

**Federal Community Development Block Grant Program  
Application for Year 45 CDBG Funding 2019 – 2020**  
CDBG applications are due at the Community Development Department  
**Friday, January 4, 2019 by 4:30 pm**

**DELIVER APPLICATIONS TO**  
**Community Development Department**  
**166 Boulder Drive, Suite 102**  
**Fitchburg MA 01420**  
Or email to [Lmurphy@fitchburgma.gov](mailto:Lmurphy@fitchburgma.gov)

Please submit one application with an original signature. Applications can be completed electronically but must be printed and signed. Please no double-sided pages. For additional information or assistance please contact Liz Murphy at (978) 829-1897.

The completed Cover Page should be submitted with all sections of the application and required attachments. Please be sure to include attachment A- National Objective/Eligibility Checklist with your application.

Applications missing required information will be considered incomplete. *Extensions will not be allowed.* To receive an electronic copy of the application, please go to: <http://www.fitchburgma.gov/150/Community-Development-Block-Grant-Program>

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**Important Dates to Remember**

December 12, 2018 - **Community Input Meeting** - 6:00 pm Fitchburg Senior Center  
14 Wallace Ave

January 4, 2019 – **CDBG Proposals Due** to Community Development Office by 4:30 pm

January 24, 2019 – **First Public Hearing** – 6:00 pm Memorial Middle School  
615 Rollstone Street

**Federal Community Development Block Grant Program  
Application for Year 45 CDBG Funding 2019 – 201  
Cover Page**

1. Sponsoring Agency or Individual: \_\_\_\_\_  
Is your agency registered on sam.gov? \_\_\_\_\_  
Physical Address: \_\_\_\_\_  
Contact Person and Email Address: \_\_\_\_\_  
Web Address (if applicable): \_\_\_\_\_  
Telephone and Fax Number: \_\_\_\_\_
2. Name of Proposed Project: \_\_\_\_\_
3. Total CDBG Year 45 Funding Request: \_\_\_\_\_
4. Is this project currently funded by CDBG? \_\_\_\_\_  
If yes, grant amount? \_\_\_\_\_
5. If the Year 45 request amount is greater than the Year 44 award amount, please justify the increase in the request amount. \_\_\_\_\_  
\_\_\_\_\_

**Directions:** Please answer the following questions, attach as separate documents if necessary. Don't forget the required attachments.

6. Give a description of the proposed project:
  - (a) Describe the community development or housing *needs* (as outlined in the City's five year Consolidated Plan) to be addressed by the proposed project.  
\_\_\_\_\_
  - (b) Describe the *goal* of the proposed project. (The proposed solution to the problem/need identified above.)  
\_\_\_\_\_

(c) Describe the proposed **project activities** to be undertaken to achieve the goal. (Activities include strategies, techniques or types of treatment utilized in the delivery of program services.)

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7. Who will be served by the proposed project? (Include specific groups or individuals as well as the geographic area primarily benefiting from the activity.)

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8. How many estimated beneficiaries will be served in Year 45 with CDBG funds?

\_\_\_\_\_ Specify the estimated number to be served.

\_\_\_\_\_ Is this an **unduplicated** count? (Yes or No.)

\_\_\_\_\_ Indicate the type of group to be served: individuals or families or business or households or housing units.

9. Explain how project performance will be measured

(a) Describe the **type of service units** to be delivered. For example, education, shelter, translation, inspections, loans, etc.

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(b) **Quantify** the number of service units with the type of service unit, to be provided by the proposed project.

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(c) Describe the **outcome or impact** the activity will have on the population to be served. (How will the proposed CDBG program improve the quality of life for recipients?)

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10. Identify the **Inputs: staffing, equipment, supplies** and **other resources** that will be needed for the proposed CDBG activity. Attach job descriptions of the staff to be paid under the Community Development Block Grant Program. (Only submit job descriptions of staff positions to be paid under the CDBG Program.)

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11. If applicable, is the activity site universally (handicap) accessible? If it is not, are there plans to make the site accessible?

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12. Describe your agency's compliance with Title VI of the Civil Rights Act. What types of language assistance services, if any, are provided by your agency to Limited English Proficient (LEP) persons?

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13. Will your project be ready to proceed in the 2019-2020 Program Year?

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14. Is this project already underway or ongoing? If so- please describe.

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15. Please briefly describe your agency's background and explain why your agency is well positioned to provide this proposed activity/service.

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### BUDGET INFORMATION

If the applicant is a *non-municipal entity*, please attach the following:

A. The *current* operating budget (Yr. 44, 2018 - 2019) for your agency:

(a.) Include all sources of income.

(b.) Report the percentage of CDBG funds that make up the agency's current budget.

(c.) Identify efforts to obtain alternative sources of funding for the current fiscal year, but were denied.

B. The *proposed* operating budget (Yr. 45, 2019 - 2020) for your agency:

(a.) Include all sources of income.

(b.) Report the percentage of CDBG funds that make up the agency's proposed budget.

(c.) Identify plans to obtain alternative sources of funding to be used for the proposed project.

**Applicants please sign below and submit this page with your CDBG application.**

Applicant's Signature: \_\_\_\_\_

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

## REQUIRED ATTACHMENTS

All applicants who are a **non-municipal entity** please submit *one copy* of these documents with your CDBG application. Contracts will not be awarded without the following documents:

1. Description of Organization - State the number of years in operation, mission, types of services provided and any licenses held.
2. Organizational Chart - A chart must be provided which describes the agency's administrative framework and staff positions. Identify the proposed CDBG-funded position in the organizational chart.
3. List of the Board of Directors - A list of the **current** board of directors or other governing body of the agency must be submitted. Include the name, telephone number, address, occupation or affiliation of each member *and* identify the officers of the governing body.
4. Authorized Official - Submit a recently signed letter by the board of directors, which identifies an agency representative who is authorized to negotiate for and contractually bind the agency. The agency representative should not sign for himself or herself. **\*(Note: the authorized signature on the CDBG application should be the same person who signs the agency's contracts.)**
5. Financial Audit - Submit a copy of your most recent independent *Auditor's Report and Management Letter* for the **fiscal year ending June 30, 2018**.
6. Financial Statement - Submit a signed affidavit that applicant organization has a three month cash flow reserve
7. Certification of compliance with the Americans with Disabilities Act of 1990 (ADA), as amended (P.L. 110-325).
8. Certification of Applicant that it has a Non-Discrimination Policy and provide copy of the policy.
9. Attachment A: Eligible Activities and National Objectives Identification Form

**Note: Successful applicants who are awarded \$25K or more will be required to obtain a DUNS number and register on sam.gov as a condition of funding.**

**City of Fitchburg**  
**CDBG Application Attachment A**  
Community Development Block Grant (CDBG)  
Eligible Activities and National Objectives Identification Form

Each Application must be both an Eligible Activity and meet a National Objective, as defined by Federal Regulation. **Please review the lists of each below and select one Eligible Activity and one National Objective best met with your project. Include this completed attachment with your application.** If you are unsure which category your project best fits into, please contact staff at the Fitchburg Department of Community Development for assistance.

**General Policies - §570.200**

The primary objective of the CDBG Program is the development of viable urban communities, by providing decent housing and a suitable living environment, and expanding economic opportunities principally for persons of low- and moderate- income.

In order to qualify for CDBG funding, **a project must be considered an Eligible Activity**, defined by governing the Code of Federal Regulations, Title 24, part 570, Sections 570.200-570.207

Each activity, except planning and administrative activities, **must meet one of the CDBG program's three National Objectives:**

- 1. To benefit low- and moderate- income persons,**
- 2. To aid in the prevention or elimination of slums or blight,**
- 3. To meet community development needs having a particular urgency.**

In addition, at least 70 percent of the total CDBG funds must be used for activities that benefit low- and moderate-income persons over a one-, two-, or three-year period; and at least 51 percent of the beneficiaries of individual activities designed to benefit low -and moderate- income persons must be shown to be of low- and moderate- income.

## Summary of Eligible and Ineligible CDBG Program Activities:

Below is a *summary* of the activities that *are eligible and ineligible* for assistance under the Community Development Block Grant (CDBG) Program.

Among those listed on pages 2-6, select one Eligible Activity that best describes your proposed project

Basic Eligible Activities - §570.201		
Selection Box	24 CRF 570.201	Eligible Activity
	(a)	<b>Acquisition</b> in whole or in part by purchase, long-term lease, donation, or otherwise, of real property for any public purpose; subject to the limitations of §570.207.
	(b)	<b>Disposition of real property acquired with CDBG funds</b> through sale, lease or donation, or otherwise; or its retention for public purposes.
	(c)	<p><b>Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements</b>, except buildings for the general conduct of government. Activities may include:</p> <ul style="list-style-type: none"> <li>-Design features and improvements which promote energy efficiency; and</li> <li>-Architectural design features and treatments intended to enhance the aesthetic quality of facilities and improvements.</li> </ul> <p><i>Eligible facilities include those serving persons having special needs such as homeless shelters; convalescent homes; hospitals; nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons; and temporary housing for disaster victims.</i></p> <p><i>In certain cases, non-profit entities and subrecipients(including those specified under §570.204) may acquire title to public facilities; when owned by non-profit entities or subrecipients such facilities must be operated so as to be open for use by the general public during all normal hours of operation.</i></p>
Selection Box	24 CRF 570.201	Eligible Activity
	(d)	<b>Clearance, demolition, removal of buildings and improvements, and movement of structures to other sites.</b> Demolition of HUD-assisted housing units may be undertaken only with the prior approval of HUD.
	(e)	<p><b>Provision of public services</b> (including labor, supplies and materials) such as those concerned with child care, health care, education, job training, public safety, fair housing counseling, recreation, senior citizens, homeless persons, drug abuse counseling and treatments, and energy conservation counseling and testing. The services must meet each of the following criteria:</p> <ul style="list-style-type: none"> <li>-A service must either be new or be a quantifiable increase in the level of an existing service above that which has been provided by or on behalf of the unit of general local government (through funds raised by the unit or received by the unit from the State in which it is located) in the previous twelve calendar months before submission of the action plan; and</li> <li>-The amount obligated for public services shall not exceed <u>15 percent of the annual grant, plus 15 percent of the program income received from the previous year.</u></li> </ul>

	(f)	<b>Payment of the non-Federal share</b> required in connection with a Federal grant-in-aid program undertaken as a part of CDBG activities.
	(g)	<b>Completion of urban renewal projects</b> funded under Title I of the Housing Act of 1949, as amended.
	(h)	<b>Relocation payments</b> and assistance to displaced individuals, families, businesses, non-profit organizations, and farm operations.
	(i)	<b>Payment to housing owners for losses of rental income</b> incurred in holding units for persons displaced by relocation activities.
	(j)	<b>Removal of material and architectural barriers</b> which restrict the mobility and accessibility of elderly and handicapped persons to publicly - and privately-owned buildings, facilities and improvements.
	(k)	Acquisition, construction, reconstruction, rehabilitation or installation of the <b>distribution lines and facilities of privately-owned utilities.</b>
	(l)	<b>Construction of housing assisted</b> under Section 17 of the United States Housing Act of 1937.
	(m)	<b>Direct assistance</b> to facilitate and expand low- and moderate- income <b>home ownership</b> by subsidizing mortgage rates and principal amounts, financing the acquisition of housing occupied by low- and moderate- income persons, acquiring guarantees of financing obtained from private lenders, providing up to 50 percent of down payment, or paying reasonable closing costs. (See National Affordable Housing Act of 1990, Title IX, Subtitle A.)

### Eligible Rehabilitation and Preservation Activities - §570.202

Selection Box	24 CFR 570.202	Eligible Activity
	(a)	<p><b>Rehabilitation assistance for:</b></p> <ul style="list-style-type: none"> <li>• Privately-owned residential buildings and improvements;</li> <li>• Low-income public housing and other publicly-owned residential buildings and improvements.</li> <li>• Publicly - and privately - owned commercial or industrial buildings; and</li> <li>• Manufactured housing, when such housing is considered part of the community's permanent housing stock.</li> </ul>
	(b)	<p><b>Financing assistance</b> through grants, loans, loan guarantees, interest supplements, or other means for:</p> <ul style="list-style-type: none"> <li>• Private individuals and entities, including profit-making and non-profit organizations, to acquire for the purposes of rehabilitation, and to rehabilitate properties for use or resale for residential purposes</li> <li>• Labor, materials, and other rehabilitation costs, including repair, replacement of principal fixtures and components, installation of security devices, and renovation of existing structure</li> <li>• Loans for refinancing existing indebtedness secured by a property being rehabilitated, if the grantee determines that the financing is appropriate to achieve its community development objectives;</li> <li>• Improvements to increase the efficient use of energy;</li> <li>• Improvements to increase the efficient use of water;</li> <li>• Connection of residential structures to water distribution or local sewer collection lines;</li> <li>• Initial homeowner warranty premiums, hazard insurance premiums, flood insurance premiums and lead-based paint testing and abatement, for rehabilitation carried out with CDBG funds;</li> <li>• Acquisition of tools to be lent to carry out rehabilitation;</li> </ul>



		<ul style="list-style-type: none"> <li>• Rehabilitation services related to assisting participants in CDBG-funded rehabilitation activities (such as rehabilitation counseling, energy auditing, preparation of work specifications, loan processing, and inspection), and;</li> <li>• Rehabilitation of housing under Section 17 of the U.S. Housing Act of 1937.</li> </ul>
	(c)	<b>Code enforcement</b> in deteriorating or deteriorated areas where such enforcement together with public improvements, rehabilitation, and services to be provided, may be expected to arrest the decline of such areas.
	(d)	Rehabilitation, preservation or restoration of publicly- or privately- owned <b>historic properties</b> , except for buildings used for the general conduct of government.
	(e)	<b>Renovation</b> of closed schools or other buildings for use as <b>an eligible public facility or housing</b> .

### Special Economic Development Activities - §570.203

Selection Box	24 CRF 570.203	Eligible Activity
	(a)	Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions. Such activities may be carried out by the recipient, or public or private non-profit subrecipients.
	(b)	The provision of assistance to private for-profit businesses, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any other activity where the assistance has been determined appropriate to carry out an economic development project - except for buildings for the general conduct of government, general government expenses, and political activities - provided that such assistance does not unduly enrich the for-profit business. Economic development projects must create or retain jobs for low- and moderate- income persons, prevent or eliminate slums or blight, meet urgent needs, create or retain businesses owned by community residents, assist businesses that provide goods or services to low- and moderate income residents, or provide technical assistance to promote any of the above activities. To the extent practicable, economic development projects must minimize displacement of existing businesses and jobs.

### Special Activities by Community Based Development Organizations - §570.204

Selection Box	24 CRF 570.204	Eligible Activity
	(a)	Assistance may be provided to certain eligible subrecipients who are CBDOs to carry out a neighborhood revitalization, community economic development, or energy conservation project, including activities listed as eligible; and activities not otherwise listed as eligible elsewhere- except for assistance to buildings for the general conduct of government, general government expenses, and political activities-if the recipient determines that these are appropriate to achieve its community development objectives. Please refer to 24 CRF570.204 (b) for a list of ineligible activities. CBDO's are generally non-profit development entities, see 24 CFR 204 (c) for details on eligible CBDOs.

<b>Eligible Planning, Urban Environmental Design and Policy-Planning-Management-Capacity Building Activities - §570.205*</b>		
<b>Selection Box</b>	<b>24 CRF 570.205</b>	<b>Eligible Activity</b>
	(a)	Planning activities such as data gathering, studies, analyses, preparation of plans, and identification of actions that will implement such plans.*

<b>Eligible Administrative Costs - §570.206*</b>		
<b>Selection Box</b>	<b>24 CRF 570.205</b>	<b>Eligible Activity</b>
	(a)	Reasonable costs of overall program management, coordination, monitoring, and evaluation, including: <ul style="list-style-type: none"> <li>• Staff salaries, wages, and related costs;</li> <li>• Travel costs;</li> <li>• Administrative services such as general legal, accounting and audit services performed under third-party contracts; and</li> <li>• Other goods and services required for administration of the program.</li> </ul>
	(b)	Provision of information and other resources to residents and citizen organizations.
	(c)	Provision of fair housing counseling services and activities.
	(d)	(Reserved)
	(e)	Indirect costs.
	(f)	Preparation of applications for Federal programs.
	(g)	Overall program management of any active Rental Rehabilitation Program or Housing Development Grant Program grants.
Planning and Administrative costs are limited to 20% of the total allocation in that year.		

**Ineligible Activities - §570.207 The Following is a general list of ineligible activities:**

- a) Assistance for:
  - Buildings used for the general conduct of government;
  - Government expenses; and
  - Political activities.
- b) Assistance for:
  - Purchase of construction equipment; purchase of furnishings and personal property, unless part of public services are necessary for use by a grantee in the administration of the CDBG program;
  - Repairing, operating and maintaining public facilities, improvements and services, except expenses associated with eligible public service activities, interim assistance, and office space for CDBG program staff; New housing construction, except under the special provisions provided at §570.207(b)(3)(i)-(iii); and
  - Income payments.

**Summary of National Objectives:** The Three National Objectives are outlined below, and are further divided into detailed subcategories based on activities and measurements.

Of the detailed subcategories on pages 7-10, select the one Detailed National Objective that best describes the outcome you aim to achieve with this project

**1. Activities benefitting low-and-moderate-income persons**

Area Benefit Activities				
Selection Box	National Objective Code	Detailed National Objective	24 CFR Citation	Data needed
	LMA	<b>Low Mod Area:</b> Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are low/mod income. The service area must be primarily residential, and the activity must meet the identified needs of low- and moderate- income persons. Examples include: street improvements; water and sewer lines; neighborhood facilities; and facade improvements in neighborhood commercial districts.	570.208(a)(1)	Census Tract:  % Low/Mod Income:  Source of Data:

Limited Clientele Activities				
Selection Box	National Objective Code	Detailed National Objective	24 CFR Citation	Data needed
	LMC	<b>Low/Mod Limited clientele benefit:</b> Activities that benefit a limited clientele, at least 51% of whom are low/mod income. LMC activities provide benefits to a specific group of persons rather than to all the residents. Examples: construction of a senior center; public services for the homeless; meals on wheels for the elderly; and construction of job training facilities for the handicapped.	570.208(a)	-Household size and income documentation Or -Presumed benefit documentation* Or -Is architectural barrier project**
	LMCMC	<b>Low/mod limited clientele, micro-enterprises:</b> Activities carried out under 24 CFR 570.201(o) that benefit mirco-enterprise owners/developers who are low/mod income	570.208(a)(2)(iii)	-Microenterprise business income documentation – jobs created/retained
	LMCSV	<b>Low/mod limited clientele, job service benefit:</b> Activities that provide job training, placement and/or employment support services in which the percentage of low/mod persons assisted is less		-Income for persons assisted -Documentation eligible persons

		than 51% but the proportion of total cost paid by CDBG does not exceed the proportion of low/mod persons assisted		assisted does not exceed portion of budget funded
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**\*Presumed benefit:** eligibility by nature of population or program presumed to be principally low- and moderate- income includes abused children, battered spouses, elderly persons, handicapped persons, homeless persons, illiterate persons, and migrant farm workers

**\*\*Architectural Barrier Project** is a special project directed for removal of material and architectural barriers which restrict the mobility and accessibility of elderly or handicapped persons to publicly- and privately-owned non-residential buildings, facilities and improvements and the common areas of residential structures containing more than one dwelling unit.

<b>Housing Activities</b>				
<b>Selection Box</b>	<b>National Objective Code</b>	<b>Detailed National Objective</b>	<b>24 CFR Citation</b>	<b>Data needed</b>
	LMH	<b>Low/Mod housing benefit:</b> Activities undertaken to provide or improve permanent residential structures that will be occupied by low/mod income households. Examples include: property acquisition or rehabilitation of property for permanent housing; conversion of non-residential structures into permanent housing; and new housing construction.	570.208(a)(3)	-Household size and income documentation -Project scope of work -Documentation of affordable rents

<b>Job Creation or Retention Activities</b>				
<b>Selection Box</b>	<b>National Objective Code</b>	<b>Detailed National Objective</b>	<b>24 CFR Citation</b>	<b>Data needed</b>
	LMJ	<b>Low/Mod job creation and retention*:</b> An activity designed to create or retain permanent jobs where at least 51 percent of which, computed on a full time equivalent basis, involve the employment of low and moderate- income persons.	570.208.(a)(4)	-FTE job count Documentation of employee's pre-job household income
	LMJFI	<b>Low/mod job creation and retention*, public facility improvement benefit:</b> Public facility improvement activities undertaken principally for the benefit of one or more business; resulting in creation/retention of jobs.	570.208(a)(4)(vi)(F)	-FTE job count Documentation of employee's pre-job household income

	LMJP	<b>Low/mod job creation, location based:</b> Activities where a job is held by or made available to a low/mod person based on the location of the person's residence or the location of the assisted business.	570.208(a)(4)(vi)	FTE job count Documentation of employee's pre-job household income Census tract data
*Job retention requires documentation that, but for the assistance provided, the job would have been lost.				
<i>Jobs are only considered to be available to low- and moderate- income persons when Special skills that can only be acquired with substantial training or work experience or education beyond high school are not a prerequisite to fill such jobs, or the business agrees to hire unqualified persons and provide training; and Local government and the assisted business take actions to ensure that low- and moderate- income persons receive first consideration for filling such jobs.</i>				

## 2. To aid in the prevention or elimination of slums or blight

Activities which aid in the prevention or elimination of slums or blight				
Selection Box	National Objective Code	Detailed National Objective	24 CFR Citation	Data needed
	SBA	<b>Slum/Blight area benefit:</b> Activities undertaken to prevent or eliminate slums or blight in a designated area.	570.208(b)(1)	Documentation of area designated by Mayor
	SBS	<b>Slum/Blight, spot basis</b> Activities undertaken on a spot basis to address condition of blight or physical decay not located un designated slum/blight areas.	570.208(b)(2)	Documentation of slum/blight at address.
<i>Funding for Slum/blight removal activities is limited</i>				

### 3. Activities designed to meet an urgent community development need

Selection Box	National Objective Code	Detailed National Objective	24 CFR Citation	Data needed
	URG	<b>Urgent Need*:</b> Activities that alleviate emergency conditions of recent origin and pose a serious and immediate threat to the health or welfare of the community; eligible only if the grantee cannot finance the activity on its own and no other sources of funding are available.	570.208(c)	Documentation of disaster
<i>The City does not expect to fund activities under Urgent Need.</i>				