

ESG Subrecipient Guidebook



CITY OF LOWELL

DIVISION OF PLANNING & DEVELOPMENT

Eliot Yaffa | Director of Community Development



Program Updates

- The CD department will be transitioning to an online grant management program for the FY2024-2025 program year
- FY2024-2025 RFPs will be issued in the fall
- The CD department is hiring one more staff members
- CD staff is working diligently to improve processes that caused delays in contract processing and reimbursements.
 - Any feedback positive or negative should be sent to Director of Community Development
- Subrecipient Guidebook and Income Verification forms will be online

Meet the Team

- Director of Community Development- Eliot Yaffa
- Senior Program Manager- Susan Murphy
- CD Assistant- Reem Niyazni - Starting November 27
- Financial Officer- Cheryl Fleury
- Associate Planner/ ESG Planner- Sandra Villatoro
- Senior Financial Officer- TBA



Contracts

- Scope of Services was sent to agencies
- Contract Boilerplates are with Law
- Once accepted- Contracts will be drafted and sent to the respective parties for execution
- For 2023-2024, most contracts will be from September 1- June 30.
- Starting in 2024-2025 the contracts will run from July 1- June 30
- All contract amendments must be submitted in writing and approved by CD staff
 - Any invoices for changes that occurred without CD department approval will be rejected



Eligibility Guidelines ---

Eligible residents must be placed in different priority levels based on component:

- Highest priority for homeless prevention funds should be given to those households who has documentation showing they will be homeless within 21 days of their application.
- For Rapid Rehousing funds- highest priority should be those residents that are currently homeless and will reside in a unit within a month
- Units can be located anywhere within the Balance of State COC
- The income of each participant must be determined during your agency intake process
- All units must meet HUD's minimum standards and requirements for habitability, sanitation, lead-based paint, and rent reasonableness and meet the FMR of the metropolitan statistical area that the unit is located.
- Each client must be placed in COC HMIS or compatible VSP HMIS system

Invoice Submission

Invoice Submissions Must Include

- Appendix B BUDGET COST CONTROL REPORTING STATEMENT
- Required backup documentation is provided in the ESG subrecipient guidebook
- Itemized spreadsheet showing which expenses are being used for the component
- No components can be changed without prior written approval.

- Make certain you have the above information on your invoice. Incomplete invoices will not be processed.
- Final invoices for the year must be received no later than July 15 of every year unless prior approval.

REMEMBER: Your program will be at risk to lose the funds if invoices are not received by July 15th

•For PY 2023-2024 this date will be August 15th.



Backup Documentation Costs

Backup for program employee salary expenses includes:

- Employee timesheet signed by the supervisor for the reporting period – for all staff time being charged against the grant.
- Fringe benefits will be paid on a proportional basis to time spent on ESG.
- General ledger, payroll registers or copy of the paystubs.

Backup for non-salary program related expenses includes:

- Original receipt (paper or electronic) or invoice
- An indication on the invoice how much of the receipt is to be paid
- Proof of payment



Backup Documentation HP and RR Costs

Homeless Prevention/ Rapid Rehousing:

If paying rent arrearages, the following documents are needed:

- All Rental documents including lease, payment receipt
- Rental ledger or other documentation showing arrearage.
- Case notes from case manager documentation client situation.

If paying for security deposits for move in or monthly rental costs (e.g. first month's rent and short-medium term rent), the following documentation is needed.

- Everything above if applicable
- Documentation showing rent was reasonable and does not exceed the Fair Market Rent of the property location
Note, that client services funds must be used for clients who are at 30% or below AMI. This will be required to be noted in the spreadsheet.

If paying for utility payments.

- Copy of shut off notice
- Proof of payment to utility company

Other Client Service Funds (if the organization is providing travel expenses to another location where the client will reside):

- Documentation showing the resident is from Lowell
- Receipts for travel
- Copy of cleared expenses on bank statement or credit card if applicable



Quarterly Reporting

City will be requiring quarterly reports, Appendix E, to be completed and returned to us to show progress towards goals. These reports are due on the following dates:

- October 15th
- January 15th
- April 15th
- July 15th

If the 15th follows on a weekend the report will be due the preceding Monday.



MONITORING VISIT OVERVIEW

- Copy of all intake forms and source documentation
- Evidence that files are stored in a locked, confidential place
- Copies of each invoice sent to the Community Development Department for reimbursement
- Agency policies and procedures including handbooks, equal opportunity employment and conflict of interest disclosures
- If applicable any complaints lodged against the agency related to the ESG funded program
 - A monitoring checklist will be listed on the CD website
- A risk assessment will be completed for each applicant and monitoring will occur late fall/ early winter.
- Monitoring will either be on-site or remote.
- Associate Planner and CD assistant will make the determination of where the monitoring will occur.



Questions:

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Contact Info

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