

Lynn, Massachusetts Annual Action Plan

**Federal Fiscal Year 2024
City Fiscal Year 2025**



Jared C. Nicholson, Mayor
Lynn, Massachusetts

James M. Marsh, Director
Lynn Department of Community Development

Charles J. Gaeta, Executive Director
Lynn Housing Authority & Neighborhood Development

Executive Summary

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

1. Introduction

This Annual Action Plan for the City of Lynn, Massachusetts covers City Fiscal Year 2025 (Federal Fiscal Year 2024). Table 5 summarizes the estimated resources that the City of Lynn plans to utilize to implement the Annual Action Plan activities described herein. This includes \$3,075,180.00 in Federal Fiscal Year (FFY) 2024 entitlement funds that the City expects to receive. An estimated \$143,008.00 in program income will also be utilized to fund targeted housing, economic development and community development activities.

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

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

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

Extensive other resources will be allocated to support housing, economic development and community development activities over the course of the Annual Action Plan. The Sources of Funds table in the Attachment provides a partial listing of other funding sources that address Lynn's housing, economic and community development needs and/or support the activities funded through the CDBG and ESG entitlement grant programs.

2. Summarize the objectives and outcomes identified in the Plan

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

Ten strategic goals have been identified through the Consolidated Plan and Annual Action Plan process. The goals encompass a wide array of interrelated strategies to address the Lynn community's priority needs related to housing, community and economic development. Please see Section ES-05 of the FFY 2020-2024 Consolidated Plan.

3. Evaluation of past performance

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

The City of Lynn is the grantee for the CDBG, HOME, and ESG programs. Planning and administration of all non-housing activities including economic development, community development, public services, and infrastructure and community facilities is the responsibility of the City's Department of Community Development (DCD). Lynn DCD directly administers economic and community development programs and provides oversight and monitoring for sub-recipients of non-housing funds. Planning and administration of all housing related activities funded through the formula programs is the responsibility of the Lynn Housing Authority & Neighborhood Development (LHAND). LHAND, as a sub-recipient, directly administers housing programs and provides oversight and monitoring for other sub-recipients of housing funds.

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

While resources are inadequate to meet community needs including mitigating the impacts of the global pandemic, the CDBG, HOME and ESG programs continue to make a substantial positive impact on the quality of life in Lynn. Each year, the City provides an analysis of its performance in meeting the Consolidated Plan goals and objectives including detailed information on households served, housing units rehabilitated, jobs retained or added, businesses assisted and other pertinent information. The FY23 Annual Plan included in Part II provides updated information. The City also produces Consolidated Annual Performance and Evaluation Reports (CAPER) with similar information.

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

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

The Consolidated Plan (CP) and Annual Action Plan (AAP) was developed through an ongoing collaborative process involving hundreds of citizens and stakeholders from throughout the community, and that built on an extensive series of master planning and other activities involving community participation and consultation. For example, hundreds of Lynn residents and stakeholders participated in the 2019 Lynn City Summit and/or in activities leading up to publication of the “Housing Lynn” report in early 2021, and the strategies and recommendations from those processes are reflected in the CP. While the COVID-19 pandemic placed limitations on large in-person public meetings, intensive outreach efforts were made using local media, websites, email and direct mail to engage all segments of the community including low and moderate income households, agency providers, business owners, homeless and disability service organizations and other stakeholders.

Among the many community consultations reflected in the CP and AAP, the City sponsored two virtual Community Forum events in coordination with the Citizen Advisory Board (CAB) and one agency/stakeholder focus group discussion, and other group and individual stakeholder meetings to develop the Needs Assessment, Housing Market Analysis and Strategic Plan. An online survey of community needs and priorities was completed by 79 community members. The Lynn Continuum of Care, Lynn Chamber of Commerce and other key stakeholder groups were consulted.

The Plan also incorporates recent/relevant studies and analyses from the Boston Region Metropolitan Planning Organization (MPO), Metropolitan Area Planning Council (MAPC), North Shore Workforce Investment Board, MassDevelopment's Transformative Development Initiative (TDI), and others. Many of these studies included community participation and consultation as part of their methodologies.

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

A public hearing was held before the CAB on Tuesday, February 27, 2024 at 6:00pm at Lynn Housing Authority & Neighborhood Development, 10 Church Street, to provide an overview of entitlement grant activities undertaken during the prior year and to solicit public input with regard to the proposed FY25 AAP including the presentation of proposal applications and the solicitation of citizen comments on the development of community needs and activity funding. An advertisement was placed in the Daily Item on December 4, 2023 notifying the public of the availability of proposal applications and on February 10, 2024 notifying the public of the hearing date and time. Approximately 65 people attended the February

27th hearing during which representatives from 30 organizations presented summaries of their proposals to the CAB. A second public hearing was held before the Lynn City Council on Tuesday, June 25, 2024 at 5:30pm at the Lynn City Hall, Council Chamber to discuss the proposed funding activities for City Fiscal Year 2025. An advertisement was placed in the Daily Item on June 10, 2024 notifying the public of the hearing. Approximately 30 people attended. A council vote in support of the proposed FY25 Annual Action Plan was taken.

5. Summary of public comments

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

All comments will be considered in the development of the Annual Action Plan and are attached to this Plan.

No comments on the proposed FY24 Annual Action Plan were received.

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

All comments were considered in the development of the Annual Action Plan and are attached to this Plan.

7. Summary

Please see the discussion above.

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

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

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

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

Table 1 – Responsible Agencies

Narrative (optional)

The City of Lynn (City), through the Department of Community Development (DCD), is the grantee and lead agency responsible for administering the CDBG, HOME and ESG entitlement programs and preparing the Consolidated Plan and Annual Action Plans. DCD plans and administers all non-housing activities including economic development, community development, public services, infrastructure, and community facilities. DCD directly administers economic and community development programs and provides oversight and monitoring for sub-recipients of non-housing funds.

Pursuant to a Memorandum of Understanding between the City and the Lynn Housing Authority & Neighborhood Development (LHAND), LHAND is responsible for planning and administering all housing related activities funded through the formula programs. LHAND, as a sub-recipient, directly administers housing programs and provides oversight and monitoring for other sub-recipients of housing funds. Also, LHAND is the Public Housing Authority (PHA) for the City, administering federal and state public housing, tenant and project-based vouchers and related programs.

DCD and LHAND’s program administration activities for the CDBG, HOME and ESG programs include:

- Collaborating to develop the Consolidated Plan and Annual Action Plan on an ongoing basis. DCD and LHAND staff meets and communicate regularly to coordinate program planning and implementation activities and to ensure consistency in program monitoring and oversight.
- Coordinating public participation activities to promote a high level of public engagement and feedback on housing and community development initiatives. In response to the COVID-19 pandemic, DCD and LHAND implemented a series of virtual meetings, an online survey and other activities to promote community participation and input into the Consolidated Plan and Annual Plans.
- Working as a team to implement Consolidated Plan and Annual Plan activities with the active engagement of a broad and diverse array of community agencies and stakeholders. DCD and LHAND staff are experienced, qualified professionals who receive periodic training to ensure that they remain current with regulatory requirements, best practices and housing and community development trends and issues.
- Regularly communicating with the HUD Field Office and other federal, state and local regulatory and funding entities to promote information sharing, identify new funding sources and opportunities for further collaboration in support of the Consolidated Plan goals.
- Meeting on a regular basis to plan and implement housing and community development activities. DCD and LHAND staff conducts all program planning, implementation, oversight and monitoring for CDBG, HOME and ESG-funded activities. LHAND and DCD are active participants and meets regularly with the Lynn Continuum of Care (CoC) to coordinate the City’s efforts to address homelessness issues.

The City’s program administration activities promote public engagement, collaboration, accountability and sound administration. The administrative structure has been operational since July 1998, following the City and LHAND’s execution of a Memorandum of Understanding.

Consolidated Plan Public Contact Information

Shirley Kelley

City of Lynn

Department of Community Development

Lynn City Hall, Room 311

Lynn, MA 01901

781-586-6762

skelley@lynnma.gov

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

1. Introduction

This Annual Action Plan was developed through an ongoing collaborative process involving extensive participation by community residents and stakeholders representing diverse constituencies and perspectives. The Plan builds on and incorporates other recent and/or ongoing planning and community engagement initiatives that involve hundreds of Lynn residents and stakeholders such as the “Housing Lynn: A Plan for Inclusive Growth” (“Housing Lynn”) project described herein. This comprehensive community engagement and consultation effort included Community Forums; public hearings; discussion meetings; one-on-one interviews; correspondence via telephone, letters, and email; review of local and regional reports and studies; surveys of residents; and discussions with local business owners.

The Plan's goals and strategies were developed based on a detailed needs assessment and market analysis and with input from citizens and from public and private agencies that provide housing, health, social services, victim services, employment, fair housing, education and other services. This includes organizations who work with low-income families, homeless persons, persons with disabilities and other special needs populations; state or local health and child welfare agencies; neighboring jurisdictions; regional planning agencies; the local public housing agency (LHAND); Lynn CoC; Lynn businesses; and other stakeholders.

The engagement of these diverse stakeholders helped shape the needs, priorities, and strategies described in the Consolidated Plan. As further discussed in the Plan, there are several significant planning processes that are ongoing or that have occurred within recent years which involved extensive participation by Lynn residents and other stakeholders. The resultant plans and studies from these initiatives have been reviewed and helped to inform the Consolidated Plan goals and strategies.

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

DCD and LHAND work collaboratively and on an ongoing basis with a diverse group of housing providers, private industry, and private and governmental health, mental health and service agencies to plan for and address the needs of Lynn residents. As the City’s Public Housing Authority, LHAND prepares the annual PHA Plan and is able to directly incorporate the needs and priorities of public and assisted housing residents into its ongoing program planning and implementation initiatives.

Through ongoing planning and coordination initiatives including the Lynn CoC, Citizens Advisory Board and other activities noted below, the City reached out to and consulted with business owners, major health and social service providers, housing providers including agencies providing services to homeless and at-risk households, organizations serving persons with AIDS and other special needs, state and regional agencies, and community residents.

To develop the Consolidated Plan, DCD and LHAND invited over 160 public service agency representatives to an online meeting in March 2021 to discuss Consolidated Plan needs and priorities. Input from these consultations helped to shape and inform the goals and strategies for the next five years and identify resources and activities to address community needs. The City's commitment to inclusive and diverse community consultation is ongoing.

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

The Lynn CoC is a diverse, broad-based multi-agency collaborative that operates under a Governance Charter that is updated periodically. The charter ensures the collaboration of the CoC with private and public organizations within Lynn that are focused on addressing homelessness or have specific programming for this population. It also ensures efforts to engage members of specific subpopulations including those who are chronically homeless, families with children, unaccompanied youth and young adults, and veterans, and the programs that serve them.

As the Collaborative Applicant (CA) for HUD CoC funding, LHAND provides coordination for the CoC in partnership with the CoC Executive Committee and Board of Directors. LHAND has a standing seat on the Executive Committee. The City of Lynn is represented by staff from DCD, Department of Public Health, the Family Success Center, and the Veterans Services Office. The goals and strategies described in the Consolidated Plan build directly upon the Lynn CoC's coordinated homeless assistance, rapid rehousing, permanent housing and supportive service systems.

The City utilizes CDBG, HOME, and ESG funding to support the efforts of many of the agencies participating in the Lynn CoC that provide supportive services and housing-related activities. Various projects funded include the City's Multi-Service Center, Lynn Shelter Association Day Program, Haven Project, Street Advocate, and rental assistance programs including down payment assistance, security deposits, first and last month's rent, and short-term rental assistance. Approximately \$4,541,720 in ESG-CV funds were also allocated for supportive services to Lynn's homeless individuals and families.

The backbone of the Lynn CoC is the committee structure through which all the work of the CoC is accomplished and the CoC engages with the larger community. Lynn CoC Committees are comprised of

those from the full membership with special expertise or interest in the relevant topic such as youth, veterans, or elders, and at least one member of the Board of Directors.

Recognizing the disproportionate response of Lynn to homelessness relative to other regional communities, the City and LHAND continue to emphasize the need for collaborative regional solutions. Towards this end, LHAND serves as the administrator of the North Shore Housing Action Group (NSHAG), a network of 24 communities organized into three sub-regions. Through this regional collaborative, the City and LHAND work with other non-Lynn agencies to address regional homeless needs and develop supportive housing opportunities in communities that currently have little or no such housing.

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

DCD consults with LHAND and other participants in the CoC on a regular basis regarding the prioritization and utilization of ESG resources. The Lynn CoC reviews and provides recommendations for the final allocation of funds. This process ensures that ESG funds address identified local needs and is utilized in an efficient manner in accordance with HUD and local guidelines.

Members of the Lynn CoC met remotely with DCD staff in December 2020 to discuss allocations of ESG and ESG-CV funding, and to plan for future use of that funding. A virtual meeting of CoC representatives was also held in February 2021 to discuss Consolidated Plan needs and priorities. In addition, some members of the CoC sent a letter, which included data and recommendations relating to the Consolidated Plan and which the City carefully considered. The CoC Governance Charter includes ESG Policies and Procedures to strengthen the partnership and level of engagement between DCD and the Lynn CoC regarding ESG funding.

The Lynn CoC recently developed a 3-year Strategic Plan to Prevent and End Homelessness through which it defines the goals and objectives that in turn allow the full membership and committees to generate performance standards and evaluate outcomes. These goals and objectives will be part of the Ranking and Review Committee's analysis of renewal and new project applications during the annual NOFA funding. In addition, all programs funded through the CoC participate in an annual monitoring process to evaluate adherence to HUD regulations and success in meeting the accomplishments identified in their respective funding applications. The annual review also provides an opportunity to

identify best practices and gauge success in meeting the performance standards defined by HUD and by the Lynn CoC's own goals and objectives.

Recognizing the importance of HMIS to creating, evaluating, and implementing successful programming, the City allocated \$70,000 in ESG-CV funding to strengthen and implement a new HMIS. The prior provider of the Lynn CoC's HMIS was the Balance of State CoC and the Massachusetts Department of Housing and Community Development (DHCD) which had provided notification that it would not be able to provide HMIS after December 2021. The ESG-CV funding was significant to the efforts of the Lynn CoC HMIS Procurement Committee which selected a new vendor, Bit Focus Inc., and began and HMIS migration in 2021.

In addition, the Lynn CoC received an HMIS Capacity Building grant from HUD that has been instrumental in developing new policies and procedures including user training mandates and data quality reviews. Through this grant, HUD also provided HMIS Technical Assistance to ensure that policies and procedures are compatible with HUD regulations and expectations. The grant also provided for the integration of the Lynn CoC Coordinated Entry into HMIS including the development of policies and procedures that require all ESG and CoC-funded organizations to enter relevant performance information into HMIS.

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

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	AFFORDABLE HOUSING ASSOCIATES OF LYNN, INC
	Agency/Group/Organization Type	Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, Affordable Housing Associates, a member of the Lynn Continuum of Care (CoC) collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
2	Agency/Group/Organization	ALL CARE VNA
	Agency/Group/Organization Type	Services-Health Health Agency
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, All Care VNA & Hospice collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.
3	Agency/Group/Organization	Boston Region Metropolitan Planning Organization
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City conducts consultations with the Boston Region Metropolitan Planning Organization on an on-going basis and reviews its planning studies and reports including the Route 1A/Lynnway/Carroll Parkway and other studies. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.
4	Agency/Group/Organization	LYNN HOUSING AUTHORITY & NEIGHBORHOOD DEVELOPMENT
	Agency/Group/Organization Type	PHA

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

	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynn Shelter Association is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
6	Agency/Group/Organization	City of Salem, Planning & Community Development Dept.
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Regional needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City of Salem, Planning & Community Development Dept. was contacted to solicit input about regional priorities.

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

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

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Bridgewell is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
11	Agency/Group/Organization	CATHOLIC CHARITIES NORTH
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

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

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

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

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Haven Project is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.</p>
15	<p>Agency/Group/Organization</p>	<p>Healing Abuse Working for Change</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Victims of Domestic Violence</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Families with children Non-Homeless Special Needs</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, Healing Abuse Working for Change (HAWC) collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.
16	Agency/Group/Organization	LYNN AREA CHAMBER OF COMMERCE
	Agency/Group/Organization Type	Business Leaders Civic Leaders
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan. Members of the Lynn Area Chamber of Commerce participated in a virtual meeting to provide input on the needs, resources, and priorities for economic development in the City.

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

18	Agency/Group/Organization	LYNN POLICE DEPARTMENT
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-Victims of Domestic Violence Services-homeless Other government - Local
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DCD collaborates with the Police Department on an on-going basis regarding community development, public safety and other issues of concern. City departments were contacted to provide capital budgeting and planning information, including resources and funding for the consolidated plan period.
19	Agency/Group/Organization	Lynn School Department
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	DCD collaborates with the Lynn School Department on an on-going basis regarding community development, education and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. The input provided by the organization informed the needs analysis and goals and strategies described in the Consolidated Plan. The Lynn School Dept. is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible.
20	Agency/Group/Organization	Cornerstone Wellness Center
	Agency/Group/Organization Type	Services-Persons with HIV/AIDS
	What section of the Plan was addressed by Consultation?	Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, the Cornerstone Wellness Center collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.

21	Agency/Group/Organization	Children's Law Center of MA
	Agency/Group/Organization Type	Child Welfare Agency
	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, the Childrens Law Center of MA collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
22	Agency/Group/Organization	Lynn Community Association, Inc.
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, the Lynn Community Association, Inc. collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.

23	Agency/Group/Organization	Lynn Community Connections Coalition
	Agency/Group/Organization Type	Services-Children Services-Education Services - Families
	What section of the Plan was addressed by Consultation?	Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, the Lynn Community Connections Coalition, a member of the Lynn Continuum of Care (CoC), collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
24	Agency/Group/Organization	Commonwealth of MA, Dept. of Mental Health, Lynn Site Office
	Agency/Group/Organization Type	Services-Persons with Disabilities Services-homeless Health Agency Publicly Funded Institution/System of Care

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The MA Department of Mental Health is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
25	Agency/Group/Organization	Lynn Department of Public Health
	Agency/Group/Organization Type	Services-Health Health Agency Other government - Local
	What section of the Plan was addressed by Consultation?	Non-Homeless Special Needs Lead-based Paint Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Department of Community Development (DCD) collaborates with the City Department of Public Health on an on-going basis regarding community development and other issues of concern. City departments were contacted to provide capital budgeting and planning information, including resources and funding for the consolidated plan period. In addition, as part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information provided by the department informed the community and economic development strategies described in the Consolidated Plan.
26	Agency/Group/Organization	Northeast Justice Center
	Agency/Group/Organization Type	Services-homeless Service-Fair Housing
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Northeast Justice Center, which is an affiliate of Northeast Legal Aid, is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.</p>
27	<p>Agency/Group/Organization</p>	<p>Lynn YMCA</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-homeless Service-Fair Housing</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Housing Need Assessment Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Market Analysis</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynn YMCA collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.
28	Agency/Group/Organization	LYNN MUSEUM
	Agency/Group/Organization Type	Cultural Organization
	What section of the Plan was addressed by Consultation?	Economic Development
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynn Museum collaborates with the City, LHAND, and other stakeholders on community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
29	Agency/Group/Organization	Lynn Home for Women
	Agency/Group/Organization Type	Housing Services-homeless

	What section of the Plan was addressed by Consultation?	Housing Need Assessment Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynn Home for Women regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. Information from stakeholders participating in this process was used in the development of the housing market analysis and housing strategy.
30	Agency/Group/Organization	Metropolitan Area Planning Council
	Agency/Group/Organization Type	Regional organization Planning organization
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City conducts consultations with the regional planning organization on an on-going basis and participates in and reviews its planning studies and reports. Information provided by the organization, including Housing Lynn: A Plan for Inclusive Growth, which was developed with the active participation of LHAND and other local stakeholders, was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.

31	Agency/Group/Organization	My Brothers Table
	Agency/Group/Organization Type	Services-homeless Food
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	My Brothers Table is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
32	Agency/Group/Organization	North Shore Community College
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Economic Development Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, North Shore Community College collaborates with the City, LHAND, and other stakeholders on housing, education, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals
33	Agency/Group/Organization	North Shore Workforce Investment Board
	Agency/Group/Organization Type	Services-Employment
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The City conducts consultations with the North Shore Workforce Investment Board (WIB) on an on-going basis and reviews its planning studies and reports. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.
34	Agency/Group/Organization	Pathways, Inc.
	Agency/Group/Organization Type	Services-Education
	What section of the Plan was addressed by Consultation?	Market Analysis Anti-poverty Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, Pathways collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
35	Agency/Group/Organization	New American Association of Massachusetts
	Agency/Group/Organization Type	Services-Education Services - Minorities and Immigrant Populations
	What section of the Plan was addressed by Consultation?	Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	With its mission of assisting newly arriving refugees and immigrants with integration into American society, promoting economic stability, building bridges with the larger community, and fostering the maintenance of refugee and immigrant cultural identities, the New American Association of Massachusetts (NAAM) collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.

36	Agency/Group/Organization	St. Stephen's Episcopal Church
	Agency/Group/Organization Type	Services - Housing Services-Education
	What section of the Plan was addressed by Consultation?	Market Analysis Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, St. Stephens Episcopal Church collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
37	Agency/Group/Organization	Town of Swampscott, Planning Dept.
	Agency/Group/Organization Type	Other government - Local Planning organization
	What section of the Plan was addressed by Consultation?	Market Analysis
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Town of Swampscott, Planning Department was contacted to solicit input about regional priorities.
38	Agency/Group/Organization	GREGG NEIGHBORHOOD HOUSE
	Agency/Group/Organization Type	Services-Children

	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, the Gregg Neighborhood House collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
39	Agency/Group/Organization	Lynn Mayor's Office
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As the City Chief Executive Officer, the Mayor provides leadership and collaborates with DCD, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. The Mayor was consulted throughout the consolidated planning process.
40	Agency/Group/Organization	Arts After Hours
	Agency/Group/Organization Type	Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	As part of the consolidated planning process, Arts After Hours, a neighborhood organization in Lynn, was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
41	Agency/Group/Organization	Lynn Veterans Services
	Agency/Group/Organization Type	Other government - Local
	What section of the Plan was addressed by Consultation?	Homelessness Needs - Veterans Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Lynn Veterans Services is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
42	Agency/Group/Organization	Family and Children's Service of Greater Lynn
	Agency/Group/Organization Type	Child Welfare Agency

	What section of the Plan was addressed by Consultation?	Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	On an on-going basis, the Family and Childrens Services of Greater Lynn collaborates with the City, LHAND, and other stakeholders on housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.
43	Agency/Group/Organization	Massachusetts Coalition for the Homeless
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Massachusetts Coalition for the Homeless is part of the Lynn CoC and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. The organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, Lynn CoC members were contacted to participate in the Lynn CoC Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
44	Agency/Group/Organization	Amirah Inc.
	Agency/Group/Organization Type	Services-Victims of Domestic Violence
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Strategy Non-Homeless Special Needs

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>As an agency that provides aftercare, resources, and opportunities to women who have survived different forms of sexual exploitation, sex trafficking, and prostitution, Amirah is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. CoC members are contacted to participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.</p>
45	<p>Agency/Group/Organization</p>	<p>Soldier On</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-homeless</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>As an organization committed to ending veteran homelessness, Soldier On is part of the Lynn Continuum of Care (CoC), which collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. CoC members are contacted to participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan. Information provided by all stakeholders was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan.</p>
46	<p>Agency/Group/Organization</p>	<p>Masshire North Shore Career Center</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Education Services-Employment</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Market Analysis Economic Development Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>On an on-going basis, MassHire/North Shore Career Center collaborates with the City, LHAND, and other stakeholders on community development and other issues of concern. MassHire/North Shore Career Center provides area businesses and job seekers with candidate sourcing assistance, job search, and skills training assistance and is part of the Lynn Continuum of Care (CoC). CoC members are contacted to participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.</p>
47	<p>Agency/Group/Organization</p>	<p>Centerboard, Inc.</p>
	<p>Agency/Group/Organization Type</p>	<p>Services - Housing Services-Education Services-Employment</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Market Analysis Economic Development Anti-poverty Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>Centerboard provides support for families and young people through housing, access to employment, education and financial empowerment and is invested in the creative economy of Lynn by spearheading public art projects. The agency is also part of the Lynn Continuum of Care (CoC). CoC members are contacted to participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. On an on-going basis, Centerboard collaborates with the City, LHAND, and other stakeholders on homelessness, housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.</p>
48	<p>Agency/Group/Organization</p>	<p>JUSTICE RESOURCE INSTITUTE</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-homeless Services-Health Services-Education Health Agency</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	JRI is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
49	Agency/Group/Organization	United Way of Mass Bay & Merrimack Valley
	Agency/Group/Organization Type	Services-homeless Services-Education Services-Employment
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development Anti-poverty Strategy

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The United Way, a member of the Lynn Continuum of Care (CoC), provides support for families and young people by helping them achieve financial opportunity and educational success. On an on-going basis, the United Way collaborates with the City, LHAND, and other stakeholders on homelessness, housing, supportive services, community development and other issues of concern. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.</p>
50	<p>Agency/Group/Organization</p>	<p>New England Center for Homeless Veterans (NECHV)</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-homeless</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Strategy</p>

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>As a service and care provider for former military service men and women, the NECHV offers a broad array of programs and services that enable success, reintegration, meaningful employment and independent living to Veterans who are facing or at-risk of homelessness. NECHV is part of the Lynn Continuum of Care (CoC), which collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. CoC members are contacted to participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.</p>
51	<p>Agency/Group/Organization</p>	<p>Leading through Empowering Opportunities Inc. (LEO)</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Services-homeless Services-Education</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Homelessness Strategy Non-Homeless Special Needs Anti-poverty Strategy</p>

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	LEO is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members participate in the Continuum of Care meetings to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
52	Agency/Group/Organization	Lynn Economic Development & Industrial Corp. (EDIC)
	Agency/Group/Organization Type	Housing Planning organization Hazard Mitigation/Resiliency
	What section of the Plan was addressed by Consultation?	Market Analysis Economic Development

	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The City conducts consultations with EDIC on an on-going basis and reviews its planning studies and reports. Information provided by the organization was used in the development of the needs analysis and market analysis and in the formation of goals and strategies for the Consolidated Plan. In 2016, Lynn EDIC sponsored the Lynn Coastal Resilience study completed by Weston and Sampson and funded by the Massachusetts Office of Coastal Zone Management (OCZM). Representatives of EDIC, OCZM, the Saugus River Watershed Council and others participated in a working group to develop the study. The purpose of the study was to evaluate sea level rise and coastal flooding that could occur under future climate change predictions, and to identify ways that Lynn can plan to adapt to these changes to improve resiliency. The study presents engineering and programmatic approaches that Lynn could implement to adapt to predicted inundation from sea level rise and storm surge including retrofitting existing municipal infrastructure and improvements to coastal protection.</p>
53	<p>Agency/Group/Organization</p>	<p>Beyond Walls</p>
	<p>Agency/Group/Organization Type</p>	<p>Services-Children Civic Leaders</p>
	<p>What section of the Plan was addressed by Consultation?</p>	<p>Market Analysis Economic Development</p>
	<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>As part of the consolidated planning process, Beyond Walls, a neighborhood organization in Lynn, was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. In addition, the organization was contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals.</p>

54	Agency/Group/Organization	Lynn Youth Street Outreach Advocacy
	Agency/Group/Organization Type	Services-Children Services-homeless Services-Employment
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	The Lynn Youth Street Outreach Advocacy (LYSOA) is part of the Lynn Continuum of Care (CoC) and regularly collaborates with the City, LHAND and other stakeholders on homelessness prevention and other issues of concern to ensure coordination of efforts, where feasible. As part of the consolidated planning process, the organization was contacted to participate in the Community Forums and provide their clients/members with information about the forums and Community Needs Survey for input on the development of the Consolidated Plan. The organization was also contacted to participate in a stakeholder meeting for agencies to provide input on public service needs, resources, priorities and goals. In addition, CoC members were contacted to participate in the Continuum of Care Public Hearing and meeting to provide input on homeless needs, resources and priorities and ESG fund allocations. The CoC participants were directly involved in shaping the homelessness and homelessness prevention strategies described in the Consolidated Plan.
55	Agency/Group/Organization	Massachusetts Office of Coastal Zone Management
	Agency/Group/Organization Type	Agency - Managing Flood Prone Areas Other government - State
	What section of the Plan was addressed by Consultation?	Hazard Mitigation/Resiliency

	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	In 2016, the Massachusetts Office of Coastal Zone Management (OCZM) funded the Lynn Coastal Resilience study undertaken by Lynn EDIC. Representatives of EDIC, OCZM, the Saugus River Watershed Council and others participated in a working group to develop the study. The purpose of the study was to evaluate sea level rise and coastal flooding that could occur under future climate change predictions, and to identify ways that Lynn can plan to adapt to these changes to improve resiliency. The study presents engineering and programmatic approaches that Lynn could implement to adapt to predicted inundation from sea level rise and storm surge including retrofitting existing municipal infrastructure and improvements to coastal protection.
56	Agency/Group/Organization	Pew Research Center
	Agency/Group/Organization Type	Services - Narrowing the Digital Divide Non-profit foundation
	What section of the Plan was addressed by Consultation?	Broadband Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	Pew Research Center (PRC) is a national non-profit research organization with a focus on public policy issues including narrowing the digital divide. To assess broadband needs and strategies to increase access to broadband services for low income Lynn residents, the City reviewed reports and studies prepared by PRC and incorporated relevant information into the Consolidated Plan. In addition, the City utilized Census data and research to assess internet provider service, industry competitiveness and community needs.

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

The City worked to engage all agency types involved in housing, homelessness, community development and economic development activities in the planning process. The COVID-19 pandemic presented challenges for many organizations and individuals; however, the City conducted broad

outreach to agencies throughout the community, inviting them to participate in virtual meetings and community forum and/or to complete an online survey regarding needs and priorities. Over 160 public service agency representatives were invited to participate in an online meeting held in March 2021 to discuss the Consolidated Plan and Annual Plans. To the extent that any agencies did not participate, the City welcomes their participation in future planning efforts including those related to funding priorities for future Annual Action Plans.

All agencies noted were considered in the development of this Annual Action Plan.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	Lynn Housing Authority & Neighborhood Development	The Lynn CoC goal to prevent and end homelessness is consistent with the City goals to outreach and provide an array of housing and supportive services to alleviate and prevent homelessness.
PHA 5-Year Plan	Lynn Housing Authority & Neighborhood Development	The LHAND 5-Year Plan outlines the agencies long term goals. Many of the LHAND goals are directly related to the Strategic Plan goals, such as: efficiently and effectively managing public housing programs; identifying and securing federal and state funds to support housing revitalization and resident service programs; implementation of a housing strategy; expansion of affordable housing; and implementing supportive services that promote independent living and economic self-sufficiency.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2021 Housing Lynn: A Plan for Inclusive Growth	Metropolitan Area Planning Council (MAPC)	The City goal to create and preserve affordable housing is generally consistent with the vision and goals stated in the report, which was developed with the active involvement of LHAND, community residents and numerous local stakeholders: New housing will meet the needs of Lynn residents and increase the strength and vibrancy of neighborhoods. Housing will enable everyone to thrive in a community that is inclusive to all. The Report identifies housing need and demand, vision and goals, future development considerations and opportunities and provides recommendations to achieve the Lynn housing vision and goals. Information from the plan was used to help shape the Needs Analysis, Market Analysis and Strategic Plan chapters of the Consolidated Plan.
Unified Planning Work Program FFY 2021	Boston Region Metropolitan Planning Organization (MPO)	The UPWP goals of promoting infrastructure improvements, reducing congestion, improving reliability, creating economic vitality, and protecting environmental sustainability, are all goals that are consistent with the Lynn Strategic Plan. The UPWP was produced by the Boston Region MPO.
2020 Lynn City Summit Summary Report	Metropolitan Area Planning Council (MAPC)	The Lynn City Summit was held in November 2019 to bring community members, advocates, city departments, non-profits, the business community, and residents together for a fruitful discussion on the most pressing issues that are affecting Lynn today. Areas of discussion included transportation, arts and culture, economic development, housing, public safety and education. The report summarizes the strengths and challenges, ideas and topics identified during the summit, which are consistent with the goals of the City Strategic Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
City of Lynn Proposed FY 2020- FY2024 Capital Impro	Edward J. Collins, Jr. Center for Public Management at the University of Massachusetts Boston	The City Five Year Capital Improvement Plan (CIP) prioritizes a variety of goals, including: putting the City on a course toward a stronger financial footing; investing in basic infrastructure needs, such as roads, buildings, and parks/playground; beginning to address the significant space needs at the Lynn Public Schools; and, spurring economic development in downtown and at the waterfront through strategic capital projects. These goals overlap with the Strategic Plan goals of the City. Information from the CIP was used to help shape the Needs Analysis and Strategic Plan chapters of the Consolidated Plan.
Lynn Fire: 5 Year Capital Plan	City of Lynn Fire Department	The 5 Year Capital Plan lists the priorities and needs of the City Fire Department with respect to apparatus and vehicle replacement and improvements and repairs to facilities. As stated in the Plan, the Department vision, which overlaps with the Strategic Plan goals of the City, is to train and equip a modern and progressive fire/rescue/EMS department that is thoroughly prepared to meet the challenges of the 21st century. Information from the Plan was used to help shape the Needs Analysis and Strategic Plan chapters of the Consolidated Plan.
Waterfront Public Safety Building Proposal	City of Lynn Fire Department	The City Fire Department proposes the development of a Fire Department Public Safety Facility on the waterfront to provide a welcome and comforting public safety presence and plan for public safety needs. The goals of the proposal are consistent with the Lynn Strategic Plan. Information from the proposal was used to help shape the Needs Analysis and Strategic Plan chapters of the Consolidated Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Racial Equity Municipal Action Plan	Metropolitan Area Planning Council (MAPC)	The program is a collaboration with MAPC partners at the Government Alliance on Race and Equity (GARE) and the Federal Reserve Bank of Boston (FRBB) to provide technical assistance to create racial equity action plans and to take meaningful action to advance racial equity. A key goal of the program is to build racial equity practices by establishing racial equity as a community value, developing shared understanding of key equity concepts, and fostering partnerships within the community to address racial inequity. In concert with the City Strategic Plan goals, the City, LHAND and other community groups are working to enhance staff and organizational capacity to support racial equity work both internally within municipal government and externally throughout the community.
2020 Lynn Municipal Harbor Plan (MHP)	City of Lynn Economic Development and Industrial Corporation (EDIC)	The 2020 Lynn MHP culminates almost two decades of planning and development efforts to revitalize and diversify the Lynn waterfront, centered around a signature public waterfront park. The MHP envisions a reinvigorated, active waterfront community that is welcoming to a wide range of diverse residents and visitors. The Plan goal of maximizing the development potential of land abutting the Atlantic Ocean along the Lynnway is consistent with the goals of the Strategic Plan. It has the potential to generate hundreds of new construction and/or permanent jobs and substantial new tax revenues, and provides an exciting strategy for future land use including mixed uses (housing, commercial, retail), open space and the development of entirely new City neighborhoods.
Transportation Improvement Program (TIP): 2021-25	Boston Region Metropolitan Planning Organization	The Transportation Improvement Program (TIP) is the five-year rolling capital plan for the 97 cities and towns in the Boston Region Metropolitan Planning Organization (MPO) planning area. The TIP documents all transportation projects receiving federal funding in the region over the next five years. The MPO study supports and allocates multiple projects in and around Lynn that overlap directly with the Consolidated Plan goals to improve transit and quality of life.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2020 Greater Boston Housing Report Card	Dukakis Center for Urban and Regional Policy, Northeastern University	Created yearly to identify greater Boston housing needs, impediments to meeting those needs and proposals for attaining them, the goals of the Housing Report Card overlap with the Lynn Strategic Plan to further economic development, create a diverse tax base, and meet the housing needs of residence through continued investment in housing and continued development initiatives.
2019 Waterfront Open Space Master Plan	City of Lynn/ Economic Development and Industrial Corp of Lynn/Dept of Conservation and Recreation	Consistent with the City goals of revitalizing neighborhoods and investing in public facilities and infrastructure, the purpose of the Lynn Waterfront Open Space Master Plan was to locate public parks, plazas, and a continuous promenade along the waterfront, and to provide enforceable Design Guidelines for all public open spaces within the project area. Consistent with the City Strategic Plan goals, the Master Plan vision is to: establish a framework for a vibrant public realm; provide a series of destinations that are connected by parks and promenades; connect downtown and neighborhoods to the waterfront on well-designed city streets; promote development that engages city street edges and promotes public access; provide welcoming and exciting public parks, plazas, and promenades that are inviting to all members of the public; and provide a range of uses to attract a diversity of visitors at different times of day.
2019 Lynn Revised Waterfront Master Plan	City of Lynn Economic Development and Industrial Corporation (EDIC)	The 2019 Revised Waterfront MP builds off the 2019 Waterfront Open Space MP to create a flexible planning framework for how future development can grow on the waterfront while implementing open space goals. The Plan proposed a flexible approach to land use and regulations that can encourage creative mixed-uses to emerge alongside existing industrial areas and facilitate new development at a scale capable of contributing to a connected public realm and waterfront.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Lynn Public Schools District Plan Overview 2019-24	Lynn Public Schools	The Lynn Public Schools Strategic Plan identifies the goal of Drawing upon the strength of our community, our families, our students, and our partners, Lynn Public Schools commits to fulfilling the intellectual, physical, and social-emotional potential of all of our students. We work together so our students learn to thrive, advance, and impact the greater community and the world. This is consistent with the City goal to improve educational attainment and promote economic self-sufficiency among Lynn low income populations.
A Toolkit for West Lynn: Neighborhood Planning	City of Lynn in partnership with Massachusetts Institute of Technology Dept. of Urban Studies	The MIT Toolkit identifies the following three goals, which are consistent with the City Strategic Plan goals: to present development strategies that allow Lynn to continue growing, promote inclusivity and celebrate West Lynn diversity of experience, background, and talent; harness West Lynn full potential through robust economic development strategies that improve the economy while contributing to community health and mobility improvements; and, present strategies to promote climate resiliency through responsible development. The long-term strategies/recommendations presented in the Toolkit include the following: allow dense, mixed-use development on the end of the Western Riverfront; create a Riverfront Overlay District; establish exaction-based flood mitigation; and, create a Transportation Demand Management Plan. Information from the Toolkit was used to help shape the Needs Analysis and Strategic Plan chapters of the Consolidated Plan.
Lynn Business Guide	City of Lynn/EDIC	The Business Guide provides guidance to businesses as they relocate, renovate or expand an existing company, or embark on a new venture. Included in the guide is contact information, business checklist and information on certificates, permits and licensing. The guide supports the City goal of promoting economic development.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
North Shore Workforce Board Strategic Plan 2018-21	North Shore Workforce Board	The NSWB is comprised of over 40 local business, industry, labor, education and training leaders that have statutory authority to fund and promote workforce development initiatives throughout its 19 city and town region, including the City of Lynn, in direct overlap with the City strategic goals. The board serves as the oversight and policy-making body for federally funded employment and training services in the region. The board also has the broader role of addressing critical labor market issues and developing strategic partnerships with local leaders in economic development, the K-12 and higher education system, government agencies, chambers of commerce, community-based, and labor organizations.
2019 Regional Labor Market Blueprint Update: NE	North Shore Workforce Investment Board (NSWIB)	The NSWIB Regional Labor Market Blueprint Update for the Northeast region provides perspectives on where the region is now, how it is doing, and where it wants to go. NSWIB strategies are consistent with the City strategic plan goal of promoting economic development.
Destination 2040: Long-Range Transportation Plan	Boston Region Metropolitan Planning Organization	Destination 2040 is the Boston Region Metropolitan Planning Organization (MPO) Long-Range Transportation Plan (LRTP) that will guide decisions about investments in the transportation network to bring the system from its present state towards the MPO vision for the future: A modern, well-maintained transportation system that supports a sustainable, healthy, livable, and economically vibrant region. The Plan identifies reconstruction of Western Avenue, bridge restoration on Route 1A over the Saugus River, and the Blue Line Extension to Lynn as major infrastructure focus areas. The goal of addressing these needs and other regional needs impacting Lynn aligns directly with the Consolidated Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Lynn Public Schools Entry Report 2018-2019	Lynn Public Schools	The Lynn Public Schools engaged in a highly collaborative and interactive process to establish an Entry Report addressing the following goals, which are consistent with the Consolidated Plan goals: To determine strengths, challenges, and goals in our schools and supporting departments; To gain deeper insight to the student experience; To determine the nature of the relationships between schools and families and schools and the broader community; To become familiar with policies, protocols, and norms; and, To identify data to inform a long-range strategic plan.
Gateway Cities Economic Snapshot TDI Report 2018	MassDevelopment Transformative Development Initiative (TDI)	The TDI initiative is an integrated, place based approach designed to implement strategic and sustainable revitalization activities in areas within Massachusetts designated as Gateway Cities including Lynn. With the objective of reducing blight and underutilization, increasing district activity, and producing new jobs and prosperity, these goals overlap with the Strategic Plan goals of the City. Participation in the TDI program leverages additional funding for projects found in the Strategic Plan. The Gateway City Economic Snapshot includes data from Lynn on residential and commercial real estate and hyper-local economic and industrial conditions, as well as data from a customized survey undertaken Lynn that examines community perceptions of district business and property owners and the people who live, work, or play in the district. Each of these methods establishes current economic conditions to provide a baseline for measuring future changes.
Downtown Action Strategy for the City of Lynn	MassDevelopment Transformative Development Initiative (TDI)	The TDI strives to enhance and accelerate redevelopment in key Gateway City districts. The TDI seeks to implement locally initiated, strategic, and catalytic revitalization activities in the Massachusetts Gateway Cities to effect successful redevelopments, which overlaps with the City goal of promoting economic development.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2016 Lynn Open Space and Recreation Plan	Metropolitan Area Planning Council (MAPC)	The primary purpose of this Plan was to identify the open space and recreational resources in the City of Lynn and to produce a consistent policy directive designed to maintain and enhance the park and recreation facilities of the City. Consistent with goal of investing in public facilities and infrastructure, the Lynn Open Space and Recreation Plan outlines a number of goals and objectives for improvements to the open space and recreational resources of the City, Specific to the Strategic Plan, it sets goals to improve security and maintenance at all sites, improve and upgrade existing recreational facilities, improve overall appearance and visual character of the City, determine potential locations for new neighborhood and community wide recreation sites, continue to improve accessibility to existing sites for elderly and disabled users, develop pedestrian oriented circulation between open space and recreation areas.
2016 Lynn Coastal Resiliency Assessment	City of Lynn Economic Development and Industrial Corp (EDIC)	Lynn Economic Development and Industrial Corporation (EDIC) conducted a community based process to assess vulnerability and consider adaptation strategies to future climatic conditions along the Lynn shoreline and Saugus River areas. The overall goal of the project was to improve coastal resilience, which is consistent with the Strategic Plan goals of the City.
Route 1a Lynnway Carroll Parkway Study in Lynn	Boston Region Metropolitan Planning Organization (MPO)	The study analyzes exiting conditions to develop short and long term alternatives that would transform the Lynnway and Carroll Parkway into a pedestrian and bicyclist friendly roadway as well as a transportation corridor that serves all modes of transportation and maintains regional travel capacity. MPO recommendations include improvements to the Lynn Commuter Rail Station, Lynn Shore Drive, the Lynnway and route 129, and continued study of extending the Blue Line to Lynn. The study goals of transit improvement are consistent with the goals of the Consolidated Plan.
Lynn Housing Study 2016	RKG Associates, Inc. under contract to LHAND	Information from the Housing Market Study was used to help shape the Needs Analysis, Market Analysis and Strategic Plan chapters of the Consolidated Plan.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
2015 Economic Development Strategy	RKG Associates, Inc for the City of Lynn Economic Development Industrial Corporation	The goals of the Economic Development Study were to: evaluate market trends and economic indicators; survey major employers and business leaders to gather experiences and needs; and analyze the tax base of the City and land use patterns to identify economic opportunity zones. These goals coincide with the Strategic Plan of the City and its goals of engaging the public and business communities to target economic development activities that serve specific needs of both groups and to help to shape future plans and strategies.
Downtown Lynn Traffic Circulation Study	City of Lynn	In support of the goal of investing in public facilities and infrastructure, the Lynn Traffic Circulation Study was conducted to evaluate existing downtown traffic flow and circulation; develop short-term, low-cost improvements; and evaluate impacts of converting select one-way streets to two-way operation.
A Technical Assistance Panel Report	Urban Land Institute (ULI) Boston/New England, MassDevelopment	The ULI Technical Assistance Panel connected local residents with ULI experts to develop new approaches for redeveloping the downtown area. The goals of the panel were to: encourage private development; increase active uses of downtown; improve connectivity; identify strategic assets; and create a targeted plan of action. All of these are goals of the Strategic Plan.
Build on the Vision for Downtown Lynn	Metropolitan Area Planning Council (MAPC)	The City worked with MAPC on this study, which outlines the community vision, identifies barriers, and makes recommendations for a vibrant, dynamic and economically competitive Downtown. This initiative includes ideas and recommendations that build on the vision of a prosperous and inviting Downtown Lynn, which overlap with the Strategic Plan goals of the City.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
City of Lynn Arts and Culture Application	Lynn Economic Development and Industrial Corporation	The successful Lynn application to the Massachusetts Cultural Council for the creation of a Cultural District outlines goals that align directly with the Strategic Plan. The plan for the cultural district includes: allocating small business loans to artists and arts businesses; rezoning parts of downtown to encourage artist live/work space; and forming a committee of City officials, the local arts community, and other stakeholders to guide the district. The overarching goal of the plan is economic development that attracts new market rate housing and regional consumer dollars to the benefit of the existing local artist community and the City as a whole.
Market Street Vision Plan	City of Lynn	The goal of the revitalization plan for Market Street and the immediately surrounding section of downtown Lynn is to create a mixed income community to build on the existing assets and ongoing investments of the area. This overlaps with the Strategic Plan goals of economic development and leverage of funds.
Washington Street Gateway District Plan	City of Lynn	The goals of the study, which overlap with the goals of the Strategic Plan, are to: facilitate mixed-use development; increase real estate investment; connect the neighborhood and the waterfront; promote accessibility; replace vacant or underutilized land, low-density development, and incompatible uses; and encourage transit-oriented development.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Lynn High Housing Dev Incentive Prog HD Zone Plan	City of Lynn/ Metropolitan Area Planning Council (MAPC)	The City of Lynn worked with MAPC to apply for the Commonwealth Housing Development Incentive Program and to establish a Housing Development Zone in the Downtown and Waterfront areas, which overlaps with the Strategic Plan goals of the City to create and preserve affordable housing. The Housing Development zone provides market-rate housing developments access to a local real estate tax exemption on the property tax increment, as well as access to state tax credits on rehabilitation expenses. The zone explicitly targets market-rate development for the lowest-income neighborhoods in the City, in part to promote neighborhood stabilization and economic development (in addition to residential development and housing stock diversity). The HD zone plan followed several significant zoning reforms in the application of the City, and the redevelopments in the HD zones are eligible for the HDIP incentives.
Lynn Downtown Action Strategy (2016)	City of Lynn/ MassDevelopment	Working with MassDevelopment, and consultants Interface Studio and Nelson\Nygaard, the City drafted the Lynn Downtown Action Strategy, a plan to bring more street activity to a 5-block-by-5-block node around the Lynn MBTA station. The plan largely focused on public art, wayfinding and other signage, programming, complete streets and walkability improvements, improved parks and plazas, and infill development. The infill development strategy catalogued opportunity sites, and suggested mixed-use, commercial, and residential developments for them, which is consistent with the goals of the Strategic Plan.
Community Health Needs Assessment (2016)	NextShift Collaborative	NextShift Collaborative, a planning consultancy, published a Community Health Needs Assessment (CHNA) for Lynn in 2016. Healthcare Workers Union 1199-SEIU commissioned the study, which addressed the broad health needs of the community in the context of North Shore Medical Center (NSMC) consolidating services and closing Union Hospital.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Union Hospital Study (2018)	Metropolitan Area Planning Council (MAPC)	In 2019, Partners HealthCare closed Union Hospital in Lynn as part of its consolidation of North Shore Medical Center. The closing of the only hospital in Lynn was contentious in the community. Partners is now building a medical village, offering outpatient and medical professional services on a quarter of the Union Hospital site, and it plans to sell the remainder of the site. In 2018, the City worked with MAPC to conduct a community process and site study to plan for the future of the hospital. The plan proposes that Lynn create new base zoning for a Medical Village district at the site. That proposed district would allow for senior housing at various densities, assisted living, and general office, medical village, and open space uses. The site was purchased, and concept plans include senior living on the front parcel, including units with supportive services, and single-family homes at the rear near Lynn Woods. More than 50% of units would be affordable, with up to 70% restricted for local residents, which is consistent with the Strategic Plan goals of the City.
Former Marshall School Site Study (2019)	Metropolitan Area Planning Council (MAPC)	MAPC recently conducted a study of the former site of Marshall Middle School. The study assessed market conditions and various redevelopment scenarios, including commercial, residential, and public open space uses, and it looked at the viability of Affordable Housing as a component of the redevelopment, which overlap with the Strategic Plan goals of the City to revitalize neighborhoods, promote economic development, and create and preserve affordable housing. The study assessed current zoning and potential alternatives based on similar projects in Lynn and nearby. The process included public vetting of potential zoning alternatives, as well as financial analysis and conversations with developers to ensure ultimate viability.
Northern Strand Zoning Study	Metropolitan Area Planning Council (MAPC)	Commissioned by EDIC, MAPC is currently studying a potential zoning overlay for land adjacent to the Northern Strand Community Trail. In 2018, the Commonwealth committed \$1.5 million to extend the trail into Lynn and to the Waterfront. This zoning study includes public engagement and land use analysis to develop land use goals along the trail and the surrounding Saugus River neighborhood.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Creative Placemaking	Metropolitan Area Planning Council (MAPC)	Downtown Lynn has been an official state Cultural District since 2012, and the visibility of Downtown Lynn as a cultural destination has only grown through installation of public art, such as the Beyond Walls murals and Ghosts of Lynn. Building on this, MAPC is currently developing a creative placemaking plan for Lynn. The plan will include an overall creative placemaking strategy, analysis, and recommendations based in part on public workshops and other engagement and overlaps with the goals to revitalize the City and promote economic development.
Vision Lynn	City of Lynn (Planning Department)	The City of Lynn created its first-ever comprehensive plan, Vision Lynn (adopted June 2023). Created in collaboration with the community, this document captures the twenty-year vision for the city, including shared values and goals, and will guide future development and investments in infrastructure.
Housing Lynn	Lynn Housing Authority & Neighborhood Development (LHAND)	This is the City's Housing Production Plan (adopted in 2021). The Lynn Housing Authority & Neighborhood Development (LHAND) and the Mayor's Office worked with the Metropolitan Area Planning Council to facilitate a community-driven process to develop an Affordable Housing strategy that augments market-rate residential development. Housing Lynn fulfills all requirements of a Housing Production Plan in accordance with Massachusetts General Law Chapter 40B and includes the following sections: Assessment of housing needs; Vision and goals; Analysis of considerations and locations for future residential development; Current housing tools and resources; Actions to grow the stock of Affordable Housing.

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

Please see the Consolidated Plan for information on cooperation and coordination with other public entities, private industry, businesses, developers and social service agencies during the Annual Action Plan process.

AP-12 Participation – 91.105, 91.200(c)

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

DCD, in partnership with LHAND and the Citizen Advisory Board, coordinated all public participation activities to promote a high degree of public involvement and feedback on housing and community development needs, priorities and strategies. In light of the limitations on in-person meetings posed by the COVID-19 pandemic, the majority of meetings and interactions were conducted through virtual meetings, telephone conferences and email communications. In addition, an online survey was conducted to provide opportunities for residents to express their views of community needs and priorities. The planning process encouraged participation from low- and moderate-income persons, residents in areas where CDBG funds are proposed for use, minorities, non-English speaking persons, persons with disabilities, public housing residents, and local and regional institutions, including the Lynn CoC, businesses, non-profit organizations, community-based organizations and others. Input from the citizen participation process informed the setting of goals and strategies for the Plan.

In addition to the public participation activities summarized in the Citizen Participation Outreach table, other recent planning processes that involved significant numbers of community residents and other stakeholders helped inform the planning process. Two examples of this include the Lynn City Summit and the “Housing Lynn: A Plan for Inclusive Growth” report that was finalized in March 2021, both of which included extensive citizen participation.

The Lynn City Summit held in November 2019 brought together community members, advocates, City departments, non-profits, the business community, and residents to discuss the most pressing issues affecting Lynn. Areas of discussion included transportation, arts and culture, economic development, housing, public safety and education. Over 240 individuals participated in the all-day event that featured workshops and a community resource fair that provided an opportunity to connect one-on-one with City departments and organizations working to improve and enhance community development in the City. Participants communicated their opinions regarding strengths, challenges and “big ideas” to address specific challenges and preserve specific strengths. This information was used to inform the City’s needs and strategic plan.

“Housing Lynn: A Plan for Inclusive Growth” was the result of a community-driven process, involving hundreds of residents, to develop a housing affordability strategy that complements the City’s market-rate development initiatives. Facilitated and produced by the Metropolitan Area Planning Council, the City, LHAND and the Mayor’s Office worked with the community to understand and raise awareness of housing need,

establish goals, and identify strategies and actions to increase housing security for Lynn residents and proactively guide the type, amount, and location of future residential development. Hundreds of residents participated in the process, which was used to help shape the Needs Analysis, Market Analysis and Strategic Plan sections of the Consolidated Plan.

The City provided formal opportunities for public review and comment prior to finalizing the Consolidated Plan and Annual Action Plans. Please see the Annual Action Plan for additional information on the citizen participation process.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Public Meeting	Non-targeted/broad community	Thirty-two individuals attended the Lynn CoC Public Hearing held on November 19, 2020.	Agency representatives discussed the work they are doing to eliminate homelessness and provide housing and services for the homeless population. Participants voiced the need for additional services.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
2	Virtual Meeting	Continuum of Care Members	CoC members participated in a virtual meeting with LHAND and DCD on February 11, 2021 to discuss the Consolidated Plan outreach process, potential data sources and CoC involvement in developing Consolidated Plan needs and priorities.	Participants expressed a willingness to provide CoC input to the Consolidated Plan process and to help outreach to their clients to encourage participation in the Community Forums and online survey.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
3	Virtual Meeting	Public Service Agencies	<p>Over 160 public service agency representatives were invited to participate in a virtual meeting held on March 25, 2021 to discuss agency perspectives on community needs and priorities. A total of 26 agency representatives participated. The meeting included a presentation on the Consolidated Plan and Annual Plan processes, background on the CDBG, HOME and ESG funding sources and other relevant information. 2024</p>	<p>Participants identified a range of community needs, concerns and priorities. The fact that Lynn median income is much lower than the metropolitan area median income was emphasized, as it highlights the need to target housing resources to the extremely low income households. The need for a variety of subsidized housing resources was discussed including transitional housing, permanent supportive housing, and housing that combines mental health and other services. Concerns were raised about the need to address longstanding income and racial inequalities and disparities in developing new programs. The need for health care services for homeless and other populations, the need for additional wheelchair accessible units, food</p>	<p>Not applicable.</p> <p>71</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
4	Public Meeting	Non-targeted/broad community	<p>Approximately 20 individuals attended the 1st Community Forum held virtually on March 24, 2021. Participants included: Lynn residents, homeowners, and members of the workforce; and volunteers and staff of Lynn public services agencies.</p>	<p>Participants voiced the need for affordable and accessible housing; services and shelter for the homeless; school funding; health care needs; senior center needs; equitable development; racial equality and other needs. The issue of Lynn median income being significantly lower than that of the larger metropolitan SMSA was raised, pointing to the need to target resources to the very lowest income households. The Lynn Public Health Director voiced the need for more space to accommodate all the health needs (emotional and physical) of the residents of Lynn.</p>	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
5	Public Meeting	Non-targeted/broad community	<p>Approximately 20 individuals attended the 2nd Community Forum held virtually on March 25, 2021. Participants included Lynn residents and members/staff of Lynn public services agencies. Interpretation services were provided.</p>	<p>Participants largely echoed the concerns noted above in the prior public meeting. The need for permanent supportive housing, health care services for elders and the homeless, capital improvements for public housing and related concerns were identified. Other concerns included addressing income inequality and racial disparities within the community.</p>	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
6	Community Needs Survey	Non-targeted/broad	<p>Further outreach was conducted through administration of a Community Needs Survey. The survey polled respondents about their priorities for the City's housing, community and economic development, infrastructure, and public services. In an effort to reach as many citizens as possible, the survey</p>	<p>The following initiatives were identified by more than 70% of the respondents as initiatives: Housing Initiatives: Preserve and rehabilitate affordable, rental housing (82% of respondents) Permanent and supportive housing for the homeless (76% of respondents) Housing for people with special needs (79% of respondents) Enforcement of neighborhood codes and health and safety standards, i.e. rodent control (81% of respondents) Community and Economic Development Initiatives Programs to create new jobs (80% of respondents) Programs to keep existing jobs in Lynn (80% of respondents) Job training programs (82% of respondents) Infrastructure Initiatives: Improvements to public parks and recreational facilities</p>	<p>74</p> <p>Not applicable.</p>	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
7	Public Hearing	Non-targeted/broad community	A public hearing was held on February 27, 2024. 65 attendees were present for the hearing. Individuals representing 30 organizations presented individual summaries of the proposal applications before the Citizens Advisory Board	Presentations of proposal applications and the public comments were all considered during the development of the final plan.	Not applicable.	

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
8	Public Hearing	Non-targeted/broad community	<p>The proposed Annual Action Plan was made available for review during the period June 21, 2024, through July 21, 2024, and citizens were afforded an opportunity to review and comment on the Annual Action Plan following the Notice of Public Hearing. Approximately 30 people attended the public hearing on June 25, 2024, to discuss the Annual Action Plan and proposed funding activities for fiscal year 2025.</p>	All public comments were considered during the development of the final plan.	Not applicable.	

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

Table 5 summarizes the estimated resources that the City of Lynn plans to utilize to implement the Annual Action Plan activities described herein. This includes \$3,075,180.00 in Federal Fiscal Year (FFY) 2024 entitlement funds that the City expects to receive. An estimated \$143,008.00 in program income will also be utilized to fund targeted housing, economic development and community development activities.

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

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

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

Extensive other resources will be allocated to support housing, economic development and community development activities over the course of the Annual Action Plan. The Sources of Funds table in the Attachment provides a partial listing of other funding sources that address Lynn’s housing, economic and community development needs and/or support the activities funded through the CDBG and ESG entitlement grant programs.

Prior year funds as of 05/28/2024 for CDBG total \$4,341,616.62 for HOME total \$3,375,833.76, for ESG total \$326,926.23.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	2,170,274	78,008	4,341,617	6,589,899	2,170,274	CDBG funds support a range of housing, community development and public service activities primarily benefiting low and moderate-income residents.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
HOME	public - federal	Acquisition Homebuyer assistance Homeowner rehab Multifamily rental new construction Multifamily rental rehab New construction for ownership TBRA	784,054	50,000	6,580,641	7,414,694	784,054	The HOME Investment Partnership Program provides funds for housing and rehabilitation, homebuyer assistance, renter assistance, and CHDO activities. (Prior year resources comprise HOME 3,375,833.76 & HOME-ARP \$3,204,807.00)

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
ESG	public - federal	Conversion and rehab for transitional housing Financial Assistance Overnight shelter Rapid re-housing (rental assistance) Rental Assistance Services Transitional housing	181,852	0	326,926	508,778	181,852	ESG funds will be used to fund support services and facilities for the City's homeless and rental assistance program, as well as the HMIS system.

Table 5 - Expected Resources – Priority Table

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

The City of Lynn anticipates CDBG funds will leverage additional resources. Non-entitlement funds that will be used to further goals of the Strategic Plan may include: private foundations, organizations, and individuals. The following leveraged resources are anticipated during the Consolidated Plan period:

City Funds: The annual City budget commits resources for the priority activities including public parks, community facilities, and infrastructure.

Affordable Housing Resources: Affordable Housing Developments are likely to utilize a variety of State Housing Resources including the Mass

Rental Voucher program, Low Income Housing Tax Credits (LIHTC) and private mortgage financing. The City of Lynn has an established Affordable Housing Trust Fund to provide for the creation and preservation of affordable housing in Lynn. .

Philanthropy: Private funding from national, state, and local funders, private foundations, and private donors.

Section 8 Funds: Section 8 is administered by Lynn Housing & Neighborhood Development (LHAND) and provides rental subsidies.

Continuum of Care Fund: Project funds awarded to non-profit human services providers to assist in housing services to homeless persons through a selection system established by the HUD NOFA and administered by the City of Lynn CoC.

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

The “Housing Lynn” report identifies a wide range of properties that are good candidates for mixed income housing development that includes affordable rental and/or homeownership units. The City and LHAND will work to further explore the feasibility of some or all of these sites and other appropriate sites and to facilitate development where financially feasible using both public and privately owned land. Also, Lynn EDIC is a quasi-public agency that has ownership of various properties located in the City. Lynn EDIC coordinates its efforts with LHAND and DCD, working to support the City’s overall housing, community and economic goals.

Discussion

Ongoing efforts will continue over the course of the Consolidated Plan period to leverage limited formula grant funds to secure private, other governmental, non-profit and philanthropic resources needed to accomplish the City’s strategic goals.

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Create and Preserve Deed-Restricted Affordable Hsg	2020	2025	Affordable Housing	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Affordable Housing Homelessness Homeownership	CDBG: \$92,463 HOME: \$206,423	Rental units constructed: 5 Household Housing Unit Tenant-based rental assistance / Rapid Rehousing: 10 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Reduce Hsg Cost Burdens & Improve Housing Cond.	2020	2025	Affordable Housing	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Cooridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Affordable Housing Homelessness Homeownership	CDBG: \$120,785	Tenant-based rental assistance / Rapid Rehousing: 10 Households Assisted
3	Preserve & Expand Affordable Homeownership Opp.	2020	2025	Affordable Housing	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Cooridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Homeownership	CDBG: \$127,035 HOME: \$356,423	Homeowner Housing Added: 10 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 20 Households Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
4	Increase Special Needs Housing Opportunities	2020	2025	Affordable Housing Non-Homeless Special Needs	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Affordable Housing Homelessness Homeownership	CDBG: \$127,035 HOME: \$45,974	Rental units rehabilitated: 5 Household Housing Unit
5	Reduce Homelessness	2020	2025	Homeless	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Homelessness	CDBG: \$29,444 HOME: \$118,474 ESG: \$211,174	Tenant-based rental assistance / Rapid Rehousing: 108 Households Assisted Homeless Person Overnight Shelter: 250 Persons Assisted Homelessness Prevention: 5200 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
6	Enforce Fair Hsg Laws & Supp Res Dev that Adv Div	2020	2025	Affordable Housing	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Cooridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Affordable Housing Homelessness Homeownership	CDBG: \$110,888	Rental units constructed: 5 Household Housing Unit
7	Promote Economic Development	2020	2025	Non-Housing Community Development	Waterfront District Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Economic Development	CDBG: \$684,989	Facade treatment/business building rehabilitation: 7 Business Jobs created/retained: 23 Jobs Businesses assisted: 70 Businesses Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
8	Revitalize and Strengthen Neighborhoods	2020	2025	Affordable Housing	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Neighborhood Revitalization	CDBG: \$183,804 HOME: \$296,423	Homeowner Housing Added: 10 Household Housing Unit Homeowner Housing Rehabilitated: 10 Household Housing Unit Direct Financial Assistance to Homebuyers: 20 Households Assisted
9	Improve Public Facilities and Infrastructure	2020	2025	Non-Housing Community Development	Waterfront District Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Economic Development Public Facilities and Infrastructure	CDBG: \$987,113	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 5200 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
10	Expand Public Services and Other Supportive Svcs	2020	2025	Non-Homeless Special Needs Non-Housing Community Development	Waterfront District Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)	Homelessness Neighborhood Revitalization Public Services and Other Supportive Services	CDBG: \$413,178	Public service activities other than Low/Moderate Income Housing Benefit: 73539 Persons Assisted

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Create and Preserve Deed-Restricted Affordable Hsg
	Goal Description	Initiatives to support implementation of the 2021 “Housing Lynn” Plan and other efforts to: develop new deed-restricted rental housing units with an emphasis on affordability for households at or below the Lynn local median income (which is significantly below the metropolitan wide Area Median Income) and special needs populations; expand workforce housing; secure adequate capital and operating funds for LHAND’s state and federally assisted public housing portfolio; and, secure resources and undertake other activities to recapitalize and preserve existing, deed restricted affordable housing including expiring use developments.

2	Goal Name	Reduce Hsg Cost Burdens & Improve Housing Cond.
	Goal Description	Initiatives to reduce housing cost burdens and improve housing conditions for renters with a priority for households at or below the Lynn local median income including: tenant-based rental assistance programs; initiatives to prevent displacement and respond to the COVID-19 pandemic; housing stability and eviction prevention activities; initiatives to ensure building safety, improve building conditions and promote climate resilience, energy efficiency and sustainability.
3	Goal Name	Preserve & Expand Affordable Homeownership Opp.
	Goal Description	Initiatives to expand first time homebuyer opportunities and to improve health and safety issues for existing low and moderate-income homeowners with a priority for households earning at or below the Lynn local median income.
4	Goal Name	Increase Special Needs Housing Opportunities
	Goal Description	Initiatives to make housing accessible for persons with disabilities and to provide a range of options that include housing and services for special needs populations.
5	Goal Name	Reduce Homelessness
	Goal Description	Initiatives coordinated by the Lynn Continuum of Care to prevent and end homelessness among residents of Lynn. These include focusing on specific at-risk populations such as youth and young adults, families, survivors of domestic violence, and elders, as well as addressing the need to ensure racial equity across the homeless system.
6	Goal Name	Enforce Fair Hsg Laws & Supp Res Dev that Adv Div
	Goal Description	Initiatives to prevent housing discrimination, support neighborhood diversity and promote a welcoming and open community for all residents.
7	Goal Name	Promote Economic Development
	Goal Description	Initiatives to improve the City's economy, mitigate economic impacts of the COVID-19 pandemic, reduce income inequality, expand business activity, improve the competitiveness of the Lynn workforce, upgrade regional and local public transportation options, promote private market investment and maximize public benefits resulting from development activity. This includes efforts to incubate and grow small businesses, including artists and the creative industry.

8	Goal Name	Revitalize and Strengthen Neighborhoods
	Goal Description	Initiatives to revitalize and strengthen Lynn’s Downtown, Waterfront, Market Street Gateway, Washington Street Gateway, Central Lynn, Boston Street Corridor and other areas including potential development sites identified in the “Housing First” report. This goal supports equitable development that fosters safe and diverse neighborhoods; advances climate resilience; development of transit-oriented housing and other mixed use projects; development of market rate and mixed-income housing with a focus on deed-restricted housing that is affordable to households earning less than the Lynn local area median income; leveraging of new private investments; reinvestments in existing homes and multi-family developments; and, improvements to public safety and quality of life.
9	Goal Name	Improve Public Facilities and Infrastructure
	Goal Description	Initiatives to improve public facilities, improve the climate resilience and sustainability of Lynn’s infrastructure and make other necessary improvements and upgrades to municipal buildings, parks and infrastructure.
10	Goal Name	Expand Public Services and Other Supportive Svcs
	Goal Description	Initiatives to respond to the many supportive service needs of Lynn’s residents including special needs populations. This goal encompasses many objectives including mitigating the negative health and economic impacts of COVID-19 and providing needed services to public housing residents, seniors, at-risk youth, linguistic minorities, victims of domestic violence and other groups.

Projects

AP-35 Projects – 91.220(d)

Introduction

The City and its subgrantees will implement a wide array of housing, economic development and community development programs and activities during City Fiscal Year 2025. Each of these programs and activities supports and relates to the priority needs and objectives identified in the five-year Consolidated Plan.

Projects

#	Project Name
1	Summer Youth Employment
2	Community Policing Program
3	Lynn Parks & Recreation
4	Lynn Special Needs Camp
5	Lynn Special Games
6	Teen Drop In Center
7	Community Outreach Program
8	GLSS Phoenix Food Hub Expansion - SNAP Application Assistance
9	Curwin Youth Education & Recreation Program (LHAND)
10	HALT (Harmony Among Lynn Teens) Conference
11	The Brickyard Collaborative Youth Boat Building
12	Building Bridges Through Music - STREAM
13	Lynn Community Connections Coalition - Young Adults Working Towards Success
14	Raw Art Works Teen Leads
15	HAWC - Domestic Violence Intervention and Prevention
16	LYSOA Youth Community Impact Program
17	The Highlands Coalition - Tackling Food Insecurity
18	PPAL Friday Family Support Group (FFSG)
19	College Application Education Project, Inc. (CAEP) Youth Mentor & College Preparation
20	Community Minority Cultural Center (CMCC) Cultural/Community Programming
21	Cultural Latina Dance Academy (CLDA)
22	North Shore Juneteenth Educational Program and Frederick Douglas Reading
23	East Lynn Little League Equipment Shed
24	Boys & Girls Club of Lynn STEAM Dream
25	YMCA Middle School Student Support Services
26	West Lynn Little League Youth Baseball

#	Project Name
27	Pine Hill Little League (PHLL) Youth Baseball
28	Lynn Youth Hockey Ice Hockey
29	New American Association of Massachusetts (NAAM) Youth Program
30	Pathways Adult Basic Education & Workforce Development Programing
31	United Lynn Pride Awareness 2025
32	Northeast Legal Aid Legal Assistance to Microenterprises
33	Commercial Facade Program
34	Lynn Main Streets Microenterprise Assistance - Social Media Digital Marketing Technical Assistance P
35	Neighborhood Stabilization
36	Rehabilitation Loans and Grants
37	Affordable Housing Rehabilitation
38	Homeownership Assistance Programs
39	HOME - Homeownership Assistance Programs
40	HOME - Rehabilitation Loan & Grant Programs
41	HOME CHDO (Community Housing Development Organization)
42	HOME - Neighborhood Stabilization (Construction & Rehab)
43	HOME - Tenant Based Rental Assistance (TBRA)
44	ESG FFY24 Lynn
45	Activity Delivery - Community Facilities
46	Activity Delivery - Housing
47	Activity Delivery - Public Services
48	General Administration
49	HOME Administration
50	Activity Delivery Economic Development
51	McManus Field
52	NAAM Vocational Readiness Program for New Americans
53	Wyoma Little League Tarp Purchase for Reinfuss Field
54	Salvation Army Youth SmART Center
55	Greater Lynn Babe Ruth Youth Baseball

Table 7 - Project Information

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

The funding priorities of this Action Plan are the same as those outlined in the Strategic Plan.

Any changes to future allocation priorities will be outlined in subsequent Action Plans. Obstacles to addressing underserved needs are also outlined in the Strategic Plan and in Section AP-75 of this Annual Action Plan, and will be updated in subsequent Action Plans if they change.

The City intends to continue to invest in needed programs on a citywide basis, while prioritizing economic development and housing activities in the local target areas and at potential development sites including those identified in the Housing Lynn report. As identified through multiple community planning processes, the basis by which the City allocates investments geographically is to focus on currently underutilized locations in and around higher density neighborhoods that present the largest opportunity to generate economic development and housing benefits for low and moderate-income residents and the broader community. The City and its residents have numerous needs and not enough funding to address them all. By focusing on priority areas, the City can maximize impact per dollar spent.

The primary barriers to additional affordable housing in Lynn are the extremely limited funding available from federal and state government sources; the high cost of land and housing in the local and regional markets; the limited availability of land for development; and, the aged conditions of a majority of the housing stock. While the Massachusetts Subsidized Housing Inventory (SHI) indicates that over 12% of the City's housing inventory is subsidized, therefore exceeding the state minimum threshold of 10% under Chapter 40B, there remains a very significant affordability issue in the community with a majority of low-income renters paying more than 30% of income towards housing costs. The Housing Lynn report identified a framework for future development intended in part to address this need.

See also section MA-40 of the Consolidated Plan for further discussion of needs, priorities and strategies to remove barriers to affordable housing.

AP-38 Project Summary
Project Summary Information

1	Project Name	Summer Youth Employment
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$59,000
	Description	The Summer Youth Employment Program offers summer employment for Lynn youth ages 16-21. The program helps City youth become ambitious workers and dependable individuals. Last summer 164 youth were employed through the program, a majority of which were from low/moderate income families. The positions run six to seven weeks, 25 hours per week. Employment consists of light construction activities and outdoor clean crews at selected sites in the City. Additionally, private businesses in the City provide clerical job training opportunities to improve participant work skills.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	The Summer Youth Employment Program offers summer employment for Lynn youth ages 16-21. The program will benefit approximately 300 Lynn youth, a majority of which are low/moderate income.
	Location Description	Lynn Department of Community Development, Room 311, Lynn City Hall, Lynn, MA 01901
	Planned Activities	The Summer Youth Employment Program offers summer employment for Lynn youth ages 16-21. The program helps City youth become ambitious workers and dependable individuals. Employment consists of light construction activities and outdoor clean crews at selected sites in the City. Additionally, private businesses in the City provide clerical job training opportunities to improve participant work skills.
2	Project Name	Community Policing Program
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$30,000

	Description	This public safety program will provide additional police coverage in Lynn's Downtown area and selected target neighborhoods throughout the City during peak hours of activity. The program will provide additional foot patrols in the most crime-ridden areas to enhance the safety of businesses, customers and residents. The goal of the program is to reduce crime by connecting with the community on a personal level and engaging the community as part of the solution to criminal behavior. Officers will patrol selected areas on a more frequent basis and interact directly with local individuals to address related public safety concerns. The Community Policing Initiative will benefit over 28,000 individuals, a majority of which are low/moderate income.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	The Community Policing Initiative will benefit over 28,000 individuals, a majority of which are of low/moderate income.
	Location Description	Lynn Police Department, 300 Washington Street, Lynn, MA 01902
	Planned Activities	This public safety program will provide additional police coverage in Lynn's Downtown area and selected target neighborhoods throughout the City during peak hours of activity. The program will provide additional foot patrols in the most crime-ridden areas to enhance the safety of businesses, customers and residents. The goal of the program is to reduce crime by connecting with the community on a personal level and engaging the community as part of the solution to criminal behavior. Officers will patrol selected areas on a more frequent basis and interact directly with local individuals to address related public safety concerns.
3	Project Name	Lynn Parks & Recreation
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,400
	Description	Lynn Parks & Recreation provides recreational programming for Lynn youth. Program activities include Unified basketball program, Monday evening Track and Field program, Summer Evening Basketball program, Field trips and special events, Art and Crafts
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	CDBG funds in the amount of \$3,400.00 will support this program which will benefit approximately 1,665 youth, a majority of which are low/moderate income.
	Location Description	Lynn DPW 250 Commercial Street Lynn, MA 01905
	Planned Activities	CDBG funds will be used to help defray cost for admissions to various venues and bus transportation. Along with other expenses throughout the year for sporting supplies, arts and crafts supplies, Disc Jockey and Entertainers, DVD player and staff shirts.
4	Project Name	Lynn Special Needs Camp
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,000
	Description	The Lynn Special Needs Camp provides recreational programming for Lynn youth with special needs. Program activities include field trips, special events, outdoor play, and arts and crafts.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	CDBG funds in the amount of \$3,000.00 will support this program which will benefit approximately 62 youth, a majority of which are low/moderate income individuals.
	Location Description	Lynn DPW 250 Commercial Street Lynn, MA 01905
	Planned Activities	CDBG funds will be used to help defray cost for admissions to various field trip venues, bus transportation, camper and staff shirts, sports play equipment, arts and crafts supplies, and entertainment/disc jockey costs.
5	Project Name	Lynn Special Games
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,600

	Description	The Lynn Special Games is a field day event that provides recreational programming for Lynn youth with special needs. Program activities include track and field games and sporting events. Events include: an obstacle course, soccer, basketball, bean bag toss, the broad jump, ring toss and moon bounce. All participants are presented with a medal at the conclusion of the special events by City Officials.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	CDBG funds in the amount of \$2,600.00 will support this program which will benefit approximately 400 youth who are enrolled in Special Education or Adaptive Physical Education classes. A majority of youth are low/moderate income individuals.
	Location Description	Lynn DPW 250 Commercial Street Lynn, MA 01905
	Planned Activities	CDBG funds will be used for event expenditures which include a DJ, Photo Booth, inflatable equipment, and the cost of pony rides/interaction.
6	Project Name	Teen Drop In Center
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$1,500
	Description	The Lynn Teen Drop In Center is hosted weekly for youth to engage in recreational programming during after school and evening hours. Activities include playing sports, games, listening to music, and guest speakers.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	CDBG funds in the amount of \$1,500.00 will support this program which will benefit approximately 875 youth, a majority of which are low/moderate income individuals
	Location Description	Lynn DPW 250 Commercial Street Lynn, MA 01905
	Planned Activities	CDBG funds will be used for event expenditures which will include first aid supplies, pizza and water.
7	Project Name	Community Outreach Program
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)

Goals Supported	Expand Public Services and Other Supportive Svcs
Needs Addressed	Public Services and Other Supportive Services
Funding	CDBG: \$10,000
Description	<p>The Community Development and the Lynn Parks & Recreation Department will coordinate a Community Movie & Resource Program, providing free and local family movies for Lynn residents. The program will offer both passive and active recreational opportunities primarily to Lynn Youth. This activity is an eligible public service activity and meets the national objective set forth in Section 570.208 (a) (1) Area benefit activities. The activity is also consistent with the Annual Action Plan goal to "Expand Public Services and Other Supportive Services". Four summer movies will be held at the Goldfish Pond Park, Barry Park, Red Rock Park, and Manning Field. A free movie will also be held in the Lynn Auditorium during the annual Lynn Common Tree Lighting Ceremony in December. At all of these events, various resources tables are set up to engage and educate the community in areas such as of safety, physical health, mental health, education, housing, and financial literacy. Representation from various City departments and agencies may include Lynn Police, Lynn Fire, Lynn Public Health, Mayors Office, Community Development, Lynn Public Schools, Lynn Public Library, and Lynn Housing & Neighborhood Development. Other non and for-profit agencies are also invited to these events to provide free services and resources to the public (e.g. financial institutions, colleges). The purpose of this program is to improve the quality of life in Lynn's neighborhoods and to engage the diverse community in specific neighborhoods. CDBG funds in the amount of \$10,000.00 will be used for movie rentals, projector equipment rentals and temporary provision of porta-potties at selected sites. Funds allocated for this project will have a citywide benefit, benefiting approximately 5,000 persons, a majority of whom will be of low/moderate income.</p>
Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	CDBG funds will support this program which will service 5,000 individuals, a majority of which are low/moderate income individuals.
Location Description	Lynn Department of Community Development, Room 311, Lynn City Hall, Lynn, MA 01901

	Planned Activities	CDBG funds in the amount of \$10,000.00 will be used for movie rentals, projector equipment rentals, and temporary provision of porta-potties at selected sites. Funds allocated for this project will have a citywide benefit, benefiting approximately 5,000 persons, a majority of whom will be of low/moderate income.
8	Project Name	GLSS Phoenix Food Hub Expansion - SNAP Application Assistance
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$16,660
	Description	Phoenix Food Hub (PFH) is dedicated to aiding Lynn residents confronting food insecurity, regardless of the underlying factors such as financial constraints, accessibility issues, challenges in food preparation and storage, or a lack of knowledge about nutritional requirements. Currently, PFH provides various food distribution programs and nutritional counseling to guide individuals in exploring potential food resources. Recognizing the critical importance of this mission early in PFH's operations, there is a significant focus on strengthening its capacity, particularly in offering targeted assistance for the Supplemental Nutrition Assistance Program (SNAP). This involves providing PFH consumers with the necessary personnel and support to navigate SNAP requirements and successfully secure benefits.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	CDBG funds will support this program which will service 100 persons within the year, 100% being of low/moderate income.
	Location Description	Greater Lynn Senior Services, 8 Silsbee Street, Lynn, MA 01901

	Planned Activities	<p>Phoenix Food Hub (PFH) plans to continue existing services and expand to meet community needs. Firstly, to continue offering bilingual support, particularly in assisting SNAP applications throughout the community, ensuring that language barriers do not hinder access to essential benefits. SNAP supports are a critical need for the community. Other intended plans for FY25 include piloting a transportation voucher system enabling individuals with limited transportation access to visit the on-site Food Pantry. Also, expanding the use of the PFH space, offering community programs and collaborating with various organizations is envisioned.</p> <p>CDBG funds will support partial staff salary and fringe, program supplies to include envelopes, and operating costs to include telephone and postage.</p>
9	Project Name	Curwin Youth Education & Recreation Program (LHAND)
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$4,000
	Description	<p>The Curwin Youth Education & Recreation Program provides a comprehensive plan of recreational and educational activities for the youth of Curwin Circle, a public housing development containing 279 units of federally assisted housing for low-income residents. The program provides positive outlets for the youth and incorporates LHANDs anti-drug and violence mission. This program is an important tool in the LHANDs commitment to reduce the incidences of drug use and drug related violence in Curwin Circle. The programs main goals are to offer positive choices and provide healthy alternatives to the negative, self-destructive spiral of drug abuse and street violence and foster the development of a strong family living environment for the youth residing at Curwin Circle. This activity is expected to serve approximately 275 youth ages 5-22 of which 100% are low/moderate income and a majority are from a minority group.</p>
	Target Date	6/30/2025
Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to serve approximately 275 youth ages 5-22, of which 100% are low/moderate income and a majority of which are from a minority group.	

	Location Description	92 Curwin Circle, Lynn, MA 01902
	Planned Activities	CDBG funds will support program supplies to include learning resources, books, computers, recreational supplies, balls, game tables, and sports equipment. Funds will also support field trip costs to include admission and transportation. In addition, it will provide partial support of the staff salary.
10	Project Name	HALT (Harmony Among Lynn Teens) Conference
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$1,481
	Description	The annual HALT (Harmony Among Lynn Teens) Conference is a free event for Lynn Teens that includes workshops based on healthy choices for teens, community resource tables geared towards teens, contests, guest speakers, recreational activities. The HALT Conference is held yearly at a local school (typically Lynn Tech High School). The cafeteria and surrounding classrooms are used for workshops and resource tables and the gym is used for a basketball tournament that follows the workshops. The Lynn Housing Authority teams up with the Lynn Police Department and Lynn Parks and Recreation to help run the event. Girls Inc. also partner with LHA for the event.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to serve approximately 300 teens (aged 12-18), of which 83% are low/moderate income.
	Location Description	92 Curwin Circle Lynn, MA 01905
	Planned Activities	CDBG funds will used to assist with the HALT Conference event supplies to include recreational supplies, basketballs, games, entertainment, disc jockey, refreshments, t-shirts, water bottles, and advertising of the event.
11	Project Name	The Brickyard Collaborative Youth Boat Building
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services

	Funding	CDBG: \$1,700
	Description	The Brickyard Collaborative programming brings boatbuilding to Lynn youth ages 10 to 18. The program is available to any students from 5th grade on, working through Lynn Public Schools, LEAP, the REAL Program, Kayak and Sail Lynn, RAW Arts, and any others interested. The boat building program equips and staffs a safe, dedicated space in our shop for students to work. Program plans include teaching product design, prototyping and micro-manufacturing marine hardware and other marine products with student's designs in CAD, prototyping with 3D printing, forge and foundry, and other resources.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to serve approximately 50 youth ages 10 to 18 of which 100% are low/moderate income.
	Location Description	60 Western Ave, Lynn, MA 01905
	Planned Activities	CDBG funds will support programming to include the purchase of additional tools (e.g. SawStop table saw, Grizzly drum sander, Milwaukee M18 screw guns with batteries). In addition, funding will support intern salaries to help with builds and finishing processes.
12	Project Name	Building Bridges Through Music - STREAM
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,153

	Description	Building Bridges Through Music STREAM (Science- Technology- Reading- Engineering-Arts-Music/Math) Integrative Arts Program builds a bridge for at-risk youth using literacy and music. Many low-income children in Lynn lack the most basic literacy skills. BBTM engages their interest in academics with music; however they must learn to read. This project incorporates such subjects as math, science, language arts and history, as they are infused into music theory, song writing and production. Participants develop social skills, self-confidence and team building capabilities. Performance of their expressive creations is the outcome resulting in greater understanding of creative and critical thinking; the learning process in general; improvement of language arts, math and science. The project is consistent with the City's goal to increase the number of at risk youth with access to comprehensive arts and education while promoting cultural diversity throughout Lynn.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to service 40 youth, 93% being of low/moderate income.
	Location Description	Building Bridges Through Music, 93 Euclid Avenue, Lynn, MA 01902
	Planned Activities	CDBG funds will support programming to include office supplies, printed materials, music and technology equipment, program materials, field trip costs and transportation, space, insurance, and telephone. Funds will also assist with a portion of program staff costs.
13	Project Name	Lynn Community Connections Coalition - Young Adults Working Towards Success
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,626

	Description	The Lynn Community Connections Coalition (LCCC) would like to build off programming to support the community. LCCC created a Lynn resource book; aiming to be a resource in the community by sharing and connecting community members to services and resources. The Young Adults Working Towards Success project is a next step at addressing the need for housing and employment for young adults. LCCC will focus on increasing opportunities in employment and housing for young adults ages 18-24. Programming will involve working throughout the year supporting young adults with workshops such as budgeting, employment, and case management. Surveys with local landlords and businesses to match up young adults to potential housing and employment opportunities will also be completed. This will allow landlords, businesses, the LCCC and the young adults that we've been working with to come together for a service fair that can lead to permanent employment and stable housing. The goal of this proposal is to set the young adults up for success.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This program will service 100 individuals, 80% being of low/moderate income.
	Location Description	39 Curwin Terrace, Lynn, MA 01905 and Lynn Museum 590 Washington Street Lynn, MA 01901
	Planned Activities	CDBG funds will support program supply costs to include space rental, food and refreshments, printed program materials, marketing materials and flyers, and program participant kits (kits include but not limited personal hygiene items needed for employment interviews, permit and license materials, folders to place important documents, basic cleaning and laundry supplies).
14	Project Name	Raw Art Works Teen Leads
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,100

	Description	Raw Art Works is a nationally recognized, community-based youth arts organization that uses the power of the arts to nurture growth in at-risk children and teenagers. The RAW Teen Leads Program is a, 27-year strong, paid leadership development program for teens in Lynn. Recognizing that the skills needed for success in adult life are often established in adolescence, RAW will provide 16 Lynn youth annually with the opportunity to receive leadership, social-emotional, and workforce development skills as a Teen Lead. RAW Teen Leads assist RAW staff and art therapists in leading 14 weekly visual arts groups for youth in elementary and middle school during the school-year and 10 groups over the summer serving a total of 150+ youth served year round. Additionally, the Teen Leads work with 400+ more youth and families through RAW's community programs and activities, including RAW's mobile outreach program, VanGo! Our Teen Leads serve as youth ambassadors at a variety of city functions
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This program will service 566 Lynn youth, 88% being of low/moderate income.
	Location Description	37 Central Square, Lynn, MA 01901
	Planned Activities	CDBG funds will support RAW Teen Lead program staff salary costs.
15	Project Name	HAWC - Domestic Violence Intervention and Prevention
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,156

	Description	HAWC will provide comprehensive domestic violence services to Lynn residents out of our office at 20 Central Ave., Suite 511. While the bulk of services are in person in Lynn, we continue to offer a hybrid model with both virtual and in person services available to meet the needs of clients. HAWC also serves clients out of the Lynn District Court as well as in close partnership with Lynn Community Health Center. Our programs include a 24-hour hotline, emergency shelter, individual and group counseling, legal services, legal advocacy, elder services, community outreach, and a Parent Child Trauma Recovery Program. HAWC provides coverage 5 days per week at the Lynn District Court for clients seeking Legal Advocacy such as restraining orders.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity will service 675 victims of abuse, 100% being of low/moderate income
	Location Description	Lynn HAWC office, 20 Central Avenue, Suite 511, Lynn, MA 01901
	Planned Activities	CDBG funds will support program staff salary and fringe and telephone services
16	Project Name	LYSOA Youth Community Impact Program
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$5,000
	Description	LYSOAs Youth Community Impact (YCI) teaches youth to take responsibility for their actions and promotes self-sufficiency by involving youth in planning and participating in community events and community revitalization as part of court-mandated community service. LYSOA will continue building on the project that was supported with CDBG funding last. LYSOA will build the capacity of this program by expanding access to coordinated Case Management services to YCI participants and their families.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to service 40 youth, 88% being of low/moderate income.
	Location Description	312A Union Street, Lynn, MA 01901
	Planned Activities	CDBG funds will support program staff salary and fringe expenses. Funds will also assist with cost of snacks for youth who visit the drop in center
17	Project Name	The Highlands Coalition - Tackling Food Insecurity
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$1,361
	Description	Highlands Coalition Inc. operates community gardens in the City, growing food and distributing to families in need. The Tackling Food Insecurity: Free Community Gardens and Youth Clubs to Encourage Healthy Eating program will provide the following: 1. Free Monthly Grocery Delivery for Seniors: Establish a program offering free grocery delivery support to senior citizens who lack means to visit pantries. This ongoing initiative ensures a consistent and reliable source of essential food items for vulnerable seniors in our community.2. Community Garden Sponsorship: Provide sponsorship for community garden beds and associated costs to support low-income community members across all locations. This initiative aims to empower residents to grow their own fresh produce, fostering self-sufficiency and food security.3. Healthy Eating Youth Clubs: Host free Healthy Eating Youth Clubs at all four locations, catering to the youth residing in each respective constituency. These clubs will serve as educational platforms promoting the importance of a nutritious diet and healthy lifestyle choices among the younger population.4. Vegetable Delivery for Vulnerable Populations: Launch a vegetable delivery program specifically targeting elders and individuals with chronic diseases. By delivering free vegetables on a regular basis, we aim to support their nutritional needs.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to service 1,500 individuals, 100% being of low/moderate income.

	Location Description	112 Exchange Street Lynn MA 01902, And Essex Street, Lynn Tech High school, High Rock Tower Park, and Warren Street Playground community gardens.
	Planned Activities	CDBG funds will support programing supplies to include groceries and van lease expenses during entire year for food delivery.
18	Project Name	PPAL Friday Family Support Group (FFSG)
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,957
	Description	The Friday Family Support Group (FFSG) exists to provide children with Serious Emotional Disorders (SED) and other special health care needs, their parents and siblings with support in their community. The Group meets weekly on Friday nights, year-round, at the Lynn YMCA and provides recreational activities while also aiming to address social skills, acceptance and personal development. The goal of the FFSG is to keep families of SED children thriving in the community.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity is expected to service 150 individuals, 93% being of low/moderate income
	Location Description	Lynn YMCA, 20 Neptune Blvd, Lynn, MA 01902
Planned Activities	CDBG funds will support programming supplies (arts, crafts, games, paper goods), field trip costs to include transportation, storage space for program supplies, refreshments for participants.	
19	Project Name	College Application Education Project, Inc. (CAEP) Youth Mentor & College Preparation
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,000

	Description	College Application Education Project, Inc. offers many resources to help high school students succeed. We care about students holistically, and through our mentoring programs, students build confidence, enforce positive behavior and engage in healthy relationships. Through consultation with parents and teachers, gaps or trouble areas are identified. Students may receive tutoring in these specific subjects. Participants also receive training in how to apply to college through workshops with admissions personnel. Finally, CAEP offers students opportunities for enrichment as they plan activities for peers and participate in service projects.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This activity will service 45 individuals, 89% being of low/moderate income.
	Location Description	4 Adams Street Extension, Lynn, MA 01902
	Planned Activities	CDBG funds will support program costs to include books, office supplies, computers, insurance costs, copy services, field trip costs, and staff salary.
20	Project Name	Community Minority Cultural Center (CMCC) Cultural/Community Programming
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$8,000

	Description	The Community Minority Cultural Center (CMCC) programming will include: 1. Incubator Small Business Development Center2. Basic Computer Training Classes3. Performing Arts and Music Center4. Informational Portal5. The CMCC Small Business Incubator Program is a program designed to support local low-income and disadvantaged populations in starting and growing their own businesses. The program provides a range of services, including business planning, marketing, financial management, and access to capital. The program is aimed at helping entrepreneurs overcome the challenges of starting and growing a business.6. Expose Youth to Arts, Entertainment & Culture by having field trips and bringing in Prominent Speakers, Poets, Authors and Performers. Such as: The National AA Museum of Culture, Smithsonian Museum, Museum of Fine Arts, the MLK Embrace Monument, and Symphony Hall.7. Basic Computer Classes for professional growth
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that this activity will service 2,800 individuals, 89% being of low/moderate income.
	Location Description	298 Union Street, Lynn, MA 01901
	Planned Activities	CDBG funds will support salary expense for program staff, and operating expenses to include cleaning supplies, computers, insurance, rent of space, utilities, telephone and internet.
21	Project Name	Cultural Latina Dance Academy (CLDA)
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$1,256
	Description	Cultural Latina Dance Academy Inc is a nonprofit organization teaching children and teens dance. Programming will provide affordable dance classes to our community which will include scholarships to family with special financial needs
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that this activity will service 130 individuals, 92% being of low/moderate income
	Location Description	25 Exchange Street Lynn, MA 01901
	Planned Activities	CDBG funds will support operating and supply expenses to include rents, utilities, insurance, transportation, costumes, speakers, electronics, and costumes
22	Project Name	North Shore Juneteenth Educational Program and Frederick Douglas Reading
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$3,085
	Description	North Shore Juneteenth Association Inc. is organized to create awareness about the Juneteenth holiday, educate the broader community about positive aspects of Black American culture, and dismantle racism by using events and programming as a tool for change. North Shore Juneteenth Association hosts educational events throughout the year to engage and educate the community. These include the annual City of Lynn Juneteenth flag raising ceremony which commemorates the freedom of enslaved Black Americans and the annual Frederick Douglas Reading during which the 4h of July speech given by Douglas is recited. Events feature artists and speakers providing enrichment and education. Programming raises awareness and creates opportunities for reflection on the many positive contributions Black Americans have added to our country and to renew our commitment to being inclusive of all cultures in our community.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that this activity will service 300 individuals, a majority of which are low/moderate income
	Location Description	Lynn City Hall One City hall Square Lynn, MA 01901 And Frederick Douglas Park and 590 Washington Street Lynn, MA 01901

	Planned Activities	CDBG funds in the amount of \$2,185 will support the annual Juneteenth flag rising. CDBG funds in the amount of \$851.00 will support the Frederick Douglas Reading event. Total CDBG funds of \$3,036 will assist with event costs such as sound system rental, printed materials, children’s activities supplies, sound system operation, and DCR park fees; as well as program operating costs to include program insurance and staff salary.
23	Project Name	East Lynn Little League Equipment Shed
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550
	Description	East Lynn Little League provides instructional and recreational baseball programming for youth. Programming provides the opportunity for children to learn how to win and also lose with dignity, how to be good teammates and how to be disciplined. The League serves youth who live in the East Lynn Area and have been proudly doing so since 1951.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	East Lynn Little League provides instructional and recreational baseball programming for youth. Programming provides the opportunity for children to learn how to win and also lose with dignity, how to be good teammates and how to be disciplined. The League serves youth who live in the East Lynn Area and have been proudly doing so since 1951.
	Location Description	Clark Street Park
	Planned Activities	CDBG funds will be used to purchase a storages shed for equipment
24	Project Name	Boys & Girls Club of Lynn STEAM Dream
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550

	Description	Boys & Girls Club of Lynn serves youth ages 6-18 years old. Programming is focused on core values Academic Success, Healthy Lifestyles, and Good Character & Leadership. These are introduced to them by club staff whom they have bonded with outside of a strict school setting. Programs offered allow our members access to knowledge and guidance that they may not have comfortable access to elsewhere. The Boys & Girls Club of Lynn understands the value of a positive adult role model to mentor our members. The impact of providing mentors to marginalized populations enhances our ability to assist in the development of relationships that are built around acceptance, foster continuous growth and ultimately create a support system for our youth. Creating these secure, comfortable relationships with our members of the club has been a staple in our success of recruitment and retention for these out of school program initiatives. The BGCL will enhance the STEAM Dream Initiative. This mission of STEAM Dream is to deliver high quality STEAM programming to our members ages 6-18. Funds will go directly towards outfitting the STEAM lab with materials and supplies needed to create engaging hands-on activities. Funds will also support increasing our technology to child ratio by providing more accessible technology for our youth.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that this activity will service 453 individuals, 100% being of low/moderate income
	Location Description	25 North Common Street Lynn, MA 01901
	Planned Activities	CDBG funds will support the STEAM Dream Initiative assisting with STEAM kits for participants, and in house presentation equipment and supplies.
25	Project Name	YMCA Middle School Student Support Services
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550

	Description	The Lynn YMCA will provide memberships to all interested Lynn Middle Schoolers and support the activities of the Lynn YMCA Teen Center, which seeks to engage youth in safe, enriching activities to keep them off the city streets and away from risky behaviors such as gang activity and substance use. As gang violence in Lynn continues to rise, it is essential to provide interventions that steer youth away from gang activity before they get sucked in. Middle school youth are a highly vulnerable population at a critical crossroad, dangling between childhood and their volatile teenage years. They are too old for afterschool programs and seek independence as they begin to develop their identities but are not yet mature enough to make informed decisions when faced with peer pressure. The proposed services will serve as an essential first line of defense in keeping these youth from going down a dangerous road that leads to poor life outcomes. Instead, youth will be engaged in Positive Youth Development programming that is designed to support them as they transition into adulthood and help them build academic as well as social-emotional skills that will set them up for lifelong success
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 youth will be served, 90% being of low/moderate income.
	Location Description	40 Neptune Blvd & 20 Neptune Blvd. Lynn, MA 01901
	Planned Activities	CDBG funds will support program staff salary and fringe.
26	Project Name	West Lynn Little League Youth Baseball
	Target Area	Boston Street Corridor
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550
	Description	West Lynn Little League provides instructional and recreational baseball programming for youth. The program teaches and practices baseball skills and drills. Youth play on a team with their peers and work together. Baseball promotes not only physical activity but also a sense of community and the importance of being a part of a team.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	Approximately 150 youth will be served, 83% being of low/moderate income.
	Location Description	West Lynn Field at Barry Park
	Planned Activities	Instructional and recreational youth baseball. CDBG funds will assist with program supplies to include baseballs and safety equipment.
27	Project Name	Pine Hill Little League (PHLL) Youth Baseball
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550
	Description	PHLL provides instructional and recreational baseball programming for youth. PHLL provides the basic fundamentals of baseball from the t-ball to Major division. They are supervised by CORI-approved adults that can give them basic to advanced knowledge of the sport, safety precautions, and rules and regulations implemented by Little League, International
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 youth will be served, 83% being of low/moderate income
	Location Description	Gallagher Park
	Planned Activities	Instructional and recreational youth baseball. CDBG funds will assist with program supplies to include baseballs, bats, and safety equipment. Funding will also assist with operating expenses to include office supplies and program insurance.
28	Project Name	Lynn Youth Hockey Ice Hockey
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550

	Description	Lynn Youth Hockey Association provides Instructional Hockey, House League and Travel Programs are offered to boys and girls of preschool through age 18.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 200 youth will be served, 65% being of low/moderate income.
	Location Description	Connery Ice Rink 190 Shepard St, Lynn, MA
	Planned Activities	CDBG funds will assist with program supplies to include pucks, training equipment, and uniforms. Funding will also assist with operating expenses such as ice costs and printed materials.
29	Project Name	New American Association of Massachusetts (NAAM) Youth Program
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550
	Description	New American Center (NAC) Youth Program operates year-round programming for immigrant and refugee youth. During the school year, this includes play groups for toddlers, drop-in afterschool programming, tutoring, mentoring, summer programs, and more. During the summer we run a comprehensive 5-week summer program for students entering grades K-12. All of these programs and services are offered free of charge. Funding will complement this pre-existing work by allowing us to buy supplies and materials to support these programs.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 100 youth will be served, 100% being of low/moderate income.
	Location Description	NAAM, 330 Lynn, Suite 302, Lynn, MA 01901
	Planned Activities	CDBG funds will assist with program supplies
30	Project Name	Pathways Adult Basic Education & Workforce Development Programing
	Target Area	Central Lynn

	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,047
	Description	Pathways provides Adult Education Programming, English for Speakers of Other Languages, and Workforce Development training for low-income residents of Lynn. Pathways will serve approximately 300 students with Adult Education (AE) services next year with ABE classes in three different levels, including a Spanish HiSet class and ESOL classes in five different levels, including a braided native language (Spanish) literacy/ESOL class. Pathways will offer basic education and English language classes with Workforce Development skills braided throughout our core curriculum. They will work individually, in classrooms, through workshops and in small groups to help our students define their educational and career goals and then provide them the support and skills they need to work towards those goals. We know that education and language are key to finding and keeping living wage employment.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Pathways assist 300 individuals, 100% being of low/moderate income
	Location Description	Pathways, 330 Lynnway, Suite 302, Lynn, MA 01901
	Planned Activities	CDBG funds will assist with program operating costs; rent.
31	Project Name	United Lynn Pride Awareness 2025
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$1,600
	Description	The United Lynn Pride festivities are a welcoming series of events to be held in the month of June to celebrate and uplift the LGBTQIA residents in Lynn, MA. Our events in 2023 included our annual Pride Flag Raising Ceremony, Rainbow Bridge Lighting, Paint Night, Panel Discussion, Youth Pride Event & more. We anticipate this year's, 2024, and in 2025 for events to include the same, and potentially additional activities.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	Funds allocated for this project will have a citywide benefit, benefiting approximately 1,000 persons.
	Location Description	Multiple locations in Lynn, MA
	Planned Activities	CDBG funds will assist with program supplies and stipends for artists, performers, youth workers, and speakers
32	Project Name	Northeast Legal Aid Legal Assistance to Microenterprises
	Target Area	Market Street Gateway Washington Street Gateway Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Promote Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$32,000
	Description	Northeast Legal Aid, Inc. (NLA) operates a robust Community Development and Entrepreneurship Unit with 1.5 staff attorneys, committed to providing free legal assistance to small businesses, startups, and entrepreneurs in Lynn. Our comprehensive services include business formation, drafting contracts, navigating commercial real estate leases, addressing employment law matters, offering trademark assistance, among other law-related business matters. The Community Development and Entrepreneurship Unit also conduct community outreach activities and provide free legal trainings for small business owners. The unit aims to strengthen its impact by expanding community outreach initiatives for very small businesses and low-income entrepreneurs. Additionally, we plan to enhance local partnerships with business development programs, fostering a supportive ecosystem for aspiring entrepreneurs. Our objective is to encourage and assist low-income individuals contemplating the establishment of a small business, thereby promoting economic growth and job creation within local communities. NLA's Community Development and Entrepreneurship Unit strives to be a reliable legal resource for Lynn residents, addressing a wide spectrum of small business-related legal issues to contribute to the overall development and prosperity of the community.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	NLA estimates 30 businesses owners will be assisted, 100% of which will be of low/moderate income.
	Location Description	181 Union St. #201A Lynn, MA 01901
	Planned Activities	CDBG funds in the amount of \$32,000.00 will support this program assisting with staff salary and fringe for one staff attorney
33	Project Name	Commercial Facade Program
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Promote Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$10,000
	Description	The Commercial Facade Program provides assistance to businesses in the city with a focus on the downtown area for the purpose of upgrading and coordinating signage and storefront improvements to enhance the aesthetic appearance and economic vitality of the area. The maximum grant available is \$4,000.00. It is estimated that approximately 3 businesses will benefit from the Commercial Facade Program. CDBG funds in the amount of \$10,000 will be used to provide grants to businesses in the City. Grant funding will be expended within the fiscal year.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 3 businesses owners will be assisted, 51% of which will be of low/moderate income.
	Location Description	Lynn Department of Community Development, 3 City Hall Square, Lynn City Hall, Room 311, Lynn, MA 01901
	Planned Activities	CDBG funds in the amount of \$10,000.00 will support this program to assist approximately three businesses to upgrade and complete signage and storefront improvements.
34	Project Name	Lynn Main Streets Microenterprise Assistance - Social Media Digital Marketing Technical Assistance P
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)

	Goals Supported	Promote Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$32,000
	Description	Lynn Main Streets (LMS) will implement and expand programming, which promotes and supports local businesses and City organizations in downtown Lynn. LMS, in partnership with our community collaborators, has surveyed area business owners to gauge the immediate and individual local business needs. Common issues include the need to drive increased foot traffic and tourism, and creating and maintaining a useful and informative online presence through websites, social media, and a business directory. LMS targeted initiatives include: <ul style="list-style-type: none"> • Designing and launching social media campaigns to drive marketing traffic as well as foot traffic to support local businesses including a focus on businesses of color • Expanding and refining the Lynn Main Streets Business Directory. • Designing and implementing a number of targeted initiatives aimed to support tourism in downtown Lynn.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Lynn Main Streets estimates 50 businesses owners will be assisted, 76% of which will be of low/moderate income.
	Location Description	Various locations in downtown, including the Cultural District
	Planned Activities	CDBG funds will assist with program costs to include staff salary and fringe, operating costs to include office space rent and insurance, and program supplies to include social media tools and props
35	Project Name	Neighborhood Stabilization
	Target Area	Central Lynn
	Goals Supported	Create and Preserve Deed-Restricted Affordable Hsg Enforce Fair Hsg Laws & Supp Res Dev that Adv Div Revitalize and Strengthen Neighborhoods
	Needs Addressed	Neighborhood Revitalization
	Funding	CDBG: \$56,815

	Description	Non-profit organizations and housing developers can utilize CDBG funds to purchase and rehabilitate existing housing or acquire and construct new housing units to sell to potential first-time homebuyers or to create new affordable rental units. It is estimated that approximately 2 units will be created through this process. CDBG funds in the amount of \$56,815.00 will support this program.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that approximately 2 units will be created through this process
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902
	Planned Activities	Non-profit organizations and housing developers can utilize CDBG funds to purchase and rehabilitate existing housing or acquire and construct new housing units to sell to potential first time homebuyers or to create new affordable rental units. It is estimated that approximately 2 units will be created through this process.
36	Project Name	Rehabilitation Loans and Grants
	Target Area	Central Lynn
	Goals Supported	Reduce Hsg Cost Burdens & Improve Housing Cond. Increase Special Needs Housing Opportunities Revitalize and Strengthen Neighborhoods
	Needs Addressed	Neighborhood Revitalization
	Funding	CDBG: \$80,000

<p>Description</p>	<p>LHAND administers rehabilitation grant and loan programs as follows: Rehab Loan Program provides: Direct Loan: Owner-occupants of 1-to-4-unit residential buildings, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$30,000.00 loan at 3% interest for the cost of eligible repairs with a 5 - 15-year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single-family home are eligible for a \$30,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a 1-to-4-unit residential building are eligible for a \$30,000 deferred loan at 0% in order to make any unit in their home handicap accessible. Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a 1-to-4-unit residential building is eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds. It is estimated that 3 homeowners will be assisted during FY25 utilizing \$30,000.00 in grant funds and \$50,000 in Program Income to support these programs to support these programs.</p>
<p>Target Date</p>	<p>6/30/2025</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>It is estimated that 3 homeowners will be assisted during FY25 utilizing \$30,000.00 in grant funds and \$50,000 in program income to support these programs.</p>
<p>Location Description</p>	<p>Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902</p>

	Planned Activities	<p>LHAND administers rehabilitation grant and loan programs as follows: Rehab Loan Program provides: Direct Loan: Owner-occupants of 1 to 4 unit residential buildings, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$30,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15 year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single family home are eligible for a \$30,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a 1 to 4 unit residential building are eligible for a \$30,000 deferred loan at 0% in order to make any unit in their home handicap accessible. Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a 1-4 unit residential building are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds.</p>
37	Project Name	Affordable Housing Rehabilitation
	Target Area	Central Lynn
	Goals Supported	<p>Create and Preserve Deed-Restricted Affordable Hsg Preserve & Expand Affordable Homeownership Opp. Increase Special Needs Housing Opportunities Revitalize and Strengthen Neighborhoods</p>
	Needs Addressed	<p>Neighborhood Revitalization Affordable Housing</p>
	Funding	CDBG: \$25,000
	Description	<p>Non-profit organizations can utilize CDBG funds to rehabilitate existing low moderate housing units in an effort to continue to provide safe, energy efficient and affordable decent housing. \$25,000.00 in CDBG funds will be used to support this program. It is anticipated that approximately 3 units will be rehabilitated through this process</p>
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is anticipated that approximately 3 units will be rehabilitated through this process.

	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902
	Planned Activities	Non-profit organizations can utilize CDBG funds to rehabilitate existing low moderate housing units in an effort to continue to provide safe, energy efficient and affordable decent housing.
38	Project Name	Homeownership Assistance Programs
	Target Area	Central Lynn
	Goals Supported	Create and Preserve Deed-Restricted Affordable Hsg Preserve & Expand Affordable Homeownership Opp. Revitalize and Strengthen Neighborhoods
	Needs Addressed	Homeownership
	Funding	CDBG: \$20,000
	Description	LHAND administers one homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a 1 to 4 residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Homebuyers will be eligible for an amount necessary to make the home more affordable. The funding will be a 0% amortized loan and payable when the house is sold or transferred. The assistance is only for down-payment, closing costs, increasing energy efficiency and the correction of code violations. This program is available city wide. It is estimated that 2 households will benefit from this funding
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 2 households (est. 1 minority households) will be served during FY25 utilizing \$20,000.00 funds.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902

	Planned Activities	LHAND administers one homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a 1-4 residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Homebuyers will be eligible for an amount necessary to make the home more affordable. The funding will be a 0% amortized loan and payable when the house is sold or transferred. The assistance is only for down-payment, closing costs, increasing energy efficiency and the correction of code violations. This program is available city wide. It is estimated that 2 households will benefit from this funding.
39	Project Name	HOME - Homeownership Assistance Programs
	Target Area	Central Lynn
	Goals Supported	Create and Preserve Deed-Restricted Affordable Hsg Preserve & Expand Affordable Homeownership Opp.
	Needs Addressed	Homeownership
	Funding	HOME: \$120,000
	Description	LHAND administers one homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a 1-4 residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Homebuyers will be eligible for an amount necessary to make the home more affordable. The funding will be a 0% amortized loan and payable when the house is sold or transferred. The assistance is only for down-payment, closing costs, increasing energy efficiency and the correction of code violations. This program is available city wide. It is estimated that 6 households will benefit from this funding.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 6 first-time homebuyers will benefit from this program.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902

	Planned Activities	LHAND administers one homebuyer programs as follows: Realizing the Dream of Homeownership is meant to expand the affordability of homeownership to eligible first-time buyers whose savings and income are inadequate to meet certain costs associated with the purchase of a 1-4 residential property. This program is available city wide and the resources from this program will be in the form of a second mortgage. Homebuyers will be eligible for an amount necessary to make the home more affordable. The funding will be a 0% amortized loan and payable when the house is sold or transferred. The assistance is only for down-payment, closing costs, increasing energy efficiency and the correction of code violations. This program is available city wide. It is estimated that 6 households will benefit from this funding.
40	Project Name	HOME - Rehabilitation Loan & Grant Programs
	Target Area	Central Lynn
	Goals Supported	Increase Special Needs Housing Opportunities Revitalize and Strengthen Neighborhoods
	Needs Addressed	Neighborhood Revitalization
	Funding	HOME: \$150,000
	Description	LHAND administers rehabilitation grant and loan programs as follows: Rehab Loan Program provides: Direct Loan: Owner-occupants of a single family, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$30,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15-year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single-family home are eligible for a \$30,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a single family are eligible for a \$30,000 deferred loan at 0% in order to make any unit in their home handicap accessible. Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a single family are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds. It is estimated that 6 homeowners will be assisted utilizing \$100,000.00 in HOME funds and \$50,000 in Program Income to support this program.

	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 6 homeowners will be assisted utilizing \$100,000.00 in HOME funds and \$50,000.00 in Program Income to support these programs.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902
	Planned Activities	<p>LHAND administers rehabilitation grant and loan programs as follows:</p> <p>Rehab Loan Program provides: Direct Loan: Owner-occupants of a single family, city-wide with a priority given to residents located within LHANDs Neighborhood Revitalization Area (NRA), are eligible for a \$30,000 loan at 3% interest for the cost of eligible repairs with a 5 - 15 year repayment period. Elderly Deferred: Elderly owner-occupants (over 62 years old) who own a single family home are eligible for a \$30,000 deferred loan at 0% for the cost of eligible repairs. Priority will be given to improving energy efficiency and the correction of code violations. Handicap Accessibility: Owner-occupants who own a single family are eligible for a \$30,000 deferred loan at 0% in order to make any unit in their home handicap accessible.</p> <p>Grant Program provides: Development Area Grant: Residents located within the designated Development Area who own a single family are eligible for a grant of up to \$5,000 for eligible exterior repairs. Program is based on availability of funds. Target Area Grant: Residents located within the designated Target Area, who own a single-family residential unit, are eligible for a grant of up to \$5,000 for eligible exterior repairs. This program is based on availability of funds.</p>
41	Project Name	HOME CHDO (Community Housing Development Organization)
	Target Area	Central Lynn
	Goals Supported	Preserve & Expand Affordable Homeownership Opp.
	Needs Addressed	Affordable Housing
	Funding	HOME: \$117,608
	Description	LHAND provides HOME funds to eligible Certified CHDOs to provide affordable homeownership and rental opportunities. This program will benefit 4 individuals. Proceeds from the resale of housing units can be reused by the CHDO for similar activities. HOME funds in the amount of \$117,608.05 will support this program.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	This program will benefit 4 individuals.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902
	Planned Activities	LHAND provides HOME funds to eligible Certified CHDOs to provide affordable homeownership and rental opportunities. This program will benefit 4 individuals. Proceeds from the resale of housing units can be reused by the CHDO for similar activities. HOME funds in the amount of \$117,608.05 will support this program.
42	Project Name	HOME - Neighborhood Stabilization (Construction & Rehab)
	Target Area	Central Lynn
	Goals Supported	Create and Preserve Deed-Restricted Affordable Hsg Preserve & Expand Affordable Homeownership Opp. Revitalize and Strengthen Neighborhoods
	Needs Addressed	Neighborhood Revitalization
	Funding	HOME: \$300,000
	Description	Non-profit organizations and Housing Developers can utilize HOME funds to purchase & rehabilitate existing housing or acquire and construct new housing units to sell to potential first-time homebuyers or to create new affordable rental units. Proceeds from the resale of the housing units will go back into a revolving fund to reuse for additional projects. It is anticipated that approximately 10 units will be created through this process. HOME funds in the amount of \$300,000.00 will support this program.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is anticipated that approximately 10 units will be created through this process.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902

	Planned Activities	Non-profit organizations and Housing Developers can utilize HOME funds to purchase & rehabilitate existing housing or acquire and construct new housing units to sell to potential first time homebuyers or to create new affordable rental units. Proceeds from the resale of the housing units will go back into a revolving fund to reuse for additional projects.
43	Project Name	HOME - Tenant Based Rental Assistance (TBRA)
	Target Area	Central Lynn
	Goals Supported	Reduce Homelessness Revitalize and Strengthen Neighborhoods
	Needs Addressed	Affordable Housing Homelessness
	Funding	HOME: \$68,040
	Description	This program, as part of the agency's Housing First initiative, is meant to assist qualified families transitioning out of DTA emergency shelters into permanent housing that pay a disproportionate share of their income toward housing costs (rent and utilities), unaccompanied high school youth identified as at-risk by the Lynn School Department, elders identified by Greater Lynn Senior Services as victims of abuse and/or neglect, grandparents acting as parents, working families residing in HOME-funded developments located within the city's Neighborhood Revitalization Area (NRA) and Housing First. LHAND will provide these households with a housing grant per month to help pay their rent for a period of one (1) year. LHAND will assist 4 clients under this program. HOME funds in the amount of \$68,040.24 will support this program.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	LHAND will assist 4 clients under this program.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902

	Planned Activities	This program is meant to assist qualified families who have difficulty meeting their rental payments and who pay a disproportionate share of their income toward housing costs (rent and utilities), unaccompanied high school youth identified as at-risk by the Lynn School Department, elders identified by Greater Lynn Senior Services as victims of abuse and/or neglect, grandparents acting as parents, working families residing in HOME-funded developments located within the city's Neighborhood Revitalization Area (NRA) and Housing First. LHAND will provide these households with a housing grant per month to help pay their rent for a period of one (1) year. LHAND will assist 4 clients under this program. HOME funds in the amount of \$68,040.55 will support this program.
44	Project Name	ESG FFY24 Lynn
	Target Area	Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Reduce Homelessness
	Needs Addressed	Homelessness
	Funding	ESG: \$181,852

<p>Description</p>	<p>The city will allocate 181,852.00 towards ESG activities under the shelter, street outreach, homelessness prevention, and administration components. Shelter ComponentThe City will allocate \$89,111.20 towards the emergency shelter component. Dollars will be allocated towards shelter operations and essential services carried out at the Multi-Service Center and Haven Project locations. The Multi-Service Center currently houses four non-profit tenants that provide supportive services for Lynn's homeless and at-risk individuals: My Brother's Table, Lynn Shelter Association, Healthy Streets Outreach Program and the Essex County Sheriff's Department. \$79,111.20 in ESG funds will be available to provide operational services at this facility. The Haven Project will receive \$10,000.00 in ESG funds for operational expenses related to its Drop-In Center for Homeless Young Adults. The program offers support and services to young adults of Lynn who do not have a safe and stable living environment and will serve approximately 300 individuals. Street Outreach ComponentThe City will allocate \$10,000.00 in ESG funds to The Haven Project to assist operating costs and staff salary/fringe for street outreach services which will serve approximately 300 individuals. The City will allocate \$10,000.00 in ESG funds to The Lynn Community Health Center (LCHC) to assist with operating costs and staff salary/fringe for medical mobile van outreach services which will serve approximately 100 individuals. Homelessness Prevention ComponentThe City will allocate \$59,102.80 in ESG funds to Lynn Housing Authority Development Group (LHADG) to assist financial assistance payments to individuals. Financial assistance may include first and last month's rent, security deposits, and or short-term rental assistance. Assistance may also include rent arrears up to 6 months look-back. This activity will serve approximately 25 individuals. Administration Component The City will allocate \$13,638.00 towards administration expenditures.</p>
<p>Target Date</p>	<p>6/30/2025</p>
<p>Estimate the number and type of families that will benefit from the proposed activities</p>	<p>Approximately 725 individuals experiencing or at risk of experiencing homelessness will be serviced by the aforementioned activities.</p>

	<p>Location Description</p>	<p>Shelter</p> <p>Multi-Service Center, 100 Willow Street, Lynn, MA 01901</p> <p>Haven Project 57 Munroe Street Lynn, MA 01901</p> <p>Homelessness Prevention</p> <p>Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902</p> <p>Street Outreach Component</p> <p>Haven Project 57 Munroe Street Lynn, MA 01901</p> <p>LCHC 269 Union Street Lynn, MA 01901</p> <p>Administration</p> <p>Community Development, Lynn City Hall, Room 311, Lynn, MA 01901</p>
	<p>Planned Activities</p>	<p>ESG funds will be allocated for shelter operations at the Multiservice Center, operational costs for the drop in center for homeless youth at the Haven Project, operational costs for street outreach to homeless youth, operational costs for medical street outreach for homeless individuals, financial assistance payments to assist individuals at risk of homelessness, and administration costs.</p>
45	<p>Project Name</p> <p>Target Area</p> <p>Goals Supported</p> <p>Needs Addressed</p> <p>Funding</p> <p>Description</p> <p>Target Date</p> <p>Estimate the number and type of families that will benefit from the proposed activities</p> <p>Location Description</p> <p>Planned Activities</p>	<p>Activity Delivery - Community Facilities</p> <p>Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)</p> <p>Improve Public Facilities and Infrastructure</p> <p>Public Facilities and Infrastructure</p> <p>CDBG: \$411,702</p> <p>Activity delivery costs include staff costs associated with providing Community Facilities projects.</p> <p>6/30/2025</p> <p>Activity delivery costs include staff costs associated with providing Community Facilities activities. Number and types of persons served will be reported under each community facility project. It is estimated that 5,000 persons will be assisted by community facilities activities.</p> <p>Community Development, Lynn City Hall, Room 311, Lynn, MA 01901</p> <p>Activity delivery costs include staff costs associated with providing Community Facilities activities.</p>

46	Project Name	Activity Delivery - Housing
	Target Area	Central Lynn
	Goals Supported	Reduce Hsg Cost Burdens & Improve Housing Cond. Preserve & Expand Affordable Homeownership Opp. Increase Special Needs Housing Opportunities Enforce Fair Hsg Laws & Supp Res Dev that Adv Div Revitalize and Strengthen Neighborhoods
	Needs Addressed	Neighborhood Revitalization Affordable Housing
	Funding	CDBG: \$290,040
	Description	Activity delivery costs in the amount of \$290,040.00 include staff costs associated with providing housing activities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Activity delivery costs in the amount of \$290,040.00 include staff costs associated with providing housing activities. Persons served will be reported under each housing activity project. It is estimated that 3 units, 5 households and 2 homeowners will be assisted by housing activities
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902
	Planned Activities	Activity delivery costs in the amount of \$290,040 include staff costs associated with providing housing activities.
47	Project Name	Activity Delivery - Public Services
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$43,566
	Description	Activity delivery costs in the amount include staff costs associated with carrying out Public Service activities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Activity delivery costs in the amount of include staff costs associated with providing Public Service activities. Number and type of persons served will be reported under each public service activity It is estimated that 46,446 persons will be assisted by public service activities

	Location Description	Community Development, Lynn City Hall, Room 311, Lynn, MA 01901
	Planned Activities	Activity delivery costs include staff costs associated with providing Public Service activities
48	Project Name	General Administration
	Target Area	Market Street Gateway Washington Street Gateway Boston Street Corridor Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Create and Preserve Deed-Restricted Affordable Hsg Reduce Hsg Cost Burdens & Improve Housing Cond. Preserve & Expand Affordable Homeownership Opp. Increase Special Needs Housing Opportunities Reduce Homelessness Enforce Fair Hsg Laws & Supp Res Dev that Adv Div Promote Economic Development Revitalize and Strengthen Neighborhoods Improve Public Facilities and Infrastructure Expand Public Services and Other Supportive Svcs
	Needs Addressed	Economic Development Public Facilities and Infrastructure Public Services and Other Supportive Services Homelessness
	Funding	CDBG: \$421,764
	Description	General planning/administrative expenses
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Number and type of persons served will be reported under individual CDBG activities. It is estimated that 46,446 persons, 83 businesses, 2 households, 5 units and 3 homeowners will be assisted with CDBG funds.
	Location Description	Community Development, Lynn City Hall, Room 311, Lynn, MA 01901
	Planned Activities	General planning/administrative expenses
49	Project Name	HOME Administration
	Target Area	Central Lynn

	Goals Supported	Create and Preserve Deed-Restricted Affordable Hsg Preserve & Expand Affordable Homeownership Opp. Increase Special Needs Housing Opportunities Reduce Homelessness Revitalize and Strengthen Neighborhoods
	Needs Addressed	Neighborhood Revitalization Affordable Housing Homelessness Homeownership
	Funding	HOME: \$78,405
	Description	HOME administrative expenses in the amount of \$78,405.36
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	HOME planning/administrative expenses. Accomplishments reported under all other HOME funded activities.
	Location Description	Lynn Housing Authority and Neighborhood Development, 10 Church Street, Lynn, MA 01902
	Planned Activities	General planning/administrative expenses
50	Project Name	Activity Delivery Economic Development
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Promote Economic Development
	Needs Addressed	Economic Development
	Funding	CDBG: \$42,561
	Description	Activity delivery costs include staff costs associated with providing Economic Development activities.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	Activity delivery costs include staff costs associated with providing Economic Development Activities. Accomplishments will be reported under each economic development activity. It is estimated that 83 businesses will be assisted as a result of economic development activities
	Location Description	Community Development, Lynn City Hall, Room 311, Lynn, MA 01901

	Planned Activities	Activity delivery costs in the amount of \$42,560.73 include staff costs associated with providing Economic Development activities
51	Project Name	McManus Field
	Target Area	Central Lynn
	Goals Supported	Improve Public Facilities and Infrastructure
	Needs Addressed	Public Facilities and Infrastructure
	Funding	CDBG: \$491,694
	Description	Funding will be used to undertake a variety of physical improvements to enhance active and passive recreational activities at this currently underutilized park. CDBG funds will support the overall project cost.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that over 5,000 individuals will utilize park amenities with the majority of users being of low and moderate income
	Location Description	McManus Field 137 Commercial Street Lynn, MA 01905
	Planned Activities	Funding will be used to undertake a variety of physical improvements (to include an upgrade to the irrigation systems) to enhance active and passive recreational activities at this currently underutilized park. CDBG funds will support the overall project cost.
52	Project Name	NAAM Vocational Readiness Program for New Americans
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$4,000

	Description	The New American Association of Massachusetts (NAAM) Vocational Readiness Program for New Americans will support economic growth in Lynn industries by equipping Lynn residents, specifically those from immigrant and refugee backgrounds, with the skills they need to be competitive in the job market for industries with a documented need for skilled workers. Lynn's immigrant and refugee population has been particularly hard hit by the COVID-19 pandemic and the ensuing economic repercussions; this program will help these workers develop and match their skills to the specific requirements for industries in which they are interested, namely driving and healthcare. Skills-based training and vocational ESOL classes will equip participants with the skills they need for these fields. Participants will receive one-on-one guidance to support them as they navigate employment systems, set goals for their future career plans, and remove barriers to employment. Participants will benefit from a highly personalized model, which will allow them to achieve their desired outcomes.
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that 50 individuals, 96% of whom are low to moderate income, will be assisted.
	Location Description	330 Lynnway, Suite 302, Lynn, MA
	Planned Activities	CDBG funds will support costs for program staff salary and fringe as well as job training (to include driving lessons, CDL classes, and CNA and HHA certifications).
53	Project Name	Wyoma Little League Tarp Purchase for Reinfuss Field
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550
	Description	Wyoma Little League provides instructional and recreational baseball programming for youth. The league will purchase a tarp, which would be used to protect the Reinfuss Field infield. The tarp will assist in allowing players to complete a full season of intended games.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	This program will service 215 individuals, a majority being of low/moderate income.
	Location Description	Reinfuss Field Broadway Lynn MA
	Planned Activities	CDBG funds will assist with the cost of a tarp field covering.
54	Project Name	Salvation Army Youth SmART Center
	Target Area	Central Lynn Downtown Lynn (including Lynn Downtown Cultural District)
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$1,500
	Description	The Salvation Army Lynn Corps offers after-school homework and educational enrichment drop-in programming for children ages 6 to 12 from the City of Lynn at its Youth SmART Center. Programming includes assistance with homework, arts & craft time, and recreation in our gym. A "whole child" approach fosters the academic, nutritional, social-emotional, physical, and spiritual growth of disadvantaged youth
	Target Date	6/30/2025
	Estimate the number and type of families that will benefit from the proposed activities	This program will serve 30 youth, 100% being of low/moderate income
	Location Description	1 Franklin St. Lynn, MA 01902
	Planned Activities	CDBG funds will support operating expenses for the SmART Center, including supporting staff salaries and program supplies.
55	Project Name	Greater Lynn Babe Ruth Youth Baseball
	Target Area	Central Lynn
	Goals Supported	Expand Public Services and Other Supportive Svcs
	Needs Addressed	Public Services and Other Supportive Services
	Funding	CDBG: \$2,550
	Description	Greater Lynn Babe Ruth Baseball provides organized recreational baseball programming for youth ages 13-18.
	Target Date	6/30/2025

	Estimate the number and type of families that will benefit from the proposed activities	This program will serve 125 youth, 70% being of low/moderate income
	Location Description	90 O'Callaghan Way Lynn, MA 01905
	Planned Activities	CDBG funds will assist with program supplies to include baseballs and operating expense to include insurance and umpire fees

AP-50 Geographic Distribution – 91.220(f)

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

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

Downtown Lynn (including Lynn Downtown Cultural District)

- Waterfront District
- Market Street Gateway
- Washington Street Gateway
- Central Lynn

Boston Street Corridor

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

Geographic Distribution

Target Area	Percentage of Funds
Waterfront District	1
Market Street Gateway	5
Washington Street Gateway	5
Boston Street Corridor	6
Central Lynn	39
Downtown Lynn (including Lynn Downtown Cultural District)	44

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

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

Discussion

Please see above.

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

As discussed in the Consolidated Plan, the lack of affordable, quality housing is the most significant and common housing problem in Lynn, and it impacts both renters and homeowners. As housing costs increase without a corresponding rise in incomes, housing issues such as cost burdens, overcrowding, unsuitable housing, and homelessness can reasonably be expected to increase. Please see the Consolidated Plan for additional information.

One Year Goals for the Number of Households to be Supported	
Homeless	100
Non-Homeless	1,750
Special-Needs	100
Total	1,950

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

One Year Goals for the Number of Households Supported Through	
Rental Assistance	1,890
The Production of New Units	10
Rehab of Existing Units	20
Acquisition of Existing Units	30
Total	1,950

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

Discussion

Please see above and the City's Consolidated Plan for additional information.

AP-60 Public Housing – 91.220(h)

Introduction

Over the course of the Annual Plan period, Lynn Housing Authority & Neighborhood Development (LHAND) will implement a series of activities to address the needs of its public housing stock and of LHAND residents and voucher program participants as further described in the PHA Annual Plan submitted to HUD.

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

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

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

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

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

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

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

LHAND is not designated as troubled.

Discussion

See above discussion.

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

Introduction

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

The Lynn CoC has been in existence for approximately 28 years and has brought over \$50,000,000 in housing and support services to the City. The Lynn CoC coordinates the development and submission of the yearly consolidated McKinney-Vento application for funds to HUD and currently receives in excess of \$2 million annually. The Lynn CoC has developed a comprehensive housing and supportive services delivery system consisting of emergency shelter, transitional housing and permanent supportive housing units for both individuals and families. A total of 1,265 housing and shelter beds have been brought on line over a multi-year period. Sub-populations provided housing includes the chronically homeless, families with children, homeless individuals, veterans, survivors of domestic violence, and unaccompanied youth. Supportive services include prevention and outreach activities, case management, legal advocacy, job training and employment, representative payee, alcohol/substance abuse, mental health, educational services, meal programs, housing search, and general health care programs.

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

Reaching out to homeless persons (especially unsheltered persons) and assessing their

individual needs

As previously discussed in the City's Consolidated Plan under SP-60 Homelessness Strategy, the Lynn Shelter Association (LSA) is the central outreach point for Lynn's CoC. It may be accessed through Lynn CoC referrals, self-referrals, and street outreach workers. Case managers are available for walk-ins as well as by appointment. While accessing services is encouraged, it is not mandatory. The City will continue to provide ESG funding to support a Street Advocate overseen by the LSA. In addition, the City will continue to fund operational costs of LSA's day program, a source for outreach and assessment activities located in Lynn's Multi-Service Center.

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

Eliot Community Human Services, through its Aggressive Street Outreach (ASO) program provides street-based assistance to homeless individuals who live on the streets and rarely or never use shelters. Tangible items such as food and blankets are offered in an effort to build trust while engaging individuals to accept mental health services, benefit assistance, and housing support.

The CoC's goals and objectives are highlighted below and build upon the previous work of the City and the Lynn CoC.

Addressing the emergency shelter and transitional housing needs of homeless persons

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

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

Community Development (DCD) and Veterans Services Office will remain active within the Lynn CoC.

Emergency shelter and supportive services are provided by the Lynn Shelter Association (LSA). The Lynn Shelter provides emergency housing to homeless men and women over the age of eighteen. LSA also provides emergency housing for families each night at the Bridge House, the Green House & the Independence House Family Shelters. The City will continue to support a Street Advocate as well as fund space at the City's Multi-Service Center.

In addition, Eliot Community Human Services' shelter specialists, working out of the Lynn Shelter, provide supportive services to the homeless population in Lynn. Also, the Eliot Community Human Services' Project for Assistance in Transition from Homelessness (PATH) provides mental health assessment, treatment, advocacy, benefit assistance, DMH referrals, housing assistance and other support services to the adult homeless population.

The City and the Lynn CoC implements a Coordinated Entry System (CES), which will be available to anyone who is homeless in the City. Homeless individuals and families will be able to go to one location and receive the referrals and assistance needed. This process allows for client tracking and minimizes the risk of duplication of effort or service provision. The Coordinated Entry Specialist will continue to work with agencies to engage them in the CES.

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

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

The City, through the Department of Community Development, will continue to subcontract with Lynn CoC providers to assist families and individuals in existing emergency shelter and transitional housing programs move to permanent housing. The City and the Lynn CoC agencies will work together to secure additional sources of funding to provide permanent housing opportunities. Examples of non-entitlement funding includes State family prevention resources as well as housing vouchers, Family Unification Program (FUP) vouchers, Federal VASH vouchers and Supportive Services for Veterans and their Families (SSVF) funds. In addition, Lynn Housing Authority & Neighborhood Development (LHAND),

the Lynn CoC lead agency, offers a HOME Tenant Based Rental Assistance (TBRA) program and administers a sponsor-based Shelter Care Plus program that houses both homeless individuals and families.

The City supports a “Housing First” model by addressing the barriers that prevent households from leaving shelter and transitional housing programs and helping clients to move quickly from homelessness to self-sufficiency and independent living. This is accomplished by providing households with security and utility deposits, and short or medium term rental assistance. Clients receive case management targeted to gaining employment and budgeting and financial competency. As previously stated, the Lynn CoC has developed approximately 309 permanent housing beds to serve this population.

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

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

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

The City and the Lynn CoC have built a broad-based and coordinated system of housing resources and supportive services designed to move homeless and “at risk” families and individuals toward permanent housing and economic self-sufficiency. The major services offered include emergency housing

assistance, housing search, housing and support services for abused women and their children, rental assistance, legal services, rep payee, outreach, case management, free meals, alcohol/substance abuse and mental health services all of which are also offered through LHAND's Family Success Center.

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

Discussion

Lynn's strategy to end homelessness is based on the idea that issues surrounding homelessness are best addressed through the coordination of services and by accessing different social service providers that specialize in one particular field, rather than having one agency try to meet all of the needs of the homeless population. The following overall objectives reflect the continuum's policy of facilitating the movement of clients through the Lynn CoC and ensuring that supportive services and housing are provided to homeless individuals and families in an effective and efficient manner.

- Continue to work with regional communities through the North Shore Housing Action Group (NSHAG) to implement regional solutions to the homelessness problem, including encouraging development of supportive housing resources throughout the region.
- Continue working with the Commonwealth and Federal government to best utilize the housing first model and transition project into this approach.
- Reduce and ultimately end chronic homelessness.
- Create additional permanent housing, job training, employment and supportive service opportunities for the chronic and other homeless populations focusing on parental support programs for families with children.
- Facilitate access to housing, health care, nutrition and other supportive services for persons with HIV/AIDS using HOPWA and other available funds.
- Facilitate access to home care, nutrition, housing, transportation, recreation, and medical services for seniors and non-elderly disabled households.
- Apply for VASH and other available vouchers that can be combined with supportive services to address the needs of veterans and other sub-populations.
- Facilitate access to emergency services, counseling, support and permanent housing services for abused women and their children.
- Maintain services for unaccompanied homeless youth.

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

Introduction:

While not all are directly impacted by public policies, barriers to additional affordable housing in Lynn include the extremely limited funding available from federal and state government sources; the high cost of land and housing in the local and regional markets; the limited availability of land for development; and, the aged conditions of a majority of the housing stock which increases rehabilitation costs.

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

A key objective of the “Housing Lynn” process was to identify strategies and recommendations to help increase the supply of affordable housing in the City. The report identified an overall vision that “Lynn’s housing will be safe, affordable and accessible. New housing will meet the needs of Lynn residents and increase the strength and vibrancy of neighborhoods. Housing will enable everyone to thrive in a community that is inclusive to all.” This vision is supported by a series of six (6) goals, each of which has implications for affordable housing development, public policy decision-making and resource allocation:

Goal 1: Affordable Housing. Facilitate greater production of housing in Lynn that is deed-restricted to be affordable to residents with incomes below the local median of \$53,500.

Goal 2: Anti-Displacement. Establish protections against displacement for vulnerable residents.

Goal 3: Building Safety. Ensure building maintenance and safety standards are enforced.

Goal 4: Integrated Neighborhoods. Welcome residential development that advances integration and prevent discrimination in tenant practices.

Goal 5: Representative Governance. Increase representation in municipal governance, transparency and engagement in decision-making.

Goal 6: New Development Benefits. Leverage market-rate and mixed-income residential development to meet a range of housing needs, provide community benefits and support economic development.

In addition to these broad goals, twelve (12) priority actions are recommended with respect to housing including, but not limited to: using the City’s zoning ordinance to facilitate development of varied

housing at a range of prices; providing tax incentives for deeper affordability; providing public land for affordable housing development; support Community Development Corporations and other non-profit developments to complement and strengthen Neighborhood Development Associates' efforts to increase the supply of new affordable housing; adopting various policies and initiatives to protect the rights of Lynn renters in a changing real estate market; and, others. The City intends to use this framework to help guide Consolidated Plan funding decisions in the future where applicable.

It should be noted that recent zoning changes have promoted increased density and transit-oriented development in key target areas. The City continues to support development of affordable housing including the recently completed Gateway Residences project, which includes affordable units in a transit-oriented development site. The project supports and enhances the City's broader revitalization goals for the Washington Street Gateway and TDI initiatives.

Discussion:

In addition to the above, the City has reviewed HUD's Interim Final Rule on Affirmatively Furthering Fair Housing (AFFH), which was published in the Federal Register on June 10, 2021. In accordance with the Interim Final Rule, the City and LHAND certify that they will affirmatively further fair housing, to be defined as "taking meaningful actions that, taken together, address significant disparities in housing needs and in access to opportunity, replacing segregated living patterns with racially balanced living patterns, transforming racially or ethnically concentrated areas of poverty into areas of opportunity, and fostering and maintaining compliance with civil rights and fair housing."

AP-85 Other Actions – 91.220(k)

Introduction:

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

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

Actions planned to address obstacles to meeting underserved needs

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

In addition, the Lynn CoC plans to continue its efforts to: reduce and ultimately eliminate homelessness, respond to the needs of homeless individuals and families, and prevent homelessness among at-risk populations. Examples of related projects include programs offered by the Lynn Shelter Association and the Lynn Multi Service Center.

Actions planned to foster and maintain affordable housing

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

Actions planned to reduce lead-based paint hazards

Through LHAND, the City will continue to work with the state and City's health department to identify children with elevated blood levels in order to prioritize and abate lead hazards and also to proactively

address the dangers of lead-based paint found in the aging housing stock. LHAND will continue to administer the Lynn Lead Abatement Program (LLAP) utilizing 2019 competitive grant fund. The agency will also continue to enforce lead-based paint policy for all Housing Choice Voucher program leasing.

As discussed in Section SP-65 of the Consolidated Plan, LHAND is currently administering the Lynn Lead Abatement Program (LLAP). More than 400 homes will be de-leaded through a \$9.3 million grant funded in 2019 by the US Department of Housing & Urban Development. While the City has estimated that over \$450 million will be needed to eliminate lead paint hazards, this grant will make a major contribution to addressing the problem. Created to make homes safer for low-income families, the goal of the LLAP is to provide lead paint abatement for low and moderate income individuals in order to create decent, safe, and affordable housing for all Lynn residents while ensuring that low-income families no longer have to choose between a lead safe environment for their children and housing they can afford. Eligibility requirements for participation in the grant program will require that a property be located in the four designated high impact census tracts in the City of Lynn. The tracts identified that will have the highest impact on reducing lead paint are 2070, 2062, 2061, 2055. This program provides:

A one-time grant averaging \$11,000 per unit to perform lead hazard abatement in eligible properties.

- Initial Lead Inspection and a re-inspection with dust wipe test.
- Relocation assistance for occupants when necessary.
- Letter of Full De-leading Compliance.
- Healthy Homes funding to address any additional health hazard as deemed necessary by LHAND.

Over more than 10 years LHAND has successfully utilized HUD grant funds to provide a range of services, including inspections; testing of children under the age of six; de-leading of units, common areas and exteriors; relocation; contractor education; and other services. From 2009 through 2018, Lynn received \$9.1 million in HUD funds to make more than 600 homes safe. During this period, LHAND surpassed its benchmarks and received a high performing grant status.

In addition, LHAND also ensures that homes occupied by families with rental vouchers that have children under the age of 6 are lead safe by providing pre-occupancy inspections, connecting owners to lead remediation resources and other efforts. For additional information, please see the complete version of the Annual Action Plan, which is included as an attachment.

Actions planned to reduce the number of poverty-level families

Achieving a reduction in the number of families living in poverty remains a key goal of the City and its community partners. This objective is reflected in the Consolidated Plan strategic goals and priorities such as the focus on creating affordable housing for households at or below the local median income, and has helped shape the City's response to the COVID-19 pandemic.

As discussed in Section SP-70 of the Consolidated Plan, the consequences of poverty are borne by individual families and by a wide range of community systems including police, health care, schools and other vital institutions. As the City has limited resources to comprehensively address this issue, coordinating responses and leveraging resources through public-private partnerships are essential, as is a more far reaching commitment on the part of the state and federal governments. National and regional economic factors and trends outside of the City's control have an enormous impact on the extent of poverty in Lynn, i.e. the rate of poverty rises or falls based on the strength or weakness of the broader economy.

Lynn has an extensive network of qualified, mission-driven agencies that work continuously to address and mitigate issues related to poverty. Many agencies are partially supported with limited entitlement resources provided by the federal government, including Lynn CoC agencies. Collectively, Lynn CoC agencies provide an extensive set of programs and services that are intended to both respond to the needs of persons living in poverty and to provide opportunities to work towards economic self-sufficiency. A detailed discussion of CoC programs and policies and examples of anti-poverty and other services provided to special needs and at-risk populations are provided in the Market Analysis chapter.

A good example of a coordinated program initiative focusing on reducing poverty is the Lynn Family Success Center, which was started in 2014 by LHAND and United Way of Massachusetts Bay and Merrimack Valley in partnership with the Lynn Public Schools. The Lynn Family Success Center model is based on research that demonstrates that individuals who benefit from a center-based approach that offers bundled services and coaching are far more likely to increase their income, net worth or credit scores. The center also works to identify homeless children, and children at-risk of homelessness, and connect them to academic support and resources, and to also connect their families to the financial stability services. LHAND's housing and case management programs, services for veterans, CoC centralized intake services, partner agencies that provide child care resources and family nurturing programs for grandparents, fathers and families, and the planning coalitions for homeless services in the region are based at the Center.

For additional information, please see the complete version of the Annual Action Plan, which is included as an attachment.

Actions planned to develop institutional structure

The City and LHAND have a highly capable housing and community development delivery system, in partnership with a large network of non-profit organizations that deliver services to residents. The City

will continue to coordinate the use of CDBG, HOME, and ESG funding for economic development, housing development, and social services through the DCD, LHAND, and the Lynn CoC. A network of qualified and committed local agencies will continue to be essential partners in the delivery system.

As discussed in Section MA-30 of the Consolidated Plan, since its inception, the various organizations which comprise the Lynn CoC have built a broad-based and coordinated system of housing resources and supportive services designed to move homeless families and individuals toward permanent housing and economic self-sufficiency. The main fundamental services that Lynn CoC member organizations provide to homeless families and individuals under the categories prevention, outreach, and supportive services include emergency housing assistance, housing search, housing and support services for abused women and their children, rental assistance, legal services, rep payee, outreach, case management, free meals, alcohol/substance abuse and mental health services.

The City's Veterans Services Office, which is represented on the Lynn CoC, oversees services for veterans eligible for financial assistance under MGL c. 115 which supports services and housing resources to low income veterans. Housing assistance may include short-term rental assistance, back rent, utility assistance, first and last month rent or security deposits to prevent homelessness. Veterans not eligible for MGL c. 115 are provided resources from Lynn's CDBG, HOME or ESG programs and/or the state-funded RAFT Program. Health services for veterans are available through the Veterans Outreach Center located in Lynn. The Lynn CoC has been certified by HUD as having achieved functional zero related to veteran homelessness.

Chronically homeless individuals face barriers to obtaining housing because of mental illness and substance and/or alcohol abuse. Oftentimes, these clients do not follow through with referrals and treatments and refuse to accept available services. Other barriers include reductions in funding for existing programs and shortages of mental health, legal and substance abuse services. In the past, Lynn's emergency shelter has been utilized by the chronic homeless as a permanent residence. To reverse this practice, the Department of Community Development (DCD) funds a street advocate who aggressively targets the chronic homeless to transition them out of the shelter system and into transitional and permanent housing.

Today, as a result of this initiative, a permanent housing program for the City's chronic homeless, Great Hill, has housed over thirty (30) individuals, some who have been in the program since its inception. This program has been highly successful and has contributed a steady decline in the number of chronic homeless street population.

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

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

The City recognizes the importance of establishing and maintaining public-private partnerships and coordination with social service agencies. As discussed in Section PR-10 of the Consolidated Plan, DCD and LHAND work collaboratively and on an ongoing basis with a diverse group of housing providers, private industry, and private and governmental health, mental health and service agencies to plan for and address the needs of Lynn residents. As the City's Public Housing Authority, LHAND prepares the annual PHA Plan and is able to directly incorporate the needs and priorities of public and assisted housing residents into its ongoing program planning and implementation initiatives.

Through ongoing coordination initiatives such as the Lynn CoC, Lynn Business Partnership, Citizens Advisory Board and other efforts, the City will continue to reach out to and consult with business owners, major health and social service providers, housing providers including agencies providing services to homeless and at-risk households, organizations serving persons with AIDS and other special needs, state and regional agencies, and other citizens. The input from these consultations is used to inform and develop the goals and strategies for the City and identify resources and activities to address community needs. Continuing to support and foster focused, community-wide partnerships involving citizens, business owners, developers, non-profit providers, and government agencies will be a fundamental and essential component of the City's future strategy.

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

Discussion:

Please see discussions above and additional information included in the complete version of the Annual Action Plan, which is included as an attachment.

Program Specific Requirements

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

Introduction:

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

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

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

Other CDBG Requirements

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

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

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

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

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

See the Resale/Recapture Guidelines, which are included as an attachment to this Annual Action Plan.

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

See the Resale/Recapture Guidelines, which are included as an attachment to this Annual Action Plan.

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

LHAND does not offer this program or any refinancing.

5. If applicable to a planned HOME TBRA activity, a description of the preference for persons with special needs or disabilities. (See 24 CFR 92.209(c)(2)(i) and CFR 91.220(l)(2)(vii)).

6. If applicable to a planned HOME TBRA activity, a description of how the preference for a specific category of individuals with disabilities (e.g. persons with HIV/AIDS or chronic mental illness) will narrow the gap in benefits and the preference is needed to narrow the gap in benefits and services received by such persons. (See 24 CFR 92.209(c)(2)(ii) and 91.220(l)(2)(vii)).
7. If applicable, a description of any preference or limitation for rental housing projects. (See 24 CFR 92.253(d)(3) and CFR 91.220(l)(2)(vii)). Note: Preferences cannot be administered in a manner that limits the opportunities of persons on any basis prohibited by the laws listed under 24 CFR 5.105(a).

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

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

The City of Lynn's ESG Policies and Procedures are attached to this Annual Action Plan.

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

The City and Lynn CoC have built a broad-based and coordinated system of housing resources and supportive services designed to move homeless and at risk families and individuals toward permanent housing and economic self-sufficiency.

The City and the CoC have implemented a Coordinated Entry System (CES), which is available to anyone who is homeless in the City. Homeless individuals and families are able to contact one source and receive the referrals and assistance needed. This process allows for client tracking and minimizes the risk of duplication of effort or service provision. The CES has recently been updated to include bi-weekly case conferencing calls to further assist clients and minimize the length of time homeless. The CES has recently been updated to include bi-weekly case conferencing calls to further assist clients and minimize the length of time homeless.

In addition, the Lynn CoC received an HMIS Capacity Building grant from HUD that has been instrumental in developing new policies and procedures including user training mandates and data quality reviews. Through this grant, HUD also provided HMIS Technical Assistance to ensure that policies and procedures are compatible with HUD regulations and expectations. The grant also provided for the integration of the Lynn CoC Coordinated Entry into HMIS including the development of policies and procedures that require all ESG and CoC-funded organizations to enter relevant performance information into HMIS.

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

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

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

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

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

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

5. Describe performance standards for evaluating ESG.

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

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

Attachments

Citizen Participation Comments



February 27, 2024

To: City of Lynn Department of Community Development
Citizens Advisory Board (CAB)

Re: Department of Housing & Urban Development (HUD) Entitlement Grants FY25

Dear CAB members,

The Continuum of Care (CoC) is a group of individuals and organizations who work together to address homelessness in Lynn. We would like to share our observations and insights because you have a special role in the community development process in Lynn. We understand that in addition to making recommendations about the applications submitted for Entitlement Grant funding, the Citizens Advisory Board advises the Mayor, through the Lynn Housing Authority (LHAND) and Community Development (CD) Department professional staff, regarding community development needs. As Board members, you also provide ongoing input to your respective City Councilors about housing and community development issues, topics we care deeply about.

Official counts show over 1,000 people are homeless in Lynn. This troubling figure includes families with children, unaccompanied youth, elders, survivors of domestic violence and commercial sexual exploitation, and people with disabilities. It also includes over 600 children. And we know that there are many more who don't make it into official counts, with hundreds of others whose housing is unstable or at risk. The City's Housing Lynn Plan tells us that over 40% of Lynn residents are cost burdened, in other words they are paying more than 30% of their income for housing. And digging deeper, 20% of Lynn residents – that is one out of five Lynn residents, is severely cost burdened, defined as paying more than 50% of their income for rent.

As our member groups work to address homelessness in Lynn, we have identified several policy recommendations we would like to share with you. We hope that as a Board, you will discuss these recommendations and, if you agree with them, that you will use your role as community leaders and Advisory Board members to advance these ideas to move them from recommendations to reality.

First, it will not surprise anyone to hear that most of the people in Lynn who are homeless or at risk of homelessness have very low incomes. The biggest need we see is for more housing that is affordable for people with the lowest incomes. For this reason, we urge Community Development to prioritize support for housing that is affordable for people whose incomes are in the lowest levels - in the terms often usually used in the housing development world, housing affordable for people whose incomes are less than 30% of the area median income.

Second, another barrier for people to get and keep housing is a mismatch between the type of housing that is available, and the type of housing people need.

One example is that many families need apartments with more than two bedrooms, but units of that size are extremely hard to find in Lynn.

Another example is that we see homeless adults who need housing accessible for people with mobility limitations - either on a first floor or with an elevator. They are not necessarily using a wheelchair, but may be on oxygen, or have other conditions which prevent them from using stairs.



We urge Community Development to prioritize its funds to address these gaps in what is available in Lynn - for units for larger households, more than 2 bedrooms, as well as units which are either on the first floor or have elevator access.

We also urge support for expanded medical outreach services to people who are experiencing homelessness. Homelessness can be life-threatening, and people who are homeless die at younger ages and from conditions which are treatable with medical intervention. Whether families or adults without children, not all people who are homeless live in shelter, others live in a wide range of settings that leave them very vulnerable to weather, assault, and medical conditions, such as people who live in tents, cars, or hallways. We urge City officials to utilize funds, especially federal funds from HUD, to provide increased medical outreach to people who are living unsheltered to provide medical services and connect them to other support services.

Another area in which we hope you will focus attention and funding is for people who have experienced domestic violence or commercial sexual exploitation. This is an extremely vulnerable population, and we urge you to prioritize support for these households.

Finally, we urge Lynn Housing Authority to adopt a preference for admission to its federal housing program for people who are experiencing homelessness. This is an option, but LHAND has not chosen to do this. We know that housing resources are limited, and we urge you to adopt policies that prioritize the limited resources to people with the greatest need.

In sum, we urge the Citizens Advisory Board to join us in urging the adoption of the following policies and priorities:

- 1) Maximize federal and state resources to create more housing that is affordable for households at the lowest income levels, specifically under 30% of the area median income.
- 2) Utilize City resources to support the development of housing units which have more than 2 bedrooms, and which are accessible to people who cannot climb stairs.
- 3) Support increased outreach, including medical services, for people who are homeless- including youth, and not currently in shelter settings.
- 4) Expand the availability of housing resources for people who have experienced domestic violence and/or commercial sexual exploitation.
- 5) Urge Lynn Housing Authority to adopt a preference for its federal housing for people who are homeless.

Thank you to all of you for your service on this Citizens Advisory Board and for your consideration of these recommendations from the Lynn Continuum of Care.

Sincerely,

A handwritten signature in black ink that reads "Birgitta S. Damon". The signature is written in a cursive style with a horizontal line underneath it.

Birgitta S. Damon
LCoC Board President

Grantee Unique Appendices

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

A. GRANTS MANAGEMENT AND OVERSIGHT

1.

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

2.

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

3.

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

B. SYSTEMS COORDINATION REQUIREMENTS

4.

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

5.

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

6.

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

7.

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

C. RECORDKEEPING

8.

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

9.

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

10.

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

11.

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

12.

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

13.

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

D. HOMELESS MANAGEMENT INFORMATION SYSTEM (HMIS)

14.

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

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

15.

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

16.

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

17.

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

E. OTHER ESG-SPECIFIC REQUIREMENTS

18.

<p>Conflicts of Interest (Organizational): Did a representative sample of the subrecipients' records reveal zero instances where:</p> <ul style="list-style-type: none"> a. any type or amount of ESG assistance was conditioned on acceptance of shelter or housing owned by the recipient, subrecipient, contractor, or any parent or subsidiary of the subrecipient or contractor; or b. a subrecipient or contractor carried out the initial evaluation for a program participant while the individual or family was occupying housing owned by the subrecipient or contractor, or any parent or subsidiary of the subrecipient or contractor; or c. a subrecipient or contractor administered any homelessness prevention assistance to an individual or family occupying housing owned by the subrecipient or contractor, or any parent or subsidiary of the subrecipient or contractor? 	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Describe Basis for Conclusion:</p>							

19.

<p>Conflicts of Interest (Individual): Does each subrecipient's records:</p> <ul style="list-style-type: none"> a. contain personal conflicts of interest policy or codes of conduct developed and implemented to comply with requirements; b. demonstrate that the officers and staff of the subrecipient and any contractors complied with the individual conflict of interest requirements at 24 CFR 576.404(b); or c. contain documentation supporting any exceptions to the personal conflicts of interest prohibition? 	<table border="0"> <tr> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> <td><input type="checkbox"/></td> </tr> <tr> <td>Yes</td> <td>No</td> <td>N/A</td> </tr> </table>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Yes	No	N/A
<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>					
Yes	No	N/A					
<p>Describe Basis for Conclusion:</p>							

20.

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

21.

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

22.

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

23.

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

24.

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

F. ADMINISTRATIVE COSTS AND FINANCIAL MANAGEMENT

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

Describe Basis for Conclusion:

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

Describe Basis for Conclusion:

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

Describe Basis for Conclusion:

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

Describe Basis for Conclusion:

29.

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

G. OTHER FEDERAL REQUIREMENTS

30.

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

31.

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

32.

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

33.

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

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

34.

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

35.

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

40.

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

CITY OF LYNN, MA

RESIDENTIAL ANTI-DISPLACEMENT & RELOCATION ASSISTANCE PLAN

Purpose:

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

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

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

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

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2018

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OMB Control No: 2506-0117 (exp. 09/30/2021)

Minimize Displacement:

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

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

Relocation Assistance to Displaced Persons:

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

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

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

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

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

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

Replacement not Required Based on Unit Availability:

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

Availability and Access:

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

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

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

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

Complaints:

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

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

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

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

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OMB Control No: 2506-0117 (exp. 06/30/2018)

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OMB Control No: 2506-0117 (exp. 09/30/2021)



**City of
Lynn,
Massachusetts**

Multi-Service Center

Emergency Solutions Grant
POLICIES & PROCEDURES MANUAL

Prepared by the Department of Community Development



November 2016



CITY OF LYNN, MASSACHUSETTS
EMERGENCY SOLUTIONS GRANT

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1. General Information

1.1 Summary

Emergency Solutions Grants Program

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

1.2 Federal & State Legislation

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

Emergency Solutions Grants (ESG) Consolidated Plan Conforming Amendments

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

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

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

2. Program Intent

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

2.1 Release of Information

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

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

2.2 Confidentiality

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

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

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

3. Applicable Rules and Regulations

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

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

24 CFR 91 Consolidated Submissions for Community Planning & Development Programs

24 CFR 576 Emergency Solutions Grant Program

45 CFR 92.3 and 92.24 Definitions and Matching or Cost Sharing

45 CFR 205.50 Safeguarding Information for Financial Assistance Programs

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

3.1 Acronyms

Acronyms commonly used are:

AMI Area Median Income

CAA Community Action Agency

CFR Code of Federal Regulations

ESG Emergency Solutions Grant

FMR Fair Market Rent

HH Household

HMIS Homeless Management Information System

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

3.2 Definitions

[24 CFR 576.2, as amended]

At-Risk of Homelessness:

Individuals and Families who:

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

Domestic Violence:

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

ESG Objectives:

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

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

HMIS:

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

Homeless:

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

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

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

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

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

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

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

Other Federal Statutes:

Other Federal Statutes include:

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

Shelter:

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

Street Outreach:

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

Subrecipient:

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

Support Network:

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

Temporary Living:

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

Unaccompanied Youth:

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

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

4. Eligible Activities

[24 CFR 576.100 - 576.109, as amended]

4.1 ESG General Principles

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

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

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

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

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

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

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

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

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

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

Rents shall not exceed HUD Fair Market Rents.

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

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

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

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

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

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

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

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

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

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

4.2 Homeless Prevention Services

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

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

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

4.3 Rapid Re-Housing Assistance

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

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

4.4 Housing Relocation and Stabilization Services

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

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

Use with other subsidies:

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

4.5 Rental Assistance Requirements and Restrictions

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

1. Tenant-based rental assistance.

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

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

2. Tenant-based Rental Assistance Requirements:

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

3. Rental Assistance Agreement and Lease Standards:

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

4. Cannot use with other subsidies:

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

5. Late Payments:

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

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

4.6 Emergency Shelter

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

a. Shelter Operations

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

b. Shelter Renovation and Repairs

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

4.7 Street Outreach

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

4.8 Ineligible Activities

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

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

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

5. Citizenship Requirements and Verification

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

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

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

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

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

5.2 Eligibility

[24 CFR Part 5, as amended]

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

5.3 Eligibility Re-certification

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

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

6. Records

[24 CFR 576.500, as amended]

6.1 Retention

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

6.2 Confidentiality

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

6.3 Documentation Standards

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

6.4 Third-party Documentation

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

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

6.5 Example of Documentation

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

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

6.6 Intake/Case Manager Worker Observation

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

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

6.7 Participant Self-Certification

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

6.8 Intake/Participant File

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

1. Participant File

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

6.9 Client Eligibility Forms for Rental Assistance Program

1. Release of Information

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

2. Assessment

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

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

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

4. Identification (required for all household members)

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

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

- k. Custody agreement
- l. Affidavit of parentage

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

5. Disability Certification

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

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

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

7. Verification Tracking of Income

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

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

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

8. Request for Verification of Income

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

9. Calculation Worksheet

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

6.10 Financial Assistance Eligibility Forms

1. Housing Plan

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

2. Copy of signed Lease/Rental Agreement

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

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

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

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

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

4. Housing Habitability Standards

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

5. Inspection Deficiencies Notice

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

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

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

7. Owner Certification of Lead-Based Paint

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

8. Summary Notice of LBP Risk Assessment

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

9. Disclosure of Information of LBP

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

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

10. Mediation

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

7. Case Management

[24 CFR 576-401, as amended]

7.1 Strength-Based Case Management

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

1. Description:

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

2. Purpose:

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

7.2 Functions of Case Management

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

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

7.3 Intake

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

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

7.4 Housing Assessments

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

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

7.5 Housing Plan

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

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

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

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

7.6 Occupancy Standards

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

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

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

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

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

7.7 Use with Other Subsidies

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

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

8. Rent Reasonableness and Fair Market Rent

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

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

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

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

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

8.1 Determining if Rent is Acceptable for ESG Rental Assistance

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

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

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

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

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

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

8.2 Calculating the GROSS RENT AMOUNT

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

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

8.3 What is the FMR Requirement?

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

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

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

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

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

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

8.4 Outcome Performance Reports

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

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

8.5 Quarterly Progress Reports

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

8.6 ESG Quarterly Progress Report Schedule

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

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

8.7 Other Federal Requirements

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

9. Termination

[24 CFR 576.402, as amended]

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

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

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

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

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

10. HMIS and Reporting Requirements

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

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

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

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

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

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

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

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

10.1 Reporting Requirements

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

10.2 Regular Reports

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

10.3 Personal Identifying Data

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

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

10.4 Electronic Confidentiality

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

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

11. Emergency Shelter

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

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

11.1 Subrecipient Activities

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

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

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

11.2 ESG Conditions

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

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

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

11.3 Additional Conditions and Compensation

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

11.4 General Conditions

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

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

11.5 Administrative Requirements

1. Examination of Records

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

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

11.6 Reports and Evaluation (Monitoring)

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

11.7 Emergency Shelters

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

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

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

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

11.8 Permanent Housing

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

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

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

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

12. Coordination with Continuum of Care and Other Programs

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

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

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

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

- f. *Participation in HMIS.* The City must ensure that data on all persons served and all activities assisted under ESG are entered into the applicable community-wide HMIS or a comparable database, in accordance with HUD's standards on participation, data collection, and reporting under a local HMIS. If a subrecipient is a victim service provider or a legal services provider, it may use a comparable database that collects client-level data over time (*i.e.*, longitudinal data) and generates unduplicated aggregate reports based on the data. Information entered into a comparable database must not be entered directly into or provided to an HMIS.

3. Homeless Participation

The City must document its compliance with the homeless participation requirements under 24 CFR 576.405(c).

4. Centralized or Coordinated Assessment Systems and Procedures

The City and its subrecipients must keep documentation evidencing the use of and written intake procedures for the centralized or coordinated assessment system(s) developed by the Continuum of Care in accordance with the requirements established by HUD and identified in 24 CFR 576.500(g).

5. Conditions for Religious Organizations

Subrecipients must document their compliance with the faith-based activities requirements under 24 CFR 576.406 and will not utilize ESG funds for inherently religious activities prohibited in the federal statute, such as worship, religious instruction or proselytization.

13. Written Standards

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

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

EXHIBIT A
CITY OF LYNN, MA
RESALE / RECAPTURE GUIDELINES
February 2022

BACKGROUND

Section 215 of the HOME statute establishes specific requirements that all HOME-assisted homebuyer housing must meet in order to qualify as affordable housing. Specifically, all HOME-assisted homebuyer housing must have an initial purchase price that does not exceed 95 percent of the median purchase price for the area, be the principal residence of an owner whose family qualifies as low-income at the time of purchase, and be subject to either resale or recapture provisions. The HOME statute states that resale provisions must limit subsequent purchase of the property to income-eligible families, provide the owner with a fair return on investment, including any improvements, and ensure that the housing will remain affordable to a reasonable range of low-income homebuyers. The HOME statute also specifies that recapture provisions must recapture the HOME investment from available net proceeds in order to assist other HOME-eligible families. Each Participating Jurisdiction (PJ) must establish its resale and/or recapture provisions in writing and submit the provisions to HUD for approval.

HOMEBUYER REQUIREMENTS

The HOME-assisted homebuyer requirements set forth in Section 215 of the HOME statute are promulgated in the HOME rule found at 24 CFR Part 92. Specifically, 24 CFR 92.254, Qualification as Affordable Housing: Homeownership, states that in order for homeownership housing to qualify as affordable housing it must:

- Be single-family, modest housing,
- Be acquired by a low-income family as its principal residence, and
- Meet affordability requirements for a specific period of time as determined by the amount of assistance provided.

In addition, to ensure affordability, the PJ must impose either resale or recapture requirements on the housing. The HOME rule at §92.254(a)(5) establishes the resale and recapture requirements HOME PJs must use for all homebuyer activities. These provisions are imposed for the duration of the period of affordability on all HOME-assisted homebuyer projects through a written agreement with the homebuyer, and enforced via lien, deed restrictions, or covenants running

[1]

with the land. The resale or recapture provisions are triggered by any transfer of title, either voluntary or involuntary, during the established HOME period of affordability.

In the event of a sale, conveyance or other transfer of the property, excluding any one or more of the following (each, a "Permitted Transfer"): any sale, conveyance or transfer (a) to a spouse upon a dissolution of marriage, (b) to the surviving spouse upon the death of a joint tenant owner, (c) by will, or (d) upon foreclosure or deed in lieu of foreclosure, provided however that there are no net proceeds from the foreclosure or deed in lieu of foreclosure or that the PJ has received all or a portion of funds from the net proceeds from the foreclosure or deed in lieu of foreclosure, then the PJ shall receive a portion of the funds from the net proceeds.

The City of Lynn will use HOME Investment Partnership Program funds to provide housing for low-income persons. The forms of funding used to assist homebuyer and or developers include: down-payment assistance, development subsidies or some combination of these methods. The City will use the Recapture method of insuring affordability for all homebuyer activities in which direct HOME funds assistance is provided. The City will the Resale provision of insuring affordability when direct HOME funds assistance **is not provided**. Both the RESALE OR RECAPTURE can be used by a PJ as long as only one provision is used for any given program: the City of Lynn uses the Recapture Provision with the HOME Homebuyer Assistance Program and the Resale Provision with the Infill Housing Program or Neighborhood Stabilization Programs.

The period of affordability shall commence from the date the activity is identified as "completed" in HUD's Integrated Disbursement Information System (IDIS).

PERIOD OF AFFORDABILITY

The HOME rule at §92.254(a)(4) establishes the period of affordability for all homebuyer housing. How a PJ calculates the amount of HOME assistance in each unit and therefore the applicable period of affordability varies depending on whether the unit is under resale or recapture provisions.

The following table outlines the required minimum affordability periods.

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

[2]

Over \$40,000	15 years
---------------	----------

a. Period of Affordability Under Resale Provisions

Under resale, §92.254(a)(5)(i) of the HOME rule states that the period of affordability is based on the total amount of HOME funds invested in the housing. In other words, the total HOME funds expended for the unit determines the applicable affordability period. Any HOME program income used to assist the project is included when determining the period of affordability under a resale provision.

b. Period of Affordability Under Recapture Provisions

For HOME-assisted homebuyer units under the recapture option, the period of affordability is based upon the direct HOME subsidy provided to the homebuyer that enabled the homebuyer to purchase the unit. Any HOME program income used to provide direct assistance to the homebuyer is included when determining the period of affordability.

HOMEBUYER ASSISTANCE PROGRAM - RECAPTURE

The **RECAPTURE** Provision will be used for this program and the homebuyer must meet the following requirements in order to be eligible for assistance for HOME Investment Partnership Program Funds.

- The new purchaser must be low or moderate income, meeting the HOME Program definition, and occupy the property as the family's principal residence during the entire period of affordability.
- A written agreement between the homebuyer and the City must be signed prior to purchase. This written agreement must state the amount of HOME assistance and the Period of Affordability.
- A Mortgage, Covenant and Promissory Note must be executed and recorded on behalf of the City. It must include the number of years for Period of Affordability, the amount of direct HOME assistance it used for the Homebuyer and the terms of occupancy required as their principal residence. It shall also include the amount of HOME funds that shall be forgiven each year the homebuyer is in compliance with the terms of said agreements and recorded documents.

[3]

- The Recapture is triggered in the event that the house is sold or occupied by other than the initial purchaser during the period of affordability. Non-compliance with the residency requirement will require the immediate payback of outstanding HOME funds not paid back or forgiven depending on the guidelines and year funds were awarded to you. The Recapture amount shall be forgiven on a pro-rated basis based on the period of affordability, times the number of each remaining (partial and full) years left in that period or the entire amount that was deferred when the house was sold, refinanced, leased or otherwise relinquished title to the property.
- The HOME direct subsidy awarded to the homebuyer is the only amount subject to recapture **and is limited to net proceeds.**
- If a property is foreclosed by the first mortgagor then

The City of Lynn changed their program guidelines for the First Time homebuyer Assistance Program from a forgivable loan to a deferred loan hence the two examples for repayment

Forgivable Loan:

For Example: (House is sold)

Homebuyer receives a \$10,000 forgivable loan for down payment assistance. There is a 5 year period of Affordability; in year 3 the buyer decides to sell the property. Per the written agreement and the covenant 20% of the loan is forgiven each year the buyer remains the owner of the home, therefore the homebuyer must pay back the amount associated with the time remaining that is still outstanding on deferred loan which is two years. 2 years @ 20% (\$2,000 per year) is \$4,000. **This amount is subject to and limited to net proceeds only.**

For Example: (Moves out)

Homebuyer receives a \$10,000 forgivable loan for down payment assistance. There is a 5 year period of Affordability, in year 3 the buyer decides to move out of the property and rent it. Non-compliance with the residency requirement will require the immediate payback of outstanding HOME funds not forgiven. Per the written agreement and the covenant the buyer must pay back the time that is still outstanding on deferred loan which is two years. 2 years @ 20% per year is \$4,000. (2 x \$2,000) **This amount is subject to and limited to net proceeds only.**

Deferred Loan:

For Example: (House is sold)

Homebuyer receives a \$10,000 deferred loan for down payment assistance. The period of affordability extends until the loan is repaid. In year 3 the buyer decides to sell the property.

[4]

Per the written agreement and the covenant 100% of the loan is paid back to the PJ. **This amount is subject to and limited to net proceeds only.**

For Example: (Moves out) (Forgivable Loan)

Homebuyer receives a \$10,000 deferred loan for down payment assistance. The period of affordability extends until the loan is repaid. In year 3 the buyer decides to move out of the property and rent it. If the buyer does not immediately move back into the home then non-compliance with the residency requirement will require the immediate payback of outstanding HOME funds. Per the written agreement and the covenant the buyer must pay back the entire amount. **This amount is subject to and limited to net proceeds only.**

INFILL HOUSING PROGRAM or NEIGHBORHOOD STABILIZATION PROGRAM - RESALE

The **RESALE Provision:** The City of Lynn uses the Resale Provision with the Infill Housing Program, which provides financial assistance to non-profit organizations and private developers for the rehabilitation of existing single-family dilapidated homes and the new construction of single-family homeownership units.

The Developer or Non-Profit Organization must enter into a written agreement (Program Agreement) with the City must prior to the use of HOME funds, which will outline the program requirements and the subsequent sale to a qualified buyer at the sale price that does not exceed HUD's HOME & Housing Trust Fund Sales Price Limits.

Determination of Affordability: For homeownership units that are rehabbed or constructed using HOME funds that are offered to income eligible homebuyers who intent to reside in the unit as their principal residence affordability is achieved two ways: the original sale price of the home does not exceed HUD's HOME & Housing Trust Fund Sales Price Limits; and the PJ shall provide the homebuyer assistance to meet the front and back end ratios established by the PJ, which are 32% and 36% respectively and households income does not exceed 80% of the area median income that do not exceed 80% of . The term "income eligible homebuyers" has an annual income, as adjusted for family size, that is less than or equal to eighty percent (80%) of the area median income (as defined by HUD) for the Lynn Area.

The **homebuyer** must meet the following requirements in order to be eligible to purchase a single family home through the Infill Housing Program.

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

[5]

- The new purchaser must agree to enter into a written program agreement with the City and must be signed prior to purchase. This written program agreement must state the amount of HOME assistance and the Period of Affordability and the resale provision including the Fair Return of their investment if they sell before the end of the period of affordability.
- A Mortgage, Deed Restriction, Affordable Housing Restriction and Promissory Note must be executed and recorded on behalf of the City. It must include the number of years for Period of Affordability, the amount of direct HOME assistance it used for the Homebuyer and the terms of occupancy required as their principal residence.
- The Written Agreement must also outline the subsequent sale restrictions to the new homebuyer which must state the amount of HOME investment, the Period of Affordability, the new homebuyer must be low or moderate income, meeting the HOME Program definition, and occupy the property as the family's principal residence during the entire period of affordability.
- **Fair Return shall be defined as:**

(a) the consideration paid for the Low Income Unit as specified in the deed to the Owner increased five percent (5%) per annum, compounded annually;

(b) plus the actual cost of any capital improvements* made to the Low Income Unit by the Owner from time to time subject to the limitation that credit for such capital improvements shall not exceed one percent (1%) per year of the consideration paid for the Low Income Unit by the Owner. Capital Improvements

The cost of capital improvements shall be included in the Maximum Resale Price only if they are defined as follows (i) Any addition to the home such as a bedroom, bathroom or garage; replacement of heating, ventilation and/or air conditioning systems; Accessibility improvements such as bathroom modifications for disabled or elderly, which were not install through a federal, state or locally funded grant program; outdoor improvements such as a new driveway, walkway or retaining wall; replacing a major component or structural part of the property; fixing a defect or design flaw. (ii) the improvements complied with all pertinent statutes, ordinances and regulations at the time such improvements were made, and (iii) the cost of such improvements have been documented to the satisfaction of the City at the time of resale. The city shall inspect the property and the stated Capital Improvements and will require contract agreements for the work and/or invoices and receipts.

[6]

A capital improvement list shall also be included with the written agreement, however prior to any capital improvements being made during the Period of Affordability, the owner shall submit plans and specifications for approval as a capital cost. Capital improvements made without approval will not be credited within the Fair Return calculation.

(c) plus the amount actually incurred by the Owner for the services of a real estate agent, up to an amount not greater than five percent (5%) of the sum of (a) plus(b) and provided that such expense is documented (the "Broker's Commission").

Resale and Transfer Procedure. If any Owner of a Low Income Unit shall desire to sell, convey or otherwise transfer his, her or their interest in the Low Income Unit or any portion thereof, prior to the expiration of this Restriction, each such Owner shall sell, convey or otherwise transfer the Low Income Unit only to a household who at the time of such transfer is a Low Income Household and intends to occupy the Low Income Unit as his, her or their principal residence. With the exception of a sale, conveyance, or other such transfer of the Low Income Units by the Developer, any such sale, conveyance, or other such transfer shall, however, be subject to the Maximum Resale Price limitations as set forth in the written agreement and Affordable Housing Restriction. Any purported sale, conveyance or other such transfer to any other household which is affected without following the provisions set forth herein shall be null and void.

Notice to the Agency. With the exception of the Developer, if the Owner of a Low Income Unit shall desire to sell, convey or otherwise transfer his, her or their interest in the Unit or any portion thereof to a third-party buyer prior to the expiration date of this Restriction, the Owner shall notify the City in writing of the Owner's intention to convey the Unit ("Notice").

If the Owner has a specific intended buyer, then the Owner shall give the Notice no less than sixty (60) days prior to the contemplated closing thereof. The Notice shall set forth (i) the address of the Low Income Unit; (ii) the name of the Owner; (iii) the intended buyer's name and address, such buyer's household members' name(s) and age(s), place(s) of work and combined household income; (iv) the sale price of the Low Income Unit; (v) the amount of secured debt on the Low Income Unit; and (vi) recording fees and brokers' commission(s) to be paid by the Owner in connection with the sale of the Low Income Unit. The Owner shall also attach to the Notice the following documents: (i) a copy of an executed offer to purchase or purchase and sale agreement; (ii) a copy of the certificate of the City as to Household Income; and (iii) an original written statement of such proposed buyer acknowledging that he, she or they understand, agree and accept that ownership of the Low Income Unit is subject to the provisions of this Restriction, and that he, she or they will occupy the Low Income Unit as his, her or their principal residence. No sale, conveyance or other such transfer shall be effective unless and until (i) the Notice and

[7]

accompanying documentation are received by the City with respect to the relevant Unit; and
(ii) the City has issued a Certificate of Compliance.

If the Owner has no specific buyer intended or committed to purchase the Low Income Unit, then the Owner shall notify the City in writing of the Owner's intention to offer the Low Income Unit for sale. Within sixty (60) days of the City's receipt of the Notice, the city shall notify the Owner either:

- (i) that it intends to exercise its option to purchase on the terms and within the time periods set forth in the Written Agreement and the Affordable Housing Restriction
- (ii) that it intends to locate an interested buyer and obtain from such buyer a binding commitment to purchase from the Owner; or
- (iii) that it waives its option to purchase.

Certificates as to Household Income. Upon written application by the Owner and upon submission of such evidence as the City may require, the City shall furnish a certificate in recordable form stating whether a person or household qualifies as a Low Income Household. Such certificates shall be valid for the period stated in the certificate, which period shall be no less than ninety (90) days from receipt by the City of such application and all required evidence.

Restriction; Maximum Resale Price. With the exception of the Developer, the Owner's interest in a Low Income Unit or any portion thereof shall not be sold, conveyed, transferred or otherwise disposed of for consideration in excess of the Maximum Resale Price as defined below. Consideration shall include the aggregate value of all money, property and services of every kind given or paid by the buyer to or for the benefit of the Owner in connection with the transfer of the Low Income Unit, including any consideration paid for any other real property or personal property conveyed by the Owner to the buyer.

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

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

[8]

For Example: Maximum Resale Price

RESALE PRICE	
Sale Price (from developer to buyer)	\$229,900.00
5% compounded annually	\$55,325.00
Capital Improvements	\$8,000.00
Brokers Fee	\$14,661.25
	\$307,886.25*

*If the RESALE Price is not affordable to the subsequent income eligible buyer then the PJ shall determine the homebuyer assistance amount using the front and back end ratios established by the PJ, which are 32% and 36% respectively to maintain affordability.

Certificate as to Maximum Resale Price. Upon written application by the Owner, mortgagee or person having a security interest in a Low Income Unit ("Applicant"), and upon submission of such evidence as the City may require, the City shall furnish to any Applicant, within ten (10) days of receipt of its application, a certificate in recordable form stating the Maximum Resale Price for the Low Income Unit and stating the amount calculated in accordance with Paragraph 8 of this Restriction to be the value of capital improvements made to the Low Income Unit (a "Certificate of Maximum Resale Price"). Such certificates shall be valid for the period stated in the certificates which period shall be no less than ninety (90) days. If the Applicant is other than the Owner, the Owner shall be obligated to provide the City with any evidence the City may require in order to prepare the Certificate of Maximum Resale Price. If the City does not receive such evidence by the time it is required to issue the Certificate of Maximum Resale Price, the Maximum Resale Price shall be deemed to be the consideration paid for the Low Income Unit as specified in the deed to the Owner increased five percent (5%) per annum, compounded annually.

Certificate of Compliance. No sale, conveyance, assignment or transfer of a Low Income Unit or any interest therein, shall be valid and be deemed in accordance with the terms of this Restriction unless a certificate, signed and acknowledged by the City stating that the proposed conveyance, sale, transfer or assignment of the Low Income Unit or any interest therein, is in compliance with this Restriction, is obtained by the Owner and recorded with the Essex County Registry of Deeds (a "Certificate of Compliance"). Unless such certificate is recorded in connection with a sale, conveyance, assignment or transfer of a Low Income Unit or any interest therein, such certificate shall be valid for the period stated in the certificate, which period shall be not less than ninety (90) days.

CLASSIFIED

IDEALS

WILLIAMSON COUNTY COMMUNITY DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT DEPARTMENT
COMMUNITY DEVELOPMENT DEPARTMENT

APPLYING FOR POSITIONS

The Williamson County Community Development Department is currently seeking qualified individuals for the following positions:

Community Development Specialist
 The Community Development Specialist will be responsible for providing technical assistance to local governments in the areas of community development, housing, and economic development. The position will also be responsible for conducting research, preparing reports, and participating in public hearings and community meetings.

Community Development Intern
 The Community Development Intern will assist the Community Development Specialist in providing technical assistance to local governments. The intern will also be responsible for conducting research, preparing reports, and participating in public hearings and community meetings.

Community Development Assistant
 The Community Development Assistant will assist the Community Development Specialist and Intern in providing technical assistance to local governments. The assistant will also be responsible for conducting research, preparing reports, and participating in public hearings and community meetings.

Community Development Coordinator
 The Community Development Coordinator will be responsible for coordinating the activities of the Community Development Department. The coordinator will also be responsible for conducting research, preparing reports, and participating in public hearings and community meetings.

Community Development Director
 The Community Development Director will be responsible for overseeing the activities of the Community Development Department. The director will also be responsible for conducting research, preparing reports, and participating in public hearings and community meetings.

Community Development Manager
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Community Development Supervisor
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Community Development Analyst
 The Community Development Analyst will be responsible for analyzing the activities of the Community Development Department. The analyst will also be responsible for conducting research, preparing reports, and participating in public hearings and community meetings.

Community Development Researcher
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Community Development Writer
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Community Development Editor
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North East

Call North East: 781-354-0033

COMMERCIAL WAREHOUSE

JOHN'S OIL

Call John: 781-592-9505

COMMERCIAL WAREHOUSE

North East

Call North East: 781-354-0033

COMMERCIAL WAREHOUSE

JOHN'S OIL

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COMMERCIAL WAREHOUSE

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Call John: 781-592-9505

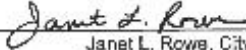

ANNUAL ACTION PLAN ORDER

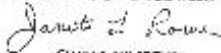
Offered by Councilor _____		
In City Council		
Date: <u>JUNE 25, 2024</u>		
Date Adopted: _____		
Councilor	YES	NO
Alinsug	X	
Chakoutis	X	
Field	X	
Hogan	AB	
LaPierre	X	
Matul	X	
McClain	X	
Meaney	AB	
Megie-Maddrey	X	
Walsh	X	
TOTAL	9	

In City Council		
Immediate Reconsideration? _____		
Notice of Reconsideration? _____		
Councilor	YES	NO
Alinsug	<input type="checkbox"/>	<input type="checkbox"/>
Chakoutis	<input type="checkbox"/>	<input type="checkbox"/>
Field	<input type="checkbox"/>	<input type="checkbox"/>
Hogan	<input type="checkbox"/>	<input type="checkbox"/>
LaPierre	<input type="checkbox"/>	<input type="checkbox"/>
Matul	<input type="checkbox"/>	<input type="checkbox"/>
McClain	<input type="checkbox"/>	<input type="checkbox"/>
Meaney	<input type="checkbox"/>	<input type="checkbox"/>
Megie-Maddrey	<input type="checkbox"/>	<input type="checkbox"/>
Net	<input type="checkbox"/>	<input type="checkbox"/>
Walsh	<input type="checkbox"/>	<input type="checkbox"/>

Referred to All Departments

JUNE 26, 2024


 Janet L. Rowe, City Clerk
 Date Approved: 6/27/24

 Jared C. Nicholson, Mayor

A TRUE COPY ATTEST:

 City Clerk



CITY OF LYNN

In City Council JUNE 25, 2024

Order that the Lynn City Council hereby accepts the City of Lynn's Fiscal Year 2025 Annual Action Plan including the use of the Department of Housing and Urban Development's (HUD) Fiscal Year 2024 appropriations for the Community Development Block Grant Program (\$2,109,274.00), HOME Investment Partnership Program (\$784,054.00), and the Emergency Solutions Grant Program (\$181,852.00).

Collectively, these appropriations will be used to fund local community development activities in the City's Fiscal Year 2025, which commences July 1, 2024. Eligible activities may include acquisition, disposition, public facilities and improvements, clearance and demolition, public services, relocation, housing services, homeownership assistance, construction of housing, housing rehabilitation, microenterprise assistance, technical assistance, rehabilitation and preservation, economic development activities, planning and design, etc.

Further, the Lynn City Council hereby confirms that his Honor the Mayor is authorized to execute any documents related to implementation of the aforementioned plans.

CITY COUNCIL TEMPLATES FOR ORDERS AND RESOLUTIONS - ORDER 2024 annual action plan.docx

Grantee SF-424's and Certification(s)

DocuSign Envelope ID: 9F14A5C6-DCC3-473C-A41E-5CF90C859BEC

OMB Number: 4040-0004
Expiration Date: 11/30/2025

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: Federal Fiscal Year 2024	
5a. Federal Entity Identifier: 04-2573633	5b. Federal Award Identifier: B-24-MC-25-0015	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Lynn, Massachusetts		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 042-573-633	* c. UEI: KKE6T4H68H88	
d. Address:		
* Street1: Lynn City Hall	Street2: Room 311	
* City: Lynn	County/Parish: Essex	
* State: MA: Massachusetts	Province: <input type="text"/>	
* Country: USA: UNITED STATES	* Zip / Postal Code: 01901-1019	
e. Organizational Unit:		
Department Name: Dept. of Community Development	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: James	Middle Name: M
* Last Name: Marsh	Suffix: <input type="text"/>	
Title: Director		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 781-586-6770	Fax Number: 781-477-7026	
* Email: jmarsh@lynna.gov		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-216"/> CFDA Title: <input type="text" value="Community Development Block Grant Entitlement"/>	
* 12. Funding Opportunity Number: <input type="text" value=""/> * Title: <input type="text" value="Title I of the National Affordable Housing Act"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="Comprehensive Revitalization Program using CDBG funds to support economic development initiatives, neighborhood housing and community facilities, as well as the delivery of public services."/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="Sixth"/>	* b. Program/Project <input type="text" value="Sixth"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2024"/>	* b. End Date: <input type="text" value="06/30/2025"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="2,109,274.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value="78,008.00"/>
* g. TOTAL	<input type="text" value="2,187,282.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Jared"/>
Middle Name: <input type="text" value="C"/>	
* Last Name: <input type="text" value="Nicholson"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor"/>	
* Telephone Number: <input type="text" value="781-586-6851"/>	Fax Number: <input type="text" value="781-599-8875"/>
* Email: <input type="text" value="Jared.Nicholson@lynma.gov"/>	
* Signature of Authorized Representative: <input type="text" value="Jared Nicholson"/>	* Date Signed: <input type="text" value="07/29/24"/>

Approved As To Form: George Markopoulos
City Solicitor

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: Federal Fiscal Year 2024	
5a. Federal Entity Identifier: 04-2573633	5b. Federal Award Identifier: E-24-NC-25-0015	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Lynn, Massachusetts		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 042-573-633	* c. UEI: KEE8T4H68H88	
d. Address:		
* Street1: Lynn City Hall	<input type="text"/>	
Street2: Room 311	<input type="text"/>	
* City: Lynn	<input type="text"/>	
County/Parish: Essex	<input type="text"/>	
* State: MA: Massachusetts	<input type="text"/>	
Province:	<input type="text"/>	
* Country: USA: UNITED STATES	<input type="text"/>	
* Zip / Postal Code: 01901-1019	<input type="text"/>	
e. Organizational Unit:		
Department Name: Dept. of Community Development	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: James	<input type="text"/>
Middle Name: M	<input type="text"/>	
* Last Name: Marsh	<input type="text"/>	
Suffix:	<input type="text"/>	
Title: Director		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 781-586-6770	Fax Number: 781-477-7026	
* Email: jmarsh@lynnma.gov		

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

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant <input type="text" value="Sixth"/>	* b. Program/Project <input type="text" value="Sixth"/>
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
17. Proposed Project:	
* a. Start Date: <input type="text" value="07/01/2024"/>	* b. End Date: <input type="text" value="06/30/2025"/>
18. Estimated Funding (\$):	
* a. Federal	<input type="text" value="181,852.00"/>
* b. Applicant	<input type="text" value=""/>
* c. State	<input type="text" value=""/>
* d. Local	<input type="text" value=""/>
* e. Other	<input type="text" value=""/>
* f. Program Income	<input type="text" value=""/>
* g. TOTAL	<input type="text" value="181,852.00"/>
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/>	<input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: <input type="text" value="Mr."/>	* First Name: <input type="text" value="Jared"/>
Middle Name: <input type="text" value="C"/>	
* Last Name: <input type="text" value="Nicholson"/>	
Suffix: <input type="text"/>	
* Title: <input type="text" value="Mayor"/>	
* Telephone Number: <input type="text" value="781-586-6851"/>	Fax Number: <input type="text" value="781-599-8875"/>
* Email: <input type="text" value="Jared.Nicholson@lynma.gov"/>	
* Signature of Authorized Representative: <input type="text" value="Jared Nicholson"/>	* Date Signed: <input type="text" value="07/29/24"/>

Approved As To Form: George Markopoulos
City Solicitor

Application for Federal Assistance SF-424		
* 1. Type of Submission: <input type="checkbox"/> Preapplication <input checked="" type="checkbox"/> Application <input type="checkbox"/> Changed/Corrected Application	* 2. Type of Application: <input checked="" type="checkbox"/> New <input type="checkbox"/> Continuation <input type="checkbox"/> Revision	* If Revision, select appropriate letter(s): <input type="text"/> * Other (Specify): <input type="text"/>
* 3. Date Received: <input type="text"/>	4. Applicant Identifier: Federal Fiscal Year 2024	
5a. Federal Entity Identifier: 04-2573633	5b. Federal Award Identifier: N-24-NC-25-0206	
State Use Only:		
6. Date Received by State: <input type="text"/>	7. State Application Identifier: <input type="text"/>	
8. APPLICANT INFORMATION:		
* a. Legal Name: City of Lynn, Massachusetts		
* b. Employer/Taxpayer Identification Number (EIN/TIN): 042-573-633	* c. UEI: KEE8T4H68H88	
d. Address:		
* Street1: Lynn City Hall	<input type="text"/>	
Street2: Room 311	<input type="text"/>	
* City: Lynn	<input type="text"/>	
County/Parish: Essex	<input type="text"/>	
* State: MA: Massachusetts	<input type="text"/>	
Province:	<input type="text"/>	
* Country: USA: UNITED STATES	<input type="text"/>	
* Zip / Postal Code: 01901-1019	<input type="text"/>	
e. Organizational Unit:		
Department Name: Dept. of Community Development	Division Name: <input type="text"/>	
f. Name and contact information of person to be contacted on matters involving this application:		
Prefix: Mr.	* First Name: James	<input type="text"/>
Middle Name: M	<input type="text"/>	
* Last Name: Marsh	<input type="text"/>	
Suffix:	<input type="text"/>	
Title: Director		
Organizational Affiliation: <input type="text"/>		
* Telephone Number: 781-586-6770	Fax Number: 781-477-7026	
* Email: jmarsh@lynnma.gov		

Application for Federal Assistance SF-424	
* 9. Type of Applicant 1: Select Applicant Type: <input type="text" value="C: City or Township Government"/> Type of Applicant 2: Select Applicant Type: <input type="text"/> Type of Applicant 3: Select Applicant Type: <input type="text"/> * Other (specify): <input type="text"/>	
* 10. Name of Federal Agency: <input type="text" value="U.S. Department of Housing and Urban Development"/>	
11. Catalog of Federal Domestic Assistance Number: <input type="text" value="14-239"/> CFDA Title: <input type="text" value="HOME Investment Partnership"/>	
* 12. Funding Opportunity Number: <input style="background-color: yellow;" type="text"/> * Title: <input type="text" value="Title II of the National Affordable Housing Act"/>	
13. Competition Identification Number: <input type="text"/> Title: <input type="text"/>	
14. Areas Affected by Project (Cities, Counties, States, etc.): <input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
* 15. Descriptive Title of Applicant's Project: <input type="text" value="The HOME Investment Partnership Program provides funds for housing and rehabilitation, homebuyer assistance, renter assistance and CHDO activities."/>	
Attach supporting documents as specified in agency instructions. <input type="button" value="Add Attachments"/> <input type="button" value="Delete Attachments"/> <input type="button" value="View Attachments"/>	

Application for Federal Assistance SF-424	
16. Congressional Districts Of:	
* a. Applicant: Sixth	* b. Program/Project: Sixth
Attach an additional list of Program/Project Congressional Districts if needed.	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
17. Proposed Project:	
* a. Start Date: 07/01/2024	* b. End Date: 06/30/2025
18. Estimated Funding (\$):	
* a. Federal	784,053.65
* b. Applicant	
* c. State	
* d. Local	
* e. Other	
* f. Program Income	50,000.00
* g. TOTAL	834,053.65
* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?	
<input type="checkbox"/> a. This application was made available to the State under the Executive Order 12372 Process for review on <input type="text"/> .	
<input type="checkbox"/> b. Program is subject to E.O. 12372 but has not been selected by the State for review.	
<input checked="" type="checkbox"/> c. Program is not covered by E.O. 12372.	
* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)	
<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	
If "Yes", provide explanation and attach	
<input type="text"/> <input type="button" value="Add Attachment"/> <input type="button" value="Delete Attachment"/> <input type="button" value="View Attachment"/>	
21. *By signing this application, I certify (1) to the statements contained in the list of certifications** and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances** and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 18, Section 1001)	
<input checked="" type="checkbox"/> ** I AGREE	
<small>** The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.</small>	
Authorized Representative:	
Prefix: Mr.	* First Name: Jared
Middle Name: C	
* Last Name: Nicholson	
Suffix:	
* Title: Mayor	
* Telephone Number: 781-586-6851	Fax Number: 781-599-8875
* Email: Jared.Nicholson@lynma.gov	
* Signature of Authorized Representative:	* Date Signed: 07/29/24

Approved As To Form: George Markopoulos
City Solicitor

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

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

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

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

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


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §54801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
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12. Will comply with the provisions of the Hatch Act (5 U.S.C. §§1501-1506 and 7324-7326) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333) regarding labor standards for federally-assisted construction subagreements.
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15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) implementation Plans under Section 176(c) of the Clean Air Act of 1995, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-206).
16. Will comply with the Wild and Scenic Rivers Act of 1966 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
20. Will comply with the requirements of Section 108(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. 7104) which prohibits grant award recipients or a sub-recipient from (1) Engaging in severe forms of trafficking in persons during the period of time that the award is in effect (2) Procuring a commercial sex act during the period of time that the award is in effect or (3) Using forced labor in the performance of the award or subawards under the award.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Lynn, Massachusetts	07/29/24

SF-424D (Rev. 7-97) Back

Approved As To Form : George Markopoulos
City Solicitor

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

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

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

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

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


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progressive reports and such other information as may be required by the assistance awarding agency or State.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards of merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
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19. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.
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SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE
	Mayor
APPLICANT ORGANIZATION	DATE SUBMITTED
City of Lynn, Massachusetts	07/29/24

SF-424D (Rev. 7-97) Back

Approved As To Form : George Markopoulos
City Solicitor

ASSURANCES - CONSTRUCTION PROGRAMS

OMB Number: 4040-0009
Expiration Date: 02/28/2025

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

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


1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, the right to examine all records, books, papers, or documents related to the assistance; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure non-discrimination during the useful life of the project.
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APPLICANT ORGANIZATION	DATE SUBMITTED
City of Lynn, Massachusetts	07/29/24

SF-424D (Rev. 7-97) Back

Approved As To Form : George Markopoulos
City Solicitor

CERTIFICATIONS

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

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

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

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

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

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

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

Section 3 -- It will comply with section 3 of the Housing and Urban Development Act of 1968 (12 U.S.C. 1701u) and implementing regulations at 24 CFR Part 75.

<i>Jared Nelson</i>	07/29/24
_____ Signature of Authorized Official	_____ Date

Mayor

Title

Approved As To Form : *George Markopoulos*

City Solicitor

Specific Community Development Block Grant Certifications

The Entitlement Community certifies that:

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

Community Development Plan -- Its consolidated plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that have been developed in accordance with the primary objective of the CDBG program (i.e., the development of viable urban communities, by providing decent housing and expanding economic opportunities, primarily for persons of low and moderate income) and requirements of 24 CFR Parts 91 and 570.

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

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

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

2. Overall Benefit. The aggregate use of CDBG funds, including Section 108 guaranteed loans, during program year(s) 2021, 2022, 2023[a period specified by the grantee of one, two, or three specific consecutive program years], shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period.

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

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

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

Excessive Force -- It has adopted and is enforcing:

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

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

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

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

Jared Nelson

07/29/24

Signature of Authorized Official

Date

Mayor

Title

Approved As To Form : George Markopoulos
City Solicitor

OPTIONAL Community Development Block Grant Certification

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

Jared Nelson
Signature of Authorized Official

07/29/24
Date

Mayor
Title

Approved As To Form : George Markopoulos
City Solicitor

Specific HOME Certifications

The HOME participating jurisdiction certifies that:

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

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

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

Jared Nicholson

07/29/24

Signature of Authorized Official

Date

Mayor

Title

Approved As To Form : *George Markopoulos*

City Solicitor

Emergency Solutions Grants Certifications

The Emergency Solutions Grants Program recipient certifies that:

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

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

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

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

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

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

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

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

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

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

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

Jared Nicholson

07/29/24

Signature of Authorized Official

Date

Mayor

Title

Approved As To Form : *George Markopoulos*

City Solicitor

Housing Opportunities for Persons With AIDS Certifications

The HOPWA grantee certifies that:

Activities -- Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

Building -- Any building or structure assisted under that program shall be operated for the purpose specified in the consolidated plan:

1. For a period of not less than 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
2. For a period of not less than 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

Jared Nelson

07/29/24

Signature of Authorized Official

Date

Mayor

Title

Approved As To Form : *George M. Antepoulos*
City Solicitor

APPENDIX TO CERTIFICATIONS

INSTRUCTIONS CONCERNING LOBBYING CERTIFICATION:

Lobbying Certification

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