



Commonwealth of Massachusetts
DEPARTMENT OF HOUSING &
COMMUNITY DEVELOPMENT

Deval L. Patrick, Governor ♦ Timothy P. Murray, Lt. Governor ♦ Tina Brooks, Undersecretary

Request for Submissions

Neighborhood Stabilization Program: Demolition Projects

INTRODUCTION

On behalf of Governor Deval L. Patrick and Lieutenant Governor Timothy P. Murray, Undersecretary Tina Brooks is pleased to announce that the Department of Housing and Community Development (DHCD) is accepting submissions for demolition grants to address blighted structures in eligible block groups through the federally-funded Neighborhood Stabilization Program (NSP).

The federal U.S. Department of Housing and Urban Development (HUD) awarded \$43 million from the Housing and Economic Recovery Act (HERA) to the Commonwealth of Massachusetts. Funds were awarded for the purchase, rehabilitation, redevelopment, land banking, or demolition of eligible foreclosed, abandoned, or vacant properties in NSP1 targeted census block groups. Direct awards were made to 16 communities and organizations. Remaining funds are available to 39 communities for the primary purposes of housing redevelopment or demolition. This Request for Submissions pertains specifically to demolition.

TYPES OF PROJECTS

Eligible site-specific projects are required to conform to the definition of a blighted structure and must be located in an eligible block group, vacant for at least 90 days, and part of an overall neighborhood stabilization strategy.

Definition of Blighted Structure:

Massachusetts General Laws (MGL) 121A and 121B provide guidance regarding the definition of blighted structures. Consistent with those statutes, DHCD defines blighted structures for purposes of NSP as a building that by reasonable determination displays physical deterioration that renders the building unfit for human habitation, obsolete or in need of major maintenance or repair or lacks ventilation, light or sanitation facilities contributing to a condition that is detrimental to safety, health or morals. Blighted structures can be residential, commercial, or mixed-use.

NSP1 Eligible Block Groups: Each project has to benefit all residents of a primarily residential area (e.g. block group) in which at least 51% of the residents have incomes at or below 120% of area median income (LMMI). All block groups eligible for NSP demolition funds also have to meet NSP1 foreclosure criteria in the selected communities. See Appendix One for a list of eligible block groups.

Vacant Properties Only: No residents will be evicted to accommodate any demolition. Certification of vacancy for at least 90 days is required.

Neighborhood Stabilization/Revitalization Strategy: Submissions have to demonstrate that the proposed demolition is being undertaken as one component of a broader neighborhood strategy.

ELIGIBLE APPLICANTS

Municipal governments selected for NSP1 are eligible to apply for demolition awards. The four communities receiving direct NSP assistance from HUD are ineligible. Priority will be given to the following communities included in DHCD’s Substantial Amendment to HUD and which did not receive a direct assistance award:

- | | |
|--------------|------------|
| Attleborough | Milford |
| Billerica | Peabody |
| Chelsea | Quincy |
| Chicopee | Randolph |
| Dracut | Revere |
| Everett | Salem |
| Fall River | Saugus |
| Falmouth | Somerville |
| Holyoke | Stoughton |
| Leominster | Taunton |
| Marshfield | Weymouth |
| Methuen | Yarmouth |

Other eligible communities include:

- Barnstable
- Fitchburg
- Framingham
- Haverhill
- Lawrence
- Lowell
- Lynn
- Marlborough
- New Bedford
- Plymouth

Awards will be made to municipal governments for one or more projects in eligible block groups.

USE OF FUNDS

The NSP Demolition grants are for the sole purpose of demolition and clearance of blighted properties. No funds through these awards may be used for redevelopment on cleared land.

GRANTS TO BE AWARDED

DHCD anticipates awarding most grants in amounts up to \$200,000. However, in some circumstances, at the discretion of the Undersecretary, awards may be higher in response to the severity of need and expected neighborhood impact.

GRANT PERIOD

DHCD anticipates that NSP Demolition grants will commence with awards in late 2009. Contracts with demolition contractors are required, per NSP program regulations, to be signed by the end of September 2010. Communities will then have up to 2.5 years through March 2013 to expend funds.

MINIMUM THRESHOLD REQUIREMENTS

Submissions will be considered until October 30, 2009. DHCD will evaluate each applicant's response in relationship to the following minimum threshold requirements. Submissions must contain information that meets the following minimum thresholds:

- Identifies a site-specific project(s) consistent with NSP objectives and demonstrates compliance with the purpose of this program.
- Explains how the proposed project(s) is consistent with a neighborhood stabilization strategy.
- Illustrates the blighted nature of proposed project(s). Applicants must provide a complete description of the site, showing why the building or property is deteriorated or deteriorating. This description must include indicators of serious health and safety concerns, structural decay, or historic significance.
- Identifies a timeline for implementation and any potential obstacles such as environmental clearance, site control etc.
- Describes how the grant will be managed and monitored.
- Identifies an anticipated NSP-eligible post-demolition end use of cleared property.
- Identifies and justifies the total project cost.
- Provides evidence:
 - that the proposed project(s) is located in NSP1 eligible block groups
 - that the proposed project(s) is located in block groups with majority LMMI residents

DHCD reserves the right to use other available information regarding an applicant's history, experience, and past performance as a DHCD grantee when evaluating responses to these minimum threshold criteria, including whether the applicant has:

- Completed prior workplan objectives in a timely and proper manner and demonstrated effective performance.
- Utilized prior funding, in accordance with an approved program budget.
- Complied with the Terms and Conditions of previous contracts.

HOW TO APPLY

Submissions will be submitted through DHCD's online submission and grant management system, CGMM/GMS, at <https://gms.oed.state.ma.us> To access this system, please contact Carl Monaco at 617-573-1418. For general program questions, please contact Alison Haight at 617-573-1429.

It is the responsibility of the applicant to ensure that the submission is received by DHCD. Only one submission per community will be accepted.

All submissions must be received by DHCD's web-based submission system by Friday, October 30, 2009, at 11:59 PM. One hard copy of the required Submission Cover page with original signatures of the appropriate Chief Elected Official(s) must be received by 5:00 PM or the close of business, whichever is later, on Friday, October 30, 2009.

APPENDICES:

1. Eligible Block Groups
2. Online Submission Instructions

Appendix 1: Eligible Census Block Groups

	Community	Census Tract	Block Group	LMMI %	# LMMI Persons	Total Persons
	Lowell			79.2%	83259	105167
		1 311200	3	87.4%	1488	1703
		2 311200	1	95.5%	1595	1671
		3 310700	1	88.8%	1600	1802
		4 310800	2	84.5%	670	793
		5 312200	1	83.3%	1576	1891
		6 310700	2	84.1%	1261	1499
		7 310200	3	89.8%	1396	1555
		8 310400	3	95.5%	1339	1402
		9 310602	5	74.3%	978	1317
		10 311500	2	69.7%	909	1304
		11 311700	2	92.5%	991	1071
		12 312200	3	81.0%	729	900
		13 312300	3	81.3%	1350	1661
		14 311800	3	95.3%	1775	1862
		15 311800	4	87.1%	1441	1654
		16 311900	2	95.3%	790	829
		17 312501	1	52.6%	1014	1929
		18 310100	2	89.6%	1275	1423
		19 310200	1	80.5%	822	1021
		20 310300	1	91.8%	1298	1414
		21 310300	2	90.9%	1453	1599
		22 310300	3	87.0%	1058	1216
		23 311100	2	86.8%	1243	1432
		24 312000	3	86.7%	1340	1546
		25 312501	3	67.2%	1259	1874
		26 310200	4	77.9%	956	1228
		27 310400	2	91.8%	1101	1200
		28 311600	9	90.1%	872	968
		29 311700	3	85.8%	1015	1183
		30 311700	4	83.9%	1476	1760
		31 311900	3	91.4%	1131	1237
		32 312000	1	87.9%	698	794
		33 312200	2	87.5%	886	1013
		34 312300	2	82.5%	1154	1398
		35 310200	2	64.6%	577	893
		36 310500	3	88.5%	1000	1130
		37 310602	3	89.4%	656	734
		38 311100	1	98.2%	1013	1032
		39 311300	1	79.1%	1032	1305
		40 311400	2	64.6%	452	700
		41 311500	1	83.9%	665	793
		42 311600	1	60.4%	800	1324

	43	311700	1	82.1%	746	909
	44	312100	2	86.8%	872	1005
	45	312100	3	82.5%	780	945
	46	312200	4	75.6%	708	937
	47	312400	2	86.2%	1521	1764
	48	312100	1	91.8%	1067	1162
	49	310700	3	51.8%	629	1215
	50	312400	1	96.5%	637	660
	Lawrence			87.5%	63036	72043
	1	250200	1	86.9%	1883	2166
	2	250400	2	95.4%	1582	1659
	3	250600	3	93.2%	1187	1274
	4	251400	1	88.6%	2030	2292
	5	250200	2	92.1%	1317	1430
	6	250600	4	87.5%	1279	1461
	7	250700	2	94.1%	1005	1068
	8	251800	3	83.6%	1878	2246
	9	250700	1	91.4%	1925	2107
	10	251500	3	94.2%	1378	1463
	11	250300	2	97.0%	1439	1483
	12	250800	2	79.3%	1462	1844
	13	251300	3	99.5%	654	657
	14	251400	3	85.7%	731	853
	15	251600	3	87.4%	1548	1772
	16	250200	4	82.9%	826	996
	17	250500	1	96.9%	1351	1394
	18	250700	3	87.7%	1365	1557
	19	251700	3	87.7%	1187	1354
	20	250400	4	91.6%	1085	1185
	21	250600	1	83.9%	1108	1321
	22	250800	6	88.0%	1333	1514
	23	251400	4	78.8%	556	706
	24	250600	2	89.6%	943	1053
	25	250900	2	99.8%	1020	1022
	26	251500	2	100.0%	1121	1121
	27	251600	1	85.3%	867	1017
	28	251600	2	86.7%	1866	2152
	29	251800	2	83.1%	1198	1442
	30	250200	3	71.4%	676	947
	31	250800	5	76.1%	783	1029
	32	251400	2	78.8%	556	706
	33	251600	4	93.5%	957	1024
	34	251700	4	80.3%	1149	1431
	35	251800	1	70.4%	839	1192
	36	250500	3	93.1%	856	919
	37	250900	1	94.5%	953	1008
	38	251000	1	89.0%	1476	1659
	39	251100	2	95.5%	1039	1088
	40	251100	3	93.9%	541	576
	41	251500	4	70.9%	666	939

	42	251700	1	93.7%	1147	1224
	43	251800	4	70.6%	1525	2161
	44	250800	4	82.8%	733	885
	45	251500	1	88.4%	804	910
	46	251500	5	85.8%	1147	1337
	47	250500	2	91.9%	680	740
	48	250500	4	80.3%	370	461
	50	251200	1	89.0%	1218	1369
	51	251300	1	99.8%	1957	1961
	52	250300	1	94.1%	526	559
	53	250400	3	94.1%	526	559
	54	251300	2	93.2%	874	938
	55	250800	3	76.7%	528	688
	New Bedford			77.8%	72906	93768
	1	650202	1	71.3%	1516	2126
	2	651002	2	86.4%	1731	2004
	3	651100	2	94.1%	1171	1245
	4	651400	1	72.9%	821	1126
	5	651600	2	80.6%	932	1157
	6	650102	9	71.1%	1011	1421
	7	651400	4	93.8%	616	657
	8	651600	3	66.2%	704	1064
	9	650101	1	63.7%	1187	1863
	10	651100	3	79.7%	690	866
	11	651300	2	80.2%	854	1065
	12	651600	4	70.4%	904	1284
	13	650800	3	84.3%	727	862
	14	651001	1	66.6%	1771	2661
	15	651200	2	83.7%	734	877
	16	651400	2	73.0%	538	737
	17	651600	1	84.3%	684	811
	18	652800	1	71.2%	723	1016
	19	650700	1	86.4%	873	1011
	20	650700	2	88.8%	1106	1245
	21	651100	1	98.2%	943	960
	22	651100	4	74.5%	685	919
	23	651500	2	69.8%	370	530
	24	651500	3	83.7%	616	736
	25	652500	2	87.7%	1172	1337
	26	652700	1	84.7%	818	966
	27	650400	3	84.3%	761	903
	28	652000	1	58.3%	455	780
	29	652200	2	58.5%	651	1112
	30	652800	4	73.0%	829	1135
	31	652000	2	76.5%	706	923
	32	651700	1	92.6%	829	895
	33	651700	3	83.6%	578	691
	34	652500	1	93.9%	1075	1145
	35	650201	5	71.8%	789	1099
	36	651500	1	90.9%	802	882

	37	652100	3	85.6%	1102	1288
	38	650800	4	87.8%	774	882
	39	651200	1	96.5%	764	792
	40	651300	1	85.6%	1008	1178
	41	651400	3	75.3%	543	721
	42	652600	2	88.1%	918	1042
	43	652600	3	92.7%	1099	1185
	44	650400	5	86.2%	1112	1290
	45	651900	1	86.0%	690	802
	46	651900	2	93.6%	995	1063
	47	652700	2	90.8%	893	983
	48	650900	2	88.6%	1070	1207
	49	650800	2	86.1%	713	828
	50	652000	3	80.3%	915	1139
	51	650400	1	73.8%	579	785
	52	650201	1	53.6%	487	908
	53	650500	3	89.5%	1081	1208
	54	652400	1	90.7%	1241	1368
	55	650600	1	90.9%	967	1064
	56	650600	2	85.9%	654	761
	57	650600	3	79.7%	576	723
	58	650800	1	79.3%	759	957
	59	650400	4	68.6%	498	726
	61	652700	3	86.7%	852	983
	62	652700	4	83.9%	574	684
	63	650201	6	72.0%	466	647
	64	650500	1	80.6%	577	716
	65	650500	2	78.1%	958	1227
	66	650900	4	98.9%	964	975
	67	651500	4	88.3%	815	923
	68	652100	1	59.7%	447	749
	69	652100	2	67.8%	557	822
	70	652400	2	75.1%	720	959
	71	652400	3	73.4%	254	346
	Lynn			80.5%	71699	89122
	1	205500	5	71.1%	1417	1993
	2	206200	5	91.2%	1455	1595
	3	205500	1	76.5%	1545	2020
	4	205100	2	76.0%	835	1099
	5	206300	3	88.5%	928	1048
	6	206600	4	82.9%	1546	1865
	7	205700	3	75.5%	760	1006
	8	206800	1	89.4%	1496	1673
	9	205200	3	78.2%	1026	1312
	10	205800	3	83.2%	776	933
	11	206700	1	85.7%	1308	1526
	12	205700	1	75.7%	637	841
	13	205800	2	78.9%	782	991
	14	205900	2	90.5%	1065	1177
	15	206100	1	90.4%	1518	1680

	16	206300	1	96.7%	673	696
	17	206300	2	92.7%	753	812
	18	206400	3	87.9%	861	979
	19	206500	2	90.6%	1179	1302
	20	207100	2	90.0%	905	1005
	21	207200	2	88.4%	1022	1156
	22	205100	5	55.2%	378	685
	23	205200	1	65.1%	528	811
	24	205300	1	62.3%	970	1556
	25	205700	5	72.3%	745	1031
	26	206200	2	85.9%	627	730
	27	206400	5	84.7%	957	1130
	28	206600	2	62.5%	486	777
	29	206500	1	74.2%	604	814
	30	206200	3	94.3%	987	1047
	31	206300	4	88.4%	971	1099
	32	205500	4	84.0%	683	813
	33	206500	3	77.4%	1005	1299
	34	206200	1	88.2%	1042	1181
	35	205800	1	89.5%	795	888
	36	206000	1	89.6%	1355	1513
	37	206000	3	95.3%	527	553
	38	206100	3	80.6%	1724	2138
	39	206200	4	87.9%	632	719
	Haverhill			66.3%	39119	58969
	1	260100	1	90.2%	1700	1884
	2	260800	1	81.7%	2022	2475
	3	260900	3	95.6%	967	1011
	4	260200	1	73.7%	1216	1649
	5	261000	2	75.1%	1429	1902
	6	261000	3	59.6%	739	1240
	7	260600	2	84.3%	935	1109
	8	260800	2	88.5%	2064	2331
	9	260900	2	74.5%	802	1077
	10	260401	1	59.3%	1165	1963
	12	260700	2	77.7%	1712	2204
	13	261102	2	74.8%	900	1203
	14	260100	3	82.9%	878	1059
	17	261000	1	78.4%	784	1000
	18	260302	1	71.1%	687	966
	19	260600	3	83.3%	986	1184
	20	260900	4	69.7%	1265	1814
	21	261101	1	63.8%	933	1462
	22	260200	2	77.3%	1388	1795
	23	260301	1	58.7%	1030	1755
	26	260100	2	85.2%	907	1064
	Fitchburg			74.2%	29033	39102
	1	710800	3	79.0%	1745	2209
	2	710600	3	91.1%	1275	1400
	3	710600	4	73.9%	1128	1527

	4	711100	9	58.5%	1186	2029
	5	710700	2	92.7%	910	982
	6	710800	2	82.1%	1110	1352
	7	710100	3	63.9%	465	728
	8	710500	1	86.5%	1001	1157
	9	710500	2	95.0%	1455	1531
	10	710600	5	86.4%	1097	1270
	11	711000	1	61.8%	616	996
	12	711000	3	91.8%	1328	1447
	13	710100	4	73.3%	665	907
	14	710400	1	77.3%	828	1071
	15	710400	2	75.3%	901	1197
	16	710800	1	67.8%	569	839
	17	710300	1	65.7%	838	1276
	18	710300	2	79.2%	1258	1588
	20	710200	6	57.6%	457	794
	21	710600	2	83.8%	1276	1523
	22	711000	2	77.4%	755	976
	23	710200	3	68.7%	558	812
	24	710500	3	82.6%	701	849
	25	710100	1	63.7%	850	1334
	26	710200	2	81.5%	586	719
	27	710700	1	92.1%	657	713
	28	710100	2	85.1%	559	657
	29	710600	1	94.2%	832	883
	30	710800	9	53.6%	59	110
	Framingham			59.7%	39957	66910
	1	383400	1	77.1%	1323	1717
	2	383100	4	66.2%	2056	3105
	3	383200	4	65.1%	1198	1840
	4	383400	2	84.8%	1230	1451
	5	383100	3	83.9%	1009	1202
	6	383200	1	82.4%	1600	1941
	8	383600	3	52.5%	1182	2251
	9	383200	3	85.0%	877	1032
	10	383100	1	92.5%	2728	2950
	12	383100	2	92.7%	2003	2160
	13	383700	3	67.3%	1747	2595
	14	383800	5	51.9%	472	910
	16	383501	1	72.3%	1144	1583
	19	383200	2	71.1%	742	1044
	20	383400	3	85.3%	996	1167
	21	383400	4	54.3%	464	855
	Barnstable					
	1	12800	1			
	2	12600	2			
	3	12600	4			
	4	12600	3			
	5	12400	1			
	6	12600	5			

	7	12900	2			
	8	12900	3			
	9	12300	1			
	10	12600	1			
	11	13100	1			
	12	13200	2			
	13	12500	1			
	14	12700	4			
	15	12900	1			
	16	13000	4			
	17	13100	2			
	18	12600	6			
	19	12500	3			
	20	12500	2			
	21	12400	2			
	22	12500	4			
	Plymouth			64.0%		
	1	530900	6	74.0%	1522	2058
	2	530900	3	68.0%	2031	2986
	3	530900	4	59.9%	1464	2446
	4	530800	4	62.9%	1415	2248
	5	530100	1	67.1%	1256	1871
	6	530400	2	53.6%	772	1440
	7	530700	1	53.8%	623	1157
	8	530700	2	70.9%	1045	1473
	9	530800	7	68.6%	1605	2339
	Marlborough			61.1%		
	1	321500	1	67.0%	2264	3379
	2	321100	1	54.4%	1918	3527
	4	321200	1	72.1%	1988	2759
	5	321300	3	86.6%	1245	1438
	6	321200	2	72.4%	1275	1761
	7	321300	6	76.3%	1023	1340
	8	321500	2	81.9%	1521	1857
	9	321600	2	62.6%	839	1340
	11	321100	2	55.5%	1245	2244
	12	321300	1	79.2%	974	1230
	13	321300	4	54.3%	920	1694
	14	321300	5	62.5%	394	630
	Revere			80.6%		
	1	170500	2	79.0%	1467	1857
	2	170600	1	84.1%	1156	1375
	3	170600	4	81.1%	950	1172
	4	170800	1	86.1%	1440	1672
	5	170500	3	65.9%	801	1215
	6	170200	2	78.6%	1020	1298
	7	170300	5	79.0%	1250	1583
	8	170500	4	71.8%	1479	2059
	9	170700	1	95.8%	997	1041
	10	170700	2	91.9%	1304	1419

	11	170700	3	91.0%	1143	1256
	12	170700	5	86.4%	1346	1557
	13	170100	1	77.7%	1034	1330
	14	170100	6	76.2%	536	703
	15	170300	4	67.3%	1152	1711
	16	170500	1	69.4%	654	943
	17	170100	3	83.2%	616	740
	18	170100	4	78.6%	594	756
	19	170100	5	77.6%	867	1117
	20	170700	7	86.6%	1198	1383
	21	170800	2	70.5%	867	1230
	22	170800	4	80.1%	729	910
	23	170600	2	76.3%	718	941
	24	170100	2	78.5%	773	985
	25	170600	3	74.6%	956	1282
	26	170700	4	88.8%	437	492
	27	170700	6	94.9%	1107	1167
	28	170100	7	87.8%	1017	1158
	Everett			81.1%		
	1	342200	4	78.4%	1945	2481
	2	342200	3	88.0%	1947	2212
	3	342200	2	79.7%	1943	2437
	4	342500	1	88.9%	2097	2359
	5	342500	2	72.0%	1435	1994
	6	342100	4	82.3%	816	992
	7	342100	2	63.5%	997	1571
	8	342300	1	87.8%	883	1006
	9	342600	3	88.0%	1776	2019
	10	342400	2	90.1%	1076	1194
	11	342600	2	86.6%	767	886
	12	342100	7	78.8%	1275	1617
	13	342400	1	79.9%	2123	2658
	14	342400	4	88.5%	919	1038
	15	342300	2	80.9%	991	1225
	16	342500	3	82.0%	1664	2030
	17	342300	4	82.9%	1277	1540
	18	342400	3	89.3%	710	795
	19	342300	3	81.5%	1771	2174
	20	342600	1	90.2%	882	978
	Methuen			66.4%		
	1	252601	4	72.0%	970	1348
	2	252601	5	67.1%	1442	2149
	3	252603	1	56.9%	1535	2699
	4	252601	2	70.8%	1140	1610
	5	252300	3	74.2%	860	1159
	6	252400	1	88.6%	964	1088
	7	252400	2	86.6%	1314	1518
	8	252400	3	93.6%	900	962
	9	252501	1	74.4%	1176	1580
	11	252501	3	69.2%	697	1007

	12	252101	1	69.0%	883	1280
	13	252201	2	61.6%	1136	1844
	14	252300	6	63.2%	426	674
	Weymouth			67.4%		
	1	422200	4	81.1%	2040	2516
	2	422302	3	76.4%	798	1044
	3	422302	2	75.1%	2695	3588
	4	422501	4	73.8%	913	1237
	5	422200	1	56.1%	1065	1898
	6	422400	3	65.8%	1216	1848
	7	422502	7	72.8%	1313	1803
	8	422400	2	71.0%	894	1260
	9	422200	3	53.5%	660	1234
	10	422400	5	74.6%	1826	2448
	11	422502	6	86.1%	1037	1204
	12	422600	1	58.7%	513	874
	Chicopee			75.0%		
	1	810901	5	86.8%	1757	2025
	2	811101	3	67.7%	960	1418
	3	811102	7	74.7%	1154	1545
	4	811302	2	70.1%	983	1403
	5	811101	1	90.4%	1197	1324
	6	811102	6	88.7%	1800	2030
	7	811301	6	63.1%	495	785
	8	810700	1	72.1%	1216	1687
	9	810601	2	71.4%	773	1083
	10	810700	3	86.6%	1092	1261
	11	810902	1	61.9%	853	1379
	12	811101	2	90.7%	1285	1417
	13	811302	3	68.0%	1116	1641
	14	810800	3	76.3%	742	972
	15	810902	7	82.2%	697	848
	16	811101	5	80.2%	636	793
	17	810700	6	72.7%	957	1317
	18	810800	5	86.5%	1310	1514
	19	810902	2	68.4%	436	637
	20	810902	3	80.3%	1111	1384
	21	810800	2	88.7%	1204	1358
	Leominster			65.5%		
	1	709202	1	60.4%	1714	2838
	2	709202	2	63.0%	1660	2637
	3	709400	1	79.4%	1963	2471
	4	709500	3	77.5%	2581	3330
	5	709701	5	52.2%	753	1442
	7	709201	1	58.8%	1237	2104
	8	709201	3	70.5%	1693	2400
	9	709100	3	86.7%	1045	1205
	10	709202	3	84.6%	810	958
	11	709400	2	89.4%	2112	2362
	13	709600	2	79.8%	622	779

	Quincy			68.8%		
	1	417902	6	80.7%	998	1236
	2	418002	1	72.8%	2330	3202
	Milford			71.5%		
	1	744200	3	70.5%	2025	2871
	2	744400	3	89.5%	976	1090
	3	744200	1	84.9%	803	946
	4	744102	1	61.6%	1639	2662
	5	744101	2	84.9%	721	849
	6	744102	2	54.5%	1527	2800
	7	744300	1	93.4%	900	964
	8	744200	4	72.2%	1149	1591
	9	744200	5	88.6%	553	624
	10	744200	2	95.5%	798	836
	11	744300	2	84.5%	929	1099
	12	744300	4	92.1%	945	1026
	13	744300	3	91.9%	679	739
	Randolph			67.5%		
	1	420302	1	58.1%	1906	3279
	2	420201	2	66.8%	1673	2506
	3	420202	2	75.4%	1309	1737
	4	420301	6	74.6%	1859	2493
	5	420100	4	66.3%	1779	2684
	6	420100	5	78.7%	1885	2395
	7	420202	3	62.1%	1663	2679
	8	420301	2	71.9%	1160	1613
	9	420301	7	71.0%	1277	1799
	10	420100	2	83.6%	753	901
	Attleborough			63.9%		
	1	631800	3	66.7%	1606	2407
	2	631600	1	75.2%	1086	1444
	3	631100	8	73.3%	879	1199
	4	631300	2	72.4%	1282	1771
	5	631400	1	86.6%	1313	1516
	6	631700	2	79.6%	1117	1403
	7	631100	7	71.8%	799	1113
	9	631400	2	74.5%	884	1187
	10	631600	2	77.8%	990	1272
	12	631600	3	79.0%	1175	1487
	13	631500	3	66.8%	652	976
	14	631500	1	72.8%	968	1330
	15	631500	2	68.7%	369	537
	Yarmouth			69.4%		
	1	12000	1	68.5%	1119	1633
	2	12000	2	80.1%	1640	2048
	3	12000	4	72.9%	975	1338
	4	12000	6	79.3%	1291	1629
	5	12100	3	70.8%	794	1121
	6	12000	5	78.1%	861	1103
	7	12100	5	80.5%	669	831

	8	11800	4	62.6%	687	1097
	9	12100	4	68.3%	633	927
	10	12100	7	63.0%	331	525
	11	12100	9	74.8%	571	763
Wareham				79.4%		
	1	545200	2	81.5%	1236	1517
	2	545100	4	80.6%	1281	1589
	3	545400	2	77.2%	1498	1940
	4	545100	3	78.4%	1470	1876
	5	545200	3	76.7%	1173	1530
	6	545200	4	86.0%	1116	1298
	7	545300	4	86.4%	912	1056
	8	545300	1	91.9%	1255	1366
Salem				71.2%		
	1	204101	3	85.5%	1118	1307
	2	204701	3	55.5%	1543	2778
	3	204200	5	91.4%	743	813
	4	204500	2	82.0%	703	857
	5	204702	1	80.4%	759	944
	6	204102	2	56.3%	1258	2235
	7	204500	1	77.0%	966	1254
	8	204500	3	71.4%	640	896
	9	204600	1	57.7%	333	577
	10	204702	2	81.2%	839	1033
Billerica				56.6%		
	1	316101	1	58.1%	1018	1752
	2	316201	1	55.1%	603	1094
	3	316300	1	63.0%	1460	2316
	4	316500	9	51.4%	355	691
	5	316101	2	57.5%	832	1448
	6	316300	7	62.1%	641	1032
	7	316500	1	55.0%	795	1445
	8	316102	6	56.8%	909	1601
	9	316102	7	58.2%	1464	2514
	10	316201	2	53.5%	1031	1928
	11	316202	1	61.7%	833	1349
	12	316400	2	60.5%	779	1288
Fall River				80.9%		
	1	640100	4	76.5%	890	1164
	2	640200	7	93.2%	1252	1343
	3	640400	3	79.1%	941	1189
	4	641900	3	85.5%	715	836
	5	642500	9	57.4%	1589	2768
	6	640900	3	95.5%	1150	1204
	7	640800	2	84.2%	1166	1384
	8	642200	1	54.6%	587	1076
	9	640600	2	94.2%	1018	1081
	10	640100	5	71.4%	988	1383
	11	640700	3	80.9%	321	397

	12	641700	2	68.1%	1017	1494
	13	640200	1	80.7%	776	962
	14	640200	4	84.8%	1457	1719
	15	640200	6	92.0%	1096	1191
	16	640400	1	94.2%	586	622
	17	640900	5	82.2%	419	510
	18	640900	8	69.9%	557	797
	19	641400	3	91.0%	1087	1195
	20	640500	2	93.9%	922	982
	21	640800	1	96.0%	1117	1163
	22	641300	6	99.3%	1325	1335
	23	640100	1	75.1%	689	917
	24	640100	3	77.0%	512	665
	25	641700	3	66.3%	799	1206
	26	641700	4	61.8%	375	607
	27	641700	5	83.0%	1356	1633
	28	642200	3	74.6%	708	949
	29	640600	4	88.2%	854	968
	30	640900	4	85.9%	1231	1433
	31	640900	6	97.4%	814	836
	32	640900	7	90.9%	576	634
	33	641000	2	86.1%	825	958
	34	641000	3	88.8%	769	866
	35	641200	1	91.8%	1643	1789
	36	641400	1	83.1%	611	735
	37	641400	2	92.1%	817	887
	38	641900	1	88.5%	1027	1160
	39	640500	3	83.9%	780	930
	40	640500	4	86.3%	670	776
	41	640500	6	86.2%	1444	1676
	42	640800	4	83.7%	842	1006
	43	641300	1	86.9%	887	1021
	44	641300	2	90.9%	502	552
	45	641300	3	93.0%	639	687
	46	641300	4	85.9%	1143	1330
	47	642000	4	83.9%	1589	1893
	48	640300	1	87.6%	1305	1490
	49	640300	3	88.4%	1034	1170
	50	640700	1	76.7%	1119	1458
	51	641800	1	75.5%	823	1090
	52	642100	1	74.7%	2376	3181
	53	642100	2	87.7%	947	1080
	54	642200	2	74.3%	766	1031
	Saugus			66.0%		
	1	208101	4	72.5%	1318	1817
	2	208200	3	75.6%	1420	1878
	3	208300	2	58.1%	1132	1947
	4	208101	3	69.3%	695	1003
	5	208200	1	72.6%	907	1250
	6	208300	1	63.6%	676	1063

	7	208101	8	76.4%	1061	1389
	8	208102	5	64.4%	603	936
	9	208300	3	75.5%	973	1289
	10	208101	2	63.9%	638	999
	11	208200	4	58.1%	797	1371
	12	208400	1	72.9%	642	881
		Dracut		65.9%		
	1	314102	4	71.3%	1932	2711
	2	314301	1	54.1%	1724	3188
	3	314101	1	57.0%	816	1431
	4	314301	5	77.7%	1497	1927
	5	314101	3	69.0%	1580	2289
	6	314200	2	77.5%	1168	1507
	7	314200	4	79.1%	1307	1652
	8	314102	2	71.7%	1035	1444
		Somerville		71.5%		
	1	351400	6	80.1%	573	715
	2	351400	8	80.2%	1290	1608
	3	350100	7	66.0%	839	1272
	4	350300	1	78.5%	740	943
	5	350500	2	60.6%	532	878
	6	351400	5	78.8%	924	1172
		Chelsea		85.7%		
	1	160100	3	78.2%	1355	1732
	2	160500	7	90.8%	1766	1946
	3	160100	1	88.4%	1642	1858
	4	160100	2	80.1%	1112	1388
	5	160600	3	85.4%	1402	1641
	6	160500	4	78.0%	1105	1417
	7	160200	3	92.6%	1326	1432
	8	160300	9	72.9%	1132	1552
	9	160500	6	98.9%	1036	1048
	10	160600	5	87.9%	1172	1333
	11	160500	1	86.3%	1163	1347
	12	160500	3	96.5%	1550	1606
	13	160100	4	83.6%	900	1076
	14	160500	2	82.2%	1076	1309
	15	160100	5	90.3%	1343	1487
	16	160500	8	90.1%	720	799
		Peabody		64.3%		
	1	210500	4	56.8%	1960	3451
	2	210600	1	80.5%	1251	1555
	3	210800	3	89.4%	1676	1875
	4	210700	3	71.6%	919	1283
	5	210400	2	67.8%	1683	2484
	6	210900	3	72.2%	1275	1765
		Taunton		78.5%		
	1	613300	1	74.1%	2457	3318
	2	614102	3	59.2%	1296	2190
	3	613100	1	74.6%	2351	3153

	4	614000	1	87.2%	1668	1912
	5	614101	1	67.6%	1884	2786
	6	613400	1	69.0%	1428	2070
	7	613700	2	78.2%	1648	2107
	8	613600	1	89.3%	1753	1964
	9	614000	2	84.5%	2215	2621
	10	613700	1	78.6%	1719	2186
	11	613600	2	83.0%	1155	1392
	12	613800	3	81.2%	1477	1819
	13	613900	1	89.0%	1265	1421
	14	613900	3	81.0%	1577	1946
	15	613600	3	99.4%	328	330
	16	613800	1	89.4%	1674	1872
	17	613900	2	89.9%	1345	1496
	18	613900	4	67.4%	1054	1564
	19	613900	5	76.2%	1101	1445
	20	613800	2	75.7%	1011	1336
	Holyoke			76.6%		
	1	811600	5	99.8%	889	891
	2	811700	2	94.4%	823	872
	3	811800	1	100.0%	805	805
	4	811400	2	97.8%	1323	1353
	5	812101	9	58.3%	1395	2393
	6	811500	1	85.2%	924	1084
	7	812000	2	73.5%	534	727
	8	812102	3	93.2%	838	899
	9	811600	1	88.9%	450	506
	10	811600	7	96.3%	520	540
	11	811700	3	99.8%	813	815
	12	812000	1	84.4%	913	1082
	13	812000	4	63.5%	547	862
	14	811800	2	90.2%	597	662
	15	812000	5	84.4%	1765	2092
	16	812000	7	89.3%	897	1004
	17	812102	1	95.4%	677	710
	19	812102	6	88.9%	647	728
	20	812102	7	84.3%	594	705
	21	812102	8	72.2%	1008	1397
	22	811800	3	94.8%	920	970
	23	811800	4	78.4%	524	668
	24	811800	5	87.5%	809	925
	25	812000	3	74.2%	446	601
	26	812102	4	64.8%	1508	2326
	Stoughton			61.8%		
	1	456102	2	55.4%	1241	2242
	2	456402	3	52.6%	1273	2422
	3	456101	6	62.6%	1363	2177
	4	456102	1	79.4%	1365	1719
	6	456200	2	57.1%	1248	2187
	7	456401	2	65.4%	1157	1768

	9	456200	1	61.3%	643	1049
	10	456300	1	90.5%	1785	1973
	11	456300	3	62.7%	1819	2900
	12	456401	1	77.0%	868	1128
	Falmouth			59.6%		
	1	14400	2	64.1%	2993	4668
	2	14500	1	78.4%	768	979
	3	14600	1	66.2%	745	1125
	5	14500	4	69.7%	1707	2450
	6	14600	2	75.3%	770	1022
	Marshfield					
	2	506204	1	70.4%	2499	3550
	3	506102	4	66.1%	1067	1615
	5	506203	1	69.0%	1332	1930

Appendix Two: Online Submission Instructions

This part of the Submission Package provides guidance and instructions for completing the on-line submission. Each on-line form includes specific instructions. Due to programming limitations, applications submitted through the CDBG Grant Management System (CGMS) include items that are not applicable to NSP. Please note that these items are marked as **DO NOT RESPOND**.

General Writing Guidelines and Page Limits for Submissions

- There is a **six (6) page limit for responses to the scored questions** contained in each packet, except for a three (3) page limit for the planning packet. **Reviewers will not read beyond the page limit for any section.**

Page limits do not include the submission cover sheets, threshold question responses, budget forms, project description summaries, or pertinent information that can be included in attachments or the appendix.

- Responses must be submitted on-line using the Department's web-based submission system. **The easiest way to do this is to prepare, in advance, electronic versions of all narrative responses and then attach them to the corresponding section of the on-line submission.**
- Several submission questions allow for attachments. Applicants should use descriptive names for the attached documents e.g. "Public hearing minutes", "Waiting list summary". Attachments will be accessible through dropdown lists. If the attachments carry only file names, it is more difficult to locate the information. If more than five files are attached, applicants should create a list of attachments so that it is clear what information is available in the attachments. Do not use any symbols in the attachment file names.

All applicants must submit one hard copy of the required Submission Cover page with original signatures of the appropriate Chief Elected Official(s) prior to the submission deadline. Send these pages to:

Massachusetts NSP Program
Department of Housing & Community Development
Division of Community Services
100 Cambridge Street, 3rd floor
Boston, MA 02114

MA NSP's submission forms are available at <https://gms.ocd.state.ma.us>. Please note that https:// is required to access the secure submission site.

The opening page should look like this:

IntelliGrants - Microsoft Internet Explorer provided by DHCD-Network News

https://gms.ocd.state.ma.us/Login.aspx?APPTHEME=

File Edit View Favorites Tools Links IntelliGrants IDIS Customizing the Links bar Customize Links

IntelliGrants

CDBG GRANT MANAGEMENT SYSTEM dhcd Massachusetts

The Massachusetts' CDBG Grant Management System

Welcome to the State of Massachusetts' CDBG Grant Management System. This system was designed to help both the State and the State's grantees effectively organize and manage grant-related information.

Local user access:

- Step 1 - Each grant community must designate an Authorized Official.
- Step 2 - The DHCD will validate only the Authorized Official. Once DHCD has done this, local users may proceed with Step 3.
- Step 3 - The Authorized Official is responsible for defining the roles/responsibilities of local users of the system. A local users will click on the "New User" link (shown to the right), and enter his or her contact information including a user name and password. The local Authorized Official will then validate those individuals.

Help:
CDBG Program issues such as the type of information required on data screens, forms, origin of information, compliance requirements, etc. should be addressed to the community's assigned program or fiscal representative by phone or email. Other general program questions may be addressed to cdbggms-help@hotmail.com.

The Agate Software Help Desk (1-800-820-1890 or helpdesk@agatesoftware.com) should be used when users require assistance with technical, system issues such as access, problems encountered with screens, navigation issues, programming glitches, etc.

Read Me First:
Before you access this system you should first [review the system requirements](#).

Additional guides for downloading:

- [New User Registration Guide](#)
- [New User Activating Guide for CEOs](#)

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Done Internet 100% 11:47 AM

If your community is a current grantee or applied for funds last year online, this page should be familiar. If not, follow the instructions for New Users and contact Carl Monaco at (617) 573-1418.

After successfully logging on to the system, applicants should select the Create New link under the Community Development Fund 2009 menu item. Agreeing to create a new submission when prompted will open the Submission Menu screen and the submission forms.

SUBMISSION MENU

The submission menu consists of a series of Forms which are the content of an submission. The appropriate forms must be completed and saved in order to assemble a complete submission.

COMPONENT SELECTION

At the top of the submission menu screen is a link to the component selection form. The submission packet materials for demolition will appear on screen only after the construction activity is selected on the component selection form. Select Construction by checking the "Selected" box next to the activity title. For the purposes of NSP, the construction packet will be used for all demolition projects. To add a second demolition project, click "Add" at the top of the screen in the construction packet.

SUBMISSION COVER

The two-page Submission Cover Sheet must be **printed and signed by the Chief Elected Official** or by the Chief Executive Officer (if so authorized by the city or town). The individual who signs the cover sheet must be the official who is authorized to obligate the city or town to legal contracts. If this is not the Chief Elected Official (i.e., Chairman of the Board of Selectmen or Mayor), furnish the appropriate documentation in an appendix, which verifies the contractual authority of the person who signs the submission cover sheet. For joint submissions, this would be the Chief Elected Official or Chief Executive Officer in the lead municipality.

The Submission Cover Sheet includes a checklist of certifications. The text of each Certification appears as a separate form within the online submission. Applicants must check the boxes on the cover page to indicate their compliance with the requirements of the certification forms.

NEIGHBORHOOD DEVELOPMENT STRATEGY

Applicants must attach a neighborhood, community, or city development strategy or plan indicating how the proposed NSP demolition project(s) will relate to overall planning.

PROJECT PACKETS:

Construction Activities: Whether the property is residential or commercial, use **ONLY** the construction packet for NSP demolition projects.

A complete project packet is comprised of the following information:

- General information
 - Participating Municipalities
 - Name of Project
 - Eligible Activity description
- National Objective information including beneficiaries
- Threshold Requirements
 - Targeted Activities and Areas
 - Consistency with Neighborhood Development Strategy
 - Consistency with Sustainable Development Principles (if applicable)
 - Additional Project Thresholds (project specific)
- Project Description
 - Project Location Information
- Project Budget Information including project and administrative costs and an attached, detailed budget.
- Competitive Questions
 - Project Need
 - Project Feasibility
 - Project Impact

The following information will provide the applicant with guidance on how to complete the project packet component of the NSP submission. Applicants should use the project packets to provide detailed information regarding proposed projects. Project Packets are first reviewed for compliance with the threshold requirements, and then for competitiveness.

General Information

The first section of a Project Packet requests information to identify the participating community(ies), the project name and the eligibility of the activity requested. Based on this selection and the Project Description, DHCD staff will confirm the eligibility of the requested activity.

National Objective Compliance

Benefit to Low, Moderate, Middle-Income Persons: All NSP projects will benefit low, moderate, or middle income (LMMI) households through census block group documentation of area-wide benefit.

Threshold Requirements

In addition to block group requirements and NSP thresholds for Eligibility and National Objective, additional threshold questions must be answered for each proposed project. Failure to answer or meet a threshold question will result in the rejection of the project packet. Each project must:

- (1) be consistent with the applicant's Neighborhood Development Strategy
- (2) be consistent with the Commonwealth's Sustainable Development principles

Project Description

Provide a summary of the proposed project explaining the entire scope and essential elements of the project. If the NSP funded project is part of a larger project include a description of the non-NSP funded components. The project description is critical in helping reviewers to understand the entire proposed project/program and its eligibility. This description should be consistent with all packet information and may be used by DHCD to assess and ensure project feasibility.

Budget Forms

All project packets include separate budget forms. Applicants should ensure that all dollar amounts included in the budget form are consistent with the cover sheet and all other associated information (including Summary Budget Sheet) in the submission. The budget information provided will be used to confirm overall project feasibility.

Competitive Questions

Responses to competitive questions should be written in a Word or PDF file and then uploaded into the Miscellaneous section of the application in CGMS.

There are three competitive questions. Questions ask for narrative responses as well as supporting materials such as documentation of funds, community support, maps, letters, forms, and photographs. Examples of documentation may include letters of commitment, certification of votes or actions, certified minutes or other verified actions. Failure to provide supporting documentation, when requested by the applicable question, will result in a score reduction. In each packet, the applicant has the opportunity to justify the need for the project, the community involvement and support for the project, the feasibility of the project, and the anticipated impact of the project.

Within the Need, Community Involvement and Support, Feasibility and Impact questions are the criteria that will be used to score the responses. Note: A project that is considered not feasible will be eliminated from review and will not be scored.

The competitive questions are generally structured as indicated below. Some activity packets contain variations on these specifics. The italicized statement summarizes the review standard that will be used.

Question #1: Project Need - What is the need for the proposed project/program?

Define the need or problem to be addressed by the proposed project. Explain why the project is important. Provide evidence of the degree of severity of the need or problem. Who is the affected population and why is this population presently underserved or not served? Identify and describe the affected project area or facility and why this facility or area in particular is adversely affected?

The need for the project will be evaluated upon the extent to which the response demonstrates the severity of need through summary descriptions of surveys, census data, architectural and engineering studies. As applicable (i.e., for projects involving construction or rehabilitation), photographs must be included as attachments to the packet.

Question #2: Project Feasibility - Why is the proposed project/program feasible?

Demonstrate that the activity proposed is feasible by providing the following:

1. Describe and document the present status of site control for the project.
2. If applicable, describe and document the availability and source of matching or other funds needed to complete the project. Do not include in-kind services for town employees who would otherwise be responsible for a grant-related administrative function. In-kind services are accepted only as directly related to the project. (For example, force account labor by the Department of Public Works is acceptable.)
3. Identify and describe the procurement process used or applicable to the project (if multiple processes are applicable, identify each process)
4. Describe and document the current status of environmental review and the timeline for completion of the process. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.
5. Describe and identify the project milestones and timeline including unfinished environmental review steps, procurement of grant administration (if applicable), project bidding, and other project steps. State the duration of time needed for each milestone, and identify when each milestone will be completed.
6. Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
7. Citing past accomplishments, document that:
 - the community has the necessary past expertise to conduct the activity and has successfully completed past activities in a timely manner, or
 - the community has experience acquiring the expertise, or
 - the community has a plan to acquire the necessary expertise.

Project feasibility will be evaluated on the extent to which the project is capable of proceeding at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.

Question #3: Project Impact - What will be the impact of the proposed project/program?

Describe the impact the activity will have on the specifically identified needs. What is the anticipated end use for the property? What measurable improvements will result from the activity? How much of the need will be addressed? Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures to determine that the outcomes are achieved. Refer to the specific target area(s).

Project Impact will be evaluated on the extent to which the response documents that the activity proposed will have measurable improvements/identifiable outcomes that will benefit the intended beneficiaries and/or the target area.

PLANS, BUDGETS AND CERTIFICATIONS

Applicants are required to submit a series of plans, budgets and certifications regarding their proposed NSP activities.

IMPLEMENTATION PLAN AND CASH FLOW PLAN

The Implementation and Cash Flow Plan requires the applicant to project the rate of implementation and cash expenditure for every proposed project. These "milestones" will become part of the grant contract with Massachusetts NSP and form the basis for the quarterly activity reports that each recipient must file as part of its contractual requirements. Communities should plan projects and programs to insure timely completion. Consider the feasibility of the proposal, and do not request funding to carry out programs that are unlikely to be finished on time. DHCD will only authorize grant extensions for unforeseen circumstances and where the information justified and can be documented and justifiable. A community's inability to complete its projects/programs within a reasonable time period can result in penalties and may adversely affect future funding opportunities.

Each submission must include an Implementation and Cash Flow Plan that summarizes all of the proposed projects.

Enter the requested information for each quarter in the grant year, as shown on the form. Enter the monthly amount expended to the nearest thousand dollars (e.g. \$101K).

The quarters are identified only as "Quarter #1," "Quarter #2," and so forth. Overall, each grant "year" is an 18-month cycle broken into six quarters. If the submitted Implementation Plan seems unrealistic or the actual grant award varies greatly from the total request made by the applicant, Massachusetts NSP may ask for a revised Implementation and Cash Flow Plan as a special condition of the grant contract.

Communities must plan their submissions around a nine month timeframe to obligate funds and a supplemental two year implementation period.

MANAGEMENT PLAN

The Grantee has overall responsibility for grant administration. All applicants must demonstrate that they currently have, or will be able to obtain, the management capacity to administer a NSP grant. Describe the plan for grant administration, including the following:

1. In order to document this capacity, each applicant is required to describe a management plan for the administration of this grant. The plan must provide a system of checks and balances and adequate internal controls for delegation and oversight of all grant management activities.
2. Provide a grant management organizational chart which (a) identifies the relative position of the public office or official within the local government who will have primary responsibility for oversight of the Community Development Block grant; (b) indicates how the NSP administrative structure fits into the general municipal administration.
3. If any portion of this grant is to be sub-contracted to another local agency for implementation, that agency should be identified and its relationship to the local government fully explained. If any portion of this grant is to be sub-contracted to a private firm or organization, the applicant should explain exactly what that organization will do and what its relationship will be with the local government.
4. List the staff positions assigned to grant management including project delivery.
5. Describe the responsibilities for each position listed by each project such as monitoring individual projects for timely implementation and compliance with applicable regulations, compiling and submitting grant reports, supervising personnel, initiating and obtaining approval for program and budget amendments, and processing requests for payment and ensuring that appropriate financial records are maintained.
6. Estimate the amount of time needed for each staff to perform these functions (% FTE). Demonstrate that the time allotted is sufficient given the responsibilities assigned.
7. Demonstrate that existing staff assigned these responsibilities is qualified to perform them or if the position is not filled, provide a list of qualifications needed for the person who will fill the position.
8. All staff positions must be consistent with the Program Delivery and Administrative Cost Breakdown Part A in the following section.

PROGRAM DELIVERY AND GENERAL ADMINISTRATIVE COSTS BREAKDOWN

For NSP Demolition projects, program delivery and general administration are each limited to 5% of total grant funds. A municipality may apply for both program delivery and general administration funds.

Part A: Personnel and Fringe Benefit costs must be allocated by position and corresponding budget activity. Costs must be consistent with those described in the project packets. Refer to Appendix F for guidance.

Part B: Non-personnel costs consist of those sundry items needed in support of office overhead and program operation. Some costs have been classified as solely General Administrative costs and cannot be charged otherwise.

- 1) Membership, Publication(s), etc.: Dues for professional associations and subscriptions relating to overall information and guidelines administering a NSP program.
- 2) Training and Education: Conferences, seminars, etc., relating to the management of the grantee's NSP program.
- 3) Travel: Mileage, parking and tolls charged by an employee when using their own car for overall management functions, or on-site inspections of NSP activities. This may also include travel costs for conferences and seminars.
- 4) Accounting, Disbursement Services: Those services provided by an accounting firm to create and/or maintain accounting records for the grantee's program. Check writing, payroll service costs charged by banks.
- 5) Legal Services: Attorney's fees for guidance relating directly to the grant projects.
- 6) Advertising: Publicized announcements relating to public hearings, procurement, hiring, and program outreach for a specific activity.
- 7) Reproduction/Printing: Brochures, forms, photographs, etc., needed in either the promotion or overall management of the grant.
- 8) Communications: Telephone, postal, and messenger services.
- 9) Supplies and Materials: General office supplies used in overall management of the program.
- 10) Maintenance and Repairs: Those costs that are necessary for the upkeep of property but do not add to the permanent value or prolong the intended life of the property. Administrative costs might consist of a Community Development Office, equipment maintenance/repair agreements and other general repair within the Community Development Office.
- 11) Audit: Single audits required to be performed on all federal funds at the recipient level, (excludes agency-level audits of sub-recipients) in accordance with 24 CFR Part 85. The ratio of NSP funds expended to other federal funds expended determines the NSP contribution to the cost of the Single Audit.
- 12) Computers and related equipment: Lease or purchase of computer services.
NOTE: Municipalities that do not have computers available to operate the NSP grants management/accounting software MUST budget for the purchase or lease of an IBM compatible PC, current hardware, e-mail and/or Internet access.
- 13) Equipment: Lease or purchase of general office equipment, such as typewriters, desks, copiers, chairs, file cabinets, etc.
- 14) Professional Services: Professional services rendered by individuals or organizations not a part of the grantee department administering the grant program.
- 15) Submission Preparation: Communities who have not received a Massachusetts NSP Grant in prior years may budget up to \$6,000 for NSP funds. Otherwise, up to \$3,000 is allowed.
- 16) Other: Specify miscellaneous costs related to the grant program.

The Indirect Percent Rate charged by an administering entity (if the grantee will engage in the services of such an entity) must be in accordance with a certified Indirect Cost Allocation Plan prepared by a CPA firm. This percentage is an assessment of total indirect costs, which cannot be clearly attributable to a particular program (e.g., space, heat, utilities, maintenance are some examples). If the rate/percentage is calculated based upon agency wide direct salaries, then the percentage derived is first calculated against the total NSP general and program administration as a whole. Then that amount is broken down further by the percentages by each administration budget within this form.

Please note that General Administration cannot exceed 18% of the total grant request, and must be reasonable.

BUDGET SUMMARY SHEET

The Budget Summary Sheet is filled in automatically from the packet budget forms and General Administration Parts A and B, as they are entered.

CHIEF FINANCIAL OFFICER'S CERTIFICATION

The Chief Financial Officer of the city/town must review the grant budget and determine whether it includes all costs that must be accounted for, given municipal budget procedures that apply to other, non-NSP funded departments and operations. The Chief Financial Officer is usually the city auditor/town accountant, treasurer or director of finance.

**MASSACHUSETTS NSP PROGRAM FY 2009
CHIEF FINANCIAL OFFICER CERTIFICATION**

Budget Summary/Administrative Cost Breakdown:

This is to certify that the Budget Summary and Administrative Cost Breakdown forms included in the City/Town of _____'s submission to the Massachusetts NSP Program have been reviewed and determined to be a fair and accurate accounting of allowable and reasonable costs.

The costs identified compare consistently with those described for each requested program activity identified in this submission.

By: Chief Financial Officer

DO NOT RESPOND: DISPLACEMENT OF NON-NSP FUNDS CERTIFICATION

The Chief Elected Officer of the city/town must certify that NSP funds are not used to displace non-NSP funds under the control of the municipality.

**MASSACHUSETTS NSP PROGRAM FY 2009
NSP FUNDING DISPLACEMENT CERTIFICATION**

This is to certify that NSP funds shall not be used to displace non-NSP funds under the control of the Municipality:

By: Chief Elected Official

ANTI-DISPLACEMENT AND RELOCATION CERTIFICATION

All applicants must complete and submit the following form to certify that the community (lead) will be in compliance with the requirements of the Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended.

The applicant community, based on its Relocation Plan, must certify that they (and co-applicants, when applicable) will comply with the requirements of Title I.

1. This certification is based on the Relocation Plan established by the applicant or leads community and obligates all participants to comply with the requirements of the Uniform Relocation Act and Section 104(d) of Title I of the Housing and Community Development Act of 1974, as amended.
2. This certification form may be signed by the Community Development or the Planning Director, or by the Administrative Assistant, or Executive Secretary to the Chief Elected Official, or the Chief Elected Official of the lead municipality.

MASSACHUSETTS FY 2009 NSP PROGRAM

ANTI-DISPLACEMENT AND RELOCATION ASSISTANCE CERTIFICATION (Under Section 104(d) of the HUD Act of 1974, as amended)

The Town/City of _____ will replace all occupiable and vacant (for at least 3 months) low-moderate income dwelling units demolished or converted to a use other than as low-moderate income dwelling units as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974, as amended, described in 24 CFR 570.496(a) and (b)(1).

All replacement housing will be provided within three (3) years of the commencement of the demolition or rehabilitation related to conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the town/city of _____ will make public and submit to the DHCD, if requested, the following information, in writing:

1. A description of the proposed NSP-assisted activity.
2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as low-moderate income dwelling units as a direct result of the NSP-assisted activities.
3. A time schedule for the commencement and completion of the demolition or conversion.
4. The general location, on a map, and approximate number of dwelling units, by size (number of bedrooms), that will be provided as replacement dwelling units.
5. The source of funding and a time schedule for the provision of replacement dwelling units.
6. The basis for concluding that each replacement dwelling unit will remain a low-moderate income dwelling unit for, at least, ten (10) years from the date of the initial occupancy.

The Town/City of _____ will provide relocation assistance, as described in 24 CFR 570.496 (a)(b) to each low-moderate income household displaced by demolition of housing or by the conversion of a low-moderate income dwelling unit to another use as a direct result of NSP-assisted activities. Consistent with the goals and objectives of activities assisted under the Act, the Town/City of _____ will take steps to minimize displacement of persons from their homes.

Signature

Name

ANTI-DISPLACEMENT AND RELOCATION PLAN SUMMARY

Every recipient of NSP funds must maintain and enforce an anti-displacement and relocation assistance plan that (a) describes how the design and implementation of its activities will minimize displacement and (b) identifies benefits to be provided in case of relocation, both permanent and temporary. The plan must encompass requirements of the Uniform Relocation Act and Section 104(d) of Title I, Housing and Community Development Act of 1974, as amended.

The applicant must develop a relocation plan that includes provisions for relocation protection, payments and other assistance for any NSP-assisted activity that will temporarily or permanently displace low- and moderate-income persons or businesses. The following form requests a *summary* of the information that should be included in the Relocation Plan. The community's actual plan must be maintained on file throughout the life of the grant.

- I. Identify the officer (name or position) who will be responsible for the task of overseeing compliance with relocation assistance. Indicate also the number where he/she can be reached.
- II. Check off the activity that will result in relocation or displacement. If not indicated here, please describe the activity.
- III. Indicate the type(s) of relocation assistance to be provided. Assistance is required under both Title I of the Housing and Community Development Act and the Uniform Relocation Act and is an eligible NSP expense. The plan must identify the activity, which may cause the displacement, the number of individuals or businesses to be affected; the likely cause of these actions; and the timing of such actions.
- IV. Indicate whether permanent displacement is anticipated for any of the proposed activities. It is DHCD policy to discourage projects that will cause the permanent displacement of persons, regardless of income. This is why it is important to explain what steps the community will take to minimize displacement during the implementation of proposed activities.
- V. Describe the grievance procedure to be followed relative to relocation and displacement. Communities should include the procedures they will follow when removing lead paint and asbestos. The Massachusetts law on lead paint removal requires temporary displacement of occupants during the abatement process.

- VI. When undertaking housing and economic development activities, the requirements of Section 104(d) of Title I (i.e., for one-for-one replacement unit and relocation assistance discussed above) apply and replacement unit(s) must be:

The Anti-Displacement and Relocation Plan Summary must be placed immediately after the Anti-Displacement and Relocation Certification.

**Federal FY 2009 Massachusetts Community Development Block Grant Programs
ANTI-DISPLACEMENT
AND RELOCATION ASSISTANCE PLAN**

Each grantee must submit a residential and business relocation assistance plan including provisions for relocation protection, payments, and other assistance. The plan should take into consideration: the types of NSP-funded activities that will/may lead to displacement, the availability and location of vacant replacement/temporary housing or business units, the special needs of displaced occupants (e.g., children, elderly handicapped, and etc.), and an evaluation of the local resources available to carry out timely and orderly relocation activities.

1. Relocation Officer _____ Telephone # _____
2. FY 2009 activities that will/may result in temporary displacement:

Property Rehabilitation	_____
Lead Paint Removal	_____
Asbestos Removal	_____
Other (explain)	_____
3. Types of relocation assistance offered (housing, meals, transportation, etc.), sources (Community Development Block Grant, landlord, in-lieu of rent, allowance, etc.) and methods of payment (reimbursement, advance, direct payment to provider, etc. (attach separate sheet if necessary):

4. Do you anticipate any permanent displacement? If yes, please explain below:

5. What is your grievance procedure?

6. Procedures to be followed when removing lead paint and asbestos:

DO NOT RESPOND: PUBLIC HEARING DOCUMENTATION

Applicants are required to hold at least *two* formal public hearings *during a NSP grant cycle*. At least *one must be held before submitting an submission* for NSP funds. DHCD encourages but does not require applicants to hold more than one public hearing during the submission process.

1. Public hearings should be held at least two (2) weeks prior to the submittal of the submission. The hearings must be held during times that the public can reasonably be expected to attend.

The meetings dates must also allow sufficient time for the applicant to make changes in the proposal if public input so warrants.

2. Advance notice must be sufficient to reasonably allow for attendance.
Notices should include:

- a. Identify the public body that is to hold the hearing;
- b. Identify the project area(s) and proposed activities;
- c. The names of each community participating in the proposed activities;
- d. Identify the agency that is to undertake the project(s);
- e. Identify the date, time, and place of the hearing; and,

3. Public notification can include the following: newspaper articles notices; public service spots on radio or cable television; brochures/flyers at various locations within each of the communities participating in a joint activity or program; bulletin boards, and legal advertisements.
4. Public Notice Documentation: Describe and attach a copy of the notices, articles, etc., which informed the public of hearing.
5. Minutes: Attach a copy of the minutes of any hearings. Minutes must include presentations and concerns raised or comments made by those in attendance, and a list of persons who attended the hearing.
6. If this FY 2009 submission proposes to continue a previously funded NSP project/program, please attach a copy of the minutes from the public hearing that includes citizens' views on the outcomes and the effectiveness of the NSP project/program and ways of improving these projects/programs.

**Federal FY 2009 Massachusetts NSP Grant Programs
PUBLIC HEARING DOCUMENTATION**

PUBLIC HEARING INFORMATION:

Date/Time Held: _____

Number of Attendees: _____

Location: _____

Hearing Officer: _____

Hearing Outreach:
(List all sources)

Dates published: _____

Where Published? _____

HEARING NOTICE AND MINUTES DOCUMENTATION:

Attach a copy of the public hearing notice as it appeared in the newspaper(s) listed above, or a copy of the notice as was posted in the appropriate public buildings. In addition, you must attach a copy of the minutes from the public hearing.

DO NOT RESPOND: CITIZEN PARTICIPATION PLAN (NARRATIVE)

To comply with Title I, grantees must provide for wide citizen participation in conducting their planning, implementation and completion of NSP-funded programs.

Instructions Applicants must submit a local citizen participation plan which encourages and provides for participation by citizens (and in particular by low- and moderate-income persons) during the development of the submission, and if funded, during the implementation and evaluation of the program.

1. The community's plan must incorporate:
 - a. how its citizens, or organized groups like community or neighborhood based organizations, human and social service groups, downtown businesses, merchants and other potential interested parties, participated in the identification of needs and the development of the proposed activities was accomplished, particularly for low- and moderate-income persons;
 - b. how the applicant will provide technical assistance to groups who represent low- and moderate-income persons throughout the grant term;
 - c. how review of program performance will be accomplished during the grant year;
 - d. the procedures and hierarchy for resolving complaints and grievances for each project type that is proposed;
 - e. the mechanism through which the needs of handicapped and non-English speaking residents will be accommodated during the citizen participation process.
2. As part of a community's citizen participation process, the applicant is required to hold at least one formal public hearing before submitting an submission for NSP funds. This hearing must be held during a time (times) that the public can reasonably be expected to attend. The meeting date must also allow sufficient time for the applicant to make changes in the proposal if public input so warrants.
3. If funded, the community must also hold at least one public hearing during the grant cycle to obtain citizen comments on the outcome and effectiveness of NSP programs and ways they could be improved upon in the future.
4. If during the grant cycle the municipality decides to amend its grant contract in order to substantially alter the design of a funded activity, delete an activity or add a new one, it must hold a public hearing before petitioning DHCD for a contract amendment.

PROGRAM CONTINGENCY PLAN

Describe in detail the Community's contingency plans, for all of the activities requested in this Submission, to address cost overruns, change orders, bids in excess of available funding or other situations that threaten the completion of activities on time and within budget.

Re-programming of NSP program funds may not be included as an option. Commitment of Program Income funds may be included in the Plan.

CHIEF ELECTED OFFICIAL (CEO) CERTIFICATION FORM

FY 2009 MASSACHUSETTS NSP PROGRAM

CHIEF ELECTED OFFICIAL (CEO) CERTIFICATION FORM

On behalf of the applicant, of which I am a duly authorized local official empowered to sign such documents, I certify that the following actions have or will be taken:

1. The applicant possesses the legal authority to make a grant submission.
2. The applicant will minimize displacement resulting from NSP-funded projects whenever possible, and comply with relocation requirements governing the NSP program.
3. The project will be conducted in accordance with Title VI and Title VIII of the Civil Rights Act and, further, the applicant will affirmatively further fair housing consistent with 24 CFR 570.487(b).
4. The applicant has provided opportunities for citizen participation, has conducted a public hearing, and has provided information to citizens regarding the project that is to be submitted for NSP funding consistent with Section 104(a) (2) of Title I of the Housing and Community Development Act of 1974, as amended.
5. The applicant will not attempt to recover any capital costs of public improvements assisted in whole or in part with NSP funds by assessing properties owned and occupied by low- and moderate-income persons unless: (A) NSP funds are used to pay the portion of such assessment that relates to non-NSP funding or; (B) the applicant certifies to the State that, for the purposes of assessing properties owned and occupied by low- and moderate-income persons who are not very low-income, the applicant does not have sufficient NSP funds to comply with the provisions of "A" above.
6. In applying for this grant, the applicant understands that its Chief Elected Official is ultimately responsible for compliance with all requirements of the Program, including providing sufficient management oversight to carry out the activities requested hereunder.

Certification Regarding the Use of Force

The Community further certifies that:

1. The applicant will adopt/has adopted and will enforce a policy to prohibit the use of excessive force by law enforcement agencies within their jurisdiction against any individuals engaged in nonviolent civil rights demonstrations.

2. The policy to be adopted or has been adopted is contained in:
 - a. a local legislative act (such as an ordinance); or
 - b. a local administrative act (such as a written statement of policy by the local chief elected official); or,
 - c. an executive order; or,
 - d. a regulation within the police department.
3. The community understands that a new policy need not be adopted if they have and are enforcing a written policy that meets the requirements of Section 519 of the Housing and Community Development act of 1974, as amended.

Certification Regarding Lobbying

The Community further certifies that:

1. No federal appropriated funds have been paid or will be paid by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, and officer or employee of Congress, in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, or renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an employee or officer of congress, or an employee of a member of congress in connection with this shall complete and submit standard form - III, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers, (including subcontracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

Certification Regarding Disclosure Requirements for Activities Receiving \$200,000 or More

The undersigned shall comply with the requirements of full disclosure for any project or activity proposed for and receiving funding equal to \$200,000 or more. Disclosure will include providing information regarding:

assistance from other government sources in connection with the project;

financial interests of persons involved in the project (from planning to development to implementation of the project or activity), such financial interests exceeding \$50,000 or 10% of the project assistance requested, whichever is lower; and

sources and uses of other funds involved in the project.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, Title 31, US Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

By: _____
Signature, Chief Elected Official
(Lead Applicant Only)

Typed Name

Title

Date

ANTI-SPECULATION AND RECAPTURE PLAN (NARRATIVE)

Applicants must provide a plan that describes how they will discourage real estate speculation when using federal funds to rehabilitate private property (**both housing and commercial properties**).

Instructions A recapture and anti-speculation plan outlines the community's policy and measures it will take to discourage real estate speculation (such as loan or grant repayment requirements within a specified period after completion of a NSP-assisted project). Communities are free to design a policy and an implementation plan that is appropriate for local conditions. For housing rehabilitation of rental units, the following general rules must be adhered to in the plan submitted with the submission:

1. If the community will administer a housing rehabilitation program that includes any rental units, including those in owner-occupied buildings, the plan must include a proposed plan to maintain the affordability of the units. DHCD requires grantees to have all rental property-owners receiving NSP assistance sign an agreement that limits rents and rent increases (to the lesser of the Section 8 Existing Housing Program Fair Market Rents as established by the U.S. Department of Housing and Urban Development (HUD) for the area pursuant to 24 CFR 888 or the High HOME Rents established by HUD pursuant to CFR 92.252(a)(2), unless the current (base) rent is below the lesser of the two, in which case the Section 8 Annual Adjustment Factor should be applied to the base rent) for a minimum of fifteen (15) years following the completion of rehabilitation.
2. For single unit housing rehab DHCD requires a fifteen (15) year minimum Deferred Payment Lien to insure unit affordability over this time period.
3. The plan must describe provisions for recapture of program funds in case of violations of rental agreements (or other program requirements) by property-owners.
4. The plan must describe how the community will monitor for compliance with rental agreements, loan agreements, etc., including designation of responsible staff persons, and corrective action to be taken in case of non-compliance with the provisions of the plan. For example, rental agreements must be reviewed and records maintained during and after the life of the agreement by the community. Instances in which forgiveness will be exercised (serious illness, etc.) should also be specified.

5. The plan must include the community's policy for subordination and refinancing of loans.

ATTACHMENTS

If appendices are submitted with your submission, please adhere to these requirements:

- Attachments may not be a substitute for information that should be included in the project packets. Attachments may only be used to corroborate information that is included in one of the narratives.
- Please limit your attachments. Do not include such information as state and federal wage rates, program forms, housing rehabilitation work write-ups, boilerplate contracts. DO NOT include names of homeowners on waiting lists, or of respondents to surveys.
- Label every attached document.