

CITY OF SOMERVILLE

MASSACHUSETTS

MAYOR'S OFFICE OF STRATEGIC PLANNING AND COMMUNITY DEVELOPMENT



2025-2026

REQUEST FOR PROPOSAL

HOME AMERICAN RESCUE PLAN GRANT Funding For (HOME-ARP) PROGRAMS

RFP # 25-HOME-ARP

TABLE OF CONTENTS

Legal Notice	2
Grant Information	3
Instructions to Applicants	6
Attachment A: Agency Information Page	9
Attachment B: Sample HOME-ARP Budget	10
Attachment C: Program Impact Form	11
Attachment D: Sample Grant Agreement	13
Attachment E: Amended Consolidated Plan 2018-2022	30
Attachment F: CPD Notice 21-10 HOME-ARP Rules & Regulations	31

LEGAL NOTICE

City of Somerville
Mayor's Office of Strategic Planning and Community Development (OSPCD)
RFP# 25-HOME-ARP
The City of Somerville, Mayor's Office of Strategic Planning and Community Development (OSPCD)
invites sealed proposals for the 2025-2026 program year for the:
HOME American Rescue Plan Grant Program

HOME- ARP Grant Program. Proposals must address the housing and service needs of households who face an elevated risk of homelessness and housing instability in the City of Somerville. Funds for the HOME-ARP Grant Housing and Urban Development (HUD) Bid Number RFP # 25-HOME-ARP

Request for Proposal packages for HOME-ARP will be posted and available for download on the City of Somerville website beginning at **8:30 A.M. Wednesday, August 6, 2025**, at <https://www.somervillema.gov/departments/ospcd/housing> and <https://www.somervillema.gov/departments/office-strategic-planning-and-community-development-ospcd/ospcd-administration>

Print copies available upon request to Julie Melgar at OSPCD@somervillema.gov.

An electronic PDF file should be emailed to OSPCD@somervillema.gov and proposal packages must be submitted no later than **12:00 P.M. Thursday, September 4, 2025**, for HOME American Rescue Plan Grant to the above email address.

Please contact Julie Melgar, Program Compliance Officer, by email Jmelgar@somervillema.gov, for information and proposal packages.

Thomas F. Galligani Jr, Executive Director
617- 625-6600, x 2500

Somerville Times (08/06/2025)

HOME AMERICAN RESCUE PLAN GRANTS PROGRAM BACKGROUND INFORMATION

Program Objectives

HOME American Rescue Plan Grants (HOME-ARP):

The City of Somerville was allocated a total of \$1,628,585 in HOME-ARP funds. This HUD program provides a one-time award of funds, which are dedicated to addressing specific housing and service needs of homeless households and others who face an elevated risk of homelessness and housing instability. 15% of the funding or \$244,287.75 was set aside for administrative expenses and \$1,000,213.66 was committed during the first RFP to support a variety of programs. \$384,083.59 is being made available under this second RFP.

TIMELINE

RFP Issued	Wednesday, August 6, 2025
Deadline for Submitting Questions to RFP	Wednesday, August 20, 2025
Proposals Due	Thursday, September 4, 2025 - 12:00 P.M.
Anticipated Contract Award	September 15, 2025
Services Commence	October 1, 2025
Contract Completion Date	September 30, 2028

HUD Published CPD Notice 21-10 on September 13, 2021, outlining the process that the City is required to follow in order to receive and spend HOME-ARP funds. The notice also outlines the process through which the city needs to allocate funds, known as the Allocation Plan. HOME-ARP funding can be used for four distinct activities that must primarily benefit qualifying individuals and families who are homeless, at risk of homelessness, or in other vulnerable populations.

HOME-ARP Qualifying Populations (QPs)

HOME-ARP funds must benefit the designated qualifying populations (QPs) which include persons who are:

1. Homeless, (McKinney-Vento definition)
2. At-risk of Homelessness, (McKinney-Vento definition)
3. Fleeing, or attempting to flee, domestic violence, dating violence, sexual assault, stalking, or human trafficking, (VAWA Definition and Trafficking Victims Protection Act def.)
4. Other populations, where assistance would prevent that family's homelessness or serve those with the Greatest Risk of Housing Instability. This includes:
 - a. Households who have previously been qualified as homeless
 - b. Households who are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance, or some type of other assistance to allow the household to be housed; and
 - c. Households who need additional housing assistance or supportive services to avoid a return to homelessness
5. At-risk of Housing Instability includes a household that has:
 - a. Annual income of <30% of Area Median Income (AMI) and is experiencing severe cost burden (50% or more of income toward housing costs)
 - b. Or Annual income of <50% AMI and meets one of the definitions of at-risk of homelessness

HUD Eligible HOME-ARP/ Activities

The allowable activities under HOME-ARP are:

- Development of new rental housing
- Tenant-based Rental Assistance
- Supportive services
- Development of new non-congregate shelter units

HOME-ARP Allocation Plan

On April 24, 2023, the City received notification from HUD approving the HOME-ARP Plan. The HOME-ARP Plan in accordance with Section V.A of the Notice was developed in consultation with:

- CoC(s) serving the jurisdiction's geographic area,
- Homeless service providers,
- Domestic violence services providers
- Veteran's groups
- Public housing agencies (PHAs)
- Public agencies that address the needs of the qualifying populations, and
- Public or private organizations that address fair housing, civil rights, and the needs of persons with disabilities.

A minor amendment was made to this plan in June 2025 to increase the total funding by \$1,843. The increase in funding was due to an administrative error in the allocations of the HOME-ARP funds made by HUD's Office of Community Development and Planning. The minor amendment has also been approved.

The amended HOME-ARP Plan allocates \$1,221,438.75 towards Supportive Services. It was noted during the process of creating the Plan, that Somerville's overall real estate market is in flux, which creates instability and uncertainty for many lower-income households. With the growth/development trends accelerating, significant changes to the community's nonprofit/services delivery system are needed, the scope of which is yet to be determined. \$906,222 of these funds were committed through the first RFP and \$315,216.75 are available under this RFP.

The City approved to use its one-time award of HOME-ARP funds to strengthen and support a flexible array of services to help usher in the redesign and reshaping of how its community services are delivered. It will do this with active contributions from community members. Possible system-delivery uses include:

Opportunity 1, for QP1: The Somerville Homeless Coalition recently opened a daytime engagement center, intended to expand the reach of a growing street outreach program and a city facing a growing number of persons living unhoused on the street. The Cambridge Health Alliance has begun operating a new Community Behavioral Health Center. These new services provide the opportunity for closer collaborations to be forged, both to coordinate support services for persons experiencing homelessness and also to link them more closely and directly to housing opportunities available through the Balance of State CoC.

Opportunity 2, for QP2, QP3, and QP4: The array of City and nonprofit services that sprung up to provide emergency financial and rental assistance services in response to the COVID pandemic did outstanding work. HOME-ARP can provide transitional support for agencies and community partners to redesign the ways that people obtain assistance so that the process can become more effective and more responsive to community needs. In addition, strong community and tenant organizing efforts have been effective in preventing evictions by bringing media attention to the City's housing crisis, including the issue of displacement related to opening the new Green Line public transit stop. These funds can help build organizational and systemic capacity to adapt to meet the changing needs of the City's most vulnerable residents and to ensure that redesign is informed by community input.

HOME-ARP funds may be used to provide a broad range of supportive services to qualifying individuals or families as a separate activity or in combination with other HOME-ARP activities. Supportive services include a) services listed in Section 401 (27) of the McKinney-Vento Homeless Assistance Act; b) homelessness prevention services, as described in Section VI.D.3. and D4 and c) housing counseling services.

Eligible Supportive Services under the HOME-ARP

McKinney-Vento Supportive Services: McKinney-Vento Supportive Services under HOME-ARP are adapted from the services listed in section 401(27) of McKinney-Vento.

Homelessness Prevention Services: HOME-ARP Homelessness Prevention Services are adapted from eligible homelessness prevention services under the regulations at [24 CFR 576.102](#), [24 CFR 576.103](#), [24 CFR 576.105](#), and [24 CFR 576.106](#), and are revised, supplemented, and streamlined in Section VI.D.4.c.i below.

Housing Counseling Services: Housing counseling services under HOME-ARP are those which are consistent with the definition of housing counseling and housing counseling services defined at [24 CFR 5.100](#) and [5.111](#), respectively, except where otherwise noted. The requirements at [24 CFR 5.111](#) state that any housing counseling, as defined in [24 CFR 5.100](#), required under or provided in connection with any program administered by HUD shall be provided only by organizations and counselors certified by the Secretary under [24 CFR part 214](#) to provide housing counseling, consistent with [12 U.S.C. 1701x](#).

Supportive service activities must be accessible by all qualifying populations. The approved Allocation Plan did not approve any preferences or limitations for any subset of the qualifying populations.

Nonprofit Operating and Capacity Building Assistance (up to \$81,429.25 Operating and up to \$81,429.25 Capacity)

Five percent of the City's HOME-ARP allocation may pay operating expenses of a CHDO and other nonprofit organizations that will carry out activities with the HOME-ARP funds. Additionally, five percent of the HOME-ARP allocation may be used to pay eligible costs related to developing the capacity of eligible nonprofit organizations to successfully carry out HOME-ARP eligible activities. \$49,000 in operating and \$44,991.66 in capacity building expenses were committed under the first RFP. \$32,429.25 and \$36,437.59 are available under this RFP for operating and capacity building assistance, respectively.

Eligible Costs

Operating Expense Assistance: Operating expenses are defined as reasonable and necessary costs of operating the nonprofit organization. These costs include employee salaries, wages and other employee compensation and benefits; employee education, training, and travel; rent; utilities; communication costs; taxes; insurance; equipment, materials, and supplies.

HOME-ARP funds used for operating expenses must be used for the "general operating costs" of the nonprofit organization. These operating costs must not have a particular final cost objective, such as a project or activity, or must not be directly assignable to a HOME-ARP activity or project. For example, HOME-ARP funds for operating expenses may not be used for staffing costs to provide supportive services or develop HOME-ARP-rental housing (as operating costs to develop HOME-ARP rental housing are paid for by a developer fee which is a project delivery or soft cost). Because ARP does not permit any HOME-ARP funds to be used to operate a shelter, all costs related to operating a non-congregate shelter (e.g., allocable overhead and staffing costs, insurance, utilities) also cannot be paid with HOME-ARP funds.

The actual costs of implementing a specific activity or project, including staff costs to deliver supportive services or administer HOME-ARP TBRA, are considered HOME-ARP project delivery costs or project soft costs and are not eligible costs under Nonprofit Operating and Capacity Building Assistance. HOME-ARP project delivery costs are

those allowable costs incurred for implementing and carrying out eligible HOME-ARP projects or activities, such as supportive services. All project delivery costs are allocable to a HOME-ARP project, including direct project and related delivery costs integral to developing the project or providing the activity. HOME-ARP project delivery costs may be paid, if eligible, by HOME-ARP funds provided under a written agreement for the activity or project and must not be paid with nonprofit operating expenses or capacity-building assistance.

Capacity Building Assistance: Capacity building expenses are defined as reasonable and necessary general operating costs that will result in the expansion or improvement of an organization's ability to successfully carry out eligible HOME-ARP activities. Eligible costs include salaries for new hires including wages and other employee compensation and benefits; costs related to employee training or other staff development that enhances an employee's skill set and expertise; equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials and equipment, and supplies; and contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations.

Limitations on Assistance:

National Affordable Housing Act (NAHA) and the HOME regulations limit the amount of operating expense assistance that an organization can receive annually. ARP extends this limitation to the capacity-building assistance paid with HOME-ARP funds.

In any fiscal year, operating assistance provided to a nonprofit organization may not exceed the greater of 50 percent of the general operating expenses of the organization, as described above, for that fiscal year, or \$50,000.

In any fiscal year, capacity-building assistance provided to a nonprofit organization may not exceed the greater of 50 percent of the general operating expenses of the organization, as described above, or \$50,000.

If an organization receives both operating assistance and capacity-building assistance in any fiscal year, the aggregate total amount of assistance it may receive is the greater of 50 percent of the organization's total operating expenses for that fiscal year or \$75,000.

INSTRUCTIONS TO APPLICANTS

1. **Submission Date:** An electronic PDF file should be emailed to OSPCD@somervillema.gov and the proposal is due **by 12:00 P.M., Thursday, September 4, 2025**. Hardcopies of the proposal are NOT required but can be mailed to City Hall (*in addition to electronic submission*) in a clearly marked envelope, which includes:

Proposer Agency Name and Address and "RFP HOME-ARP 2025" to:
Office of Strategic Planning and Community Development (OSPCD)
Attention: Julie Melgar
City of Somerville
93 Highland Ave, 3rd Floor
Somerville, MA 02143

2. **One (1) copy of the HOME American Rescue Plan Proposal Following the Order Labeled Below:**
 - a. A completed "Agency Information Page" using the form included herein as **Attachment A**.
 - b. A completed HOME-ARP Budget sheet with Matching Funds information. Matching funds shall equal or exceed the amount of the requested grant and may be in the form of cash or in-kind contributions. The latter includes the value of any donated material or building, the value of any lease on a building, salary paid to staff to carry out the program, and the value of the time and services contributed by volunteers. Non-professional time is currently valued at \$5.00 per hour. Professional services are valued at the reasonable and customary rate in the community for that profession. An example of a completed HOME-ARP Budget Sheet is included herein as **Attachment B**.

c. **A Project Narrative** of no more than 10 pages, responding to the following:

- i. Provide a brief history of your agency, and its goals and accomplishments over the past year. If this is an application for a program previously funded by the City, compare the projected level of service in your most recent grant proposal against the actual level of service you provided to date, and describe the anticipated increase in the level of service for this proposal over the level of service provided to date. Complete the Program/Impact form included herein as **Attachment C**.
- ii. Describe in detail the proposed activity, describe how it will meet the HOME-ARP eligible activities, identify each category of the HUD-eligible activities to be funded, and give the percentage of the grant to be used for each HUD-eligible activity. Describe how the proposed activity addresses the goals outlined in the City's Proposed 5-Year Consolidated Plan 2018-2022 (**see Attachment E**). Please describe how your proposed activity will collaborate with the CoC efforts and coordinate with the goals outlined in the Coordinated Entry standards.

Note on Continuum of Care(CoC) activity: On November 19, 2019, HUD officially recognized a merger between the Somerville-Arlington CoC and the Balance of State CoC. Going forward, the Balance of State CoC will administer grants and data collection and provide project evaluation, technical assistance, and monitoring for all CoC-funded projects. It will also facilitate committees that meet to address regional CoC goals. CoC members from Somerville will continue to meet approx. quarterly to address local CoC goals and receive technical assistance on a peer-to-peer basis. Proposals will be evaluated on your efforts and ability to follow the agenda of the CoC.

- iii. Describe the steps you have taken and plan to take to encourage the participation of homeless persons and/or persons with lived experience in the policy-making functions of your organization and in the operation of the HOME-ARP-funded program, both as volunteers and paid staff.
- iv. Substantiate the need for the proposed activity using information from client statistics, surveys, research studies, and other relevant sources.
- v. Identify the population to be served and estimate their number. Describe the procedures to be used to ensure the confidentiality of records of participants and the secrecy of family violence shelters.
- vi. If you serve more than one community, describe how the proposed activity will benefit Somerville specifically.
- vii. List funding sources to which you anticipate applying for FY26 funds.

3. If you are awarded HOME-ARP funds for your proposal, you will execute a Grant Agreement with the City of Somerville in substantially the same form as **Attachment D** hereto. Forms may include Somerville Living Wage Form, Certificate of Non-Collusion and Tax Compliance, Certificate of Signature of Authority, W9, Grant Trust Disclosure Form, Campaign Contribution Disclosure Form, Certificate of Good Standing, and evidence of Insurance. The scope of work included in Attachment D is a sample and it will be updated to reflect the activities you plan to administer with the HOME-ARP award.

4. SUBMIT ONE (1) COPY OF ALL BELOW LABELED SECTION I, SECTION II, AND SECTION III.

SECTION I

Cover Page/ Cover Letter

Program Description

(Program Description not to exceed 10 pages)

SECTION II

Financial Planning Projections/Budget Proposal

(Not to exceed 2 pages)

SECTION III

Miscellaneous Information

Job descriptions

Total agency operating budget

Listing of Board of Directors & affiliation
Organizational chart

5. For more information regarding this Request for Proposals or the HOME-ARP, please contact Julie Melgar at OSPCD@somevillema.gov. The deadline for submitting questions to RFP is Wednesday, August 20, 2025.
6. Non-profit Agency Eligibility Criteria:
 - a. Non-profit agencies will be required to comply with the following:
 - i. Understand and employ the federal definition of homeless prevention and rapid rehousing activities in admitting participants for services funded by HOME-ARP and comply with 24 CFR 576 (**Attachment F**).
 - ii. Maintain current data on project status and accomplishments and provide quarterly and annual reports (**Attachment D**). Projects will be subject to periodic monitoring. Nonprofit agencies will be informed of all information requirements and be required to prepare and file all necessary status reports in a timely manner.
 - iii. Fulfill requirement to input participant information into the Homeless Management Information System (HMIS) database, or comparable database for agencies with eligible exceptions, into SAGE, HOME-ARP data reporting templates for uploading to HUD, and to participate in Coordinated Entry as required by HUD.
7. Nonprofit agencies will be awarded a grant based on the agency's:
 - a. Ability to meet performance standards in the RFP
 - b. Previous experience in providing similar services and
 - c. Satisfactory performance by the nonprofit agency with other grants, with a preference for those experienced with City administrated HUD grants

ATTACHMENT A
Agency Information Page

1. **Agency Name:**

2. **Name of Project:**

3. **Address:**

4. **Contact Person:**

5. **Telephone Number**

Fax Number

6. **Agency Type (check one):**

☐
☐

Municipal
Consortium or Collaborative

☐
☐

Private Non-Profit
Private for Profit

7. **Federal I.D #**

DUNS#

8. Each applicant should specify which eligibility activity under Supportive Services best describes the proposed project

☐ McKinney-Vento Supportive Services

☐ Homelessness Prevention Services

Childcare, Education Services, Employment assistance and job training, food, Housing Search and counseling services, Legal services, Life skills training, Mental health services, Outpatient health services, Outreach services, Substance abuse treatment services, Transportation, Case Management, Mediation, Credit Repair, Landlord/Tenant Liaison, Services for special population, Financial assistance cost, Short-term and medium financial assistance for rent

☐ Housing Counseling Services

9. Is this program an expansion of an existing program?

☐ Yes

☐ No

10. Does your agency have prior experience serving individuals and families experiencing homelessness?

☐ Yes

☐ No

11. Is your agency a member of the Balance of State CoC?

☐ Yes

☐ No

12. Describe the population with whom you expect to work and estimate the number of people to be served by this project:

ATTACHMENT B
Sample HOME-ARP Budget with Matching Funds

Project Expenses

Line Item	Total Amount	HOME-ARP Funds Requested	Matching Funds	Source of Match
i.e., Tenant-Based Rental Assistance	\$16,000.00	\$6,000.00	\$ 9,000.00 \$ 1,000.00	Department of Public Health Citizen's Energy Corp

ATTACHMENT C
Program Impact Form

Division: *HOME American Rescue Plan Grant Recipient*

Sub Recipient: *Name of Agency*

Program: *Name of Program*

Need Statement	Program Goals	Numbers Assisted		Program Impact		Outcomes ST (short term) LT (long term)

Describe Methodology for Measuring Outcome:
(You need to measure at least one outcome, but list all that apply)

Indicator/Unit Services 2 (optional)
<p>*Each indicator/unit of service represents how you record and collect data for program.</p>

*Each indicator/unit of service represents how you record and collect data for program.

ATTACHMENT D

Sample Grant Agreement

 City of Somerville: Standard Contract Form (Grant Services Agreement)				
CONTRACT NAME: FILL IN CONTRACT TITLE				
This Grant Agreement, numbered _____, is made by and between the City of Somerville, a municipal corporation organized and existing under the laws of the Commonwealth of Massachusetts, acting by and through the Mayor's Office of Strategic Planning and Community Development ("OSPCD"), with an address of 93 Highland Avenue, Somerville, Massachusetts, acting by and through its Purchasing Department ("City" or "Grantor") and the Grantee defined as follows, ("Grantee" or "Vendor"):				
Grantee Name:				
Grantee Address:				
Grantee Contact Name, Email, & Tel./Fax #:				
Contract Amount:	\$@.@@.@@.@@.@@			
Purchase Order #:	Purchase Order Amount:			
Contract Term:	####/## through ####/##			
Term of Grant:	The term of this Grant Agreement shall commence on ####/## and shall end on ####/## ("Term"). The Grantee shall complete the provision of Goods and/or the performance of Services prior to the end of the Contract term (the "Completion Date"). The term of this Contract may be extended at the sole discretion of the City, through written notice to the Grantee.			
Grant Recitals:	WHEREAS, the City has entered into an agreement (the "Grant Agreement") with ***INSERT FUNDING SOURCE*** (the "Funding Source") to fund a portion of the cost of the Project with ***INSERT FUND TYPE*** funds; WHEREAS, Chapter 30B:1(a) states "This chapter shall apply to every contract for the procurement of supplies, services or real property and for disposing of supplies or real property by a governmental body as defined herein"; and WHEREAS, Chapter 30B:2 defines "services" as follows: "Services", the furnishing of labor, time, or effort by a contractor, not involving the furnishing of a specific end product other than reports. This term shall not include employment agreements, collective bargaining agreements, or grant agreements"; and WHEREAS, this Agreement meets the definition of "grant agreement" in Chapter 30B:2: namely, "an agreement between a governmental body and an individual or nonprofit entity the purpose of which is to carry out a public purpose of support or stimulation instead of procuring supplies or services for the benefit or use of the governmental body."			
Procurement Type:	Procurement Type:			
Contracting Department:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Pick Dept.</td> <td style="width: 50%;">Project Manager:</td> </tr> </table>	Pick Dept.	Project Manager:	
Pick Dept.	Project Manager:			
Scope of Work (Goods / Services):	The Vendor shall provide the Goods and/or Services, as described within the attached Appendix A (Scope of Work), made part hereof.			
Grant Amount Compensation:	The City agrees to pay the Vendor a total not to exceed \$@.@@.@@.@@.@@ for Goods and/or Services rendered and accepted in accordance with the Contract Documents. Rates, units, charges, and frequencies are specified in the attached Appendix B made part hereof.			
Funding Source:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">(Select Funding Source)</td> <td style="width: 50%; text-align: center;">CFDA Numbers: (Select CFDA Number)</td> </tr> </table>	(Select Funding Source)	CFDA Numbers: (Select CFDA Number)	
(Select Funding Source)	CFDA Numbers: (Select CFDA Number)			
CDBG National Objectives:	(Select CDBG National Objective)			
Vendor Certifications:	Under the pains and penalties of perjury, the Vendor agrees to perform this Contract and provide the Goods and/or Services in accordance with the City of Somerville's Standard Contract General Conditions as set forth within the attached hereto, made part hereof. Vendor is in full compliance with all laws of the Commonwealth of Massachusetts relating to taxes and to contributions and payments in lieu of taxes. The Vendor certifies that it has provided the City with an accurate tax identification number (TIN). In the event that the City is notified by the IRS for an incorrect TIN provided by the Vendor, the Vendor is responsible for penalties. <div style="text-align: right;"> TIN: <input style="width: 100px;" type="text"/> DUNS Number: <input style="width: 100px;" type="text"/> </div> This Contract has been duly executed and delivered on behalf of the Vendor by its: Officer (President, Vice President, Treasurer, Secretary) General Partner, Trustee, other: _____; in full compliance with the authority granted by its organizational documents and its votes or resolutions, which authority has not been amended, modified, or rescinded as of the date hereof.			
Applicable Wage Rates:	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 40%;">(Select Wage Rates)</td> <td style="width: 20%; text-align: center;">Is Grantee a WBE/MBE?</td> <td style="width: 40%;">(Select if WMBE or N/A)</td> </tr> </table>	(Select Wage Rates)	Is Grantee a WBE/MBE?	(Select if WMBE or N/A)
(Select Wage Rates)	Is Grantee a WBE/MBE?	(Select if WMBE or N/A)		

Approved version 9-29-15

Appendix A
Scope of Work

APPENDIX A **Scope of Work**

Requirements for the HOME-ARP Sub-Grantee:

Activity Description: The Sub-Grantee shall provide HOME-ARP eligible activities comprised of [INSERT PROPOSED ACTIVITIES] as defined in CPD Notice-21-10 *Requirements for the Use of Funds in the HOME-American Rescue Plan Program* (the “Notice”) to qualifying populations as described in more detail below.

A. Population to be served:

The Sub-Grantee shall award supportive services only to qualifying populations, and the Sub-Grantee shall make all supportive services available to all qualifying populations without preferences, limitations, or priorities. Qualifying populations include individuals and families that meet one or more of the below criteria:

- (1) Homeless, as defined in section 103(a) of the McKinney-Vento Homeless Assistance Act, as amended (42 U.S.C. 11302(a)) (“McKinney-Vento”);
- (2) At risk of homelessness, as defined in section 401 of McKinney-Vento;
- (3) Fleeing, or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking as defined under the Violence Against Women Act (“VAWA”) and/or the Trafficking Victims Protection Act of 2000, as amended;
- (4) Part of another population not described in (1)-(3) where providing supportive services or assistance under section 212(a) of the Cranston-Gonzalez National Affordable Housing Act of 1990 (“NAHA”) (42 U.S.C. 124742(a)) would prevent a family’s homelessness or would serve those with the greatest risk of housing instability, which includes households that meet one or more of the below criteria:
 - a. Have previously qualified as homeless under 24 CFR 91.5, are currently housed due to temporary or emergency assistance, including financial assistance, services, temporary rental assistance or some type of other assistance to allow the household to be housed, and who need additional housing assistance and supportive services to avoid a return to homelessness;
 - b. Have an annual income that is less than or equal to 30% of the area median income, as determined by HUD, and is experiencing a severe housing cost burden (i.e., is spending more than 50% of monthly household income on housing costs);
 - c. Have an annual income that is less than or equal to 50% of the area median income, as determined by HUD, **and** meets one of the following conditions from paragraph (iii) of the “At risk of homelessness” definition established at 24 CFR 91.5:
 - i. Has moved because of economic reasons two or more times during the 60 days immediately preceding the application for homelessness prevention assistance;
 - ii. Is living in the home of another because of economic hardship;
 - iii. Has been notified in writing 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;
 - iv. Lives in a hotel or motel and the cost of the hotel or motel stay is not paid by charitable organizations or by Federal, State, or local government programs for low-income individuals;
 - v. Lives in a single-room occupancy or efficiency apartment unit in which there reside more than two persons or lives in a larger housing unit in which there reside more than 1.5 persons per room, as defined by the U.S. Census Bureau;
 - vi. Is exiting a publicly funded institution, or system of care (such as a health-care facility, a mental health facility, foster care or other youth facility, or correction program or institution); or
 - vii. Otherwise lives in housing that has characteristics associated with instability and an

increased risk of homelessness as identified in the City of Somerville Consolidated Plan.

- (5) Veterans and families that include a veteran family member that meet the criteria in one of (1)-(4) above.

B. Activities Eligible for Reimbursement

[INSERT PROPOSED SUPPORTIVE SERVICE ACTIVITY DESCRIPTIONS]

All supportive services costs must comply with the requirements of the Notice, including requirements in 2 CFR part 200, subpart R, Cost Principles that require costs be reasonable and necessary. If a qualifying household is already receiving the same eligible supportive service or has been approved to receive the same service through another program or provider, the program participant does not have a need for the HOME-ARP service and the costs related to the service do not comply with the cost principles and are not reimbursable. Program participants must be reported in the Homeless Management Information System (HMIS) to prevent duplication of services or assistance.

The costs of labor or supplies and materials incurred by Sub-Grantee in directly providing supportive services to program participants and the salary and benefit package of Sub-Grantee staff who directly deliver the services are also eligible project delivery costs and may be reimbursed.

Operating Assistance [TO BE REMOVED IF OPERATING ASSISTANCE NOT REQUESTED]

Reasonable and necessary costs of operating the Sub-Grantee, including employee salaries, wages and other employee compensation and benefits, employee education, training, and travel; rent; utilities; communications costs; taxes; insurance; equipment, materials, and supplies are eligible for reimbursement. HOME-ARP funds used for operating expenses must be used for general operating costs of the Sub-Grantee. General operating expenses must not have a particular final cost objective, such as a project or activity, and must not be directly assignable to a HOME-ARP activity or project. The actual costs of implementing a specific activity or project, including staff costs to deliver supportive services are considered HOME-ARP project delivery costs or project soft costs and are not eligible under Operating Assistance. HOME-ARP project delivery costs or soft costs may be paid, if eligible, under McKinney-Vento Supportive Services and Homelessness Prevention Services.

Capacity Building Assistance [TO BE REMOVED IF CAPACITY BUILDING ASSISTANCE NOT REQUESTED]

Reasonable and necessary general operating costs that will result in expansion or improvement of the Sub-Grantee's ability to successfully carry out eligible HOME-ARP supportive services, such as salaries for new hires including wages and other employee compensation and benefits; costs related to employee training or other staff development that enhances an employee's skill set and expertise; equipment (e.g., computer software or programs that improve organizational processes), upgrades to materials and equipment, and supplies; and contracts for technical assistance or for consultants with expertise related to the HOME-ARP qualifying populations are eligible for reimbursement. General operating expenses must not have a particular final cost objective, such as a project or activity, and must not be directly assignable to a HOME-ARP activity or project. The actual costs of implementing a specific activity or project, including staff costs to deliver supportive services, are considered HOME-ARP project delivery costs or project soft costs and are not eligible under Capacity Building Assistance. HOME-ARP project delivery costs or soft costs may be paid, if eligible, under McKinney-Vento Supportive Services and Homelessness Prevention Services.

C. General Requirements of the Sub-Grantee

The Sub-Grantee shall:

- (1) Administer McKinney-Vento Supportive Services and Homelessness Prevention Services in compliance with the rules and regulations of the HOME-ARP Program as established in the Notice subject to monitoring by the Office of Strategic Planning and Community Development.
- (2) Develop a termination of assistance policy in accordance with the Notice that is subject to the review and approval of the Office of Strategic Planning and Community Development. At a minimum, this policy must consist of (i) providing the program participant with the written copy of the program rules and the termination process before the

- participant begins to receive assistance; (ii) written notice to the program participant containing a clear statement of the reasons for termination; (iii) 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 a subordinate of that person) who made or approved the termination decision; and (iv) prompt written notice of the final decision to the program participant.
- (3) Certify income and/or other programmatic eligibility of potential program participants for assistance pursuant to the provisions of this contract, the HOME-ARP requirements, and the Notice.
 - (4) Obtain all data about program participants and the assistance provided as is necessary to comply with HOME-ARP data collection and reporting requirements and enter such data into the HMIS data management system, and ensure compliance with all HMIS data and technical standards and client confidentiality standards in the Notice.
 - (5) Engage in due diligence to ensure that assistance paid on behalf of any program participant does not duplicate other assistance paid for the same purposes and for the same period of time through other federal, state and local programs.
 - (6) Ensure full program accessibility for those with limited English proficiency and those with lack of access to computer-based technology; make diligent efforts to hire or retain staff who speak at least one of the major languages in Somerville in addition to English, use Language Line or another comparable source of telephone interpretation; and to the maximum extent practicable, provide materials in relevant languages.
 - (7) Attend monthly Balance of State Planning Group meetings and participate in other Balance of State committees dedicated to one or more of the following topics: Youth, Veterans, Coordinated Entry, Domestic Violence, Homeless Management Information System (HMIS), Racial Disparities Task Force, or other newly formed Balance of State Committees.
 - (8) Attending quarterly Somerville provider group meetings.
 - (9) Participate in Coordinated Entry established by the Balance of State Continuum of Care (CoC), utilize the City of Somerville Written Standards for Organizations Operating Under Emergency Solutions Grants, and accept referrals from outside agencies as required by HUD in the notice.
 - (10) Comply with the federal requirements in 24 CFR 92.350.

D. Documentation Requirements

The Sub-Grantee must document that households qualify as homeless by following the requirements in 24 CFR 576.500(b)(1), (2), (3), or (4) and that households qualify as “at risk of homelessness” by following the documentation requirements in 24 CFR 576.500(c)(1) or (2), as applicable, including the documentation of annual income required in the Notice.

For households qualified because the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking, then acceptable evidence includes an oral or written statement by the qualifying individual or head of household seeking assistance that they are fleeing that situation. An oral statement may be documented by either (i) a written certification by the individual or head of household, or (ii) a written certification by a victim service provider, intake worker, social worker, legal assistance provider, pastoral counselor, or an intake worker in any other organization from whom the individual or family sought assistance. The written documentation need only include the minimum amount of information indicating that the individual or family is fleeing or attempting to flee domestic violence, dating violence, sexual assault, stalking, or human trafficking and need not include any additional details about the conditions that prompted the individual or family to seek assistance.

For households part of the fourth qualifying population, the Sub-Grantee must retain documentation that evidences the household meets the criteria outlined for that population. The Sub-Grantee should first make efforts to obtain third-party documentation, then rely on intake worker observations second, and finally may rely on a certification from the person seeking assistance as a last resort. For documenting criteria related to a household’s income, the Sub-Grantee must collect the documentation of annual income required in the Notice.

E. Goal Outcomes

[INSERT GOALS SPECIFIC TO THE PROPOSED ACTIVITIES]

F. Recordkeeping and Reporting Obligations

The Sub-Grantee must comply with recordkeeping and reporting requirements at 24 CFR 92.504. For all HOME-ARP Supportive Service projects pursuant to McKinney-Vento or Homelessness Prevention Supportive Services, the Sub-Grantee must retain:

- (1) Records, where applicable, demonstrating compliance with the termination of assistance requirement as described in Section VI.D.5 of CPD Notice 21-10.
- (2) Records of all solicitations of and agreements with subrecipients and contractors, records of all payment requests by and dates of payments made to subrecipients, and documentation of all monitoring and sanctions of subrecipients, as applicable including any findings and corrective actions required.
- (3) Records of all procurement contracts and documentation of compliance with the procurement requirements in 2 CFR part 200, Subpart D, as revised by Section VIII.D of CPD Notice 21-10.
- (4) Records evidencing the use of written procedures required under Section VI.D.2 of CPD Notice 21-10 and records evidencing compliance with Section IV.C.2 of CPD Notice 21-10.
- (5) Records of all leases, subleases, and financial assistance agreements for the provision of rental payments, documentation of payments made by the Sub-Grantee to owners, HOME-ARP sponsor, or qualifying households for the provision of financial assistance for rental payments, and supporting documentation for these payments, including dates of occupancy by qualifying families and individuals.
- (6) Records that document the monthly allowance for utilities (excluding telephone) used to determine compliance with the rent restriction.
- (7) Records of the types of services provided under the HOME-ARP program and the amounts spent on these services.
- (8) Records demonstrating the Sub-Grantee is in compliance with the record keeping requirements in Section VIII.F. of CPD Notice 21-10.

For all Operating and Capacity Building Assistance activities, the Sub-Grantee must retain records concerning the use of funds for nonprofit operating expense and capacity building assistance for a minimum of five (5) years after the termination of this contract.

In all cases, the Sub-Grantee must document that the recipient of supportive services is a qualifying population. For those at risk of homelessness in addition to maintaining the documentation described above, the Sub-Grantee shall retain the following documentation of annual income:

- (1) Income evaluation form containing the minimum requirements specified by HUD and completed by the Sub-Grantee and program recipient; and
- (2) Source documents for the assets held by the household and income received over the most recent period for which representative data is available before the date of the evaluation (e.g., wage statement, unemployment compensation statement, public benefits statement, bank statement);
- (3) To the extent that source documents are unobtainable, a written statement by the relevant third party (e.g., employer, government benefits administrator) or the written certification by the Sub-Grantee's intake staff or the oral verification of a third party of the income the household received over the most recent period for which representative data is available; or
- (4) To the extent that source documentation and third-party verification are unobtainable, the written certification by the household of the amount of income the household received for the most recent period representative of the income that the household is reasonably expected to receive over the 3-month period following the evaluation.

The Sub-Grantee must retain documentation of all applicants that have been denied supportive services, the reasons for such denial, and any record of appeal and the results of that appeal.

Appendix B
Cost Details

Timetable for Advances of Grant Funds:

- ☐ **Service rate(s): Per Details Below**
- ☐ **Supply rate(s): Per Details Below**
- ☐ **Number of payments: Per Details Below**
- ☐ **Payment upon completion of deliverables: Per Details**
- ☐ **Fixed fee: Per Details Below**
- ☐ **Other: Per Details Below**

The Grantee shall periodically submit Invoices to the City, for which compensation is due under this Contract and requesting payment for goods and/or services rendered by the Grantee during the period covered by the invoice. The invoice must agree to the times payment schedule as indicated in this contract and must include the applicable Purchase Order number. The invoice shall include the following information: Grantee name, previous contract address, invoice date, invoice number, itemized listing of goods, services, labor, and expenses and indicating the total amount due.

APPENDIX B
Budget

Project Information

FY 26 Proposed Total Funding Request: \$ _____

***Eligible costs start on page 45 of CPD-21-10 Notice**

Project Delivery Costs	HOME-ARP Funds	Explain Activity Cost
Personnel		
Fringe		
Supplies		
Supportive Services		
Total		

Appendix C
Form

Revised Edition 7-2025

General Contract Terms and Conditions

(For federally funded contracts)

OVERALL COMPLIANCE

1. Grantee shall comply with all provisions of the Housing and Community Development Act of 1974 and regulations issued pursuant thereto, CPD Notice 21-10 Requirements for the Use of Funds in the HOME-American Rescue Plan Program. and instructions issued by the Funding source, and with all federal, state and local laws applicable to this contract.
2. Grantee shall comply with U.S. Office of Management and Budget (OMB) Circular A-102. Grantee hereby consents to jurisdiction of the federal court.
3. Grantee shall permit the City, HUD, the Comptroller General of the United States, or any of their duly authorized representatives, to have access to any books, documents, papers, and records of the Grantee relating to this contract.

AFFIRMATIVE ACTION FOR HANDICAPPED WORKERS

4. Grantee shall not discriminate against any employee or applicant for employment because of physical or mental handicap in regard to any position for which the employee or applicant for employment is qualified. The Grantee agrees to take affirmative action to employ, advance in employment and otherwise treat qualified handicapped individuals without discrimination based upon their physical or mental handicap in all employment practices.
5. The Grantee agrees to comply with all rules, regulations and relevant orders issued pursuant to the Rehabilitation Act of 1973. In the event of the Grantee's noncompliance with the requirements of this clause, actions for noncompliance may be taken in accordance with the rules, regulations and orders issued pursuant to the Rehabilitation Act. The Grantee shall notify all those with whom it has contracted that the subgrantee is bound by the terms of the Rehabilitation Act of 1973 and is committed to take affirmative action to employ and advance in employment physically and mentally handicapped individuals.

ENVIRONMENTAL PROTECTION

6. National Environmental Policy Act: The Grantee shall cooperate and assist the City in complying with the HUD Environmental Review Procedures (24 CFR Part 58).
7. Clean Air Act: If this contract is in excess of \$100,000.00, Grantee shall comply with the Clean Air Act of 1970.

HISTORIC PRESERVATION

8. Grantee shall comply with all federal laws and regulations governing historic preservation, the Historic Districts Act of the Commonwealth of Massachusetts (G.L. Ch. 40C) and the City of Somerville Historic District Ordinance.

WORK HOURS AND SAFETY STANDARDS

9. In construction contracts in excess of \$2,000 and other contracts in excess of \$2,500, the Grantee shall comply with Sections 103 and 107 of the Contract Work Hours Safety Standards Act (40 U.S.C. 327-330.)

CONFLICT OF INTEREST

10. Grantee shall comply with all federal and state conflict of interest statutes and regulations.

NONDISCRIMINATION UNDER TITLE VI OF THE CIVIL RIGHTS ACT OF 1964

11. Grantee shall comply with the requirements of Title VI of the Civil Rights Act of 1964 (P.L. 88-352) and HUD regulations thereto. In the sale, lease or other transfer of land acquired, cleared or improved with assistance provided under this contract, the Grantee shall cause or require a covenant running with the land to be inserted in the deed or lease for such transfer, prohibiting discrimination upon the basis of race, color, religion, sex or national origin, in the sale, lease, or rental, or in the use or occupancy of such land or any improvements erected or to be erected thereon, and providing that the Grantee, the City of Somerville and the United States are beneficiaries of and entitled to enforce such covenant. The Grantee, in undertaking its obligation in carrying out the Project assisted hereunder, agrees to take such measures as are necessary to enforce such covenant and shall not itself so discriminate.

COPYRIGHTS AND PATENTS

12. Copyrights: The Grantee agrees that where any activity performed under this contract results in a book or other copyrightable material the Grantee is free to copyright the work, but the City and HUD reserve a royalty-free, non-exclusive and irrevocable license to reproduce, publish, or otherwise use, and to authorize others to use the work for government purposes.

13. Patents: The Grantee agrees that if activities performed under this contract produce any patentable items, patent rights, processes, or inventions, such fact shall be promptly and fully reported to the City and HUD, and absent an agreement to the contrary, HUD shall determine whether protection of such invention or discovery shall be sought and how the rights in the invention or discovery, including the rights under any patent issued thereon shall be allocated and administered in order to protect the public interest.

14. UNIFORM ADMINISTRATIVE REQUIREMENTS

The following uniform administrative requirements set forth in 24 CFR 570.502 are applicable to grantees which fall within the definition of “subrecipient” set for in 24 CFR 570.500:

14. Subrecipients which are Government Agencies: subrecipients which are governmental Agencies shall comply with the requirements and standards of OMB Circular No. A-87, “Cost Principles for State, Local, and Indian Tribal Governments”; OMB Circular A-128, “Audits of State and Local Governments” (implemented at 24 CFR part 44); and with the following sections of 24 CFR part 85, “Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments” or the related CDBG provisions, as specified in this paragraph: (1) Section 85.3, “Definitions”; (2) Section 85.6, “Exceptions”; (3) Section 85.12, “Special grant or subgrant conditions for ‘high risk’ grantees”; (4) Section 85.20, “Standards for financial management systems”, except paragraph (a); (5) Section 85.21, “Payment”, except as modified by §570.513; (6) Section 85.22, “Allowable Costs”; (7) Section 85.26, “Non –federal audits”; (8) Section 85.32, “Equipment”, except in all cases in which the equipment is sold, the proceeds shall be program income; (9) Section 85.3, “Supplies”; (10) Section 85.34, “Copyrights”; (11) Section 85.35, “Subawards to debarred and suspended parties”; (12) Section 85.36, “Procurement”, except paragraph (a); (13) Section 85.37 “Subgrants”; (14) Section 85.40, “Monitoring and Reporting Program Performance”, except paragraphs (b) through (d) and paragraph (f); (15) Section 85.41, “Financial Reporting”, except paragraphs (a), (b), and (e); (16) Section 85.42 “Retention and Access Requirements for Your Records”, except that the period shall be four years; Section 85.43, “Enforcement”; (18) Section 85.44 “Termination for

Convenience”, (19) Section 85.51, “Later Disallowances and Adjustments” and (20) Section 85.52, “Collection of Amounts Due”.

15. Subrecipients, except Subrecipients who are Governmental Agencies: subrecipients, except subrecipients who are governmental entities shall comply with the requirement and standards of OMB Circular No. A-122, “Cost Principles for Nonprofit Organizations”, or OMB Circular No. A-21, “Cost Principles for Educational Institutions”, as applicable, and OMB Circular A-133, “Audits of Institutions of Higher Education and Other Nonprofit Institutions” (as set forth in 24 CFR part 45). Audits shall be conducted annually. Such subrecipients shall also comply with the following provisions of the Uniform Administrative Requirements of OMB Circular A-110 (implemented at 24 CFR part 84, “Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and other Nonprofit Organizations”) or the related CDBG provision as specified in this paragraph:
 - (1) Subpart A – “General”;
 - (2) Subpart B – “Pre-Award Requirements” except for §84.12, “Forms for Applying for Federal Assistance”;
 - (3) Subpart C – “Post-Award Requirements”, except for
 - (i) Section 84.22, “Payment Requirements”, Grantee shall follow the standards of §85.20(b)(7) and §85.21 in making payments to subrecipients;
 - (ii) Section 84.23, “Cost Sharing and Matching”;
 - (iii) Section 84.24, “Program Income”. In lieu of §84.24m CDBG subrecipients shall follow §570.504;
 - (iv) Section 84.25, “Revision of Budget and Program Plans”;
 - (v) Section 84.32, “Real Property”. In lieu of §85.32, CDBG Subrecipients shall follow §570.505;
 - (vi) Section 84.24(g), “Equipment”. In lieu of disposition provisions of §84.34(g), the following applies: (A) In all cases in which equipment is sold, the proceeds shall be program income (prorated to reflect the extent to which CDBG funds were used to acquire the equipment); and (B) Equipment not needed by the subrecipient for CDBG activities shall be transferred to the recipient for the CDBG program or shall be retained after compensating the recipient;
 - (vii) Section 84.51 (b), (c), (d), (e), (f), (g), and (h), “Monitoring and Reporting Program Performance”;
 - (viii) Section 84.52, “Financial Reporting”;
 - (ix) Section 84.53(b), “Retention and Access Requirements for Records”. Section 84.53(b) applies with the following exceptions: (A) the retention period reference in §84.53(b) pertaining to individual CDBG activities shall be four years; and (B) the retention period starts from the date of submission of the annual performance and evaluation report, as prescribed in 24 CFR 91.520, in which the specific activity is reported on for the final time rather than from the date of submission of the final expenditure report for the award;
 - (x) Section 84.61, “Termination”. In lieu of the provisions of §84.61, CDBG subrecipients shall comply with §570.503(b)(7)
 - (4) Subpart D - “After-the-Award Requirements”, except for §84.71, “Closeout Procedures”.

REAL PROPERTY ACQUIRED WITH CDBG FUNDS

16. In accordance with 24 CFR 570.503, “subrecipients”, as defined in §570.500, shall ensure that real property acquired with CDBG funds (including funds provided to the subrecipient in the form of a loan) in excess of \$25,000 is either
- (i) Used to meet one of the national objectives in §570.208 (formerly §570.901) until five years after expiration of the agreement or for such longer period of time as determined to be appropriate by the recipient; or
 - (ii) If not used in accordance with the foregoing paragraph, the subrecipient shall pay to the recipient an amount equal to the current market value of the property less any portion of the value attributable to expenditures of non-CDBG funds for the acquisition or, or improvement to, the property, which shall be program income to the recipient, provided however that no payment is required after the period of time specified in the foregoing paragraph.

COMPLIANCE WITH SUBPART K – OTHER PROGRAM REQUIREMENTS

All grantees, including “subrecipients” as defined in 24 CFR 570.500, shall comply with applicable program requirements set forth in Subpart K, 24 CFR 570.600, including the following:

- 570.601 Public Law 88-352, which is title VI of the Civil Rights Act; Public Law 90-284, affirmatively furthering Fair Housing; and Executive Order 11063, as amended, dealing with equal opportunity in housing.
- 570.602 Section 109 of Title I of the Housing and Development Act of 1974 (the “Act”) requiring that no person in the United States shall, on the ground of race, color, national origin, religion, sex, age or disability, be denied the benefits of or subject to discrimination under any program or activity receiving federal financial assistance under the Act.
- 570.603 The Labor Standards in Section 110(a) of the Act, including compliance with the Contract Work Hours and Safety Standards Act (40 U.S.C. 327).
- 570.604 Environmental Standards set forth at 24 CFR Part 58, except that subrecipient does not assume the recipient’s environmental responsibilities described at 24 CFR 570.604, nor is the subrecipient responsible for initiating the review process under the provisions of 24 CFR Part 52.
- 570.605 The National Flood Insurance Program, the Flood Disaster Protection Act of 1973 (42 U.S.C. 4106), and regulations at 44 CFR Parts 59 through 79.
- 570.606 Residential Anti-displacement regulations at 24 CFR Part 42, Subpart B; relocation assistance regulations at 49 CFR Part 29; and regulations governing acquisition of real property for an assisted activity at 49 CFR Part 24, Subpart B.
- 570.607 Equal employment opportunities as set forth in Executive Order 11246, as amended by subsequent Executive Orders; equal protection of the laws for faith-based and community organizations as set forth in Executive Order 13279; and contracting opportunities set forth in Section 3 of the Housing and Urban Development Act of 1968 and implementing regulations.
- 570.608 The Lead-Based Paint Poisoning Prevention Act (42 U.S.C. 4821-4846); the Residential Lead-Based Paint Hazard Reduction Act of 1992 (42 U.S.C. 4851-4856), and implementing regulations at 24 CFR Part 35, Subparts A through R, except that only Subparts A, B, J, K, and R apply to the CDBG Program. *In addition, as required by 24 CFR, 35.145, all lead-based paint activities shall also comply with the National Environmental Review Policy Act of 1969 (42 U.S.C. 4321), and the Toxic Substances Control Act, Title IV (15 U.S.C. 2860) and other environmental laws and authorities.*

- 570.609 Use of debarred, suspended, or ineligible contractors or subrecipients, as set forth in 24 CFR Part 5.
- 570.610 Uniform Administrative Requirements and Cost Principles. The City, as “recipient” and all “subrecipients” as both terms are defined in 24CFR 570.500, and other grantees receiving federal funds to which the following policies, guidelines, and requirements are applicable, shall comply with 24 CFR Part 85 and OMB Circulars A-87, A-110 (implemented at 24 CFR Part 84), A-122. A-133 (implemented at 24 CFR Part 45), and A-128 (implemented at 24 CFR Part 44), as applicable, as they related to the acceptance and use of federal funds.

INSURANCE REQUIREMENTS

The Grantee shall maintain in full force and effect during the duration of this Agreement the following insurance:

- 1) GENERAL LIABILITY, in primary amount not less than:

\$ 1,000,000.00 per occurrence

\$ 1,000,000.00 aggregate

- 2) WORKER'S COMPENSATION, statutory coverage pursuant to M.G.L. Chapter 152.

HOME-ARP SUPPORTIVE SERVICES REPORTING FORM

Agency:

Reporting Period:

Report Number:

Supportive Services --> Homeless Households

Total	New Household	Veteran Household	Hispanic	Race					
				White	Black	Asian	American Indian/ Alaskan Native	Native Hawaiian/ Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	non-elderly	Elderly	Single Parent	Two Parents	Other

Supportive Services ----> Non-Homeless Households

Total	New Household	Veteran Household	Hispanic	Race					
				White	Black	Asian	American Indian/ Alaskan Native	Native Hawaiian/ Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	non-elderly	Elderly	Single Parent	Two Parents	Other

Housing Counseling ----> Homeless Households

Total	New Household	Veteran Household	Hispanic	Race					
				White	Black	Asian	American Indian/ Alaskan Native	Native Hawaiian/ Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	non-elderly	Elderly	Single Parent	Two Parents	Other

Housing Counseling ----> Non-Homeless Households

Total	New Household	Veteran Household	Hispanic	Race					
				White	Black	Asian	American Indian/ Alaskan Native	Native Hawaiian/ Pacific Islander	Other/Multi-Racial

Household Size								Household Type				
1	2	3	4	5	6	7	8+	non-elderly	Elderly	Single Parent	Two Parents	Other

Under the pain and penalty of perjury, I hereby certify that the information contained in this report is true and accurate and is reported fully as required by the contract for this HOME-ARP-assisted program.

Printed Name: _____

Signature: _____

Date: _____

ATTACHMENT E

5-YEAR CONSOLIDATED PLAN 2018-2022 OBJECTIVE, PRIORITY NEEDS, GOALS AND STRATEGIES RELEVANT TO PUBLIC SERVICES

OBJECTIVE:

- Provide activities to enable low and moderate income residents with the opportunities and resources to improve and expand their standard of living as the City's economy continues to grow

PRIORITY NEEDS:

- Enhancing the Quality of the Urban Environment
- Building Communities of Opportunity
- Addressing the Needs of At-Risk Population

GOALS:

- Stabilize and Revitalize Diverse Neighborhoods
- Preserve and Maintain Affordable Housing
- Family Stabilization and Job Readiness
- Reduce and End Homelessness

STRATEGIES

Move individuals and families from poverty toward self-sufficiency and ending the cycle of poverty

- Provide education and training to maximize income
- Provide personal skills and support systems necessary to secure safe and affordable housing
- Provide quality childcare
- Provide opportunities to fulfill education and employment goals
- Provide access to physical and mental health services
- Provide financial literacy to save for future needs
- Provide nutritious food and basic necessities to build strong stable families

Prevent and address homelessness prevention activities for at risk populations

- Provide safety net planning for individuals and families experiencing domestic violence
- Provide outreach to and provide emergency shelter, transitional housing, and social services to alleviate and prevent homelessness
- Provide appropriate services for low-income seniors living on fixed incomes
- Provide programming to meet the needs of people with disabilities