

***City of Lowell FY 2016-2017
CDBG & ESG Grant Application***

Internal Use Only	
Date Received:	
Proposal #:	

I. Contact Information
(If application is completed by a Collaborative, provide the contact information for the lead entity only)

Organization: Middlesex Community College	Contact: Colleen Cox
Project Name: Out of School Youth Development Center	Title: Dean of the Lowell Campus
Project Location: Middlesex Community College	Mailing Address: 33 Kearney Square, Lowell, MA 01852
Program Type: <input type="checkbox"/> ESG <input checked="" type="checkbox"/> CDBG Public service <input type="checkbox"/> CDBG Non-Public Service	Phone/Fax: 978-656-3284/3150
Anticipated Start Date: (capital improvement projects must have a construction start date no later than Nov. 2016) 7/1/15	Email: coxc@middlesex.mass.edu
Amount of Request: 10,000	Signature:

Please Identify the Type of Organization Applying for Funds (Note: More than one may apply)

501.c3 For-profit authorized under 570.201(o) Unit of Government
 Faith-based Organization Institution of Higher Education

DUNS #:608737615
(Note: All entities receiving federal assistance are required to have a DUNS #. Review instructions on page 4 for more information.)

HMIS Database: (applies to ESG Applicants only): Please identify the HMIS service your agency uses to report client data or the name of the organization that manages your HMIS data if your agency does not do it directly.

Collaborative Partners: If this application is being submitted on behalf of a collaborative please identify all partnering agencies.

II. General Description (Refer to Sect. 3 for instructions)

1. Project Description (please avoid using abbreviations):
 Prepare 30 low-income, out-of-school youth to pass a high school equivalency (HiSET) test, obtain High School Diploma equivalency status and receive academic support and counseling necessary to progress to post-secondary education, career training, and/or employment.

2. Consolidated Plan Goals and Objectives (Choose from the list in Sect. 2.2):
 Goal G, Obj 1: Improve economic opportunities for low-income persons; Goal H, Obj 1: Improve services for low...income persons. City of Lowell 2015-20 Plan priority (pp 142, 165): "Increase opportunities for LMI [low moderate income youth] through educational, recreational, leadership development programs."

3. Geographic Distribution of Activities: (Refer to the map on page 14) City-wide, with majority from the Acre, Lower Highlands and Centralville.

III. Attachments (Refer to Sect. 3 for instructions)

The following attachments must accompany this proposal:

- 501(c)(3) Letter of Tax Determination Status from the Internal Revenue Service (IRS)
- One (1) copy of agency's most recent financial audit

Do not attach additional pages to this application

PRINT THIS FORM AND ENCLOSE WITH THE REQUIRED ATTACHMENTS AND MAIL OR HAND DELIVER IT TO THE FOLLOWING ADDRESS BY 12:00 PM ON OR BEFORE FRIDAY, DECEMBER 12, 2014

City of Lowell, Department of Planning and Development
 Attn: Nick Pernice
 JFK Civic Center, 50 Arcand Drive
 Lowell, MA 01852
 978-674-4252

Contact Nick Pernice at npernice@lowellma.gov or Christopher Samaras at csamaras@lowellma.gov with any questions about this application.

Attachment A: Project Narrative

Based on the evaluation criteria identified in Section 4.2, use the space provided to answer each prompt. Space has been limited, please keep your responses as succinct as possible.

1. Community Need: Please discuss the community need that will be addressed through your proposed project, and your familiarity with said community need. Project goals should be consistent with the Priority Need categories identified in the 5-Year Consolidated Plan.

COMMUNITY NEED ADDRESSED: According to the MA DESE 2014 Lowell Public School District Report Card, 75.1% of students in the Lowell Public School District are low-income, as compared to 38.3% in the State of MA. The unemployment rate in Lowell for ages 16-24 is 18.83% (Consolidated Plan 2015-p. 112). OSYDC primarily serves youth 16-24. The population served exhibits risk factors, including being low-income or living in high-poverty areas; pregnant or parenting; having one or more disabilities, having DYS and/or DCF involvement, being in foster home and/or being a youth aging out of foster care, being a juvenile offender, and/or being a high school drop-out.

FAMILIARITY WITH COMMUNITY NEED: Since 1997, The Out of School Youth Development Center (OSYDC) at Middlesex Community College (MCC) has successfully provided educational services to low-income youth to improve their economic opportunities. A recipient of CDBG funding for 13 years, the OSYDC provides HiSET education and testing and remedial education and English Language Learning, where needed; comprehensive counseling and student supports; education offered concurrently with and in the same context as workforce preparation for occupations including (but not limited to) high-demand sectors including health and information systems; and activities that help youth transition to postsecondary education and training. Through Greater Lowell WIB WIA/WIOA Out of School Program FY16 funding, OSYDC is partnering with the Career Center of Lowell (CCL), which is providing counseling, assessment, career exploration, work readiness, job development and placement, and referral to OJT and Individual Training Account (ITA's) grants to strengthen career pathways for the youth served by MCC's OSYDC.

CONSISTENCY WITH PRIORITY NEED CATEGORIES: The OSYDC addresses The Consolidated Plan 2015-2020 third Priority Need: "Economic Opportunities." OSYDC programming meets Lowell Consolidated Plan Goal G, Obj 1: Improve economic opportunities for low-income persons; and Goal H, Obj 1: Improve services for low...income persons (pp 142, 165): and "Increase opportunities for LMI [low moderate income youth] through educational, recreational, leadership development programs." Lowell's Anti-Poverty Strategy aims to "help people rise out of poverty, rather than merely easing their situation temporarily. (p.154). The Plan acknowledges the important role of of job education and job placement programs as anti-poverty strategies: "Examples of programs that directly influence people's ability to escape poverty include job education . . .and job placement services" (p. 154). Providing job education and, through its partnership with Career Center Lowell, job placement, are primary goals of the OSYDC program.

Additional Space for Collaborative Applicants ONLY: Collaborative applicants are allowed additional narrative space in this application to define the roles of the partnering agencies and describe how the collaboration will improve the level of service provided to Lowell's low- and moderate-income residents.

2. Resources & Capacity: Please discuss the staff and resources that will be used to execute the proposed project, familiarity with the community need and how said need/population will be contacted & engaged.

STAFF: Maria Cunha, Associate Dean and OSYDC Program Director, is a full-time employee at MCC and will be devoting a minimum of ten hours a week of oversight for OSY component at MCC. Ms. Cunha holds a B.A. in Spanish and French from Regis College and has a MA Teacher Certification in Secondary Education. Ms. Cunha has extensive experience designing and managing successful programs for both in- and out-of-school at-risk youth. She offers extensive grant management experience.

An additional part-time MCC Program Assistant/Tutor, to be named, will work with individual students to provide individual supportive services and tutoring ten hours/week. Office and program support will be provided by work study students employed 15 hours a week each. These positions are subsidized through the student's financial aid and not charged to the grant. Students assist with intake, scheduling pre-tests, general correspondence, tracking and other tasks as assigned.

HiSET Instruction is contracted with the Lowell Adult Education Center. The Director of the Lowell Adult Education Center is responsible for monitoring the performance of the HiSET instructors. The HiSET Instructors participate in performance reviews of the students and assist the Program Director in providing additional academic supports in identified areas of student need. Lowell Adult Education Center is a large, established program with a wealth of human and material resources.

RESOURCES: The OSYDC is located at Middlesex Community College, Lowell Campus, Cowan Center Room 116. The facilities are centrally located in downtown Lowell, handicapped accessible. Enrollees may utilize the College's resources such as the computer labs, library, academic and disability support services, and college transition supports. The Center operates 12 months a year and offers daily sessions from 9:30 a.m.-12:30 p.m. serving 125-150 students annually. Each participant enrolled in the OSY program receives case management. Students attend class every day with a focus on preparation for HiSET examinations. Students often remain after hours to work on resumes, interview skills, and other activities. Students with diagnosed learning disabilities are provided additional tutoring hours.

MCC has a strong partnership with the Career Center of Lowell, offering career pathways for participants. Through its FY16 GLWIB Out of School Youth Funding, OSYDC youth currently have the option of participating in the CNA certificate program (108 hours); Accounting/Bookkeeping Fundamentals I and II (30 hours, non-credit certificate-MCC); and Computer Applications (40-hours, noncredit certificate, MCC); and Customer Service (MCC-non-credit certification-20 hours). CCL offers workshops on job preparation and readiness skills, conducting a job search, developing a resume and cover letter, job interviews, and dressing for success and supports job placement.

RECRUITMENT: The OSYDC is well-known around greater Lowell and has well-established networks for recruitment and referrals through community program case managers, school headmasters, and guidance counselors at Lowell High School, Lowell Middlesex Academy Charter School (LMACS) and the high schools of the surrounding communities (Chelmsford, Tewksbury, Dracut, Billerica, Tyngsboro, Dunstable and Westford). The OSYDC also has relationships with other programs serving out-of-school youth throughout the community, such as the MA Departments of Transitional Assistance, Children and Families, and Youth Services. To contact and engage students, OSYDC staff conduct outreach activities and disseminate information through mailings, social media and other postings to the public to identify youth in need of services.

3. Cost Benefit: Describe how the overall cost of your proposed project relates to the outputs or outcomes of the project.

OSYDC estimates a cost of \$333 per participant will support 30 students to successfully complete their HiSET exam requirements, seek employment or enrollment in secondary education. This is an overall low per participant cost and includes fees for HiSET testing and case management. All participants require intensive individual support and education services.

4. Encouraging Partnerships: List all partnering agencies and note whether the partnerships are new or existing. MCC hosts the OSYDC. It is located on the first floor of the main Lowell City Building (Cowan Center) where Admissions is housed. This strongly facilitates access to services for students to enroll at the college. The OSYDC has established a partnership with the Lowell Adult Education Center to provide the HiSET instruction. OSY students expressing interest in returning to school meet with program staff who will assist them in seeking an alternative secondary school option through referral to MCC's Lowell Middlesex Academy Charter School (LMACS), a high school reentry program for area residents who have previously dropped out of school or who are at great risk of doing so, or Shriver Job Corps.

OSYDC/MCC has encouraged, created and maintained partnerships with various organizations and businesses in the area including the Greater Lowell Workforce Investment Board, the Lowell Career Center, Job Corps, Lowell Community Health Center, and Commonwealth Nursing. Students participate with partners in workshops on a variety of topics such as financial management, career choices, health-related issues, and employment options. In 2014 OSYDC students were invited to Career Awareness Workshops featuring minority business owners and community leaders and participated in discussions about the importance of education, professional opportunities, personal development and non-traditional career and educational paths. OSYDC will continue to use existing partnerships and create new ones to ensure we provide the necessary services to aid completion of our program.

5. Leveraged Funds: Has the organization secured additional funding sources or in-kind support to cover the proposed project? Note that this response should be consistent with any leveraged funds identified in the budget form.

OSYDC, with the Career Center Lowell, secured funding in 2015 from the Greater Lowell Workforce Investment Board (GLWIB) and will be applying to that source again for next year. **MCC applied for HiSET testing fee support from the Saab Family Foundation for 2015 (see budget page).** In addition, MCC allocates significant resources in the form of classroom space, provides access to college resources, and covers a high percentage of the Director's salary and benefits. MCC leverages funding from additional sources to maximize programming. Grants are sought each year to sustain the program, directly impacting the number served. The College seeks over 50% of costs from community sources.

6. Self Sufficiency: Will the proposed project be self-sufficient and no longer require CDBG /ESG funding after one year? After a few years?

MCC covers a portion of the salary of the OSYDC Program Director's salary and fringes and provides space, computers, and some supplies for the program. MCC seeks grants and contributions to support activities and services including the HiSET testing and tutoring. The youth served are from low-income circumstances and cannot afford to cover the cost of the HiSET preparation and testing. Participants become eligible for financial aid if they enroll in college after attaining their high school equivalence after completing our program. OSYDC requests funding from CDBG/ESG to provide funds crucial to the provision of services..

7. New Public Services Program*: (Does not apply to non- Public Service Cap proposals) Is the proposed project offering a new service and is it available from any other providers in the community?

The OSYDC is unique in the area because it provides a continuum of services that includes transitioning into workforce readiness programs and/or college level credit courses within one program. Its goal, as in 2015, is to support students in obtain their high school equivalency, complete workforce training, and enter postsecondary education and/or employment. Students must make a commitment to work with staff, attend classes, follow through on assignments, and coordinate job searches. Through the extensive efforts and reputation of the program, students have found renewed hope and opportunities to put their lives in a positive direction.

8. Homelessness Prevention/Rapid Re-Housing Programs:** (applies only to ESG Applications) How will the proposed project alleviate homelessness?

N/A

Additional Comments: If necessary, use this space to include additional project information not covered in the categories above.

The OSYDC at MCC has an impressive and positive track record for meeting or exceeding program outcomes having graduated more than 700 students since January 2003 who obtained their GED or HiSET and then went on to employment and/or postsecondary education or other training.

The OSYDC continues to meet or exceed target goals for OSY each year with an average of 100 students successfully passing the GED exams, now the HiSET, and moving into employment, training, or post-secondary education. So far this year, from July through December 2014, 40 students received instruction, 20 received their GED or completed the HiSET, and one has completed CNA/HHA training.

****Please do not attach any additional pages or materials to this section****

Attachment B: Budget Description

Please provide a budget for the proposed project. Include all proposed expenses & funding sources. Grant recipients & the City will have an opportunity to create a more detailed budget upon project's acceptance.

A. Non-Construction Projects/Activities Note: New funding caps have been established for CDBG Public Service Projects. Award amounts for programs in this category may range between \$5,000 (minimum) to \$10,000 (maximum). All ESG projects require ≥ 1:1 match of resources

Description	A	B	A + B
	CDBG/ ESG Funds Requested	Other Funding*	Total Proposed Budget
Office Supplies			
Utilities			
Repairs/Maintenance			
Travel			
Salaries (List relevant positions)			
OSYDC Dir @ 3 hrs/wk, 35 weeks	\$5,106	\$89,723	\$94,829
Fringe Benefits @ 28.86% (FY15 rate)	\$1,474	\$25,894	\$27,368
Other:			
HiSET testing: \$101.50/per person x 30	\$3,045	\$6,000	\$9,045
Classroom supplies	\$375	\$1,000	\$1,375
TOTAL PROPOSED BUDGET:	\$10,000	\$122,617	\$132,617

B. Construction Projects

Description	A	B	A + B
	CDBG/ ESG Funds Requested	Other Funding*	Total Proposed Budget
Hard Costs <u>Note:</u> Federal wage rates may apply for some construction projects. Applicants are strongly advised to speak with DPD staff before submitting an application for a physical project.			
Construction			
Other:			
<i>Total Hard Costs</i>			
Soft Costs			
Acquisition			
Appraisals			
Design			
Other:			
<i>Total Soft Costs</i>			
TOTAL PROPOSED BUDGET:			

* Summary of **Other Funding** - please indicate the amount and type of additional funding committed or pending for this project, if applicable. (Do not include CDBG/ESG amounts requested in this application)

Funding Source:	Amount:	Committed or Pending?
Other Federal:		
State:		
Local:	Lowell Workforce Inv. Board: \$28,493 (2014)	Will be applying in 2015
Private:	Saab Family Foundation: \$10,000	Pending
Total:		

Attachment C1: Measuring Accomplishments Table (Please avoid abbreviations when possible)					
NEED STATEMENT Description of Need to be Addressed	GOAL Proposed goals to reduce extent of problems or needs	INPUTS Resources to be dedicated or utilized to meet proposed goals	ACTIVITIES What the program does with the inputs to fulfill its mission	OUTPUTS Direct products of program activities	OUTCOMES ST (Short Term) LT (Long Term) Benefits resulting from the program
Our Out of School Youth Development Center (OSYDC) addresses the community need involving unskilled, under- or unemployed young adults. 520 youth have not passed MCAS in the last 5 years; unemployment rates increased in 2014; and 75% of our students are from low income families. Youth must study for and complete a HiSET exam, or receive assistance to return to school for a diploma. Without a high school diploma or passing the HiSET, these youth will not be able to earn a self-sustaining income.	Provide 30 out-of-school youth with the academic and support services that will enable them to pass HiSET exams and attain high school diploma equivalency. Those attaining their HiSET or equivalent will be eligible to pursue secondary education and/or apply for credentialed or certification programs and seek higher wage employment.	Staff: One Director, one HiSET teacher/tutor. Volunteers and work study students Physical Facility: Two classrooms donated by MCC. Academic Resources: Access to MCC library, tutoring center, computer labs and college activities. Community: Referrals for housing, employment, health care, counseling, and transportation etc.	To fulfill its mission of educational opportunity for all, OSYDC has rolling admission with one session offered each day from 9:30 am until 12:30 pm. Students attend class daily, upgrade academic skills and prepare for the HiSET exam; Extensive tutoring and mentoring is provided. Students receive assistance in applying for employment, college admissions, or other opportunities. All receive academic support and workforce readiness skills to promote self-sufficiency.	30 out-of-school youth receive academic tutoring and support in preparation for the HiSET exam and/or re-enter high school to earn a diploma and accomplish this goal. 30 out-of-school youth participate in workshops on topics such as financial management, health issues, job opportunities, and more. 30 out-of-school youth receive assistance from OSYDC to obtain employment and/or enter college or post-secondary education.	Short Term: Increased academic skills of Out-of-School youth (OSY). Increased number of students (30) passing HiSET exams. Increased number of students gaining employment. Increased number of students entering post-secondary education or enrolled in workforce training. Long Term: Increased number of OSY gainfully employed in positions leading to career advancement, self-sustaining income, and financial stability.

Please indicate the number of outputs expected in FY 2015-2016.

Table C2: Nationally Reportable Outputs					
1) Housing Units Constructed:		5) Persons Served:	30	9) Trees Planted:	
2) Housing Units Inspected:		6) Jobs Created:		10) Parking Spaces Constructed:	
3) Housing Units Rehabilitated or Deleaded:		7) Businesses Assisted:		11) Public Facilities Improved:	
4) Households Assisted:		8) Parks Rehabilitated:			