



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Department of Planning and Development  
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone  
(617) 796-1120  
Telefax  
(617) 796-1142  
TDD/TTY  
(617) 796-1089  
www.newtonma.gov

Barney S. Heath  
Director

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**City of Newton  
FY20 Community Development Block Grant  
Coronavirus Funds (CDBG-CV)  
ACTION PLAN  
May 1, 2020**

**A. Overview:**

The City of Newton has been awarded a special allocation of Community Development Block Grant funds to be used to prevent, prepare for, and respond to the coronavirus (COVID-19). This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by President Trump on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The CARES Act made available \$5 billion in Community Development Block Grant Coronavirus (CDBG-CV) funds. Of this amount, the U.S. Department of Housing & Urban Development (HUD) immediately allocated \$2 billion based on the fiscal year 2020 CDBG formula. The remaining \$3 billion shall be allocated based on needs using best available data, in the following tranches: \$1 billion shall be allocated to States and insular areas within 45 days of enactment of the CARES Act, and \$2 billion shall be distributed to states and local governments at the discretion of the Secretary. Up to \$10 million will be set aside for technical assistance.

As part of this first \$2 billion allocation, **the City of Newton shall receive \$1,136,128 of CDBG-CV funds to prevent, prepare for, and respond to COVID-19.**

The following pages detail the proposed uses for these funds, which fall into four general categories:

- 1. COVID-19 Emergency Housing Relief Program**
- 2. Human Service Program**
- 3. Small Business Recovery Grant Program**
- 4. Program Administration**

The following budget provides further detail on the breakdown Newton's CDBG-CV allocation of \$1,136,128:

City of Newton Community Development Block Grant FY20 CARES Act Budget (CDBG-CV)					
Program Area		% of Allocation	Program Budget		
<b>Emergency Housing Relief Program</b>		<b>44.0%</b>	<b>\$500,000.00</b>	<b>Max Amount of Assistance Per Household</b>	<b>Assumed Number of Cases (with an avg. total assistance amount of \$5,250)</b>
	Admin (partner)	7.5%	\$37,500.00	approx. \$500 / case	
	Financial Assistance	92.5%	\$462,500.00	\$7,500.00	88
<b>Total</b>		100.0%	\$500,000.00		<b>88 households assisted (estimate)</b>
<b>Human Services Program</b>		<b>26.4%</b>	<b>\$300,000.00</b>	<b>Avg. Program Budget (Estimate)</b>	<b>Estimated Total Number of Programs</b>
	6	70.0%	\$210,000.00	\$35,000.00	6 programs at this avg. budget
	6	30.0%	\$90,000.00	\$15,000.00	6 programs at this avg. budget
<b>Total</b>		100.0%	\$300,000.00		<b>12 total programs (estimate)</b>
<b>Small Business Recovery Grant Program</b>		<b>26.4%</b>	<b>\$300,000.00</b>	<b>Avg. Grant Amount (Estimate)</b>	<b>Estimated Total Number of Grants</b>
	12	40.0%	\$120,000.00	\$10,000.00	12
	12	60.0%	\$180,000.00	\$15,000.00	12
<b>Total</b>		100.0%	\$300,000.00		<b>24 total grants (estimate)</b>
<b>Program Admin</b>		<b>3.2%</b>	<b>\$36,128.00</b>		
<b>Total</b>		<b>100.0%</b>	<b>\$1,136,128.00</b>		

### Emergency Solutions Grant Funds (ESG-CV)

In addition to the CDBG-CV funds, the CARES Act made available an additional \$4 billion in Emergency Solutions Grant Coronavirus (ESG-CV) funds. Of this amount, HUD is immediately allocated \$1 billion for ESG-CV grants based on the fiscal year 2020 ESG formula. The remaining \$3 billion shall be allocated directly to States or units of local government by a separate formula developed by the Secretary. Up to \$40 million of the additional funds will be set aside for technical assistance.

As part of this first \$1 billion allocation, **the City of Newton shall receive \$578,393 of ESG-CV funds to prevent, prepare for, and respond to COVID-19** among individuals and families who are homeless or receiving homeless assistance, as well as support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19. **Approximately \$558,150 will be made available to nonprofit organizations through a Request for Proposal (RFP) process.**

These special ESG-CV will be highly competitive. Priority will be given to applicants who have demonstrated the urgent need for these funds as it relates to the impacts of COVID-19. In addition, applicants must have the capacity to fully expend these funds by December 31, 2020. Applicants may retroactively bill for services used to prevent, prepare for, and respond to COVID-19, dated back to March 10, 2020 when Massachusetts Governor Charlie Baker declared a state of emergency.

Organizations and municipal departments can respond to the RFP by completing a short application, which can be found on <http://www.newtonma.gov/ESG>. The deadline was May 1, 2020. A review committee consisting of staff from the Planning Department and Health and Human Services Department, representative from Massachusetts Balance of State Continuum of Care (Department of Housing and Community Development), and local social service providers will assess the proposals

and budgets against specific program criteria. Awards will be announced within approximately two weeks of application deadline.

ESG-CV funds, as outlined in HUD's award letter, are not subject to Citizen Participation requirements and, therefore, do not require the Planning & Development Board's recommendation. The Mayor is responsible for the authorization of these funds. Final notice of the allocation will be posted on the City's website.

**B. City of Newton COVID-19 Emergency Housing Relief Program:  
\$500,000 (44% of CDBG-CV budget)**

Many Newton households struggled with the cost burden of housing before the current crisis. Recognizing that many of these households are now also facing the loss of income or employment, the City of Newton COVID-19 Emergency Housing Relief Program will utilize its federal Community Development Block Grant (CDBG-CV) funds and Community Preservation Act (CPA) funds. This program is designed to provide assistance in an efficient and responsive manner. The program is temporary in nature and funding is limited, with a total proposed budget of \$2,500,000.

While an eligible household may have an annual income up to 100% of the area median income (AMI), CDBG funds may only be used to assist households at or below 80% AMI.

This CDBG program will be classified as a Public Service activity – Subsistence Payments, which are defined as one-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purposes of preventing homelessness. Examples include rent/mortgage payments to prevent eviction. The CARES Act eliminates the typical 15 percent cap on the amount of grant funds that can be used for public services activities.

**Applicants are eligible for:**

- Up to **three months** of housing assistance
- The program will cover **70% of a household's monthly rent**, with a maximum monthly assistance amount of \$2,500 per household (or \$7,500 per household for three months)
- Mortgage assistance is **only available to those income eligible households who reside in affordable deed restricted units**. The program will cover **70% of a household's monthly deed-restricted mortgage payment**, with a maximum monthly assistance amount of \$2,500 per household (or \$7,500 per household for three months)

**An "eligible" renter household is one that:**

- Currently lives in the City of Newton
- Has reduced income because of COVID-19 (and can demonstrate this financial hardship)
- Earns at or below 80% of Area Median Income (AMI) (CPA funds will assist households up to 100% AMI)
- Households currently receiving rental assistance (e.g. Public Housing tenants, RAFT, Section 8, MRVP or other locally administered support) are not eligible for this program

**An "eligible" homeowner household is one that:**

- Currently lives in the City of Newton
- Resides in an ownership unit that is deed-restricted affordable (restriction recorded with the Registry of Deeds)
- Has reduced income because of COVID-19 (and can demonstrate this financial hardship)
- Earns at or below 80% of Area Median Income (AMI) (CPA funds will assist households up to 100% AMI)
- Households currently receiving mortgage assistance under the RAFT program, or another mortgage assistance program, are not eligible for this program

The City of Newton COVID-19 Emergency Housing Relief Program will be administered by Metro West Collaborative Development (MWCD), on behalf of the City of Newton. MWCD is a non-profit community development corporation based in Newton. The City has worked closely with MWCD to develop this program based on best standards provided by the Community Preservation Coalition and Massachusetts Housing Partnership. The MWCD will administer the day-to-day implementation and operations of the program, including overseeing the application process, verifying eligibility, releasing monthly payments directly to landlords or mortgage servicing agencies, keeping detailed case files, and providing regular reporting to the City of Newton. More information on Metro West can be found here: <https://metrowestcd.org/>

As detailed in the following budget, the program is anticipated to assist at least 300 households utilizing both CDBG-CV and CPA funds.

<b>City of Newton COVID-19 Emergency Housing Relief Program Budget</b>		
<b>Sources</b>	<b>Total Amount</b>	<b>Notes</b>
CPA Funds	\$2,000,000.00	
CDBG CARES Act Funds (CDBG-CV)	\$500,000.00	
<b>Total</b>	<b>\$2,500,000.00</b>	
<b>Uses</b>	<b>Total Amount</b>	<b>Notes</b>
Direct Financial Assistance	\$2,312,500.00	3 months of rental or mortgage assistance (deed-restricted ownership units only) for at least 300 Newton Households (maximum total assistance per household of \$7,500)
Program Admin Fee to Metro West Collaborative Development (paid by CPA)	\$150,000.00	Fee of \$500/case with a maximum program administrative cost not to exceed 7.5% of total program budget (\$187,500). Services to include: program design, development, oversight, and day-to-day administration; lottery management; income eligibility determination; drafting and execution of participation agreements; program accounting; case management; communication with applicants; etc.
Program Admin Fee to Metro West Collaborative Development (paid by CDBG)	\$37,500.00	see above
<b>Total</b>	<b>\$2,500,000.00</b>	

**C. CDBG-CV Human Services Program  
\$300,000 (26.4% of CDBG-CV budget)**

As mentioned above, the CARES Act eliminates the typical 15 percent cap on the amount of grant funds that can be used for human services activities. Of the approximately \$1.1 million City of Newton CDBG-CV allocation, \$300,000 will be made available for the Human Services Program through a Request for Proposals (RFP) process.

These critical funds will be used to prevent, prepare for, and respond to the impacts of COVID-19 among Newton’s low- to moderate-income population. Through the Human Services Program, the City will provide financial support to prospective nonprofit organizations and municipal departments whose programs directly provide stability across the lifespan by addressing Newton’s most urgent needs, including but not limited to food insecurity and mental health services.

Programs must benefit Newton low- and moderate-income residents with household incomes at or below 80% of the Boston-Cambridge-Quincy Area Median Income limit or Newton residents who are otherwise “presumed” to be eligible, including: adults with disabilities, people who are homeless, people who are survivors of domestic violence, elders (age 62+), abused children, people with AIDS, and people who are illiterate. Program beneficiaries are required to self-certify their household income based on their current income.

<b>FY20 HUD Income Limits</b> effective April 1, 2020			
<b>No. in Family</b>	<b>30% of AMI</b>	<b>50% of AMI</b>	<b>80% of AMI</b>
<u>1</u>	\$26,850	\$44,800	\$67,400
<u>2</u>	\$30,700	\$51,200	\$77,000
<u>3</u>	\$34,550	\$57,600	\$86,650
<u>4</u>	\$38,350	\$63,950	\$96,250
<u>5</u>	\$41,450	\$69,100	\$103,950
<u>6</u>	\$44,500	\$74,200	\$111,650
<u>7</u>	\$47,600	\$79,300	\$119,350
<u>8 or more</u>	\$50,650	\$84,450	\$127,050

Organizations and municipal departments can respond to the RFP by completing a short application, which can be found on <http://www.newtonma.gov/CDBGHumanServices>. The deadline is May 8, 2020. A review committee consisting of staff from the Planning Department and Health and Human Services Department will assess the proposals and budgets against specific program criteria. Awards will be announced within approximately two weeks of application deadline.

These special CDBG-CV funds will be highly competitive. Priority will be given to proposals that address the community’s most urgent needs, including food insecurity, mental health services, and other basic needs.\* Applicants must demonstrate the urgency for these special funds as it relates to the impacts of COVID-19. In addition, applicants must have the capacity to fully expend these funds by December 31, 2020. Applicants may retroactively bill for services used to prevent, prepare for, and

respond to COVID-19, dated back to March 10, 2020 when Massachusetts Governor Charlie Baker declared a state of emergency.

To optimize its grant dollars, the City intends to award fewer grants in larger amounts to successful applicants. The minimum grant request must be \$15,000 in CDBG Supplemental Funds.

*\*Rental assistance is identified as one of the of most urgent needs in the community. Consequently, a significant percentage of FY20 CDBG Supplemental Funds will be allocated to create a City of Newton COVID-19 Emergency Housing Relief Program. To that end, Human Service proposals addressing other COVID-19-related urgent needs in the Newton will be prioritized for this Human Service RFP.*

As detailed in the following budget, it is anticipated that the CDBG-CV Human Services program will support approximately 12 human service agencies.

<b>City of Newton CDBG-CV Human Services Program Budget</b>					
<b>Human Services Program</b>			<b>\$300,000.00</b>	<b>Avg. Program Budget (Estimate)</b>	<b>Estimated Total Number of Programs</b>
	6	70.0%	\$210,000.00	\$35,000.00	6 programs at this avg. budget
	6	30.0%	\$90,000.00	\$15,000.00	6 programs at this avg. budget
<b>Total</b>		100.0%	<b>\$300,000.00</b>		<b>12 total programs (estimate)</b>

**D. City of Newton COVID-19 Small Business Recovery Grant Program  
\$300,000 (26.4% of CDBG-CV budget)**

Of the approximately \$1.1 million City of Newton CDBG-CV allocation, \$300,000 will be made available for the Newton COVID-19 Small Business Recovery Grant Program. These special CDBG-CV funds must be used **to prevent, prepare for, and respond to** COVID-19 by keeping small businesses operational.

The City of Newton (City) has established the Newton COVID-19 Small Business Recovery Grant Program to assist in the stabilization of existing small brick and mortar businesses within the City of Newton that have had significant business disruption due to the impact of COVID-19. These grant funds will assist small businesses in the City of Newton to pay for commercial rent or mortgage, cover wages, loss of inventory, and other demonstrated costs. Capital improvements will not be considered.

Applications will be made available in May 2020.

**NATIONAL OBJECTIVE REQUIREMENT**

The CDBG program is primarily designed to assist low- and moderate-income (LMI) persons. The business applicant must clearly identify the public benefit to this national objective in one of the following ways:

- **Microenterprise:** Support of low- and moderate-income owners of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). In order to be eligible, the owner's current household income must be at or below the 80% AMI limit.
- **Job Retention:** The business will retain permanent jobs, at least 51 percent of which (computed on a full-time-equivalent basis) will be held by LMI persons. There must be sufficient evidence that the jobs would have been lost without the CDBG assistance.
- **Job Creation:** The business will create permanent jobs, at least 51 percent of which (computed on a full-time-equivalent basis) will be made available to or held by LMI persons.

The City of Newton CDBG Program defines low- and moderate-income as households whose annual gross income is **at or below** 80% of the area median income (AMI) based on household size, effective April 1, 2020.

The City of Newton is exploring the Urgent Need National Objective for this program only. Per HUD regulations, only 30% of the total CDBG-CV budget can be used for this national objective. If the Small Business Recovery Grant Program were to utilize the Urgent Need National Objective, requirements related to low- or moderate-income persons or employees would be removed. Staff is awaiting further guidance from HUD.

**ELIGIBLE APPLICANTS**

In order to participate in the Newton COVID-19 Small Business Recovery Grant Program, businesses must meet all the following criteria:

- The business owner must qualify as a microenterprise, meaning that the owner is LMI and the business currently has no more than 5 employees, including the owner(s)



**OR**

The business has no more than 20 FTE employees including the owner, and may qualify if it can financially demonstrate that the requested funds are needed to retain or create jobs, 51% of which must be held by low- and moderate-income employees

- Have experienced a loss of revenue of 50% or more due to COVID-19 since March 10, 2020 (Massachusetts State of Emergency declaration)
- Be a for-profit enterprise
- Have a physical establishment within the City of Newton
- Have no outstanding tax liens or legal judgments

**GRANT REQUEST AND USE OF FUNDS**

A grant of \$10,000 (microenterprise 5 and under employees) or \$15,000 (businesses with 6-20 employees) may be awarded based on severity of the need, a solid recovery plan, and clear demonstrated costs greater than or equal to the amount requested.

Businesses may use the grant funds to cover employee wages, loss of inventory, rent or commercial mortgage, utilities, or other demonstrated costs. At least 50% of the grant request must be for commercial rent or mortgage, which will be paid directly to the landlord or funding institution. Additional financial needs may be considered on a case-by-case basis. 10% of the grant will be reserved until the public benefit documentation has been submitted and approved.

**EVALUATION PROCESS**

Following a completed application with all supporting materials, staff will begin the review process. A committee comprised of appointed Economic Development Commission members and staff from the Planning and Development Department will review the merits of each application and vote to approve or deny the request and determine the dollar amount of the grant.

Factors for consideration during the review process may include, but are not limited to:

- Public benefit eligibility (microenterprise, job retention, job creation)
- Cost reasonableness
- Evaluation of access to other resources and assets
- Financial health prior to the outbreak
- Owner's reasonable return on investment

Additional factors may come into consideration during the evaluation such as:

- Business experience
- Viable recovery plan
- Severity of the COVID-19 impact
- Community need

Consideration will be also be given to businesses that were required to completely close down their business during the emergency by order of the Governor.

As detailed in the following budget, it is anticipated that the Newton COVID-19 Small Business Recovery Grant Program will support approximately 24 Newton businesses.

<b>City of Newton COVID-19 Small Business Recovery Grant Program</b>					
<b>Small Business Assistance Grant Program</b>			<b>\$300,000.00</b>	<b>Avg. Grant Amount (Estimate)</b>	<b>Estimated Total Number of Grants</b>
	12	40.0%	\$120,000.00	\$10,000.00	12
	12	60.0%	\$180,000.00	\$15,000.00	12
<b>Total</b>		100.0%	\$300,000.00		<b>24 total grants (estimate)</b>

**E. CDBG-CV Program Administration  
\$36,128 (3.2% of CDBG-CV budget)**

Typically, HUD caps the program administration allocation at 20 percent of the City’s total annual CDBG grant. For this CDBG-CV grant, 3.2% of the grant will be allocated towards program administration to cover Housing & Community Development Division staff time and other overhead costs related to the administration, review, and compliance reporting of these programs until grant close-out.

**F. Availability of Waivers of Program and Plan Requirements:**

The CARES Act adds additional flexibility for both the CDBG-CV grant and, in some cases, for the annual (FY21) FFY2020 CDBG grants in these unprecedented times.

Waivers provided by HUD related to Citizen Participation Plan and the Consolidated Plan include the following. Newton has already submitted a formal request to HUD for the use of these two waivers, and has incorporated them into an updated draft of our Citizen Participation Plan (see attached):

**1. Citizen Participation Public Comment Period for Consolidated Plan and Annual Action Plan Amendments**

A HUD CPD grantee may amend an approved consolidated and annual action plan in accordance with 24 CFR 91.505. Substantial amendments to these plans are subject to the citizen participation process in the grantee’s citizen participation plan (CPP). The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.

A **Substantial Amendment** is defined, in accordance with 24 CFR 91.505(a), as:

- A substantial change in allocation priorities (any change greater than 25 percent in an individual project’s total budget) or a substantial change in the method of distribution of funds;
- A new activity (including those funded exclusively with program income) not previously covered by the Newton Consolidated Plan or Annual Action Plan; or a
- Substantial change in the purpose, scope, location or beneficiaries of an activity.

Given the need to expedite actions to respond to COVID-19, HUD has waived this requirement in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirements to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME or ESG funds.

**Waiver:** This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment.

**Timeframe:** This waiver is available from April 13, 2020 through the end of the recipient's 2020 program year (June 30, 2021).

## **2. Citizen Participation Reasonable Notice and Opportunity to Comment**

For substantial amendments to the consolidated and annual action plan, HUD's regulations require the recipient to follow its citizen participation plan (CPP) to provide citizens with reasonable notice and opportunity to comment, and must also state how reasonable notice and opportunity to comment will be given.

Given governmental orders to limit public gatherings, HUD has provided waivers to allow grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

**Waiver:** This waiver provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the consolidated plan and annual action plan amendment and amended citizen participation plans.

In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

**Timeframe:** This waiver is in effect from April 13, 2020 through the end of the recipient's 2020 program year (June 30, 2021).

The following paragraph describes the Housing and Community Development Division's efforts to notify the public of public meetings and public hearings during this time:

- Notices for public hearings for amendments to the use of funds proposed in the Consolidated Plan and/or Annual Action Plan will be e-mailed to Board members
- Notice will be posted on the City's Electronic Posting Board
- Notice will be provided on the City's website in the City Calendar

- Notice will be listed in the Planning and Development Department’s weekly “Friday Report,” which is e-mailed to City officials, agency/organization representatives and residents

During this time, public meetings and public hearings shall be conducted virtually to ensure public safety. Public hearings will allow for questions in real time, with answers coming directly from the elected representatives to all “attendees”, via a virtual hearing method or platform that provides for accessibility for persons with disabilities and LEP to participate.

Copies of the proposed Consolidated Plan, Analysis of Impediments to Fair Housing, CAPER, Annual Action Plan will only be made available on the City’s website, [www.newton.com/CDBG](http://www.newton.com/CDBG).

### **Disaster Response Exemption to Substantial Amendments**

In addition to the waivers described above, the following provision has also been added to the CPP:

#### ***Disaster Response Exemption to Substantial Amendment***

In the event there is an emergency or disaster, in which a state of emergency is declared either at the federal, state, or local level, the consultation and citizen participation requirements – public hearing and public comment – related to the adoption of a substantial amendment shall be waived to allow for a timelier response to the emergency or disaster. All other requirements for a substantial amendment shall remain in effect.

### **ATTACHMENTS:**

- 1) City of Newton Community Development Program Citizen Participation Plan
  - a. Red-lined version with CARES Act waivers
- 2) Newton COVID-19 Emergency Housing Relief Program
  - a. Draft Program Guidelines
  - b. Draft Program Application
- 3) Newton CDBG-CV Human Services Program
  - a. RFP Overview
  - b. RFP Application
- 4) City of Newton COVID-19 Small Business Recovery Grant Program
  - a. Draft Program Guidelines
  - b. Draft Program Application
- 5) Newton CDBG-CV ESG Program
  - a. RFP Overview
  - b. RFP Application

**CITIZEN PARTICIPATION PLAN**  
**CITY OF NEWTON HOUSING AND COMMUNITY DEVELOPMENT PROGRAM**  
*REVISED MAY 4, ARCH 202019*

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The City of Newton annually receives Community Development Block Grant (CDBG), HOME Investment Partnerships Program (HOME) and Emergency Solutions Grant (ESG) funds from the U.S. Department of Housing and Community Development (HUD), which it administers through the Housing and Community Development Division of the Planning and Development Department. The primary purpose of these formula grant programs is to develop viable communities through the provision of decent housing, a suitable living environment and expanding economic opportunities for low- and moderate-income persons. As a recipient of these entitlement program funds, the City is required to produce the following documents:

- **Consolidated Plan** – a five-year plan that documents Newton’s housing and community development needs, outlines strategies to address those needs, and identifies proposed program accomplishments
- **Annual Action Plan** – an annual plan that describes specific CDBG-, HOME- and ESG-funded projects that will be undertaken over the course of the upcoming fiscal year
- **Consolidated Annual Performance and Evaluation Report (CAPER)** – an annual report that evaluates the use of CDBG, HOME and ESG funds following the close of the fiscal year
- **Analysis of Impediments to Fair Housing Choice** – a five-year plan that analyzes disparities in access to housing opportunities in the City and identifies priorities and goals to address these issues.

This Citizen Participation Plan has been developed to provide citizens and other interested parties with opportunities to participate in an advisory role in the planning, implementation and evaluation of the CDBG, HOME and ESG programs which primarily benefit Newton’s low- and moderate-income residents, and to review and comment on each of the documents listed above.

Citizen participation in CDBG, HOME and ESG program activities ranges from conducting needs assessments and strategic planning to providing input on project selection, development, implementation and evaluation. The Citizen Participation Plan outlines the City’s responsibility to solicit active citizen participation. The goals of the Citizen Participation Plan are to:

- Encourage citizen participation by all Newton residents, emphasizing the involvement of low- and moderate-income residents, persons with disabilities, minorities, non-English speaking persons and residents of assisted housing;
- Inform citizens of the Newton Consolidated Plan, CAPER, the Analysis of Impediments to Fair Housing Choice and the Annual Action Plan, including funds available from CDBG, HOME, ESG and other Continuum of Care Homeless Programs and eligible activities under these programs;
- Give all citizens an opportunity to identify and respond to priority needs;
- Give all citizens an opportunity to identify and respond to proposed projects, actions, policies and the use of funds; and
- Give all citizens an opportunity to review and comment on program performance.

## **1. Process for Citizen Participation**

Opportunities for citizen participation in the planning and development of the Newton Consolidated Plan, Analysis of Impediments to Fair Housing Choice, the Annual Action Plan, and the CAPER will be provided through several levels of community involvement and outreach, including:

### Individual Citizens

The participation of individual citizens is critical to the City of Newton's Housing and Community Development Program. Reasonable efforts will be employed to make all citizens aware of the Program-related meetings and events in their neighborhoods, as well as public hearings and citywide events that are related to the development of the Consolidated Plan, the Analysis of Impediments to Fair Housing Choice, the Annual Action Plan and the CAPER. It is the goal of the Program to create opportunities for participation for all interested citizens, including, but not limited to, low- and moderate-income residents, persons with disabilities, minorities, non-English speaking persons and residents of assisted housing.

### Newton Housing Partnership

While the Newton Housing Partnership plays a critical role in the review and evaluation of CDBG- and HOME-funded projects, it is also instrumental in shaping housing policy for the city as a whole. The Partnership's mission is to foster, support and initiate land use, planning and fiscal policies and actions that ensure the development and preservation of housing to serve a socially and economically diverse community. In order to fulfill its mission, the Partnership acts in an advisory capacity to the Mayor, the City Council and its committees, the Planning and Development Board, the Zoning Board of Appeals, the Community Preservation Committee and city staff. Consisting of up to 9 members, the Newton Housing Partnership represents Newton residents, organizations, businesses and institutions which are based in Newton or which serve the housing needs of Newton residents.

### Fair Housing Committee

The Fair Housing Committee works with the Mayor and City staff to promote, support and affirmatively further Newton's efforts to be a diverse and welcoming community with housing choices and opportunities free from housing discrimination. Acting in an advisory capacity to the Mayor, the City Council, and all applicable City departments, boards, and committees, this Committee aims to assure that policies and practices relating to fair housing are incorporated into City operations and community activities, as well as facilitate public education and outreach. The committee collaborates with City staff to spearhead the community participation process for the Analysis of Impediments to Fair Housing Choice, which will be completed once every five years. The Committee's bylaws allow the Mayor to appoint up to 11 members and residents, who represent Newton-based institutions, organizations, and businesses that serve the housing needs of Newton residents. The membership shall reflect the diversity of persons who are protected by civil rights laws, and shall include one or more persons with expertise in fair housing and civil rights laws.

### Commission on Disability

The mission of the Commission on Disability (COD) is to foster equal access to community life and activities for people with disabilities. Through education and advocacy, the Commission works with the Mayor and City staff to raise awareness about the needs of people with disabilities and the importance of increased accessibility to programs, housing and facilities in municipal and commercial

buildings, and other public entities. The COD informs project priorities and provides recommendations for use of Community Development Block Grant (CDBG) funds in projects that remove architectural barriers and increase accessibility throughout the City of Newton. Commission members are a diverse representation of Newton's disability population and include residents, representatives of organizations, as well as businesses and institutions, which are based in Newton and serve the needs of Newton residents. The COD consists of not less than 5 but no more than 9 members appointed by the Mayor.

#### Organizations, Agencies and the Newton Housing Authority

In developing a plan for the best use of CDBG, HOME and ESG funds, the Newton Housing and Community Development Program relies heavily on the input of other agencies involved in the development and implementation of projects to assist low- and moderate-income citizens, including the Newton Housing Authority, the Balance of State (BoS) Continuum of Care (CoC), many area nonprofit organizations and state housing and community development agencies. These agencies and organizations are encouraged to participate in the development of the Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and CAPER and are asked to review and comment on the proposed documents.

#### Planning and Development Board

The Planning and Development Board, acting as the Community Development Board, is the governing citizen body that considers the recommendations made by Division staff and City departments, other Newton agencies and organizations and citizens related to the CDBG, HOME and ESG Programs. Following a public hearing to allow for open discussion, the Planning and Development Board forwards their recommendations to the Mayor for final review and approval. When funding requests are made to the Planning and Development Board (while acting as the Community Development Board), representatives of the party requesting project funding and/or Division staff will present the proposal to the Board. The Public Hearing is held open during the 15- or 30-day comment period to ensure that public comments made during that timeframe are adequately considered by the Board before a final funding decision is made by the Mayor.

Public hearings on the proposed Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan and CAPER are conducted by the Board, as well as public hearings for proposed substantial amendments to the Consolidated Plan and/or Annual Action Plan. The Board is composed of residents of the City of Newton and is comprised of six full members (one of which is appointed by the state Secretary of Housing and Community Development), the Planning and Development Department Director (*ex officio*), and up to five alternate members. Unless their schedule is disrupted by a holiday or inclement weather, the Planning and Development Board meets on the first Monday of every month at Newton City Hall.

#### City Council

The City Council is the final citizen policy body that reviews and takes action on the Consolidated Plan and the Annual Action Plan. After receiving the plan from the Mayor, the City Council considers and then votes on approval of the submission of the proposed Plan and on acceptance of the CDBG, HOME and ESG grants from HUD. After the City Council votes, the Plan can be formally submitted to HUD.

## 2. Public Meetings and Public Hearings

Committees including, but not limited to, the Fair Housing Committee, COD and local meetings of the BoS CoC, conduct public meetings to solicit public input on the Housing and Community Development Program. All meetings are open to the public and participation is encouraged.

Public hearings are required by law in order to obtain the public's views and to provide the public with the City's responses to public questions and proposals. As stated earlier, the entity responsible for conducting public hearings for the Newton Housing and Community Development Program is the Planning and Development Board. As required by law, the Planning and Development Board holds at least two public hearings each year to solicit input on housing and community needs, to review proposed uses of funds and to assess how funds were spent during the previous program year.

The two public hearings are:

- Proposed Annual Action Plan public hearing (generally held in March or April)
- Annual performance public hearing for the proposed CAPER (generally held in September)

During the development of the Consolidated Plan and the Analysis of Impediments to Fair Housing Choice additional public hearings will be held.

The public hearings for the Consolidated Plan will cover:

- Proposed Citizen Participation Plan public hearing, where staff present proposed revisions to the existing Citizen Participation Plan;
- Needs Assessment public hearing for the Consolidated Plan, where staff describe the housing and community development needs that were identified through data analysis and community participation;
- Proposed Consolidated Plan public hearing, where staff reviews the content of the draft Consolidated Plan, including the amount of financial assistance the City expects to receive, the proposed projects that will be undertaken and the activities that will benefit low- and moderate income persons.

The public hearing for the Analysis of Fair Housing to Fair Housing Choice will cover:

- Disparities in housing opportunity that were identified through data analysis and community participation.
- Content, goals and strategies of the draft Analysis of Impediments to Fair Housing Choice.

In addition to the public hearings listed above, the Planning and Development Board will conduct a public hearing whenever a substantial change is proposed to the use of CDBG, HOME or ESG Program funds from that which was listed in the Consolidated Plan or Annual Action Plan.

A substantial Amendment is defined, in accordance with 24 CFR 91.505(a), as:

- A substantial change in allocation priorities (any change greater than 25 percent in an individual project's total budget) or a substantial change in the method of distribution of funds;
- A new activity (including those funded exclusively with program income) not previously covered by the Newton Consolidated Plan or Annual Action Plan; or a



- Substantial change in the purpose, scope, location or beneficiaries of an activity.

Public hearings are generally held at Newton City Hall and in locations that meets ADA accessibility standards. Reasonable accommodations will be made for people with disabilities upon request. Language interpreters will also be provided for non-English speaking participants upon advance notice.

Citizens and other interested parties may present oral comments at the time of the hearing and/or submit written comments for 30 days after the public hearing for the proposed Consolidated Plan, Annual Action Plan, Analysis of Impediments to Fair Housing Choice and any substantial or material changes and for 15 days after public hearings for the proposed Citizen Participation Plan and the CAPER. The City will consider the views of all citizens, organizations and agencies, and other interested groups in preparing the final Citizen Participation Plan, Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan and CAPER.

Following the public comment period, staff must submit a formal notification of the substantial amendment to the Mayor for approval. Once the Mayor certifies the notification, it is submitted to HUD.

### **3. Disaster Response Exemption to Substantial Amendment**

In the event there is an emergency or disaster, in which a state of emergency is declared either at the federal, state, or local level, the consultation and citizen participation requirements – public hearing and public comment – related to the adoption of a substantial amendment shall be waived to allow for a timelier response to the emergency or disaster. All other requirements for a substantial amendment shall remain in effect.

### **4. Notice of Meetings**

All public meetings and public hearings are open to the public. Participation is encouraged. The following paragraphs describe the efforts that will be made to notify the public of public meetings and public hearings.

#### Public Meetings

Meeting notices are mailed or e-mailed to appointed members at least seven calendar days prior to meeting date. All meeting notices are posted on the Electronic Posting Board and Public Notice Board on the first floor of Newton City Hall within 48 hours of the scheduled meeting, and are listed in the Planning and Development Department's weekly "Friday Report," which is e-mailed or mailed to City officials, agency/organization representatives and residents.

#### Public Hearings of the Planning and Development Board

- Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan and CAPER

Public notices for public hearings for the proposed Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and CAPER will be advertised in the *Newton TAB* at least ten calendar days prior to each hearing. Meeting notices for the Consolidated Plan, Annual Action Plan, and CAPER will be e-mailed or mailed to Board members and posted on the Electronic Posting Board, the City webpage relevant to the subject matter (i.e. <http://www.newtonma.gov/fairhousing> ), and

the Public Notice Board, and broadcast on the television monitor, both located on the first floor of City Hall. Notice will also be provided on the City's website in the City Calendar and listed in the Planning and Development Department's weekly "Friday Report" which is e-mailed or mailed to City officials, agency/organization representatives and residents.

- Amendments to the Proposed Use of Funds

Notices for public hearings for amendments to the use of funds proposed in the Consolidated Plan and/or Annual Action Plan will be e-mailed or mailed to Board members. Notice will also be posted on the Electronic Posting Board, the Public Notice Board and broadcast on the television monitor on the first floor of City Hall. Notice will also be provided on the City's website in the City Calendar and listed in the Planning and Development Department's weekly "Friday Report" which is e-mailed or mailed to City officials, agency/organization representatives and residents.

## **5. Availability of the proposed Citizen Participation Plan, Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and CAPER**

Notice of the availability of the proposed Citizen Participation Plan, Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and CAPER will be published in the *Newton TAB* at least ten calendar days prior to the public hearing. The notice will summarize the content and purpose of these proposed documents and will include a list of locations where copies of the documents may be examined. At a minimum, copies of the proposed Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and CAPER will be available in the Newton Housing and Community Development Office and on the Housing and Community Development Division's section of the Planning and Development Department's web page, located at <http://www.newtonma.gov/cdbg> and on the Planning and Development Department's Special Reports and Studies web page: [http://www.newtonma.gov/gov/planning/resources/special\\_reports\\_n\\_studies.asp](http://www.newtonma.gov/gov/planning/resources/special_reports_n_studies.asp).

## **6. Access to Information**

In addition to opportunities to make oral comments at public meetings and/or public hearings before the Planning and Development Board, any citizen, organization, agency or other interested party may submit written requests for information and submit written comments regarding the proposed Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, and CAPER, and/or amendments to each, including the proposed use of funds and the benefit to low- and moderate-income residents. Copies of documents will be made available in other languages and/or in other formats (i.e. larger print) upon request. Documents from prior years will also be available upon request for at least the preceding five years.

Additionally, plans to minimize displacement and assist those displaced as a result of the activities in the Consolidated Plan and the Annual Action Plan are attached to this document.

## **7. Comments**

Citizens, organizations, agencies and other interested parties are encouraged to submit their comments on the proposed Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan and CAPER. All comment periods will begin the day of the public hearing held by the Planning and Development Board. Minimum comment periods are listed below:

Type of Public Hearing	Comment Period
Consolidated Plan	30 calendar days
Annual Action Plan	30 calendar days
CAPER	15 calendar days
Analysis of Impediments to Fair Housing Choice	30 calendar days
Substantial Amendments to Consolidated Plans and Annual Action Plans	30 calendar days

The City of Newton will consider all comments in preparing its final Citizen Participation Plan, Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan and CAPER for submission to HUD, and will include a summary of all comments received and the actions taken to address each comment.

Comments may be submitted via mail, e-mail or fax to:

Housing and Community Development Division  
 Newton Planning and Development Department  
 1000 Commonwealth Avenue  
 Newton, MA 02459  
 Fax: 617-796-1142  
 Phone: 617.796.1120, TDD/TTY 617-796-1089

**8. Timely Response**

The City of Newton will respond in writing within 15 calendar days to any written comments, questions or complaints received regarding the Consolidated Plan, Analysis of Impediments to Fair Housing Choice, Annual Action Plan, CAPER or the Newton Housing and Community Development Program in general.

**9. Technical Assistance**

Upon request, Newton Housing and Community Development Division staff will provide technical assistance to groups representing low- and moderate-income persons to develop funding requests for CDBG-, HOME- or ESG-eligible activities.

**10. Use of the Citizen Participation Plan**

The City of Newton will be required to adhere to this Citizen Participation Plan, once adopted, as the official mechanism for obtaining citizen input into the Consolidated Plan process and during the administration of the programs covered by this Plan.

## 11. Jurisdiction Responsibility

The requirements for citizen participation shall not restrict the responsibility or authority of the jurisdiction for the development and execution of its Consolidated Plan. The sole and final responsibility and authority to make determinations regarding the City's CDBG, HOME and ESG funding rests exclusively with the Mayor.

## 12. CARES Act

On March 27, 2020, President Trump signed the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136. Not only does the CARES Act allocate additional FY20 CDBG and ESG dollars (CDBG-CV and ESG-CV) to allow municipalities to prevent, prepare for, and respond to the coronavirus (COVID-19), but the CARES Act also adds additional flexibility for the use of FY20 CDBG-CV funds and in some cases, for the annual FY21 (FFY20) CDBG funds during these unprecedented times.

Waivers provided by HUD related to the Citizen Participation Plan and the Consolidated Plan are detailed below. Newton submitted a formal request to HUD on April 9, 2020 for the use of these two waivers:

### a. Citizen Participation Public Comment Period for Consolidated Plan and Annual Action Plan Amendments

A HUD CPD grantee may amend an approved consolidated and annual action plan in accordance with 24 CFR 91.505. Substantial amendments to these plans are subject to the citizen participation process in the grantee's citizen participation plan (CPP). The citizen participation plan must provide citizens with 30 days to comment on substantial amendments.

Given the need to expedite actions to respond to COVID-19, HUD has waived this requirement in order to balance the need to respond quickly to the growing spread and effects of COVID-19 with the statutory requirements to provide reasonable notice and opportunity for citizens to comment on substantial amendments concerning the proposed uses of CDBG, HOME or ESG funds.

**Waiver:** This 30-day minimum for the required public comment period is waived for substantial amendments, provided that no less than 5 days are provided for public comments on each substantial amendment.

**Timeframe:** This waiver is available from April 13, 2020 through the end of the recipient's 2020 program year (June 30, 2021).

### b. Citizen Participation Reasonable Notice and Opportunity to Comment

For substantial amendments to the consolidated and annual action plan, HUD's regulations require the recipient to follow its citizen participation plan (CPP) to provide citizens with

reasonable notice and opportunity to comment, and must also state how reasonable notice and opportunity to comment will be given.

Given governmental orders to limit public gatherings, HUD has provided waivers to allow grantees to determine what constitutes reasonable notice and opportunity to comment given their circumstances.

**Waiver:** This waiver provides that grantees may amend citizen participation plans to establish expedited procedures to draft, propose, or amend consolidated plans. Expedited procedures must include notice and reasonable opportunity to comment of no less than 5 days. The 5-day period can run concurrently for comments on the consolidated plan and annual action plan amendment and amended citizen participation plans.

In-person public hearings are not required. Grantees may meet public hearing requirements with virtual public hearings if: 1) national/local health authorities recommend social distancing and limiting public gatherings for public health reasons; and 2) virtual hearings provide reasonable notification and access for citizens in accordance with the grantee's certifications, timely responses from local officials to all citizen questions and issues, and public access to all questions and responses.

**Timeframe:** This waiver is in effect from April 13, 2020 through the end of the recipient's 2020 program year (June 30, 2021).

Given governmental orders to limit public gatherings and the need for expedited decision making related to the use of CDBG-CV funds, the following paragraph describes the efforts to notify the public of the public meetings and public hearings during this time:

- Notices for public hearings for amendments to the use of funds proposed in the Consolidated Plan and/or Annual Action Plan will be e-mailed to Board members.
- Notice will be posted on the Electronic Posting Board.
- Notice will be provided on the City's website in the City Calendar
- Notice will be listed in the Planning and Development Department's weekly "Friday Report" which is e-mailed to City officials, agency/organization representatives and residents.

During this time, public meetings and public hearings shall be conducted virtually to ensure public safety. Public hearings will allow for questions in real time, with answers coming directly from the elected representatives to all "attendees", via a virtual hearing method or platform that provides for accessibility for persons with disabilities and LEP to participate.

Copies of the proposed Consolidated Plan, Analysis of Impediments to Fair Housing, CAPER, Annual Action Plan will only be made available on the City's website, [www.newton.com/CDBG](http://www.newton.com/CDBG).

## **ANTI-DISPLACEMENT AND RELOCATION PLAN**

(attached to the Citizen Participation Plan)

### **Permanent Relocation**

It is the policy of the City of Newton Community Development Block Grant (CDBG) and HOME Investment Partnerships (HOME) programs and the WestMetro HOME Consortium to take all reasonable steps to minimize displacement as a result of CDBG- and HOME-assisted projects, including:

- Considering whether displacement will occur during feasibility determinations
- Identifying potential relocation workload and resources early
- Assuring, whenever possible, that residential occupants of buildings rehabilitated are offered an opportunity to return
- Planning rehabilitation projects to include “staging” where this would eliminate temporary displacement
- Following notification procedures carefully so that families do not leave because they are not informed about planned projects or their rights

When a project does require relocation, in order to ensure the timely issuance of information notices to displaced households, etc., staff of the City of Newton Housing and Community Development Division or of the WestMetro HOME Consortium member communities will ensure that all notices are sent in compliance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA).

### **Temporary Relocation**

Temporary relocation often occurs as the result of lead abatement and other rehabilitation activities in renter- and owner-occupied units. Although the City of Newton Housing and Community Development Division is not required to, in most cases it pays for the temporary relocation of displaced renters and/or homeowners whose residences are being rehabilitated.



Ruthanne Fuller  
Mayor

City of Newton, Massachusetts  
Department of Planning and Development  
1000 Commonwealth Avenue Newton, Massachusetts 02459

Telephone  
(617) 796-1120  
Telefax  
(617) 796-1142  
TDD/TTY  
(617) 796-1089  
[www.newtonma.gov](http://www.newtonma.gov)

Barney S. Heath  
Director

City of Newton  
COVID-19 Emergency Housing Relief Program  
DRAFT Program Guidelines



➤ **Program Overview**

In response to the loss of income to Newton households due to the coronavirus (COVID-19), the City of Newton has created the COVID-19 Emergency Housing Relief Program utilizing its Community Preservation Act (CPA) funds and federal Community Development Block Grant (CDBG) funds. This program is designed to provide assistance in an efficient and responsive manner. The program is temporary in nature and funding is limited.

**Applicants are eligible for:**

- Up to **three months** of housing assistance
- The program will cover **70% of a household's monthly rent**, with a maximum monthly assistance amount of \$2,500 per household (or \$7,500 per household for three months)\*\*
- Mortgage assistance is **only available to those income eligible households who reside in affordable deed restricted units**. The program will cover **70% of a household's monthly deed-restricted mortgage payment**, with a maximum monthly assistance amount of \$2,500 per household (or \$7,500 per household for three months)\*\*

The City of Newton COVID-19 Emergency Housing Relief Program is administered by Metro West Collaborative Development, on behalf of the City of Newton. Metro West is a non-profit community development corporation based in Newton. More information on Metro West can be found here: <https://metrowestcd.org/>

\*\* Note: Most government housing subsidy programs utilize a 70/30 standard, where residents are responsible for paying approximately 30% of their income toward housing costs, with the government subsidy (such as a Section 8 voucher) covering the remaining amount of rent. In an effort

to streamline this program and identify a payment standard that can be applied across all program cases, the City of Newton has utilized this 70/30 standard to determine the amount of rental or mortgage subsidy that will be provided to each participating household. However, a monthly cap has been set at \$2,500 per household, or \$7,500 per household for three months.

➤ **Household Eligibility**

**“Eligible” Household**

A “household” shall mean an individual or two or more persons who will live regularly in the unit as their principal residence and who are related by blood, marriage, law, or who have otherwise evidenced a stable inter-dependent relationship.

**An “eligible” renter household is one that:**

- Currently lives in the City of Newton
- Has reduced income because of COVID-19 (and can demonstrate this financial hardship)
- Earns less than 100% of Area Median Income (AMI)
- Households currently receiving rental assistance (e.g. Public Housing tenants, RAFT, Section 8, MRVP or other locally administered support) are not eligible for this program

**An “eligible” homeowner household is one that:**

- Currently lives in the City of Newton
- Resides in an ownership unit that is deed-restricted affordable (restriction recorded with the Registry of Deeds)
- Has reduced income because of COVID-19 (and can demonstrate this financial hardship)
- Earns less than 100% of Area Median Income (AMI)
- Households currently receiving mortgage assistance under the RAFT program are not eligible for this program

**Income and Asset Eligibility**

The total income of the applicant and all other members of the applicant’s household over the age of eighteen (18) **may not exceed 100% of the Area Median Income** for the greater Boston area adjusted for family size. An applicant’s total household income **at the time of application** cannot exceed the following limits:

Household size	1 person	2 person	3 person	4 person	5 person	6 person
<b>CPA Income Limits: 100% AMI</b>	\$83,300	\$95,200	\$107,100	\$119,000	\$128,520	\$138,040

Funding for assistance for households at or below 80% AMI shall come from federal Community Development Block Grant (CDBG) funds, until this source of funding has been fully expended. At that



time, funding for all assistance payments shall be funded by Newton’s Community Preservation Act (CPA) funds, until the program budget has been fully expended.

Total household income for applicants at or below 80% AMI cannot exceed the following limits:

Household size	1 person	2 person	3 person	4 person	5 person	6 person
<b>CDBG Income Limits: 80% AMI</b>	\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650

An example of how the program subsidy would be determined is provided below:

1. At the time of application submission, a 4-person household’s annual income is determined to be \$82,000 (less than the 80% AMI threshold, which is \$96,250 for a 4-person household; qualifying the household as income-eligible for the program). One of the adults in the household recently lost their job, resulting in reduced household income. This household’s monthly rent for their 3-bedroom apartment is \$2,500.
  - a. The program will cover 70% of this household’s monthly rent, with a maximum monthly assistance amount of \$2,500, or \$7,500 for three months.
  - b. 70% of \$2,500 = \$1,750; therefore, the program will assist the family with \$5,250 of rental assistance (3 months), paid directly to the property owner / landlord

➤ **Process**

- All potential participants must complete an application and attach requested documents prior to the deadline. All complete applications will be entered into a lottery.
- The deadline for submitting complete applications is **May 27, 2020 by 5:00 pm**; however, households who contact the Metro West CD office after the application deadline will be added to the bottom of the Lottery Wait List in the order received (see details below).
- Assistance with the submission of the application is available to those with limited computer access.
- Applicants have the right to request a reasonable accommodation(s), which may include a change to a rule, policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program or to use and enjoy the housing.
- Free language assistance is available to households with limited English proficiency.
- The Lottery will be held via zoom on June 3, 2020. Applicants will be given access to the zoom meeting information after the close of the application deadline.
- All applicants will then be drawn and assigned a Lottery Wait List number in the order they were drawn.
- Starting at the top of the list, households will be offered the opportunity to enter into a program agreement with their landlord (or mortgage holder) and Metro West CD in the order listed on the Lottery Wait List.
- If the household is unable to execute a program agreement within five days of being offered the assistance, they will be removed from the Lottery Wait List and the next highest ranked household will be offered the opportunity.
- Metro West CD will proceed through the list in this manner until all funds are awarded.

- Households who contact the Metro West CD office after the application deadline will be added to the bottom of the Lottery Wait List in the order received.

### **Removal from the Lottery Wait List**

- Households who do not respond to phone, e-mail, or mail inquiries or who do not respond to a request for additional information within the 5-day time frame provided by Metro West CD shall be removed from the Lottery Wait List.

### **➤ Affirmative Marketing Methods**

The City of Newton does not discriminate on the basis of race, color, religion, national origin, disability, familial status, sex, age, marital status, children, sexual orientation, genetic information, gender identify, ancestry, veteran/military status or membership.

### **Marketing Activities**

Marketing activities will be conducted for a two-week period **beginning May 13 and ending May 27, 2020.** Efforts consist of:

- 1) City of Newton COVID-19-Response website pages
- 2) Email outreach to local employers and non-profit organizations in Newton and surrounding communities
- 3) Announcement in Mayor Fuller's email blasts, and other relevant outreach platforms
- 4) City of Newton Planning Department Friday Report
- 5) Email outreach to Newton City Councilors for inclusion in their constituent emails
- 6) Newton TAB
- 7) Email outreach to neighborhood / community list serves

### **➤ Applications will be available from Metro West CD in both electronic and paper format**

In all cases the process begins by contacting the Metro West CD office. The staff of Metro West CD are available to assist individuals in the completion of their application and are able to accommodate households with disabilities that may impede their ability to complete the application. Metro West CD staff can also arrange for assistance for households that have limited English proficiency.

**Applicants have the right to request a reasonable accommodation, which may include a change to a policy, procedure or practice to afford a person with a disability an equal opportunity to participate fully in the housing program.**



Building Better Neighborhoods

## CITY OF NEWTON COVID-19 EMERGENCY HOUSING RELIEF PROGRAM

Applicant's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Co-Applicant's First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone: Home: \_\_\_\_\_ Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Language Preference (if other than English): \_\_\_\_\_

### Race/Ethnicity:

- |   |  |
|---|--|
| <input type="checkbox"/> White                          | <input type="checkbox"/> American Indian/Alaskan Native                          |
| <input type="checkbox"/> Black/African American         | <input type="checkbox"/> American Indian/Alaskan Native & White                  |
| <input type="checkbox"/> Black/African American & White | <input type="checkbox"/> American Indian/Alaskan Native & Black/African American |
| <input type="checkbox"/> Asian                          | <input type="checkbox"/> Native Hawaiian/Other Pacific Islander                  |
| <input type="checkbox"/> Asian & White                  | <input type="checkbox"/> Other Multi-Racial                                      |

Are you Hispanic/Latino: \_\_\_ YES \_\_\_ NO

### **PART 1: HOUSEHOLD & INCOME INFORMATION**

Total Number of People in Household (including yourself): \_\_\_\_\_

Total Number in Household, 18 years or older: \_\_\_\_\_

Total Number in Household, under 18 years: \_\_\_\_\_

Is anyone in your hold age 55 years and older? \_\_\_ YES \_\_\_ NO

This program is for people who have lost income due to COVID-19-related circumstances. Does your household meet this eligibility? \_\_\_ YES \_\_\_ NO

Number of bedrooms in your home? \_\_\_\_\_

Is anyone in your household a veteran? \_\_\_\_ YES \_\_\_\_ NO

Do you: \_\_\_\_ Rent \_\_\_\_ Own (Deed-Restricted Affordable Unit)

What is your current rent/mortgage each month? \$ \_\_\_\_\_

Do you owe back rent? \_\_\_\_ YES \_\_\_\_ NO      If yes, how much? \$ \_\_\_\_\_

Do you have a Section 8 Voucher, MRVP or other housing assistance such as RAFT? \_\_\_\_ YES \_\_\_\_ NO

I have an application for Unemployment Assistance pending \_\_\_\_ YES \_\_\_\_ NO

Indicate the type of income your household is currently receiving:

- Wages
- Unemployment Benefits
- Social Security
- SSI/Disability
- Child Support
- Alimony
- Pension/Retirement
- TANF
- Other: (please specify) \_\_\_\_\_

**PART 2: LANDLORD/LENDER/BANK'S CONTACT INFORMATION\***

*\*Landlord/lender/bank MUST participate in this program. If this is left blank the application is incomplete and will not be considered.*

Name: \_\_\_\_\_

Street Address: \_\_\_\_\_

City/Town: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Best Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**PART 3: CERTIFICATION OF INFORMATION**

- I/We certify that all information furnished in this application for affordable housing assistance is true and complete to the best of my/our knowledge.
- I/We certify that our household is not receiving any other government-funded rental assistance.
- I/We certify that our household does not have access to other resources sufficient to cover the rent.

- I/We understand that any false statement, made knowingly and willfully, will be sufficient cause for rejection of my/our application.
- I/We understand that landlord participation in this program is required.
- I/We understand that ANY false information on this application or statements given are punishable by law and will lead to cancellation of this application and rental assistance.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 4: RELEASE OF INFORMATION**

- I/We understand that this authorization or the information obtained with its use may be given to and used to administer and enforce program rules and policies in compliance with HUD or Massachusetts DHCD or any other federal or state housing program guidelines.
- I/We agree that a photocopy or facsimile or other electronic transmission of this authorization may be used for the purposes stated above.
- I/We understand that all decisions made by Metro West CD are final and that any appeals must be submitted in writing to the Metro West CD Board of Director.

**Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Co-Applicant's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**PART 5: APPLICATION CHECKLIST**

- One most recent paystub for all employed household members over the age of 18.
- Evidence of reduced income – this might be a second paystub showing reduced hours, or a lay-off notice from your employer, multiple month's bank statements or notices from Unemployment Assistance.
- Evidence of any other income sources (unemployment, federal stimulus payment, child support, alimony, pension/retirement, etc.)
- Most recent bank statement for all bank accounts for all household members over the age of 18.
- Copy of Lease or letter from landlord evidencing monthly rent or mortgage amount



# Human Services Program

## FY20 CDBG Supplemental Funding, CARES Act (CDBG-CV)

### Request for Proposals

Release Date: April 24, 2020

Deadline: May 8, 2020

#### Overview

As authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Newton will receive \$1,136,128 in FY20 (FFY19) Community Development Block Grant (CDBG) Program Supplemental Funds (CDBG-CV) from the U.S. Department of Housing and Urban Development (HUD), of which, approximately **\$300,000** will be made available for the Human Services Program through a Request for Proposals (RFP).

Through the Human Services Program, the City will award CDBG Supplemental Funds to programs that directly provide stability across the lifespan for Newton's low- to moderate-income population. These special CDBG Supplemental Funds must be used **to prevent, prepare for, and respond to the coronavirus pandemic** (COVID-19).

#### Evaluation of Proposals

These special CDBG Supplemental Funds (CDBG-CV) will be highly competitive. Priority will be given to proposals that address the community's most urgent needs, including food insecurity, mental health services, and other basic needs.\* Applicants must demonstrate the urgency for these special funds as it relates to the impacts of COVID-19. In addition, applicants must have the capacity to fully expend these funds by **December 31, 2020**. Applicants may retroactively bill for services used to prevent, prepare for, and respond to COVID-19, dated back to March 10, 2020 when Massachusetts Governor Charlie Baker declared a state of emergency.

Finally, to optimize its grant dollars, the City intends to award fewer grants in larger amounts to successful applicants. **The minimum grant request must be \$15,000 in CDBG Supplemental Funds.**

*\*Rental assistance is identified as one of the most urgent needs in the community. Consequently, a significant percentage of FY20 CDBG Supplemental Funds will be allocated to create a City of Newton Emergency Rental & Mortgage Assistance Program, which will be launched in the coming weeks. To that end, Human Service proposals addressing other COVID-19-related urgent needs in the Newton will be prioritized for this Human Service RFP.*

## Eligibility and Target Populations

Programs must benefit Newton low- and moderate-income residents with household incomes at or below 80% of the Boston-Cambridge-Quincy Area Median Income limit (see below) or Newton residents who are otherwise “presumed” to be eligible, including: adults with disabilities, people who are homeless, people who are survivors of domestic violence, elders (age 62+), abused children, people with AIDS, and people who are illiterate. Program beneficiaries are required to self-certify their household income based on their current income.

<b>FY20 HUD Income Limits</b> effective April 1, 2020			
<b>No. in Family</b>	<b>30% of AMI</b>	<b>50% of AMI</b>	<b>80% of AMI</b>
<u>1</u>	\$26,850	\$44,800	\$67,400
<u>2</u>	\$30,700	\$51,200	\$77,000
<u>3</u>	\$34,550	\$57,600	\$86,650
<u>4</u>	\$38,350	\$63,950	\$96,250
<u>5</u>	\$41,450	\$69,100	\$103,950
<u>6</u>	\$44,500	\$74,200	\$111,650
<u>7</u>	\$47,600	\$79,300	\$119,350
<u>8 or more</u>	\$50,650	\$84,450	\$127,050

## Administrative Cap

Organizations may allocate up to 20% of its CDBG award towards administration costs to carry out human service activities. Eligible costs include the salary and related costs to prepare program budgets, schedules, reports, and other documents directly related to the program and travel. Applicants will be required to provide back-up documentation for administrative costs upon submitting bills.

## Billing & Reporting Requirement

Organizations will be required to submit a report with every bill to summarize the accomplishments of the awarded CDBG supplemental funds. Organizations are encouraged to submit a monthly bill or **at minimum, one bill per quarter.**

<b>Billing and Reporting Schedule for CDBG Supplemental Funds</b>	
<b>End of Quarter</b>	<b>Billing and Reporting Due</b>
June 30, 2020	July 15, 2020
September 30, 2020	October 15, 2020
December 31, 2020	January 15, 2020

## General Instructions

1. Thoroughly read all instructions and complete the entire application.
2. Complete the provided application. Do not recreate any portion of the application. The application will also be available on the City's website at <http://www.newtonma.gov/CDBGHumanServices>.
3. Please submit your application via email to Tiffany Leung, Senior Community Development Planner, [tleung@newtonma.gov](mailto:tleung@newtonma.gov). Paper applications will not be accepted.



# FY20 CDBG Supplemental Funding (CDBG-CV) Human Service Program Application

## Part 1: Applicant's Information

Organization: \_\_\_\_\_

Name and Position: \_\_\_\_\_

Email: \_\_\_\_\_

## Part 2: Funding Request

- a. Please state the title of the proposed project, amount requested, and the number of unduplicated individuals to be served. Do not list households, only individuals.

<b>Title of Proposed Project:</b>	
<b>Amount Requested (use whole dollars, no cents):</b>	\$
<b>Number of Unduplicated Individuals to be Served:</b>	

- b. Please explain the use of the above requested funds **to prevent, prepare for, and respond to the coronavirus** among low- to moderate-income individuals and families in Newton. Please also indicate whether these funds will be used for a **new service, an increase in existing service, or to support level service.**

c. How has COVID-19 impacted your organization's finances and operations?

d. How has COVID-19 impacted your clientele?

**Part 3: Authorization to Submit Proposal**

This application is submitted by the undersigned with the full knowledge and consent of the governing body of this organization and is, to the undersigned's best knowledge, accurate in all details. The undersigned also certifies he/she has reviewed the terms and conditions stated in the RFP for receiving and expending the FY20 CDBG Supplemental Funds (CDBG-CV).

---

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Part 4: Budget

Complete the following budget for personnel and non-personnel activity costs. Eligible costs must be incurred between **March 10, 2020 – December 31, 2020**.

Personnel Costs						
Job Title	Hourly Rate	Total Salary + Fringe Benefits for this Position	Salary Billed to CDBG-CV	Fringe Billed to CDBG-CV	Total CDBG-CV Costs for this Position	% of Salary + Fringe Charged to CDBG-CV
Example: Case Manager	\$31.30	\$65,100	\$26,250	\$6,300	\$32,550	50%
<b>TOTALS</b>	\$	\$	\$	\$	\$	

## Non-Personnel Activity Costs

Program Activity Costs	Total Activity Costs	Total Activity Cost Billed to <b>CDBG-CV</b>	% of Total Activity Costs Billed to <b>CDBG-CV</b>
Example: Financial Assistance	\$1,600	\$800	50%
<b>TOTALS</b>	\$	\$	



City of Newton  
 Planning & Development Department  
 1000 Commonwealth Avenue  
 Newton, Massachusetts 02459

**NEWTON COVID-19 SMALL BUSINESS RECOVERY GRANT PROGRAM**  
**PROGRAM GUIDELINES DRAFT**

**INTRODUCTION**

As authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Newton will receive \$1,136,128 in FY20 (FFY19) Community Development Block Grant (CDBG) Program Supplemental Funds (CDBG-CV) from the U.S. Department of Housing and Urban Development (HUD), of which, approximately **\$300,000** will be made available for the Newton COVID-19 Small Business Recovery Grant Program. These special CDBG funds must be used **to prevent, prepare for, and respond to the coronavirus pandemic** (COVID-19) by keeping small businesses operational.

The City of Newton (City) has established the Newton COVID-19 Small Business Recovery Grant Program to assist in the stabilization of existing small brick and mortar businesses within the City of Newton that have had significant business disruption due to the impact of COVID-19. These grant funds will assist small businesses in the City of Newton to pay for commercial rent or mortgage, cover wages, loss of inventory, and other demonstrated costs. Capital improvements will not be considered.

**Applications are encouraged to be submitted by May 20, 2020 but will be considered thereafter if funding is still available.**

**NATIONAL OBJECTIVE REQUIREMENT**

The CDBG program is primarily designed to assist low- and moderate-income (LMI) persons. The business applicant must clearly identify the public benefit to this national objective in one of the following ways:

- **Microenterprise:** Support of low- and moderate-income owners of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s). In order to be eligible, the owner’s current household income must be at or below the 80% AMI limit.
- **Job Retention:** The business will retain permanent jobs, at least 51 percent of which (computed on a full-time-equivalent basis) will be held by LMI persons. There must be sufficient evidence that the jobs would have been lost without the CDBG assistance.
- **Job Creation:** The business will create permanent jobs, at least 51 percent of which (computed on a full-time-equivalent basis) will be made available to or held by LMI persons.

The City of Newton CDBG Program defines low- and moderate-income as households whose annual gross income is **at or below** 80% of the area median income (AMI) based on household size, effective April 1, 2020.

80% Limit of Area Median Income							
Household Income by Household Size							
1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650	\$119,350	\$127,050

## **ELIGIBLE APPLICANTS**

In order to participate in the Newton COVID-19 Small Business Recovery Grant Program, businesses must meet all the following criteria:

- The business owner must qualify as a microenterprise, meaning that the owner is LMI and the business currently has no more than 5 employees, including the owner(s)

### **OR**

The business has no more than 20 FTE employees including the owner, and may qualify if it can financially demonstrate that the requested funds are needed to retain or create jobs, 51% of which must be held by low- and moderate-income employees

- Have experienced a loss of revenue of 50% or more due to COVID-19 since March 10, 2020 (Massachusetts State of Emergency declaration)
- Be a for-profit enterprise
- Have a physical establishment within the City of Newton
- Have no outstanding tax liens or legal judgments

## **INELIGIBLE APPLICANTS**

Ineligible applicants include, but are not necessarily limited to, independent contractors and consultants, home-based businesses, liquor stores, and franchisees of national or regional chain businesses. Ineligible applicants per federal and CDBG regulations are non-profits and marijuana establishments.

The City reserves the right to reject any application that is incomplete or does not meet federal eligibility requirements. As there may be more applicants than funding availability, the City reserves the right to use its judgment to select grantees that best meet and advance the goals of this program.

## **GRANT REQUEST AND USE OF FUNDS**

A grant of \$10,000 for microenterprises and \$15,000 for businesses with 6-20 employees may be awarded based on severity of the need, a solid recovery plan, and clear demonstrated costs greater than or equal to the amount requested.

Businesses may use the grant funds to cover employee wages, loss of inventory, rent or commercial mortgage, utilities, or other demonstrated costs. At least 50% of the grant request must be for commercial rent or mortgage, which will be paid directly to the landlord or funding institution. Additional financial needs may be considered on a case-by-case basis. 10% of the grant will be reserved until the public benefit documentation has been submitted and approved.

## **REQUIRED SUBMISSIONS**

The following documents are to be submitted with the application:

- Completed Newton COVID-19 Small Business Recovery Grant Application Form
- Income Self-Certification for all MICROENTERPRISE owners (based on current household income)
- 2018 Business Tax Return
- Documentation that demonstrates that the COVID-19 outbreak has caused at least a 50% decrease in revenue (profit & loss statements, bank statements, ledgers, spreadsheets, etc.)
- Payroll records documenting current number of employees (2 weeks- one in Jan/Feb 2020 and one week in April 2020)
- MA-WR1 form for periods ending 12/31/19 and 3/31/20
- Documentation that supports the costs outlined in the grant budget in the application
- Completed IRS W-9 form

Upon grant award, the business will be required to submit the following documents:

- DUNS Number - this is a federal requirement for businesses that receives direct financial assistance. (<https://www.dnb.com/duns-number/get-a-duns.html>)
- Grant agreement with the City of Newton

## **EVALUATION PROCESS**

Following a completed application with all supporting materials, staff will begin the review process. A committee comprised of appointed Economic Development Commission members and staff from the Planning and Development Department will review the merits of each application and vote to approve or deny the request and determine the dollar amount of the grant. Factors for consideration during the review process may include, but are not limited to:

- Public benefit eligibility (microenterprise, job retention, job creation)
- Cost reasonableness
- Evaluation of access to other resources and assets
- Financial health prior to the outbreak
- Owner's reasonable return on investment

Additional factors may come into consideration during the evaluation such as:

- Business experience
- Viable recovery plan
- Severity of the COVID-19 impact
- Community need

Consideration will be also be given to businesses that were required to completely close down their business during the emergency by order of the Governor.

## **REPORTING**

If awarded a grant, the business must submit a final report by December 31, 2020, that documents the actual use of funds, public benefit requirements, and describes how the funds have affected the business's recovery. Following submission of all required paperwork, the final 10% of the grant funds will be released to the business.

## **CONTACT INFORMATION**

For further information pertaining to this program, please send inquiries to [sbr@newtonma.gov](mailto:sbr@newtonma.gov).



# City of Newton

Planning & Development Department  
1000 Commonwealth Avenue  
Newton, Massachusetts 02459

## NEWTON COVID-19 SMALL BUSINESS RECOVERY GRANT PROGRAM APPLICATION

**DRAFT**

**INITIAL APPLICATION DUE DATE: Wednesday, May 20, 2020**

### Applicant Information

Business Name/DBA: \_\_\_\_\_ Application Date: \_\_\_\_\_

Business Address: \_\_\_\_\_  
Street Address (must have a physical location in Newton) Unit #

City State ZIP Code

Applicant Name: \_\_\_\_\_  
Last First

Applicant Home Address: \_\_\_\_\_  
Street Address Apartment/Unit #

City State ZIP Code

Business Phone: \_\_\_\_\_ Business Website: \_\_\_\_\_

Mobile Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Are you a citizen of the United States? YES NO If no, are you authorized to work in the U.S.? YES NO

### Business Information

Business Structure: Sole Proprietor Partnership Limited Liability Company Corporation Other: \_\_\_\_\_

Business Type: Personal Services Retail Professional Services Food/Restaurant Other: \_\_\_\_\_

Do you have a DUNS Number: YES (if grant is awarded, the business MUST obtain a DUNS number as it is required for federal assistance) NO # \_\_\_\_\_

Number of Years in Business: \_\_\_\_\_  
Number of Years in Business in Newton: \_\_\_\_\_

Business Tenancy: Do you own the space occupied by the business? If yes, attach copy of the tax bill. YES NO

Do you rent the space occupied by the business? If yes, attach copy of the lease. YES NO

Monthly Rent/Mortgage: \$ \_\_\_\_\_ Square Footage: \_\_\_\_\_ Lease Expiration: (if applicable) \_\_\_\_\_

Business Ownership:	Owner Name	Title	Percentage Ownership
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____



## Employee Information

Number of Full-Time Employees  
prior to 3/1/20 \_\_\_\_\_  
Number of Part-Time Employees  
prior to 3/1/20: \_\_\_\_\_

Number of Full-Time Employees  
as of date of application \_\_\_\_\_  
Number of Part-Time Employees  
as of date of application: \_\_\_\_\_

For businesses that will create or retain LMI jobs (enter only one of the following):

*This number should be calculated on a full-time equivalent basis (e.g. two 20-hour part-time jobs = 1 full-time equivalent (FTE) job).*

*NOTE: if the business was forced to lay off employees but plans to rehire some or all of the workers, that falls under Job Creation.*

*If the business furloughed employees, that would count as job retained.*

Number of FTE Jobs to be Retained: \_\_\_\_\_

Number of FTE Jobs to be Created: \_\_\_\_\_

## Revenue Information

Average Monthly Revenue  
prior to 3/1/20 \$ \_\_\_\_\_

Average Monthly Revenue  
as of date of application: \$ \_\_\_\_\_

Operations: Is the business still open? YES NO

Detail how the business's operations have been affected by COVID-19, including payroll hardships and/or layoffs and well as revenue loss. Please attach supporting documentation that details the financial hardships due to the pandemic.

Recovery Plan: Specify the business's strategy to recover from this crisis and regain financial vitality.

Community Impact: Describe the economic and/or community benefits your business creates for the City of Newton and its residents.

**Program Eligibility**

Community Development Block Grant funds must be used to support low- and moderate-income persons which is defined as having a household income at or below 80% of Area Median Income (see table below for income limits).

<b>80% Limit of Area Median Income</b>							
<b>Household Income</b>							
1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
\$67,400	\$77,000	\$86,650	\$96,250	\$103,950	\$111,650	\$119,350	\$127,050

Please indicate which eligibility category the business may qualify for: (choose only one)

- Microenterprise:** Financial assistance, technical assistance, or general support services to low- and moderate-income owners of microenterprises. A microenterprise is a business with five or fewer employees, including the owner(s).
- Job Retention:** The business will retain permanent jobs, at least 51 percent of which (computed on a full-time-equivalent basis) will be made available to or held by LMI persons. There must be sufficient evidence that the jobs would have been lost without the CDBG assistance.
- Job Creation:** The business will create permanent jobs, at least 51 percent of which (computed on a full-time-equivalent basis) will be made available to or held by LMI persons.

## Grant Request

Proposed Use of Grant Funds:

Describe how the COVID-19 Small Business Assistance Grant will be used to help your business to operate as well as retain or create jobs for LMI employees during this challenging time. Please list specific uses for the funds. Grant amounts are \$10,000 for microenterprises and \$15,000 for business with 6-20 FTE employees.

**50% of the request must be used for commercial rent or mortgage, to be paid directly to the landlord or lending institution.**

Please list the proposed uses of funds below. The business does not need to request funds in all categories.

Use of Grant Funds	Dollar Amount	Backup Documentation to be provided
Rent or Commercial Mortgage <b>(50% of total)</b>	\$	
Employee Wages	\$	
Utilities	\$	
Inventory Loss	\$	
Insurance	\$	
Other:	\$	
	\$	
	\$	
	\$	
	\$	
	\$	
<b>Total Grant Request</b>	<b>\$</b>	

Other Resources:

This program is targeted toward smaller businesses that may have limited access to capital, and is not intended to compete with other financial resources. Has the business and/or the owner applied/been denied/or has plans to apply for any other COVID-19 financial assistance programs (SBA Economic Injury Disaster Loan, SBA Payroll Protection Program, Massachusetts Small Business Recovery Loan Fund, bank loans, etc.)?

If yes, please list the financial resources/programs the business has accessed/tried to access and explain the status of the applications.

YES    NO

## Attestations, Attachments & Signatures

- I confirm that my business is located within the City of Newton and the business maintains all proper licenses and permits for operation.
- I certify that my revenue has declined by 50% or more as a result of COVID-19 since March 10, 2020.
- I agree to submit a final report no later than 12/31/20 that documents the economic impact of the grant funds on the business, actual use of funds, jobs retained/created, and revenue changes.
- I understand that 10% of the grant will be retained until the submission of all required paperwork and that LMI public benefit requirement has been satisfied.
- Pursuant to Massachusetts General Law, Chapter 62C, Section 49A(b), I confirm that I have complied with all laws of the Commonwealth of Massachusetts and the City of Newton and I am current with all local, state, and federal taxes.
- I certify that I am authorized to submit this application and execute a grant agreement on behalf of the business entity listed.
- I understand that I must collect and submit Income Self-Certifications to be completed by all applicable employees for job creation or job retention no later than December 31, 2020. 51% of the applicable employees must be low- and moderate-income or the grant funds may have to be returned.
- I certify that submitting this application in accordance with the below instructions constitutes an electronic signature.

### Conflict of Interest

State if you and/or your business have a potential conflict of interest with the City of Newton and its programs. If the answer is yes to any of the following conditions, please explain in the Disclosures section below.

- I/my company has NOT had any business dealings with the City of Newton in the past 2 years.
- No immediate family member of mine works/has worked for the City of Newton in a regular ongoing employee/employer relationship during the past two years.
- I am NOT related to any elected or appointed members of the City of Newton government, its boards and/or commissions.

I/My Business has No Conflict of Interest       Conflict of Interest Disclosures:

### SUBMISSIONS DUE AT TIME OF APPLICATION:

- Completed IRS W-9 Form
- 2018 Business Tax Return
- N/A  Income Self-Certification for all MICROENTERPRISE business owners
- Documentation of COVID-19-related hardship (50% loss of revenue - 2 P&L statements or equivalent for comparison)
- Financial Documentation for use of grant funds (lease/mortgage statement, utilities, other payables)
- MA-WR1 Form for periods ending 12/31/19 and 3/31/20
- Payroll Records to document current number of employees (one week in Jan/Feb 2020 & one week in Apr 2020)

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

### SUBMISSION INSTRUCTIONS:

Due to the COVID-19 State of Emergency, completed application forms and all attachments should be sent via email to [sbr@newtonma.gov](mailto:sbr@newtonma.gov). Please reach out if you have questions about the application requirements or have any issues submitting any of the required documents.

The City of Newton does not discriminate in its programs on the basis of race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, or public assistance recipient. People with disabilities are entitled to request a reasonable accommodation of rules, policies, practices or services.

Requests may be made by contacting Newton's ADA/Sec. 504 Coordinator, Jini Fairley, at [jfairley@newtonma.gov](mailto:jfairley@newtonma.gov) or via TTYTDD at (617) 796-1089. (For the Telecommunications Relay Services (TRS), please dial 711.



# FY20 Emergency Solutions Grant (ESG) Supplemental Funding CARES Act Request for Proposals

Release Date: April 17, 2020

Deadline: May 1, 2020

## Overview

As authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), the City of Newton will receive \$578,393 in FY20 (FFY19) Emergency Solutions Grant (ESG) Program Supplemental Funds (ESG-CV) from the U.S. Department of Housing and Urban Development (HUD), of which **\$558,150** will be made available through this Request for Proposals (RFP).

These special ESG Supplemental Funds must be used **to prevent, prepare for, and respond to the coronavirus pandemic** (COVID-19) among individuals and families who are homeless or receiving homeless assistance, as well as support additional homeless assistance and homelessness prevention activities to mitigate the impacts of COVID-19.

## Evaluation of Proposals

These special ESG Supplemental Funds will be highly competitive. Priority will be given to applicants who have demonstrated the urgent need for these funds as it relates to the impacts of COVID-19. In addition, applicants must have the capacity to fully expend these funds by **December 31, 2020**. Applicants may retroactively bill for services used to prevent, prepare for, and respond to COVID-19, dated back to March 10, 2020 when Massachusetts Governor Charlie Baker declared a state of emergency.

## Eligible Activities

- **Emergency Shelter (24 CFR §576.102):**
  - Essential Services for individuals and families currently residing in an emergency shelter. Eligible costs include case management, childcare, education services, employment assistance and job training, outpatient health services, legal services, life skills training, mental health services, substance abuse treatment services, and transportation.
  - Shelter Operations include operating costs for the shelter, such as maintenance, rent, security, fuel, equipment, insurance, utilities, food, furnishings, and other supplies necessary for shelter operation. If no appropriate emergency shelter is available for a homeless individual or family, eligible costs may also include a hotel or motel voucher for that individual and family. \*

- Renovation of a building to serve or that currently serves as an emergency shelter. Eligible costs include labor, materials, and tools. ESG Supplemental Funds may also be used to provide temporary shelters (through leasing of existing property, temporary structures, or other means) to prevent, prepare for, and respond to COVID-19.

*\*Note: If a shelter bed could be accessed under other circumstances but is determined to be unsafe based on current CDC guidelines (i.e. social distancing), these shelter beds are then considered unavailable. Applicants requesting ESG funds for hotel/motel vouchers must provide a letter on agency letterhead, stating that the shelter is unsafe.*

- **Homelessness Prevention (24 CFR §576.103):**

- Rental assistance and housing relocation and stabilization services necessary to prevent individuals and families from moving into an emergency shelter or living in a public or private place not meant for human habitation. Eligible costs include short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, housing search and placement (i.e. broker's fee), housing stability case management, mediation, legal services, and credit repair.
- To be eligible, a client must meet HUD's definition of At-Risk of Homelessness (see attachment). One of the criteria in meeting HUD's definition of At-Risk of Homelessness includes having a household income below 30% of the Boston-Cambridge-Quincy Area Median Income (AMI). However, the CARES Act **allows organizations to serve clients with a household income below 50% AMI**, through the Homelessness Prevention Program with the use of ESG-CV funds only.

<b>FY20 HUD Income Limits</b>	
effective April 1, 2020	
<b>No. in Family</b>	<b>Maximum Income Limit (50% of AMI)</b>
<u>1</u>	\$44,800
<u>2</u>	\$51,200
<u>3</u>	\$57,600
<u>4</u>	\$63,950
<u>5</u>	\$69,100
<u>6</u>	\$74,200
<u>7</u>	\$79,300
<u>8 or more</u>	\$85,450

- 
- **Rapid Re-housing (24 CFR §576.104):**
  - Rental assistance and housing relocation and stabilization services necessary to move homeless individuals and families, currently living in an emergency shelter

or a public or private place not meant for human habilitation, into permanent housing as quickly as possible. Eligible costs include short-term and medium-term rental assistance, rental arrears, rental application fees, security deposits, last month's rent, utility deposits, utility payments, moving costs, housing search and placement (i.e. broker's fee), housing stability case management, mediation, legal services, and credit repair. Income eligibility is not required at an initial intake.

- For more information on eligibility, please review HUD's definition of Homeless (see attachment).

### Habitability Standards and Lead Screening Inspection

Organizations are required to conduct a Habitability Standards and Lead Screening Inspection on any unit in which a participant will be receiving ESG financial or rental assistance, per 24 CFR 576.403. Organizations must certify that the unit has passed both inspections before any ESG funds can be expended.

The health and safety of program participants, staff, and the public are top priority. To that end, organizations may conduct a virtual inspection by viewing videos or photographs taken by the property owner or household.

Organizations must be able to visually inspect the unit's condition. A checklist or self-certification completed by a property owner or household will not be acceptable. Organizations should conduct a full in-person inspection once it is safe to resume standard operating procedures.

### Administrative Cap

Organizations may allocate up to 10% of its ESG award towards administration costs to carry out ESG activities. Eligible costs include the salary and related costs to prepare program budgets, schedules, reports, and other documents directly related to the program and travel. Applicants will be required to provide back-up documentation with the submitted bills.

### Match Requirement

These special ESG Supplemental Funds are exempt from the ESG matching requirements (24 CFR 576.201).

### Reporting Requirement

Organizations will be required to submit a report with every bill to summarize the accomplishments of the awarded ESG supplemental funds. Organizations are encouraged to submit a monthly bill or **at minimum, one bill per quarter**.

<b>Billing and Reporting Schedule for ESG Supplemental Funds</b>	
<b>End of Quarter</b>	<b>Billing and Reporting Due</b>

June 30, 2020	July 15, 2020
September 30, 2020	October 15, 2020

In addition, organizations awarded ESG funds must have a HMIS, or comparable database, to collect and analyze data of unduplicated counts of individuals and families who are homeless or at-risk of homelessness. HMIS will be used to meet HUD’s reporting requirements. In addition, organizations will be expected to collaborate with the City of Newton to prepare the Consolidated Annual Performance and Evaluation Report (CAPER), analyzing progress and accomplishments within the ESG program. The City of Newton will be collecting data through the Sage HMIS Reporting Repository.

### General Instructions

1. Thoroughly read all instructions and complete the entire application.
2. Complete the provided application. Do not recreate any portion of the application. The Application will also be available on the City’s website at <http://www.newtonma.gov/ESG>.
3. Please submit your application via email to Tiffany Leung, Senior Community Development Planner, [tleung@newtonma.gov](mailto:tleung@newtonma.gov). Paper applications will not be accepted.

### Attachments

- HUD’s Definition of Homeless
- HUD’s Definition of At-Risk of Homelessness



# FY20 ESG Supplemental Funding Application (ESG-CV)

## Part 1: Applicant's Information

**Organization:** \_\_\_\_\_

**Name and Position:** \_\_\_\_\_

**Email:** \_\_\_\_\_

## Part 2: Funding Request

- a. Please complete the chart below with the title of the proposed project(s), amount requested for each eligible component, and the number of unduplicated individuals to be served. Do not list households, only individuals. Finally, please request funding in whole dollars. No cents.

ESG Eligible Component	Title of the Proposed Project	Amount Requested	Number of Persons to be Served
Emergency Shelter		\$	
Homelessness Prevention		\$	
Rapid Re-housing		\$	
<b>TOTAL</b>		\$	

- b. For each ESG Eligible Component, please explain the use of the above requested funds **to prevent, prepare for, and respond to the coronavirus** among individuals and families who are homeless or at-risk of homelessness. Please also indicate whether these funds will be used for a **new service, an increase in existing service, or to support level service.**

c. How has COVID-19 impacted your organization's operations?

d. How has COVID-19 impacted your clientele?

**Part 3: Authorization to Submit Proposal**

This application is submitted by the undersigned with the full knowledge and consent of the governing body of this organization and is, to the undersigned's best knowledge, accurate in all details. The undersigned also certifies he/she has reviewed the terms and conditions stated in the RFP for receiving and expending the FY20 ESG Supplemental Funds (ESG-CV).

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Signature:

Date:

Part 4: Budget

Complete the following budget for personnel and non-personnel activity costs. Eligible costs must be incurred between **March 10, 2020 – December 31, 2020**. No match is required for ESG Supplemental Funds.

Personnel Costs						
Job Title	Hourly Rate	Total Salary + Fringe Benefits for this Position	Salary Billed to ESG-CV	Fringe Billed to ESG-CV	Total ESG-CV Costs for this Position	% of Salary + Fringe Charged to ESG-CV
Example: Case Manager	\$31.30	\$65,100	\$26,250	\$6,300	\$32,550	50%
<b>TOTALS</b>	\$	\$	\$	\$	\$	

# Non-Personnel Activity Costs

Program Activity Costs	Total Activity Costs	Total Activity Cost Billed to <b>ESG-CV</b>	% of Total Activity Costs Billed to <b>ESG-CV</b>
Example: Financial Assistance	\$1,600	\$800	50%
<b>TOTALS</b>	\$	\$	