator	LYNN		Office of Economic & Community Development
HOME Administrator			Office of Economic & Community Development
ESG Administrator	LYNN		Office of Economic & Community Development

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Lynn (City) is the grantee and lead agency for the U.S. Department of Housing & Urban Development’s (HUD) CDBG, HOME and ESG entitlement programs.

Planning and administration of all non-housing activities including economic development, community development, public services, infrastructure, and community facilities is the responsibility of the City’s Office of Economic and Community Development (OECD). OECD directly administers economic and community development programs and provides oversight and monitoring for sub-recipients of non-housing funds.

Planning and administration of all housing related activities funded through the formula programs is the responsibility of LHAND. LHAND, as a sub-recipient, directly administers housing programs and provides oversight and monitoring for other sub-recipients of housing funds. Also, LHAND is the Public Housing Authority for the City of Lynn, administering federal and state public housing, voucher and related programs.

OECD and LHAND’s program administration activities include:

- Collaborating in the development of the Consolidated Plan and all Annual Plans, on an ongoing basis, OECD and LHAND staff meet to coordinate program planning and implementation activities and to ensure consistency in program monitoring and oversight.
- Coordinating all public participation activities to promote a high degree of public involvement and feedback on housing and community development initiatives.
- Working as a team to accomplish the Consolidated Plan and Annual Plan activities with the active engagement of a broad array of community agencies and other stakeholders. Staff members are highly qualified and receive periodic training to ensure that they remain current with regulatory requirements, best practices and housing and community development trends and issues.
- Regularly communicating with the HUD Field Office and other federal, state and local regulatory and funding resources to promote information sharing.
- Meeting on a regular basis to plan and implement housing and community development activities. All formula program planning, implementation, oversight and monitoring are provided by OECD and LHAND staff. Also, LHAND staff members meet regularly with members of the Lynn Continuum of Care (CoC) to coordinate the City's efforts to address homelessness issues.

The organization of the City's program administration activities promotes accountability and sound administration. The administrative structure has been operational since July 1998, following the City and LHAND's execution of a Memorandum of Understanding. Subsequently, both agencies have been subject to periodic program and financial audits, none of which resulted in substantive findings related to administration of the CDBG, HOME, and ESG programs. Also during this period, the OECD and LHAND have been periodically cited for best practices by HUD, the National Association of Housing and Redevelopment Officials and others.



**Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The Action Plan (Plan) emerged from an ongoing collaborative process involving hundreds of citizens and other stakeholders throughout the community. This comprehensive consultation effort included Community Forums; public hearings; discussion meetings and focus groups; one-on-one interviews; correspondence via telephone, letters, and email; and review of local and regional reports and studies.

In addition to citizen involvement, the Plan's goals and strategies were developed by incorporating input from public and private agencies that focus on housing, health, social services, victim services, employment, fair housing, and education and other services, including those servicing the needs of low-income, homeless, persons with disabilities and other special needs populations; state or local health and child welfare agencies; adjacent governments; local and regional planning agencies; the local public housing agency (LHAND); Lynn CoC; local businesses; and publicly funded institutions and systems of care that may discharge persons into homelessness.

The participation of all these groups was central to the development of the needs, priorities, and strategies described in the Action Plan. It is also important to note that the Action Plan process builds on and incorporates findings and strategies from numerous local planning processes undertaken over the past ten years which have extensively involved community residents and other stakeholders.

### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

On a continuous basis, OECD and LHAND work collaboratively with housing providers, private industry, and private and governmental health, mental health and service agencies to plan for and address the needs of Lynn residents. As the Public Housing Authority (PHA) for Lynn, LHAND is able to directly incorporate the needs and priorities of public and assisted housing residents into its ongoing program planning and implementation initiatives.

Through ongoing coordination initiatives such as the Lynn CoC, Lynn Business Partnership, Citizens Advisory Board and other efforts discussed below, the City reached out to and consulted with business owners, major health and social service providers, housing providers including agencies providing services to homeless and at-risk households, organizations serving persons with AIDS and other special needs, state and regional agencies, and other citizens. The input from these consultations was used to

inform and develop the goals and strategies for the next five years and identify resources and activities to address community needs. The City's commitment to broad-based community consultation is ongoing and continuous.

**Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Lynn's five-year strategy to address homelessness and special needs populations is developed and overseen by the Lynn CoC, a broad-based, multi-agency collaborative. LHAND is the lead agency and convener of the Lynn CoC. The Action Plan builds directly upon the Lynn CoC's well developed, coordinated homeless assistance, permanent housing and supportive service systems. The City is represented in the Lynn CoC by staff from OECD and the Veterans Services Office. The Lynn CoC addresses the specific needs of the homeless subpopulations, including persons with substance abuse issues, veterans, elderly, unaccompanied youth, persons with HIV/AIDS, the chronic homeless and others.

Over the years, the City has utilized CDBG, HOME and ESG funding to support the efforts of many of the agencies participating in the Lynn CoC who provide supportive services and housing related activities. Various projects funded include the City's Multi-Service Center, Street Advocate, and rental assistance programs including down payment assistance, security deposits, first and last month's rent and short-term rental assistance.

The Lynn CoC's Youth & Education Subcommittee focuses its efforts on serving the City's unaccompanied youth and homeless families with children in the Lynn Public Schools. The committee worked on Lynn's fifth homeless youth count this past winter that included all of Essex County.

Recognizing the disproportionate response of Lynn to homelessness relative to other regional communities, the City and LHAND continue to emphasize the need for collaborative regional solutions. Towards this end, LHAND is serving as co-convener of the North Shore Housing Action Group (NSHAG), a network of 24 communities organized into three sub-regions. Through this regional collaborative, the City and LHAND have begun to work with other non-Lynn agencies to address the needs of the region's homeless and develop supportive housing opportunities in communities that currently have little or no such housing. NSHAG also received and is currently administering an EOHHS grant to serve homeless and at risk youth.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

OECD regularly consults with LHAND and other participants in the Lynn CoC on the prioritization and use of ESG resources. The Lynn CoC reviews and votes on the final allocation of funds. This process insures that funds address identified local needs and are utilized in an efficient manner in accordance with HUD and local guidelines.

OECD staff attended the Lynn CoC Public Hearing in May 2019 to present the ESG budget. The proposed budget was accepted as presented with a motion for formal approval by the Lynn CoC members.

Lynn CoC member agencies assist in setting standards for the outcomes homeless programs should accomplish during their contract period. Consultations with the Lynn CoC allow for an open dialog to discuss how to establish performance measures that address local needs and support the broader goals of the City. In doing so, the City is informed of the standards that ESG funds demand as well as other best practice outcomes and is able to incorporate these goals when negotiating contracts with sub-recipients.

ESG sub-recipients oversee implementation and ongoing management of Lynn's HMIS system. The sub-recipients administer the HMIS for the continuum and establish uniform standards for all agencies to capture information for HUD reporting and local homeless strategies. All ESG-funded organizations enter relevant performance information into the HMIS system.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**



**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, LHAND collaborates with the City and other stakeholders on housing, supportive services, community development and other issues of concern. As the City's PHA, LHAND is responsible for the planning and administration of all housing related activities funded through the formula programs and oversees the City's Lead Based Paint Program. LHAND collaborates with the City in the development of the Consolidated Plan and all Annual Plans, and in the accomplishment of the activities contained therein. In partnership with the City and the Citizen Advisory Board, LHAND participated in the stakeholder meeting for social service agencies as well as the interviews/focus groups to inform the development of the housing market analysis and housing strategy. As the lead agency for the Lynn CoC, LHAND participated in the Lynn CoC Public Hearing and meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. LHAND was directly involved in the development of the needs analysis and market analysis and in the formation of housing, supportive services, self-sufficiency, homelessness, homelessness prevention, and other housing and economic development goals and strategies for the Action Plan.

2	<b>Agency/Group/Organization</b>	ECONOMIC DEVELOPMENT INDUSTRIAL CORPORATION (EDIC)
	<b>Agency/Group/Organization Type</b>	Housing Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City conducts consultations with EDIC on an on-going basis and reviews its planning studies and reports. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
3	<b>Agency/Group/Organization</b>	AFFORDABLE HOUSING ASSOCIATES OF LYNN, INC
	<b>Agency/Group/Organization Type</b>	Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, Affordable Housing Associates collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted for input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
4	<b>Agency/Group/Organization</b>	ALL CARE VNA
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency

	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, All Care VNA & Hospice collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted for input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
5	<b>Agency/Group/Organization</b>	Boston Region Metropolitan Planning Organization
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City conducts consultations with the Boston Region Metropolitan Planning Organization on an on-going basis and reviews its planning studies and reports. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
6	<b>Agency/Group/Organization</b>	LYNN SHELTER ASSOCIATION
	<b>Agency/Group/Organization Type</b>	Services-homeless

	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lynn Shelter Association is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted for input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
7	<b>Agency/Group/Organization</b>	City of Salem, Planning & Community Development Dept.
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Regional Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City of Salem, Planning & Community Development Dept. was contacted to solicit input about regional priorities. Information provided by the neighboring jurisdiction was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.



8	<b>Agency/Group/Organization</b>	Lynn Business Partnership
	<b>Agency/Group/Organization Type</b>	Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Business leaders were contacted to participate in the Lynn Business Partnership meeting to provide input on needs, resources, and priorities for businesses operating within the City. The input of the business community directly informed the community and economic development strategies described in the Action Plan.
9	<b>Agency/Group/Organization</b>	Lynn Citizen Advisory Board
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development Anti-poverty Strategy Lead-based Paint Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Serving as an arm of the City's Office of Economic and Community Development (OECD) the Citizen Advisory Board (CAB) played an integral part in the action plan process, facilitating citizen participation by citizens in the community development process and action plan process. Working in partnership with the City and LHAND, the CAB served as co-sponsor of public hearings and participated in the stakeholder meeting. The CAB was consulted in the development of the needs analysis and in the formation of goals and strategies for the Action Plan.
10	<b>Agency/Group/Organization</b>	Lynn Inspectional Services Dept.
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	OECD collaborates with the Inspectional Services Department on an on-going basis regarding community development and other issues of concern. City departments were contacted to provide capital budgeting and planning information, including resources and funding for the Action Plan. Information provided by the department informed the community and economic development strategies described in the Action Plan.
11	<b>Agency/Group/Organization</b>	BRIDGEWELL
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Bridgewell is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and for input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan. Bridgewell was also contacted to participate in a focus group/interview to provide input on housing needs, priorities, and strategies. The organization's input informed the housing, community and economic development strategies described in the Action Plan.</p>
12	<p><b>Agency/Group/Organization</b></p>	<p>CATHOLIC CHARITIES</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Services-homeless</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Homeless Needs - Chronically homeless  Homeless Needs - Families with children  Homelessness Needs - Veterans  Homelessness Needs - Unaccompanied youth  Homelessness Strategy</p>

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Catholic Charities North is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
13	<b>Agency/Group/Organization</b>	Eliot Community Human Services
	<b>Agency/Group/Organization Type</b>	Housing Services-Persons with Disabilities Services-homeless Services-Health Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Eliot Community Human Services is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
14	<b>Agency/Group/Organization</b>	Greater Lynn Senior Services
	<b>Agency/Group/Organization Type</b>	Services-Elderly Persons Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Greater Lynn Senior Services, Inc. is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals and to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.</p>
15	<p><b>Agency/Group/Organization</b></p>	<p>The Haven Project</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Services-Victims of Domestic Violence Services-homeless</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs</p>

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Haven Project is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
16	<b>Agency/Group/Organization</b>	Healing Abuse Working for Change
	<b>Agency/Group/Organization Type</b>	Services-Victims of Domestic Violence
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Families with children Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, Healing Abuse Working for Change (HAWC) collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.

17	<b>Agency/Group/Organization</b>	INDEPENDENT LIVING CENTER OF THE NORTH SHORE & CAPE ANN, INC.
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Non-Homeless Special Needs Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Independent Living Center of the North Shore and Cape Ann (ILCNCSA) collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
18	<b>Agency/Group/Organization</b>	LYNN AREA CHAMBER OF COMMERCE
	<b>Agency/Group/Organization Type</b>	Business Leaders Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Members of the Lynn Area Chamber of Commerce were contacted to participate in the Lynn Area Chamber of Commerce meeting to discuss needs, resources, and priorities for economic development in the City. The input of the business community directly informed the community and economic development strategies described in the Action Plan.



19	<b>Agency/Group/Organization</b>	LYNN COMMUNITY HEALTH CENTER
	<b>Agency/Group/Organization Type</b>	Services-homeless Services-Health Services-Education Health Agency Services - Minorities and Immigrant populations
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lynn Community Health Center is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.

20	<b>Agency/Group/Organization</b>	LYNN POLICE DEPARTMENT
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	OECD collaborates with the Police Department on an on-going basis regarding community development and other issues of concern. City departments were contacted to provide capital budgeting and planning information, including resources and funding for the consolidated plan period. In addition, the Police Department was contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information provided by the department informed the housing market analysis and community and economic development strategies described in the Action Plan.
21	<b>Agency/Group/Organization</b>	Lynn School Department
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Market Analysis Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	OECD collaborates with the Lynn School Department on an on-going basis regarding community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. The organization's input informed the needs analysis and strategies described in the Action Plan. The Lynn School Dept. is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
22	<b>Agency/Group/Organization</b>	Cornerstone Wellness Center
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Cornerstone Wellness Center collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.

23	<b>Agency/Group/Organization</b>	Cerebral Palsy Association of Eastern MA, Inc.
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Persons with Disabilities
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Cerebral Palsy Association of Eastern MA collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
24	<b>Agency/Group/Organization</b>	Children's Law Center of MA
	<b>Agency/Group/Organization Type</b>	Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Children's Law Center of MA collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
25	<b>Agency/Group/Organization</b>	Lynn Community Association, Inc.
	<b>Agency/Group/Organization Type</b>	Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Lynn Community Association, Inc. collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan. The Lynn Community Association, Inc. was contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.

26	<b>Agency/Group/Organization</b>	Lynn Community Connections Coalition
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Other government - State Services - Family
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Lynn Community Connections Coalition collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
27	<b>Agency/Group/Organization</b>	Commonwealth of MA, Dept. of Mental Health, Lynn Site Office
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Services-homeless Health Agency Publicly Funded Institution/System of Care
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The MA Department of Mental Health is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
28	<b>Agency/Group/Organization</b>	Lynn Department of Public Health
	<b>Agency/Group/Organization Type</b>	Services-Health Health Agency Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Lead-based Paint Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	OECD collaborates with the City's Department of Public Health on an on-going basis regarding community development and other issues of concern. City departments were contacted to provide capital budgeting and planning information, including resources and funding for the consolidated plan period. Information provided by the department informed the community and economic development strategies described in the Action Plan.
29	<b>Agency/Group/Organization</b>	LYNN ECONOMIC OPPORTUNITY, INC
	<b>Agency/Group/Organization Type</b>	Services-homeless Anti-poverty agency

	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Strategy Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lynn Economic Opportunity, Inc. (LEO) is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan. LEO was also contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.
30	<b>Agency/Group/Organization</b>	Northeast Legal Aid
	<b>Agency/Group/Organization Type</b>	Services-homeless Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis



	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Northeast Legal Aid is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
31	<b>Agency/Group/Organization</b>	YMCA
	<b>Agency/Group/Organization Type</b>	Housing Services-Children Services-Victims of Domestic Violence Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The Lynn YMCA is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan. The Lynn YMCA was contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.</p>
32	<p><b>Agency/Group/Organization</b></p>	<p>LYNN MUSEUM</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Cultural Organization</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Economic Development</p>

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lynn Museum collaborates with the City, LHAND, and other stakeholders on community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
33	<b>Agency/Group/Organization</b>	Lynn Home for Women
	<b>Agency/Group/Organization Type</b>	Housing Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lynn Home for Women is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.

34	<b>Agency/Group/Organization</b>	METROPOLITAN AREA PLANNING COUNCIL
	<b>Agency/Group/Organization Type</b>	Regional organization Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City conducts consultations with the regional planning organization on an on-going basis and reviews its planning studies and reports. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
35	<b>Agency/Group/Organization</b>	My Brothers Table
	<b>Agency/Group/Organization Type</b>	Services-homeless Food
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	My Brothers Table is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
36	<b>Agency/Group/Organization</b>	North Shore Community College
	<b>Agency/Group/Organization Type</b>	Services-Education
	<b>What section of the Plan was addressed by Consultation?</b>	Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, North Shore Community College collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
37	<b>Agency/Group/Organization</b>	North Shore Workforce Investment Board
	<b>Agency/Group/Organization Type</b>	Services-Employment

	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The City conducts consultations with the North Shore Workforce Investment Board (WIB) on an on-going basis and reviews its planning studies and reports. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
38	<b>Agency/Group/Organization</b>	RUSSIAN COMMUNITY ASSOCIATION OF MASS.
	<b>Agency/Group/Organization Type</b>	Services-Education Services - Minorities and Immigrant populations
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, RCAM collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
39	<b>Agency/Group/Organization</b>	St. Stephen's Episcopal Church
	<b>Agency/Group/Organization Type</b>	Services - Housing Services-Education

	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, St. Stephen's Episcopal Church collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan. St. Stephen's Episcopal Church was also contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.
40	<b>Agency/Group/Organization</b>	Town of Swampscott, Planning Dept.
	<b>Agency/Group/Organization Type</b>	Other government - Local Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	Market Analysis
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Town of Swampscott, Planning Department was contacted to solicit input about regional priorities. Information provided by the neighboring jurisdiction was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
41	<b>Agency/Group/Organization</b>	GREGG NEIGHBORHOOD HOUSE
	<b>Agency/Group/Organization Type</b>	Services-Children

	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Gregg Neighborhood House collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.
42	<b>Agency/Group/Organization</b>	Lynn Mayor's Office
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Lynn Mayor and the City's elected officials were contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. On an on-going basis, the Mayor collaborates with OECD, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. The Mayor was consulted during the action plan process to participate in the Community Forums and provide input on housing needs, priorities. Information from this process was used in the development of the housing market analysis and housing strategy.



43	<b>Agency/Group/Organization</b>	State Senator, Thomas McGee
	<b>Agency/Group/Organization Type</b>	Other government - State
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	State Senator, Thomas McGee, and other elected officials were contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. On an on-going basis, the State's elected officials collaborate with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern.
44	<b>Agency/Group/Organization</b>	Arts After Hours
	<b>Agency/Group/Organization Type</b>	Civic Leaders Arts and Culture
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Market Analysis Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Arts After Hours, a neighborhood organization in Lynn, was contacted to provide input on housing needs, priorities, and strategies through participation in a focus group/interview. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.
45	<b>Agency/Group/Organization</b>	Lynn Veterans Services
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homelessness Needs - Veterans Non-Homeless Special Needs

	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Lynn Veterans Services is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The Lynn CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Action Plan.
46	<b>Agency/Group/Organization</b>	Family and Children's Service of Greater Lynn
	<b>Agency/Group/Organization Type</b>	Child Welfare Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	On an on-going basis, the Family & Children's Services of Greater Lynn collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the action plan process, the organization was contacted to participate in the Community Forums and provide input on the development of the Action Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Action Plan.

**Identify any Agency Types not consulted and provide rationale for not consulting**

The City worked to engage all agency types involved in housing, homelessness, community development and economic development activities in the planning process. To the extent that any agencies did not participate, the City welcomes their participation in future planning efforts including those related to funding priorities for future Annual Action Plans.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	LHAND	Lynn CoC's goal to prevent and end homelessness coincides with the City's goals to outreach and provide an array of housing and supportive services to alleviate and prevent homelessness.
Build on the Vision for Downtown Lynn	Metropolitan Area Planning Council (MAPC)	The City worked with MAPC on this study, which outlines the community's vision, identifies barriers, and makes recommendations for a vibrant, dynamic and economically competitive Downtown. This initiative includes ideas and recommendations that build on the vision of a prosperous and inviting Downtown Lynn, which overlap with the City's Strategic Plan goals.
Gateway Cities Transformative Development Initiatives	MassDevelopment	The TDI initiative is an integrated, place-based approach designed to implement strategic and sustainable revitalization activities in areas within Massachusetts designated as Gateway Cities. With the objective of reducing blight and underutilization, increasing district activity, and producing new jobs and prosperity, this initiative's goals overlap with the goals of the City's Strategic Plan. Additionally, participation in the TDI program leverages additional funding for projects found in the Strategic Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Lynn: Economic Development and Outlook	Lynn Area Chamber of Commerce/ Salem State University	Researchers at Salem State University together with the Lynn Area Chamber of Commerce examined the broad economic development situation within the City. The identified goals, obstacles, and recommendations helped inform the Strategic Plan. Key goals and strategies include: waterfront development; retaining, expanding and attracting local businesses; collaboration and leveraging existing networks; and generating the community wealth needed to support public and non-profit services.
North Shore Investment Snapshot	North Shore Alliance for Economic Development/North Shore Workforce Investment Board (NSWIB)	The NSWIB and researchers at Salem State University identified the regions top workforce training needs by first identifying the areas expanding business clusters, and then, through interviews with leaders of those clusters, unmet training needs. The goals included in this report to encourage the development of internship programs, and promote training and career paths helped to inform the Citys strategic goals related to employment and training.
Labor Market Blueprint 2015	NSWIB	The NSWIBs Labor Market Blueprint identifies both the regions crucial and expanding industries, as well as goals and recommendations for continuing to develop those industries and the economy of the region as a whole. Consistent with the Citys Labor Market Blueprint highlights strategies for bringing higher wage jobs to the region and growing higher wage jobs within existing companies.
The Long-Range Transportation Plan (LRTP)	Boston Region Metropolitan Planning Organization (MPO)	MPOs Long-Range Transportation Plan identifies the long range needs of the region and the transit projects that can impact them. The plan identifies development of the Lynn waterfront, improvements to route 1A, and rapid transit service to Lynn as key regional needs. The goal of addressing these needs and other regional needs impacting Lynn that MPO has identified align directly with the Citys Strategic Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Transportation Improvement Program and Air Quality	MPO	MPOs 2014 report includes a study of proposed and ongoing projects in the Boston region, analyzing them on the basis of transit and air quality improvement per dollar spent. The highest scoring projects are then allocated funding. MPOs study supports and allocates multiple projects in and around Lynn that overlap directly with the Action Plan goals to improve transit and quality of life.
Mid-North Shore Subregional Transportation Study	MPO	MPOs 2006 study combines traffic data and citizen participation to identify key transportation issues in Lynn and the surrounding towns of Swampscott and Salem. MPOs commendations include improvements to the Lynn Commuter Rail Station, Lynn Shore Drive, the Lynnway and Route 129, and continued study of extending the Blue Line to Lynn. The studys goals of citizen involvement and transit improvement are also the goals of Lynns Action Plan.
Metro Future: Making a Greater Boston Region	MAPC	This 2008 plan is a key planning document of the Metropolitan Area Planning Council, the overarching planning agency of the Boston metropolitan region. Developed by combining community involvement with the latest planning expertise, the plan outlines goals for housing, employment, education, transit, and the environment that all overlap with the City of Lynns strategic goals. In particular, MAPCs plan identifies the importance of regional hubs like Lynn to the larger metropolitan area.
A Technical Assistance Panel Report	Urban Land Institute Boston/New England, MassDevelopment	ULIs Technical Assistance Panel connected local residents with ULIs experts to develop new approaches for redeveloping the downtown area. The goals of the panel were to: encourage private development; increase active uses of downtown; improve connectivity; identify strategic assets; and create a targeted plan of action. All of these are goals of the Strategic Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Lynn Downtown and Waterfront Housing Development	MAPC	The City of Lynns application to participate in the Gateway Cities Housing Development Incentive Program analyzes the benefits of program participation on the Waterfront and Downtown areas. The HD Zone provides tax incentives to developers for rehabbing properties into multi-unit market rate housing. The goal of the program is to increase the mix of incomes in Lynn, bring more disposable income to help stimulate Downtown area businesses, and improve City services while also building a stronger sense of community among all residents, old and new.
The Greater Boston Housing Report Card 2014-2015	The Kitty and Michael Dukakis Center for Urban and Regional Policy, Northeastern University	Created yearly to identify greater Bostons housing needs, impediments to meeting those needs and proposals for attaining them, the goals of the Housing Report Card overlap with Lynns Strategic Plan to further economic development, create a diverse tax base, and meet the housing needs of residence through continued investment in housing and continued development initiatives.
Citywide Housing Market Study of Lynn, MA	RKG Associates Inc., under contract to LHAND	Preliminary information from the Housing Market Study was used to help shape the Needs Analysis, Market Analysis and Strategic Plan chapters of the Consolidated Plan. The Study, which was under development during preparation of the Consolidated Plan, is designed to identify baseline trends by analyzing the most current US Census information including 2010 data and more recent projections where available.
PHA 5-Year Plan	LHAND	LHANDs 5-Year Plan outlines the agencies long term goals. Many of LHANDs goals are directly related to the Strategic Plans goals, such as: efficiently and effectively managing public housing programs; identifying and securing federal and state funds; implementation of a housing strategy; expansion of affordable housing; and implementing supportive services that promote independent living and economic self-sufficiency.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
City of Lynn Arts & Culture Application	Lynn Economic Development and Industrial Corporation	Lynns successful application to the Massachusetts Cultural Council for the creation of a Cultural District outlines goals that align directly with the Citys Strategic Plan. The plan for the cultural district includes: allocating small business loans to artists and arts businesses; rezoning parts of downtown to encourage artist live/work space; and forming a committee of City officials, the local arts community, and other stakeholders to guide the district. The overarching goal of the plan is economic development that attracts new market rate housing and regional consumer dollars to the benefit of the existing local artist community and the City as a whole.
Waterfront Master Plan Report	Sasaki Associates, Inc. under contract to the City of Lynn	The Citys goal of maximizing the development potential of land abutting the Atlantic Ocean along the Lynnway is consistent with the goals of the Strategic Plan. The Waterfront Master Plan has the potential to generate hundreds of new construction and/or permanent jobs and substantial new tax revenues, and provides an exciting strategy for future land use including mixed uses (housing, commercial, retail), open space and the development of entirely new City neighborhoods.
City of Lynn Downtown Market Street Vision Plan	Vanasse Hangen Brustlin, Inc. under contract to the City of Lynn	The goal of the Citys 2009 revitalization plan for Market Street and the immediately surrounding section of downtown Lynn are to create a mixed income community to build on the areas existing assets and ongoing investments. This overlaps with the Strategic Plans goals of economic development and leverage of funds.
Washington Street Gateway District Plan	Sasaki Associates, Inc. under contract to the City of Lynn	The goals of the study are to: facilitate mixed use development; increase real estate investment; connect the neighborhood and the waterfront; promote accessibility; replace vacant or underutilized land, low-density development, and incompatible uses; and encourage transit-oriented development.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Master Plan for High Rock Reservation	Commonwealth of Massachusetts Department of Environmental Management/Olmstead Historic Landscape Pre	The Master Plan for High Rock Reservation calls for integrating the park into the City to serve as a link between the central business district and the Highlands residential neighborhood. It also calls for the rehabilitation of the park to create a recreational area that will service both as a destination for tourists, as well as a resource for Lynn residents. These goals overlap with the Strategic Plans goals of attracting tourist dollars and developing amenities for residents.
City of Lynn Open Space & Recreation Plan	City of Lynn Office of Economic & Community Development	The Lynn Open Space & Recreation Plan outlines a number of goals and objectives for improvements to the Citys parks and recreational areas. Specific to the Strategic Plan, it sets goals for: making aesthetic improvements; improving transit links between recreational areas in Lynn, as well as between Lynn and the region; solving accessibility issues for the elderly and disabled; and forming partnerships between residents and businesses to ensure funding and safety at City recreation sites.
City of Lynn Economic Development Study	RKG Associates, Inc. under contract to Lynn EDIC	The goals of the Economic Development Study were to: evaluate market trends and economic indicators; survey major employers and business leaders to gather experiences and needs; and analyze the Citys tax base and land use patterns to identify economic opportunity zones. These goals coincide with Lynns Strategic Plan and its goals of engaging the public and business communities to target economic development activities that serve specific needs of both groups. Note that during the development of the Consolidated Plan, RKG was developing an updated Economic Development Study for Lynn EDIC to help to shape future plans and strategies.



Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Unified Planning Work Program Federal Fiscal Year	Boston Region Metropolitan Planning Organization (MPO)	The Unified Planning Work Program FFY 2015 is a compilation of surface transit planning projects that are either starting in 2015 or ongoing in metropolitan Boston. The UPWPs goal is promoting infrastructure improvements, reducing congestion, improving reliability, creating economic vitality, and protecting environmental sustainability, all goals that overlap the Lynn Strategic Plan. In Lynn, the UPWP for FFY 2015 supports Greater Lynn Senior Services ongoing program expanding transportation options for disabled persons and a study of the Route 107 corridor.
Draft FFY2016 UPWP Universe of Proposed Projects	Boston Region Metropolitan Planning Organization (MPO)	The draft FFY 2016 updates changes to the FFY 2015 UPWP, reinforcing the same goals as the earlier version, all of which overlap with Lynns strategic plan goal of infrastructure improvements and economic vitality.
The Walk UP Wake-Up Call: Boston	The George Washington University School of Business	Researchers at GWU School of Business identify walkable urban places in metro Boston (Lynns Central Square is specifically included) as key growth areas for housing creation and economic development. These findings are in line with ongoing plans for the Lynn Waterfront, Downtown, Market Street, Washington Street, and Arts District to build a strong mixed use community in Lynn.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The Lynn community is proud of its extensive history of meaningful community involvement in the Action Plan and other related planning initiatives. While the Action Plan identifies a housing, economic development and community development strategy for City Fiscal Year 2020, it builds directly on an existing foundation of many years of community involvement and planning. Thus, the FFY 2019 Action Plan does not merely reflect a one-time effort designed to produce a required funding document. Rather, it reflects more than a decade of intense collaboration and engagement involving all relevant public, private and non-profit stakeholders and hundreds of participants.

To prepare the Annual Action Plan, the City:

- *Consulted with public and private agencies* including business owners, major health and social service providers, housing providers including agencies providing services to homeless and at-risk households, organizations serving persons with AIDS and other special needs, state and regional agencies, and other citizens.
- LOECD met on an ongoing basis with planners, local businesses, government officials and community stakeholders to identify needs and strategies to support Downtown redevelopment.
- Coordinated with the Lynn Continuum of Care collaborative to identify needs, priorities and strategies to address the City's homeless problems

- Continued to support the regional initiative to prevent individuals and families from entering the Shelter System – Lynn Housing Authority & Neighborhood Development (LHAND) which entered into an agreement with the state’s Interagency Council on Housing & Homelessness (ICHH) to become a Regional Homeless Prevention Network Center continued to act as a Co-Convening Agency with North Shore Community Action Program (NSCAP).

Conducted outreach to housing agencies, multifamily owners, advocacy groups, and public enforcement bodies to assess issues and obstacles to fair housing in Lynn.

Finally, the City has adopted a formal Citizen Participation Plan as required by HUD regulations. Consistent with regulations and the Citizen Participation Plan, the City provided formal opportunities for public review and comment prior to finalizing the Annual Action Plan. This included:

- The Citizen’s Advisory Board (CAB) is an eighteen member group appointed by the Mayor and City Council to advise the City on housing, economic and community development issues. The CAB, in conjunction with LOECD, held a public hearing on February 26, 2019 to solicit public input on youth funding objectives. Thirty youth organizations were in attendance that evening to present their proposals to the CAB.
- The CAB, in cooperation with LOECD and LHAND, held a public hearing on March 26, 2019 to obtain citizen views and input regarding community needs and priorities and to review proposals for entitlement funds. Approximately 80 Lynn residents attended the public hearing held in March at which time twenty eight proposals for funding were presented.
- The City met with PACT representatives (Continuum of Care Coalition) on May 16, 2019 to discuss the allocation of ESG funds, performance measures, and evaluation outcomes of activities assisted with ESG funds.

- The City held a second public hearing with the Lynn City Council on June 18, 2019 to obtain additional public input on the draft action plan and proposed funding activities. City officials commented on the rationale for funding the proposed activities and addressed public comments and concerns.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Hearing	Community Wide	<p>The CAB, in cooperation with LOECD and the Lynn Housing Authority and Neighborhood Development (LHAND), held a public hearing on March 26, 2019 to obtain citizen views and input regarding community needs and priorities and to review proposals for entitlement funds. Approximately 80 Lynn residents attended the public hearing held in March at which time twenty eight proposals for funding were presented.</p>	<p>Participants expressed the need for more affordable housing, additional park and playground improvements, downtown development, job training and job placement programs, additional youth activities, and other public service initiatives.</p>	<p>Not applicable.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Newspaper Ad	Community Wide	Newspaper ads (in English and Spanish) notifying the public of the Action Plan applications and Public Hearing process were placed in local newspapers on December 26, 2018, January 2, 2019, February 6, 2019, February 7, 2019, May 8, 2019 and June 3, 2019.	Participants expressed the need for more affordable housing, additional park and playground improvements, downtown development, job training and job placement programs, additional youth activities, and other public service initiatives.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Internet Outreach	Applicants of Entitlement Fund Grants	Reminder emails were sent to the organizations/groups applying for Entitlement Grant funds of the public hearing dates and application deadlines.	Participants expressed the need for more affordable housing, additional park and playground improvements, downtown development, job training and job placement programs, additional youth activities, and other public service initiatives.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
4	Public Hearing	Community Wide	<p>The City met with PACT representatives (Continuum of Care Coalition) at a public hearing on May 16, 2019 to discuss the allocation of ESG funds, performance measures, and evaluation outcomes of activities assisted with ESG funds. Representatives of twelve agencies attended the hearing and presented their opinions on the use and allocation of ESG funds.</p>	<p>Agency representatives discussed the work they are doing to eliminate homelessness and provide housing and services for the homeless population. Participants voiced the need for additional services.</p>	Not applicable.	



Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Community Wide	<p>The Citizens Advisory Board (CAB) is an eighteen member group appointed by the Mayor and City Council to advise the City on housing, economic and community development issues. The CAB, in conjunction with Lynn Office of Economic and Community Development (LOECD), held a public hearing on February 26, 2019 to solicit public input on youth funding objectives. Representatives of thirty youth organizations were in attendance that evening to present their proposals to the CAB and voice their opinions on a variety of youth initiatives.</p>	<p>Agency representatives discussed the work they are doing on behalf of Lynns youth and voiced the need for additional services and continued funding to supplement the cost of delivering these services.</p>	<p>Not applicable.</p>	<p>57</p>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Newspaper Ad	Community-wide	Newspaper ads (in English and Spanish) notifying the public of the Youth Assistance applications and Public Hearing process were placed in local newspapers on December 26, 2018 and January 2, 2019.	Agency representatives discussed the work they are doing on behalf of Lynns youth and voiced the need for additional services and continued funding to supplement the cost of delivering these services.	Not applicable.	
7	Internet Outreach	Applicants of Youth Assistance Grants	Reminder emails were sent to the organizations/groups applying for Youth Assistance Grant funds of the public hearing dates and application deadlines.	Agency representatives discussed the work they are doing on behalf of Lynns youth and voiced the need for additional services and continued funding to supplement the cost of delivering these services.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Community Wide	The City scheduled a second public hearing with the Lynn City Council on June 18, 2019 to obtain additional public input on the draft action plan and proposed funding activities.	The draft Action Plan was presented to the Lynn City Council. All questions were answered and comments considered before the final Action Plan was completed. The City Council voted on the Action Plan.	Not applicable.	
9	Newspaper Ad	Community Wide	Newspaper ads (in English and Spanish) notifying the public of the Action Plan Public Hearing process were placed in local newspapers on February 6, February 7, May 8, and June 3, 2019.	The draft Action Plan was presented to the Lynn City Council. All questions were answered and comments considered before the final Action Plan was completed. The City Council voted on the Action Plan.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
10	Internet Outreach	Applicants of Entitlement Fund Grants	Reminder emails were sent to the organizations/groups applying for Entitlement Grant funds of the public hearing date.	The draft Action Plan was presented to the Lynn City Council. All questions were answered and comments considered before the final Action Plan was completed. The City Council voted on the Action Plan.	Not applicable.	

**Table 4 – Citizen Participation Outreach**



## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

The City expects to receive \$3,501,374 in Federal Fiscal Year 2019 entitlement funds (does not include prior year funds). An estimated \$550,000 in program income will also be utilized to fund targeted housing, economic and community development activities. Note that the Program Income amounts represent estimates. The amount allocated to the most flexible program (CDBG) in FFY 2018 is essentially the same as the prior year’s allocation and amounts to \$27.72 per Lynn resident on a per capita basis.

The impact of the projected Entitlement Program Funds will be enhanced by additional private sector, foundation, and federal, state and local government funds received by the City and its subgrantees. As part of the process for distributing entitlement funds, the City requests information from prospective grantees regarding other funding sources. Over the course of the five-year Consolidated Plan cycle, the City intends to increase emphasis on leveraging other funds so that limited entitlement funds achieve maximum impact and produce maximum benefits for Lynn’s low and moderate income households.

In addition to entitlement funds, City agencies and providers receive funding from the McKinney-Vento Homeless Assistance Act programs and other public and private resources in order to reduce homelessness and address the needs of this population.

Funding for public housing and leased housing programs is received by the Lynn Housing Authority and Neighborhood Development. Note that all amounts are preliminary and subject to change based on HUD and Congressional action. Note also that budgets for other housing authorities which lease units in Lynn through the Housing Choice Voucher Program are not included.

In addition to these funding sources, extensive additional resources will be allocated to support housing and community development activities over the course of the Annual Action Plan. Lynn Table 6-1 provides a partial listing of other funding sources that address Lynn’s housing, economic and community development needs and/or support the activities funded through the CDBG and ESG entitlement grant programs.

#### Anticipated Resources

Program	Source	Uses of Funds	Expected Amount Available Year 1	Expected	Narrative Description
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	of Funds		Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$	Amount Available Remainder of ConPlan \$	
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,478,890	450,000	0	2,928,890	2,928,890	CDBG funds support a range of housing, community development and public service activities primarily benefiting low and moderate-income residents.
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	810,804	100,000	0	910,804	910,804	The HOME Investment Partnership Program provides funds for housing and rehabilitation, homebuyer assistance, renter assistance, and CHDO activities

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	211,680	0	0	211,680	211,680	ESG funds will be used to fund support services and facilities for the City's homeless and rental assistance program.
Competitive McKinney-Vento Homeless Assistance Act	public - federal	Overnight shelter Transitional housing	1,016,898	0	0	1,016,898	1,016,898	The McKinney-Vento Homeless Assistance Act grants federal money for homeless shelter programs.



Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Housing Trust Fund	public - federal	Acquisition Admin and Planning Housing Multifamily rental new construction Multifamily rental rehab Other	100,000	0	0	100,000	0	Lynn expects to apply for Housing Trust Fund resources when they are made available through the State. Specific uses will be determined based upon published guidelines.
HUD-VASH	public - federal	Admin and Planning Rental Assistance Services	133,718	0	0	133,718	133,718	HUD-VASH grants fund rental assistance and support services for chronically homeless veterans and their families.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
LIHTC	public - federal	Housing	11,202,143	0	0	11,202,143	0	Funding is on a per project basis based on applications to the state. An application for funding for the Washington Street Gateway rental project was approved and the project is now completed. The final disbursement will commence in December 2018. No other LIHTC are expected this funding period.
Public Housing Capital Fund	public - federal	Housing	1,175,984	0	0	1,175,984	1,175,984	LHAND receives annual funding for public housing capital needs, subject to appropriations.
Shelter Plus Care	public - federal	Rental Assistance Services	1,135,158	0	0	1,135,158	1,135,158	SPC grants fund housing and services for chronically homeless disabled persons.
SRO-Moderate Rehabilitation	public - federal	Rental Assistance Services	1,676,676	0	0	1,676,676	1,676,676	SRO- Moderate Rehab grants fund rental assistance and services for homeless individuals in single room occupancy projects.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	private	Public Services	342,000	0	0	342,000	342,000	United Way: Grant to support the Family Success Center \$105,000; Seimer \$75,000; LPS \$75,000
Other	public - federal	Admin and Planning Rental Assistance	15,540,870	0	0	15,540,870	15,540,870	Housing Choice Voucher Program: LHAND receives annual funding to support the HCV program, subject to appropriations.
Other	public - federal	Housing	2,736,040	0	0	2,736,040	2,736,040	Public Housing Operating Subsidy: LHAND receives annual funding for the Public Housing Operating Subsidy.
Other	public - state	Housing Rental Assistance	689,009	0	0	689,009	689,009	Commonwealth of Massachusetts Public Housing: LHAND receives an annual appropriation for State funded public housing for elderly and families (391 units)
Other	public - state	Multifamily rental rehab	0	0	0	0	0	Commonwealth of Massachusetts Public Housing: LHAND receives annual funding for state funded public housing capital needs and modernization.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - state	Rental Assistance	3,742,421	0	0	3,742,421	3,742,421	Massachusetts Rental Voucher Program: LHAND receives an appropriation for the State funded rental voucher program (438 units)
Other	public - state	Transitional housing	2,595,570	0	0	2,595,570	2,595,570	Commonwealth of Massachusetts Homebase/RAFT: LHAND receives an annual appropriation to administer homeless initiatives in the region. The programs include mitigation and transition to permanent housing.

**Table 5 - Expected Resources – Priority Table**

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

In light of ongoing federal, state and local budget constraints, it is not feasible to assume that the strategic objectives described in the Consolidated Plan can be achieved solely through public sector investments. Continuing to support and foster focused, community-wide partnerships involving citizens, business owners, developers, non-profit providers, and government agencies will be a fundamental and essential component of the City’s future strategy.

To the greatest extent feasible, the City will continue to use limited formula funds to leverage additional non-governmental resources. For example, public investments in economic development activities such as the Waterfront Master Plan are viewed as a major opportunity to

leverage substantial additional private sector investments that will increase jobs to low and moderate income households, expand the City's commercial and residential tax base and foster related investments in housing and other community facilities. Further, the City recognizes the need to enhance its focus on performance measures and outcomes as they relate to expenditures from the formula grant programs. The City will continue to carefully monitor the performance of grantee agencies to ensure that measurable outcomes aligned to strategic objectives are reached.

The HOME match will be satisfied through a variety of sources, including McKinney funds, State HOME funds, Low Income Tax Credits, etc. The specifics of this match will be included on the HUD form 40107-A with the CAPER when it is submitted in September of 2020.

The City's ESG match requirement will be fulfilled by attributing a portion of the value of the original rehabilitation of the City-owned Multi-Service Center (MSC) in 1991 and subsequent capital improvements through the years to meet this requirement. The City's insurance carrier has assessed the building at a value of \$4,555,644 and has provided insurance coverage based on this value. The City estimates that the cumulative amount of match credit that it has taken on the value of the MSC is \$3,039,755 to date (including FFY 2019); and the City estimates that it has another \$1,515,889 in ESG match credit available for future years. The City will be allocating ESG funds for both homeless prevention and rapid re-housing activities. Approximately 50% of ESG funds will be allocated towards homeless prevention activities with the balance of funds allocated for a rental assistance program. Additionally, the City is pursuing state rental assistance funding to supplement this year's ESG allocation for rental assistance. The City will continue to monitor the varying needs of its homeless population on an annual basis and use this assessment to determine future ESG allocations. Lynn Table 1 provides information on leveraging of the CDBG and ESG funds.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

Lynn EDIC is a quasi-public agency that has ownership of various properties located in the City. Lynn EDIC coordinates its efforts with LHAND and OECD, working to support the City's overall housing, community and economic goals.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Promote Economic Development	2015	2019	Non-Housing Community Development	Waterfront District Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Economic Development	CDBG: \$879,705	Facade treatment/business building rehabilitation: 7 Business Jobs created/retained: 24 Jobs Businesses assisted: 310 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Revitalize Neighborhoods	2015	2019	Affordable Housing	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Neighborhood Revitalization	CDBG: \$332,418 HOME: \$655,130	Rental units constructed: 10 Household Housing Unit Rental units rehabilitated: 10 Household Housing Unit Homeowner Housing Rehabilitated: 20 Household Housing Unit



Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
3	Create & Preserve Affordable Housing	2015	2019	Affordable Housing	Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Affordable Housing	CDBG: \$121,680 HOME: \$218,707 LIHTC: \$0 Public Housing Capital Fund: \$1,175,984 Commonwealth of Massachusetts Public Housing Modernization: \$0 Commonwealth of Massachusetts Public Housing Choice Voucher Program: \$15,540,870 Massachusetts Rental Voucher Program: \$3,742,421 Public Housing Operating Subsidy: \$2,736,040	Rental units rehabilitated: 2 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 4 Households Assisted Homelessness Prevention: 4 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Invest in Public Facilities & Infrastructure	2015	2019	Non-Housing Community Development	Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Public Facilities and Infrastructure	CDBG: \$634,344	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 88550 Persons Assisted
5	Expand Public Services and Other Supportive Servic	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Public Services and Other Supportive Services	CDBG: \$443,620	Public service activities other than Low/Moderate Income Housing Benefit: 232131 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Reduce Homelessness	2015	2019	Homeless	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Homelessness	ESG: \$211,680 Competitive McKinney-Vento Homeless Assistance Act: \$1,016,898 HUD-VASH: \$133,718 Shelter Plus Care: \$1,135,158 SRO-Moderate Rehabilitation: \$1,676,676 Commonwealth of Massachusetts Homebase/RAFT: \$2,595,570 United Way: \$342,000	Tenant-based rental assistance / Rapid Rehousing: 48 Households Assisted Homeless Person Overnight Shelter: 567 Persons Assisted Homelessness Prevention: 2500 Persons Assisted
7	Support Affordable Homeownership	2015	2019	Affordable Housing	Washington Street Gateway Boston Street Cooridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Homeownership	CDBG: \$141,680 HOME: \$37,027	Direct Financial Assistance to Homebuyers: 30 Households Assisted

**Table 6 – Goals Summary**

**Goal Descriptions**

<b>1</b>	<b>Goal Name</b>	Promote Economic Development
	<b>Goal Description</b>	Initiatives to improve the City's economic health and vitality, increase household income, improve the competitiveness of the Lynn workforce, upgrade regional and local public transportation options, and promote private market investment.
<b>2</b>	<b>Goal Name</b>	Revitalize Neighborhoods
	<b>Goal Description</b>	Initiatives to revitalize Lynn's Downtown, Waterfront, Market Street Gateway, Washington Street Gateway, Central Lynn and other areas. This goal promotes vibrant, safe and diverse neighborhoods; development of transit-oriented housing and other mixed use projects; development of market rate and mixed-income housing; leveraging of new private investments; reinvestments in existing homes and multi-family developments; and, improvements to public safety and quality of life.
<b>3</b>	<b>Goal Name</b>	Create & Preserve Affordable Housing
	<b>Goal Description</b>	Initiatives to create new rental housing units, secure adequate capital and operating funds for LHAND's public housing, preserve existing affordable housing including expiring use developments, and provide tenant-based rental assistance.
<b>4</b>	<b>Goal Name</b>	Invest in Public Facilities & Infrastructure
	<b>Goal Description</b>	Initiatives to improve the provision of public services, promote neighborhood revitalization and economic competitiveness through improvements and upgrades to municipal facilities, parks and infrastructure.

5	<b>Goal Name</b>	Expand Public Services and Other Supportive Servic
	<b>Goal Description</b>	Initiatives to respond to the many supportive service needs of Lynn’s low and moderate income residents including the special needs populations identified in the Consolidated Plan. This broad goal encompasses many objectives including providing services to public housing residents, seniors, at-risk youth, linguistic minorities, victims of domestic violence and other groups.
6	<b>Goal Name</b>	Reduce Homelessness
	<b>Goal Description</b>	Initiatives coordinated by the Lynn Continuum of Care to reduce and ultimately eliminate homelessness, respond to the needs of homeless individuals and families including veterans, and prevent homelessness among at-risk populations.
7	<b>Goal Name</b>	Support Affordable Homeownership
	<b>Goal Description</b>	Initiatives to enable low and moderate income households to become first time homebuyers

## Projects

### AP-35 Projects – 91.220(d)

#### Introduction

The City and its subgrantees will implement a wide array of housing, economic and community development programs and activities during City Fiscal Year 2020. Each of these programs and activities support and relate to the priority needs and objectives identified in the Annual Action Plan.

#### Projects

#	Project Name
1	Youth Assistance
2	Community Movie Program
3	Community Policing Initiative
4	Summer Youth Employment
5	Traffic Island Beautification
6	Catholic Charities
7	Lynn Council on Aging - Senior Center
8	GLSS - Meals on Wheels
9	Curwin Circle Youth Sports
10	Building Bridges Through Music
11	Lynn Community Connections Coalition
12	Raw Art Works
13	Healing Abuse Working for Change (HAWC)
14	Lynn Youth Street Outreach Advocacy
15	The Highlands Coalition
16	Downtown Lynn Placemaking Project
17	PPAL Friday Family Support Group
18	College Application Education Project (CAEP)
19	Community Minority Cultural Center (CMCC)
20	Brickyard Collaborative
21	New American Association of Massachusetts (NAAM)
22	Downtown Lynn Community Arts
23	Pathways Adult Education & Training
24	The REAL Program, Inc.
25	Senior Action Center, Inc.
26	Economic Development Support and Assistance
27	Infrastructure Development Program

#	Project Name
28	Small Business Assistance Center (SBAC)
29	Commercial Facade Program
30	Lynn Municipal Finance Corporation (LMFC) Loan Fund Program
31	MediClerk Program
32	Park Improvements
33	Emergency Solutions Grant (ESG) Funded Programs
34	General Administration
35	Activity Delivery Public Services
36	Activity Delivery Economic Development
37	Activity Delivery Community Facilities
38	Neighborhood Stabilization
39	Homeownership Assistance Programs
40	Rehabilitation Loan and Grant Programs
41	Affordable Housing Rehabilitation
42	Activity Delivery Housing
43	HOME - Homeownership Assistance Programs
44	HOME - Rehabilitation Loan & Grant Programs
45	HOME - CHDO
46	HOME - Neighborhood Stabilization
47	HOME - Tenant Based Assistance
48	HOME - Non-Profit Organization Assistance
49	HOME - Non-Profit Support
50	HOME - General Administration

**Table 7 - Project Information**

**Describe the reasons for allocation priorities and any obstacles to addressing underserved needs**

**AP-38 Project Summary**  
**Project Summary Information**



<b>1</b>	<b>Project Name</b>	Youth Assistance
	<b>Target Area</b>	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$40,000
	<b>Description</b>	The Youth Assistance Program provides funding to public service agencies which service youth groups such as football, baseball, cheerleading, scouting, tutorial programs, etc. 7,450 youths are currently participating in Youth Assistance funded programs, of which 89% are from low and moderate income families and 65% are minorities. Funding will provide continued assistance for beneficial programs that help keep the Citys youth off the streets and engaged in productive activities. CDBG funds in the amount of \$40,000 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	7,450 youths are currently participating in Youth Assistance funded programs, of which 89% are from low and moderate income families and 65% are minorities.
	<b>Location Description</b>	Lynn Department of Community Developmemnt, Room 311, Lynn City Hall, Lynn, MA 01901
	<b>Planned Activities</b>	The Youth Assistance Program provides funding to public service agencies which service youth groups such as football, baseball, cheerleading, scouting, tutorial programs, etc. 7,450 youths are currently participating in Youth Assistance funded programs, of which 89% are from low and moderate income families and 65% are minorities. Funding will provide continued assistance for beneficial programs that help keep the Citys youth off the streets and engaged in productive activities.
<b>2</b>	<b>Project Name</b>	Community Movie Program
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$20,000

	<b>Description</b>	Community Development will coordinate a Community Movie Program, providing free and local family movies for Lynn residents. The program will offer both passive and active recreational opportunities primarily to Lynn Youth. This activity is an eligible public service activity and meets the national objective set forth in Section 570.208 (a) (1) Area benefit activities. The activity is also consistent with the Annual Action Plan goal to "Expand Public Services and Other Supportive Services". Three summer movies will be held at the Goldfish Pond Park, where free boat rides will be given on Goldfish Pond, Gallagher Park and Red Rock Park. A free movie will also be held in the auditorium during the annual Lynn Common Tree Lighting Ceremony in December. The purpose of this program is to improve the quality of life in Lynn's neighborhoods and to encourage and promote diversity among Lynn residents. CDBG funds in the amount of \$20,000 will be used for movie rentals, projector equipment rentals and temporary provision of porta-potties at selected sites. Funds allocated for this project will have a citywide benefit, benefiting approximately 5,000 persons, 58% of whom will be of low/moderate income. This activity will be completed by the end of the fiscal year.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds allocated for this project will have a citywide benefit, benefiting approximately 5,000 persons, 58% of whom will be of low/moderate income.
	<b>Location Description</b>	Goldfish Pond Park - Lafayette Park Gallagher Park - Ontario Street Red Rock Park - Lynn Shore Drive Lynn City Hall - 3 City Hall Square
	<b>Planned Activities</b>	Free and local family movies for Lynn residents which will offer both passive and active recreational opportunities primarily to Lynn Youth. Three summer movies will be held at the Goldfish Pond Park, where free boat rides will be given on Goldfish Pond, Gallagher Park and Red Rock Park. A free movie will also be held in the auditorium during the annual Lynn Common Tree Lighting Ceremony in December. The purpose of this program is to improve the quality of life in Lynn's neighborhoods and to encourage and promote diversity among Lynn residents.
3	<b>Project Name</b>	Community Policing Initiative

	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Serv
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	This public safety program will provide additional police coverage during daytime and nighttime hours in Lynn's Downtown area and selected target neighborhoods throughout the City during peak hours of activity. The program will supplement existing police efforts by providing additional foot patrols in the most crime-ridden areas to enhance the safety of businesses, customers and residents. The goal of the program is to reduce crime and focus on quality of life issues (e.g. loitering, panhandling, etc.) in affected areas by connecting with the community on a personal level and engaging the community as part of the solution to criminal behavior. Officers will patrol selected areas on a more frequent basis and interact directly with local individuals to address related public safety concerns. CDBG funds in the amount of \$30,000 will support this program which will service 28,000 individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This public safety program will service 28,000 individuals.
	<b>Location Description</b>	Lynn Police Department, 300 Washington Street, Lynn, MA 01902
	<b>Planned Activities</b>	This public safety program will provide additional police coverage during daytime and nighttime hours in Lynn's Downtown area and selected target neighborhoods throughout the City during peak hours of activity. The program will supplement existing police efforts by providing additional foot patrols in the most crime-ridden areas to enhance the safety of businesses, customers and residents. The goal of the program is to reduce crime and focus on quality of life issues (e.g. loitering, panhandling, etc.) in affected areas by connecting with the community on a personal level and engaging the community as part of the solution to criminal behavior. Officers will patrol selected areas on a more frequent basis and interact directly with local individuals to address related public safety concerns.
<b>4</b>	<b>Project Name</b>	Summer Youth Employment

	<b>Target Area</b>	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$75,000
	<b>Description</b>	The Summer Youth Employment Program offers summer employment for Lynn youth ages 16-21. The program helps the City's youth become ambitious workers and dependable individuals. Last summer 165 Lynn youth were employed through the program, of which 81% were from low/moderate income families and 71% were of a minority group. The positions run seven weeks, 37.5 hours per week. Employment consists of light construction activities and outdoor clean crews at selected sites in the City. Additionally, private businesses in the City provide clerical job training opportunities to improve participant work skills. This activity will be funded \$75,000.00
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Summer Youth Employment Program offers summer employment for 165, of which 81% were from low/moderate income families and 71% were of a minority group.
	<b>Location Description</b>	Lynn Department of Community Development, Room 311, Lynn City Hall, Lynn, MA 01901
	<b>Planned Activities</b>	The Summer Youth Employment Program offers summer employment for Lynn youth ages 16-21. The program helps the City's youth become ambitious workers and dependable individuals. Last summer 163 Lynn youth were employed through the program, of which 81% were from low/moderate income families and 71% were of a minority group. The positions run seven weeks, 37.5 hours per week. Employment consists of light construction activities and outdoor clean crews at selected sites in the City. Additionally, private businesses in the City provide clerical job training opportunities to improve participant work skills. This activity will be funded \$75,000.00
<b>5</b>	<b>Project Name</b>	Traffic Island Beautification
	<b>Target Area</b>	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic

	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Traffic Island Beautification improvements consist of growing and planting colorful annuals and perennials within bed or concrete planters citywide. The locations for improvements will be determined by the Department of Public Works and Community Development personnel assisted by business and resident requests. Traffic Island Improvements represent both localized and citywide improvements which benefit the residents of neighborhoods identified for this activity. Funds allocated for this project represent a citywide benefit, as well as aid in the elimination of slums and blight. CDBG funds in the amount of \$10,000 will support this program which will have a citywide benefit.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Funds allocated for this project represent a citywide benefit, as well as aid in the elimination of slums and blight.
	<b>Location Description</b>	The locations for improvements will be determined by the Department of Public Works and Community Development personnel assisted by business and resident requests.
	<b>Planned Activities</b>	Traffic Island Beautification improvements consist of growing and planting colorful annuals and perennials within bed or concrete planters citywide. The locations for improvements will be determined by the Department of Public Works and Community Development personnel assisted by business and resident requests. Traffic Island Improvements represent both localized and citywide improvements which benefit the residents of neighborhoods identified for this activity.
<b>6</b>	<b>Project Name</b>	Catholic Charities
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$5,634

	<b>Description</b>	Catholic Charities North (CCN) provides academic and career development activities for high-risk, low or moderate-income youth, young adults, and adults who have a wide range of academic and employment needs. Educational classes, computer literacy and skills training, career development, internships, community service, and job placement services assist participants in obtaining employment and achieving economic self-sufficiency. CDBG funds in the amount of \$5,634.45 will support this program which will service 191 low/moderate income individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Catholic Charities North (CCN) will service 191 low/moderate income individuals.
	<b>Location Description</b>	117 North Common Street, Lynn, MA 01902
	<b>Planned Activities</b>	Catholic Charities North (CCN) provides academic and career development activities for high-risk, low or moderate-income youth, young adults, and adults who have a wide range of academic and employment needs. Educational classes, computer literacy and skills training, career development, internships, community service, and job placement services assist participants in obtaining employment and achieving economic self-sufficiency.
<b>7</b>	<b>Project Name</b>	Lynn Council on Aging - Senior Center
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$12,294

	<b>Description</b>	The Lynn Senior Center (LSC) is an active community center that provides resources for persons aged 60+ and the younger disabled. The center is a congregate meal site, an activity center, as well as a resource center providing advocacy, referrals, health and wellness offerings. Participation at the center continues to increase monthly as a direct result of the effects of today's economy. As the only active drop-in center for elders in the city, the Senior Center provides a safe, friendly and stimulating place to gather and connect with peers, learn new skills, develop friendships, and access support. CDBG funds in the amount of \$12,293.95 will support this program which will service 5,275 Lynn seniors.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Lynn Senior Center (LSC) will service 5,275 Lynn seniors.
	<b>Location Description</b>	Greater Lynn Senior Services, 8 Silsbee Street, Lynn, MA 01902
	<b>Planned Activities</b>	The Lynn Senior Center (LSC) is an active community center that provides resources for persons aged 60+ and the younger disabled. The center is a congregate meal site, an activity center, as well as a resource center providing advocacy, referrals, health and wellness offerings. Participation at the center continues to increase monthly as a direct result of the effects of today's economy. As the only active drop-in center for elders in the city, the Senior Center provides a safe, friendly and stimulating place to gather and connect with peers, learn new skills, develop friendships, and access support.
<b>8</b>	<b>Project Name</b>	GLSS - Meals on Wheels
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Services
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$18,852

	<b>Description</b>	The Meals on Wheels Program delivers nutritionally balanced meals to homebound senior citizens and adults with disabilities in the City of Lynn who are unable to prepare their own meals. The meals are an essential source of nutrition for these targeted consumers. Additionally, through their daily interaction with the trained staff delivering the meals, the program provides these consumers with an important source of social connection and a safety net in the event of emergencies. CDBG funds in the amount of \$18,851.80 will support this program which will service 855 individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Meals on Wheels Program delivers nutritionally balanced meals to 855 individuals.
	<b>Location Description</b>	Greater Lynn Senior Services, 8 Silsbee Street, Lynn, MA 01902
	<b>Planned Activities</b>	The Meals on Wheels Program delivers nutritionally balanced meals to homebound senior citizens and adults with disabilities in the City of Lynn who are unable to prepare their own meals. The meals are an essential source of nutrition for these targeted consumers. Additionally, through their daily interaction with the trained staff delivering the meals, the program provides these consumers with an important source of social connection and a safety net in the event of emergencies.
9	<b>Project Name</b>	Curwin Circle Youth Sports
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$3,073
	<b>Description</b>	The Curwin Youth Sports Program provides a comprehensive plan of recreational and educational activities for the youth of Curwin Circle, a public housing development containing 276 units of federally assisted housing for low-income residents. The program provides positive outlets for the youth and incorporates LHANDs anti-drug and violence mission. This program is an important tool in the LHANDs commitment to reduce the incidences of drug use and drug related violence in Curwin Circle. CDBG funds in the amount of \$3,073.25 will support this program which will service 863 low/moderate income youth.



	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Curwin Youth Sports Program will service 863 low/moderate income youth.
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	The Curwin Youth Sports Program provides a comprehensive plan of recreational and educational activities for the youth of Curwin Circle, a public housing development containing 276 units of federally assisted housing for low-income residents. The program provides positive outlets for the youth and incorporates LHANDs anti-drug and violence mission. This program is an important tool in the LHANDs commitment to reduce the incidences of drug use and drug related violence in Curwin Circle.
<b>10</b>	<b>Project Name</b>	Building Bridges Through Music
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$1,881
	<b>Description</b>	Building Bridges Through Music (BBTM) Integrative Arts Program increases the exposure to music and culturally diverse outlets and provides a positive connection with at-risk students from elementary through high school age. This activity is expected to service 160 individuals, 100% of low and moderate income and 88% being of a minority group. CDBG funds in the amount of \$1,881.00 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Building Bridges Through Music (BBTM) is expected to service 160 individuals.
	<b>Location Description</b>	Greater Bethlehem Temple #2, 93 Euclid Avenue, Lynn, MA 01902

	<b>Planned Activities</b>	Building Bridges Through Music (BBTM) Integrative Arts Program increases the exposure to music and culturally diverse outlets and provides a positive connection with at-risk students from elementary through high school age.
<b>11</b>	<b>Project Name</b>	Lynn Community Connections Coalition
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$4,098
	<b>Description</b>	The Lynn Community Connections Coalition (LCCC) is an organization that is fiscally represented by the Lynn Housing Authority & Neighborhood Development. The Family Nurturing parenting Program is a family-based parent education program that helps families adopt a nurturing lifestyle. Parents and their children attend a series of meetings for 15 weeks that include dinner and family-centered activities, followed by separate classes for the parents and their children. The program goal is to facilitate the parenting philosophy of non-violence towards children, teens and adults, the environment, including animals, by teaching alternatives to verbal, emotional and physical violence including alternatives to physical punishment. CDBG funds in the amount of \$4,098.30 will support this program which will service 70 low/moderate income individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Lynn Community Connections Coalition (LCCC) will service 70 low/moderate income individuals.
	<b>Location Description</b>	270 Union Street, Lynn, MA 01902

	<b>Planned Activities</b>	The Lynn Community Connections Coalition (LCCC) is an organization that is fiscally represented by the Lynn Housing Authority & Neighborhood Development. The Family Nurturing parenting Program is a family-based parent education program that helps families adopt a nurturing lifestyle. Parents and their children attend a series of meetings for 15 weeks that include dinner and family-centered activities, followed by separate classes for the parents and their children. The program goal is to facilitate the parenting philosophy of non-violence towards children, teens and adults, the environment, including animals, by teaching alternatives to verbal, emotional and physical violence including alternatives to physical punishment.
12	<b>Project Name</b>	Raw Art Works
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$2,490
	<b>Description</b>	Raw Art Works is a nationally recognized, community-based youth arts organization that uses the power of the arts to nurture growth in at-risk children and teenagers. As part of its RAW Chiefs Program, 16 at-risk teens ages 15-19 are hired to assist staff in leading arts groups for younger children. RAW Chiefs develop and help other children develop both art skills (i.e. painting, drawing, and multi-media collage) and life skills (i.e. teamwork, conflict resolution, and leadership). The RAW Chiefs provide the younger children with role models of teens from their own community who are committed to resisting high-risk activities, and making the choices necessary to become strong, creative adults. CDBG funds in the amount of \$2,490.00 will support this program which will service 167 Lynn youth.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Raw Art Works will service 167 Lynn youth.
	<b>Location Description</b>	Raw Art Works, 37 Central Square, Lynn, MA 01901

	<b>Planned Activities</b>	Raw Art Works is a nationally recognized, community-based youth arts organization that uses the power of the arts to nurture growth in at-risk children and teenagers. As part of its RAW Chiefs Program, 16 at-risk teens ages 15-19 are hired to assist staff in leading arts groups for younger children. RAW Chiefs develop and help other children develop both art skills (i.e. painting, drawing, and multi-media collage) and life skills (i.e. teamwork, conflict resolution, and leadership). The RAW Chiefs provide the younger children with role models of teens from their own community who are committed to resisting high-risk activities, and making the choices necessary to become strong, creative adults.
13	<b>Project Name</b>	Healing Abuse Working for Change (HAWC)
	<b>Target Area</b>	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$2,459
	<b>Description</b>	Funding supports the salary of the HAWC Lynn Program Manager working out of the Lynn office at 20 Central Avenue (Suite 511), as well as the Lynn Distric Court, Lynn Community Health Center and Union Hospital and serving residents of Lynn. HAWC supports the needs of domestic violence victims with both prevention and intervention services that include: a 24-hour hotline, emergency shelter, legal and medical advocacy, trauma recovery counseling, support groups, All services and programs are confidential and free of charge. Services are provided in Spanish, Portuguese and English. In addition, HAWC works with the Lynn Police Department, probation, the court and other agencies to prevent domestic violence homicide through the High Risk Teams. CDBG funds in the amount of \$2,458.60 will support this program which will service 892 low/moderate income individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	HAWC will service 892 low/moderate income Lynn individuals.
	<b>Location Description</b>	20 Central Avenue (Suite 511), as well as the Lynn Distric Court, Lynn Community Health Center and Union Hospital

	<b>Planned Activities</b>	Funding supports the salary of the HAWC Lynn Program Manager working out of the Lynn office at 20 Central Avenue (Suite 511), as well as the Lynn Distric Court, Lynn Community Health Center and Union Hospital and serving residents of Lynn. HAWC supports the needs of domestic violence victims with both prevention and intervention services that include: a 24-hour hotline, emergency shelter, legal and medical advocacy, trauma recovery counseling, support groups, All services and programs are confidential and free of charge. Services are provided in Spanish, Portuguese and English. In addition, HAWC works with the Lynn Police Department, probation, the court and other agencies to prevent domestic violence homicide through the High Risk Teams.
<b>14</b>	<b>Project Name</b>	Lynn Youth Street Outreach Advocacy
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$3,712
	<b>Description</b>	The Lynn Youth Street Outreach Advocacy (LYSOA) is a community based organization providing advocacy and services to at risk, proven risk, young adults and their families in the community. LYSOA designed a program to teach youth the importance of community involvement. The Youth Community Impact (YCI) is a community service/volunteer program that our youth have an opportunity to learn responsibility but to also interact with other community activities in coordination with other agencies in the city. The youth will participate in community clean-up around the city in partnership with Centerboard. Participants are referred by the Lynn Juvenile Court Probation Department. CDBG funds in the amount of \$3,712 will support operating expenses (e.g. salaries, supplies, equipment, utilities rent, etc.) associated with this program, which will service 31 individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Lynn Youth Street Outreach Advocacy (LYSOA) will service 31 individuals.
<b>Location Description</b>	312A Union Street, Lynn, MA 01902	

	<b>Planned Activities</b>	The Lynn Youth Street Outreach Advocacy (LYSOA) is a community based organization providing advocacy and services to at risk, proven risk, young adults and their families in the community. LYSOA designed a program to teach youth the importance of community involvement. The Youth Community Impact (YCI) is a community service/volunteer program that our youth have an opportunity to learn responsibility but to also interact with other community activities in coordination with other agencies in the city. The youth will participate in community clean-up around the city in partnership with Centerboard. Participants are referred by the Lynn Juvenile Court Probation Department.
15	<b>Project Name</b>	The Highlands Coalition
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$1,283
	<b>Description</b>	The Highlands Coalition will run the Healthy Eating Youth (HEY) club who works with youth (ages 10-12) who are mainly over-weight and obese. The youth at Cook Street Playground will help in the garden, learn about healthy eating, exercise and engage in art and music to build their self confidence. This activity will help the Highlands neighborhood, which is burdened by drugs, gang activity, domestic violence and low-voter turnout. CDBG funds in the amount of \$1,282.50 will support this program which will service 10 Lynn youth.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Highlands Coalition will service 10 Lynn youth.
	<b>Location Description</b>	Cook Street Playground, Lynn, MA 01902
	<b>Planned Activities</b>	The Highlands Coalition will run the Healthy Eating Youth (HEY) club who works with youth (ages 10-12) who are mainly over-weight and obese. The youth at Cook Street Playground will help in the garden, learn about healthy eating, exercise and engage in art and music to build their self confidence. This activity will help the Highlands neighborhood, which is burdened by drugs, gang activity, domestic violence and low-voter turnout.

16	<b>Project Name</b>	Downtown Lynn Placemaking Project
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$4,000
	<b>Description</b>	The Lynn Placemaking Project will revitalize downtown Lynn with a range of art installations inspired by similar placemaking successes in Miami and London. Beyond Walls will host a second international mural festival. 10-15 murals will be produced, arts and culture organizations will be invited from Essex County to host events during the festival will increase tourism, boost commerce, inspire youngsters and adults and help make downtown Lynn a more vibrant place to live, work and visit. CDBG funds in the amount of \$4,000 will support this program which will have a citywide benefit.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Lynn Placemaking Project will have a citywide benefit.
<b>Location Description</b>	The Lynn Placemaking Project will revitalize downtown Lynn with a range of art installations inspired by similar placemaking successes in Miami and London. Beyond Walls will host a second international mural festival. 10-15 murals will be produced, arts and culture organizations will be invited from Essex County to host events during the festival will increase tourism, boost commerce, inspire youngsters and adults and help make downtown Lynn a more vibrant place to live, work and visit.	
<b>Planned Activities</b>	The Lynn Placemaking Project will revitalize downtown Lynn with a range of art installations inspired by similar placemaking successes in Miami and London. Beyond Walls will host a second international mural festival. 10-15 murals will be produced, arts and culture organizations will be invited from Essex County to host events during the festival will increase tourism, boost commerce, inspire youngsters and adults and help make downtown Lynn a more vibrant place to live, work and visit.	
17	<b>Project Name</b>	PPAL Friday Family Support Group
	<b>Target Area</b>	Central Lynn

	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$1,812
	<b>Description</b>	The Friday Family Support Group (FFSG) exists to provide children with Serious Emotional Disorders (SED), their parents and siblings with support in their community. The Group meets weekly on Friday nights, year-round, at the Lynn YMCA and provides recreational activities while also aiming to address social skills, acceptance and personal development. Group activities are led by a PPAL Family Support Specialist who is employed by the MSPCC through a Department of Mental Health contract. The goal of the FFSG is to keep families of SED children thriving in the community. CDBG funds in the amount of \$1,812.00 will support this program which will service 213 low/moderate income individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Friday Family Support Group (FFSG) will service 213 low/moderate income individuals.
	<b>Location Description</b>	The Group meets weekly on Friday nights, year-round, at the Lynn YMCA - 20 Neptune Boulevard, Lynn, MA 01902 - and provides recreational activities while also aiming to address social skills, acceptance and personal development.
	<b>Planned Activities</b>	The Friday Family Support Group (FFSG) exists to provide children with Serious Emotional Disorders (SED), their parents and siblings with support in their community. The Group meets weekly on Friday nights, year-round, at the Lynn YMCA and provides recreational activities while also aiming to address social skills, acceptance and personal development. Group activities are led by a PPAL Family Support Specialist who is employed by the MSPCC through a Department of Mental Health contract. The goal of the FFSG is to keep families of SED children thriving in the community. CDBG funds in the amount of \$1,812.00 will support this program which will service 213 low/moderate income individuals.
<b>18</b>	<b>Project Name</b>	College Application Education Project (CAEP)
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services



	<b>Funding</b>	CDBG: \$3,197
	<b>Description</b>	The mission of the College Application Education Project, Inc. (CAEP) is to offer parents, middle school and high school students career development, college preparation, college selection, admissions and financial application training. The project also provides a series of programs and activities designed to enhance individual skills in resolving conflict, resistance to drugs and alcohol, self-esteem, self-discipline, decision making, leadership, while reinforcing positive citizenship, and seeing the value of education as a way to a productive future. CDBG funds in the amount of \$3,196.75 will support this program which will service 83 Lynn individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	College Application Education Project, Inc. will service 83 Lynn individuals.
	<b>Location Description</b>	Zion Baptist Church, 4 Adams Street Extension, Lynn, MA 01902
	<b>Planned Activities</b>	The mission of the College Application Education Project, Inc. is to offer parents, middle school and high school students career development, college preparation, college selection, admissions and financial application training. The project also provides a series of programs and activities designed to enhance individual skills in resolving conflict, resistance to drugs and alcohol, self-esteem, self-discipline, decision making, leadership, while reinforcing positive citizenship, and seeing the value of education as a way to a productive future. CDBG funds in the amount of \$3,196.75 will support this program which will service 83 Lynn individuals.
<b>19</b>	<b>Project Name</b>	Community Minority Cultural Center (CMCC)
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$30,736

	<b>Description</b>	The Community Minority Cultural Center (CMCC) provides support to community based programs and organizations. CMCC provides an ESOL Program, computer classes, STEM classes and a Zumix program, which includes arts, music and self-expression. The ESOL Program is an English language learning program for non-native speakers. The computer classes provide computer access and training to youths and adults. The STEM class provides Science, Technology, Engineering and Mathematics classes. The Zumix program provides access to top-quality arts experiences for a low-income, under-served neighborhood. CDBG funds in the amount of \$30,736.30 will support this program which will service 154 low/moderate income individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Community Minority Cultural Center (CMCC) will service 154 low/moderate income individuals.
	<b>Location Description</b>	298 Union Street, Lynn, MA 01902
	<b>Planned Activities</b>	The Community Minority Cultural Center (CMCC) provides support to community based programs and organizations. CMCC provides an ESOL Program, computer classes, STEM classes and a Zumix program, which includes arts, music and self-expression. The ESOL Program is an English language learning program for non-native speakers. The computer classes provide computer access and training to youths and adults. The STEM class provides Science, Technology, Engineering and Mathematics classes. The Zumix program provides access to top-quality arts experiences for a low-income, under-served neighborhood.
<b>20</b>	<b>Project Name</b>	Brickyard Collaborative
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$4,750
	<b>Description</b>	The Brickyard Collaborative will engage participants in mechanical, electronic and design processes and workforce development related skills. It is estimated that 125 individuals will participate in ongoing workshops, instruction and classes. CDBG funds in the amount of \$4,750 will support this program.

	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 125 individuals will participate in ongoing workshops, instruction and classes.
	<b>Location Description</b>	The Brickyard Collaborative is a 3,600 square-foot markerspace located at 71 Linden Street #105C, Lynn, MA 01905
	<b>Planned Activities</b>	The Brickyard Collaborative will engage participants in mechanical, electronic and design processes and workforce development related skills. It is estimated that 125 individuals will participate in ongoing workshops, instruction and classes.
21	<b>Project Name</b>	New American Association of Massachusetts (NAAM)
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$4,750
	<b>Description</b>	The New American Association of Massachusetts (formerly the Russian Community Association of Massachusetts) Vocational Readiness program will support economic growth in Lynn industries by equipping local residents with the basic job skills needed to be competitive in the job market. Approximately 50 clients will receive job training and development skills. CDBG funds in the amount of \$4,750 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Approximately 50 clients will receive job training and development skills.
	<b>Location Description</b>	Clocktower Business Center, 330 Lynnway, Suite 302, Lynn, MA 01901

	<b>Planned Activities</b>	The New American Association of Massachusetts (formerly the Russian Community Association of Massachusetts) Vocational Readiness program will support economic growth in Lynn industries by equipping local residents with the basic job skills needed to be competitive in the job market. Approximately 50 clients will receive job training and development skills.
<b>22</b>	<b>Project Name</b>	Downtown Lynn Community Arts
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Serv
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	The Downtown Lynn Cultural District will produce the Community Arts Program - free community events that provide art and cultural experiences to Lynn residents and visitors of all ages. Events include "ArtWeek", Arts and Culture Festival, Rock the Block, Clock to the Rock 5K, Lynn Open Studios, contribution to Lynn Tech's Festival of the Trees, partnership with the Frederick Douglass Bicentennial Committee and the ongoing music series at the Farmers' Market in the summer and early fall months. CDBG funds in the amount of \$20,000 will support this program which will service approximately 5,000 individuals.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Downtown Lynn Cultural District service approximately 5,000 individuals.
	<b>Location Description</b>	The Downtown Lynn Cultural District, Downtown Lynn, MA 01901
	<b>Planned Activities</b>	The Downtown Lynn Cultural District will produce the Community Arts Program - free community events that provide art and cultural experiences to Lynn residents and visitors of all ages. Events include "ArtWeek", Arts and Culture Festival, Rock the Block, Clock to the Rock 5K, Lynn Open Studios, contribution to Lynn Tech's Festival of the Trees, partnership with the Frederick Douglass Bicentennial Committee and the ongoing music series at the Farmers' Market in the summer and early fall months. CDBG funds in the amount of \$20,000 will support this program which will service approximately 5,000 individuals.
<b>23</b>	<b>Project Name</b>	Pathways Adult Education & Training

	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$2,000
	<b>Description</b>	Pathways provides: four levels of English language instruction; three levels of adult basic education leading to obtaining a high school equivalency; an HSE in Spanish class; family literacy classes; citizenship classes; volunteer lead English conversation classes; a health tech training program in partnership with Lynn Vocational Technical Institute leading to credentials in CNA; EKG and Phlebotomy; and an Early Childhood Teacher Training program in partnership with North Shore Community College as part of the Impact Lynn initiative. CDBG funds in the amount of \$2,000 will help defray the administrative costs not covered by public grant funds. Pathways assists 200 individuals each year, 98% being of low/moderate income.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Pathways assists 200 individuals each year, 98% being of low/moderate income.
	<b>Location Description</b>	Pathways, 330 Lynnway, Suite 302, Lynn, MA 01901
	<b>Planned Activities</b>	Pathways provides: four levels of English language instruction; three levels of adult basic education leading to obtaining a high school equivalency; an HSE in Spanish class; family literacy classes; citizenship classes; volunteer lead English conversation classes; a health tech training program in partnership with Lynn Vocational Technical Institute leading to credentials in CNA; EKG and Phlebotomy; and an Early Childhood Teacher Training program in partnership with North Shore Community College as part of the Impact Lynn initiative.
24	<b>Project Name</b>	The REAL Program, Inc.
	<b>Target Area</b>	Central Lynn
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$500

	<b>Description</b>	The REAL Program will collaborate with Building Bridges Through Music to strengthen the REALSTREAM initiative (Science-Technology-Reading-Engineering-Arts-Music/Math). This initiative engages early childhood aged students and elementary school aged students through experiential opportunities to focus on literacy, community, arts and engagement in all core subjects. This collaboration is consistent with the City's goals to provide at-risk youth with access to comprehensive arts, literacy and education while celebrating cultural diversity throughout Lynn. Literacy and music education programming will be provided to 60 children over the summer months, 100% being of low/moderate income. CDBG funds in the amount of \$500 will assist this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Literacy and music education programming will be provided to 60 children over the summer months, 100% being of low/moderate income.
	<b>Location Description</b>	The REAL Program, 17 Atlantic Street, Lynn, MA 01902
	<b>Planned Activities</b>	The REAL Program will collaborate with Building Bridges Through Music to strengthen the REALSTREAM initiative (Science-Technology-Reading-Engineering-Arts-Music/Math). This initiative engages early childhood aged students and elementary school aged students through experiential opportunities to focus on literacy, community, arts and engagement in all core subjects. This collaboration is consistent with the City's goals to provide at-risk youth with access to comprehensive arts, literacy and education while celebrating cultural diversity throughout Lynn.
<b>25</b>	<b>Project Name</b>	Senior Action Center, Inc.
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$500

	<b>Description</b>	The Senior Action Center will expand its ESL/literacy/computer program to non-English speaking Haitian elders in the Lynn community. CDBG funds in the amount of \$500 will help compensate the teachers who are currently volunteering their services for the betterment of the program. The specific English speaking program is designated for elders but serves many young adults who arrive to this country with no English speaking background. The Senior Action currently is servicing 47 students of which 33 are elders and 100% being of low/moderate income.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Senior Action currently is servicing 47 students of which 33 are elders and 100% being of low/moderate income.
	<b>Location Description</b>	The Senior Action Center operates out of Catholic Charities North in Lynn at an office at 1 Market Street, Suite 202, Lynn, MA 01901.
	<b>Planned Activities</b>	The Senior Action Center will expand its ESL/literacy/computer program to non-English speaking Haitian elders in the Lynn community. The specific English speaking program is designated for elders but serves many young adults who arrive to this country with no English speaking background.
<b>26</b>	<b>Project Name</b>	Economic Development Support and Assistance
	<b>Target Area</b>	Waterfront District Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Promote Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$16,800

	<b>Description</b>	The Economic Development Support and Assistance Program is designed to provide administrative, technical assistance, compliance and outreach to the Lynn Municipal Finance Corporation (LMFC). The LMFC and the Economic Development and Industrial Corporation of Lynn (EDIC) function as both a primary lender, lender of last resort and subordinated lender for businesses that are primarily located in the City's designated planning area. It is estimated that 200 businesses will be assisted. The program generates business and employment opportunities for low/moderate-income residents. Funding will provide staff and professional support in preparation of loan packages, loan processing, technical assistance in support of economic development, as well as information regarding program availability, job creation and grantsmanship. CDBG funds in the amount of \$16,800 will support this program. This activity will be completed by the end of the fiscal year.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The LMFC and the Economic Development and Industrial Corporation of Lynn (EDIC) function as both a primary lender, lender of last resort and subordinated lender for businesses that are primarily located in the City's designated planning area. It is estimated that 200 businesses will be assisted. The program generates business and employment opportunities for low/moderate-income residents.
	<b>Location Description</b>	Economic Development Industrial Corporation, Lynn City Hall, Room 405, Lynn, MA 01901
	<b>Planned Activities</b>	The Economic Development Support and Assistance Program is designed to provide administrative, technical assistance, compliance and outreach to the Lynn Municipal Finance Corporation (LMFC). The LMFC and the Economic Development and Industrial Corporation of Lynn (EDIC) function as both a primary lender, lender of last resort and subordinated lender for 200 businesses that are primarily located in the City's designated planning area. It is estimated that 1 job will be created. The program generates business and employment opportunities for low/moderate-income residents. Funding will provide staff and professional support in preparation of loan packages, loan processing, technical assistance in support of economic development, as well as information regarding program availability, job creation and grantsmanship.
27	<b>Project Name</b>	Infrastructure Development Program



	<b>Target Area</b>	Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Promote Economic Development Invest in Public Facilities & Infrastructure
	<b>Needs Addressed</b>	Economic Development Public Facilities and Infrastructure
	<b>Funding</b>	CDBG: \$586,895
	<b>Description</b>	The Infrastructure Development Programs objective is the enhancement of the community's infrastructure facilities. Funding will provide infrastructure improvements (i.e. sidewalk replacement, shade trees, demolition, parking lots, streetscape amenities, antique lighting, etc.) in commercial areas to assist private commercial investment. It is estimated that approximately 10 businesses will benefit from infrastructure improvements. CDBG funds in the amount of \$586,894.61 will support this program. This activity will be completed within one year.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that approximately 10 businesses will benefit from infrastructure improvements.
	<b>Location Description</b>	Lynn Department of Community Development, Lynn City Hall, Room 311, Lynn, MA 01901
	<b>Planned Activities</b>	The Infrastructure Development Programs objective is the enhancement of the community's infrastructure facilities. Funding will provide infrastructure improvements (i.e. sidewalk replacement, shade trees, demolition, parking lots, streetscape amenities, antique lighting, etc.) in commercial areas to assist private commercial investment.
<b>28</b>	<b>Project Name</b>	Small Business Assistance Center (SBAC)
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Promote Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$32,000

	<b>Description</b>	The Lynn SBAC is an innovative project undertaken through a partnership of the Lynn public and private sectors to support the growth of small businesses in the City. The SBAC provides information and guidance to entrepreneurs in areas such as applying for city-administered micro-loans and finding affordable office, retail or manufacturing space. It is estimated that the SBAC will receive 1,200 inquiries in the downtown area alone, assist 100 businesses. The program benefits Lynn residents who shop in the downtown area, 71% of whom are low/moderate income persons. Funding will be used to staff a trained in-take officer who will refer businesses and clients to appropriate personnel and/or resources, achieve outreach and integration of the economic development network and offer a range of services to attract clients. CDBG funds in the amount of \$32,000 will support this program. This activity will be completed by the end of the fiscal year.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that the SBAC will receive 1,200 inquiries in the downtown area alone, and assist 100 businesses. The program benefits Lynn residents who shop in the downtown area, 71% of whom are low/moderate income persons.
	<b>Location Description</b>	The SBAC office is run out of the Lynn Area Chamber of Commerce, 583 Chestnut Street #8, Lynn, MA 01902
	<b>Planned Activities</b>	The Lynn SBAC is an innovative project undertaken through a partnership of the Lynn public and private sectors to support the growth of small businesses in the City. The SBAC provides information and guidance to entrepreneurs in areas such as applying for city-administered micro-loans and finding affordable office, retail or manufacturing space. Funding will be used to staff a trained in-take officer who will refer businesses and clients to appropriate personnel and/or resources, achieve outreach and integration of the economic development network and offer a range of services to attract clients. CDBG funds in the amount of \$32,000 will support this program. This activity will be completed by the end of the fiscal year.
29	<b>Project Name</b>	Commercial Facade Program
	<b>Target Area</b>	Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)

	<b>Goals Supported</b>	Promote Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	The Commercial Facade Program provides assistance to businesses located in the downtown area for the purpose of upgrading and coordinating signage and storefront improvements to enhance the aesthetic appearance and economic vitality of the area. The maximum grant available is \$4,000.00. It is estimated that approximately 7 businesses will benefit from the Commercial Facade Program. CDBG funds in the amount of \$25,000 will be used to provide grants to businesses in the City. Grant funding will be expended within the fiscal year.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that approximately 7 businesses will benefit from the Commercial Facade Program. C
	<b>Location Description</b>	Lynn Department of Community Development, Lynn City Hall, Room 311, Lynn, MA 01901
	<b>Planned Activities</b>	The Commercial Facade Program provides assistance to businesses located in the downtown area for the purpose of upgrading and coordinating signage and storefront improvements to enhance the aesthetic appearance and economic vitality of the area. The maximum grant available is \$4,000.00.
<b>30</b>	<b>Project Name</b>	Lynn Municipal Finance Corporation (LMFC) Loan Fund Program
	<b>Target Area</b>	Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Promote Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$350,000

	<b>Description</b>	The LMFC Loan Program provides assistance to businesses located in Lynn for the purpose of job retention and job creation. This is a fixed loan program for the purchase and/or improvement of land, buildings, plant or equipment, inventory, etc. CDBG program income in the amount of \$350,000 will be used to provide loans to businesses in the City, which will generate approximately 10 low/moderate income jobs and/or provide services to low/moderate income residents. Loan funding will be expended within the fiscal year; however, completion of this activity may extend over a three year period to satisfy job creation requirements.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	CDBG program income in the amount of \$350,000 will be used to provide loans to businesses in the City, which will generate approximately 10 low/moderate income jobs and/or provide services to low/moderate income residents.
	<b>Location Description</b>	Economic Development Industrial Corporation, Lynn City Hall, Room 405, Lynn, MA 01901
	<b>Planned Activities</b>	The LMFC Loan Program provides assistance to businesses located in Lynn for the purpose of job retention and job creation. This is a fixed loan program for the purchase and/or improvement of land, buildings, plant or equipment, inventory, etc. CDBG program income in the amount of \$350,000 will be used to provide loans to businesses in the City, which will generate approximately 15 low/moderate income jobs and/or provide services to low/moderate income residents. Loan funding will be expended within the fiscal year; however, completion of this activity may extend over a three year period to satisfy job creation requirements.
<b>31</b>	<b>Project Name</b>	MediClerk Program
	<b>Target Area</b>	
	<b>Goals Supported</b>	Promote Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$2,049

	<b>Description</b>	The Wellspring House MediClerk Program is a job training collaboration between Wellspring House, Inc. and North Shore Medical Center to train low-income men and women from Lynn and surrounding communities for entry-level medical-clerical positions in NSMC hospitals located on the North Shore. The Program includes 240+ hours of job training, 5-8 job shadowing opportunities, an internship, professional success and job search seminars, plus 12 months of support following job placement. The program is targeted to residents who are earning low wages, or making the transition from public assistance to work, are homeless or at risk of homelessness. It is estimated that 14 jobs will be created. CDBG funds in the amount of \$2,049.12 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 14 jobs will be created.
	<b>Location Description</b>	North Shore Medical Center, 81 Highland Avenue, Salem, MA 01970. The main office is at Wellspring House, Inc. 302 Essex Avenue, Gloucester, MA 01930.
	<b>Planned Activities</b>	The Wellspring House MediClerk Program is a job training collaboration between Wellspring House, Inc. and North Shore Medical Center to train low-income men and women from Lynn and surrounding communities for entry-level medical-clerical positions in NSMC hospitals located on the North Shore. The Program includes 240+ hours of job training, 5-8 job shadowing opportunities, an internship, professional success and job search seminars, plus 12 months of support following job placement. The program is targeted to residents who are earning low wages, or making the transition from public assistance to work, are homeless or at risk of homelessness.
<b>32</b>	<b>Project Name</b>	Park Improvements
	<b>Target Area</b>	Market Street Gateway Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Invest in Public Facilities & Infrastructure
	<b>Needs Addressed</b>	Public Facilities and Infrastructure
	<b>Funding</b>	CDBG: \$180,000

	<b>Description</b>	Park improvements at various parks throughout the Comprehensive Revitalization Area, including landscape and amenity improvements to the Lynn Common, larger section. CDBG funds in the amount of \$180,000 will support this program which will have a citywide benefit.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Park improvements at various parks throughout the Comprehensive Revitalization Area, including landscape and amenity improvements to the Lynn Common, larger section. CDBG funds in the amount of \$180,000 will support this program which will have a citywide benefit.
	<b>Location Description</b>	Various parks throughout the City's Comprehensive Revitalization Area
	<b>Planned Activities</b>	Park improvements at various parks throughout the Comprehensive Revitalization Area, including landscape and amenity improvements to the Lynn Common, larger section.
<b>33</b>	<b>Project Name</b>	Emergency Solutions Grant (ESG) Funded Programs
	<b>Target Area</b>	Downtown Lynn (including Lynn Downtown Cultural District)
	<b>Goals Supported</b>	Reduce Homelessness
	<b>Needs Addressed</b>	Homelessness
	<b>Funding</b>	ESG: \$211,680

<p><b>Description</b></p>	<p>The Lynn Multi-Service Center is a facility which currently houses four social service agencies that provide various services to the City's homeless population. These social service agencies include My Brother's Table (MBT), Lynn Shelter Association (LSA), Healthy Streets Outreach Program (HSOP) and the Essex County Sheriff's Department (ECSD). ESG funds in the amount of \$16,963 will support this facility. The MSC Security Assistant provides daily outreach to the homeless and assists homeless and street people at the Multi-Service Center and in the central downtown business district by assisting them in finding employment, obtaining detoxification placements and assisting local merchants with intervention services. The Security Assistant spends time in areas frequented by homeless persons, encouraging utilization of supportive services. Typical behaviors which deter customers and revitalization of the downtown area, such as loitering, pan-handling, public drinking and petty theft are confronted and alleviated by the Security Assistant. Merchants are given the Security Assistant's page number for direct and immediate communication. Working in cooperation with the Lynn Shelter Association, the Security Assistant is aggressively targeting the chronic homeless to transition them out of the shelter system and into transitional and permanent housing. ESG funds in the amount of \$50,000.00 will support this program. The purpose of the day program is to assist homeless people in obtaining community based services via the Continuum of Care system. The Day Program as structured by the LSA will be a clean and sober site. The Day Program acts as a central intake for the homeless who are interested in services and allows the LSA to provide 24/7 access intake and referral to the homeless. Because of the location of the Day Program and the Emergency Shelter, shelter guests move easily from shelter to Day Programs curriculum based structure where they begin to put together an individual self-sufficiency plan that promotes their independence, maximizes their benefits and reduces their chances of lapsing back into homelessness because of low wages or a rental rate that is simply too high to support. ESG funds in the amount of \$20,000 will support this program's operational expenses. The Lynn Housing Authority Development Group (LHADG) will provide tenant rental assistance in the form of first/last months rent, security deposits, short-term rental assistance up to twelve months and rental arrearages up to a six month look back period to eligible residents. ESG funds in the amount of \$89,900.00 will support this program. Drop-In Center for Homeless Young Adults will identify, communicate with and present services to young adults of Lynn who do not have a safe and stable living environment. The program will meet clients at the drop-in center, at local high schools and elsewhere within the community to provide a variety of support services to homeless adults including daily hot meals, supplies for basic needs, life skills classes and advocacy/referral services. The program's mission will be implemented through five critical focus areas: basic needs, employment, housing, education and community</p>
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	<b>Target Date</b>	6/30/2020
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**Estimate the number and type of families that will benefit from the proposed activities**

The Lynn Multi-Service Center is a facility which currently houses four social service agencies that provide various services to the City's homeless population. These social service agencies include My Brother's Table (MBT), Lynn Shelter Association (LSA), Healthy Streets Outreach Program (HSOP) and the Essex County Sheriff's Department (ECSD). ESG funds in the amount of \$16,963 will support this facility. The MSC Security Assistant provides daily outreach to the homeless and assists homeless and street people at the Multi-Service Center and in the central downtown business district by assisting them in finding employment, obtaining detoxification placements and assisting local merchants with intervention services. The Security Assistant spends time in areas frequented by homeless persons, encouraging utilization of supportive services. Typical behaviors which deter customers and revitalization of the downtown area, such as loitering, pan-handling, public drinking and petty theft are confronted and alleviated by the Security Assistant. Merchants are given the Security Assistant's page number for direct and immediate communication. Working in cooperation with the Lynn Shelter Association, the Security Assistant is aggressively targeting the chronic homeless to transition them out of the shelter system and into transitional and permanent housing. ESG funds in the amount of \$50,000.00 will support this program. The purpose of the day program is to assist homeless people in obtaining community based services via the Continuum of Care system. The Day Program as structured by the LSA will be a clean and sober site. The Day Program acts as a central intake for the homeless who are interested in services and allows the LSA to provide 24/7 access intake and referral to the homeless. Because of the location of the Day Program and the Emergency Shelter, shelter guests move easily from shelter to Day Programs curriculum based structure where they begin to put together an individual self-sufficiency plan that promotes their independence, maximizes their benefits and reduces their chances of lapsing back into homelessness because of low wages or a rental rate that is simply too high to support. ESG funds in the amount of \$20,000 will support this program's operational expenses. The Lynn Housing Authority Development Group (LHADG) will provide tenant rental assistance in the form of first/last months rent, security deposits, short-term rental assistance up to twelve months and rental arrearages up to a six month look back period to eligible residents. ESG funds in the amount of \$89,900.00 will support this program. Drop-In Center for Homeless Young Adults will identify, communicate with and present services to young adults of Lynn who do not have a safe and stable living environment. The program will meet clients at the drop-in center, at local high schools and elsewhere within the community to provide a variety of support services to young homeless adults including daily hot meals, supplies for basic needs, life skills classes and advocacy/referral services. The program's mission will be implemented through five critical focus areas: basic needs, employment, housing, education and community

	<b>Location Description</b>	Lynn Multi-Service Center, 100 Willow Street, Lynn, MA 01901 Lynn Housing Authority Development Group, 10 Church Street, Lynn, MA 01902 The Haven Project Inc., 57 Munroe Street, Lynn, MA 01901
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**Planned Activities**

The Lynn Multi-Service Center is a facility which currently houses four social service agencies that provide various services to the City's homeless population. These social service agencies include My Brother's Table (MBT), Lynn Shelter Association (LSA), Healthy Streets Outreach Program (HSOP) and the Essex County Sheriff's Department (ECSD). ESG funds in the amount of \$16,963 will support this facility. The MSC Security Assistant provides daily outreach to the homeless and assists homeless and street people at the Multi-Service Center and in the central downtown business district by assisting them in finding employment, obtaining detoxification placements and assisting local merchants with intervention services. The Security Assistant spends time in areas frequented by homeless persons, encouraging utilization of supportive services. Typical behaviors which deter customers and revitalization of the downtown area, such as loitering, pan-handling, public drinking and petty theft are confronted and alleviated by the Security Assistant. Merchants are given the Security Assistant's page number for direct and immediate communication. Working in cooperation with the Lynn Shelter Association, the Security Assistant is aggressively targeting the chronic homeless to transition them out of the shelter system and into transitional and permanent housing. ESG funds in the amount of \$50,000.00 will support this program. The purpose of the day program is to assist homeless people in obtaining community based services via the Continuum of Care system. The Day Program as structured by the LSA will be a clean and sober site. The Day Program acts as a central intake for the homeless who are interested in services and allows the LSA to provide 24/7 access intake and referral to the homeless. Because of the location of the Day Program and the Emergency Shelter, shelter guests move easily from shelter to Day Programs curriculum based structure where they begin to put together an individual self-sufficiency plan that promotes their independence, maximizes their benefits and reduces their chances of lapsing back into homelessness because of low wages or a rental rate that is simply too high to support. ESG funds in the amount of \$20,000 will support this program's operational expenses. The Lynn Housing Authority Development Group (LHADG) will provide tenant rental assistance in the form of first/last months rent, security deposits, short-term rental assistance up to twelve months and rental arrearages up to a six month look back period to eligible residents. ESG funds in the amount of \$89,900.00 will support this program. Drop-In Center for Homeless Young Adults will identify, communicate with and present services to young adults of Lynn who do not have a safe and stable living environment. The program will meet clients at the drop-in center, at local high schools and elsewhere within the community to provide a variety of support services to homeless adults including daily hot meals, supplies for basic needs, life skills classes and advocacy/referral services. The program's mission will be implemented through five critical focus areas: basic needs, employment, housing, education and community

34	<b>Project Name</b>	General Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	
	<b>Needs Addressed</b>	
	<b>Funding</b>	CDBG: \$274,734
	<b>Description</b>	General planning/administrative expenses in the amount of \$274,734.41.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Lynn Department of Community Development, Lynn City Hall, Room 311, Lynn, MA 01901
	<b>Planned Activities</b>	General planning/administrative expenses in the amount of \$274,734.41.
35	<b>Project Name</b>	Activity Delivery Public Services
	<b>Target Area</b>	
	<b>Goals Supported</b>	Expand Public Services and Other Supportive Servic
	<b>Needs Addressed</b>	Public Services and Other Supportive Services
	<b>Funding</b>	CDBG: \$140,599
	<b>Description</b>	Activity delivery costs in the amount of \$140,599.12 include staff costs associated with providing Public Service activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Lynn Department of Community Development, Lynn City Hall Room 311, Lynn, MA 01901
	<b>Planned Activities</b>	Activity delivery costs in the amount of \$140,599.12 include staff costs associated with providing Public Service activities.
36	<b>Project Name</b>	Activity Delivery Economic Development

	<b>Target Area</b>	
	<b>Goals Supported</b>	Promote Economic Development
	<b>Needs Addressed</b>	Economic Development
	<b>Funding</b>	CDBG: \$210,763
	<b>Description</b>	Activity delivery costs in the amount of \$210,763.05 include staff costs associated with providing Economic Development activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Lynn Department of Community Development, Lynn City Hall, Room 311, Lynn, MA 01901
	<b>Planned Activities</b>	Activity delivery costs in the amount of \$210,763.05 include staff costs associated with providing Economic Development activities.
<b>37</b>	<b>Project Name</b>	Activity Delivery Community Facilities
	<b>Target Area</b>	
	<b>Goals Supported</b>	Invest in Public Facilities & Infrastructure
	<b>Needs Addressed</b>	Public Facilities and Infrastructure
	<b>Funding</b>	CDBG: \$211,251
	<b>Description</b>	Activity delivery costs in the amount of \$211,250.79 include staff costs associated with providing Community Facilities activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Department of Community Development, Lynn City Hall Room 311, Lynn, MA 01901
	<b>Planned Activities</b>	Activity delivery costs in the amount of \$211,250.79 include staff costs associated with providing Community Facilities activities.
<b>38</b>	<b>Project Name</b>	Neighborhood Stabilization

	<b>Target Area</b>	Washington Street Gateway
	<b>Goals Supported</b>	Revitalize Neighborhoods
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$30,738
	<b>Description</b>	Non-profit organizations and housing developers can utilize CDBG funds to purchase and rehabilitate existing housing or acquire and construct new housing units to sell to potential first time homebuyers or to create new affordable rental units. It is estimated that approximately 4 units will be created through this process. CDBG funds in the amount of \$30,738 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that approximately 4 units will be created through this process.
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	Non-profit organizations and housing developers can utilize CDBG funds to purchase and rehabilitate existing housing or acquire and construct new housing units to sell to potential first time homebuyers or to create new affordable rental units.
<b>39</b>	<b>Project Name</b>	Homeownership Assistance Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Support Affordable Homeownership
	<b>Needs Addressed</b>	Homeownership
	<b>Funding</b>	CDBG: \$45,000

<b>Description</b>	<p>LHAND administers two homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a 1-4 residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Homebuyers will be eligible for a \$5,000 forgivable deferred loan and a 0% \$5,000 amortized loan for a term of 5 years for the maximum amount of \$10,000. The assistance is only for down-payment, closing costs, increasing energy efficiency and the correction of code violations. The One Mortgage Assistance Program provides down payment and closing cost assistance for those who are participating in the state approved Soft Second Program. The Soft Second loans are available to low and moderate income first-time homebuyers to reduce their first mortgage amounts and eliminate the need for Private Mortgage Insurance and make homeownership more affordable. LHAND will match up to 1.5% of the down payment amount and provide closing cost assistance for a maximum amount of \$5,000 in the form of a forgivable deferred loan to eligible first-time buyers whose savings and income are inadequate to meet the cost associated with the purchase of a 1-4 residential property. This program is available city wide. It is estimated that 10 households (est. 5 minority households) will be served during FY19 utilizing \$25,000 in grant funds and \$20,000 in program income.</p>
<b>Target Date</b>	6/30/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<p>This program is available city wide. It is estimated that 10 households (est. 5 minority households) will be served during FY19 utilizing \$25,000 in grant funds and \$20,000 in program income.</p>
<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902

	<b>Planned Activities</b>	<p>LHAND administers two homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a 1-4 residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Homebuyers will be eligible for a \$5,000 forgivable deferred loan and a 0% \$5,000 amortized loan for a term of 5 years for the maximum amount of \$10,000. The assistance is only for down-payment, closing costs, increasing energy efficiency and the correction of code violations. The One Mortgage Assistance Program provides down payment and closing cost assistance for those who are participating in the state approved Soft Second Program. The Soft Second loans are available to low and moderate income first-time homebuyers to reduce their first mortgage amounts and eliminate the need for Private Mortgage Insurance and make homeownership more affordable. LHAND will match up to 1.5% of the down payment amount and provide closing cost assistance for a maximum amount of \$5,000 in the form of a forgivable deferred loan to eligible first-time buyers whose savings and income are inadequate to meet the cost associated with the purchase of a 1-4 residential property.</p>
<b>40</b>	<b>Project Name</b>	Rehabilitation Loan and Grant Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Revitalize Neighborhoods
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	CDBG: \$205,000



<p><b>Description</b></p>	<p>LHAND administers rehabilitation grant and loan programs as follows:  Rehab Loan Program provides: Direct Loan: Owner-occupants of 1 to 4 unit residential buildings, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$15,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15 year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single family home are eligible for a \$15,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a 1 to 4 unit residential building are eligible for a \$15,000 deferred loan at 0% in order to make any unit in their home handicap accessible. Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a 1-4 unit residential building are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds. It is estimated that 10 homeowners will be assisted during FY20 utilizing \$125,000 in FY20 Grant funds and \$80,000 in Program Income to support these programs.</p>
<p><b>Target Date</b></p>	<p>6/30/2020</p>
<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p>	<p>It is estimated that 10 homeowners will be assisted during FY20 utilizing \$125,000 in FY20 Grant funds and \$80,000 in Program Income to support these programs.</p>
<p><b>Location Description</b></p>	<p>Lynn Housing Authority &amp; Neighborhood Development, 10 Church Street, Lynn, MA 01902</p>

	<b>Planned Activities</b>	LHAND administers rehabilitation grant and loan programs as follows: Rehab Loan Program provides: Direct Loan: Owner-occupants of 1 to 4 unit residential buildings, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$15,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15 year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single family home are eligible for a \$15,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a 1 to 4 unit residential building are eligible for a \$15,000 deferred loan at 0% in order to make any unit in their home handicap accessible. Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a 1-4 unit residential building are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds.
41	<b>Project Name</b>	Affordable Housing Rehabilitation
	<b>Target Area</b>	
	<b>Goals Supported</b>	Create & Preserve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Non-profit organizations can utilize CDBG funds to rehabilitate existing low moderate housing units in an effort to continue to provide safe, energy efficient and affordable decent housing. \$25,000 in CDBG funds will be used to support this program. It is anticipated that approximately 10 units will be rehabilitated through this process.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that approximately 10 units will be rehabilitated through this process.
<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902	

	<b>Planned Activities</b>	Non-profit organizations can utilize CDBG funds to rehabilitate existing low moderate housing units in an effort to continue to provide safe, energy efficient and affordable decent housing. \$25,000 in CDBG funds will be used to support this program.
42	<b>Project Name</b>	Activity Delivery Housing
	<b>Target Area</b>	
	<b>Goals Supported</b>	Revitalize Neighborhoods Create & Preserve Affordable Housing Support Affordable Homeownership
	<b>Needs Addressed</b>	Neighborhood Revitalization Affordable Housing Homeownership
	<b>Funding</b>	CDBG: \$290,040
	<b>Description</b>	Activity delivery costs in the amount of \$290,040 include staff costs associated with providing housing activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	Activity delivery costs in the amount of \$290,040 include staff costs associated with providing housing activities.
43	<b>Project Name</b>	HOME - Homeownership Assistance Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Support Affordable Homeownership
	<b>Needs Addressed</b>	Homeownership
	<b>Funding</b>	HOME: \$10,000

<b>Description</b>	LHAND administers two homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a single family or condominium residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Clients that meet the income requirements will be eligible for a \$5,000 forgivable deferred loan. The assistance is only for down-payment and closing costs. The One Mortgage Assistance Program provides down payment and closing cost assistance for those who are participating in the state approved Soft Second mortgage program. The Soft Second loans are available to low and moderate income first-time homebuyers to reduce their first mortgage amount and eliminate the need for Private Mortgage Insurance to make homeownership more affordable. LHAND will match up to 1.5% of the down payment amount and provide closing cost assistance for a maximum amount of \$5,000 in the form of a forgivable deferred loan to eligible first-time buyers whose savings and income are inadequate to meet the cost associated with the purchase of a single family or condominium residential property. This program is available city wide. It is estimated that 20 first-time homebuyers will benefit from this program. \$10,000 in HOME funds will support this program.
<b>Target Date</b>	6/30/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 20 first-time homebuyers will benefit from this program.
<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902

	<b>Planned Activities</b>	LHAND administers two homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a single family or condominium residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Clients that meet the income requirements will be eligible for a \$5,000 forgivable deferred loan. The assistance is only for down-payment and closing costs. The One Mortgage Assistance Program provides down payment and closing cost assistance for those who are participating in the state approved Soft Second mortgage program. The Soft Second loans are available to low and moderate income first-time homebuyers to reduce their first mortgage amount and eliminate the need for Private Mortgage Insurance to make homeownership more affordable. LHAND will match up to 1.5% of the down payment amount and provide closing cost assistance for a maximum amount of \$5,000 in the form of a forgivable deferred loan to eligible first-time buyers whose savings and income are inadequate to meet the cost associated with the purchase of a single family or condominium residential property.
44	<b>Project Name</b>	HOME - Rehabilitation Loan & Grant Programs
	<b>Target Area</b>	
	<b>Goals Supported</b>	Revitalize Neighborhoods
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	HOME: \$118,103

<b>Description</b>	<p>LHAND administers rehabilitation grant and loan programs as follows:  Rehab Loan Program provides: Direct Loan: Owner-occupants of a single family, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$15,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15 year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single family home are eligible for a \$15,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a single family are eligible for a \$15,000 deferred loan at 0% in order to make any unit in their home handicap accessible. Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a single family are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds. It is estimated that 10 homeowners will be assisted utilizing \$18,103 in FY20 Grant funds and \$100,000 in Program Income to support these programs.</p>
<b>Target Date</b>	6/30/2020
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 10 homeowners will be assisted utilizing \$18,103 in FY20 Grant funds and \$100,000 in Program Income to support these programs.
<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902

	<b>Planned Activities</b>	<p>LHAND administers rehabilitation grant and loan programs as follows:</p> <p>Rehab Loan Program provides: Direct Loan: Owner-occupants of a single family, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$15,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15 year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single family home are eligible for a \$15,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a single family are eligible for a \$15,000 deferred loan at 0% in order to make any unit in their home handicap accessible.</p> <p>Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a single family are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds.</p>
45	<b>Project Name</b>	HOME - CHDO
	<b>Target Area</b>	
	<b>Goals Supported</b>	Create & Preserve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$121,621
	<b>Description</b>	LHAND provides HOME funds to eligible Certified CHDOs to provide affordable homeownership and rental opportunities. This program will benefit 4 individuals. Proceeds from the resale of housing units can be reused by the CHDO for similar activities. CDBG funds in the amount of \$121,620.60 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will benefit 4 individuals.
<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902	

	<b>Planned Activities</b>	LHAND provides HOME funds to eligible Certified CHDOs to provide affordable homeownership and rental opportunities. Proceeds from the resale of housing units can be reused by the CHDO for similar activities.
46	<b>Project Name</b>	HOME - Neighborhood Stabilization
	<b>Target Area</b>	Washington Street Gateway
	<b>Goals Supported</b>	Revitalize Neighborhoods
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	HOME: \$400,000
	<b>Description</b>	Non-profit organizations and Housing Developers can utilize HOME funds to purchase & rehabilitate existing housing or acquire and construct new housing units to sell to potential first time homebuyers or to create new affordable rental units. Proceeds from the resale of the housing units will go back into a revolving fund to reuse for additional projects. It is anticipated that approximately 6 units will be created through this process. HOME funds in the amount of \$400,000 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is anticipated that approximately 6 units will be created through this process.
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	Non-profit organizations and Housing Developers can utilize HOME funds to purchase & rehabilitate existing housing or acquire and construct new housing units to sell to potential first time homebuyers or to create new affordable rental units. Proceeds from the resale of the housing units will go back into a revolving fund to reuse for additional projects.
47	<b>Project Name</b>	HOME - Tenant Based Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Create & Preserve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$20,000



	<b>Description</b>	This program, as part of the agency's Housing First initiative, is meant to assist qualified families transitioning out of DTA emergency shelters into permanent housing that pay a disproportionate share of their income toward housing costs (rent and utilities), unaccompanied high school youth identified as at-risk by the Lynn School Department, elders identified by Greater Lynn Senior Services as victims of abuse and/or neglect, grandparents acting as parents, working families residing in HOME-funded developments located within the city's Neighborhood Revitalization Area (NRA) and Housing First. LHAND will provide these households with a housing grant per month to help pay their rent for a period of one (1) year. LHAND will assist 4 households under this program. CDBG funds in the amount of \$20,000 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	LHAND will assist 4 households under this program.
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	This program, as part of the agency's Housing First initiative, is meant to assist qualified families transitioning out of DTA emergency shelters into permanent housing that pay a disproportionate share of their income toward housing costs (rent and utilities), unaccompanied high school youth identified as at-risk by the Lynn School Department, elders identified by Greater Lynn Senior Services as victims of abuse and/or neglect, grandparents acting as parents, working families residing in HOME-funded developments located within the city's Neighborhood Revitalization Area (NRA) and Housing First. LHAND will provide these households with a housing grant per month to help pay their rent for a period of one (1) year.
<b>48</b>	<b>Project Name</b>	HOME - Non-Profit Organization Assistance
	<b>Target Area</b>	
	<b>Goals Supported</b>	Create & Preserve Affordable Housing
	<b>Needs Addressed</b>	Affordable Housing
	<b>Funding</b>	HOME: \$50,000

	<b>Description</b>	LHAND provides HOME funds to eligible non-profits organizations to provide affordable homeownership and rental opportunities through rehabilitation or new construction efforts. This program will increase the supply of good quality rental units for individuals and families at or below 60% of AMI. This program will benefit 2 individuals. CDBG funds in the amount of \$50,000 will support this program.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	This program will benefit 2 households.
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	LHAND provides HOME funds to eligible non-profits organizations to provide affordable homeownership and rental opportunities through rehabilitation or new construction efforts. This program will increase the supply of good quality rental units for individuals and families at or below 60% of AMI.
49	<b>Project Name</b>	HOME - Non-Profit Support
	<b>Target Area</b>	
	<b>Goals Supported</b>	Revitalize Neighborhoods
	<b>Needs Addressed</b>	Neighborhood Revitalization
	<b>Funding</b>	HOME: \$110,000
	<b>Description</b>	The Non-Profit Support (NDA & AHL) Program provides homeownership opportunities through the construction of moderately priced 1-2 unit residential buildings. The HOME funds will be used to pay for infrastructure and soft costs relating to the planning, design and development of new homes under the Infill Housing Program and, possibly, for the creation of affordable rental housing. It is estimated that these funds will contribute to the development of approximately 10 new units. CDBG funds in the amount of \$110,000 will support this program.
	<b>Target Date</b>	6/30/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that these funds will contribute to the development of approximately 10 new units.
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
	<b>Planned Activities</b>	The Non-Profit Support (NDA & AHL) Program provides homeownership opportunities through the construction of moderately priced 1-2 unit residential buildings. The HOME funds will be used to pay for infrastructure and soft costs relating to the planning, design and development of new homes under the Infill Housing Program and, possibly, for the creation of affordable rental housing.
50	<b>Project Name</b>	HOME - General Administration
	<b>Target Area</b>	
	<b>Goals Supported</b>	Revitalize Neighborhoods Create & Preserve Affordable Housing Support Affordable Homeownership
	<b>Needs Addressed</b>	Neighborhood Revitalization Affordable Housing Homeownership
	<b>Funding</b>	HOME: \$81,080
	<b>Description</b>	General administrative expenses in the amount of \$81,080.40 for HOME activities.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Lynn Housing Authority & Neighborhood Development, 10 Church Street, Lynn, MA 01902
<b>Planned Activities</b>	General administrative expenses in the amount of \$81,080.40 for HOME activities.	

## AP-50 Geographic Distribution – 91.220(f)

### Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

While investments will continue to be made in projects citywide, the City has identified a series of local target areas which are high priority revitalization zones that are targeted for intensive housing, economic development and other improvements in future years. Priority areas are:

- Downtown Lynn (including Lynn Downtown Cultural District)
- Waterfront District
- Market Street Gateway
- Washington Street Gateway
- Central Lynn
- Boston Street Corridor

A summary of each area can be found in section SP-10 of the Consolidated Plan.

### Geographic Distribution

Target Area	Percentage of Funds
Waterfront District	1
Market Street Gateway	8
Washington Street Gateway	16
Boston Street Corridor	
Central Lynn	9
Downtown Lynn (including Lynn Downtown Cultural District)	18

Table 8 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

The City intends to continue to invest in needed programs on a citywide basis, while prioritizing economic development and housing activities in the local target areas described in the Consolidated Plan in future years. As identified through multiple community planning processes, the basis by which the City allocates investments geographically is to focus on currently underutilized locations in and around higher density neighborhoods that present the largest opportunity to generate economic development and housing benefits for low and moderate income residents and the broader community.

The city and its residents have numerous needs and not enough funding to address them all. By focusing on priority areas, the City can maximize impact per dollar spent.

## **Discussion**

## Affordable Housing

### AP-55 Affordable Housing – 91.220(g)

#### Introduction

One Year Goals for the Number of Households to be Supported	
Homeless	3,400
Non-Homeless	2,780
Special-Needs	5,035
Total	11,215

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	2,000
The Production of New Units	10
Rehab of Existing Units	10
Acquisition of Existing Units	2
Total	2,022

Table 10 - One Year Goals for Affordable Housing by Support Type

#### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

#### **Actions planned during the next year to address the needs to public housing**

See LHAND's PHA Plan for a full description of planned actions and strategies. As the City's public housing authority, LHAND remains firmly committed to serving its residents and to achieving excellence in property management. Over time, LHAND has implemented numerous efficiencies including a comprehensive energy-savings program, ongoing staff training initiatives, cost-savings capital improvements and responsive maintenance services. LHAND has also worked to create a responsive AFFH plan and has trained all of its employees.

LHAND has also pursued alternative funding sources to support both the physical needs of its developments and the supportive service and other needs of its residents. Wherever possible, activities are planned in a manner that promotes neighborhood revitalization and supports the City's overall economic development goals and strategies.

#### **Actions to encourage public housing residents to become more involved in management and participate in homeownership**

##### **participate in homeownership**

LHAND will continue to work with and support resident councils at their public housing sites, and to encourage resident involvement in the development and implementation of housing policy.

In partnership with the City, LHAND will work to expand and support Initiatives to enable low and moderate-income households to become first time homebuyers. LHAND will continue the Section 8 Homeownership Program, including applying for additional vouchers when available for use as homeownership opportunities.

#### **If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

LHAND is not designated as troubled.

### **Discussion**

See discussion above



## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The Lynn Continuum of Care (Lynn CoC) oversees the City's homeless strategy and the administration of all McKinney-Vento/HEARTH Act-funded grants, except McKinney-Vento funds that are directly allocated to the Lynn Public Schools. The Lynn CoC is a broad-based coalition comprised of local social service organizations, homeless advocates, health service agencies, State agencies, local government representatives, consumers and the local housing authority. The Lynn Housing Authority & Neighborhood Development (LHAND) is the lead agency for the Lynn CoC. The City is represented on the Lynn CoC by staff of the City's Office of Economic and Community Development (OECD) and Veterans Services. The Lynn CoC meets monthly to identify gaps in homeless services, identify additional affordable housing opportunities, identify funding opportunities and to review, evaluate and improve the overall comprehensive coordinated service delivery system serving Lynn's homeless. The Lynn CoC is responsible for implementation of the HEARTH Act and has been working to meet its requirements such as use of a standard assessment tool and Coordinated Entry System. The Lynn CoC also reviews and approves the City's annual ESG plan, oversees the yearly Point-In-Time Count and hosts an annual city-wide public hearing on the needs of the homeless.

The Lynn CoC has been in existence for approximately 25 years and has brought over \$50,000,000 in housing and support services to the City. The Lynn CoC coordinates the development and submission of the yearly consolidated McKinney-Vento application for funds to HUD and currently receives in excess of \$1.8million annually. The Lynn CoC has developed a comprehensive housing and supportive services delivery system consisting of emergency shelter, transitional housing and permanent supportive housing units for both individuals and families. As evidenced in the most recent Housing Inventory Chart submitted through HUD's HDX system, there are 971 units of housing and shelter beds available in the City of Lynn. Sub-populations provided housing includes the chronically homeless, families with children, homeless individuals, veterans and unaccompanied youth. While not all programs are directly funded through the McKinney-Vento program, supportive services include prevention and outreach activities, case management, legal advocacy, job training and employment.

**Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

## **Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs**

As previously discussed in the City's Consolidated Plan under SP-60 Homelessness Strategy, the Lynn Shelter Association (LSA) is the central outreach point for Lynn's CoC. It may be accessed through Lynn CoC referrals, self-referrals, and street outreach workers. Case managers are available for walk-ins as well as by appointment.

Street advocates from other agencies, as well as the City's police department, provide outreach to the City's homeless on a daily basis. The street advocates spend time in areas frequented by homeless persons, encouraging utilization of supportive services. Since the Lynn CoC approach is to utilize multiple services, each agency has a working knowledge of community resources and is responsible for documenting referrals. Individual agencies also provide assessment services and referrals to appropriate housing and services.

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The Lynn CoC's Goal 3 – **to reduce the amount of time people spend homeless** is focused on reducing the number of families housed in shelters and transitional housing by creating more units of permanent housing increasing the number of congregate shelters to help move motel families into a service rich environment and establishing a central resource center for information & referral services.

Lynn will continue to utilize CDBG and HOME funds as well as providing RAFT, HomeBASE, and ESG through the Family Success Centre (FSC). These programs support the efforts of many of the agencies participating within the Lynn CoC addressing emergency shelter and transitional housing needs of homeless persons and to prevent households from becoming homeless. Various projects funded include the City's Multi-Service Center, Street Advocate, rapid re-housing for individuals and families including rental assistance including down payment assistance, security deposits, first and last month's rent, rental arrearage payments and short-term rental assistance. The City's Office of Economic & Community Development (OECD) and Veterans Services Office will remain active within the Lynn CoC.

Emergency shelter and supportive services are provided by the Lynn Shelter Association (LSA). The Lynn Shelter provides emergency housing to homeless men and women over the age of eighteen. LSA also provides emergency housing for families each night at the Bridge House as well as Centerboard who oversees scattered site units for families.

In addition, Eliot Community Human Services' shelter specialists, working out of the Lynn Shelter, provide supportive services to the homeless population in Lynn. Also, the Eliot Community Human

Services' Project for Assistance in Transition from Homelessness (PATH) provides mental health assessment, treatment, advocacy, benefit assistance, DMH referrals, housing assistance and other support services to the adult homeless population.

**Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again**

To support the efforts of Opening Doors, Federal Plan to Prevent and End Homelessness (Goal 6), the Lynn CoC will focus its efforts on increasing the number of veterans using VASH and other services the coalition has developed over the past few years. In addition, the Lynn CoC will continue to identify additional opportunities to create housing including a facility to house veterans with children.

The City, through the Office of Economic & Community Development, will continue to subcontract with Lynn CoC providers to assist families and individuals in existing emergency shelter and transitional housing programs move to permanent housing. The City and the Lynn CoC agencies will work together to secure additional sources of funding to provide permanent housing opportunities. Examples of non-entitlement funding includes State family prevention resources as well as housing vouchers, Family Unification Program (FUP) vouchers and Federal VASH vouchers. In addition, Lynn Housing Authority & Neighborhood Development (LHAND), the Lynn CoC lead agency, offers a HOME Tenant Based Rental Assistance (TBRA) program and administers a sponsor-based Shelter Care Plus program that houses both homeless individuals and families.

The City supports a "Housing First" model by addressing the barriers that prevent households from leaving shelter and transitional housing programs and helping clients to move quickly from homelessness to self-sufficiency and independent living. This is accomplished by providing households with security and utility deposits, and short or medium term rental assistance. Clients receive case management targeted to gaining employment and budgeting and financial competency. As previously stated, the Lynn CoC has developed approximately 420 permanent housing beds to serve this population.

**Helping low-income individuals and families avoid becoming homeless, especially extremely**

**low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

Again, in line with implementation of the Federal Opening Doors Plan, the Lynn CoC has established goals and objectives (Goals 6 & 7) that seek to reduce and end homelessness among children, youth and families by 2020 that will focus on developing intervention models for certain underserved and over-represented subgroups, access to educational resources for youth and expanding public – private partnerships that seek to integrate diverse yet important supports and resources for children and youth. By establishing the goal of returning homeless families to permanent housing within 30 days, the City and the Lynn CoC have developed an ambitious agenda to increase housing opportunities by reaching out to the private sector and expanding outside of Lynn into the regional for resources.

Lynn will continue to utilize CDBG, HOME, RAFT, HomeBASE and ESG funding to support the efforts of many of the agencies participating within the Lynn CoC providing supportive services and housing related activities. Various projects funded include the City's Multi-Service Center, Street Advocate, and rental assistance including down payment assistance, security deposits, first and last month's rent and short-term rental assistance. In addition, the City allocates a sufficient amount of CDBG public services funds to community agencies that provide education, cultural, health, family support and recreational activities that are geared to serving Lynn's low-income population.

The City and the Lynn CoC have built a broad-based and coordinated system of housing resources and supportive services designed to move homeless and "at risk" families and individuals toward permanent housing and economic self-sufficiency. The major services offered include emergency housing assistance, housing search, housing and support services for abused women and their children, rental assistance, legal services, rep payee, outreach, case management, free meals, alcohol/substance abuse and mental health services all of which are also offered through LHAND's Family Success Center.

In addition to the housing resources specifically targeted to the homeless, the City has a substantial portfolio of other affordable, subsidized housing units and vouchers that serve low-income households who may have been homeless before occupancy and/or would be homeless if these housing resources did not exist. This includes 4,435 project-based subsidized units and approximately 2,350 rental assistance vouchers.

## **Discussion**

See above discussion

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

**Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

As discussed in Section MA-40 of the Consolidated Plan, the City is not aware of any specific public policies that have a negative effect on affordable housing and residential investment. Recent zoning changes have promoted increased density and transit-oriented development in key target areas.

The City continues to support development of affordable housing including the just completed 71-unit Gateway Residences project, which includes 53 affordable units in a transit-oriented development site. The project supports and enhances the City’s broader revitalization goals for the Washington Street Gateway and TDI initiatives.

Lynn has a higher percentage of affordable housing units than most of the neighboring cities and towns in the North Shore area, and exceeds the statewide average and the statewide goal under Chapter 40B. Barriers to additional affordable housing are:the extremely limited funding available from federal and state government sources; the high cost of land and housing in the local and regional markets; the limited availability of land for development; and, the aged conditions of a majority of the housing stock which increases rehabilitation.

The City has also reviewed and analyzed the HUD “Affirmatively Furthering Fair Housing; Final Rule” dated July 16, 2015, to identify further requirements related to compliance with fair housing regulations and statutes. LHAND has provided training to all of its employees on the Final Rule.

### **Discussion:**

See above

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

This section includes a discussion of efforts to meet underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the level of poverty, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

These efforts will be conducted as part of the City's plans, as stated in its Strategic Plan, to accomplish the jurisdiction's goals in addressing priority needs over the next five years.

### **Actions planned to address obstacles to meeting underserved needs**

The City plans to continue to respond to the many supportive service needs of Lynn's low and moderate income residents, including the special needs populations identified in the Consolidated Plan. This includes providing services to public housing residents, seniors, at-risk youth, linguistic minorities, victims of domestic violence and other groups. Examples of related projects include the Lynn Council on Aging's Senior Center, Lynn Youth Street Outreach Advocacy's (LYSOA) Youth Community Impact Program, and Healing Abuse Working For Change, Inc.'s (HAWC) Domestic Violence Prevention and Intervention Services.

In addition, the Lynn CoC plans to continue its efforts to: reduce and ultimately eliminate homelessness, respond to the needs of homeless individuals and families including veterans, and prevent homelessness among at-risk populations. Examples of related projects include: Lynn Shelter Association's Coming Together Program and the Lynn Multi Service Center.

### **Actions planned to foster and maintain affordable housing**

The City plans to continue its efforts to foster and maintain affordable housing by creating new rental housing units, securing adequate capital and operating funds for LHAND's public housing, preserving existing affordable housing including expiring use developments, and providing tenant-based rental assistance. Examples of related projects include: the Lynn Housing Authority Development's Rental Assistance Program; and, LHAND's Neighborhood Stabilization Program, Tenant Based Rental Assistance Program & Housing First Program, and Affordable Housing Rehabilitation Program.

### **Actions planned to reduce lead-based paint hazards**

Through LHAND, the City will continue to work with the State and the City's Health Department to identify children with elevated blood levels in order to prioritize and abate lead hazards and also to proactively address the dangers of lead-based paint found in the aging housing stock. LHAND oversees the City's Lead Based Paint Program and is currently administering the City's 4th Lead Hazard Control Grant from HUD which funds the Lynn Lead Abatement Program (LLAP). The program began in January 2010 with the awarding of the FY09 grant and it continues with the FY11, FY13 and FY16 grants. Through this program, over 650 units have been assessed; over 600 units have been cleared and received lead compliance letters, creating lead safe housing for over 360 children. Not only did the LLAP far surpass its overall benchmarks for the FY09, FY11 and the FY13 grants, but it did so at a much lower average cost per unit than originally proposed. Furthermore, since its inception in 2010, LLAP has successfully utilized over \$9.8 million to provide a range of grants and services including: inspections; testing of children under the age of six; de-leading of units, common areas and exteriors; relocation; contractor education; and other services. The City of Lynn just submitted their 5th application for Lead Hazard Control in the amount of 8.7M. If awarded the City of Lynn will focus on a target area with the highest Lead Based Paint abatement needs.

#### Lead Paint in Public Housing

LHAND will continue to aggressively respond to the threat of lead-based paint hazards in public housing. All LHAND family public housing units have been de-leaded. LHAND maintains strict compliance with local state and federal notification requirements. Further, LHAND through briefings, handouts and notices advises participants to maintain communications regarding elevated blood lead level conditions among household members. In this way, LHAND can respond and make appropriate referrals for families at risk.

#### Lead Paint in Section 8 Housing

LHAND will continue to implement strict policies to enforce lead-based paint regulatory requirements. All Section 8 units occupied by children under 6 years of age require owner de-lead certification prior to approving occupancy. Additionally, owners are required to re-certify units when children are identified with elevated blood lead levels. Owners will be able to participate where eligible in the Lynn Lead Abatement Program. LHAND's Section 8 Administrative Plan includes the following policies:

When an assisted family includes a child up to six years old, the landlord is responsible for providing the Authority with a Certificate of Compliance with state and federal lead-based paint removal laws. The Certificate of Compliance can be obtained from a certified de-leader or from the Board of Health. Assistance cannot be paid for units occupied by children up to six years of age unless there is a certificate of lead paint compliance on file at the Authority.

If a unit already in the program which had not previously housed a child up to six years old and the owner is now requesting lease approval for a family with a child of that age or younger on the lease, the owner must submit a Certificate of Compliance within 90 days or by the contract renewal date,



whichever comes first. If the owner does not provide the required Certificate of Compliance within this prescribed time frame, LHAND may choose to hold or abate rent, or to suspend or terminate the HAP contract.

### **Actions planned to reduce the number of poverty-level families**

Achieving a reduction in the number of families living in poverty remains a key goal of the City and its community partners. The long-term strategy to expand economic development, grow existing businesses, market Lynn to new businesses, and generate good-paying, living wage jobs is central to achievement of this goal. Of equal importance are efforts to improve educational attainment and promote economic self-sufficiency among the City's low income populations.

As discussed in Section SP-70 of the Consolidated Plan, the consequences and costs of poverty are borne not only by individual families, but also by all of the systems in the community including police, health care, schools and other vital institutions. The City has limited resources at its disposal to comprehensively address this issue. Public-private partnerships are essential, as is the leveraging of new resources and a more far reaching commitment on the part of the state and federal governments. National and regional economic factors and trends outside of the City's control are likely to have a much greater impact on reducing local poverty.

Lynn is fortunate to have a network of committed agencies that work every day to address issues of poverty. Many of these agencies are partially supported with limited entitlement resources provided by the federal government, including Lynn CoC agencies.

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### **Actions planned to develop institutional structure**

The City and LHAND have a highly capable housing and community development delivery system, in partnership with a large network of non-profit organizations that deliver services to residents. The City will continue to coordinate the use of CDBG, HOME, and ESG funding for economic development, housing development, and social services through the OECD, LHAND, and the Lynn CoC. A network of qualified and committed local agencies will continue to be essential partners in the delivery system.

As discussed in Section MA-30 of the Consolidated Plan, since its inception, the various organizations which comprise the Lynn CoC have designed a comprehensive and coordinated system of housing resources and supportive services designed to move homeless families and individuals toward permanent housing and economic self-sufficiency. The major services offered include emergency housing assistance, housing search, housing and support services for abused women and their children, rental assistance, legal services, rep payee, outreach, case management, free meals, alcohol/substance abuse and mental health services all of which are also offered through LHAND's Family Success Center.

The City and Lynn CoC will continue to implement key strategies of the Hearth Act, studying best practices to end chronic homeless for both individuals and families with children, and improving the system to rapidly rehouse the homeless by fully implementing a "housing first" strategy. In addition, the City will work with the Lynn CoC to identify public and private resources that can fill in identified service and housing gaps. As the City and the Lynn CoC fully implement key strategies of the HEARTH Act, the service delivery system will continue to grow and strengthen.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

The City recognizes the importance of establishing and maintaining public-private partnerships and coordination with social service agencies. On a continuous basis, OECD and LHAND work collaboratively with housing providers, private industry, and private and governmental health, mental health and service agencies to plan for and address the needs of Lynn residents. As the Public Housing Authority for Lynn, LHAND is able to directly incorporate the needs and priorities of public and assisted housing residents into its ongoing program planning and implementation initiatives.

Through ongoing coordination initiatives such as the Lynn CoC, Lynn Business Partnership, Citizens Advisory Board and other efforts, the City will continue to reach out to and consult with business owners, major health and social service providers, housing providers including agencies providing

services to homeless and at-risk households, organizations serving persons with AIDS and other special needs, state and regional agencies, and other citizens. The input from these consultations is used to inform and develop the goals and strategies for the City and identify resources and activities to address community needs. Continuing to support and foster focused, community-wide partnerships involving citizens, business owners, developers, non-profit providers, and government agencies will be a fundamental and essential component of the City's future strategy.

The City and LHAND will continue to emphasize the need for collaborative regional solutions to homeless. LHAND is serving as co-convener of the North Shore Housing Action Group (NSHAG), a network of 24 communities organized into three sub-regions. Through this regional collaborative, the City and LHAND have begun to work with other non-Lynn agencies to address the needs of the region's homeless and develop supportive housing opportunities in communities that currently have little or no such housing.

**Discussion:**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

#### Community Development Block Grant Program (CDBG) Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

**HOME Investment Partnership Program (HOME)**  
**Reference 24 CFR 91.220(l)(2)**

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows:

LHAND does not use HOME funds in any other manner beyond those identified in Section 92.205.

2. A description of the guidelines that will be used for resale or recapture of HOME funds when used for homebuyer activities as required in 92.254, is as follows:

See attached (Resale/Recapture Guidelines).

3. A description of the guidelines for resale or recapture that ensures the affordability of units acquired with HOME funds? See 24 CFR 92.254(a)(4) are as follows:

See attached (Resale/Recapture Guidelines).

4. Plans for using HOME funds to refinance existing debt secured by multifamily housing that is rehabilitated with HOME funds along with a description of the refinancing guidelines required that will be used under 24 CFR 92.206(b), are as follows:

LHAND does not offer this program or any refinancing.

**Emergency Solutions Grant (ESG)**  
**Reference 91.220(l)(4)**

1. Include written standards for providing ESG assistance (may include as attachment)

Applicants for ESG assistance are required to submit a grant application to the Office of Economic and Community Development (OECD). Applications are subsequently submitted to the Citizens Advisory Board (CAB), an eighteen member committee selected by the Mayor and City Council, to advise the City on housing and community development issues. The CAB reviewed the applications and conducted a formal public hearing on March 26, 2019 to allow for public review and comment on the applications.

On May 16, 2019, the Lynn Continuum of Care (COC) hosted a public hearing to provide local

agencies and citizens an opportunity to voice their opinions about the needs of the homeless in Lynn and how ESG funds should be utilized to provide housing and services for the homeless population.

A third public hearing was held by the Lynn City Council on June 18, 2019 to allow the public to review the proposed Entitlement Grant activities, including ESG activities, and to provide comments. A thirty day public comment period was provided for citizens to offer their input.

Of the \$211,680 in Federal Fiscal Year 2019 ESG funds, \$16,963 was allocated to the Lynn Multi-Service Center (MSC) for operational expenses. The MSC is a facility which houses social service agencies that provide various support services to the City's homeless population. \$50,000 in ESG funds were allocated to the Multi-Service Center Security Assistant, who provides daily outreach to the homeless and also intercedes to address any anti-social behavior (panhandling, public drinking, petty theft, etc.) that occurs within the facility and at nearby businesses. The Day Program was allocated \$20,000 to conduct a daytime management and referral program for Lynn's homeless population. \$20,000 in ESG funds were allocated to a drop-in center for homeless young adults. This represents that over 50 percent of ESG funds were allocated for street outreach and emergency shelter activities. The Lynn Housing Authority Development Group (LHADG) was awarded \$89,900 to implement a tenant rental assistance program and \$14,817 of ESG funds went toward administration. Written standards for providing ESG assistance are attached (Emergency Solutions Grant Policies and Procedures Manual).

2. If the Continuum of Care has established centralized or coordinated assessment system that meets HUD requirements, describe that centralized or coordinated assessment system.

The Lynn CoC has developed a centralized or coordinated process for data collection for HUD. Using that tool as a base, the Lynn CoC is now designing a coordinated intake and data collection tool that will include a program participant intake, assessment, and provision of referrals. In addition, a centralized coordinated assessment system covering the catchment area that is easily accessed by both individuals and families seeking housing or services, which will be well advertised, and includes a comprehensive and standardized assessment tool, will be made available at the Housing Authority Regional Resource Center and at all HUD service sites.

3. Identify the process for making sub-awards and describe how the ESG allocation available to private nonprofit organizations (including community and faith-based organizations).

OECD regularly consults with LHAND and other participants in the Lynn CoC on the prioritization and use of ESG resources. The Lynn CoC reviews and approves the final allocation of funds. This process insures that funds address identified local needs and are utilized in an efficient manner in accordance with HUD and local guidelines.

OECD staff attended the Lynn CoC Public Hearing in May 2018 to present the ESG budget. The proposed budget was accepted as presented with a motion for formal approval by the Lynn CoC members.

Lynn CoC member agencies assist in setting standards for the outcomes homeless programs should accomplish during their contract period. Consultations with the Lynn CoC allow for an open dialog to discuss how to establish performance measures that address local needs and support the broader goals of the City. In doing so, the City is informed of the standards that ESG funds demand as well as other best practice outcomes and is able to incorporate these goals when negotiating contracts with sub-recipients.

ESG sub-recipients oversee implementation and ongoing management of Lynn's HMIS system. These sub-recipients administer the HMIS for the continuum and establishes uniform standards for all agencies to capture information for HUD reporting and local homeless strategies. All ESG-funded organizations enter relevant performance information into the HMIS system.

4. If the jurisdiction is unable to meet the homeless participation requirement in 24 CFR 576.405(a), the jurisdiction must specify its plan for reaching out to and consulting with homeless or formerly homeless individuals in considering policies and funding decisions regarding facilities and services funded under ESG.

The membership of the Lynn City Council and Citizen's Advisory Board does not currently include a homeless or formerly homeless person; however, in accordance with the requirements of 24 CFR 576.405(b) the City consults with the Lynn CoC in making policies and decisions regarding facilities, services, or other assistance that receive funding under ESG, which includes a formerly homeless individual as a Board member.

5. Describe performance standards for evaluating ESG.

OECD and LHAND negotiate formal, performance-based contracts with all sub-recipients:

- Performance-based contracts include specific performance goals related to the City’s Consolidated Plan and Annual Action Plan strategic objectives.
- Performance-based contracts include reporting requirements related to participation rates and low-moderate income household participation.

LOECD and LHAND monitor and collect data on sub-recipient performance. For sub-recipients of ESG funds, OECD conducts annual evaluations at the sub-recipients’ sites. It includes a site and facility tour and interviews with program staff. OECD also collects quarterly data on household profiles, participation rates and low/moderate income benefit levels. The City’s policy is to count individuals served by a specific agency only once each year. LHAND is responsible for reporting household information for families and individuals participating in prevention activities under the Emergency Solutions Grant.

See discussion above.



## Attachments

**Grantee Unique Appendices**

City of Lynn Emergency Solutions Grant Subrecipient Monitoring			
Name of Recipient:			
Name of Subrecipient(s):			
Staff Consulted:			
Name(s) of Reviewer(s)		Date	

**A. GRANTS MANAGEMENT AND OVERSIGHT**

1.

<p><b>Eligible Subrecipients:</b></p> <p>a. If the organization is a subrecipient of a metropolitan city, urban county, or territory, is it a private nonprofit organization?                  NOTE: A private nonprofit organization does not include a governmental organization, such as a public housing agency or housing finance agency.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

2.

<p><b>Obligation Requirements (Subrecipients):</b> Is there an executed written agreement with the subrecipient identifying the amount of the subaward, narrative description of services to be provided, reporting requirements and copy of ESG Policies and Procedures Manual.</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

3.

<p><b>Subrecipient Invoices:</b> Is the subrecipient submitting invoices with appropriate backup documentation to ensure that ESG funds are expended in a timely manner?</p>	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

**B. SYSTEMS COORDINATION REQUIREMENTS**

4. 

<p><b>Coordination with Other Targeted Homeless Services:</b> Does each subrecipient's records reflect that it coordinated and integrated, to the maximum extent practicable, ESG-funded activities with the program that are targeted to homeless people in the area covered by the Continuum of Care (CoC) or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	
5. 

<p><b>System and Program Coordination with Mainstream Resources:</b> Does each subrecipient's records reflect that it coordinated and integrated, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which homeless and at-risk persons might be eligible?</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	
6. 

<p><b>Use of the Coordinated Assessment System:</b> If the CoC for the area in which the program or project is located has established a coordinated assessment system that meets HUD's requirements, do the records show:</p> <ul style="list-style-type: none"> <li>a. that the subrecipient (unless it is a victim service provider) uses that assessment system; and</li> <li>b. all initial evaluations were conducted in accordance with the coordinated assessment system requirements?</li> </ul> <p>NOTE: ESG-funded victim service providers may choose not to use the CoC's coordinated assessment system.</p>	<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> Yes No N/A
Describe Basis for Conclusion:	

7.

Coordinated Assessment (Consistency with Written Standards): Did each subrecipient work with the CoC to ensure that the screening, assessment, and referral of program participants are consistent with the ESG written standards.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

**C. RECORDKEEPING**

8.

Recordkeeping (Subrecipients): If applicable, did the subrecipient retain copies of all solicitations of and agreements with its subrecipients, records of all payment requests by and dates of payments made to subrecipients, and documentation of all monitoring and sanctions of subrecipients?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

9.

Recordkeeping (Contractors): If a subrecipient procured goods and services, did records reflect that it did so in compliance with the Uniform Administrative Requirements, including the codes of conduct and conflict of interest requirements, and did the subrecipient retain copies of all procurement contracts?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

10.

Recordkeeping (Eligibility): Does each subrecipient's records document that staff followed the recipient's policies and procedures to:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
<ul style="list-style-type: none"> <li>a. conduct an initial evaluation and re-evaluations as required, and</li> <li>b. document eligibility in accordance with HUD's requirements?</li> </ul>	Yes	No	N/A
Describe Basis for Conclusion:			

11.

Recordkeeping (Program Participant Records): Did each subrecipient ensure that each program participant record documented compliance with applicable requirements for providing services and assistance to that program participant?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
	Yes	No	N/A
Describe Basis for Conclusion:			

12.

Confidentiality: Did each subrecipient have written procedures to ensure confidentiality, including:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. all records containing personally identifying information of any individual or family who applies for and/or receives ESG assistance are kept secure and confidential;	Yes	No	N/A
b. the address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under ESG; and			
c. the address or location of any program participant housing?			
Describe Basis for Conclusion:			

13.

Recordkeeping (Record Retention): Did the subrecipient retain copies of the required records for the greater of 5 years or the applicable time period below:	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
a. for program participant files: at least 5 years after the expenditure of all funds from the grant under which the program participant was served?	Yes	No	N/A
Describe Basis for Conclusion:			

**D. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)**

14.

Data Collection and Recordkeeping: Do records reflect that each subrecipient entered data on all persons it served under ESG and on all of its ESG activities into the applicable community-wide HMIS or, for victim services providers (and legal services providers that opt out), into a comparable database, in accordance with HUD's HMIS data standards?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
NOTE: Each subrecipient must be able to provide documentation, such as HMIS reports, that document subrecipient client-level and activity-	Yes	No	N/A

level data are being entered into the applicable CoC's HMIS (or a comparable database). [24 CFR 576.400(f);24 CFR 576.500(n); 2014 HMIS Data Standards]	
Describe Basis for Conclusion:	

15.

<u>Eligible costs (HMIS)</u> : If the subrecipient is not a victim service provider, or a legal service provider that uses a comparable database, did the subrecipient use ESG funds only for costs eligible for the purpose of contributing data to the HMIS designated by the CoC? [24 CFR 576.107(a)(1)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

16.

<u>Data entry (Comparable database)</u> : If the subrecipient is a victim service provider, or a legal services provider that uses a comparable database, were data maintained in the comparable database and not contributed or entered into an HMIS? [24 CFR 576.400(f)]	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

17.

<u>Eligible costs (Comparable database)</u> : If the subrecipient is a victim service provider, or a legal services provider that uses a comparable database, were funds used for establishing and operating a comparable database that complies with HUD's HMIS requirements, including collecting client-level data over time (i.e., longitudinal data) and generating unduplicated aggregate reports?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

**E. OTHER ESG-SPECIFIC REQUIREMENTS**

18.

<p><b>Conflicts of Interest (Organizational):</b> Did a representative sample of the subrecipients' records reveal zero instances where:</p> <p>a. any type or amount of ESG assistance was conditioned on acceptance of shelter or housing owned by the recipient, subrecipient, contractor, or any parent or subsidiary of the subrecipient or contractor; or</p> <p>b. a subrecipient or contractor carried out the initial evaluation for a program participant while the individual or family was occupying housing owned by the subrecipient or contractor, or any parent or subsidiary of the subrecipient or contractor; or</p> <p>c. a subrecipient or contractor administered any homelessness prevention assistance to an individual or family occupying housing owned by the subrecipient or contractor, or any parent or subsidiary of the subrecipient or contractor?</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Describe Basis for Conclusion:</p>							

19.

<p><b>Conflicts of Interest (Individual):</b> Does each subrecipient's records:</p> <p>a. contain personal conflicts of interest policy or codes of conduct developed and implemented to comply with requirements;</p> <p>b. demonstrate that the officers and staff of the subrecipient and any contractors complied with the individual conflict of interest requirements at 24 CFR 576.404(b); or</p> <p>c. contain documentation supporting any exceptions to the personal conflicts of interest prohibition?</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Describe Basis for Conclusion:</p>							

20.

<p><b>Homeless Participation:</b> Did each subrecipient involve homeless individuals and families, to the maximum extent practicable, in constructing, renovating, maintaining, and operating facilities assisted under ESG, in providing services assisted under ESG, and in providing services for occupants of facilities assisted under ESG (could include employment or volunteer services)?</p>	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Describe Basis for Conclusion:</p>							

21.

<b>Faith-Based Activities:</b> Did each subrecipient ensure that it did not engage in inherently religious activities as part of the programs or services funded under ESG? If the subrecipient conducted these activities, were they offered separately, in time or location, from the programs or services funded under ESG, and was participation voluntary for all program participants?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

22.

<b>Faith-Based Activities:</b> Did each subrecipient ensure that it did not discriminate against a program participant or prospective program participant on the basis of religion or religious belief?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

23.

<b>Faith-Based Activities (Rehabilitation):</b> Did each subrecipient ensure that ESG funds were not used for the rehabilitation of sanctuaries, chapels, or other rooms that an ESG-funded religious congregation uses as its principal place of worship?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

24.

<b>Faith-Based Activities (Rehabilitation):</b> If a structure is used for both eligible and inherently religious activities, did the subrecipient ensure that the amount of ESG funds used was limited to the costs of those portions of the rehabilitation that are attributable to eligible activities in accordance with the cost accounting requirements applicable to ESG funds?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	



**F. ADMINISTRATIVE COSTS AND FINANCIAL MANAGEMENT**

25. **Eligible activities:** Were subrecipients' expenses allowable, allocable, and reasonable?  Yes  No  N/A

Describe Basis for Conclusion:

---

26. **Eligible Costs:** Did each subrecipient charge staff and overhead costs directly related to carrying out activities eligible under one of the components to the applicable activity, and retain supporting documentation for all costs charged to the grant?  Yes  No  N/A

Describe Basis for Conclusion:

---

27. **Eligible Administrative Costs:** If a subrecipient received Administrative funds:  
 a. were all administrative costs eligible in accordance with 24 CFR 576.108; and  
 b. were the costs of carrying out the environmental review charged as an Administrative activity?  Yes  No  N/A

Describe Basis for Conclusion:

---

28. **Training Costs:** If any staff time was spent on training:  
 a. was it only for providing training on ESG requirements, attending HUD-sponsored ESG training, training staff on using HMIS or a comparable database, or attending HUD-approved training on HMIS and the ESG program; and  
 b. was it charged to the appropriate component (only HMIS for HMIS-related training, and Administrative costs for all other training)?  Yes  No  N/A

Describe Basis for Conclusion:

29.

<p><b>Eligible activities:</b> Did a review of personnel costs charged to ESG, including a review of job descriptions, reveal that, for all staff time paid for with ESG funds, the staff member was working on eligible ESG activities? [24 CFR 576.500(u)]</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

**G. OTHER FEDERAL REQUIREMENTS**

30.

<p><b>Drug-Free Workplace:</b> Did subrecipient have a drug-free workplace statement per the requirements of 2 CFR part 2429?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

31.

<p>If the requirements of the Drug-Free Workplace Certification were reviewed, is subrecipient in compliance?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

32.

<p><b>Non-Discrimination, Section 504 of the Rehabilitation Act of 1973, and Other Equal Opportunity Requirements:</b> Did records demonstrate that the subrecipient is in compliance with the applicable requirements in 24 CFR part 5, Subpart A, including the nondiscrimination and equal opportunity requirements at 24 CFR part 5.105(a)?</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
Describe Basis for Conclusion:			

33.

<p><b>Affirmative Outreach:</b> Did the subrecipient:</p> <p>a. make known that the use of the facilities, assistance, and services are available to all on a nondiscriminatory basis, and establish additional procedures, as required under 24 CFR 576.407(b), to ensure that the "target population" who may qualify are made aware of the availability of these facilities, assistance, or services; and</p>	<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> N/A
--	---------------------------------	--------------------------------	---------------------------------

b. take appropriate steps to ensure effective communication with persons with disabilities; and c. take reasonable steps to ensure meaningful access to programs and activities for limited English proficiency persons? (Use pertinent Exhibits in Chapter 22 as necessary.)	
Describe Basis for Conclusion:	

34.

<b>Applicability of Uniform Administrative Requirements and OMB Circulars:</b> If this area was reviewed, did the subrecipient maintain records documenting compliance with the applicable requirements outlined in the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

35.

<b>Audits:</b> If this area was reviewed, was the subrecipient in compliance with the Single Audit Act of 1984, as amended, and implementing regulations?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

40.

<b>Section 3:</b> If applicable, was the subrecipient in compliance with the applicable requirements of Section 3 of the Housing and Urban Development Act of 1968?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
Describe Basis for Conclusion:	

CITY OF LYNN, MA

RESIDENTIAL ANTI-DISPLACEMENT & RELOCATION ASSISTANCE PLAN

**Purpose:**

To provide a policy for minimizing the displacement of persons, families, households, businesses and/or non-profit organizations by projects assisted with Community Development Block Grant (CDBG) funds and HOME Investment Partnership Program Funds and any other Federal funds requiring relocation and anti-displacement. For purposes of this plan, the term "persons" means any family, individual, household, business or non-profit organization. This Plan constitutes the City's Residential Anti-Displacement and Relocation Assistance Plan. The Plan outlines measures to be taken by the City of Lynn to minimize displacement and defines the benefits and advisory services that are available when the City of Lynn uses CDBG/HOME in a project or activity that results in displacement due to demolition of any unit or conversion of lower-income dwelling units to a use other than as low or moderate income units or temporary relocation due to lead abatement.

The U.S. Department of Housing and Urban Development (HUD) requires recipients of HUD funds to certify they have in effect and are following a Residential Anti-Displacement and Relocation Assistance Plan as required by 24 CFR Part 42. The purpose of this plan is to ensure recipients that carry out HUD-assisted projects:

- Identify the reasonable steps it will take to minimize the displacement of persons from their homes as a result of a HUD-assisted project;
- Provide relocation assistance to low/moderate-income (LMI) households, including families and individuals, displaced as a direct result of the conversion of a LMI dwelling or the demolition of any housing for a project;
- Replace all occupied and vacant occupiable LMI dwellings that are converted to a use other than LMI dwellings or LMI dwelling that are demolished for a project;
- Provide temporary housing while units are being lead abatement.

This Residential Anti-Displacement and Relocation Assistance Plan is prepared by the City of Lynn in accordance with the Housing and Community Development Act of 1974, as amended; and HUD regulations at 24 CFR 42.325 and is applicable to CDBG assisted projects.

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Minimize Displacement:

Consistent with the goals and objectives of activities assisted under the COBG/HOME program, the City of Lynn ("City") will take the following steps to minimize the direct and indirect displacement of persons from their homes.

- Evaluate Housing codes and rehabilitation standards and code enforcement in reinvestment areas to prevent undue financial burden on established owners and tenants.
- Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first.
- Arrange for facilities to house persons who must be relocated temporarily during rehabilitation where feasible; give priority to rehabilitation of housing, as opposed to demolition, to avoid displacement.
- If feasible, demolish or convert only dwelling units that are not occupied or vacant occupiable dwelling units (especially those which are "lower-income dwelling units" (as defined in 24 CFR 42.305)
- Target only those properties deemed essential to the need or success of the project.
- Provide homeowners and tenants with information through the Family Success Center on assistance to help them remain in their neighborhood in the face of revitalization.

Relocation Assistance to Displaced Persons:

The City will provide relocation assistance for lower income tenants who, in connection with an activity assisted under the COBG/HOME Program, move permanently or move personal property from real property as a direct result of the demolition of any dwelling unit or the conversion of a lower income dwelling unit in accordance with the requirements of 24 CFR 42.351i. A displaced person who is not a lower-income tenant, will be provided relocation assistance in accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR part 24.

One-for-One Replacement of Lower-Income Dwelling Units:

The City will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower-income housing in connection with a project assisted with funds provided under the CDBG/HOME Program in accordance with 24 CFR 42.376.

Before entering into a contract committing the City to provide funds for a project that will directly result in demolition or conversion of lower-income dwelling units, the City will make the plans public by publication in the locally circulated newspaper, *The Item*, and submit to the HUD Field Office the following information in writing:

1. A description of the proposed assisted project;
2. The address, number of bedrooms, and location on a map of lower-income dwelling units that will be demolished or converted to a use other than as lower-income dwelling units as a result of an assisted project;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. To the extent known, the address, number of lower-income dwelling units by size (number of bedrooms) and location on a map of the replacement lower-income housing that has been or will be provided;
5. The source of funding and a time schedule for the provision of the replacement dwelling units;
6. The basis for concluding that each replacement dwelling unit is designated to remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of lower-income dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the HUD-approved Consolidated Plan and 24CFR 42.375(b).

To the extent that the specific location of the replacement dwelling units and other data in items 4 through 7 are not available at the time of the general submission, the City will identify the general location of such dwelling units on a map and complete the disclosure and submission requirements as soon as the specific data is available.

Replacement not Required Based on Unit Availability:

Under 24 CFR 42.375 (d), the City of Lynn may submit a request to HUD for a determination that the one-for-one replacement requirement does not apply based on objective data that there is an adequate supply of lower-income dwelling units in standard condition available on a non-discriminatory basis within the area.

Availability and Access:

This Residential Anti-Displacement and Relocation Assistance Plan will be available to the public. The information will be made available in a form accessible to persons with disabilities upon request to the:

City of Lynn  
Lynn City Hall  
Office of Economic & Community Development  
3 City Hall Square  
Lynn, MA 01901

Lynn Housing Authority & Neighborhood Development  
10 Church Street  
Lynn, MA 01902

Citizens, public agencies, and other interested parties will have reasonable and timely access to information and records relating to the Residential Anti-Displacement and Relocation Assistance Plan. This plan will be made accessible to interested individuals and groups during normal working hours.

Complaints:

Any questions, concerns, or requests for information should be directed to the following:

City of Lynn  
Lynn City Hall  
Office of Economic & Community Development  
3 City Hall Square  
Lynn, MA 01901

Lynn Housing Authority & Neighborhood Development  
10 Church Street  
Lynn, MA 01902

Questions and concerns related to the City of Lynn Residential Anti-Displacement and Relocation Assistance Plan will have a response within 15 working days.

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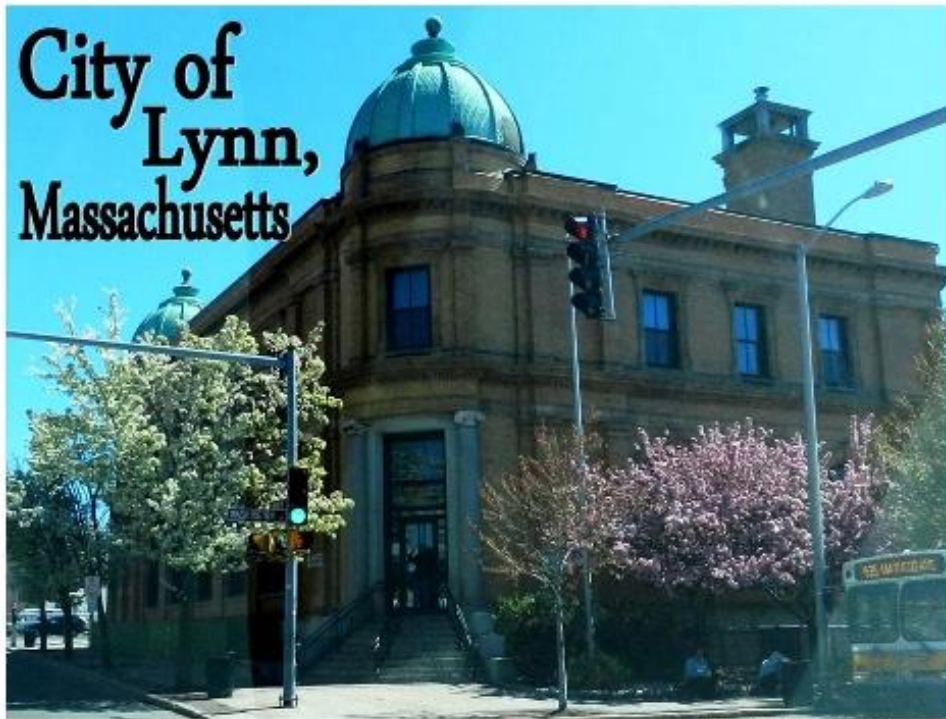
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*Multi-Service Center*

## **Emergency Solutions Grant**

# **POLICIES & PROCEDURES MANUAL**

**Prepared by the Department of Community Development**



**November 2016**



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CITY OF LYNN, MASSACHUSETTS  
EMERGENCY SOLUTIONS GRANT

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## 1. General Information

### 1.1 Summary

#### Emergency Solutions Grants Program

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act) amended the McKinney-Vento Homeless Assistance Act, revising the Emergency Shelter Grants Program in significant ways and renaming it the Emergency Solutions Grants (ESG) program. The ESG Interim Rule took effect on January 4, 2012. The second allocation of FY 2011 ESG funding and future years are all subject to the ESG regulations. The first allocation of FY 2011 ESG funding and prior years are subject to the Emergency Shelter Grants Program regulations, (24 CFR Parts 91 and 576)

### 1.2 Federal & State Legislation

#### Homeless Emergency Assistance and Rapid Transition to Housing (HEARTH):

#### Emergency Solutions Grants (ESG) Consolidated Plan Conforming Amendments

This interim rule, published in the Federal Register on December 5, 2011, revises the regulations for the Emergency Shelter Grants program by establishing the regulations for the Emergency Solutions Grants program, which replaces the Emergency Shelter Grants program. The change in the program's name, from Emergency Shelter Grants to Emergency Solutions Grants, reflects the change in the program's focus from addressing the needs of homeless people in emergency or transitional shelters to assisting people to quickly regain stability in permanent housing after experiencing a housing crisis and/or homelessness.

The Homeless Emergency Assistance and Rapid Transition to Housing Act of 2009 (HEARTH Act), enacted into law on May 20, 2009, consolidates three of the separate homeless assistance programs administered by HUD under the McKinney-Vento Homeless Assistance Act into a single grant program, and revises the Emergency Shelter Grants program and renames it as the Emergency Solutions Grants (ESG) program. The HEARTH Act also codifies into law the Continuum of Care planning process, a longstanding part of HUD's application process to assist homeless persons by providing greater coordination in responding to their needs.

Federal Register/Vol. 76, No. 233/Monday, December 5, 2011/Rules and Regulations

## 2. Program Intent

The City of Lynn Emergency Solutions Grant (ESG) provides federal funds to support local programs in assisting individuals and families to a) prevent homelessness b) quickly regain stability in permanent housing after experiencing a housing crisis or homelessness and c) improve the quality and quantity of emergency shelter services for the homeless. ESG funds are available for five program components: street outreach, emergency shelter, homelessness prevention, rapid re-housing assistance, and data collection through the Homeless Management Information System.

### 2.1 Release of Information

All information about the applicant/client is confidential. Disclose information only for purpose of determining program eligibility, providing benefits, or investigating possible violation of federal, state and local regulation(s) associated with ESG delivery. Disclose only appropriate information that is pertinent to the eligibility of the applicant, and exclude those items considered not pertinent to eligibility.

Access to information by inappropriate or unauthorized individuals or parties is a violation of the individuals' right to confidentiality. Inappropriate disclosure of information can result in severe penal action. Take care to secure all files so that unauthorized personnel do not have access to them.

### 2.2 Confidentiality

The City of Lynn shall ensure that all its officers, employees, subrecipients and agents are aware of and comply with this confidentiality requirement, along with the "Safeguarding Information for the Financial Assistance Programs" regulations as shown at 45 CFR §205.50.

Confidential records are all applications, records, files, and communications relating to applicants for, and clients of, services offered by ESG.

The confidential policy standards maintained by the City shall comply with all applicable local, state and federal requirements. All records shall be maintained for a minimum of five years and shall be available upon request for review to federal, state and county auditors and/or examiners in the course of their regular audits and monitoring functions of ESG.

## **3. Applicable Rules and Regulations**

All the following as may be amended from time to time:

24 CFR 5.Subpart F Occupancy Requirements for Section 8 Project-Based Assistance

24 CFR 91 Consolidated Submissions for Community Planning & Development Programs

24 CFR 576 Emergency Solutions Grant Program

45 CFR 92.3 and 92.24 Definitions and Matching or Cost Sharing

45 CFR 205.50 Safeguarding Information for Financial Assistance Programs

This manual provides guidelines for the ESG programs and as amended from time to time along with all other references made within this manual.

### 3.1 Acronyms

Acronyms commonly used are:

AMI Area Median Income

CAA Community Action Agency

CFR Code of Federal Regulations

ESG Emergency Solutions Grant

FMR Fair Market Rent

HH Household

HMIS Homeless Management Information System

HPRP Homeless Prevention and Rapid Re-Housing Program  
HQS Housing Quality Standards  
HUD United States Department of Housing and Urban Development  
IDIS Integrated Disbursement and Information System  
SRO Single Room Occupancy  
TANF Temporary Assistance for Needy Families  
URA Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970  
VA Veteran's Administration

### **3.2 Definitions**

#### **[24 CFR 576.2, as amended]**

##### **At-Risk of Homelessness:**

Individuals and Families who:

1. Have an annual income below thirty percent (30%) of median family income for the area; AND
2. Do not have sufficient resources or support networks immediately available to prevent them from moving to an emergency shelter or another place defined in Category 1 of the "homeless" definition; AND
3. Meets one of the following conditions:
  - a. Has moved because of economic reasons two (2) or more times during the sixty (60) days immediately preceding the application for assistance; OR
  - b. Is living in the home of another because of economic hardship; OR
  - c. Has been notified that their right to occupy their current housing or living situation will be terminated within twenty-one (21) days after the date of application for assistance; OR
  - d. Lives in a hotel or motel and the cost is not paid for by charitable organizations or by Federal, State, or local government programs for low-income individuals; OR
  - e. Lives in an SRO or efficiency apartment unit in which there resides more than two (2) persons or lives in a larger housing unit in which there resides more than one and a half persons per room; OR
  - f. Is exiting a publicly funded institution or system of care; OR
  - g. Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the City's approved Consolidated Plan.

##### **Domestic Violence:**

This definition includes domestic violence, dating violence, sexual assault, stalking, attempting to cause, or intentionally, knowingly or recklessly causing or placing another in fear of imminent serious physical injury or emotional, mental or verbal abuse, and using coercive or controlling behavior. This does not include other criminal acts such as violence perpetrated by a stranger, neighbor, acquaintance or friend, unless those persons are family members, intimate partners or household members. (Note: This definitional aligns with TANF rules and regulations)

ESG Objectives:

Objectives for the ESG programs shall mean benefit to the homeless and at risk for homeless who meet the eligibility and income requirements of ESG (thirty (30) percent of AMI)

Grant Administration: General management and oversight of the ESG program by the City. Grant administration is capped at 7.5% of all ESG funding.

HMIS:

Homeless Management Information System for inputting and tracking Client Information in compliance with the ESG program.

Homeless:

There are four categories of people who are "homeless" and therefore eligible for assistance through the ESG program:

1. Category 1: Literally homeless: a HH that lacks a fixed, regular, and adequate nighttime residence, meaning:
  - a. Using a primary nighttime residence that is a public or private place not meant for human habitation (includes car, park, abandoned building, bus or train station, airport, or camping ground); OR
  - b. Is living in a publicly or privately operated shelter designated to provide temporary living arrangements; OR
  - c. Is exiting an institution where the HH has temporarily resided for ninety (90) days or less AND who resided in a shelter or place not meant for human habitation prior to entering the institution.
2. Category 2: Imminent risk of homelessness: a HH who will imminently lose their primary nighttime residence, provided that:
  - a. The residence will be lost within fourteen (14) days of the date of application for homeless assistance by court order; AND
  - b. No subsequent residence has been identified; AND
  - c. The HH lacks the resources or support networks needed to obtain other permanent housing.
3. Category 3: Unaccompanied Youth with Children Who Qualify as Homeless under Other Federal Statutes: Unaccompanied Youth under twenty-five (25) years of age, with Children who do not otherwise qualify as homeless under this definition, but who:
  - a. Are defined as homeless under "other federal statutes"; AND
  - b. Has not leased, owned, or rented a permanent housing space for at least sixty (60) days prior to application for assistance; AND
  - c. Has had at least two moves within the past sixty (60) days, prior to application for assistance; AND
  - d. Has one or more chronic disabilities, AND
  - e. Has at least two barriers to employment (see "Definitions" section of this manual)

Note: This definition applied only to the 2011 NOFA and is only allowable on



Continuum of Care projects and its use must be preapproved by HUD and follow very strict guidelines.

4. Category 4: Fleeing, or attempting to flee, domestic violence: a HH who:
  - a. Is fleeing, or is attempting to flee, domestic violence; AND
  - b. Has no other residence; AND
  - c. Lacks the resources or support networks to obtain other permanent housing

Matching: ESG requires a match of dollar for dollar from eligible cash and non-cash contributions. The City and Subrecipients must match ESG grant funds dollar-for-dollar pursuant to 24 CFR 576.201.

1. Matching funds shall be provided after the date of the grant award.
2. Funds used to match a previous ESG grant may not be used to match a subsequent grant award.
3. A Subrecipient may comply with this requirement by providing the matching funds from any source, including any Federal source other than the ESG program, as well as state, local and private sources.
4. A Subrecipient must ensure the laws governing any federal funds to be used do not prohibit those funds from being used to match ESG funds.
5. In order to meet the matching requirement, the matching contributions must meet all the requirements that apply to the ESG funds provided by HUD as required by 24 CFR 576.201(c).
6. Matching contributions may be in the form of the following:
  - a. Cash contributions; or
  - b. Non-cash contributions, calculated per requirements in 24 CFR 576.201(e), include the value of any real property, equipment, goods, or services contributed to the Subrecipient's ESG program, provided that if a Subrecipient had to pay for them with grant funds, the costs would have been allowable. Non-cash contributions may include:
    - i. The purchase value of any donated material or building. A Subrecipient shall determine the value of any donated material or building, or of any lease, using a method reasonably calculated to establish a fair market value.
    - ii. Match in the form of services provided by individuals must be valued at rates consistent with those ordinarily paid for similar work in a Subrecipient's organization. If a Subrecipient does not have employees performing similar work the rates must be consistent with those ordinarily paid by other employers for similar work in the same labor market.
    - iii. Costs paid by program income may count toward meeting a Subrecipient's matching requirements, provided the costs are eligible ESG costs that supplement the ESG program.



Other Federal Statutes:

Other Federal Statutes include:

1. Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.),
2. Head Start Act (42 U.S.C. 9831 et seq.),
3. Subtitle N of the Violence against Women Act of 1994 (42 U.S.C. 14043e et seq.) (VAWA),
4. Section 330 of the Public Health Service Act (42 U.S.C. 254b),
5. Food and Nutrition Act of 2008 (7 U.S.C. 2011 et seq.),
6. Section 17 of the Child Nutrition Act of 1966 (42 U.S.C. 1786), and
7. Subtitle B of title VII of the McKinney-Vento Act (42 U.S.C. 11431 et seq.)

Shelter:

"Emergency shelter," means any facility whose purpose is to provide temporary shelter for the homeless including congregate shelters, hotels/motels paid for by charitable organizations, or federal, state and/or local government programs, which do not require occupants to sign leases or occupancy agreements. Shelters that receive funding under the Emergency Shelter activities shall comply with these policies and procedures and all ESG regulations as they may be amended.

Street Outreach:

"Street outreach" means activities designed to meet the immediate needs of unsheltered homeless by connecting them with emergency shelter, housing and/or health services through engagement, case management, transportation, emergency services and related services. The City of Lynn shall in general rely upon approved community organizations and emergency shelters in the City where street outreach is appropriate and a part of the organization's operations and purpose. Subrecipients must comply with these policies and procedures and all ESG regulations as they may be amended.

Subrecipient:

Subrecipients are organizations that, by contract with the City, provide ESG direct client services and receive funding from the City for said services. Under its agreements with the City, Subrecipient's will provide eligible street outreach, essential services and/or emergency shelter operations as the City may approve while complying with all requirements of the Emergency Solutions Grant. Salaries and other operation expenses are not subject to the ESG administration allowance. Street outreach and Emergency Shelter costs are capped at sixty percent of ESG cost or the total of Emergency Shelter funding approved by the City in 2010 prior to the amendment of the Emergency Shelter Program into the Emergency Solutions Grant. The Subrecipient agreement shall reference and enforce these policies and procedures and all federal requirements, as they may be amended.

Support Network:

Examples include family, friends and faith-based or other social networks, both private non-profit organizations such as Subrecipients and conventional organizations such as social services and emergency medical assistance.

Temporary Living:

Residing in a facility for fewer than ninety (90) days for short-term assistance and between ninety-one (91) days and twelve (12) months for medium-term assistance.

Unaccompanied Youth:

Unaccompanied Youth are less than twenty-five (25) years of age and homeless under other Federal statutes and:

1. Have not had a lease, ownership interest, or occupancy agreement in permanent housing during the sixty (60) days prior to the homeless assistance application; AND
2. Have experienced persistent instability as measured by two moves or more in the preceding sixty (60) days; AND
3. Can be expected to continue in such status for an extended period due to special needs or barriers.

## 4. Eligible Activities

[24 CFR 576.100 - 576.109, as amended]

### 4.1 ESG General Principles

Eligible activities include short-term rental assistance, medium term rental assistance, rent arrears, emergency shelters, street outreach and housing relocation and stabilization services. Staff salaries related to carrying out eligible activities are also eligible and are not capped by the administrative allowance.

Short term rental assistance shall mean not more than three (3) months of assistance. Medium term rental assistance shall mean more than three (3) months and not more than twelve (12) months assistance. Housing relocation and stabilization shall mean financial assistance such as security and utility deposits, case management, legal services, credit repair, moving costs, and housing search assistance. The total period for which any program participant may receive rental assistance must not exceed twenty-four months including up to six (6) months of rent arrearage during any three (3) year period.

Emergency shelters shall be facilities and organizations that provide shelter services to the homeless or at risk for homelessness and function as Subrecipients under the City ESG program. Services provided by Subrecipients must at least be for the length of the term of the Subrecipient Agreement or the term funds are made available to the SSO, whichever is greater.

Confidentiality shall be a condition of all Subrecipient awards and a focus of City staff and agents in completing ESG services.

Coordination with the Continuum of Care and with members of the homeless or previously homeless community shall be a condition of all Subrecipient awards and a focus for City staff and agents.

Document control, reporting and records retention for five (5) years minimum shall be a condition of all Subrecipient agreements and a primary concern of all City staff. Accurate documentation of procurement, activity expenditures, eligibility, income, beneficiaries and successful completion of services are critical to HUD reporting and to HMIS. Documentation requirements may be modeled after the HOME program, except as provided for herein.

City staff shall take all Subrecipient and direct City costs into consideration when verifying the maximum funding for street outreach and shelters (including shelter renovations or repairs) combined does not exceed sixty (60) percent of all ESG funding, or the amount of Emergency Shelter Funding approved before the new rule took effect.

City staff shall take into consideration the administrative requirements of the ESG program in all Subrecipients and staff task allocation and implementation. All funds must be obligated (under contract, award) within one-hundred eighty (180) days from the start of the program year. Expenditures must be completed within twenty-four (24) months of the start of the program year. The ESG grant manager will provide on-going review of the status of all active projects. City staff will review the status of active projects on a monthly basis; focusing on meeting the expenditure deadlines and identifying opportunities to accelerate spending.

All Subrecipients receiving ESG funds shall be paid by the City within thirty (30) days of receipt of a complete request for payment from the Subrecipient. ESG funds must be drawn and expended from each year's allocation not less than once each quarter, subject to any Federal limitations on funds drawn down any calendar quarter or year.

In the case of rental assistance, all participants in the program shall have a written lease for rental assistance and the landlord shall have a rental agreement with the Subrecipient or the City.

Rents shall not exceed HUD Fair Market Rents.

Program income, where generated with ESG funds, shall be used for eligible ESG activities.

Services provided by ESG funds shall not be duplicated with services funded from any other source. City staff and all Subrecipients shall take all feasible measures to ensure and document non duplication of benefits provided by ESG funds.

The City and all Subrecipients shall utilize a centralized or coordinated system to assess eligibility and needs of each case developed by the Continuum of Care, where available.

To the maximum extent possible, the City and all Subrecipients shall coordinate ESG funded services with other essential service providers for the homeless or special needs populations served by ESG funded programs as well as with mainstream service providers such as health services, employment, education, youth programs and social services.

Where the need for termination of services arises due to noncompliance or ineligibility of a participant in the program, formal written procedures will be followed in compliance with the ESG program.

Minimum habitability standards shall be applied in considering any shelter space or housing where ESG assistance will be provided, including Lead Based Paint, Housing Quality Standards and State and Local Code requirements and to the maximum extent possible Green Improvements.

In the case of renovation or rehabilitation of shelter space, if the cost of the renovation or rehabilitation is more than seventy-five (75) percent of the value of the building before the work, the facility addressed shall be maintained as a shelter for the homeless a minimum of ten (10) years after completion of the work AND occupancy by the first homeless person or family after the work is completed. In all other cases, the term of operation as a shelter for the homeless shall be for a minimum of three (3) years after the work is complete AND the facility is occupied by the first homeless person or family after the work is completed.

To the maximum extent possible, the City and Subrecipients shall assist participants in the program to connect with and obtain other eligible services to assist the homeless and at risk.

To the maximum extent possible, the City and Subrecipients shall involve the homeless and at risk in the ESG programs construction and operation through employment or volunteer efforts.

The City or Subrecipient must conduct an initial evaluation of applicants for ESG services to determine eligibility and need and reevaluate each participant not less than every three (3) months for homeless prevention and not less than every year for rapid rehousing.

#### 4.2 Homeless Prevention Services

Homeless Prevention Services are housing relocation and stabilization services and short- and/or medium-term rental assistance necessary to prevent an individual or family from moving into an emergency shelter. Homeless prevention must be provided in accordance with housing relocation/stabilization requirements, short- and/or medium-term rental assistance requirements, and written standards and procedures established under 24 CFR 576.400, as amended.

Individuals or families defined as At-Risk of Homelessness and Category 2, imminent risk of homeless, Category 3, homeless under other federal statutes, or Category 4,

fleeing/attempting to flee DV (where the individual or family also meets the criteria for Category 1) AND with an individual and family annual income, not exceeding thirty percent (30%) AMI are eligible for homeless prevention assistance.

#### 4.3 Rapid Re-Housing Assistance

Rapid Re-Housing Assistance is housing relocation and stabilization services and short and/or medium-term rental assistance necessary to help an individual or family move as quickly as possible into permanent housing and achieve stability in that housing. Rapid re-housing must be provided in accordance with housing relocation/stabilization requirements, short- and/or medium-term rental assistance requirements, and written standards and procedures established under 24 CFR 576.400, as amended.

Individuals or families defined as Category 1, literally homeless, or Category 4, fleeing/attempting to flee DV (where the individual or family also meets the criteria for Category 1) are eligible for assistance in rapid re-housing.

#### 4.4 Housing Relocation and Stabilization Services

Rapid rehousing and homeless prevention services may include, at the City's discretion, rent application fees, security and utility deposits, last month rent, utility payments, moving cost, housing search and placement, case management, mediation, legal services, credit repair, short-term or medium-term housing tenant based rental assistance, rent in arrears and/or costs associated with HMIS requirements.

The City has set a maximum of up to three (3) months of short-term rental assistance and up to twelve (12) months of medium-term assistance plus up to six (6) months of rental arrearage during any three year (3) period of time for which a participant may receive these types of assistance. Fund limits for this section will apply to the total assistance an individual receives, either as an individual or as part of a family. Do not provide this assistance to a participant who is receiving the same type of assistance through other public sources or those receiving replacement-housing payments under the URA during the period covered by the URA payments.

Use with other subsidies:

Financial assistance cannot be provided to a program participant who is receiving the same type of assistance through other public sources or to a program participant who has been provided with replacement housing payments under the URA, during the period of time covered by the URA payments.

#### 4.5 Rental Assistance Requirements and Restrictions

Provides program participants with up to three (3) months of short-term rental assistance or twelve (12) months medium-term rental assistance plus up to six (6) months of rental arrearage during any three year (3) period. Rental assistance must be tenant-based assistance.

1. Tenant-based rental assistance.

A program participant who receives tenant-based rental assistance may select a housing unit in which to live and may move to another unit or building and continue to receive rental assistance, as long as the program participant continues to meet the program requirements.

- a. The City requires that all program participants secure housing within the City for the period in which the rental assistance is provided.
- b. The rental assistance agreement with the owner must terminate and no further rental assistance payments under that agreement may be made if:
  - i. The program participant moves out of the housing unit for which the program participant has a lease;
  - ii. The lease terminates and is not renewed; or
  - iii. The program participant becomes ineligible to receive ESG rental assistance.
  - iv. Project-based rental assistance is received by the participant from other sources.

2. Tenant-based Rental Assistance Requirements:

- a. Must meet compliance with Habitability Standards
- b. Must meet compliance with Fair Market Rent (FMR)
  - i. Assisted units must be at or below FMR, for area and unit size, for rent plus utilities.
  - ii. See "Rent Reasonableness and Fair Market Rent" section in this manual.

3. Rental Assistance Agreement and Lease Standards:

- a. The rental assistance agreement must set forth the terms under which rental assistance will be provided. See "Lease Agreement" section in this manual.
- b. Each participant receiving rental assistance must have a legally binding, written lease, between the owner and participant, for the rental unit, unless, the assistance is solely for rental arrears. Rental-based rental assistance leases must have an initial term of one year.

4. Cannot use with other subsidies:

- a. No rental assistance can be provided to household receiving rental assistance from another public source for the same time period, except for six (6) months of arrears.
- b. Rental assistance may not be provided to participants who are currently receiving replacement housing payments under the URA (Example: Persons living in public housing units, using housing choice vouchers, or residing in project-based assisted units cannot receive monthly rental assistance under ESG).

5. Late Payments:

- a. The rental assistance agreement must contain the same payment due date, grace period, and late payment penalty requirements as the program participant's lease.



- b. The City must make timely payments to owners in accordance with the rental assistance agreement.
- c. The City is not responsible for paying late payment penalties that the tenant incurs on their own behalf.

#### 4.6 Emergency Shelter

Provides Subrecipients that operate an eligible emergency shelter funding for repairs and renovations of shelter facilities and/or operations and maintenance of shelter facilities to increase their quality and quantity available for the homeless.

##### a. Shelter Operations

To receive funding for operations a shelter must meet the definition herein, and comply with all appropriate ESG regulations for habitability, case eligibility, health and safety and shelter operations related to the ESG program. Activities related to Shelter Operation may include, at the City's discretion, and subject to the Subrecipient award agreement, maintenance, fuel, security, rent, equipment, insurance, utilities and/or supplies needed for operation of the approved shelter. Essential services for general operations may include salaries and expenses for case management, child care, education, employment assistance, legal services, life skills training, mental health services, outpatient health services, substance abuse treatment, transportation, services for special populations and related ESG eligible operation expenses.

##### b. Shelter Renovation and Repairs

The City may at its discretion, make available funding for renovation of eligible shelter facilities. New construction is not eligible. Renovation and repair of shelter facilities may include labor, materials, tools and related construction costs for health and safety, code and housing quality standards. A scope of work must be included in any funding request, with a summary description and list of activities and cost estimate, from a qualified contractor or professional. Justification for each activity as it relates to health and safety, code, housing quality standards and the ESG shall be provided by the prospective applicant shelter operator/Subrecipient.

#### 4.7 Street Outreach

"Street Outreach" means essential services for meeting the immediate needs of unsheltered homeless and connecting them with emergency shelter service, housing and/or emergency health services. These may include engagement, transportation, case management and related services. In general, the City shall rely on community based organizations and subrecipients for street outreach, where funded by the City.

#### 4.8 Ineligible Activities

These funds cannot be used to expand the number of beds in an existing shelter, to supplant existing mainstream resources or for mortgage payments. Payments can only be made to third parties, such as landlords; payments cannot be made to program participants. In

addition, an assisted property may not be owned by the City or affiliated organization of the City.

1. ESG funds cannot be used for:
  - a. Continuum of Care coordinating expenses;
  - b. Pay for foreclosure prevention;
  - c. Pay rental assistance for rent to own/lease to purchase;
  - d. Provide prevention assistance to help those on Section 8 ;
  - e. Provide assistance (pay security deposits and/or utility deposits etc.) to those living in subsidized housing;
  - f. Assist a household with their rent if they have a project-based voucher;
  - g. Assist individual(s)/households in transitional housing;
  - h. Set aside money for individual(s) who may be at risk of losing their job;
  - i. Assist the homeless or those at risk of becoming homeless to expunge and/or pardon their criminal records or for re-entry advocacy to help ex-offenders get jobs;
  - j. Pay rent bills from a previous address;
  - k. Pay utilities and/or rent for tenants renting a unit owned by a family member;
  - l. Mortgage payments or mortgage refinancing costs to make housing affordable;
  - m. Rental assistance payments cannot be made on behalf of eligible individuals or families for the same period of time and for the same cost types that are being provided through another federal, state or local housing subsidy program;
  - n. Motel/hotel Vouchers;
  - o. Furniture (Grantees are encouraged to use existing community sources);
  - p. Pet Care;
  - q. Credit card bills or other consumer debt;
  - r. Car repair for program participants;
  - s. Regular non-emergency medical or dental care;
  - t. Work or education materials;
  - u. Clothing and grooming;
  - v. Entertainment activities;
  - w. Cash assistance to program participants;
  - x. Development of discharge planning programs in mainstream institutions such as hospitals, nursing homes, jails, or prisons. However, persons who are being imminently discharged into homelessness from such public funded institutions are eligible to receive financial assistance through ESG;
  - y. Payment of licenses, certifications, and general classes (classes not specifically related to these funds);
  - z. Utility assistance for homeowners.

## 5. Citizenship Requirements and Verification

[Public Law 104-193 Title IV Sec. 400(7)]



Title IV of the Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (PRWORA, also known as the Welfare Reform Act) prohibits the provision of non-exempted "federal public benefits" to a non-citizen, who is not a "Qualified Non-Citizen." The City chooses to follow the Federal classification in determining the eligibility of such non-citizens for public assistance. In doing so, the City is considered to have chosen the least restrictive means available for achieving the compelling governmental interest of assuring that non-citizens be self-reliant in accordance with national immigration policy. Note: The term "non-citizen" also refers to "alien." For the purposes of ESG, the terms are interchangeable.

### 5.1 Use ESG funds to assist "Qualified Non-Citizens"

For purposes of ESG, the term "Qualified Non-Citizen" means a non-citizen who, at the time the non-citizen applies for, receives, or attempts to receive a Federal public benefit is:

1. Lawfully admitted for permanent residence under the Immigration and Nationality Act; OR
2. Granted asylum under section 208 of such Act; OR
3. Admitted to the United States as a refugee under section 207 of such Act; OR
4. Paroled into the United States under section 212(d)(5) of such Act for a period of at least one (1) year; OR
5. Withheld from deportation under section 243(h) of such Act; OR
6. Granted conditional entry pursuant to section 203(a)(7) of such Act as in effect prior to April 1, 1980.

### 5.2 Eligibility

[24 CFR Part 5, as amended]

1. General
  - a. All program participants must be assisted, as needed, in obtaining services and financial assistance through other homeless and public assistance programs;
  - b. Program participants must lack financial resources and support networks needed to obtain immediate housing or remain in existing housing and have no appropriate subsequent housing options;
  - c. Each program participant receiving homelessness prevention or rapid rehousing assistance may be required to meet regularly with a case manager (except where prohibited by Violence Against Women Act and the Family Violence Prevention and Services Act),
  - d. The case manager must develop an individualized plan to help each program participant retain permanent housing after the ESG assistance ends.
  - e. Subrecipients of the City receiving funding for shelter operations shall be responsible for all case management and qualification requirements and maintaining all required documentation as described herein.

### 5.3 Eligibility Re-certification

Re-certification (re-assessment) occurs every (3) three months for those receiving Homeless Prevention assistance and annually for Rapid Re-Housing Assistance. Income must be at or below thirty percent (30%) AMI for Homeless Prevention. Income must be at or below thirty

percent (30%) AMI for Rapid Re-Housing at the annual recertification. Subrecipients receiving assistance for Shelter operations shall complete re-certifications in compliance with these procedures and the ESG program.

## 6. Records

[24 CFR 576.500, as amended]

### 6.1 Retention

Citystaff and/or Subrecipients are responsible for verifying and documenting eligibility of all ESG applicants prior to providing assistance. Citystaff and/or Subrecipients are responsible for maintaining this documentation in the ESG participant case file. Retain all records pertaining to each fiscal year of ESG funds for the greater of five (5) years or the period specified below. Substitute copies made by microfilming, photocopying, or similar methods for the original records, if needed.

### 6.2 Confidentiality

Keep secure and confidential all records containing personally identifying information of any individual or family who applies for and/or received ESG assistance. Do not make public the address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG. Do not make public the address or location of any housing of a program participant, consistent with state and local laws regarding privacy and obligations of confidentiality.

### 6.3 Documentation Standards

In general, there is an order of preference for all documentation types and projects must document due diligence of efforts to obtain all documentation. Circumstances, as well as the type of services or housing received, will affect the ability of intake workers/case managers to obtain some forms of documentation. The order of priority among documentation is third-party documentation first, intake worker/case manager observation second, and certification by the individual or head of household seeking assistance third.

### 6.4 Third-party Documentation

Where it is available, third party documentation is the preferable form of documentation (financial, homelessness, disability, etc.). Recordkeeping requirements allow already available documentation, where it is available, as third-party documentation. Already available documentation includes certification or other appropriate service transactions recorded in a Homeless Management Information System (HMIS) or other database that meet certain standards. Information recorded in an HMIS must retain an auditable history of all entries, including the person who entered the data; the date of entry, and the change made, and must prevent overrides of the dates when changes are made. Already available documentation may also include discharge paperwork, to verify a stay in an institution, shelter, or other facility.

For emergency shelters that require clients to be present every night to gain access to a bed for just that night, the City would expect to see certification by the individual or head of household as the primary method of establishing homeless eligibility. The City would also consider a sign-in sheet, with a certification from the individual or head of household seeking assistance, as meeting this standard. However, for permanent housing and nonemergency services, such as employment assistance, the City will expect to see third party documentation, such as pay stubs, copy of recent bank statements, or filed tax documents.

#### 6.5 Example of Documentation

Documenting a disability would not include participant self-certification, as disabilities would have written documentation of some type. You could document a disability by:

1. Written verification of the disability from a licensed professional from the state to diagnose and treat the disability and his or her certification that the disability is expected to be long-continuing or of indefinite duration and substantially impedes the individual's ability to live independently; OR
2. Written verification from the Social Security Administration; OR
3. The receipt of a disability check.

#### 6.6 Intake/Case Manager Worker Observation

May include oral statements made by a social worker, case manager, or other appropriate official at an institution, shelter, or other facility and documented by the case manager. Where the intake worker/case manager is not able to obtain a written or oral statement from a social worker, case manager, or other appropriate official at an institution, shelter, or other facility, the intake worker/case manager may document his or her due diligence in attempting to obtain a statement from the appropriate official in the case file.

If an oral statement is used, the City requires a written certification by the person making the oral statement. Use oral statements when third-party documentation is not available. The Case Manager's written certification, may verify oral statements. Case Managers must still document his or her due diligence in attempting to obtain the original verification.

#### 6.7 Participant Self-Certification

Requires a written and signed document by the individual or head of household seeking assistance attesting to the facts for which they are certifying.

#### 6.8 Intake/Participant File

The City and/or subrecipient will document all participant files using the forms provided by the City/subrecipient as outlined on the Participant File Checklist. Complete the Intake Assessment and Housing Plan. Files must also contain case management notes.

1. Participant File

The City and/or subrecipients required to maintain all Financial Records of their ESG participants and retain the participant's file information. Document all participant files using the forms as outlined on the Participant File Checklist. Complete the Intake, Assessment, and Housing Plan. Place a copy of these documents in the participant's file. Files must also contain case management notes.

## **6.9 Client Eligibility Forms for Rental Assistance Program**

### **1. Release of Information**

Each HH member, age eighteen (18) or older, with a copy in file, must sign a release of Information form. Per HMIS procedure, general releases are not allowed.

### **2. Assessment**

The subrecipient Case Managers shall conduct a complete, comprehensive housing assessment with the HH. The assessment will function as the basis for creating the "Housing Plan" which serves as the foundation for resource coordination and resolution of the housing crisis. Each HH should have a copy of the screening assessment in the client file. Housing assessments may be completed through HMIS and a printed, hard-copy kept in the client file.

### **3. Verification of U.S. Citizenship or Lawful Resident**

ESG assistance is available only to individuals who are US citizens, US nationals, or qualified non-citizens that have eligible immigration status. At least one family member must be a citizen, national, or non-citizen with eligible immigration status, in order for the family to qualify for assistance. A copy of documentation of citizenship must be in the client file.

### **4. Identification (required for all household members)**

There must be documentation of identification for all HH members, in the client file, whether receiving case management and/or financial assistance. Documentation may include:

- a. Driver's license
- b. Social Security card
- c. Medicaid Card (as a last resort for children only)
- d. Birth certificate
- e. Passport
- f. Naturalization papers
- g. Church-issued baptismal certificate
- h. U.S. military discharge papers (DD-214)
- i. Adoption papers
- j. Department of Human Services ID (for children only)

- k. Custody agreement
- l. Affidavit of parentage

The subrecipientCase Manager must complete the Homeless Certification or At-Risk of Homelessness Certification indicating current living situation and provide the appropriate documentation as indicated on the form. A copy of this certification must be in the client file. Valid proof of homelessness is needed from one of the following sources: a. Agency — this documentation should contain the letterhead of the assisting agency, and the dates of service. Documents such as court ordered eviction notice and utility shut-off notices are accepted as proof.

5. Disability Certification

- a. Disability certification can be used to prioritize those eligible for Rapid Re-Housing assistance.

6. Staff Affidavit of Eligibility/Conflict of Interest for ESG

The subrecipientCase Manager must sign the Staff Affidavit certifying that the HH meets all requirements to receive ESG assistance and that all of the information provided is true and complete to the best of their knowledge. It further certifies that the HH receiving assistance has not resulted, nor will result, in a personal or financial interest or benefit for the staff person or anyone with whom they have family or business ties (i.e., conflict of interest).

7. Verification Tracking of Income

The subrecipientCase Manager must record all attempts, such as phone logs, email correspondence, and copies of certified letters, etc., to obtain required verifications in the order specified. Staff must provide an explanation detailing outcomes, including obstacles, on the form, if utilizing verification out of the hierarchy sequence.

All sources of HH income, for all adult members, must be verified and documented at intake and every three (3) months for homeless prevention and annually for rapid re-housing, to determine program eligibility, with a copy kept in the client file. To be eligible for assistance, gross HH income must be at or below thirty percent (30%) AMI for the County. Some examples of common acceptable documentation:

- a. Earned Income - pay stubs, previously filed taxes, bank statements, etc.
- b. Unearned Income - statements from government official/agency, unemployment or disability pay stubs, most recent benefit or disability income notice from agency.

8. Request for Verification of Income

If HH income cannot be verified with third-party source documents, provided by the client, Case Manager will make attempt to acquire the income information from income source (i.e. employer, bank, etc.)

## 9. Calculation Worksheet

The Calculation Worksheet must be completed and a copy kept in the client file, at intake, every three (3) months for homeless prevention and annually for rapid re-housing assistance, to determine eligibility for ESG assistance. To be eligible, the gross annual HH income must be at or below thirty percent (30%) AMI. Income is annualized to project gross annual income; there are no allowances/deductions from the HH gross income.

## 6.10 Financial Assistance Eligibility Forms

### 1. Housing Plan

A Housing Plan must be completed for all program participants that receive a housing assessment and are determined eligible for services. The Housing Plan is intended to be a guide for both the HH and the service agencies. Keep a copy of the Housing Plan in the client's file.

### 2. Copy of signed Lease/Rental Agreement

A lease is required for HH receiving financial assistance. All HH members must be listed on the lease/rental agreement and a copy must be maintained in the client file. For HH moving into a new unit, the unit must meet habitability standards before the HH moves in. For HH already residing in a unit, the unit must meet habitability standards before financial assistance can be provided.

If rental and utility arrearages are paid, the participant must have had a valid lease in place covering the arrearage period. The rental arrearage amount paid each month cannot exceed the FMR. If the Landlord agrees to lower the rent to comply with the FMR, a new lease or lease addendum must be signed stating the new rental amount and a copy placed in the file. The rent amount charged after the household's leasing assistance has ended is between the landlord and the tenant.

### 3. Utility Arrearages from a Previous Address for Re-housing Participants

Utility arrearages for a previous address may be made, regardless if it was not the household's last address; however, the following guidelines must be followed:

- a. If the utility arrearage is over the \$850 maximum, the case manager will work with the utility company to set-up a payment plan between the household and the utility company and/or ask the utility company to forgive the debt.
- b. Utility arrearage payments cannot exceed \$850;
- c. Before making payment for utility arrearages, the case manager must document in the participant's file, with written documentation from the utility company, that by paying a specified amount, again up to \$850, the utilities will be turned on for the household by the utility company at the new address.

### 4. Housing Habitability Standards

All units must meet Habitability standards before financial assistance can be provided (e.g., rental arrearages, leasing assistance, security deposits). Landlords and tenants must be notified of the date and time of the inspection and the tenant, landlord or an adult representative must be present at the housing unit during the inspection. A completed copy of this form must be kept in the client's file. If water/utilities are not on at the time of initial inspection, a follow-up inspection must be done within ten (10) days of the water/utilities being turned on. (See "Habitability Standards" section of this manual for more information)

#### 5. Inspection Deficiencies Notice

If a unit fails to pass a Habitability inspection, the owner must be notified, in writing, of the specific deficiencies and the necessary corrective action must be completed within a specific timeframe. Landlords and tenants should be given a reasonable period of time (e.g., twenty-four (24) hours for emergency conditions or thirty (30) days for less serious conditions) to correct the deficiencies.

#### 6. Proof and Assessment of Lead Based Paint (LBP) - Pamphlet, Protect Your Family from Lead in Your Home

All HH must be provided a copy of the HUD pamphlet. The LBP pamphlet may be downloaded from HUD's LBP website.

#### 7. Owner Certification of Lead-Based Paint

LBP inspection is required for ESG assistance for properties built before 1978, and if a child age six (6) or younger or a pregnant woman will be residing in the unit. The inspection may be visual; however, if the child age 6 or younger has been identified with an Identified Environmental Intervention Blood Lead Level, the inspection must be done by a Certified LBP Risk Assessor. All HH must be provided with the HUD pamphlet, Protect Your Family from Lead in Your Home. A copy of this certification must remain in the client file.

#### 8. Summary Notice of LBP Risk Assessment

If a LBP inspection is deemed required to be performed by a Certified LBP Risk Assessor, the Risk Assessor must complete this form summarizing his/her assessment of the LBP in/outside the home. A List of Certified LBP Risk Assessor can be found at your local County Health Department. A copy of this assessment must remain in the client file.

#### 9. Disclosure of Information of LBP

Each HH must sign and date the top portion of this form to certify that they received the pamphlet and a copy of the certification kept in the client file. If a child age six (6) or younger or a pregnant woman will be residing in the unit, the second portion of the form



must be completed and signed by the owner of the unit. A copy of this form must remain in the client file.

#### 10. Mediation

Verification that Mediation assistance is necessary for client to obtain/keep housing is required. These can include, for example, eviction or late rent payment notices and letters or emails between the landlord and tenant in dispute requesting mediation.

## 7. Case Management

[24 CFR 576-401, as amended]

### 7.1 Strength-Based Case Management

The relationship between the case manager and the family is one of advocacy and collaboration. The individual family's strengths and goals are identified. The case manager works with the family to achieve short- and long-term goals, helping them access the necessary services. Although housing is usually the primary goal, this cooperative relationship addresses counseling, education, employment, and life skills goals.

#### 1. Description:

- a. Strengths-Based Practice assesses the inherent strengths of a person or family, and then builds on them.
- b. Strengths-Based practice uses peoples' personal strengths to aid in recovery and empowerment.
- c. Reframing personal perception to find good even in the worst situation.

#### 2. Purpose:

- a. Empowering alternative to traditional therapies which typically describe family functioning in terms of psychiatric diagnoses or deficits.
- b. Avoids the use of stigmatizing language or terminology which families use on themselves and eventually identify with, accept, and feel helpless to change. It is at odds with the "victim identity" -- epitomized in popular culture by the appearance of individuals on television or talk radio sharing intimate details of their problems -- which is inherently self-defeating.
- c. Fosters hope by focusing on what is or has been historically successful for the person, thereby exposing precedent successes as the groundwork for realistic expectations.
- d. Inventories (often for the first time in the person's experience) the positive building blocks that already exist in his/her environment that can serve as the foundation for growth and change.
- e. Reduces the power and authority barrier between the person and therapist by promoting the person to the level of expert in regards to what has worked, what does not work, and what might work in their situation.
- f. Reduces the power and authority barrier between person and therapist by placing the therapist in the role of partner or guide.
- g. Families are more invested in any process where they feel they are an integral part.



## 7.2 Functions of Case Management

All rental assistance participants must be case managed as defined by the following services:

1. Using a centralized or coordinated assessment system; AND
2. Conducting initial evaluation, including verification and documentation of eligibility; AND
3. Counseling; AND
4. Developing, securing and coordinating services, and obtaining Federal, State, and local benefits; AND
5. Monitoring and evaluating participant's progress in the program; AND
6. Developing an individualized housing and service plan; AND
7. Assuring the protection of program participants' rights.

## 7.3 Intake

The initial point of contact includes prioritizing households based on the severity of their housing crisis and targets the most appropriate response. The intent is to discern primary need and the urgency of the need.

1. Those households applying will be screened either by phone or in person.
2. Households who are presented with immediate safety issues will be re-directed appropriately (e.g. Domestic Violence Support Services or 911.)
3. Intakes are required to determine primary issues.
4. If the intake concludes there is not an immediate housing need (but other needs are present), households will be referred to the appropriate resource to address the need (e.g. food assistance, mental health, etc.), and a housing plan is not necessary.
5. If the intake concludes there is an immediate housing need, households will proceed to a full housing assessment or be scheduled for a housing assessment within two business days, if possible.
6. Sharing of participant information within HMIS between agencies.

## 7.4 Housing Assessments

Depending on the urgency and priority identified in the intake, the ESG program will conduct a comprehensive assessment with the household. The assessment, at a minimum, will identify the housing needs of the household. The assessment will function as the basis for creating a housing plan, which serves as the foundation for resource coordination and resolution of the housing crisis. It will require staffing familiar with housing resources, with the local housing market, and with services.

1. Case Managers/Intake Workers may utilize the assessment tool, focusing on issues related to obtaining and maintaining housing.
2. Assessments will be conducted in person.
3. Case Managers/Intake Workers will identify the most appropriate resources for which the household may be eligible and provide this information to the household both verbally and in a written form as part of the Housing Plan.

### 7.5 Housing Plan

A Housing Plan must be completed for all individuals that receive a housing assessment and are determined eligible for services. If the household does not meet program eligibility, e.g. over income, a housing plan does not need to be done. Upon their development and implementation, ensure that housing assessments are consistent with written standards and the City's Continuum of Care coordinated system.

The Housing Plan is intended to be a guide for both the household and the service agencies. Housing Plans must be framed to include:

1. A focus on obtaining or maintaining housing;
2. Defined goals, outcomes and timelines, as well as documentation of frequency of meetings for follow-up;
3. An identification of needed community resources;
4. Referrals to mainstream services, as needed;
5. Budget education and tenant education;
6. An attached copy of the housing assessment

Intake, Assessment, and Housing Plan are accomplished with various standardized forms and a copy of these forms must be maintained in the participant file.

### 7.6 Occupancy Standards

Occupancy standards must comply with HQS requirements and outline how the number of bedrooms required by the household will be determined. The following basic standards can be modified to take into consideration specific household composition and circumstances (i.e., pending child custody cases, chronic illnesses, family member who is absent most of the time).

1. No more than two persons are required to occupy a bedroom;
2. Persons of different generations (i.e., grandparents, parents, children), persons of the opposite sex (other than spouses/couples) and unrelated adults are not required to share a bedroom;
3. Children of the same sex (regardless of age) and couples co-habiting (whether or not legally married) must share the same bedroom for purpose of assigning the number of bedrooms;
4. A live-in care attendant who is not a member of the family is not required to share a bedroom with another household member;
5. Individual medical problems (i.e., chronic illness) sometimes require either separate bedrooms for household members who would otherwise be required to share a bedroom or an extra bedroom to store medical equipment;
6. In most instances, a bedroom is not provided for a family member who will be absent most of the time, such as a member who is away in the military.
7. Occupancy standards are used to provide consistent criteria for determining the unit size for which the household is eligible and thus, the amount of assistance to be provided. Fair housing rules permit a household to select smaller units that do not create seriously overcrowded conditions. A tenant may select a larger unit if it meets

the FMR for the actual number of bedrooms for which they are eligible according to the eligibility guidelines. Tenants are not allowed to give the landlord additional funds for larger units.

**Undersized Units:** If a family elects to occupy a unit with fewer bedrooms than specified in the Occupancy Guidelines, the FMR is based on the actual number of bedrooms;

- a. **Oversized Units:** If a family elects to occupy a unit with more bedrooms than specified in the Occupancy Guidelines, the FMR is based on the number of bedrooms specified in the Occupancy Guidelines.
- b. If an additional bedroom is required for an individual who would normally be required to share a room, the reason must be documented in the file. For example: If an additional room is needed because of a medical condition, documentation may be a note from their doctor; otherwise, if the case manager determines an additional room is needed (medical condition, care-giver, medical equipment etc.) the case manager must document the reason in the case management notes.
- c. In cases where college students and children staying only for weekends etc., the amount of time spent in the unit should be taken into consideration before assigning additional bedroom(s). ESG assistance is short-term and a smaller unit is acceptable if it does not create serious overcrowding; a living room can be counted as a sleeping room. If student/children will be in the unit the majority of the time and future rent will not be a burden, then an additional bedroom can be assigned.
- d. A separate bedroom cannot be issued for an unborn child. Once the baby is born a second bedroom can be issued unless the baby has an older, same sex sibling who has already been issued a bedroom.
- e. **Lease Agreements [24 CFR 576.106, as amended]** A lease must be in place and the program participant must be on the lease in order to use ESG funds for the rent or security deposit. Do not assist an individual renting from a friend or relative if a legal lease is not in place. In cases where an individual is renting a unit from a friend or relative and a legal lease is in place, programs providing assistance must ensure that the arrangement is not in violation of the conflict of interest provisions outlined in City's Conflict of Interest Policies and Procedures (e.g. the rent charged and the terms of the lease must be the same for the participant as they are for other tenants renting comparable units).

### 7.7 Use with Other Subsidies

Except for a one-time payment of rental arrears on the tenant's portion of the rental payment, do not provide rental assistance to a program participant who is receiving tenant-based rental assistance, or living in a housing unit receiving project-based rental assistance or operating assistance, through other public sources. Do not provide rental assistance to a

program participant who receives replacement-housing payments under the URA during the time covered by the URA payments.

## 8. Rent Reasonableness and Fair Market Rent

[24 CFR 888 & 24 CFR 982.507, both as amended]

Providing rental assistance requires understanding and adherence to both Fair Market Rents (FMRs) and rent reasonableness standards, to determine whether to assist a client with short- or medium-term rental assistance. Provide short- and medium-term rental assistance only when the rent, including utilities, for the housing unit does not exceed FMR and complies with HUD's standards for Rent Reasonableness.

"Gross Rent" is the sum of the rent paid to the owner and, if the tenant pays separately for utilities, the monthly allowance for utilities established by the public housing authority for the area in which the housing is located. For purposes of calculating the FMR, utilities include electricity, gas, water and sewer, and trash removal services but not telephone, cable or satellite television service, or internet service. If the owner pays for all utilities, then gross rent equals the rent paid to the owner.

"Rent Reasonableness" is a reasonable rent when compared to other units of similar location, type, size, and amenities within the community.

1. Do not provide rental assistance if the rent exceeds the Fair Market Rent (FMR), or does not comply with HUD's standard of rent reasonableness.
2. Determine and document rent reasonableness for all units receiving ESG rental assistance (including arrears) and/or security deposit assistance.
3. This requirement applies to both homelessness prevention and rapid re-housing assistance.

### 8.1 Determining if Rent is Acceptable for ESG Rental Assistance

Whether a household is seeking to maintain its current housing or relocate to another unit to avoid homelessness (Homelessness Prevention), or exiting homelessness into new housing (Rapid Re-Housing), the process for determining acceptable rent amounts is the same:

1. First compare the gross rent for the current or new unit with current FMR limits, which are updated annually.
2. If the units' gross rent is at or below FMR, next use current data to determine rent reasonableness.

If the gross rent is at or below both the FMR and the rent reasonableness standard for a unit of comparable size, type, location, amenities, etc., provide ESG funds to pay the rent amount for the unit.

If the gross rent for the unit exceeds FMR or rent reasonableness standard do not use ESG funds for any portion of the rent, even if the household is willing and/or able to pay the difference. However, because the FMR and rent reasonableness requirements apply only to rental assistance, ESG funds may be used:

1. to pay for financial assistance and services to help the eligible program participant stay in the unit, or
2. to pay for financial assistance and services to locate and move to a different unit that meets the rent reasonableness standard and is at or below FMR and pay rental assistance in that unit.

Rent reasonableness and FMR requirements do not apply when a program participant receives only financial assistance or services under Housing Stabilization and Relocation Services. This includes rental application fees, security deposits, an initial payment of "last month's rent," utility payments/deposits, and/or moving costs, housing search and placement, housing stability case management, landlord-tenant mediation, legal services, and credit repair. (Note: "Last month's rent" may not exceed the rent charged for any other month; security deposits may not exceed two (2) months' rent.)

### 8.2 Calculating the GROSS RENT AMOUNT

To calculate the gross rent of a unit tested by the FMR standard:

$$\begin{array}{r}
 \text{Total contract rent amount of the unit} \\
 + \\
 \text{Any fees required for occupancy under the lease (excluding late fees and pet fees)} \\
 + \\
 \text{Monthly utility allowance (excluding telephone) established by local PHA} \\
 \hline
 \text{Gross Rent Amount}
 \end{array}$$

### 8.3 What is the FMR Requirement?

HUD establishes FMRs to determine payment standards or rent ceilings for HUD funded programs that provide rental assistance, which it publishes annually for 530 metropolitan areas and 2,045 non-metropolitan county areas. Federal law requires that HUD publish final FMRs for use in any fiscal year on October 1—the first day of the fiscal year (FY). Find FMRs for each fiscal year at HUD's website. This site allows City and/or subrecipient staff to search for FMRs by selecting their state and county from the provided list. The site also provides detailed information on HUD's calculation for the FMR for each area.

When using ESG funds for rental assistance City and/or subrecipient staff must consult the most current FMR published for their geographic area and document FMR for all units.

To calculate the gross rent for purposes of determining whether it meets the FMR, consider the entire housing cost. This includes rent and the cost of utilities that must, according to the lease, be the responsibility of the tenant. Utility costs may include gas, electric, water, sewer, and trash. However, telephone, cable or satellite television service, and Internet service are not included in FMRs, and are not allowable costs under ESG. The FMR also does not

includepet fees or late fees that the program participant may accrue for failing to pay the rent by the due date established in the lease.

HUD sets FMRs to ensure that a reasonable supply of modest but adequate rental housing is available to HUD program participants. To accomplish this objective, FMRs must be both high enough to permit a selection of units and neighborhoods and low enough to serve as many low-income families as possible.

Note: Once a unit is determined to meet the FMR and rent reasonableness requirements, use ESG funds to pay for the actual utility costs. Use the utility allowance calculation only to determine whether the unit meets the FMR standard.

#### 8.4 Outcome Performance Reports

The Project Outcome Performance Matrix Report is due semi-annually.

Reporting Period	Submission Deadline
July 1st - December 31st	January 31st
January 1st –June 30th	July 31st

#### 8.5 Quarterly Progress Reports

1. Progress Reports are submitted by the City and each subrecipient.
2. Data for participants served is entered into the HMIS system.
3. Domestic Violence grantees utilize the alternative system for reporting, such as ALICE.
4. Progress Reports are submitted quarterly, due by the end of the month following the end of the quarter (see schedule below).
5. The subrecipient report must be signed by the Authorized Designee.
6. Subrecipient reporting shall be governed by the subrecipient agreement. Subrecipient reporting must be complete and timely so that City can complete these regular reports for HUD.

#### 8.6 ESG Quarterly Progress Report Schedule

Quarter	Reporting Period	Submission Deadline
1st quarter	July 1st –September 30th	October 31st
2nd quarter	October 1st –December 31st	January 31st
3rd quarter	January 1st –March 31st	April 30th
4th quarter	April 1st –June 30th	July 31st

City staff must submit a final Cumulative Report covering period July 1st – June 30th. This report is due by September 30th.

### **8.7 Other Federal Requirements**

The City and/or subrecipients must comply with the following other federal requirements: Fair Housing Act; Uniform Administrative Requirements; Nondiscrimination in Federally Assisted Programs; Age Discrimination Act; American's with Disabilities Act; Equal Employment Opportunity Programs; Minority Business Enterprises; Women's Business Enterprise; Drug Free Workplace; Debarred, Suspended, Ineligible Contractors; Affirmative Outreach; Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act.

## **9. Termination**

[24 CFR 576.402, as amended]

The policies and/or procedures should be readily available to program participants either in written information or by posting the policy in a public place. It is important to effectively communicate these policies and/or procedures to households and ensure that they are fully understood.

If a program participant violates program requirements, the City and/or subrecipient may terminate the assistance in accordance with a formal process established by the City and/or subrecipient that recognizes the right of individuals affected. Exercise judgment and examine all extenuating circumstances in determining when violations warrant termination so that you terminate a program participant's assistance ONLY in the most severe cases.

To terminate ESG program services to a program participant, a formal process is required and must consist of:

1. Written notice to the program participant containing a clear statement of the reasons for termination;
2. A review of the decision, in which the program participant is given the opportunity to present written or oral objections before a person other than the person (or subordinate of that person) who originally made or approved the termination decision; AND
3. Prompt written notice of the final decision to the program participant.

Termination does not bar the City and/or subrecipient from providing further assistance, later, to the same family or individual.

## **10. HMIS and Reporting Requirements**

[24 CFR 121, 24 CFR 576.107, 24 CFR 576.400(f), as amended]

ESG requires participation in HMIS, or a comparable database, and must follow all state and federal laws governing HMIS, including:

1. Collecting informed written consent from program participants,
2. Not denying service based solely on program participant refusal to provide data to an HMIS,



3. Protecting program participant confidentiality,
4. Not collecting, in HMIS, personally identifying information from program participants that are victims of domestic violence; however, use of another comparable database is acceptable,
5. Using the HMIS as a tool to evaluate individuals and families applying for or receiving homelessness prevention or rapid re-housing assistance;
6. Conducting the initial evaluation through HMIS, including verifying and documenting eligibility, for individuals and families applying for homelessness prevention or rapid re-housing assistance;
7. Developing, securing, and coordinating services and obtaining Federal, State, and local benefits;
8. Monitoring and evaluating program participant progress;
9. Providing information and referrals to other providers within HMIS guidelines;
10. Developing an individualized housing and service plan, including planning a path to permanent housing stability;
11. Conducting re-evaluations required through HMIS, and
12. Other requirements defined in RCW 43.185C.030, 43.185C.180, and VAWA Reauthorization Section 605.

Please note that households should remain in the program(s) in HMIS, for which they were initially enrolled, (Homeless Prevention or Rapid Re-housing) throughout their term of service.

The HMIS standards require that the City and/or subrecipient enter income sources and amounts and non-cash benefits received in the past thirty (30) days during three points in time:

1. at entry into program
2. at least once every three (3) months or annually, depending on the re-assessment period

Do not use this amount documented through this calculation to determine eligibility, but rather use it to show that the household does lack resources to maintain housing.

### 10.1 Reporting Requirements

The City and/or subrecipient will compile data for ESG reporting using HMIS. Enter data at the time of service, data completeness and integrity is key element to successful use of HMIS. Programs should prioritize data quality and reporting.

### 10.2 Regular Reports

The City and/or subrecipients will submit program participant reports by the end of the month following each quarter end –September 30<sup>th</sup>, December 31<sup>st</sup>, March 31<sup>st</sup>, and June 30<sup>th</sup>.



### 10.3 Personal Identifying Data

Individually identifying information for or about an individual including information likely to disclose the location of a victim of domestic violence, dating violence, sexual assault, or stalking, could include:

1. A first and last name;
2. A home or other physical address;
3. Contact information (including a postal, e-mail or Internet protocol address, or telephone or facsimile number);
4. A social security number; and
5. Any other information, including date of birth, racial or ethnic background, or religious affiliation that, in combination with any other non-personally identifying information, would serve to identify any individual collecting "non-identified" client records.

### 10.4 Electronic Confidentiality

Electronically collect client information for the limited purpose of administering ESG in accordance with the rules and regulation on HMIS. The following guidelines apply to the use of a computer for the purposes of confidentiality:

1. The computer terminal(s) used must be located in a secure location, limiting access to only those persons who have a legitimate interest in and are responsible for viewing client records.
2. The computer monitor must be cleared, or a screen saver activated, immediately after accessing a client record.
3. The computer terminal must be on a "locked" mode or turned off if the terminal is unattended.
4. Access to HMIS shall be given to authorized staff persons and only insofar as access is required for performing the work required, pursuant to ESG.

## **11. Emergency Shelter**

Emergency shelter generally shall mean a subrecipientshelter organization (SSO) whose purpose is to provide temporary shelter for the homeless paid for by charitable organizations, or federal, state and/or local government programs, which do not require leases or occupancy agreements.

Emergency Shelter funds may be used for renovation of emergency shelter facilities and the operation of those facilities, as well as services for the residents, including case management, child care, education, employment assistance and job training, legal services, mental health services, substance about treatment, transportation and services for special populations.

### 11.1 Subrecipient Activities

1. Personnel costs for ESG eligible activities defined herein.
2. Utilities for an approved shelter facility.

- a. Electric, trash removal, and water and sewer costs to operate shelter facility.
- 3. Food preparation by the Shelter for participants.
- 4. Cost to maintain the Shelter physical facilities including minor repairs and servicing of appliances and equipment.
- 5. Insurance costs for the Shelter facilities.
- 6. HUD Environmental Review
  - a. Required environmental review of project will be conducted before project can begin.
- 7. Maintain documentation on all households served in compliance with 24 CFR 576.500 and as described herein.
  - a. Provide quarterly reports on meeting an ESG objective.
  - b. Provide Environmental Review Assessment.
  - c. Submit invoices to CHS for environmental, if applicable.
- 8. ESG Documentation Requirements for full compliance with these policies and procedures and the ESG program as described herein similar to those for homelessness prevention and rapid re-housing, including but not limited to evaluation and reevaluation of cases, income qualification, documentation of eligible expenditures, termination documentation for any cases, documentation of coordination with other available services, evidence of confidentiality of case files, tracking and expenditure of program income, evidence of security lien on the facility requiring the ESG assisted facility to operate as a shelter for the homeless for a minimum of three (3) years, documenting minimum habitability standards and documentation of coordination with the Continuum of Care.

Activities carried out with ESG funds will contribute to a program designed to be the first step in a continuum of assistance to enable homeless individuals and families to move toward independent living as well as prevent homelessness, as defined in 24 CFR Part 576 (Subpart B Eligible Activities 576.21).

### 11.2 ESG Conditions

A Subrecipient operator of an eligible emergency shelter is responsible for full compliance with these policies and procedures, the Subrecipient Agreement and all other regulatory requirements, as they may be amended from time to time. In summary;

- 1. A Subrecipient must deliver to the City for approval a detailed program schedule for the completion of key milestones for the program, including the environmental review.
- 2. A Subrecipient must have the environmental requirement cleared by the City prior to the incurrence of costs on activities that would limit the choice of reasonable alternatives.
- 3. Payment for eligible shelter activities outlined in the agreement shall be by reimbursement and shall be based upon submittal of appropriate forms and documentation, as governed by the Subrecipient Agreement.
- 4. The following resolutions and policies must be adopted by a Subrecipient's governing body prior to the distribution of ESG funds.

- a. Affirmative Fair Housing Policy
- b. Affirmative Fair Housing Marketing Plan
- c. Procurement Policy, including Code of Conduct
- d. Affirmative Action Plan
- e. Conflict of Interest Policy
- f. Equal Opportunity Policy
- g. Residential Anti-displacement and Relocation Policy
- h. Sexual Harassment Policy
- i. Procedures for meeting the requirements set forth in Section 3 of the Housing and Urban Development Act of 1968, as amended (12 U.S.C. 794 1 u)
- J. Procedures for meeting the requirements set forth in Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. 794)

### 11.3 Additional Conditions and Compensation

In the event of curtailment or non-production of ESG funds, the financial sources necessary to continue to pay the Subrecipient all or any portions of the awarded funds will not be available.

### 11.4 General Conditions

General Compliance: a Subrecipient shall comply with the requirements of Title 24 of the Code of Federal Regulations, Part 576, the U.S. Housing and Urban Development regulations concerning HEARTH Act. A SSO also agrees to comply with all other applicable Federal,

state and local laws, regulations, and policies governing the funds provided under this contract. These include, but are not limited to Section 3 requirements, HUD environmental requirements, minority and women hiring goals, Equal Employment Opportunity, Civil Rights, Fair Housing, Americans with Disabilities, Uniform Administrative and Financial requirements, Lead Based Paint Requirements, Historic Preservation, Drug Free Workplace, Audit requirements, Uniform Relocation Act. Records Retention, Public Records, Procurement requirements and Conflicts of Interests. A Subrecipient also agrees to utilize ESG funds to supplement rather than supplant funds otherwise available.

### 11.5 Administrative Requirements

#### 1. Examination of Records

Subrecipients shall maintain sufficient records in accordance with 24 CFR 576.500 to determine compliance with the requirements of the Subrecipient Agreement, the ESG Program and all other applicable laws and regulations. Upon completion of all work contemplated under the Subrecipient Agreement copies of all documents and records relating to this Agreement shall be surrendered to the City, if requested. In any event, the Subrecipient shall keep all documents and records in an orderly fashion, in a readily accessible, permanent and secured location for five (5) years. This documentation shall include, but not be limited to, the following documentation and recordkeeping:

- a. A Subrecipient shall maintain all records by the Federal regulation specified in 24 CFR 576.500
- b. A Subrecipient shall keep and maintain public records that ordinarily and necessarily would be required by the City.
- c. All reports, plans, surveys, information, documents, maps, books, records and other data procedures developed, prepared, assembled, or completed by a Subrecipient for the purpose of the Subrecipient Agreement
- d. Client data demonstrating client eligibility for services provided following confidentiality as required by 24 CFR 576.500(x)
- e. Documentation showing that ESG grant funds were spent on allowable costs in accordance with the requirements for eligible activities under 24 CFR 576.101 through 576.109 and the cost principles in OMB Circulars A-87 (24 CFR Part 225) and A-122 (2 CFR Part 230).
- f. Documentation supporting adherence to the accounting principles and procedures required therein, utilize adequate internal controls and maintain necessary source documentation for all costs incurred
- g. A Subrecipient must develop and implement written procedures for confidentiality to ensure:
  - i. All records containing personally identifying information (as defined in HUD's standards for participation, data collection, and reporting in a local HMIS) of any individual or family who applies for and/or receives ESG assistance will be kept secure and confidential;
  - ii. The address or location of any domestic violence, dating violence, sexual assault, or stalking shelter project assisted under the ESG will not be made public, except with written authorization of the person responsible for the operation of the shelter; and
  - iii. The address or location of any housing of a program participant will not be made public, except as provided under a pre-existing privacy policy of a Subrecipient and consistent with state and local laws regarding privacy and obligations of confidentiality; and
  - iv. The confidentiality procedures of the Subrecipient must be in writing and must be maintained in accordance with 24 CFR 576.500(x).
  - v. Disclosure –Subrecipients should understand that client information collected under the Subrecipient Agreement is private and the use or disclosure of such information, when not directly connected with the administration of the City or Subrecipient's responsibilities with respect to services provided under this Agreement, is prohibited by applicable State or Federal law unless written consent is obtained from such person receiving service and, in the case of a minor, that of a responsible parent/guardian. The Subrecipient's written procedures shall ensure confidentiality of records pertaining to the provision of family violence prevention or treatment services with assistance as required by 24 CFR 576.500(x) as set forth in 42 U.S.C. 11375(c)(5).

### 11.6 Reports and Evaluation (Monitoring)

1. Shelter Subrecipient reimbursements shall be contingent on the timely receipt of complete and accurate reports required in the Subrecipient Agreement, and on the resolution of monitoring findings identified pursuant to the Agreement as deemed necessary by the City or designee.
2. Subrecipients shall submit quarterly progress reports based on Universal Data Elements collected at the time of assessment. As a minimum:
  - a. The City shall receive the reports electronically on the 30<sup>th</sup> day of October, January, April and July respectively for the prior quarter period end.
  - b. As part of the report submitted in July of each year or the at the end of the subrecipient agreement, a Subrecipient shall include, a comprehensive final report covering the agreed-upon Program objectives, activities and expenditures and including, but not limited to, performance data on client feedback with respect to the goals and objectives set forth in the Subrecipient Agreement on City approved forms provided to the Subrecipient.
  - c. Other reporting requirements may be required by the City or its designee in the event of Program changes; the need for additional information or documentation arises; and/or legislative amendments are enacted.
  - d. Reports and/or requested documentation not received by the due date shall be considered delinquent and may be cause for default and termination of Subrecipient Agreement.
3. Subrecipients must participate in a HMIS at least on a quarterly basis. If a Subrecipient is a victim service provider, it may use a comparable database that collects client-level data over time and generates unduplicated aggregate reports based on the data.
  - a. A victim service provider means a private nonprofit organization whose primary mission is to provide services to victims of domestic violence, dating violence, sexual assault or stalking. This term includes rape crisis centers, battered women's shelters, domestic violence transitional housing programs and other programs.
4. Subrecipients shall submit an annual audit monitoring report to the City no later than 180 days after the Subrecipient's fiscal year end.
5. The City will carry out no less than one (1) annual desk top or on-site monitoring visit and evaluation activities as determined necessary.
  - a. At the City's discretion, a desk top review of the activities may be conducted in lieu of an on-site visit.
  - b. The continuation of a Subrecipient Agreement is dependent upon satisfactory evaluations.
  - c. Subrecipients shall, upon the request of the City, submit information and status reports required by the City or HUD to enable the City to evaluate said progress and to allow for completion of reports required.
  - d. Subrecipients shall allow the City or HUD to monitor the Subrecipient on site. Such site visits may be scheduled or unscheduled as determined by the City or HUD.

### 11.7 Emergency Shelters

1. Any emergency shelter that receives assistance for shelter operations must also meet minimum safety, sanitation and privacy standards as required by 24 CFR 576.403(b). Any ESG funded shelter facilities shall be subject to annual inspection by the City for minimum habitability standards with seventy-two (72) hour notice by the City, in writing.

a. Any building for which Emergency Solutions Grant (ESG) funds are used for conversion, major rehabilitation, or other renovations, must meet state or local government safety and sanitation standards, as applicable, and the following minimum safety, sanitation and privacy standards. Any emergency shelter that receives assistance for shelter operations must also meet the following minimum safety, sanitation and privacy standards. The City may also establish standards that exceed or add to these minimum standards:

- i. Structure and materials. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances.
- ii. Access. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8; the Fair Housing Act (42 U.S.C. 360, et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131, et. Seq.) and 28 CFR part 35; where applicable.
- iii. Space and security. Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
- v. Interior air quality. Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
- vi. Water supply. The shelter's water supply must be free of contamination.
- vii. Sanitary facilities. Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste.
- viii. Thermal environment. The shelter must have any necessary heating/cooling facilities in proper operating condition.
- ix. Illumination and electricity. The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.
- x. Food preparation. Food preparation areas, if any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
- xi. Sanitary conditions. The shelter must be maintained in a sanitary condition.
- xii. Fire safety. There must be at least one (1) working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located



near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

### 11.8 Permanent Housing

1. Assistance for program participants to remain or move into housing must meet the minimum habitability standards provided in 24 CFR 576.403(c) and all applicable state and local housing codes, licensing requirements and any other requirements in the jurisdiction in which the housing is located regarding the condition of the structure and the operation of the housing.

a. ESG funds cannot be used to help a program participant remain or move into housing that does not meet the minimum habitability standards provided in this paragraph. The County may also establish standards that exceed or add to these minimum standards:

- i. Structure and materials. The shelter building must be structurally sound to protect residents from the elements and not pose any threat to health and safety of the residents. Any renovation (including major rehabilitation and conversion) carried out with ESG assistance must use Energy Star and Water Sense products and appliances.
- ii. Access. The shelter must be accessible in accordance with Section 504 of the Rehabilitation Act (29 U.S.C. 794) and implementing regulations at 24 CFR Part 8; the Fair Housing Act (42 U.S.C. 360, et seq.) and implementing regulations at 24 CFR part 100; and Title II of the Americans with Disabilities Act (42 U.S.C. 12131, et. Seq.) and 28 CFR part 35; where applicable.
- iii. Space and security. Except where the shelter is intended for day use only, the shelter must provide each program participant in the shelter with an acceptable place to sleep and adequate space and security for themselves and their belongings.
- iv. Interior air quality. Each room or space within the shelter must have a natural or mechanical means of ventilation. The interior air must be free of pollutants at a level that might threaten or harm the health of residents.
- v. Water supply. The shelter's water supply must be free of contamination.
- vi. Sanitary facilities. Each program participant in the shelter must have access to sanitary facilities that are in proper operating condition, are private and are adequate for personal cleanliness and the disposal of human waste.
- vii. Thermal environment. The shelter must have any necessary heating/cooling facilities in proper operating condition.
- viii. Illumination and electricity. The shelter must have adequate natural or artificial illumination to permit normal indoor activities and support health and safety. There must be sufficient electrical sources to permit the safe use of electrical appliances in the shelter.

- ix. Food preparation. Food preparation areas, if any, must contain suitable space and equipment to store, prepare and serve food in a safe and sanitary manner.
- x. Sanitary conditions. The shelter must be maintained in a sanitary condition.
- xi. Fire safety. There must be at least one (1) working smoke detector in each occupied unit of the shelter. Where possible, smoke detectors must be located near sleeping areas. The fire alarm system must be designed for hearing-impaired residents. All public areas of the shelter must have at least one working smoke detector. There must also be a second means of exiting the building in the event of fire or other emergency.

## 12. Coordination with Continuum of Care and Other Programs

1. The City must document its compliance with the requirements of 24 CFR 576.400 for consulting with the Continuum of Care and coordinating and integrating ESG assistance with programs targeted toward homeless people and mainstream service and assistance programs.

- a. Consultation with the Continuum of Care. The City must consult with the Continuum of Care to determine how to allocate ESG funds each program year; developing the performance standards for, and evaluating the outcomes of, projects and activities assisted by ESG funds; and developing funding, policies, and procedures for the administration and operation of the HMIS. 24 CFR 576.400(a)
- b. Coordination with other targeted homeless services. The City and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with other programs targeted to homeless people in the area covered by the Continuum of Care or area over which the services are coordinated to provide a strategic, community-wide system to prevent and end homelessness for that area. These programs may coordinate with those programs that are offered in the City:
  - i. Shelter Plus Care Program (24 CFR part 582);
  - ii. Supportive Housing Program (24 CFR part 583);
  - iii. Section 8 Moderate Rehabilitation Program for Single Room Occupancy Program for Homeless Individuals (24 CFR part 882);
  - iv. HUD—Veterans Affairs Supportive Housing (HUD-VASH) (division K, title II, Consolidated Appropriations Act, 2008, Pub. L. 110-161 (2007), 73 FR 25026 (May 6, 2008)); as available
  - v. Education for Homeless Children and Youth Grants for State and Local Activities (title VII-B of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11431 et seq. ));
  - vi. Grants for the Benefit of Homeless Individuals (section 506 of the Public Health Services Act (42 U.S.C. 290aa-5);
  - vii. Healthcare for the Homeless (42 CFR part 51c);
  - viii. Programs for Runaway and Homeless Youth (Runaway and Homeless Youth Act (42 U.S.C. 5701 et seq.));



- ix. Projects for Assistance in Transition from Homelessness (part C of title V of the Public Health Service Act (42 U.S.C. 290cc-21 et seq.));
  - x. Services in Supportive Housing Grants (section 520A of the Public Health Service Act);
  - xi. Emergency Food and Shelter Program (title III of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11331 et seq.));
  - xii. Transitional Housing Assistance Grants for Victims of Sexual Assault, Domestic Violence, Dating Violence, and Stalking Program (section 40299 of the Violent Crime Control and Law Enforcement Act (42 U.S.C. 13975));
  - xiii. Homeless Veterans Reintegration Program (section 5(a)(1)) of the Homeless Veterans Comprehensive Assistance Act (38 U.S.C. 2021);
  - xiv. Domiciliary Care for Homeless Veterans Program (38 U.S.C. 2043);
  - xv. VA Homeless Providers Grant and Per Diem Program (38 CFR part 61);
  - xvi. Health Care for Homeless Veterans Program (38 U.S.C. 2031);
  - xvii. Homeless Veterans Dental Program (38 U.S.C. 2062);
  - xviii. Supportive Services for Veteran Families Program (38 CFR part 62); and
  - xix. Veteran Justice Outreach Initiative (38 U.S.C. 2031).
- c. System and program coordination with mainstream resources. The City and its subrecipients must coordinate and integrate, to the maximum extent practicable, ESG-funded activities with mainstream housing, health, social services, employment, education, and youth programs for which families and individuals at risk of homelessness and homeless individuals and families may be eligible. Examples of these programs include:
- i. Public housing programs assisted under section 9 of the U.S. Housing Act of 1937 (42 U.S.C. 1437g) (24 CFR parts 905, 968, and 990);
  - ii. Housing programs receiving tenant-based or project-based assistance under section 8 of the U.S. Housing Act of 1937 (42 U.S.C. 1437f) (respectively 24 CFR parts 982 and 983);
  - iii. Supportive Housing for Persons with Disabilities (Section 811) (24 CFR part 891);
  - iv. HOME Investment Partnerships Program (24 CFR part 92);
  - v. Temporary Assistance for Needy Families (TANF) (45 CFR parts 260-265);
  - vi. Health Center Program (42 CFR part 51c);
  - vii. State Children's Health Insurance Program (42 CFR part 457);
  - viii. Head Start (45 CFR chapter XIII, subchapter B);
  - ix. Mental Health and Substance Abuse Block Grants (45 CFR part 96); and
  - x. Services funded under the Workforce Investment Act (29 U.S.C. 2801 et seq.)
- d. Centralized or coordinated assessment. Once the Continuum of Care has developed a centralized assessment system or a coordinated assessment system in accordance with requirements to be established by HUD, each ESG-funded program or project within the Continuum of Care's area must use that assessment system. The City and its subrecipients must work with the Continuum of Care to ensure the screening, assessment and referral of program participants are consistent with the

written standards required by paragraph (e) of this section. A victim service provider may choose not to use the Continuum of Care's centralized or coordinated assessment system.

- f. **Participation in HMIS.** The City must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If a subrecipient is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (i.e., longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.
3. **Homeless Participation**  
The City must document its compliance with the homeless participation requirements under 24 CFR 576.405(c).
  4. **Centralized or Coordinated Assessment Systems and Procedures**  
The City and its subrecipients must keep documentation evidencing the use of and written intake procedures for the centralized or coordinated assessment system(s) developed by the Continuum of Care in accordance with the requirements established by HUD and identified in 24 CFR 576.500(g).
  5. **Conditions for Religious Organizations**  
Subrecipients must document their compliance with the faith-based activities requirements under 24 CFR 576.406 and will not utilize ESG funds for inherently religious activities prohibited in the federal statute, such as worship, religious instruction or proselytization.

### 13. Written Standards

1. The City and ESG subrecipients must have written standards for providing ESG assistance and must consistently apply those standards for all program participants. The City shall describe these standards in its consolidated plan and in the ESG policies and procedures. ESG Subrecipients policies and procedures must mirror or exceed City requirements. At a minimum these written standards must include:
  - a. Standard policies and procedures for evaluating individuals' and families' eligibility for assistance under ESG;
  - b. Standards for targeting and providing essential services related to street outreach;
  - c. Policies and procedures for admission, diversion, referral, and discharge by emergency shelters assisted under ESG, including standards regarding length of stay, if any, and safeguards to meet the safety and shelter needs of special populations, e.g., victims of domestic violence, dating violence, sexual assault, and stalking; and individuals and families who have the highest barriers to housing and are likely to be homeless the longest;

- d. Policies and procedures for assessing, prioritizing, and reassessing individuals' and families' needs for essential services related to emergency shelter;
- e. Policies and procedures for coordination among emergency shelter providers, essential services providers, homelessness prevention, and rapid re-housing assistance providers; other homeless assistance providers; and mainstream service and housing providers (see §576.400(b) and (c) for a list of programs with which ESG-funded activities must be coordinated and integrated to the maximum extent practicable);
- f. Policies and procedures for determining and prioritizing which eligible families and individuals will receive homelessness prevention assistance and which eligible families and individuals will receive rapid re-housing assistance;
- g. Standards for determining what percentage or amount of rent and utilities costs each program participant must pay while receiving homelessness prevention or rapid re-housing assistance;
- h. Standards for determining how long a particular program participant will be provided with rental assistance and whether and how the amount of that assistance will be adjusted over time; and
- i. Standards for determining the type, amount, and duration of housing stabilization and/or relocation services to provide to a program participant, including the limits, if any, on the homelessness prevention or rapid rehousing assistance that each program participant may receive, such as the maximum amount of assistance, maximum number of months the program participant receive assistance; or the maximum number of times the program participant may receive assistance.

Table 1 - Sources of Funds FF2019

Activity	Source(s)	Amount
<b><u>PUBLIC FACILITY IMPROVEMENTS</u></b>		
<b><u>Parks and Public/Recreational Facilities</u></b>		
Park Renovations	DPW	\$50,000.00
	Bond	\$500,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	\$550,000.00
Park Improvements including Large Common Match	CDBG	\$180,000.00
	STATE	\$400,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	\$500,000.00
<b><u>INFRASTRUCTURE IMPROVEMENTS</u></b>		
Shade Tree Development	CDBG	\$ .00
	State	\$25,000.00
Street Improvements/Sidewalk Replacement	CDBG	\$ .00
	DPW/State	\$5,934,439.00
Combined Sewer Overflow	State Revolving Fund, Bonds	\$710,000.00
Water System Improvements	Municipal General Revenue, Bonds	\$1,225,000.00
Wastewater System	Municipal General Revenue, Bonds	\$4,675,000.00
Renewal and Replacement	Municipal General Revenue, Bonds	\$793,726.00
Misc. Capital Improvements	Municipal General Revenue, Bonds	\$985,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	\$14,323,165.00
<b><u>PUBLIC SERVICES</u></b>		
<b><u>Senior Services</u></b>		
Senior Center	CDBG	\$12,293.95
	Commonwealth of Mass. Formula Grant	\$173,832.00
	City of Lynn- COA department budget	\$171,500.00
	Trip Income	\$8,004.00
	Donations	\$1,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	\$354,336.00
Meals on Wheels	CDBG	\$18,851.80
	Federal Grant	\$183,228.00
	NSIP	\$19,485.00
	Sponsor Income	\$21,600.00
	Department of Agriculture	\$4,500.00
	Program Income	\$966,288.00
	Donations	\$65,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	\$1,260,074.00
Senior Action Center	CDBG	\$500.00
	Spine Mudge Grant	\$1,000.00
	Fundraising	\$1,300.00
	Globo computer center	\$1,600.00
	Greater Lynn Senior Service	\$1,100.00
	<b>Total Non-CDBG/ESG Funds:</b>	\$5,000.00

Table 1 - Sources of Funds FF2019

<b>Youth Services</b>		
Youth Assistance	<b>CDBG</b>	<b>\$40,000.00</b>
Curwin Circle Youth	<b>CDBG</b>	<b>\$3,073.25</b>
	CDBG Youth Assistance	\$1,756.00
	Current LHAND operating budget	\$21,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$22,756.00</b>
The REAL Program	<b>CDBG</b>	<b>\$500.00</b>
	Kelly's Roast Beef	\$2,500.00
	REAL Block party	\$1,000.00
	REAL Family Shares for Before Home	\$5,500.00
	Breckinridge	\$40,000.00
	ESL/GED classes	\$15,000.00
	St. John's Episcopal Church	\$2,000.00
	Promise the Children	\$13,000.00
	Donors, sustainers, fundraisers	\$119,300.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$198,300.00</b>
Raw Art Works	<b>CDBG</b>	<b>\$2,490.00</b>
	The Clowes Fund	\$8,000.00
	Ory Charitable Trust	\$2,000.00
	Cummings Foundation	\$8,000.00
	Unrestricted contributions/individuals	\$2,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$20,000.00</b>
Community Minority Cultural Center	<b>CDBG</b>	<b>\$30,736.30</b>
	Black History Month Activity	\$900.00
	MLK Fundraiser	\$5,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$5,900.00</b>
PPAL/Friday Family Support Group	<b>CDBG</b>	<b>\$1,812.00</b>
	CFFS/JRI	\$3,000.00
	General donations	\$500.00
	Savers fundraiser	\$700.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$4,200.00</b>
LYSOA, Inc.	<b>CDBG</b>	<b>\$3,712.00</b>
	Amelia Peabody Foundation	\$7,000.00
	Individuals	\$1,000.00
	LYSOA Events	\$750.00
	Lenny Zakim Foundation	\$5,000.00
	Other Private Foundations	\$313.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$14,063.00</b>
College Application Education Project, Inc.	<b>CDBG</b>	<b>\$3,196.75</b>
	CDBG Youth Assistance	\$600.00
	General Electric	\$5,000.00
	Unitarin	\$3,000.00
	Individual	\$7,000.00

Table 1 - Sources of Funds FF2019

	St. Jean's Credit Union	\$5,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$20,000.00</b>
Building Bridges Through Music	<b>CDBG</b>	<b>\$1,881.00</b>
	CDBG Youth Assistance	\$1,200.00
	Amelia Peabody Foundation	\$45,000.00
	Lenny Zakim Foundation	\$10,000.00
	EEC Voucher Program	\$55,380.00
	Mass DOE ASOST Program	\$15,000.00
	Individuals	\$3,000.00
	Program Fees (Private Pay)	\$5,933.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$134,313.00</b>
<b>Employment Training</b>		
Summer Youth Employment	<b>CDBG</b>	<b>\$75,000.00</b>
	State Youth Grant (Mass Hire)	\$227,421.60
	Private Sector	\$55,418.67
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$282,840.27</b>
Pathways Adult Education & Training	<b>CDBG</b>	<b>\$2,000.00</b>
	Mass Dept. of Elementary & Secondary Education	\$909,000.00
	Foundations	\$73,500.00
	Fundraising	\$30,000.00
	Other revenue	\$21,700.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$1,034,200.00</b>
Catholic Charities Education Center	<b>CDBG</b>	<b>\$5,634.45</b>
	DTA Support of Education & Parenting Skills Center	\$108,780.00
	NorthShore Workforce Investment Board Support of Youthworks	\$185,000.00
	DTA Support of Careerworks	\$91,760.00
	CCN fundraising and grant support of ESOL	\$50,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$435,540.00</b>
New American Association of Massachusetts	<b>CDBG</b>	<b>\$4,750.00</b>
	Office of Refugees & Immigrants: Comprehensive Employment	\$20,000.00
	Office of Refugees & Immigrants: ESSP Grant (Job Development)	\$15,000.00
	Office of Refugees & Immigrants: Social Adjustment Services	\$11,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$46,000.00</b>
Wellspring House/MediClerk	<b>CDBG</b>	<b>\$2,049.12</b>
	Salem CDBG	\$4,000.00
	United Way of MA Bay & The Merrimack Valley	\$11,500.00
	J. Jill Compassion Fund	\$35,000.00
	Charles Sanders Trust	\$10,000.00
	Peoples United Community Foundation	\$7,500.00
	Edwin S. Webster Foundation	\$15,000.00
	East Boston Savings Bank	\$5,000.00
	Agnes Lindsay Trust	\$2,500.00
	Mifflin Memorial Fund	\$15,000.00

Table 1 - Sources of Funds FF2019

	Cell Signaling Technologies	\$2,500.00
	North Shore Medical Center	\$18,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$65,034.00</b>
<b>Crime Awareness</b>		
Community Policing Initiative	<b>CDBG</b>	<b>\$30,000.00</b>
State Emergency Telecommunications Board	State	\$596,887.00
Justice Assistance Grant	Federal	\$69,180.00
Shannon Grant	State	\$52,000.00
COPS Office Retention Grant	Federal	\$250,000.00
Municipal Staffing Grant	State	\$102,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$1,070,067.00</b>
<b>Health Services</b>		
Healing Abuse Working for Change (HAWC)	<b>CDBG</b>	<b>\$2,458.60</b>
	Dept. of Public Health	\$40,000.00
	Foundations/Corporations to submit	\$50,000.00
	Charles Sanders Fund	\$3,000.00
	Frederick Weber Charities	\$2,000.00
	Rogers Family Foundation	\$10,000.00
	SAFEPLAN	\$25,000.00
	Annual Walk for HAWC	\$35,000.00
	Foundation M	\$5,000.00
	Victims of Crime Act (VOCA)	\$20,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$190,000.00</b>
<b>Other Public Service Needs</b>		
Lynn Shelter Association/Multi-Service Center Security Asst.	<b>ESG</b>	<b>\$50,000.00</b>
Lynn Shelter Association/ Extended Day Program	<b>ESG</b>	<b>\$20,000.00</b>
	Cummings Foundation	\$10,000.00
	Private Fundraising	\$12,561.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$22,561.00</b>
Multi-Service Center	<b>ESG</b>	<b>\$16,963.00</b>
	<b>Total Non-CDBG/ESG Funds:</b>	<b>Rental Income \$115,757.00</b>
Downtown Lynn Community Arts	<b>CDBG</b>	<b>\$20,000.00</b>
	EDIC	\$14,900.00
	LHAND	\$5,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$19,900.00</b>
Lynn Community Connections Coalition	<b>CDBG</b>	<b>\$4,098.30</b>
	DCF – Family Safe Stabilization Act	\$125,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$125,000.00</b>
Rental Assistance	<b>ESG</b>	<b>\$89,900.00</b>
Community Movie Program	<b>CDBG</b>	<b>\$20,000.00</b>
Beyond Walls	<b>CDBG</b>	<b>\$4,000.00</b>
	Corporate Grants & Contributions	\$10,500.00

Table 1 - Sources of Funds FF2019

	Foundation Grants	\$50,000.00
	Government Grants & Contributions	\$40,000.00
	Individual Contributions	\$10,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$110,500.00</b>
Street Beautification Program	<b>CDBG</b>	<b>\$10,000.00</b>
The Highlands Coalition	<b>CDBG</b>	<b>\$1,282.50</b>
	CDBG Youth Assistance	\$600.00
	Unitarian-Universalist Church of Greater Lynn	\$3,000.00
	Essex County Historic Commission (applied)	\$2,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$5,000.00</b>
The Haven Project - Drop-In Center for Homeless Young Adults	<b>ESG</b>	<b>\$20,000.00</b>
	Winning Home	\$7,500.00
	Bank of America	\$5,000.00
	Moseley Foundation	\$18,000.00
	Bennett Foundation	\$4,000.00
	Van Otterloo Foundation	\$25,000.00
	East Boston Savings Bank	\$3,000.00
	McGuillacuddy Foundation	\$6,500.00
	Moses Kimball	\$2,000.00
	McCarthy Foundation	\$7,500.00
	Community fundraisers	\$25,000.00
	Amelia Peabody Foundation	\$35,000.00
	Ludcke Foundation	\$25,000.00
	Babson	\$4,000.00
	People's United Bank	\$2,500.00
	Other grant funding	\$54,738.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$224,738.00</b>
The Brickyard Collaborative, Inc.	<b>CDBG</b>	<b>\$4,750.00</b>
	MassDevelopment Collaborative Workspace Grant	\$2,200.00
	Membership and Workshop Revenue	\$5,000.00
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$7,200.00</b>
<b><u>ECONOMIC DEVELOPMENT ACTIVITIES</u></b>		
Economic Development Support & Assistance	<b>CDBG</b>	<b>\$16,800.00</b>
Lynn SBAC	<b>CDBG</b>	<b>\$32,000.00</b>
LMFC Loan Fund	<b>CDBG Program Income</b>	<b>\$350,000.00</b>
Commercial Façade Program	<b>CDBG</b>	<b>\$25,000.00</b>
Infrastructure Development	<b>CDBG</b>	<b>\$486,185.98</b>
SBA Technical Assistance	<b>SBA</b>	<b>\$94,600.00</b>
	<b>Total Non-CDBG/ESG Funds:</b>	<b>\$94,600.00</b>



## EXHIBIT A

### RESALE / RECAPTURE GUIDELINES

The HOME Period of Affordability will be enforced through Resale or Recapture provisions as follows:

#### Subrecipients:

The sub recipient, Lynn Housing Authority & Neighborhood Development, has selected the Recapture Provision for the First time Down Payment Assistance Program and the Rehab program (a direct subsidy must be shown) and shall use the Resale Provision on homebuyer units newly constructed with HOME funds by itself or another nonprofit or CHDO. If the HOME assistance is a grant to the nonprofit or CHDO the Resale approach must be used.

All homebuyers in the project must be in the same category, i.e. the subrecipient cannot mix recapture and resale provisions within the same project.

For both Resale and Recapture, the new purchaser must be low or moderate income, meeting the HOME Program definition, and occupy the property as the family's principal residence during the entire period of affordability.

Recapture provisions will be enforced through an upfront agreement with the homebuyer, a recorded Mortgage and a Covenant.

Resale (rather than recapture) of HOME funds is the preferred method to be used for the HOME development subsidies to maintain long-term affordability. This allows the affected housing unit to be purchased by another low or moderate income-eligible buyer rather than recapturing HOME funds and being sold to person who is above the HOME income guidelines. Resale provisions will be enforced through an upfront agreement with the developer – Affordable Housing Restriction and a subsequent Deed Rider to the homebuyer.

It is the sub recipients responsibility, to find another low-income buyer if the initial homeowner does not continue to occupy the home during the Period of Affordability. This may be accomplished by working with real estate agents, maintaining a waiting list, and through affirmative marketing and advertisement.

The subrecipient shall work with the homeowner to avoid foreclosure, if at all possible.

Recapture – To be used with Development Grants to Nonprofits or CHDO's

[1]

- An upfront agreement between the original homebuyer and the City must be signed prior to purchase. This must state the amount of HOME direct subsidy and the Period of Affordability. See Chart Below

If the total HOME investment (resale) or direct subsidy (recapture) in the unit is	The period of Affordability
Under \$15,000	5 years
Between \$15,000 and \$40,000	10 years
Over \$40,000	15 years
New Construction	20 years

- The new purchaser must be low or moderate income, meeting the HOME Program definition, and occupy the property as the family's principal residence during the entire period of affordability.
- A Mortgage, Covenant and Promissory Note must be executed and recorded by the Subrecipient on behalf of the City. It must include the number of years for Period of Affordability, the amount of direct HOME subsidy it used for the Homebuyer, and the terms of occupancy required as their principal residence. It shall also include the amount of HOME funds that shall be forgiven each year the homebuyer is in compliance with the terms of said agreements and recorded documents.
- The HOME direct subsidy awarded to the homebuyer is the only amount subject to recapture.
- The Recapture is triggered in the event that the house is sold or occupied by other than the new purchaser during the period of affordability. Non-compliance with the residency requirement will require the immediate payback of outstanding HOME funds not forgiven.
- Pre-payment of the HOME Investment loan does not terminate the Period of Affordability. The owner will be required to complete the Period of Affordability as their principal residence. The exception to this is the sale of the residence or foreclosure.
- The Recapture amount shall be forgiven on a pro-rated basis based on the period of affordability, times the number of each remaining (partial and full) years left in that period.
- The City will collect the HOME Investment due when the house is sold or goes into foreclosure which shall be limited by the net proceeds available (if any). The net-proceeds of a sale are the sales price minus the non-home loan repayments and closing costs.

Resale – To be used with Direct Grant to Homebuyers

- An upfront agreement between the developer and the City must be signed prior to use of HOME funds. This must state the amount of the HOME development subsidy, the Period of Affordability, and restrictions and guidelines on the subsequent buyer.

[2]

If the total HOME investment (resale) or direct subsidy (recapture) in the unit is	The period of Affordability
Under \$15,000	5 years
Between \$15,000 and \$40,000	10 years
Over \$40,000	15 years
New Construction	20 years

- An upfront agreement between the original homebuyer and the City must be signed prior to purchase. This must state the amount of HOME subsidy, the Period of Affordability, and state the Fair Return equity sharing provision. A capital improvement list shall be attached.
- The new homebuyer must be low or moderate income, meeting the HOME Program definition, and occupy the property as the family's principal residence during the entire period of affordability.
- A Deed Restriction running with the land, Affordable Housing Restriction and Promissory Note must be executed and recorded by the Subrecipient on behalf of the City. It must include the number of years for Period of Affordability, the amount of HOME subsidy it used for the Homebuyer, the terms of occupancy required as their principal residence, and the restriction of the property's sale to only HOME income-eligible buyers during the Period of Affordability.
- A capital improvement list shall be included with the up-front agreement. Prior to any capital improvements being made during the Period of Affordability, the owner shall submit plans and specifications for approval as a capital cost. Capital improvements made without approval will not be credited within the Fair Return calculation.
- The Resale is triggered in the event that the house is sold or occupied by other than the new purchaser during the period of affordability. Non-compliance with the residency requirement will require the immediate payback of HOME funds invested into the property unless the house is sold.
- **Restriction; Maximum Resale Price.** With the exception of the Developer, the Owner's interest in a Low Income Unit or any portion thereof shall not be sold, conveyed, transferred or otherwise disposed of for consideration in excess of the Maximum Resale Price as defined below. Consideration shall include the aggregate value of all money, property and services of every kind given or paid by the buyer to or for the benefit of the Owner in connection with the transfer of the Low Income Unit, including any

[3]

consideration paid for any other real property or personal property conveyed by the Owner to the buyer. The seller shall receive a fair return on his investment.

The "Maximum Resale Price" for a Low Income Unit as of a given date shall be the sum of:

- (a) the consideration paid for the Low Income Unit as specified in the deed to the Owner increased five percent (5%) per annum, compounded annually;
- (b) plus the actual cost of other improvements made to the Low Income Unit by the Owner from time to time subject to the limitation that credit for such capital improvements shall not exceed one percent (1%) per year of the consideration paid for the Low Income Unit by the Owner;
- (c) plus the amount actually incurred by the Owner for the services of a real estate agent, up to an amount not greater than six percent (6%) of the sum of (a) plus (b) and provided that such expense is documented (the "Broker's Commission").

The cost of improvements shall be included in the Maximum Resale Price only if, (i) the improvements are considered to be "capital" improvements within the definition of the United States Internal Revenue Code of 1986, as amended; (ii) the improvements complied with all pertinent statutes, ordinances and regulations at the time such improvements were made, and (iii) the cost of such improvements have been documented to the satisfaction of the City at the time of resale.

- Upon a Resale triggered during the Period of Affordability the subrecipient shall notify the City who shall 1) agree to the new sale price with consultation from the subrecipient and a written determination from a realtor or appraiser; 2) confirm the Fair Return calculation to the seller. 3) to review the income eligibility of the subsequent buyer; and 4) determine whether the subsequent homebuyer will continue the Period of Affordability in effect.
- Upon a Resale, if new HOME funds are provided to the subsequent buyer the Period of Affordability will be based upon HOME regulations. At that time the property may keep Resale provisions in effect or use Recapture provisions, as agreed upon by the subrecipient.
- Pre-payment of the HOME Investment loan does not terminate the Period of Affordability. The owner will be required to complete the Period of Affordability as their principal residence. The exception to this is the sale of the residence or foreclosure.
- The City will collect the HOME Investment due when the house is sold or goes into foreclosure which shall be limited by the net proceeds available (if any). The net-proceeds of a sale are the sales price minus the non-home loan repayments and closing costs.
- New HOME funds invested for the subsequent low-income homebuyer will extend the period of affordability according to HOME guidelines.

[4]

[5]

Grantee SF-424's and Certification(s)

OMB Number: 4040-0004  
Expiration Date: 12/31/2010

Application for Federal Assistance SF-424			
* 1. Type of Submission:		* 2. Type of Application:	
<input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		<input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	
		* If Revision, select appropriate letter(s): _____	
		* Other (Specify): _____	
* 3. Date Received:		4. Applicant Identifier:	
_____		Federal Fiscal Year 2019	
5a. Federal Entity Identifier:		5b. Federal Award Identifier:	
04-2573633		15-MC-25-0015	
State Use Only:			
6. Date Received by State:		7. State Application Identifier:	
_____		_____	
8. APPLICANT INFORMATION:			
* a. Legal Name: City of Lynn, Massachusetts			
* b. Employer/employer identification number (EIN/FEIN):		* c. Organizational OUNS:	
042-573-633		078525606000	
d. Address:			
* Street:	Lynn City Hall		
* Street2:	Room 311		
* City:	Lynn		
* County/Parish:	Mass		
* State:	MA: Massachusetts		
* Province:	_____		
* County:	USA: UNITED STATES		
* Zip/Postal Code:	01901-1019		
e. Organizational Unit:			
Department Name:		Division Name:	
Dept. of Community Development		_____	
f. Name and contact information of person to be contacted on matters involving this application:			
Prefix:	Mr.	* First Name:	James
Middle Name:	M.	_____	
* Last Name:	March		
Suffix:	_____		
Title:	Director		
Organizational Affiliation:			
_____			
* Telephone Number:	781-586-6770	* Fax Number:	781-477-7026
* Email:	jamesb@lynnma.gov		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type:	<input type="text" value="City or Township Government"/>
Type of Applicant 2: Select Applicant Type:	<input type="text"/>
Type of Applicant 3: Select Applicant Type:	<input type="text"/>
* Other (specify):	<input type="text"/>
* 10. Name of Federal Agency:	<input type="text" value="U.S. Department of Housing and Urban Development"/>
11. Catalog of Federal Domestic Assistance Number:	<input type="text" value="14-218"/>
CFDA Title:	<input type="text" value="Community Development Block Grant Entitlement"/>
* 12. Funding Opportunity Number:	<input type="text" value=""/>
* Title:	<input type="text" value="Title I of the National Affordable Housing Act"/>
13. Competition Identification Number:	<input type="text"/>
Title:	<input type="text"/>
14. Areas Affected by Project (Cities, Counties, States, etc.):	<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
* 15. Descriptive Title of Applicant's Project:	<input type="text" value="Comprehensive Revitalization Program using CDBG funds to support economic development initiatives, neighborhood housing and community facilities, as well as the delivery of public services."/>
Attach supporting documents as specified in agency instructions	<input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>



**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**  
 \* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**  
 \* a. Start Date:  \* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="2,475,000.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="50,000.00"/>
* g. TOTAL	<input type="text" value="2,925,000.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
 a. This application was made available to the State under the Executive Order 12372 Process for review on   
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
 Yes  No  
 If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.


**Authorized Representative:**

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative:  \* Date Signed:



ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4340-0068  
 Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (3348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4601 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1686-1688), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Control and Treatment Act of 1972 (P.L. 92-255), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of spousal abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1917 (42 U.S.C. §§290d-3 and 290d-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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 Prescribed by GMB Circular A-102

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(s) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11985; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions in State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1956, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§468a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1998 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 103(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

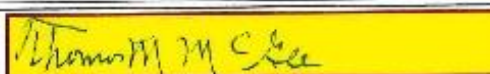
SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Lynn, Massachusetts	07/11/2018

SP-4240 (Rev. 7-97) Back

Application for Federal Assistance SF-424			
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision	
* 3. Date Received: <input type="text"/>		* If Revision, select appropriate item(s): <input type="text"/> * Other (Specify): <input type="text"/>	
4. Applicant Identifier: <input type="text"/> Federal Fiscal Year 2019			
5a. Federal Entity Identifier: <input type="text"/> 01-2573633		5b. Federal Award Identifier: <input type="text"/> B-19-NC-25-0265	
<b>State Use Only:</b>			
6. Date Received by State: <input type="text"/>		7. State Application Identifier: <input type="text"/>	
<b>B. APPLICANT INFORMATION:</b>			
* a. Legal Name: <input type="text"/> City of Lynn, Massachusetts			
* b. Employer/Employer Identification Number (EIN/TIN): <input type="text"/> 042-573-633		* c. Organizational DUNS: <input type="text"/> 0985256050000	
<b>d. Address:</b>			
* Street:	<input type="text"/> Lynn City Hall		
Street2:	<input type="text"/> Room 311		
* City:	<input type="text"/> Lynn		
County/Parish:	<input type="text"/> Essex		
* State:	<input type="text"/> MA: Massachusetts		
Province:	<input type="text"/>		
* Country:	<input type="text"/> USA: UNITED STATES		
* Zip / Postal Code:	<input type="text"/> 01901-2015		
<b>e. Organizational Unit:</b>			
Department Name: <input type="text"/> Dept. of Community Development		Division Name: <input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>			
Prefix:	<input type="text"/> Mr.	* First Name:	<input type="text"/> James
Middle Name:	<input type="text"/> J.		
* Last Name:	<input type="text"/> Ward		
Suffix:	<input type="text"/>		
Title:	<input type="text"/> Director		
Organizational Affiliation: <input type="text"/>			
* Telephone Number:	<input type="text"/> 991-566-6770	Fax Number:	<input type="text"/> 781-477-7025
* Email:	<input type="text"/> jward@lynnma.gov		

<b>Application for Federal Assistance SF-424</b>		
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/>		
Type of Applicant 2: Select Applicant Type: <input type="text"/>		
Type of Applicant 3: Select Applicant Type: <input type="text"/>		
* Other (specify): <input type="text"/>		
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>		
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-238"/> CFDA Title: <input type="text" value="HOME Investment Partnership"/>		
* 12. Funding Opportunity Number: <input style="background-color: yellow; color: black; text-align: center; font-weight: bold; font-size: 1.2em; padding: 5px; width: 100%;" type="text"/>		
* Title: <input type="text" value="Title II of the National Affordable Housing Act"/>		
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>		
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>		
* 15. Descriptive Title of Applicant's Project: <input type="text" value="The HOME Investment Partnership Program provides funds for housing and rehabilitation, homebuyer assistance, rental assistance and CDBG activities."/>		
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>		



Application for Federal Assistance SF-424	
<b>16. Congressional Districts Of:</b>	
* a. Applicant: <input type="text" value="Sixth"/>	* b. Program/Project: <input type="text" value="Sixth"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>17. Proposed Project:</b>	
* a. Start Date: <input type="text" value="07/01/2019"/>	* b. End Date: <input type="text" value="06/30/2020"/>
<b>18. Estimated Funding (\$):</b>	
* a. Federal	<input type="text" value="810,804.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="100,000.00"/>
* g. TOTAL	<input type="text" value="910,804.00"/>
<b>* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?</b> <input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> <input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review. <input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
<b>* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No If "Yes", provide explanation and attach <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
<b>21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)</b> <input checked="" type="checkbox"/> ** I ACRFE ** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.	
<b>Authorized Representative:</b>	
Prefix: Mr.	* First Name: Thomas
Middle Name: W.	
* Last Name: DeCee	
Suffix:	
* Title: Mayor	
* Telephone Number: 781-599-8079	* Fax Number: 781-599-8079
* Email: thomas.decee@lynne.org	
* Signature of Authorized Representative: 	* Date Signed: 7-11-19

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4740-0008  
Expiration Date: 02/28/2022

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personnel or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4723-4752) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1681f, 1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-205), as amended relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-618), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§525 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§260 dd-5 and 260 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply in the application.

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Revised Form 424D (Rev. 7-17)  
Prescribed by OMB Circular A-132

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. Those requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §279c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-353) regarding labor standards for federally-assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1965, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (Identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§459a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Lynn, Massachusetts	DATE SUBMITTED 07/21/2019

SF-424D (Rev. 7-87) Back

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application		
* 2. Type of Application: <input type="checkbox"/> New <input checked="" type="checkbox"/> Continuation <input type="checkbox"/> Revision		
* If Revision, select appropriate revision(s): <input type="text"/> * Other (Specify): <input type="text"/>		
* 3. Date Received: <input type="text"/>		4. Applicant Identifier: <input type="text"/>
5a. Federal Entity Identifier: <input type="text"/>		5b. Federal Award Identifier: <input type="text"/>
State Use Only: 6. Date Received by State: <input type="text"/>		
7. State Application Identifier: <input type="text"/>		
<b>8. APPLICANT INFORMATION:</b>		
* a. Legal Name: <input type="text"/>		
* b. Employer/Taxpayer Identification Number (EIN/TIN): <input type="text"/>		* c. Organizational OUNS: <input type="text"/>
d. Address:		
* Street:	<input type="text"/>	
Street:	<input type="text"/>	
* City:	<input type="text"/>	
County/Parish:	<input type="text"/>	
* State:	<input type="text"/>	
Province:	<input type="text"/>	
* Country:	<input type="text"/>	
* Zip/Postal Code:	<input type="text"/>	
e. Organizational Unit:		
Department Name:	<input type="text"/>	
Division Name:	<input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix:	<input type="text"/>	* First Name: <input type="text"/>
Middle Name:	<input type="text"/>	
* Last Name:	<input type="text"/>	
Suffix:	<input type="text"/>	
Title:	<input type="text"/>	
Organizational Affiliation: <input type="text"/>		
* Telephone Number:	<input type="text"/>	Fax Number: <input type="text"/>
* Email:	<input type="text"/>	



Application for Federal Assistance SF-424	
<p>* 9. Type of Applicant 1: Select Applicant Type:</p> <input type="text" value="City or Township Government"/>	
<p>Type of Applicant 2: Select Applicant Type:</p> <input type="text"/>	
<p>Type of Applicant 3: Select Applicant Type:</p> <input type="text"/>	
<p>* Other (specify):</p> <input type="text"/>	
<p>* 10. Name of Federal Agency:</p> <input type="text" value="U.S. Department of Housing and Urban Development"/>	
<p>11. Catalog of Federal Domestic Assistance Number:</p> <input type="text" value="14-231"/>	
<p>CFDA Title:</p> <input type="text" value="Emergency Solutions Grant"/>	
<p>* 12. Funding Opportunity Number:</p> <input style="background-color: yellow;" type="text"/>	
<p>* Title:</p> <input type="text" value="Title IV of the McKinney-Vento Homeless Assistance Act"/>	
<p>13. Competition Identification Number:</p> <input type="text"/>	
<p>Title:</p> <input type="text"/>	
<p>14. Areas Affected by Project (Cities, Counties, States, etc.):</p> <input type="text"/>	
<p style="text-align: right;"> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/> </p>	
<p>* 15. Descriptive Title of Applicant's Project:</p> <input type="text" value="RFO funds will be used to fund supportive services/facilitation for the City's homeless and a rental assistance program."/>	
<p>Attach supporting documents as specified in agency instructions.</p> <p style="text-align: right;"> <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/> </p>	

**Application for Federal Assistance SF-424**

16. Congressional Districts Of:  
 \* a. Applicant:  \* b. Program/Project:

Attach an additional list of Program/Project Congressional Districts if needed.

17. Proposed Project:  
 \* a. Start Date:  \* b. End Date:

18. Estimated Funding (\$):


* a. Federal	<input type="text" value="211,680.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="211,680.00"/>

\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?  
 a. This application was made available to the State under the Executive Order 12372 Process for review on .  
 b. Program is subject to E.O. 12372 but has not been selected by the State for review.  
 c. Program is not covered by E.O. 12372.

\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)  
 Yes  No  
 If "Yes", provide explanation and attach:

21. "By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 28, Section 1001)  
 \*\* I AGREE  
 \*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

Authorized Representative:

Prefix:  \* First Name:   
 Middle Name:   
 \* Last Name:   
 Suffix:   
 \* Title:   
 \* Telephone Number:  Fax Number:   
 \* Email:   
 \* Signature of Authorized Representative:  \* Date Signed:

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 49-0-3004  
Expiration Date: 02/28/2007

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (03-18-0042), Washington, DC 20503.

**PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.**

**NOTE:** Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain Federal assistance awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

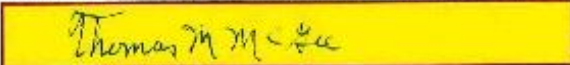
1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision of the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4 (28-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4901 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1685, and 1685-1086), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicap; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Control and Treatment Act of 1972 (P.L. 92-250), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§529 and 527 of the Public Health Service Act of 1944 (42 U.S.C. §§290 dd-5 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.

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Standard Form 424D (Rev. 7-87)  
Prescribed by OMB Circular A-107

11. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a-1 to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally assisted construction subagreements.
14. Will comply with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-623); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1990, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect; or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL 	TITLE Mayor
APPLICANT ORGANIZATION City of Lynn, Massachusetts	DATE SUBMITTED 07/1/2019

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**CERTIFICATIONS**

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing.

**Uniform Relocation Act and Anti-displacement and Relocation Plan** -- It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, (42 U.S.C. 4601-4655) and implementing regulations at 49 CFR Part 24. It has in effect and is following a residential anti-displacement and relocation assistance plan required under 24 CFR Part 42 in connection with any activity assisted with funding under the Community Development Block Grant or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and
3. It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.


**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with Community Development Block Grant, HOME, Emergency Solutions Grant, and Housing Opportunities for Persons With AIDS funds are consistent with the strategic plan in the jurisdiction's consolidated plan.

**Section 3** -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701) and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Signature of Authorized Official

7-11-19  
Date

  
\_\_\_\_\_  
Title

### Specific Community Development Block Grant Certifications

The Jurisdiction Community certifies that:

**Citizen Participation** -- It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate incomes) and requirements of 24 CFR Parts 91 and 576.

**Following a Plan** -- It is following a current consolidated plan that has been approved by HUD.

**Use of Funds** -- It has complied with the following criteria:

**1. Maximum Feasible Priority.** With respect to activities expected to be assisted with CDBG funds, it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low- and moderate-income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include CDBG-assisted activities which the grantee certifies are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available (see Optional CDBG Certification).

**2. Overall Benefit.** The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2017, 2018, 2019 (a period specified by the grantee of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

**3. Special Assessments.** It will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108 loan guaranteed funds, by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

In addition, in the case of properties owned and occupied by moderate income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

**Excessive Force** -- It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction.

**Compliance with Anti-discrimination laws** -- The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 U.S.C. 2000d) and the Fair Housing Act (42 U.S.C. 3601-3619) and implementing regulations.

**Lead-Based Paint** -- Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, Subparts A, B, J, K and R.

**Compliance with Laws** -- It will comply with applicable laws.

  
Signature of Authorized Official

7-11-18  
Date

MAYOR  
Title

**Specific HOME Certifications**

The HOME participating jurisdiction certifies that:

**Tenant Based Rental Assistance** -- If it plans to provide tenant-based rental assistance, the tenant-based rental assistance is an essential element of its consolidated plan.

**Eligible Activities and Costs** -- It is using and will use HOME funds for eligible activities and costs, as described in 24 CFR §§92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in §92.214.

**Subsidy layering** -- Before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

  
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Signature of Authorized Official

7-11-19  
\_\_\_\_\_  
Date

Mayor  
\_\_\_\_\_  
Title



## **Emergency Solutions Grants Certifications**

The Emergency Solutions Grants Program recipient certifies that:

**Major rehabilitation/conversion/renovation** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation.

If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion.

In all other cases where ESG funds are used for renovation, the recipient will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the recipient will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the recipient serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The recipient will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal, State, local, and private assistance available for these individuals.

**Matching Funds** – The recipient will obtain matching amounts required under 24 CFR 576.201.

**Confidentiality** – The recipient has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the recipient will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the recipient undertakes with assistance under ESG are consistent with its consolidated plan.

**Discharge Policy** – The recipient will establish and implement, to the maximum extent practicable and where appropriate, policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

  
Signature of Authorized Official

7-11-18  
Date

MAYOR  
Title

**APPENDIX TO CERTIFICATIONS**

**INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:**

**Lobbying Certification**

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 7352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.