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CITY OF AMESBURY, MA

SPONSORED BY: Kassandra Gove **BILL No. 2021-151**
Kassandra Gove, Mayor

An Order to authorize the Mayor to expend an Economic Development Administration (EDA) grant from the United States Department of Commerce.

Summary: This \$22,500 grant from EDA will fund the Reimagining a Resilient Downtown Amesbury Project. This represents the federal share of the project cost, with a \$22,900 non-federal matching share.

This project is a partnership between Resilient Cities Catalyst and the City to explore the strengths and vulnerabilities of Amesbury's central business district. This is a year-long project and is being led by a 13-person Task Force comprised of residents, business owners, regional partners, non-profits, and other important stakeholders.

Be it Ordered by the City Council of the City of Amesbury assembled, and by the authority of the same as follows:

That the City of Amesbury authorizes the Mayor to accept and expend an Economic Development Administration (EDA) grant from the United States Department of Commerce.

SPECIAL AWARD CONDITIONS
 U.S. DEPARTMENT OF COMMERCE
 Economic Development Administration (EDA)

NON-CONSTRUCTION PROJECTS: Economic Adjustment Assistance, Short Term Planning, and Technical Assistance (both University Centers and Local Technical Assistance) Programs under Sections 203, 207 and 209 of the Public Works and Economic Development Act of 1965, as amended, 42 U.S.C. §§ 3143, 3147 and 3149

Project Title: Reimagining a Resilient Downtown Amesbury Study	
Recipient Name: City of Amesbury, Massachusetts & Resilient Cities Catalyst, Inc. Brooklyn, New York	Project Number: ED21PHI3030009

1. This EDA Award supports the work described in the approved final scope of work, which is incorporated by reference into this Award, as the *Authorized Scope of Work*. All work on this project must be consistent with the *Authorized Scope of Work*, unless the Grants Officer has authorized a modification of the scope of work in writing through an amendment memorialized by a fully executed Form CD-451.

The *Authorized Scope of Work* for this project includes conducting a downtown economic resiliency assessment project.

2. The Recipient Contact's name, title, address, and telephone number are:

Kassandra Gove Mayor (978) 388-8121 govek@amesburyma.gov	City of Amesbury 62 Friend Street Amesbury, Massachusetts 01913- 2825
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The Co-Recipient Contact's name, title, address, and telephone number are:

James E. Brugmann Principal (416) 371-0705 jbrugmann@rcc.city	Resilient Cities Catalyst, Inc. 315 Clinton Avenue #2 Brooklyn, New York 11205-4725
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3. The Grants Officer is authorized to award, amend, suspend, and terminate financial assistance awards. The Grants Officer is:

Linda Cruz-Carnall Regional Director Phone: (215) 597-4603	Economic Development Administration Philadelphia Regional Office Robert N.C. Nix Federal Building 900 Market Street, Room 602 Philadelphia, PA 19107
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any of the prescribed time limits for the project as set forth above. The Recipient further acknowledges that failure to meet the development time schedule may result in EDA taking action to terminate the Award in accordance with the regulations set forth at 2 C.F.R. §§ 200.338–200.342, as applicable.

8. PROJECT REPORTING AND FINANCIAL DISBURSEMENTS INSTRUCTIONS:

- A. AWARD DISBURSEMENTS: Reimbursement basis only.** EDA will make disbursements using the Department of Treasury’s Automated Standard Application for Payments (ASAP) system. The Recipient is required to furnish documentation required by ASAP. Complete information concerning the ASAP system may be obtained by visiting www.fms.treas.gov/asap.

In order to receive disbursements, the Recipient must submit a “*Request for Reimbursement*” (Form SF-270 or any successor form) for the applicable period electronically to the Project Officer, who will review and process the request.

Please note that prior to the initial disbursement, the Recipient must complete the attached Form SF-3881 (or any successor form) “*ACH Vendor/Miscellaneous Payment Enrollment Form*” and submit it to NOAA’s Accounting Office by FAX at (301) 528-3675. (*FAX is required to secure confidentiality of sensitive information.*) The form must be completed by the respective parties (EDA, Recipient Bank, and Recipient) at the start of each new award.

B. REPORTS:

- a. *Project Progress Reports:* The Recipient agrees to provide the Project Officer with project progress reports, which will communicate the important activities and accomplishments of the Project, on a quarterly basis for the periods ending **March 31, June 30, September 30 and December 31** or any portion thereof, for the entire project period. Reports are due no later than 1 month following the end of the quarterly-reporting period.

Performance progress reports should be submitted to EDA in an electronic format no later than the dates outlined above in a concise, clear format, and containing the following information in no more than 3-6 pages in length:

- i. Provide a clear, concise overview of the activities undertaken during the semi-annual reporting project period;
- ii. Document accomplishments, benefits, and impacts that the project and activities are having. The Recipient should note where activities have led to specific outcomes such as job creation/retention, private investment, increased regional collaboration, engagement with historically excluded groups or regions, enhanced regional capacity, and other positive economic benefits;

program income (if applicable) are fully reported. Determination of the final grant rate and final balances owed to the government will be determined based on the information on the final Form SF-425, so it is imperative that it be submitted in a timely and accurate manner.

9. **ALLOWABLE COSTS AND AUTHORIZED BUDGET:** Total allowable costs will be determined after the final financial documents are submitted in accordance with the applicable authorities specified on the *Financial Assistance Award* (Form CD-450), including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 C.F.R. part 200.

Line Item Budget:

- A. Under the terms of the Award, the total approved/authorized budget is:

Federal Share (EDA)	\$22,500
Non-Federal Matching Share	\$22,900
Total Project Cost	\$45,400

- B. Under the terms of this Award, the total approved line item budget is:

Personnel	\$37,750
Fringe Benefits	\$ 5,400
Travel	
Supplies	
Contractual	
Other	
Indirect Expenses	\$ 2,250
Total	\$45,400

10. **FEDERAL SHARE:** The EDA participation in total eligible project costs will be limited to the EDA grant amount or the EDA share of total allowable project costs, based on the area's grant rate eligibility at the time of award, whichever is less.
11. **MATCHING SHARE:** The Recipient agrees to provide the Recipient's non-Federal Matching Share contribution for eligible project expenses in proportion to the Federal share requested for such project expenses. By accepting the Award, the Recipient also certifies that the Matching Share of the project costs is committed to the project, is not encumbered in any way that would prevent its use for the project, and will be available as needed for the project.
12. **REFUND CHECKS, INTEREST, OR UNUSED FUNDS:** Treasury has given EDA two options for having payments deposited to EDA's account:

- 15. NONRELOCATION:** By accepting this Award of financial assistance, the Recipient attests that EDA funding is not intended by the Recipient to assist efforts to induce the relocation or the movement of existing jobs from one region to another region in competition with those jobs. In the event that EDA determines that its assistance was used for such purposes, EDA reserves the right to pursue appropriate enforcement actions, including suspension of disbursements, termination of the Award for convenience or cause (which may include the establishment of a debt requiring the Recipient to reimburse EDA), and disallowance of any costs attributable, directly or indirectly, to the relocation.
- 16. PERFORMANCE MEASURES:** The Recipient agrees to report on program performance measures and program outcomes in such form and at such intervals as may be prescribed by EDA in compliance with the Government Performance and Results Act (GPRA) of 1993, and the Government Performance and Results Modernization Act of 2010. The Recipient must retain sufficient documentation so that they can submit these required reports. Failure to submit these required reports may adversely impact the ability of the Recipient to secure future funding from EDA.

Performance measures and reporting requirements that apply to program activities funded by this investment will be provided in a separate GPRA information collection document, if applicable. EDA staff will contact the Recipient in writing within a reasonable period prior to the time of submission of the reports with information on how this data should be submitted.

- 17. REAFFIRMATION OF APPLICATION:** Recipient acknowledges that Recipient's application for this Award may have been submitted to the Government and signed by Recipient, or by an authorized representative of Recipient, electronically. Regardless of the means by which Recipient submitted its application to the Government or whether Recipient or an authorized representative of Recipient submitted its application to the Government, the Recipient hereby reaffirms and states that:
- i. All data in the application and documents submitted with the application are true and correct as of the date the application was submitted and remain true and correct as of the date of this Award;
 - ii. The application was, as of the date of submission and the date of this Award, duly authorized as required by local law by the governing body of the Recipient; and
 - iii. Recipient has read, understood, and will comply with all terms of this Award, including the Assurances and Certifications submitted with, or attached to, the application.

The term "application" includes all documentation and any information provided to the Government as part of, and in furtherance to, the request for funding, including submissions made in response to information requested by the Government after submission of the initial application.

- b. Commercial and residential property market trends.
- c. Tradability of local economy and access to extra-local purchasing power based on assessment of regional travel and purchasing patterns.
- d. Local employment conditions and robustness.
- e. Local goods and services availability and purchasing power leakage.
- f. Local household economic resilience.

Key indicators used to assess the above topic areas/conditions will be benchmarked to pre-COVID crisis period so that impacts of the COVID19 health and economic crisis (and areas of demonstrated strength and vulnerability), as well as the status of recovery from the crisis, can be assessed. It will also identify economic growth and competitive advantage opportunities that are indicated or substantiated by the data.

In addition to the above six core topic areas, the assessment may also consider up to two additional resilience vulnerabilities and contributors to be mutually agreed by the City, Task Force and RCC, contingent on availability of supporting local planning, survey, and/or stakeholder engagement resources. Such additional topic areas may include: infrastructure and hazard conditions, business continuity planning and arrangements, district organization and institutional capacities, occupational pathways/local labor market development, or local public and population health stresses. Assessment of the selected topic areas should enable the City, in cooperation with MVPC, the Task Force and others involved in I AMesbury 2030 planning, to more fully understand the district area's opportunities, strengths, and vulnerabilities. This will then inform the evaluation and design of City strategies, policies, incentives, investments, and initiatives to realize Lower Millyard visioning and I AMesbury 2030 objectives.

Deliverables:

2.1 Second Task Force meeting to agree on the final district boundaries and topic areas for the assessment. This task will include finalizing the scope, including identification of data sources and methods to be used. The scope will be presented to City officials at a City Council meeting. Minutes from the Task Force meeting and City Council meeting will be taken, distributed and posted to the City's webpage.

3. Collect and Analyze Data: For each of the local economic resilience topic areas established in the assessment scope, RCC and MVPC will draw upon a range of government and private sector data sources and an online survey to prepare the assessment, including the use of information collected from the City's Lower Millyard visioning and I Amesbury 2030 projects. The Task Force members will also be consulted for local data points and potentially schedule one-on-one interviews to further refine data collection and analysis.

ATTACHMENT 2

Authorized Staffing Plan

Title	Annual Salary	% of Time to EDA Program	Salary to EDA Grant	Federal Share	Grantee Share	Total Salary
Explanation	Total Salary for Position	Amount of time spent on EDA grant	Calculation AxB	How much of C is Federal \$	How Much of C is Match \$	E+F
Jeb Brugmann (RCC Principle)	\$175,000	6.54%	\$11,455	\$11,455	\$250	\$11,705
Angela Cleveland (City of Amesbury, Director of OCED)	\$104,000	17.0%	\$17,680	\$0.00	\$17,680	\$17,680
Amelia Smith (RCC Associate)	\$58,000	6.70%	\$3,886	\$3,886		\$3,886
Garima Prasai (RCC, Director of Operations and Strategy)	\$132,000	0.57%	\$752	\$752		\$752
Alex Quinto (RCC, Designer)	\$55,000	1.83%	\$1,007	\$1,007		\$1,007
Task Force volunteer time					\$2,720	\$2,720
Totals	\$524,000		\$34,780	\$17,100	\$17,930	\$37,750
Fringe Benefits				\$5,400	\$2,250	