

COMMONWEALTH OF MASSACHUSETTS

CITY OF LOWELL

In City Council

VOTE

Authorizing the approval and submission of the Federal Fiscal Year 2018-2019 City of Lowell Annual Action Plan to the Department of Housing and Urban Development (HUD)

The City of Lowell is submitting a Federal Fiscal Year 2018-2019 Annual Action Plan to the U.S. Department of Housing and Urban Development (HUD), which plan will address the community development and housing needs and priorities identified by the community; and

The Federal Fiscal Year 2018-2019 Annual Action Plan calls for the anticipated expenditure of \$4,665,562 in funding for the period beginning July 1, 2018 and ending June 30, 2019; and

The Lowell City Council determines that the proposed use of the Community Development Block Grant (CDBG), HOME Investment Partnership Program (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) funding is necessary and desirable in order to improve the economic and living conditions of the residents of the City; and

The Annual Action Plan includes the anticipated expenditure of \$4,665,562 in funding for the period beginning July 1, 2018 and ending June 30, 2019 which includes a total of \$2,063,192 in CDBG, \$804,500 in HOME, \$164,810 in ESG, and \$1,416,588 in HOPWA for a Total of \$4,449,090 in Federal grant funds. The Annual Plan also includes \$216,472 in anticipated program income.

The Lowell City Council determines that the proposed use of CDBG, HOME, and ESG Program funding for the City of Lowell, and the HOPWA program funding for Middlesex and Essex Counties is necessary and desirable in order to improve the economic and living conditions of the residents of the City.

BE IT VOTED BY THE CITY COUNCIL OF THE CITY OF LOWELL, as follows:

That the proposed plan for the Community Development Block Grant, HOME Investment Partnership Program, Emergency Solutions Grant, and the Housing Opportunities for Persons with AIDS grant is hereby endorsed, approved and included in the Federal Fiscal Year 2018-2019 City of Lowell Annual Action Plan, to be submitted to the U.S. Department of Housing and Urban Development for its approval.

V:annualactionplan18-19



City of Lowell Massachusetts

ANNUAL ACTION PLAN Program Year 2018-2019

For
ESG, CDBG, HOME, HOPWA Programs

Office of the City Manager
Department of Planning and Development
JFK Civic Center, 50 Arcand Drive
Lowell, MA 01852
978-674-4252

June 2018

In May 2012, the Federal Department of Housing and Urban Development's (HUD) Office of Community Planning and Development introduced the eCon Planning Suite, a collection of online tools to assist grantees in creating market-driven, leveraged housing and community development plans. One of these tools, the Consolidated Plan Template, allows grantees to develop and submit their Five Year Consolidated Plans and Annual Action Plans online. The following document is an exported version of the City of Lowell's Annual Action Plan for the 2018-2019 Program Year, entered into HUD's Integrated Disbursement and Information System (IDIS). This version has been modified from the one submitted through IDIS to include relevant discussion pertaining to Lowell's Comprehensive Master Plan, and other local planning initiatives.

PROCESS

AP-05 EXECUTIVE SUMMARY

1. Introduction

This Annual Action Plan outlines the activities which will be undertaken during the program year beginning July 1, 2018 and ending June 30, 2019 using Federal funds granted to the City of Lowell by the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG), Home Investment Partnership (HOME), Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA) programs. Projects and activities described in this plan are intended to primarily benefit low-income and moderate-income residents of the City of Lowell, neighborhoods with high concentrations of low- or moderate-income residents, and the City as a whole. HOPWA funds will be distributed to eligible activities throughout Middlesex and Essex Counties.

This plan is the product of extensive public outreach, consistent with the city of Lowell's Five-Year Consolidated Plan. This public participation has included multiple public hearings, and consultation with agencies, groups, and organizations involved in the development of affordable housing, creation of job opportunities for low- and moderate-income residents, and/or the provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless individuals. A complete draft of this plan was made available for public review and comment for a 30-day period beginning May 11, 2018. The availability of the plan is advertised in the local newspaper and the complete documents are available for review on the City's website (www.lowellma.gov) and in print form at the Department of Planning and Development, the Pollard Memorial Library, and the Office of the City Clerk. The activities and accomplishments outlined in this report are based on the Federal Fiscal year 2018-2019 available funding as outlined in the table below.

Source	CDBG	HOME	ESG	HOPWA	Total
2018-19 Entitlement	\$2,063,192.00	\$804,500.00	\$164,810.00	1,416,588.00	\$4,449,090
Est. 2017-18 Program Income	\$108,628.26	\$107,844.37	\$0.00	\$0.00	\$216,472.63
Estimated Total Funds Available	\$2,171,820.26	\$912,344.37	\$164,810.00	1,416,588.00	\$4,665,562.63

Table 1 Anticipated Resources

2. Summarize the objectives and outcomes identified in the Plan

This Action Plan outlines a set of objectives and strategies that the City will pursue through the application of its Community Development Block Grant (CDBG), HOME Investment Partnerships program, Emergency Solutions Grant (ESG), and Housing Opportunities for Persons with AIDS (HOPWA), as well as through participation with local providers in the network that coordinates the community's system of program and service delivery efforts. Based on research, data analysis, consultation and citizen participation, this Plan identifies general priority needs on which the City will focus its resources:

1. Decent affordable Housing
2. Suitable Living Environment
3. Economic Opportunities

HUD has identified a series of outcomes to be achieved through the application of the resources it provides. The primary outcomes that will be achieved as the City provides funding for and/or carries out activities each year during the period

of this Action Plan will include improving the availability, accessibility and affordability of housing; creating or enhancing suitable living environments, and creating economic opportunities. Detailed descriptions of the foregoing priority needs, Action Plan goals, and anticipated outcomes are described in this document.

3. Evaluation of past performance

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

In October 2017 the City completed the Consolidated Annual Performance and Evaluation Report for the 2016-17 program year. The goals and objectives for the reporting period were based on priority needs identified in the 2015-2020 Five Year Consolidated Plan. The Five-Year Plan also recognized four thematic funding areas that correspond to the vision of the City of Lowell's Comprehensive Master Plan.

More than 80 activities were funded during the 2016-17 program year. The specific outputs of these activities are included in the table below. In addition to these outputs, collective impact of these activities resulted in substantial improvements to the lives and neighborhoods of Lowell's low- and moderate-income residents and persons living with HIV/AIDS throughout Middlesex and Essex County.

During the 2016-17 program year, measurable progress was made in the five-year goals established in the 2015-20 Consolidated Plan. Delays were encountered by some physical projects, making it difficult to complete the activity and report total accomplishments by the close of the program year. These projects are still underway and will report accomplishments in subsequent program years.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan. The citizen participation program is instrumental in obtaining input from the community and organizations in designing programs that will best meet the needs of the low- and moderate-income populations.

As required by HUD rules and regulations, the City of Lowell complies with regulation 24 CFR 91.105, Citizen Participation Plan for local governments. Further discussion about the Citizen Participation process including efforts to broaden participation, for the creation of the 2018-2019 Action Plan, along with public comments and the City's responses is included in the Citizen Participation and Consultation sections of this Plan.

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 Draft Annual Action Plan was available for review and public comment between May 11 and June 11, 2018. No Comments were received.

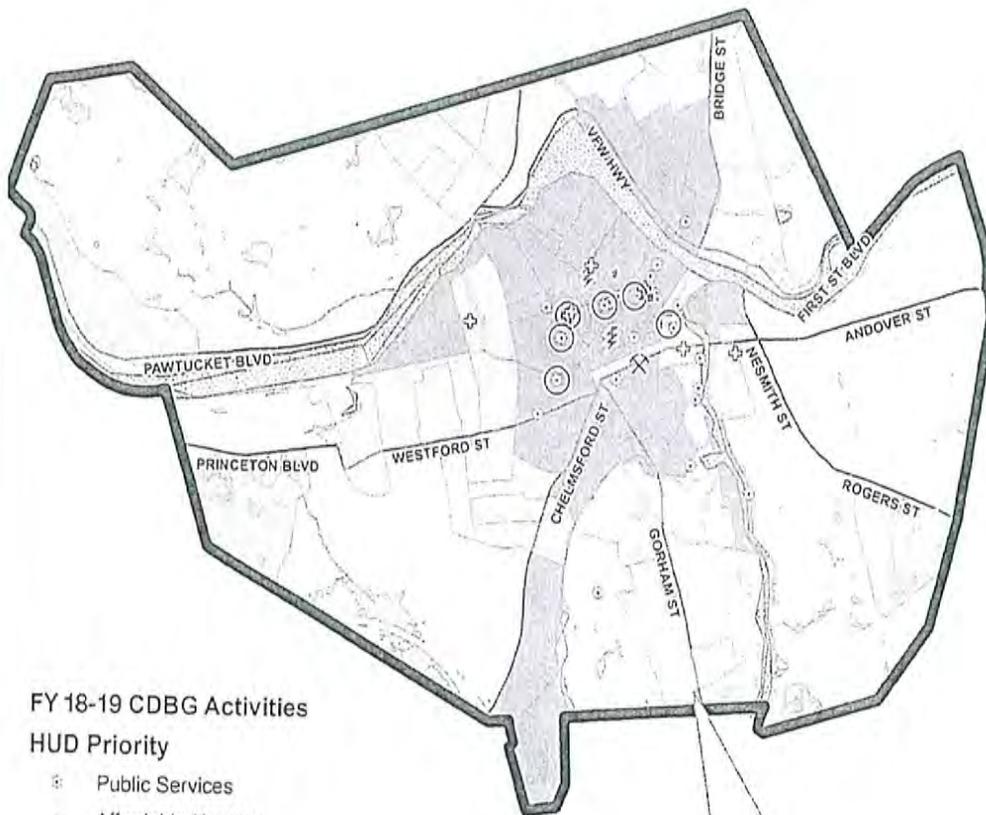
6. Summary of comments or views not accepted and the reasons for not accepting them

The Draft Annual Action Plan was available for review and public comment between May 11 and June 11, 2018. No Comments were received.

7. Summary

The activities listed in the attached table, and maps, have been selected to receive Consolidated Plan program funds during the 2017-2018 program year. Maps illustrating the locations of Consolidated Plan-funded programs are included at the end of this section. More details about projects selected for funding are included in section AP-35 of this document.

City of Lowell, FY 2018-2019 CDBG Funded Project Locations, by HUD Priority



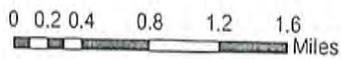
FY 18-19 CDBG Activities

HUD Priority

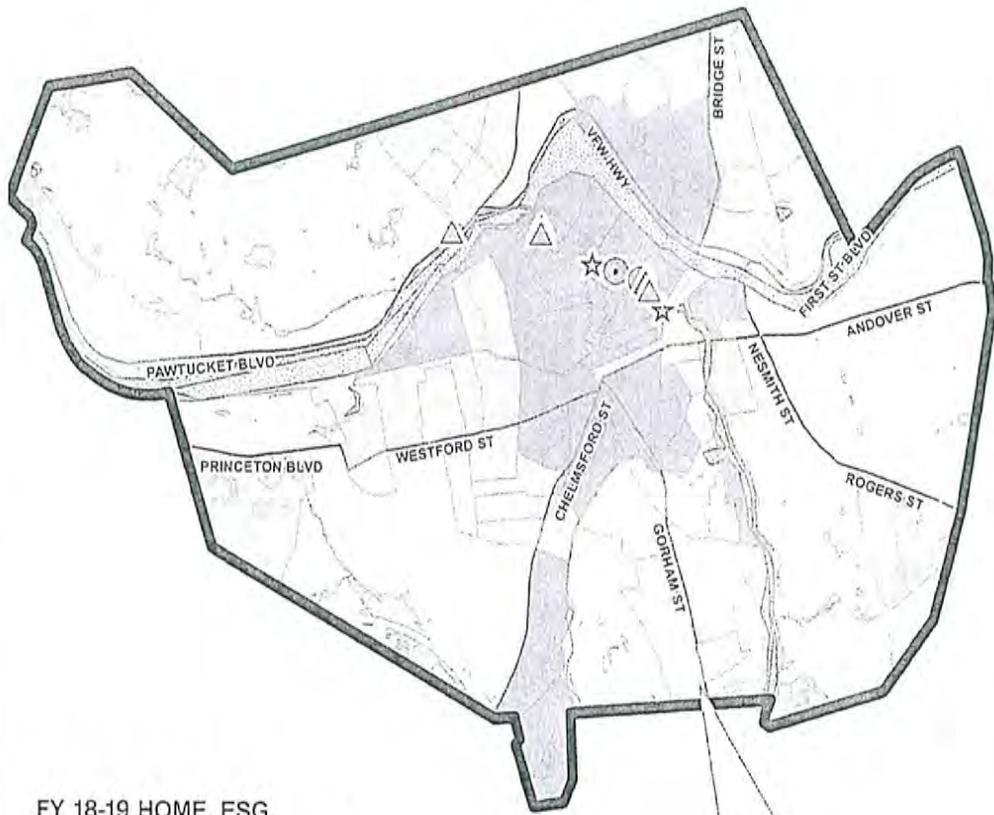
- ⊙ Public Services
- Affordable Housing
- ⚡ Economic Development
- ✂ Infrastructure
- ⊕ Non Homeless Special Needs
- Public Facilities

- Low / mod income block > 70% AMI
- Low / mod income block > 50% AMI

Map does not include citywide funded project locations.

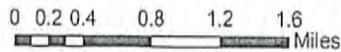


City of Lowell, FY 2018-2019 HOME, ESG and HOPWA Funded Project Locations,



**FY 18-19 HOME, ESG,
& HOPWA Funded Activities**

-  Low / mod income block > 70% AMI
-  Low / mod income block > 50% AMI
-  ESG Funded Activities
-  HOME Funded Activities
-  HOPWA Funded Activities

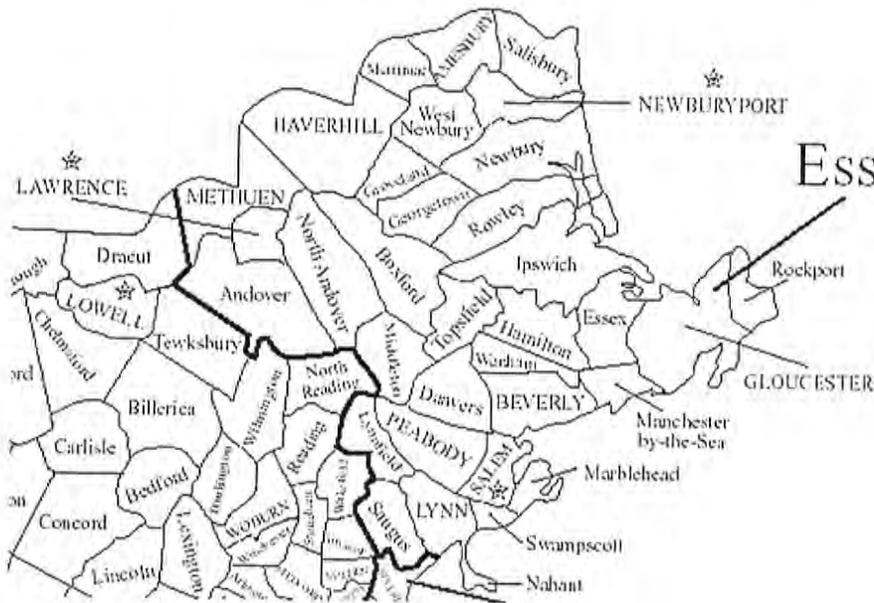


Middlesex



Middlesex County

Essex



Essex County

2018-2019 Draft Annual Action Plan

The following activities have been selected to receive support using Consolidated Plan program funds during the 2018-2019 program year.

Organization-Activity	2018/2019
CDBG NON - PUBLIC SERVICE CAP ACTIVITIES	
Acre Family Child Care, Inc. – Family Child Care Business	\$25,000.00
Boys & Girls Club of Greater Lowell- Windows	\$8,000.00
City of Lowell – 21 Spring Ave Demolition	\$70,000.00
City of Lowell – Bruce Freeman Rail Trail Extension	\$25,000.00
City of Lowell – Parcel 11 Parking Lot	\$52,000.00
City of Lowell – Hamilton Canal Construction / Management	\$250,000.00
City of Lowell – Senior Center Lease	\$350,000.00
City of Lowell – Sec. 108 Debt Service	\$195,000.00
City of Lowell – Sanitary Code Enforcement	\$52,500.00
City of Lowell – Emergency Home Repair	\$20,000.00
City of Lowell DPW Parks Division – Clemente Park Improvement	\$30,000.00
City of Lowell DPW Parks Division – O'Donnell Park Tennis Courts	\$45,000.00
City of Lowell, DPD – Small Business Assistance Programs – JAM Renewal	\$20,000.00
Community Teamwork – Asset Development/IDA	\$10,000.00
Community Teamwork, Inc. – Merrimack Valley Small Business Center	\$10,000.00
Habitat for Humanity of Greater Lowell – Critical Home Repairs for Seniors	\$20,000.00
Lowell House, Inc. – The Healthy Living Center	\$25,000.00
Lowell Parks & Conservation Trust, Inc. – Urban Forestry Project	\$32,000.00
Mill City Grows, Inc.- Community Garden Repairs and Infrastructure Updates	\$13,000.00
YWCA of Lowell – Acre Youth Center Paint & Floor Rehab	\$15,000.00
CDBG Public Service Cap Activities	
Angkor Dance Troupe – Angkor's Creative Works Program	\$7,000.00
Art Ramalho's West End Gym – Youth Boxing	\$7,000.00
Asian Task For Against Domestic Violence - Lowell Asian Initiative Against DV	\$10,000.00
Boys and Girls Club of Greater Lowell, Inc.- Music Clubhouse	\$7,000.00
Cambodian Mutual Assistance – Walk In Services Staff Expansion	\$7,000.00
Cambodian Mutual Assistance – Youth Program Staff Expansion	\$5,000.00
Coalition for a Better Acre – STEP	\$10,000.00
Community Teamwork, Inc., -Big Brother Big Sisters Mentoring	\$7,000.00
Community Teamwork, Inc., - Spindle City Corps	\$5,000.00
Community Teamwork, Inc. – Fuel Assistance	\$10,000.00
Community Teamwork, Inc. – Secure Jobs Initiative	\$5,000.00
Community Teamwork, Inc., -CDBG- Emergency Motel Placement	\$5,000.00
Council on Aging – Senior Programming	\$10,000.00
Girls Incorporated of Greater Lowell – Outreach	\$5,000.00
Girls Incorporated of Greater Lowell-Youth Enrichment Programs	\$5,000.00
Greater Lowell Family YMCA – Camperships	\$7,000.00
Greater Lowell Workforce Investment Board/ Career Center of Lowell- Work Program for Youth	\$10,000.00

House of Hope, Inc.- The Hope Chest	\$6,200.00
Lowell Association for the Blind – Advocacy /Services for the Blind	\$10,000.00
Lowell Community Health Center- Teen BLOCK Reaches Out	\$6,800.00
Lowell House, Inc. – Stabilizing Housing and Job Placement for Recovery Home Graduates	\$10,000.00
Massachusetts Alliance of Portuguese Speakers- MAPS – Lowell Immigrant Integration Services	\$5,000.00
Mental Health Assoc. of Greater Lowell – Bilingual Advocates	\$5,000.00
Merrimack Valley Catholic Charities – Lowell Food Pantry Collaborative	\$30,000.00
Merrimack Valley Food Bank, Inc. - Mobile Pantry	\$10,000.00
Merrimack Valley Food Bank, Inc. – Food Distribution	\$10,000.00
Merrimack Valley Housing Partnership – First Time Home Buyer Training	\$5,000.00
Middlesex Community College – Out of School Youth Development	\$7,000.00
Mill City Grows, Inc. – Community Programming	\$7,000.00
Recreational Adult Resource Association – Programs and Services	\$5,000.00
St. Paul’s Kitchen- Payroll Assistance	\$8,000.00
The Community Family – Alzheimer’s Adult Day Health	\$5,000.00
The Megan House Foundation – Recovery Maintenance and Goal Planning Emma’s Place	\$10,000.00
The Wish Project – Beds for the Homeless	\$10,000.00
Third Sector New England, Sustainable Farming Project – Expanding access to healthy food	\$5,000.00
UTEC, Inc. – Workforce Development in Social Enterprises	\$10,000.00
Whistler House Museum of Art- Multicultural Youth Summer Art Program	\$5,000.00
YWCA of Lowell- Youth Enrichment Programs	\$7,000.00
ESG Activities	
Catholic Charities – Brigid’s Crossing	\$5,000.00
Community Teamwork, Inc. – Homeless Prevention	\$20,000.00
Community Teamwork, Inc. – Rapid Rehousing for Homeless Households	\$20,000.00
House of Hope, Inc. – House of Hope Housing Resource Center	\$15,000.00
House of Hope, Inc. – House of Hope Shelters	\$25,000.00
International Institute of New England, Inc. – Homeless Prevention for Refugees	\$20,000.00
Lowell Housing Authority – Homeless Prevention Program	\$10,000.00
Lowell Transitional Living Center – Community Outreach Program	\$12,400.00
Lowell Transitional Living Center – Winter Emergency Bed Program	\$15,000.00
Women in Transition , Inc., DBA Alternative House - Emergency Domestic Violence Shelter	\$10,000.00
HOME Activities	
City of Lowell, DPD - First Time Homebuyer Program Down payment Assistance	\$250,000.00
City of Lowell, DPD - HOME Housing Rehab	\$250,000.00
CHDO Reserve	\$120,675.00
Parcels 8 & 9	\$750,000.00
HOPWA Activities	
AIDS Action Committee of MA, Inc - Rental Assistance Program	\$71,974.00
AIDS Action Committee of MA, Inc - Emergency Housing & St. Paul's Residence	\$65,008.00
AIDS Action Committee of MA, Inc - Middlesex HOCH Program	\$106,200.00
Institute for Health and Recovery - Project HEAL	\$59,318.00
Justice Resource Institute - Assisted Living Program	\$265,677.00
Lowell House, Inc - Housing Information Services	\$74,493.00
Lowell House, Inc - Supportive Services	\$65,844.00
Lowell Housing Authority	\$100,000.00

South Middlesex Opportunity Council - HOPWA Program	\$69,291.00
Victory Programs, Inc - Ruah House	\$51,765.00
Lynn Housing Authority & Neighborhood Development – Administering agency for Essex county	\$425,968.00

AP-10 Consultation

1. Introduction:

ACTION PLAN DEVELOPMENT PROCESS

The Annual Action Plan encompasses an application process whereby organizations, such as City departments, nonprofit social service agencies, and private for-profit businesses have the opportunity to submit proposals to fund projects that will eventually define the City of Lowell's Annual Action Plan. The primary objective of the CDBG, HOME, ESG, HOPWA programs is to provide decent housing and a suitable living environment with expanding economic opportunities principally for low-income and moderate-income persons.

The initial step of the Plan's development process began in November with the advertisement of the planning process, availability of funds, and the Request for Proposal (RFP). On December 6th, 2017, the schedule of the Annual Action Plan process and RFP was made available to all interested parties through an advertisement in the Lowell Sun and on the City's website. The notice of RFP availability was also e-mailed to all current sub-recipients and parties that have shown interest in anticipation of the RFP. Those without email access were informed by telephone. Applications were available at the DPD. RFP documents were also available on-line via the City of Lowell's website at www.lowellma.gov. The application deadline was at 12:00 PM on January 12th, 2018.

As part of the development of 2015-2020 Five-Year Consolidated Plan, the City continues its process for selecting recipients and the dispersing of CDBG, ESG, and HOPWA funds. The City continues a rolling HOME application process in FY18-19. Given the uncertainty of the HOME program funding and the number of multi-year commitments made to local projects, an RFP for HOME funds was again not released as part of this annual action plan. This allows the City to consider qualified proposals that are presented throughout the year, depending on availability of funds.

In an effort to help provide consistency to project sponsors in designing their programs and planning project budgets, the City allows applicants to submit proposals for the use of HOPWA funds over a five-year term. This allows the City to help predict the level of accomplishments that may be achieved over the five-year Consolidated Plan period and helps to reduce the paperwork associated with annual applications and grant agreements. The City will draft grant agreements with selected project sponsors, eligible for renewal each year over the course of the next five years, subject to availability of funds and compliance with reporting requirements. Annual HOPWA appropriation to a selected activity will be adjusted to correspond with the City's annual allocation from HUD. All seven agencies discussed in the HOPWA section of this document have been awarded five-year awards under this new process.

In an effort to support as many eligible programs as possible amid continuous cuts to the CDBG program at the national level, the City is making awards for projects under the public service cap at a minimum of \$5,000 and a maximum of \$10,000. As reporting requirements for CDBG funded programs increase, administering an award for less than \$5,000 proves challenging for both the sub-recipient of the grant and the City staff responsible for grant oversight.

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(l)).

Public and assisted housing providers, private and governmental health, mental health, and service agencies are participants in the network described in this document. They are also the organizations with which the City worked to develop the Annual Action Plan, and they are expected to continue active participation in the upcoming years. The City has a well-developed Continuum of Care organization with a full-time City staff member assigned. In addition, the City maintains a Hunger Homeless Commission that is comprised of homeless shelter and service providers. The City strongly encourages and examines collaborative activity as criteria in its RFPs for Consolidated Plan funds. A collaborative not only enhances the coordination of services among agencies but also helps consolidate the reporting requirements of block grant programs.

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.

DPD is the Collaborative Applicant for the Lowell Continuum of Care (CoC). DPD staff work closely with CoC members as well as members of the Citizens Advisory Committee (CAC) to review homeless priorities and determine how ESG funds will be allocated. The CoC informed the development of the ESG Written Standards and continues to advise on the operation and administration of HMIS and other relevant procedures. CoC members include:

- Alternative House
- Bedford VA
- Billerica House of Correction
- Boston VA
- Bridgewell, Inc. / Pathfinder
- Comfort Home Care
- Community Teamwork, Inc.
- Crescent House (VA)
- Cunningham House (VA)
- Greater Lowell Veterans Council
- House of Hope, Inc.
- Hunger Homeless Commission
- Justice Resource Center/Youth Build Program
- Lowell Community Health Center
- Lowell High School
- Lowell Housing Authority
- Lowell Police Department
- Lowell Transitional Living Center
- Massachusetts Department of Children and Families
- Massachusetts Department of Mental Health
- Massachusetts Department of Transitional Assistance
- Massachusetts Department of Veterans Services
- Middlesex Sheriff's Office
- New England Center for Homeless Veterans
- Salvation Army
- Southern Middlesex Opportunity Council
- UTEC
- U.S. Department of Veteran Affairs
- Veterans Northeast Outreach Center

A set of Written Standards governing the use of ESG funds for homelessness prevention and rapid re-housing activities was completed in coordination with the Substantial Amendment Annual Action Plan. Input from Lowell's Continuum of Care members as well as feedback from sub grantees of Lowell's Homelessness Prevention and Rapid Re- Housing Program (HPRP) were considered in the development of these standards. To increase the level of coordination between the CoC and the city's homeless programs, staff that is responsible for the administration of the ESG program is now attending CoC meetings on a regular basis. Input and data from the CoC members has been integrated throughout the written standards and was used as a main point of reference in the prioritization of FY18-19 ESG funding. Direct interactions with CoC service providers has allowed DPD staff to prioritize funding in support of the needs that are not currently being addressed by other federal, state and local funding sources.

DPD has also implemented a Performance and Outcome Measurement System (POMS) in order to quantify the effectiveness of programs and establish clearly defined outcomes. Using goals set by the sub recipients in their proposals for funding, DPD drafts 'performance based contracts', contracts which relate reimbursement specifically to accomplishments. Where possible, the focus is on outcome accomplishments rather than output accomplishments. For example, a rapid re-housing program might be reimbursed based on the number of participants who actually attain stable, permanent housing as opposed to the number of people who receive case management services. In this example, if the sub recipient received \$10,000 and proposed to help 10 families attain permanent housing, a performance-based reimbursement system would allow them to invoice for \$1,000 for each family that moves into a new home.

Sub recipients are reimbursed only when they can provide accurate and appropriate documentation that demonstrates program accomplishments and can provide backup documentation for eligible costs as spelled out in the contractual agreement. Sub recipients who do not accomplish their proposed goals are not reimbursed for their full grant amount, and funds are recaptured at fiscal year-end and made available for other eligible ESG programs.

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.

City of Lowell staff, who administers the City's ESG and CoC programs, coordinates with the Massachusetts's Department of Housing and Community Development in preparation of this Annual Action Plan. DHCD administers the states homeless assistance programs.

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

The Lowell CoC, in coordination with the State's HMIS, has also implemented an HMIS Data Quality Plan that includes policies, procedures and performance measures for participation in Lowell's State-administered HMIS. The CoC continues to input data to the State's Homeless Management Information System (HMIS), which has been installed at five homeless provider locations (The state's ETO system is an online, web based system) Data is collected annually to create a Housing Gaps Analysis Chart that is used by the community to determine the unmet need within the CoC system for emergency shelters, transitional housing programs and permanent housing sites for homeless persons

CDBG ACTIVITIES	
Agency/Group/Organization	Angkor Dance Troupe, Inc.
Agency/Group/Organization Type	Services-Children
What section of the Plan was addressed by Consultation?	Service Provider
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Art Ramalho's West End Gym
Agency/Group/Organization Type	Services - Children
What section of the Plan was addressed by Consultation?	Service Provider
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Asian Task Force Against Domestic Violence
Agency/Group/Organization Type	Services-Victims of Domestic Violence
What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Boys and Girls Club of Greater Lowell, Inc</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Non-Homeless Special Needs</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Cambodian Mutual Assistance</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Health Service-Fair Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Cambodian Mutual Assistance – Walk in expansion</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Elderly Persons Services- Persons with Disabilities Services- Health Services-Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Cambodian Mutual Assistance – Youth Staff</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Elderly Persons Services- Persons with Disabilities Services- Health Services-Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Coalition for a Better Acre</p>
<p>Agency/Group/Organization Type</p>	<p>Housing Community Development</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis Anti-poverty Strategy Community Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Community Teamwork, Inc. –Big Brother Big Sisters</p>
<p>Agency/Group/Organization Type</p>	<p>Services- Children</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Community Teamwork, Inc.- Spindle City Corps</p>
<p>Agency/Group/Organization Type</p>	<p>Services Youth</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Economic Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Community Teamwork, Inc.- Fuel Assistance</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Housing Services-Children Services-Elderly Services-Fair Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Community Teamwork, Inc. Secure Jobs Initiative</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-Persons with Disabilities Services-homeless Services-Employment</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs Economic Development Anti-poverty Strategy</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Community Teamwork, Inc. CDBG Emergency Hotel</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Housing Services children Services-Elderly Persons Services-Persons with Disabilities Services-homeless=Services fair housing Regional organization</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness Strategy</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Council on Aging</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Elderly Persons</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Girls Incorporated of Greater Lowell-Outreach</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Community Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>

Agency/Group/Organization	Girls Incorporated of Greater Lowell-Youth Enrichment
Agency/Group/Organization Type	Services-Children Services-Health
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Greater Lowell YMCA
Agency/Group/Organization Type	Services- Children Health
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Greater Lowell Workforce Investment Board- Youth
Agency/Group/Organization Type	Services-Children Services-Employment
What section of the Plan was addressed by Consultation?	Economic Development

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>House of Hope, Inc.</p>
<p>Agency/Group/Organization Type</p>	<p>Housing Services-Special Needs</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Needs Assessment Homelessness Strategy Homeless Needs-Chronically Homeless Homeless needs- Families with Children Homelessness Needs –Veterans Homelessness Needs- Unaccompanied youth Anti-poverty strategy</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Lowell Association for the Blind</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Persons with Disabilities</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-homeless Special Needs</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Lowell Community Health Center</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Health</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Community Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Lowell House, Inc.</p>
<p>Agency/Group/Organization Type</p>	<p>Housing Services-Persons with HIV/AIDS</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment HOPWA Strategy</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Massachusetts Alliance of Portuguese Speakers</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Housing Service-Fair Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Mental Health Assoc. of Greater Lowell</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Persons with Disabilities</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>

Agency/Group/Organization	Merrimack Valley Catholic Charities
Agency/Group/Organization Type	Services-Homeless Faith Based Organization
What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs-Chronically homeless Homeless Needs –Families with children Homeless Needs-Veterans Homeless needs-Unaccompanied Youth Anti-poverty Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Merrimack Valley Food Bank, Inc. Mobile Pantry
Agency/Group/Organization Type	Services-Non-Homeless Special Needs
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Merrimack Valley Food Bank, Inc. Food Distribution
Agency/Group/Organization Type	Services- NON Homeless Special Needs
What section of the Plan was addressed by Consultation?	Community Development

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Merrimack Valley Housing Partnership</p>
<p>Agency/Group/Organization Type</p>	<p>Housing</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Market Analysis</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Middlesex Community College</p>
<p>Agency/Group/Organization Type</p>	<p>Other government- state</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Community Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>

Agency/Group/Organization	Mill City Grows, Inc.
Agency/Group/Organization Type	Services-non homeless special needs
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	RARA
Agency/Group/Organization Type	Services-Special Needs
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	St. Paul's Soup Kitchen
Agency/Group/Organization Type	Services – Homeless
What section of the Plan was addressed by Consultation?	Homelessness Strategy Homeless Needs – Chronically homeless Homeless Needs - Families with children Homeless Needs – Veterans Homeless Needs – Unaccompanied Youth Anti-poverty Strategy Community Development

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>The Community Family</p>
<p>Agency/Group/Organization Type</p>	<p>Services – Elderly Persons</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Non-Homeless Special Needs</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Megan House Foundation, Inc.</p>
<p>Agency/Group/Organization Type</p>	<p>Needs Housing Services-Persons</p>
<p>What section of the Plan was addressed by Consultation</p>	<p>Non-Homeless Special Needs</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>The Wish Project</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Families with Children</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs – Families with Children Anti-poverty Strategy</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Third Sector New England</p>
<p>Agency/Group/Organization Type</p>	<p>Services – Homeless</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs – Chronically homeless Homeless Needs- Families with Children Homelessness Needs- Veterans Homelessness Needs- Unaccompanied Youth Anti-poverty Strategy</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>UTEC, Inc.</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Children Services - Employment</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Community Development Economic Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Whistler House Museum of Art</p>
<p>Agency/Group/Organization Type</p>	<p>Cultural Institution</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Community Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>

Agency/Group/Organization	YWCA
Agency/Group/Organization Type	Services - Children
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
ESG ACTIVITIES	
Agency/Group/Organization	Catholic Charities
Agency/Group/Organization Type	Housing
What section of the Plan was addressed by Consultation?	Housing Need Assessment Housing Need Families with Children
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	Community Teamwork, Inc. – Homeless Prevention
Agency/Group/Organization Type	Services-Housing Services Children Services Fair Housing Services Homelessness Regional Organization

<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homelessness strategy Homeless Needs- Families with Children Homeless Needs- Chronically Homeless Homelessness Needs Veterans Homelessness Needs – Unaccompanied Youth Anti-poverty Strategy</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Community Teamwork, Inc.- Rapid Rehousing</p>
<p>Agency/Group/Organization Type</p>	<p>Services-homeless</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Anti-poverty Strategy Community Development</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>House of Hope, Inc. – Housing Resource Center</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Homeless Services – Families With Children</p>

What section of the Plan was addressed by Consultation?	Housing Needs assessment Homelessness Strategy Homeless needs- Families with Children Anti-poverty Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	House of Hope, Inc. - Shelters
Agency/Group/Organization Type	Housing Services- Homeless Services- Families with Children
What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Homeless Needs- Families with Children Anti-poverty Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
Agency/Group/Organization	International Institute of New England, Inc.
Agency/Group/Organization Type	Housing Services-Homeless Services- Fair Housing Services- Victims
What section of the Plan was addressed by Consultation?	Housing Assessment Homelessness Strategy

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Lowell Housing Authority</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Families with Children Services- Homeless Prevention</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Needs Assessment Homelessness Strategy Homeless Needs- Families with Children Anti-poverty Strategy</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Lowell Transitional Living Center – Community Outreach</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Homelessness</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs- Chronically homeless Homeless Needs- Veterans Homelessness Needs – Unaccompanied Youth</p>

<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Lowell Transitional Living Center – Winter Emergency Bed Program</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Homelessness</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs- Chronically homeless Homeless Needs- Veterans Homelessness Needs – Unaccompanied Youth</p>
<p>How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.</p>
<p>Agency/Group/Organization</p>	<p>Women in Transition, Inc. DBS Alternative House</p>
<p>Agency/Group/Organization Type</p>	<p>Services-Victims of Domestic Violence Services- homeless</p>
<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Homeless Needs- Families with Children Homeless Needs- Victims</p>

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts. This organization was consulted, through the City's annual Request for Proposal for HUD funds as well as the public hearings. The 1st public hearing the agency was given the opportunity to speak with City Staff, residents, and the Citizens Advisory Committee.
CDBG – NON PUBLIC ACTIVITIES	
Agency/Group/Organization	Acre Family Child Care, Inc.
Agency/Group/Organization Type	Services- Children Service- Employment
What section of the Plan was addressed by Consultation?	Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	Boys & Girls Club of Greater Lowell
Agency/Group/Organization Type	Services-Families with Children Services- Children
What section of the Plan was addressed by Consultation?	Non –Homeless Needs – Children
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	City of Lowell – 21 Spring Ave. Demolition
Agency/Group/Organization Type	Services-Community
What section of the Plan was addressed by Consultation?	Community Development

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	City of Lowell- Bruce Freeman Rail Trail
Agency/Group/Organization Type	Services-Community
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	City of Lowell- Parcel 11 Parking Lot
Agency/Group/Organization Type	Services – Community
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	City of Lowell- DPW Parks Division- Clemente Park
Agency/Group/Organization Type	Services-Community
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	City of Lowell- DPW Parks Division- O'Donnell Park
Agency/Group/Organization Type	Services-Community
What section of the Plan was addressed by Consultation?	Community Development

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	City of Lowell- DPD Small Business Assistance
Agency/Group/Organization Type	Services-Employment
What section of the Plan was addressed by Consultation?	Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	Community Teamwork, Inc.-Asset Development/IDA
Agency/Group/Organization Type	Services-Community Services- Housing Services- Children Services- Families with Children Services-Fair Housing
What section of the Plan was addressed by Consultation?	Community Development Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	Community Teamwork, Inc. –Merrimack Valley Small Business Center
Agency/Group/Organization Type	Services-Employment
What section of the Plan was addressed by Consultation?	Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.

Agency/Group/Organization	Habitat for Humanity of Greater Lowell-Critical Home Repairs for Seniors
Agency/Group/Organization Type	Services-Elderly
What section of the Plan was addressed by Consultation?	Non- Homeless Special Needs Elderly
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	Lowell House, Inc. – Healthy Living Center
Agency/Group/Organization Type	Services-Housing
What section of the Plan was addressed by Consultation?	Housing Need Assessment
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	Lowell Parks & Conservation Trust, Inc. –Urban Forestry
Agency/Group/Organization Type	Services-Local Land Trust Foundation
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	Mill City Grows, Inc. – Community Gardens Repairs
Agency/Group/Organization Type	Services-Health Services- Education Services- Employment
What section of the Plan was addressed by Consultation?	Economic Development Community Development

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
Agency/Group/Organization	YWCA of Lowell- Acre Youth Center Paint & Floor Rehab
Agency/Group/Organization Type	Services-Children
What section of the Plan was addressed by Consultation?	Community Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	Consultation with agencies occurs continuously throughout the year. The City of Lowell, DPD staff assists previously funded and unfunded organizations with any technical assistance, and seeks to improve coordination of services while reducing duplicate efforts.
HOPWA Activities	
Agency/Group/Organization	AIDS Action Committee of MA, Inc. –Rental Assistance
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS Service- Fair Housing
What section of the Plan was addressed by Consultation?	Housing Need Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	AIDS Action Committee of MA, Inc.-Emergency Housing - St. Paul's Residence
Agency/Group/Organization Type	Services-Homelessness Services-Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Homeless Needs- Chronically homeless HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	AIDS Action Committee of MA, Inc.- HOCH Program
Agency/Group/Organization Type	Services-Persons with HIV/AIDS

What section of the Plan was addressed by Consultation?	Homeless Needs- Chronically homeless Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Institute for Health and Recovery- Project HEAL
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Housing Need Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Justice Resource Institute –Assisted Living Program
Agency/Group/Organization Type	Services -Housing Services-Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Lowell House, Inc. –Housing Information Services
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Lowell House, Inc. –Supportive Services
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS

What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Lowell Housing Authority
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	South Middlesex Opportunity Council-HOPWA Program
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Victory Programs, Inc.- RUAH House
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS
What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
Agency/Group/Organization	Lynn Housing Authority & Neighborhood Development Administrating agency for Essex County
Agency/Group/Organization Type	Services-Housing Services- Persons with HIV/AIDS

What section of the Plan was addressed by Consultation?	Housing Needs Assessment HOPWA Strategy
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	The Citizens Advisory Committee and DPD staff has put together a 5-year agreement for funding this organization. The funds are allocated per the agreement and adjusted yearly.
HOME Activities	
Agency/Group/Organization	City of Lowell DPD- First Time Home Buyer Program
Agency/Group/Organization Type	Services-Housing
What section of the Plan was addressed by Consultation?	Housing Needs Assessment Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
Agency/Group/Organization	City of Lowell DPD-HOME Housing Rehab
Agency/Group/Organization Type	Services-Housing
What section of the Plan was addressed by Consultation?	Housing Needs Assessment Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
Agency/Group/Organization	CHDO Reserve
Agency/Group/Organization Type	Services-Housing
What section of the Plan was addressed by Consultation?	Housing Needs Assessment Economic Development
How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
Agency/Group/Organization	Parcels 8 & 9
Agency/Group/Organization Type	Services-Housing
What section of the Plan was addressed by Consultation?	Housing Needs Assessment Economic Development

How was the Agency/Group/Organization consulted and what are the anticipated outcomes of the consultation or areas for improved coordination?	
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Identify any Agency Types not consulted and provide rationale for not consulting:

All agencies and groups were proactively invited to participate in the decision making process and are encouraged to provide feedback to draft Annual Action Plan. Additionally, within the Department of Planning and Development; the following groups are consulted: Community Development, Housing, Economic Development, Planning and Project Management, Code Enforcement, and Project Review.

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	City of Lowell, DPD	Public and assisted housing providers, private and governmental health, mental health, and service agencies are participants in the network described in this document. They are also the organizations with which the City worked to develop the Annual Action Plan, and they are expected to continue active participation in the upcoming years.
LHA Annual Plan	Lowell Housing Authority	The City of Lowell and the Lowell Housing Authority consult with one another during preparation of each agency’s Annual plan to ensure goals and actions are consistent with one another. Both the City of Lowell and the LHA strive to improve the quality of housing stock of Lowell’s households and ensure services are available to meet the needs of low- and moderate –income residents
City of Lynn	LHAND	City of Lynn’s FY 18-19 Annual Action Plan and City of Lynn/Lynn Housing Authority and Neighborhood Development were consulted. LHAND is assisting with the distribution and administration of HOPWA funds to organizations serving individuals with HIV/AIDS in Essex County

Narrative (optional):

PARTICIPATION PROCESS

Consultation was also aided heavily by citizen participation. Local feedback is instrumental in obtaining input from the community and organizations in designing programs that will best meet the needs of the low and moderate income populations. As required by the Department of Housing and Urban Development (HUD) Rules and Regulations, the City of Lowell complies with regulation 24 CFR 91.105, Citizen Participation Plan for local governments. Further discussion about the Citizen Participation Process including efforts to broaden participation, for the creation of the 2018-2019 Action Plan, along with public comments and the City’s responses is included in the Citizen Participation sections of this Plan.

TENTATIVE SCHEDULE FOR DEVELOPMENT OF 2018-2019 ANNUAL ACTION PLAN

WHAT	WHEN	WHERE	PURPOSE
Request for Proposals (RFP) Released	Wednesday Dec 6, 2017 at 12:00 PM Noon	Department of Planning and Development (DPD) 50 Arcand Dr.	Availability of RFP - applications for FY 2018-19 HUD Annual Action Plan
PUBLIC HEARING #1 ***Cancelled due to weather*** Technical assistance was offered at DPD offices.	Tuesday Dec 19, 2017 at 6:00 PM	Lowell Senior Center	Provide technical assistance on submission of RFP, review performance of current year projects, and obtain input on housing and community development needs.
PROPOSALS DUE	Friday, January 12, 2018 at 12:00 PM, Noon	DPD	Deadline for RFP submissions
PUBLIC HEARING #2	Tuesday, February 13, 2018 at 6:00 PM	Lowell Senior Center	Opportunity for all applicants to present their proposals to the Citizen Advisory Committee before the project selection process begins
Draft Annual Action Plan Released *30 day citizen comment period begins	Friday, May 11, 2018 at 12:00 PM, Noon	DPD, City Clerks Office, Pollard Memorial Library, www.lowellma.gov	The Draft Annual Action Plan and a tentative list of acceptable proposals will be available at the locations listed. Citizens may submit written comments to be included in the final plan.
PUBLIC HEARING #3	Tuesday May 22, 2018 at 6:00 PM	Lowell Senior Center	Citizens are invited to provide input on the Draft Annual Action Plan
30 Day citizen comment period ends	Monday June 11, 2018 at 5:00 PM	DPD	End of the citizen comment period.
City Council Meeting	June 12, 2018	City Council Chambers, Lowell City Hall	The final Annual Action Plan will be presented to the City Council for their approval before the plan is sent to HUD. The public may register with the City Clerk to speak on the Final Plan.
Award letters mailed	June- July	DPD	Award letters will be mailed to all applicants accepted for funding.
Funding authorized by HUD	August – September	HUD	HUD will review final plan and comments. Funding will be authorized upon HUD's acceptance.

Copies of RFP may be obtained online at www.lowellma.gov on or after
December 6, 2017

Technical assistance is available. Please contact Christopher Samaras or Susan Murphy
978-674-4252 with any questions.

Summarize citizen participation process and how it impacted goal-setting.

SUMMARY OF CITIZEN PARTICIPATION PROCESS

Citizen participation is a vital component of the Annual Action Plan Development Process. The citizen participation program is instrumental in obtaining input from the community and organizations in designing programs that will best meet the needs of the low and moderate income population. This step of the process consists of a series of public hearings at which citizens provide input that will be used to help the city select projects and activities for the FY 2018/2019 award year in order to reach the five-year goals established in the Consolidated Plan. Their input, along with the assistance of the Citizens Advisory Committee, helps to ensure that Lowell's federal funds are appropriately allocated. Throughout the process, the Housing and Community Development staff of the City's Department of Planning and Development provide technical assistance to applicants and the Citizens Advisory Committee members. All public hearings were held at the Lowell Senior Center, 276 Broadway St. in Lowell. This location is in the heart of one of Lowell's lowest-income neighborhoods, is a fully accessible facility, and includes ample available free parking.

This public participation has included multiple public hearings, and consultation with nearly 90 agencies, groups and organizations involved in the development of affordable housing, creation of job opportunities for low-income and moderate-income residents, and/or provision of services to children, elderly persons, persons with disabilities, persons with HIV/AIDS and their families, and homeless persons. A complete draft of this plan has been made available for public review and comment for a 30 day period beginning May 11, 2018 to June 11, 2018. The availability of both the draft plan and the final plan is advertised in the local newspaper and the complete documents are available for review on the City's website (www.lowellma.gov) and in print form at Department of Planning and Development, the Pollard Memorial Library, and the Office of the City Clerk.

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 Meeting	<p>Minorities</p> <p>Non-English Speaking- Specify other language: Khmer, Portuguese, Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted /broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>PUBLIC HEARING #1 Tuesday, Dec. 19, 2017 at 6:00PM Lowell Senior Center</p> <p>Provide technical assistance on submission of RFP,</p>	<p>Comments consisted of questions regarding technical assistance on applying for Federal funds, eligibility of use of funds, and information on the RFP</p>	<p>All comments were accepted.</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	Public Meeting	<p>Minorities</p> <p>Non-English Speaking- Specify other language: Khmer, Portuguese, Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/ broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>PUBLIC HEARING #2</p> <p>Tuesday, Feb. 13, 2018 at 6:00PM</p> <p>Lowell Senior Center</p> <p>Opportunity for all CDBG-Public Service applicants to present their proposals to the Citizen Advisory Committee as part of the annual project selection</p>	<p>Comments consisted of the competitiveness of funding availability, priorities of the use of federal funds in the City of Lowell, and advice on forming partnerships within agencies that provide similar services.</p>	<p>All comments were accepted.</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)
3	Public Meeting	<p>Minorities</p> <p>Non-English Speaking- Specify other language: Khmer, Portuguese, Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/ broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>PUBLIC HEARING #3</p> <p>Tuesday, May 22, 2018 at 6:00PM</p> <p>Lowell Senior Center</p> <p>Citizens are invited to provide input on the Draft Annual Action Plan</p>	<p>See executive summary section for public comments</p>	<p>All comments were received</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)
4	Newspaper Ad	<p>Minorities</p> <p>Non-English Speaking- Specify other language: Khmer, Portuguese, Spanish</p> <p>Persons with disabilities</p> <p>Non-targeted/ broad community</p> <p>Residents of Public and Assisted Housing</p>	<p>Public Notice ads were posted in The Lowell Sun newspaper informing residents and potential applicants about the availability of federal funds available, the RFP for those funds, as well as associated public hearings.</p>	<p>Technical assistance in preparing the RFP was encouraged and accommodated to all parties interested.</p>	N/A	
5	Internet Outreach	Non-targeted/ broad community	All notices, RFPs, and plans are available on the City of Lowell website.			http://www.lowellma.gov

Citizen Participation Outreach

AP-35 Projects

Introduction

The following tables list the activities and programs that will be supported using HUD program funds during the 2018-2019 program year.

The Objectives of these funds are to:

1. Creating Suitable Living Environments
2. Providing Decent Affordable Housing
3. Creating Economic Opportunities

CDBG NON Public Service CAP Activities
Acre Family Child Care, Inc - Family Child Care Business Development
Boys & Girls Club of Greater Lowell-Windows
City of Lowell, 21 Spring Ave. Demolition
City of Lowell, Bruce Freeman Rail Trail Extension
City of Lowell, Parcel 11 Parking Lot
City of Lowell, DPW Parks Division- Clemente Park Improvement
City of Lowell, DPW Parks Division- O'Donnell Park Tennis Court
City of Lowell, DPD – Small Business Assistance Programs – JAM Renewal
Community Teamwork, Inc.- Asset Development/IDA
Community Teamwork, Inc.- Merrimack Valley Small Business Center
Habitat for Humanity of Greater Lowell- Critical Home Repairs for Seniors
Lowell House, Inc.- The Healthy Living Center
Lowell Parks & Conservation Trust, Inc.- Urban Forestry Project
Mill City Grows Inc. – Community Garden Repairs and Infrastructure Updates
YWCA of Lowell –Acre Youth Center Paint & Floor Rehab
CDBG Public Service Cap Activities
Angkor Dance Troupe - Creative Workforce Program
Art Ramalho's West End Gym – Youth Boxing
Asian Task Force Against Domestic Violence - Lowell Asian Initiative Against DV
Boys & Girls Club of Greater Lowell, Inc. - Music Clubhouse
Cambodian Mutual Assistance – Walk In Services Staff Extension
Cambodian Mutual Assistance- Youth Program Staff Extension
Coalition for a Better Acre - STEP
Community Teamwork, Inc. – Big Brother Big Sisters Mentoring

Community Teamwork, Inc. – Spindle City Corps
Community Teamwork, Inc - Fuel Assistance Program
Community Teamwork, Inc – Secure Jobs Initiative
Community Teamwork, Inc. – CDBG- Emergency Motel Placement
Council on Aging- Senior Programming
Girls Inc. of Greater Lowell - Outreach
Girls Inc. of Greater Lowell - Youth Enrichment Programs
Greater Lowell Family YMCA - Summer Camperships
Greater Lowell Workforce Investment Board - Subsidized Work Program for Youth
House of Hope - The Hope Chest
Lowell Association for the Blind - Advocacy and Services for the Blind
Lowell Community Health Center - Teen BLOCK Reaches Out
Lowell House, Inc. – Stabilizing Housing and Job Placement for Recovery Home Graduates
Massachusetts Alliance of Portuguese Speakers- Integration Services
Mental Health Association of Greater Lowell - Bilingual Advocates
Merrimack Valley Catholic Charities - Lowell Food Pantry Collaborative
Merrimack Valley Food Bank – Mobile Pantry
Merrimack Valley Food Bank – Food Distribution
Merrimack Valley Housing Partnership – First Time Home Buyer Training
Middlesex Community College - Out of School Youth Development
Mill City Grows – Community Programming
Recreational Adult Resource Association - RARA Programs and Services
St. Paul's Kitchen – Payroll Assistance
The Community Family – Alzheimer’s Adult Day Health
The Megan House Foundation- Recovery Maintenance and Goal Planning Emma’s Place
The Wish Project – Beds for the Homeless
Third Sector New England- Expanding Access to Fresh Healthy Food
United Teen Equity Center – Workforce Development in Social Enterprise
Whistler House Museum of Art - Youth Summer Art Program
YWCA of Lowell - Youth Enrichment Training Institute
ESG Activities
Catholic Charities – Brigid’s Crossing
Community Teamwork, Inc. – Homeless Prevention
Community Teamwork, Inc. – Rapid Rehousing for Homeless Households
House of Hope - Housing Resource Center
House of Hope - Shelter Operations
International Institute of Lowell - Homeless Prevention for Refugees
Lowell Housing Authority, Homeless Prevention Program
Lowell Transitional Living Center, Winter Emergency Bed Project
Women in Transition, Inc. DBA Alternative House – Emergency Domestic Violence Shelter

HOME Activities
City of Lowell, DPD - First Time Homebuyer Program Down payment Assistance
City of Lowell, DPD - HOME Housing Rehab
CHDO Reserve
HOPWA Activities
AIDS Action Committee of MA, Inc - Rental Assistance Program
AIDS Action Committee of MA, Inc - Emergency Housing & St. Paul's Residence
AIDS Action Committee of MA, Inc - Middlesex HOCH Program
Institute for Health and Recovery - Project HEAL
Justice Resource Institute - Assisted Living Program
Lowell House, Inc - Housing Information Services
Lowell House, Inc - Supportive Services
Lowell Housing Authority
South Middlesex Opportunity Council - HOPWA Program
Victory Programs, Inc. - Ruah House
Lynn Housing Authority & Neighborhood Development – Administering agency for Essex County

AP – 55 Affordable Housing

1. Introduction:

The HOME Investment Partnerships provides both federal financing and technical assistance and is an administered program that expands the supply of decent, safe, affordable, and sanitary housing while strengthening the abilities of local governments to design and implement affordable housing strategies.

2. One Year Goals for the Number of Households to be Supported:

Homeless	0
Non-Homeless	24
Special-Needs	1
Total	25

3. One Year Goals for the Number of Households Supported Through:

Rental Assistance	0
The Production of New Units	24
Rehab of Existing units	6
Acquisition of Existing Units	0
Total	32

4. Discussion:

The HOME program will utilize the following programs to achieve the goals outlined above
Rehabilitation, rental housing development, home buyer assistance

SP-10 GEOGRAPHIC PRIORITIES – 91.215 (A)(1)

Geographic Area

Table 1 - Geographic Priority Areas

1	Area Name:	City of Lowell
	Area Type:	Elegible activities in the City of Lowell
	Other Target Area Description:	Elegible activities in the City of Lowell
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
	Include specific housing and commercial characteristics of this target area.	
	How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
	Identify the needs in this target area.	
	What are the opportunities for improvement in this target area?	
	Are there barriers to improvement in this target area?	
2	Area Name:	HOPWA MSA
	Area Type:	Middlesex and Essex County
	Other Target Area Description:	Middlesex and Essex County
	HUD Approval Date:	
	% of Low/ Mod:	
	Revital Type:	
	Other Revital Description:	
	Identify the neighborhood boundaries for this target area.	
Include specific housing and commercial characteristics of this target area.		

How did your consultation and citizen participation process help you to identify this neighborhood as a target area?	
Identify the needs in this target area.	
What are the opportunities for improvement in this target area?	
Are there barriers to improvement in this target area?	

General Allocation Priorities

Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA)

The primary national objectives of HUDs programs are to benefit low-income and moderate income residents, Lowell’s block grant program funds will be targeted to low-income and moderate income neighborhoods and fund activities that benefit the City as a whole, the majority of whose residents are low- or moderate-income. Guided by the eligibility requirements the City of Lowell has recognized the priority need categories for the five-year planning period. Relative priorities and target funding proportions were established through the synthesis of the needs information obtained through the plan development process described elsewhere in this document. The overwhelming majority of funds will be concentrated in the downtown where many of low moderate income households are located and where many social service agencies are located and easily accessible.

Since 2005 Lowell has received a direct allocation of HOPWA funding to administer on behalf of Middlesex County because Lowell is the most populous City in Middlesex County. Continuing since the 2014-15 program year Lowell will also administer HOPWA funds on behalf of Essex County. This modification comes as the result of changes in the way OMB delineates population data for Metropolitan Statistical Areas. This block grant is designated to serve persons throughout Middlesex County as well as Essex County who are living with HIV/AIDS and their families. For this program, funds will be allocated to eligible recipients county-wide whose programs serve this population. It is anticipated that the funds will be targeted to organizations whose service areas include the urban centers within the two Counties, including Cambridge, Framingham, Haverhill, Lawrence, Lowell, Lynn, Peabody, Somerville, and Topsfield where the greatest percentage of persons with HIV/AIDS reside.

SP-25 Priority Needs - 91.215(a)(2)

Priority Needs

Table 1 – Priority Needs Summary

1	Priority Need Name	Decent Affordable Housing
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
	Geographic Areas Affected	Eligible activities in the City of Lowell

	Associated Goals	DH-1.1 DH-1.2 DH-1.3 DH-1.4 DH-2.1 DH-2.2 DH-2.3 DH-2.4
	Description	Increase Availability/Accessibility and Improve the Affordability of Decent Affordable Housing
	Basis for Relative Priority	Community input and identified needs.
2	Priority Need Name	Suitable Living Environment
	Priority Level	High

Population	Extremely Low Low Moderate Large Families Families with Children Elderly Public Housing Residents Chronic Homelessness Individuals Families with Children Mentally Ill Chronic Substance Abuse veterans Persons with HIV/AIDS Victims of Domestic Violence Unaccompanied Youth Elderly Frail Elderly Persons with Mental Disabilities Persons with Physical Disabilities Persons with Developmental Disabilities Persons with Alcohol or Other Addictions Persons with HIV/AIDS and their Families Victims of Domestic Violence Non-housing Community Development
Geographic Areas Affected	Eligible activities in the City of Lowell
Associated Goals	SL-1.1 SL-1.2 SL-1.3 SL-1.4 SL-2.1 SL-3.1 SL-3.2 SL-3.3
Description	Increase Availability/Accessibility, Improve the Affordability and Improve the Sustainability of a Suitable Living Environment.
Basis for Relative Priority	Community input and identified needs.

3	Priority Need Name	Economic Opportunities
	Priority Level	High
	Population	Extremely Low Low Moderate Middle Large Families Families with Children Elderly Public Housing Residents
	Geographic Areas Affected	Eligible activities in the City of Lowell
	Associated Goals	EO-1.1 EO-1.2 EO-1.3
	Description	Increase the Availability/Accessibility of Economic Opportunities.
	Basis for Relative Priority	Community input and identified needs.

Narrative (Optional)

AP – 60 Public Housing

1. Introduction:

The Lowell Housing Authority (LHA) currently manages 1,698 units of Federal Public Housing, 190 units of State Public Housing and administers 1,251 Housing Choice Vouchers. Within our programs, we strive to meet the needs of very low income families and individuals by providing safe, sanitary housing, and supportive services. The agency has evolved its programming endeavors over the years to increase self sufficiency and homeownership opportunities, with monetary incentives in place to encourage participation. The LHA will continue to build upon its mission to provide safe, sanitary housing and expanding resident initiatives.

In March 2018, the LHA was awarded 5 Veterans Affairs Supportive Housing (VASH) Vouchers by the US Department of Housing and Urban Development. These are Housing Choice Vouchers that provide rental assistance to homeless veterans and their families with case management and services provided by the Department of Veterans Affairs in Bedford, MA.

2. Actions planned during the next year to address the needs to public housing:

There is a growing need for handicap accessible units within the agency. The LHA recently completed the conversion of 11 standard one bedroom units to handicap accessible units. These conversions took place at the Father Morrisette Manor, Dewey Archambault Towers, Francis Gatehouse, and the Faulkner Street Development. These modified units will be made available to current residents requiring an accessible unit, as well as applicants on the waiting list. We have identified one additional unit to be converted at Bishop Markham Village. Once completed, the LHA will meet its goal of creating 25 additional handicap accessible units within our portfolio.

In an effort to increase security within all our developments, the LHA has completed an upgrade to the surveillance camera system to allow for direct access by the Lowell Police Department (LPD). In addition, we are also in the process of procuring additional upgrades to our existing surveillance system, as well as increasing the number of cameras within the North Common Village and Bishop Markham Village. Recently, the LHA installed new exterior lighting throughout Bishop Markham Village. New light poles and building light fixtures provide better illumination of walkways and parking areas at that location.

The LHA continues to fund a portion of the salary of a full-time police officer, stationed at Dewey Archambault Towers during second shift hours, through a Memorandum of Understanding with the City of Lowell. This officer has been instrumental in identifying criminal issues within our developments, and reporting information to LHA Management. The LHA continues to provide office space for the Lowell Police Department Gang Unit at the Mercier Center, which is situated at the North Common Village and provides a police presence within the heart of the development.

The LHA continues its involvement with the Working Cities Initiative, led by the City of Lowell and supported by several non-profits, educational institutions and neighborhood groups. Through this initiative, the City has been awarded a grant in the amount of \$475,000 to address poverty, and educational and inclusion issues of residents residing within the Acre section of the City. The North Common Village is situated within the Acre neighborhood and our residents have been greatly served by the support and information provided through this initiative.

The LHA continues to offer The Learning Zone After-School Program for youth in grades 3-8 within both the North Common Village and George Flanagan family Public Housing Developments as well as the surrounding neighborhoods of the Acre and Highlands, respectively. This program is available Monday through Thursday from 3:00PM-5:30PM throughout the school year at each location. The overall mission of the Learning Zone is to offer daily tutoring assistance, hands-on activities, critical thinking exercises, informational guest speakers and recreational opportunities to further promote academic success and broaden one's quest for knowledge. In addition, each participant is provided with a healthy, balanced meal each day through a partnership with the Lowell Public Schools Nutrition Department. In 2017, the Lowell Youth Activities Program received a grant through the Greater Lowell Community Foundation in the amount of \$3,500 for eight mobile "Traveling Science Workshops", coordinated by the Discovery Museum of Acton, MA. The workshops are geared toward supporting and enhancing the Massachusetts Science and Technology/Engineering curriculum. The Pollard Memorial Library provides weekly reading skills enhancement at the North Common Village location and in May 2017, orchestrated the development of a riveting short film, "Cinderella Goes To Court" which won Best Comedy in the Youth Matters Media Festival. In addition, the Lowell Police Department hosted a Bullying Prevention and Response Presentation for both our youth participants as well as their parents.

3. Actions to encourage public housing residents to become more involved in management and participate in homeownership:

Resident participation and engagement are vital elements in the growth and success of the Authority. The LHA continually holds resident meetings at all developments to provide information and receive resident feedback. The meetings are held throughout the year and provide an open forum for residents to voice their concerns. The LHA has several high functioning Tenant Councils that provide information and support to residents, and work with Management to address critical issues. In establishing the agency's Annual Plan, the LHA seeks comments, recommendations and support from the Resident Advisory Board (RAB). The RAB is made up of volunteers who represent residents within their development. In 2018, the RAB solicited new members to engage in resident related discussions. All activities serve to keep our residents better informed, and provide the Authority with resident opinions on matters of concern. It is our goal to maintain these lines of communication for the betterment of the Authority.

The LHA has established several initiatives to encourage homeownership. The River's Edge on the Concord Homebuyer Program provides up to \$5,000 in down payment assistance to LHA residents, Housing Choice Voucher Program participants, residents of the city of Lowell and veterans. A staff

member assists homebuyers at River's Edge and offers guidance throughout the mortgage application process.

The Housing Choice Voucher Program allows participants to transition to homeownership, utilizing the Voucher to qualify for a mortgage. At the present time, the LHA has twenty-three homeowners who have successfully utilized the Voucher to purchase a home in Lowell or a surrounding community. The Family Self-Sufficiency (FSS) Program provides support and case management to program participants in meeting their established financial, educational, and employment goals. As an incentive for participation, an escrow account is established for those who realize an increase in earned income while under contract. The FSS Program refers potential home buyers to the Merrimack Valley Housing Partnership for the First Time Homebuyer's Certification Course and covers the cost of such. Several FSS participants have purchased homes utilizing their escrow funds after successfully completing the program. The LHA will continue these efforts in the coming year to increase homeownership opportunities for the residents we serve.

4. If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance:

The LHA has been designated a High Performer by the U.S Department of Housing and Urban Development.

1. Introduction

The City of Lowell's Continuum of Care services and housing providers have implemented specific strategies to provide families, individuals, and unaccompanied youth living in emergency shelter; and those living on the street opportunities to secure permanent housing placements. Continuing efforts to improve and expand on this include the implementation of an HMIS-based Coordinated Entry System and new data project manager position; and the continued implementation of ending homelessness initiatives focused on Veterans, youth and those chronically homeless. One-year goals and activities that the City will undertake to carry out these actions will be described in this section.

2. 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.

An outreach team will continue to reach out daily to those living on the street and other places not meant for human habitation, with the goal of build relationships, providing services, assessments, emergency medical interventions, and providing ongoing encouragement to move them from the streets to appropriate housing. Outreach team members represent agencies that include, but may not be limited to the: Lowell Police Department, Fire Department, Lowell General Hospital's Circle Health program, Trinity Ambulance, Lowell House, Inc. providing addiction services and support, Community Teamwork, Inc.'s Veterans' Peer support program, Lowell Transitional Living Center and Bridgewell, Inc.'s Pathfinder permanent supportive housing project. However, the jurisdiction's primary one-year goal continues to be stably house individuals and families that are currently experiencing homelessness; and prevent those at risk of homelessness from entering the homeless system.

3. Addressing the emergency shelter and transitional housing needs of homeless persons.

The Commonwealth of Massachusetts continues to have a right to shelter mandate for all families experiencing homelessness. Families are placed in emergency shelter and moved to permanent housing as quickly as possible. Lowell's emergency shelters are providing or referring families, individuals, Veterans and unaccompanied youth to services that include, but are not limited to: health and mental health care, detox and substance use recovery programs, services for survivors of domestic abuse, seasonal shelter protection and housing placement for those coming from the streets, and programs serving the elderly and unaccompanied youth. Case managers are committed to securing as many mainstream resources for each client as they are eligible to receive.

4. 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:

CoC housing and services programs provide intensive housing placement and services; and funding from state programs like Emergency Assistance, HomeBASE and Rental Assistance for Families in Transition (RAFT) are successfully placing families and some individuals in permanent housing; or preventing/diverting them from becoming homeless. State and local HUD Emergency Solutions Grant (ESG) funding is also used to prevent and divert families from entering the shelter system, keeping them permanently housed. The City, CoC, VA and SSVF programs will continue to quickly place Veterans in permanent housing and increase efforts to double the number of permanent supportive housing units for Veterans and chronically homeless individuals. Successful programs are also in place for families and individuals that have experienced domestic violence; and other local and regional efforts to serve unaccompanied youth experiencing homelessness are building strength.

- 5. 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.**

Household Assistance: HomeBASE provides financial assistance and other support services to help families retain their current housing or obtain other housing when a rental assistance subsidy placement is not necessary to prevent homelessness. ESG funds are also available to help families and individuals maintain housing by providing services that include: family or tenant/landlord mediation, household budgeting, emergency rental assistance, job training and placement, and case management benefits advocacy. Assessments are undertaken to meet HUD eligibility requirements and documentation that **but for** ESG assistance, these households would become homeless and entering emergency shelter. The City of Lowell in cooperation with state agencies continues to implement the policies and procedures set in place to prevent individuals from becoming homeless as a result of being discharged from public/private funded institutions and systems of care. These are long standing policies carried out in partnership with local, regional and statewide state agencies, non-profit housing and services providers and other community- and faith-based organizations.

6. Discussion: .

AP-75 BARRIERS TO AFFORDABLE HOUSING – 91.220(J)

Introduction:

The City of Lowell continues to work to eliminate barriers that may limit the production or feasibility of affordable housing construction that are within the capacity of a local government to address. Foremost among these are zoning and land-use regulations. The reasons for the high cost of housing in this area are diverse and complex, but many researchers have identified tax policies and land use regulations as contributing factors. Under the new zoning, more than 38% of the City's land area is zoned to allow multi-family development in residential or mixed-use zoning districts. The City allows significant density in these zones as described in the table below. Even the most restrictive single-family zone allows more than four units per acre. In addition, the City's Zoning Ordinance encourages the conversion of existing buildings including schools, churches, firehouses and obsolete industrial buildings into multi-family residential uses, even when those buildings are located in single-family zoning districts. In certain urban mixed-use zoning districts parking restrictions are limited to one space per unit, and a by-right waiver for half of residential parking requirements is provided if a parking structure is located between 400 to 1,500 feet from the project site based on the zoning district.

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

The ability of Massachusetts cities and towns to raise local revenues is restricted by the Proposition 2 ½ property tax regulations. These regulations limit the rate of growth of local tax levies and discourage communities from accepting additional housing development because of real and perceived fiscal impacts on municipal budgets. Partially in response to the restrictions of Proposition 2 ½, many municipalities in Massachusetts have enacted strict zoning and other land-use regulations which significantly limit the available development opportunities for low-cost housing in general and multi-family housing specifically, thereby increasing the costs of producing affordable housing in the region.

Enacted by City Council in October 2012 the Rental Permit ordinance, requires all rental units to hold a Rental Property Permit, with the exception of two-family owner-occupied and HUD-funded properties. Rental property permits are issued per dwelling unit, by Lowell's Division of Development Services following a satisfactory inspection of the property common areas and rental unit(s), and payment of the permit fee of \$50 per unit. The intent of the ordinance is to ensure the safety and quality of Lowell's housing stock. .

Discussion:

The primary barriers to the production of affordable housing in Lowell and throughout Eastern Massachusetts remain the high cost of construction and high property values. These barriers are, for the most part, beyond the control of the local jurisdiction. The City of Lowell adopted the MA Stretch Energy Code in 2010. The Stretch Code is an appendix to the MA building code that requires enhanced energy standards for certain development projects. We expect that construction costs may increase for certain projects, primarily new construction, however in many cases the capital cost will be recouped with lower energy costs over the long run. While this will require additional upfront effort from developers, the Stretch Code will ultimately result in a higher quality of life and lower energy costs for individuals residing in new affordable housing units adhering to these regulations.

While the cost of housing development remains a major impediment to affordable housing production, the City of Lowell has taken significant steps to minimize the role that public policies at the local level have in exacerbating this challenge. Lowell also actively supports statewide efforts to encourage other communities to expand their housing production, recognizing that the overall market forces associated with an increase in regional housing supply will improve housing affordability in Lowell.

AP-85 Other Actions - 91.220(k)

Introduction: Listed below are the actions planned to address obstacles to meeting underserved needs, foster and maintain affordable housing, reduce lead-based paint hazards, reduce the number of poverty-level families, develop institutional structure, and enhance coordination between public and private housing and social service agencies.

Actions planned to address obstacles to meeting underserved needs: The City of Lowell will continue to support non-profit organizations, the local housing authority, homeless providers, and special needs groups, including minority businesses, in their goal to meet the underserved persons of the community. The City will continue to communicate with these groups as their needs change or the demand dramatically increases over the next year. The City will provide technical assistance to providers in the pursuit of Federal, State, and other funding sources. The primary obstacle to meeting underserved needs of low-income and moderate-income populations continues to be the availability of funds. While we strive to encourage programs to become self-sufficient, organizations serving these populations continue to experience significant reductions in funding from both governmental and private sources. The City of Lowell's annual allocation of program funds have also seen cuts in the past years. Reductions in State aid to the City of Lowell and the local budget have prohibited the City from being able to cover this funding gap, leaving many worthy and valuable programs unfunded or under-funded.

Actions planned to foster and maintain affordable housing: In addition to the specific goals and priorities outlined in the Affordable Housing discussion included earlier in this document, the City continues to work with its community partner organizations on programs aimed at improving the quality and affordability of Lowell's housing stock. These efforts include the following:

Energy Efficiency: In order to foster housing affordability and assist households in maintaining quality energy efficient housing, the City adopted HUD's policy requiring energy star certifications for new construction and substantial rehabilitation projects. Additionally, in instances where Consolidated Plan funds are used to assist homeowners with minor rehab work that might not trigger energy star standards, the City encourages the purchase of energy star appliances.

Foreclosure Prevention: At one time the City of Lowell was ranked 4th in the State for number of foreclosures. While the housing market has stabilized, challenges still remain to support responsible home ownership. Lowell has taken a proactive in supporting homebuyers through its First Time Homebuyer Program, funded with HOME dollars. Households participating in the homebuyer program are required complete a pre-purchase counseling training conducted by Merrimack valley Housing Partnership prior to applying to the City for down payment assistance.

To monitor the foreclosure problem representatives of local financial institutions, government entities, and the non-profit sector formed the successful Lowell Foreclosure Prevention Task Force.

Actions planned to reduce lead-based paint hazards: Ninety percent of all lead poisoning cases are due to lead paint dust. Lead enters the bloodstream through ingestion and inhalation. Children ages 6 years and younger are especially vulnerable due to the effects of lead paint on their rapidly developing bodies and brains. The effects of elevated levels of lead in a child's body are serious and may include learning disabilities, behavior problems, damage to hearing and speech and slower than average growth and development. Lowell is one of eight cities in Massachusetts that is classified as a "high risk" community for childhood lead poisoning. It is important to have your child's pediatrician regularly check lead levels at 1, 2, 3, and 4 years of age. Children 1 and 2 years of age are at even higher risk to lead poisoning due to frequent hand-to-mouth activity as they start to explore their environment. All children must have their lead levels tested prior to

school entry. In older housing, children can easily come in contact with lead dust. Prior to 1978 when lead paint was banned in the U.S., lead was routinely added to paint to make the application process easier, however, lead is a poisonous metal and over time, as lead paint deteriorates, it creates toxic lead dust. Homeowners should not try to remove lead paint on their own because these attempts make the problem worse by creating even more lead dust. Unless homes are made “lead safe” by using licensed de-leading contractors, deteriorating lead paint may pose a significant risk for young children. The Lead-Safe Lowell program strives to prevent childhood lead poisoning by offering Lowell homeowners and investors forgivable 0% interest loans for lead paint removal in residential properties. Occupants of dwellings must be low-to-moderate income.

Actions planned to reduce the number of poverty-level families: Most activities undertaken by the City of Lowell with CDBG, HOME, ESG, and HOPWA funds are efforts to reduce persons in poverty and improve the quality of life for Lowell residents, either directly or indirectly. Programs that directly influence the poverty level include: job enrichment, development and placement through education and economic development. Projects that indirectly affect poverty include those that upgrade the community and provide affordable housing. Consolidated Plan program funds are often used as matching funds for other grants that also reduce the number of poverty level families.

Actions planned to develop institutional structure: The central responsibility for the administration of the Consolidated Plan is assigned to the Department of Planning and Development (DPD). This agency will coordinate activities among the public and private organizations’ efforts to realize the prioritized goals of the Consolidated Plan. Extensive public-private partnerships have been established and organized to address the City’s housing and community development needs. DPD will access, facilitate, and coordinate resource linkages and draw from the immediate sources of expertise in the community to strengthen existing partnerships and develop new collaborative relationships

Actions planned to enhance coordination between public and private housing and social service agencies: Public and assisted housing providers, private and governmental health, mental health, and service agencies are participants in the network described in this document. They are also the organizations with which the City of Lowell worked to develop the Consolidated Plan, and they are expected to continue active participation in the upcoming years. The City has a well-developed Continuum of Care organizations with a full-time City staff member assigned. In addition, the City maintains a Hunger Homeless Commission that is comprised of homeless shelter and service providers.

The City strongly encourages collaborations in its RFPs for Consolidated Plan funds. A collaborative not only enhances the coordination of services among agencies but also helps consolidate the reporting requirements of block grant programs.

AP-90 Program Specific Requirements - 91.220(l)(1,2,4)

Introduction: The City has elected to consider the aggregate use of CDBG funds to determine the overall benefit of programs to persons of low and moderate income. This manner ensures that a minimum of 70% of the amount of CDBG funds are expended for activities that benefit such persons during the designated period.

**Community Development Block Grant Program (CDBG)
Reference 24 CFR 91.220(l)(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	\$108,628.26
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
Total Program Income:	\$108,628.26

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.** 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.

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

The jurisdiction must describe activities planned with HOME funds expected to be available during the year. All such activities should be included in the Projects screen. In addition, the following information should be supplied:

1. A description of other forms of investment being used beyond those identified in Section 92.205 is as follows: The City has elected to consider the aggregate use of CDBG funds, including all section 108 guaranteed loans to determine the overall benefit of programs to persons of low and moderate income. This manner ensures that a minimum of 70% of the amount of CDBG funds are expended for activities that benefit such persons during the designated period.

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: Section 92.254(a)(5) of HUD Section 24 allows the participating jurisdiction to impose either resale or recapture requirements on properties sold or refinanced that have been assisted with HOME funds. HOME funds awarded to first time homebuyers in the amount of up to \$10,000 are provided as a deferred loan at 0%. The City of Lowell prefers to use the recapture method, but may be required to use the resale method, depending on the circumstance. HOME affordable homeownership limits for the area are provided by HUD, and eligible applicants are accepted on a rolling basis. There is no limit to beneficiaries or preferences to a particular segment of the low-income population. The following applies to the recapture requirements in compliance with the standards of 92.254(a)(5).

Recapture The City of Lowell will recapture all of the HOME assistance to the First Time Home Buyer when the house does not continue to be the principal residence of the family or if the property is sold, transferred or refinanced. The City of Lowell reserves the right to re-inspect any failed items noted on the Housing Quality Standard Report at the end of the 24-month rehabilitation period. Failure of the homeowner to repair said items will result in the immediate repayment of the original HOME assistance. In the event of foreclosure of the first mortgage the MORTGAGOR agrees that the net proceeds of a foreclosure sale (after payment of the prior mortgage) shall be paid to the City of Lowell in payment of the amount loaned under the HOME agreement as set forth in 92.254(a)(5)(ii)(A)(3). The City must demonstrate that it has made a good faith effort to salvage the project and preserve it for affordable housing. **Resale** The City of Lowell also uses Resale Restrictions when applicable. In these cases, the units are deed

restricted with covenants which ensure affordability at least for the minimum affordability period under Section 92.254(a)(4). The affordable units must be owner-occupied for the entire term of the affordability period. Resale of an affordable unit must be to a household at or below 80% of AMI for the jurisdiction. Maximum resale price of the unit is the purchase price paid by the Owner plus the cost of the appraisal plus the documented total cost of capital improvements made by the Owner plus a return on the Owner's investment equal to the product of (i) the sum of the Owner's original down payment plus one-half of the aggregate of regular principal payments made by the Owner on the allowable secured debt on the Property multiplied by (ii) a fraction, the numerator of which shall be the Price Index for the last month preceding the Notice minus the Price Index for the month preceding the Owner's purchase of the Property and the denominator of which shall be the Price Index for the month preceding the Owner's purchase of the Property. The "Price Index" shall mean the "Consumer Index for Urban Wage Earners and Clerical Workers All Items (November 1982 = 100)" Published by the Bureau of Labor Statistics of the United States Department of Labor. The City of Lowell is able to maintain the affordability of the property for future income eligible buyers, while not compromising the owner's incentive to maintain the property, and providing a reasonable return on all improvements and investments in the property.

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: Affordability for homeownership units using the recapture method described above shall be ensured through the use of real estate liens outlining the City's recapture provisions. Homeownership units using resale provisions will use deed restrictions to ensure the resale requirements are met. The period of affordability specified in the mortgage will be based on the amount of HOME-E funds invested in the project. Additionally, funds used for homebuyer assistance and/or rehabilitation take into account HOME affordable homeownership limits provided by HUD. Eligible applicants/projects are accepted on a rolling basis, and RFPs/information are available by request via email, website, or in person at our offices. Additionally, Recapture is the provision used with the expectation of development subsidies, in which resale value is the provision used. In the case of presumption of affordability; affordability is required and not presumed. Market Analysis would be required in the event of homebuyer development projects, however Lowell has no development projects underway.

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: The City of Lowell does not intend to use HOME funds to refinance existing debt secured by multifamily housing that is being rehabilitated with HOME funds during the Program Year

**Emergency Solutions Grant (ESG)
Reference 24 CFR 91.220(l)(4)**

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

A set of Written Standards governing the use of Emergency Solutions Grant funds for homelessness prevention and rapid re-housing activities was completed in coordination with the Substantial Amendment to the Annual Action Plan for the second allocation of ESG funds. Input from Lowell's Continuum of Care members as well as feedback from sub grantees of Lowell's Homeless Prevention and Rapid Re-housing Program (HPRP) were considered in the development of these standards. A copy of the Written Standards is attached to the Consolidated Plan as an appendix.

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

Assessments for homeless individuals and families are coordinated jointly with the local CoC and State of Massachusetts and include determining household needs and the creation of a comprehensive housing and service plan. Families are deemed eligible for emergency assistance through a preliminary assessment conducted by the Mass. Dept. of Housing and Community Dept. If eligible, families are referred to a shelter program or other available temporary accommodation (motel/hotel). Once secured in housing, a much more extensive assessment is conducted via the state's HMIS software platform. Families not eligible for shelter or hotel placement are referred to Community Teamwork, Inc.'s Housing Consumer Education Center to access rapid rehousing assistance from programs funded through either state or local ESG dollars or the Stabilized Housing for Families in Transition program. Homeless individuals are referred to the Lowell Transitional Living Center and, once in shelter, are assessed for housing assistance along with case management services.

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) will be allocated.

The process for allocating ESG funds begins in November with the advertisement of the Annual Action Plan planning process, availability of funds, and the Request for Proposal (RFP). The schedule of the Action Plan process and RFP is advertised in the Lowell Sun, posted in four languages in several public locations, and emailed to all current subrecipients. City Staff also make presentations before the Lowell Non-Profit Alliance to publicize the availability of the RFP and answer questions from potential applicants. DPD also provides TA to the CAC and relies on priority needs of CoC providers to allocate funds. ESG funding is based on priorities identified in the Five-Year Consolidated Plan and City's 10-Year Plan to End Homelessness, particularly those that provide rapid re-housing and homelessness prevention services. The NPA reaches a wide pool of local nonprofit organizations including community and faith-based organizations. Applications are made available at the Department of Planning and Development as well as online via the City's website at www.lowellma.gov. Completed applications were due in December. The Request for Proposal contains information about eligible activities under the ESG regulations including program requirements for all sub

grantees. The RFP also contains a set of evaluation criteria, based on the priorities identified in the City's Five Year Consolidated Plan. Emphasis is placed on ESG projects that meet the goals of the City's 10 Year Plan to End Homelessness, particularly those that provide homelessness prevention or rapid re-housing services. Up to a 9-member volunteer Citizens Advisory Committee meets throughout the Annual Action Plan process to review proposals and make funding recommendations to the City Manager and City Council. Throughout the process, City staff provide technical assistance to applicants as well as CAC members. A tentative award list is released as part of the Draft Annual Action Plan 30-day public comment period. A final Action Plan and award list is submitted to the City Council in May for final approval before the Plan is sent to HUD

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. Community Development staff continue to review strategies to include homeless and formerly homeless individuals in the annual plan process for ESG funds as well as the Continuum of Care. In order to identify short-term priorities for ESG funding, DPD will network with its non-profit partners to identify previously or currently homeless individuals who can provide feedback and input in prioritizing federal entitlement funds. Many of these non-profit providers currently employ formerly homeless clients to provide peer-to-peer counseling to current homeless and at-risk clients. ESG administrators at the City of Lowell will continue to work with the Lowell CoC and other service providers to formulate strategies for the inclusion of homeless or formerly homeless individuals in the planning and prioritizing Consolidated Plan program funds.

5. Describe performance standards for evaluating ESG. The Department of Planning and Development has implemented a Performance and Outcome Measurement System in order to quantify the effectiveness of programs and establish clearly defined outcomes. Using goals set by the subrecipients in their applications for funding, DPD drafts grant agreements which relate reimbursement specifically to accomplishments. Where possible, the focus is on outcome measurements rather than outputs. For example, a rapid re-housing program that uses ESG funds to provide housing stabilization services will report on the number of participants who receive case management services but may only be reimbursed based on the number of participants who actually attain stable, permanent housing. Subrecipients are reimbursed only when they can provide accurate and appropriate documentation that demonstrates program accomplishments and can provide backup documentation for eligible costs as spelled out in the contractual agreement. Subrecipients who do not accomplish their proposed goals are not reimbursed for their full grant amount, and funds are recaptured at fiscal yearend and made available for other ESG eligible programs in the following year. DPD staff work closely with subrecipients to ensure that these contract goals are reached. In the event of unforeseen circumstances, DPD staff may consider amending contractual goals when warranted. DPD Staff conduct thorough monitoring of all Consolidated Plan programs including those funded through

ESG. Monitoring processes include detailed monthly desk audits of reimbursement requests as well as on-site visits to review program files and operations..

Discussion: For more information on the process of consulting with our project sponsors, see AP-10 "Consultation"



City of Lowell

Department of Planning and Development

*Written Standards for Provision of Emergency
Solutions Grant Assistance*

2018

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Overview and Purpose of the Written Standards

In accordance with 24 CFR 91.220(l)(4)(i) and 567.400(e)(1), The City of Lowell's Department of Planning and Development has developed the following written standards for the provision and prioritization of Emergency Solutions Grant (ESG) funding.

The City of Lowell is awarded ESG funds annually from the Department of Housing and Urban Development as part of the Annual Action Plan Process. These funds, which are distributed as part of an annual competitive RFP process, are designed to identify sheltered and unsheltered homeless persons, as well as those at risk of homelessness, and provide the services necessary to help those persons 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) amended the McKinney-Vento Homeless Assistance Act, including major revisions to the Emergency Shelter Grants program, now the Emergency Solutions Grants (ESG) program. The HEARTH Act incorporated many of the lessons learned from the implementation of the Homelessness Prevention and Rapid Re-Housing Recovery Act Program (HPRP) into the new ESG program, including placing a stronger emphasis on homelessness prevention and rapid re-housing assistance.

While still an eligible cost-type under these funds, the new ESG places less of an emphasis on providing shelter operating costs or essential shelter services to subrecipients. In line with HUD's national homelessness policy as outlined in *Opening Doors: Federal Strategic Plan to Prevent and End Homelessness*, federal programs aimed at ending homelessness have shifted away from providing shelter support and are now geared towards providing stable, permanent housing opportunities for the homeless and at-risk homeless.

The ESG program allows each city and town administering these funds to set priorities based on the individualized needs of the community. These standards serve to outline the specific guidelines and priorities that will be used by the City of Lowell's Department of Planning and Development in awarding and administering ESG funding.

A.) Standard Policies and Procedures for Evaluating Individuals' and Families' Eligibility for Assistance under ESG

The following eligibility criteria must be met in order for an individual or family to be provided with ESG assistance:

- 1) The individual or family must reside within the Lowell City limits, in a Lowell homeless shelter, or be relocated from an outside shelter to Lowell.
 - a. ESG funded projects must conduct an initial evaluation to determine each project participants eligibility for ESG assistance and the amount types of assistance.

- 2) Program participants must meet the definition of homeless or at-risk homeless as spelled out in 24 CFR 576.2:

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); <or>
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

<or>

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; <and>
- (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

<or>

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; <and>
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

<or>

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; <and>
- (iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

At risk of homelessness means:

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; **<and>**
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the “homeless” definition in this section; **<and>**
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); **<or>**
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

<or>

(2) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15)):

<or>

(3) A child or youth who does not qualify as “homeless” under this section, but qualifies as “homeless” under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

- 3) Income guidelines: as noted in the definitions above, clients who are at-risk of homelessness must have an income **at or below 30% of the area medium income** to qualify for ESG assistance. Income for clients who are literally homeless must also be documented in case files and must also be at or below 30% of the area medium income to qualify for this assistance.
- 4) The individual or family provided must have at least an initial consultation with a case manager or other authorized representative who can determine the appropriate type of assistance to meet their needs. At this initial consultation, long-term strategies for ensuring stable housing should be covered with the client. HUD encourages ineligible persons be referred to appropriate resources or service providers that can assist them.
- 5) HMIS participation is a mandatory ESG requirement. All clients receiving ESG assistance must be reported in an approved HMIS system.

- 6) All clients receiving ESG assistance must be re-certified as eligible **every three months**. ESG clients receiving more than three months of assistance must have documentation of re-certification of their eligibility for assistance included in their case file.

B.) Policies and Procedures for Coordination among Emergency Shelter Providers, Essential Service Providers, Homelessness Prevention and Rapid Re-Housing Service Providers, Other Homelessness Assistance Providers, and Mainstream Service and Housing Providers

In the development and continual refinement of these written standards, Department of Planning and Development staff coordinated with homeless and at-risk homeless service providers in the following ways:

Coordination with the Continuum of Care:

The City's Department of Planning and Development (DPD) is the Lead Entity for the Lowell Continuum of Care (CoC). With oversight from a Community Development Specialist from DPD, nonprofit organizations in Lowell that are members of the CoC are working to provide services to help increase the self-sufficiency of homeless persons and those with issues of mental illness, substance abuse, domestic violence and disabilities that are at-risk of homelessness. The CoC continues to operate a Homeless Management Information System (HMIS) . Data is collected annually to create a Housing Gaps Analysis Chart that is used by the community to determine the unmet need for emergency shelters, transitional housing programs and permanent housing sites for homeless persons. Current Lowell CoC Member Organizations are:

- Alternative House
- Bridgewell, Inc./ Pathfinder
- Community Teamwork, Inc.- Housing Consumer Education Center
- Community Teamwork, Inc.- Shelter Programs
- Crescent House
- House of Hope
- Lowell Housing Authority
- Lowell Transitional Living Center
- United Teen Equality Center

To increase the level of coordination between the CoC and the city's homeless programs, staff responsible for the administration of the ESG program are now attending CoC meetings on a regular basis. Input and data from CoC members has been integrated throughout these Written Standards and was a main point of reference in formulating the prioritization standards outlined in Section C. Direct interactions with CoC service providers has allowed DPD staff to prioritize funding in support of the needs that are not currently being addressed by other federal, state and local funding sources.

Survey for Homeless and At-Risk Homeless Service Providers:

In addition to a higher level of coordination with the CoC, a survey was distributed to homeless and at-risk homeless service providers to solicit feedback from organizations or programs that may not be a part of the CoC. The purpose of this survey was to identify and better understand the most pressing needs of the homeless population in Lowell at present. Particular emphasis was placed on identifying sub-populations of homeless or at-risk homeless individuals that are growing or have disproportionate needs at present. Additionally, service providers were asked to identify areas of need that are not currently being addressed by other federal, state or local funding sources. Feedback from this survey was incorporated into the prioritization standards outlined in Section C.

As a means of keeping these Written Standards current and effective, similar short surveys will be reviewed by the CoC on a regular basis. Surveys should be aimed at identifying new or emerging needs in the homeless or at-risk homeless community.

Outreach to Homeless or At-risk homeless Service providers Outside the Continuum: In order to ensure that the full range of homeless or at-risk homeless individuals and families are being targeted for use of these funds, Department of Planning and Development staff also conducted outreach to homeless and at-risk homeless service providers outside of the Continuum of Care. Targeted focus was given to service providers working with specific populations of clients who are currently not serviced with ESG dollars. Organizations serving veterans, youth, elderly, the mentally disabled and substance abusers were targeted during this outreach process. Outreach activities include surveying these organizations to get a better understanding of the services they provide and the distinct needs of the populations they serve. Outreach also includes informing these organizations of the availability of new rounds of ESG funding.

C.) 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

The resources available to address the needs of homeless and at-risk homeless populations . Federal, state and local programs aimed at assisting these vulnerable populations have recently undergone major changes and are expected to continue to fluctuate in the near future. In reference to the patchwork of various services and resources that are currently available, service providers indicated that HPRP—with its many eligible activities—helped to fill some of the gaps in service. These funds also prevented clients who were ineligible for other service-types from falling through the cracks. Therefore, feedback from homeless and at-risk homeless service providers in the City of Lowell has indicated that ESG funding will best serve the local community if it remains as flexible and open as possible. Lowell has a strong network of providers working with homeless and at-risk homeless populations in the city. Moving forward, DPD staff will continue to work with these service providers to ensure that the ESG program remains effective at addressing the changing needs of the community.

Despite the stressed need to make ESG funding as flexible as possible, several priority areas were identified as a result of coordination with the CoC, feedback from HPRP subrecipients, a survey and

outreach to other homeless or at-risk homeless service providers. This feedback indicated that the following populations should be given priority for funding under the new ESG program:

1. Substance abuse and mental illness remain predominant barriers in combating homelessness in Lowell.
2. A significant number of homeless individuals in Lowell are also victims of domestic violence.
3. In the past year, the city of Lowell has witnessed an increase in the number of youth/ young adults and elderly homeless individuals. These populations both have unique needs that require specialized services.
4. Veterans continue to be prioritized.

As a result of the obstacles identified above and due to shortages in other resources, funding for extended case management services should be a high priority area for ESG funds. Ideally, in order to maintain stable housing and avoid crisis-situations, clients require on average approximately 18 months of continuous case management to transition to a more stable housing situation. Ideally, 24 months of case management is optimal to give the client the best chance of staying housed after services are terminated.

In addition to the specific populations listed above, specific re-occurring barriers were identified in preventing homeless individuals and families from obtaining and maintain stable permanent housing. These barriers include:

1. Lack of a stable sufficient income remains the primary obstacle in securing stable housing for homeless and at-risk populations in Lowell.
2. Unemployment, lack of marketable job skills and the strained economy present a series of significant obstacles to individuals and families who are currently homeless or at-risk of homelessness.

Lastly, HUD strongly encourages jurisdictions to target funding toward assisting individuals and families living on the streets and in emergency shelter. Therefore, in accordance with the City of Lowell's 10-Year Plan, individuals who are currently homeless—especially those who have been chronically homeless—should be targeted for use of these funds. Clients who do not have prospects to become stably housed in the near future should not be turned away from ESG assistance. Instead, case managers should work closely with these individuals to identify and overcome key barriers to obtaining permanent stable housing. DPD encourages service providers to communicate with city staff as new or pressing barriers are identified amongst the chronically homeless population so that new strategies for ESG use can be prioritized.

Department of Planning and Development staff will update these priority areas as new trends and patterns in the homeless and at-risk homeless community emerge.

D.) Standards for Determining the Share of Rent and Utilities Costs that Each Program Participant Must Pay, if any, While Receiving Homelessness Prevention or Rapid Re-Housing Assistance

The City of Lowell will not mandate that clients receiving ESG assistance pay a specific portion of their total rent with other sources. However, limits will be placed on the amount of funds that will be made available for direct financial assistance provided through this program. (see Section E for these limits) Whenever possible, ESG direct financial assistance should be provided to cover *only a portion* of the total cost-type; clients should be encouraged to come up with sustainable ways to

supplement this financial assistance. Direct financial assistance can be used to cover the entire cost of rent or utilities *only* in cases where the client has been chronically homeless and does not have any resources or income to supplement the financial assistance.

E.) Standards for Determining How Long a Particular Program Participant will be provided with Financial Assistance and whether and How the Amount of that Assistance will be Adjusted Over Time

All forms of direct financial ESG assistance will be limited to the **12 month fiscal year (July 1-June 30)**. Should an organization receive grants in two fiscal years for the same service type, clients are eligible for extended service **not to exceed a total of 18 months**. All clients receiving direct financial assistance must provide their case manager with a copy of their lease or rental agreement to be kept on file. Rent Reasonableness and Housing Habitability Standard screenings must be conducted *prior* to providing direct financial assistance, must be documented in the case file, and are the responsibility of the sub-grantee. ESG funds used to pay direct assistance must be issued to a third party. In order to qualify for the following forms of assistance, the client cannot already be receiving assistance of the same cost-type from an alternative source. Whenever possible, ESG direct financial assistance should be provided to *cover only a portion* of the total cost-type; clients should be encouraged to come up with sustainable ways to supplement this financial assistance. As a best practice, organizations receiving ESG funds for direct financial assistance should budget their awards to achieve a balance between distributing funds to as many clients as possible while ensuring that the assistance provided to each individual will be sufficient to obtain or maintain stable housing. Additional limitations for specific types of assistance apply and are outlined below.

Eligible types of direct financial assistance are:

Homelessness Prevention Direct Financial Assistance:

Under the Homelessness Prevention category, direct financial assistance can be made available to clients who are "at-risk" for homelessness, as spelled out in the definition in Section A. Please note that clients can **either** be provided with start-up costs (rental and/or utility arrearages) **<or>** medium term rental subsidies- but **not both**. Also, clients receiving start-up costs (rental and/or utility arrearages) are only eligible for this benefit on a **one-time basis per client per lifetime**.

- **Rental Arrears***: Rental arrears can be covered using ESG funds if and when the provision of these funds will allow clients to stay in their homes or move into a new unit. ESG funds that are provided for this cost-type are only to be made on a **one-time basis per client per lifetime** and **can only cover up to six (6) months of back-rent**. Clients receiving this benefit will not be eligible for medium-term rental subsidies.
- **Utility Arrears***: Utility arrears can be covered using ESG funds if and when paying such arrears will allow clients to stay in their home or move into a new unit. Each eligible client or family can be provided **up to six (6) months of back- utilities** for the purpose of preventing homelessness. This form of assistance is only to be made available on a **one-time basis per client per lifetime**. Clients receiving this benefit will not be eligible for medium-term rental subsidies.

**Please note:* Sub-grantees using ESG funds for payment of a client's back-rent or back-utilities should negotiate with landlords and utility companies to forgive or reduce the arrearage payments. A 10% reduction is suggested. Staff should document all attempts to reduce arrearages on behalf of the program participant in the case files.

- Short or Medium Term Rental Subsidies: Short or medium term rental subsidies paid by ESG funds should only be used to cover a portion of the client's total rent. The percentage of rent covered by ESG funds is to be determined by the case manager and should include considerations of the client's long-term prospects for becoming self-sufficient. Rental subsidies **can only be provided during the fiscal year of the grant (July 1-June 30) UNLESS an organization receives two consecutive ESG grants for the same cost-type, in which case medium term rental subsidies can be provided for up to 18 months.** Clients provided with this type of assistance must be receiving case management services (either through ESG or an alternative homelessness program) and must have a workable plan in place to become self-sufficient once the subsidy benefit expires. This plan is to be documented in the client's individual case file. When possible, case managers should also work with clients receiving this benefit to develop a plan whereby rental subsidies will decrease as the client prepares to become self-sufficient from this subsidy.

Rapid Re-Housing Programs Direct Financial Assistance:

Under the Rapid Re-housing category, clients who meet the definition for "homeless" as spelled out in Section A above will qualify for the following forms of direct financial assistance. Please note that qualifying individuals and families are only eligible for the following payments on a **one-time basis per client per lifetime**. Also, Rapid Re-Housing Assistance should be targeted towards families or individuals who have strong prospects of remaining stably housed after moving into their new home.

1. First and Last Month's Rent: **One-time payments not to exceed \$2,500 per client** can be made available using ESG funds to cover first and last month's rent for eligible individuals or families moving into a new residence. Clients receiving this benefit will not be eligible for medium-term rental subsidies provided under the homelessness prevention category of this funding source.
2. Security Deposits: **One-time payments not to exceed \$1,000 per client** can be provided to cover security deposits for homeless individuals or families moving into a new residence. Clients receiving this benefit will not be eligible for medium-term rental subsidies provided under the homelessness prevention category of this funding source. *Please note:* Security deposits must be returned to the organization when the assisted tenant leaves the unit. Because of this requirement, organizations must maintain accurate records of all security deposits provided to clients. A "good faith effort" must be made to recover program funds upon the departure of the beneficiary from the unit.
3. Moving Costs: **One-time payments not to exceed \$1,000 per client** can be provided to cover moving costs for homeless individuals or families moving into a new residence. Funds may be used for reasonable moving costs, such as truck rental or hiring a moving company. Payments in this category can only be paid to a third-party. Clients receiving this benefit will

not be eligible for medium-term rental subsidies provided under the homelessness prevention category of this funding source.

4. Short or Medium Term Rental Subsidies: In cases where clients are re-housed and do not have immediate prospects of becoming self-sufficient, short or medium term rental subsidies may be provided with these funds. Rental subsidies paid by ESG funds should only be used to cover a portion of the client's total rent. The percentage of rent covered by ESG funds is to be determined by the case manager and should include considerations of the client's long-term prospects for becoming self-sufficient. Rental subsidies **can only be provided during the fiscal year of the grant (July 1-June 30) UNLESS an organization receives two consecutive ESG grants for the same cost-type, in which case medium term rental subsidies can be provided for up to 18 months.** Clients provided with this type of assistance must be receiving case management services (either through ESG or an alternative homelessness program) and must have a workable plan in place to become self-sufficient once the subsidy benefit expires. This plan is to be documented in the client's individual case file. When possible, case managers should also work with clients receiving this benefit to develop a plan whereby rental subsidies will decrease as the client prepares to become self-sufficient from this subsidy.

F.) Standards for Determining the Type, Amount, and Duration of Housing Stabilization and/or Housing Relocation Services to Provide a Program Participant

ESG funds can be used to cover costs associated with providing homeless or at-risk homeless clients with housing relocation and stabilization services. Funds in this category will primarily cover case manager salaries. Duration of Housing Stabilization and/or Housing Relocation Services **must be completed by fiscal-year end (June30)**. Sub-grantees that receive ESG grants in consecutive fiscal years may continue to serve clients with these services over the course of two fiscal years, but must limit the duration of this service to **no more than 24 months**.

Eligible types of ESG services include:

Homelessness Prevention Services:

- General Case Management: Funds may be used for clients qualifying as "at-risk" for homelessness for activities for the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to remain stably housed. Under this category, case managers should work with eligible clients to formulate a long-term plan for maintaining stable housing. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring program participants' rights are protected; developing an individualized housing and service plan, including a path to permanent housing stability subsequent to ESG financial assistance.
- Housing Search and Placement: Clients who meet the definition of "at-risk" for homelessness as outlined in Section A & who due to circumstances outside their control are being forced to relocate qualify for housing search and placement services. Funds may be

used for services or activities designed to assist individuals or families in locating, obtaining, and retaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; mediation and outreach to property owners related to locating or retaining housing.

Rapid Re-Housing Services:

- General Case Management: Funds may be used for clients qualifying as “homeless” for activities including the arrangement, coordination, monitoring, and delivery of services related to meeting the housing needs of program participants and helping them to obtain permanent, stable housing. Under this category, case managers should work with eligible clients to formulate a long-term plan for maintaining stable housing. Component services and activities may include: counseling; developing, securing, and coordinating services; monitoring and evaluating program participant progress; assuring program participants’ rights are protected; developing an individualized housing and service plan, including a path to permanent housing stability subsequent to ESG financial assistance.
- Housing Search and Placement: Clients who meet the definition of “homeless” as spelled out in Section A qualify for housing search and placement services. Funds may be used for services or activities designed to assist individuals or families in locating and obtaining suitable housing. Component services or activities may include: tenant counseling; assisting individuals and families to understand leases; securing utilities; making moving arrangements; representative payee services concerning rent and utilities; mediation and outreach to property owners related to locating or retaining housing.
- Outreach & Engagement: Funds may be used for services or assistance designed to publicize the availability of programs to make persons who are homeless aware of these and other available services and programs.

G.) HMIS Requirements:

All ESG funded projects must collect, record, and make available to the CoC’s HMIS data that is necessary to determine: (1) unduplicated counts of the number of homeless individuals and families accessing service; (2) demographic characteristics of homeless individuals and families; and (3) patterns of service use within the community.

Emergency Solutions Grant Program (ESG)

SUMMARY OF ELIGIBLE ACTIVITIES **

Homelessness Prevention Activities	
Direct Financial Assistance	Housing Relocation and Stabilization Services
<ul style="list-style-type: none"> • Rent Arrearages • Utility Arrearages • Medium-Term Rental Subsidies 	<ul style="list-style-type: none"> • General Case Management • Housing Search and Placement

Rapid Re-housing Activities	
Direct Financial Assistance	Housing Relocation and Stabilization Services
<ul style="list-style-type: none"> • First/Last Months Rent • Security Deposits • Moving Costs 	<ul style="list-style-type: none"> • General Case Management • Housing Search and Placement • Outreach & Engagement

Shelter Expenses*	
Operating Expenses	Essential Services
<i>Includes:</i> Shelter Rent, Maintenance, Insurance, Utilities, and Furnishings	Essential services can address the immediate needs of homeless persons living on the street, in emergency shelter or in transitional housing, and can help enable homeless persons become more independent.

*Under the new Emergency Solutions Grant program, a cap has been placed on the amount of funds that can be used for shelter operating costs. Furthermore, in accordance with federal strategies on ending homelessness and the City of Lowell's 10-Year Plan, priority for ESG funding will be given to activities related to preventing homelessness and rapidly re-housing individuals who are currently homeless.

**Please note: if an organization identifies a pressing or emerging need amongst the homeless or at-risk homeless community in Lowell that can be addressed via an eligible use of ESG funds not included above, Department of Planning and Development staff are willing to consider such projects for funding under a special projects category.

Documentation Requirements for All Clients Receiving ESG Assistance

All clients receiving ESG assistance must have the following documentation included in their case file:

1. Documentation of Homeless or At-risk Homeless Status
2. Documentation of income (when possible, if not- self declaration of income forms will suffice)
3. In the form of case notes, evidence of *at least* an initial consultation with a case manager including a needs assessment and formulation of a long-term plan for housing stability.
4. At Program Entry- HMIS Intake form
5. At Program Exit- HMIS Exit form
6. For clients receiving 3 or months of service: 3 Month Re-certification of Eligibility form

Additional Documentation Requirements by Activity-type

Direct Financial Assistance: All clients provided with ESG assistance in the form of direct financial support (i.e., first last months rent, security deposits, moving costs, rental arrearages, utility arrearages or medium-term rental subsidies) must have the following documentation included in their case file:

1. Lease or Rental Agreement
2. Rent Reasonableness Checklist
3. Housing Habitability Standards Checklist

Housing Relocation and Stabilization Services: All clients receiving Housing Relocation and Stabilization Services (i.e., General Case Management, Housing Search and Placement, Outreach and Engagement) must have case files with detailed case notes indicating the developments and progress made as a result of the ESG-funded services.

Emergency Solutions Grant Program (ESG)
SELF-DECLARATION OF HOMELESS STATUS

ESG Applicant Name: _____

- Household without dependent children (complete one form for each adult in the household)
 - Household with dependent children (complete one form for household)
- Number of persons in the household: _____

This is to certify that the above named individual or household is currently homeless or at-risk of homelessness, based on the following and other indicated information and the signed declaration by the applicant.

Check only one:

- I [and my children] currently qualify as "homeless" as spelled out in the definition below.
- I [and my children] currently qualify as "at-risk homeless" as spelled out in the definition below.

I certify that the information above and any other information I have provided in applying for ESG assistance is true, accurate and complete.

ESG Applicant Signature: _____ Date: _____

ESG Staff Certification

I understand that third-party verification is the preferred method of certifying homelessness or risk for homelessness for an individual who is applying for ESG assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

ESG Staff Signature: _____ Date: _____

Definitions

Homeless means:

(1) An individual or family who lacks a fixed, regular, and adequate nighttime residence, meaning:

- (i) An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
- (ii) An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); <or>
- (iii) An individual who is exiting an institution where he or she resided for 90 days or less and who resided in an emergency shelter or place not meant for human habitation immediately before entering that institution;

<or>

(2) An individual or family who will imminently lose their primary nighttime residence, provided that:

- (i) The primary nighttime residence will be lost within 14 days of the date of application for homeless assistance;
- (ii) No subsequent residence has been identified; <and>
- (iii) The individual or family lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, needed to obtain other permanent housing;

<or>

(3) Unaccompanied youth under 25 years of age, or families with children and youth, who do not otherwise qualify as homeless under this definition, but who:

- (i) Are defined as homeless under section 387 of the Runaway and Homeless Youth Act (42 U.S.C. 5732a), section 637 of the Head Start Act (42 U.S.C. 9832), section 41403 of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2), section 330(h) of the Public Health Service Act (42 U.S.C. 254b(h)), section 3 of the Food and Nutrition Act of 2008 (7 U.S.C. 2012), section 17(b) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)) or section 725 of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a);
- (ii) Have not had a lease, ownership interest, or occupancy agreement in permanent housing at any time during the 60 days immediately preceding the date of application for homeless assistance;
- (iii) Have experienced persistent instability as measured by two moves or more during the 60-day period immediately preceding the date of applying for homeless assistance; <and>
- (iv) Can be expected to continue in such status for an extended period of time because of chronic disabilities, chronic physical health or mental health conditions, substance addiction, histories of domestic violence or childhood abuse (including neglect), the presence of a child or youth with a disability, or two or more barriers to employment, which include the lack of a high school degree or General Education Development (GED), illiteracy, low English proficiency, a history of incarceration or detention for criminal activity, and a history of unstable employment;

<or>

(4) Any individual or family who:

- (i) Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence;
- (ii) Has no other residence; <and>
- (iii) Lacks the resources or support networks, *e.g.*, family, friends, faith-based or other social networks, to obtain other permanent housing.

At risk of homelessness means:

(1) An individual or family who:

- (i) Has an annual income below 30 percent of median family income for the area, as determined by HUD; **<and>**
- (ii) Does not have sufficient resources or support networks, *e.g.*, family, friends, faith-based or other social networks, immediately available to prevent them from moving to an emergency shelter or another place described in paragraph (1) of the "homeless" definition in this section; **<and>**
- (iii) Meets one of the following conditions:
 - (A) Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - (B) Is living in the home of another because of economic hardship;
 - (C) Has been notified in writing that their right to occupy their current housing or living situation will be terminated within 21 days after the date of application for assistance;
 - (D) Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - (E) Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons reside per room, as defined by the U.S. Census Bureau;
 - (F) Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); **<or>**
 - (G) Otherwise lives in housing that has characteristics associated with instability and an increased risk of homelessness, as identified in the recipient's approved consolidated plan;

<or>

(2) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 387(3) of the Runaway and Homeless Youth Act (42 U.S.C. 5732a(3)), section 637(11) of the Head Start Act (42 U.S.C. 9832(11)), section 41403(6) of the Violence Against Women Act of 1994 (42 U.S.C. 14043e-2(6)), section 330(h)(5)(A) of the Public Health Service Act (42 U.S.C. 254b(h)(5)(A)), section 3(m) of the Food and Nutrition Act of 2008 (7 U.S.C. 2012(m)), or section 17(b)(15) of the Child Nutrition Act of 1966 (42 U.S.C. 1786(b)(15));

<or>

(3) A child or youth who does not qualify as "homeless" under this section, but qualifies as "homeless" under section 725(2) of the McKinney-Vento Homeless Assistance Act (42 U.S.C. 11434a(2)), and the parent(s) or guardian(s) of that child or youth if living with her or him.

Emergency Solutions Grant Program (ESG)

SELF-DECLARATION OF INCOME

ESG Applicant Name: _____

This is to certify the income status for the above named individual. Income includes but is not limited to:

- The full amount of gross income earned before taxes and deductions.
- The net income earned from the operation of a business, i.e., total revenue minus business operating expenses. This also includes any withdrawals of cash from the business or profession for your personal use.
- Monthly interest and dividend income credited to an applicant's bank account and available for use.
- The monthly payment amount received from Social Security, annuities, retirement funds, pensions, disability and other similar types of periodic payments.
- Any monthly payments in lieu of earnings, such as unemployment, disability compensation, SSI, SSDI, and worker's compensation.
- Monthly income from government agencies excluding amounts designated for shelter, and utilities, WIC, food stamps, and childcare.
- Alimony, child support and foster care payments received from organizations or from persons not residing in the dwelling.
- All basic pay, special day and allowances of a member of the Armed Forces excluding special pay for exposure to hostile fire.

Check only one box and complete only that section

I certify, under penalty of perjury, that I currently receive the following income:

Source: _____ Amount: _____ Frequency: _____
Source: _____ Amount: _____ Frequency: _____
Source: _____ Amount: _____ Frequency: _____

ESG Applicant Signature: _____ Date: _____

I certify, under penalty of perjury, that I do not have any income from any source at this time.

ESG Applicant Signature: _____ Date: _____

ESG Staff Verification

I understand that third-party verification is the preferred method of certifying income for ESG assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification.

Documentation of attempt made for third-party verification:

ESG Staff Signature: _____ Date: _____

Emergency Solutions Grant Program (ESG) 3-MONTH RE-CERTIFICATION OF ELIGIBILITY

ESG Client Name: _____

Today's Date: _____

How many total months of service has the client received to date? _____

(Note: count all ESG service types- including all forms for financial assistance and case management)

HOUSEHOLD INFORMATION

Has any of the client's contact information changed in the past three months? Yes No (If yes, please provide updated information below)

CURRENT STREET ADDRESS: _____ APT. #: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PHONE: _____ EMAIL: _____

Has the Client's household composition changed since program entry? Yes No (If yes, please provide updated information below)

TOTAL # OF PEOPLE IN THE HOUSEHOLD: _____

OF ADULTS IN THE HOUSEHOLD: _____

OF CHILDREN UNDER THE AGE OF 18 CURRENTLY RESIDING IN THE HOUSEHOLD: _____

HOMELESSNESS STATUS INFORMATION

Have there been any changes to the client's homelessness status in the past three months? Yes No (If yes, please complete a new & updated *ESG Self Declaration of Homeless Status Form* and attach to this form.)

INCOME INFORMATION

Have there been any changes to the client's income in the past three months? Yes No (If yes, please complete a new & updated *ESG Income Declaration Form* and attach to this form.)

OTHER CHANGES TO CLIENT STATUS THAT RELATE TO ESG ELIGIBILITY

Please use the space below to discuss any additional changes to the client's status that have occurred over the past three months as it relates to eligibility for ESG services:

ESG STAFF VERIFICATION

I understand that third-party verification is the preferred method of certifying eligibility for ESG assistance. I understand self declaration is only permitted when I have attempted to but cannot obtain third party verification. To the best of my knowledge, all of the above information is true.

ESG Staff Signature: _____

Date: _____

Emergency Solutions Grant Program (ESG)

HOUSING HABITABILITY STANDARDS INSPECTION CHECKLIST

ESG Applicant Name: _____

About this Tool

These standards apply only when a program participant is receiving financial assistance and moving into a new (different) unit. Inspections must be conducted upon initial occupancy and then on an annual basis for the term of ESG assistance.

The habitability standards are different from the Housing Quality Standards (HQS) used for other HUD programs. Because the HQS criteria are more stringent than the habitability standards, a grantee could use either standard. In contrast to HQS inspections, the habitability standards do not require a certified inspector. As such, ESG program staff could conduct the inspections, using a form such as this one to document compliance.

Instructions: Mark each statement as 'A' for approved or 'D' for deficient. The property must meet all standards in order to be approved. A copy of this checklist should be placed in the client file.

Approved or Deficient	Element
	1. <i>Structure and materials:</i> The structures must be structurally sound so as not to pose any threat to the health and safety of the occupants and so as to protect the residents from hazards.
	2. <i>Access:</i> The housing must be accessible and capable of being utilized without unauthorized use of other private properties. Structures must provide alternate means of egress in case of fire.
	3. <i>Space and security:</i> Each resident must be afforded adequate space and security for themselves and their belongings. Each resident must be provided with an acceptable place to sleep.
	4. <i>Interior air quality:</i> Every room or space must be provided with natural or mechanical ventilation. Structures must be free of pollutants in the air at levels that threaten the health of residents.
	5. <i>Water Supply:</i> The water supply must be free from contamination.
	6. <i>Sanitary Facilities:</i> Residents must have access to sufficient sanitary facilities that are in proper operating condition, may be used in privacy, and are adequate for personal cleanliness and the disposal of human waste.
	7. <i>Thermal environment:</i> The housing must have adequate heating and/or cooling facilities in proper operating condition.

	8. <i>Illumination and electricity:</i> The housing must have adequate natural or artificial illumination to permit normal indoor activities and to support the health and safety of residents. Sufficient electrical sources must be provided to permit use of essential electrical appliances while assuring safety from fire.
	9. <i>Food preparation and refuse disposal:</i> All food preparation areas must contain suitable space and equipment to store, prepare, and serve food in a sanitary manner.
	10. <i>Sanitary condition:</i> The housing and any equipment must be maintained in sanitary condition.
	<p>11. <i>Fire safety:</i> Both conditions below must be met to meet this standard.</p> <ul style="list-style-type: none"> a. Each unit must include at least one battery-operated or hard-wired smoke detector, in proper working condition, on each occupied level of the unit. Smoke detectors must be located, to the extent practicable, in a hallway adjacent to a bedroom. If the unit is occupied by hearing-impaired persons, smoke detectors must have an alarm system designed for hearing-impaired persons in each bedroom occupied by a hearing-impaired person. b. The public areas of all housing must be equipped with a sufficient number, but not less than one for each area, of battery-operated or hard-wired smoke detectors. Public areas include, but are not limited to, laundry rooms, day care centers, hallways, stairwells, and other common areas.

CERTIFICATION STATEMENT

I certify that I am not a HUD certified inspector and I have evaluated the property located at the address below to the best of my ability and find the following:

- Property meets all of the above standards.
- Property does not meet all of the above standards.

Therefore, I make the following determination:

- Property is approved.
- Property is not approved.

Case Name: _____			
Street Address: _____			
Apartment: _____	City: _____	State: _____	Zip: _____
Evaluator's Signature: _____		Date: _____	
Please Print. Name: _____			
Exec. Dir. Initial: _____			

Emergency Solutions Grant Program (ESG)
RENT REASONABLENESS INSPECTION CHECKLIST

ESG Applicant Name: _____

Checklist/Certification

	Proposed Unit	UNIT #1	UNIT #2	UNIT #3
ADDRESS				
NUMBER OF BEDROOMS				
SQUARE FEET				
TYPE OF UNIT/CONSTRUCTION				
HOUSING CONDITION				
LOCATION/ACCESSIBILITY				
AMENITIES				
UNIT:				
SITE:				
NEIGHBORHOOD:				
AGE IN YEARS				
UTILITIES (TYPE)				
UNIT RENT				
UTILITY ALLOWANCE				
GROSS RENT				
HANDICAP ACCESSIBLE?				

CERTIFICATION:

RENT REASONABLENESS

Based upon a comparison with rents for comparable units, I have determined that the proposed rent for the unit [] is / [] is not reasonable.

NAME:	SIGNATURE:	DATE:
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Notes on Determining Rent Reasonableness

HUD's standard for rent reasonableness means that the total rent charged for a unit must be reasonable in relation to the rents being charged during the same period for comparable units in the private, unassisted market and must not be in excess of rents being charged by the owner during the same period for comparable non-luxury unassisted units.

Determination criteria:

- Location
- Quality
- Size
- Type
- Age of unit
- Amenities, housing services, maintenance, and utilities provided by the owner

Comparing rents:

- Market study
- Reviewing comparable units advertised for rent
- Note from property owner verifying comparability of charged rents to other units owned

Eileen M. Donoghue
City Manager

June 7, 2018

Mayor William J. Samaras
and
Members of the City Council

Reference: FY 2018-2019 Action Plan

Dear Mayor Samaras and Members of the City Council:

The City of Lowell Department of Planning and Development is pleased to present the enclosed Action Plan for the period of July 1, 2018 through June 30, 2019. This document provides a strategy for the use of federal entitlement funds granted to the City by the U.S. Department of Housing and Urban Development under the CDBG, HOME, ESG, and HOPWA programs. Programs and activities described in the plan are intended to primarily benefit low- and moderate-income residents of the City, neighborhoods with high concentrations of low- and moderate-income residents, and the City as a whole. HOPWA funds will be distributed to eligible activities throughout Middlesex and Essex Counties.

The Action Plan includes proposed activities for the 2018–2019 Program Year. The projects proposed were solicited through a competitive RFP process as a volunteer Citizens Advisory Committee and the Administration worked hard to ensure that the goals of the Action Plan are met. A list of funding recommendations is attached.

Copies of the draft document were made available to the public during a 30-day comment period. A public hearing was held on Tuesday, May 22, 2018 at 6:00 p.m. at the Lowell Senior Center with regard to testimony of the Plan.

The Lowell City Council must approve this document before it is submitted to HUD. The Law Department has prepared the necessary Vote for your consideration.

If you have any questions about these documents or this process, please feel free to contact me or Diane Tradd at 978-674-1401.

Sincerely,



Eileen M. Donoghue
City Manager

EMD/ns
Attachment

cc: Diane Tradd, Assistant City Manager/DPD Director
Christine P. O'Connor, City Solicitor
Christopher Samaras, Community Development Director