

CITY OF WORCESTER FISCAL YEAR 2026 COMMUNITY DEVELOPMENT BLOCK GRANT



REQUEST FOR PROPOSALS

*The City of Worcester's Executive Office of Economic Development
requests proposals for the following CDBG program activities:*

PUBLIC SERVICES

OR

PUBLIC FACILITIES & IMPROVEMENTS,

*for the Period of
July 1, 2025 to June 30, 2026*

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I. OVERVIEW OF COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

The Community Development Block Grant Program (CDBG), which is funded by the United States Department of Housing and Urban Development (HUD), provides annual grants on a formula basis to cities. The City of Worcester is a recipient of this annual grant funding.

The goal of the CDBG Program is to foster the development of viable urban communities by providing decent housing, creating a suitable living environment, and expanding economic opportunities for low- and moderate-income individuals and families. To ensure compliance with federal regulations, CDBG funds must be used for projects, programs, or activities that meet one of the following National Objectives:

- Benefit Low- and Moderate-Income Persons;
- Prevent or Eliminate Slums or Blight;
- Address an Urgent Need.

For the City's Fiscal Year 2026, the estimated funding available for CDBG activities is \$4,000,000. Please note that HUD has not yet released final entitlement figures, so this amount is based on historical data and trends, including funding adjustments. Additionally, per CDBG regulations, no more than 15% of the City's total annual CDBG entitlement grant can be allocated to Public Service Activities.

Additional CDBG related materials and information are available at:

<http://www.worcesterma.gov/housing-neighborhood-development/community-development-block-grants>

II. APPLICANT ELIGIBILITY AND CRITERIA REQUIREMENTS

Applicants interested in applying for CDBG funds must:

- Have a program that meets one of the CDBG National Objectives mentioned above and meet all eligible activity criteria;
- Be eligible to participate in HUD and City-funded programs;
- Respond to the needs of the City of Worcester, as outlined in the City's Five (5) Year Consolidated Plan (2020-2025);
- Have no part of the organization's or agency's net earnings;
- Have a functioning accounting system and protocols that are operated in accordance with generally accepted accounting principles, or have designated an entity that will maintain such an accounting system; and
- Provide a current budget showing the applicant's capacity to execute the proposed project and the ability to secure additional funding necessary to operate the proposed project.

III. THRESHOLD REQUIREMENTS FOR PROJECT SUBMISSION

All applicants and proposals must meet the following minimum threshold requirements:

- Applicant and affiliates or subsidiaries must be current in all financial obligations with the City of Worcester. The City of Worcester will not fund an organization or agency with outstanding disallowed costs, defaulted loans, tax arrearages, debarment actions or any other legal encumbrances, regardless of the merits of the submitted proposal.
- Applicant's organization must certify that it complies with the Americans with Disabilities Act of 1990 (ADA), as amended (P.L. 110-325).
- Applicant must have their Board of Directors certify that they have a three (3) – month cash flow reserve available.
- Applicant must certify that it has a Non-Discrimination Policy and provide copies of that policy.
- Applicants currently receiving CDBG funding must meet the following additional minimum threshold requirements:
 - Agency must be in compliance with all terms of its most recent CDBG contract;
 - Agency must not have a serious unresolved HUD or City monitoring finding or audit finding of a material nature regarding any of the agency's CDBG-funded projects or other federally funded projects.
- **Due to an anticipated reduction in City Fiscal Year 2026 CDBG allocations, a single applicant organization may not submit more than 4 applications for CDBG funding to the City of Worcester, additionally, all CDBG Public Facilities & Improvements awards will be capped at a maximum of \$195,000 for any single applicant organization.**

PLEASE NOTE: Projects, programs, or activities that fail to meet the applicable regulations and criteria **will not be considered for funding**. Submissions that fail to demonstrate compliance with minimum threshold requirements will be considered incomplete and will not be evaluated against complete applications.

IV. ELIGIBLE AND INELIGIBLE CDBG-FUNDED ACTIVITIES

This section outlines activities that are generally eligible and ineligible public service and project uses under CDBG.

The following is a general summary of eligible CDBG-funded activities for low- to moderate-income individuals and areas. This list is not comprehensive; more information on CDBG National Objectives and eligible activities can be found under "CDBG Resource Documents" on the City's website at:

<http://worcesterma.gov/housing-neighborhood-development/community-development-block-grants/policies-procedures>

Some Examples of Eligible Public Service Activities

✓ <i>Crime prevention and public safety services</i>
✓ <i>Child care</i>
✓ <i>Health services</i>
✓ <i>Substance abuse services (counseling and treatment)</i>
✓ <i>Fair housing counseling</i>
✓ <i>Education programs</i>
✓ <i>Job training/education programs</i>
✓ <i>Recreational program or services</i>
✓ <i>Services for the elderly; and services for homeless persons</i>
✓ <i>Youth Services</i>
✓ <i>Medical or Dental Services</i>

Some Examples of Eligible General Project Use

✓ <i>Acquisition</i>
✓ <i>Clearance activities</i>
✓ <i>Infrastructure and public facility improvements</i>
✓ <i>Removal of architectural barriers/ADA accessibility improvements</i>
✓ <i>Building rehabilitation or preservation activities</i>
✓ <i>Special economic development activities</i>
✓ <i>Improvements to multi-unit residential buildings</i>
✓ <i>Improvements to single-unit residential buildings</i>
✓ <i>Technical assistance for microenterprises (5 employees or less)</i>
✓ <i>Historic Preservation</i>
✓ <i>Small business façade improvements</i>

Some Examples of Ineligible Activities

⊗ <i>Direct income payments to an individual or family, which are used to provide basic services such as food, shelter (including payment for rent, mortgage or utilities) or clothing.</i>
⊗ <i>Buildings or building maintenance in the case of buildings used for the general conduct of government</i>
⊗ <i>General government expenses</i>
⊗ <i>Political activities (including voter registration)</i>
⊗ <i>Purchase of equipment (except firefighting equipment, or equipment needed by local government to administer the CDBG program, etc.)</i>
⊗ <i>Construction of new housing</i>

While there are many CDBG eligible “project use” activities (see prior table), this City of Worcester RFP is requesting proposals for activities under the **Public Facilities and Improvements** category of CDBG project use, in addition to **Public Services** related activities (See description below).

Public Facilities and Improvements Activities

Examples of eligible **Public Facilities and Improvements** include acquisition and construction or rehabilitation and general improvements to facilities that deliver non-profit recreational, educational, health, or social and human services to low- and moderate-income populations, as well as capital improvements that provide an Area Benefit, such as neighborhood parks, roads, sewer and drainage systems, community or recreation centers, etc. to majority low- and moderate-income areas.

Public facility improvements must improve the ability of CDBG sub-recipients and/or facility owners to better deliver services to low- and moderate income clients, or better serve an area in general, through changes that improve safety, remove architectural barriers, improve energy-efficiency, improve handicapped access, improve public access in general, or otherwise make delivery of the services to low- to moderate-income individuals or areas more cost-effective or efficient for the public facility owners.

Please note that Public Facilities and Improvements applicants must either 1) own the facility that will receive the improvements or 2), have at minimum a 10-year lease on the facility.

All Public Facilities and Improvements applications will be subject to the Davis-Bacon Act regarding federal prevailing wage requirements for projects with construction costs in excess of \$2,000, as well as any and all pertinent CDBG and federally mandated Environmental Review (“ER”) regulations and processes. Additionally, Public Facilities and Improvements projects utilizing more than \$200,000 in total HUD related funding sources will be subject to 24 CFR 75, also known as “Section 3”. Section 3 requires that contractors, to the greatest extent feasible, give economic opportunities to low- income persons residing in Worcester. HUD’s Guidebook explains this regulation in detail at <https://www.hudexchange.info/programs/section-3/section-3-guidebook>. To the extent applicable, Public Facilities and Improvements applications may also require adherence to the Build America Buy America (“BABA”). HUD information and guidance on BABA can be found here: [Build America, Buy America \(BABA\) | HUD.gov / U.S. Department of Housing and Urban Development \(HUD\)](#)

Public Services Activities

The City is seeking proposals for **Public Services** activities. Up to 15% of the City’s total anticipated annual CDBG allocation may be awarded to various sub-recipients for use on eligible Public Services that meet an established community need as identified in the City of Worcester’s Five (5) Year Consolidated Plan (2020-2025).

Eligible Public Service activities are described further in the table on page 3 and include, but are not limited to, various activities aimed to assist low- and moderate-income populations such as: youth services and after school programming, health and dental services, case management, information and referral services, housing stabilization or housing maintenance and repair services, educational programming and services, food security assistance, crime prevention and public safety services, substance abuse counseling, job training and preparation, services for seniors, etc.

For Public Services, CDBG funds may be used to pay for the labor, administration, supplies, and materials to operate and deliver the service and/or maintain the portion of a facility in which a public service is located. All of this must be calculated into the total “Cost Per Unit” for providing the public service. Please see budget template and documents, as cost per units can be calculated using budget documents provided as part of this application.

For prior CDBG funded activities, a Public Service must be either a new service; or a quantifiable increase in the level of service provided by or on behalf of the unit of general local government in the prior 12 calendar months of the program. An eligible public service can be funded at the same or reduced levels as the previous years if no quantifiable increase in service is provided.

Please also note that as described further in the separate CDBG RFP “Application Guidelines & Scoring Criteria” document (published on the City’s website alongside the CDBG RFP materials), this year the City of Worcester is further encouraging applications from organizations that have not received CDBG funding for Public Services within the last 5 CDBG program years (i.e. must not have received City of Worcester CDBG funding for Public Service activities between July 1, 2020 to present). If the City’s annual CDBG funding for Program Year 51 permits, it anticipates supporting one organization “new” to CDBG funding at up to a max of \$10,000 total.

All new RFP applicants may still apply for more than \$10,000 in CDBG Public Service funds, but even if the applicant organization has not been awarded CDBG for Public Services in the past 5 program years, their application will be evaluated against organizations and programs that have established experience utilizing CDBG and may not score as competitively.

Organizations new to CDBG Public Services that apply for \$10,000 or less will automatically be evaluated against other similarly experienced applicants for funding. The City of Worcester **is not** seeking to support entirely new organizations or entirely new programs (i.e. organizations or programs with one year or less of existence or program experience) as part of this incentive. The City seeks established and impactful programs and services that have not received CDBG as part of their prior years of funding composition.

Benefits to Low- and Moderate-Income Individuals and Areas

All eligible activities must benefit primarily low- and moderate-income persons through any one of the following established CDBG program methods and means:

- **An Area Benefit;** that is, the benefits are expected to be available to all residents of a service area that has been designated by HUD as an area that is predominantly (51% or more) low- and moderate-income based on the latest available HUD or U.S. Census Tract statistics (or acceptable alternative source).
- **A benefit to Limited Clientele** who are presumed by HUD to be principally low- and moderate-income people such as abused children, battered spouses, elderly persons, handicapped persons, homeless persons, and illiterate persons.
- **A benefit to Limited Clientele** that are concluded to be low- and moderate income based on the nature and location of service or program being delivered.
- **A benefit to Limited Clientele** who are expected to be low- and moderate income based on a program or service already having clearly established income eligibility requirements.
- **A benefit to Limited Clientele**, at least 51% of whom are shown to be low- and moderate-income persons by documentation related to family size and income that indicates household incomes do not exceed the latest effective low (80%) income limits established by HUD, which are provided below:

	1	2	3	4	5	6	7	8
Current Federal FY 24 Income Limit by Household Size	Person	Person	Person	Person	Person	Person	Person	Person
Extremely Low (30%) Income Limits	\$27,050	\$30,900	\$34,750	\$38,600	\$41,700	\$44,800	\$47,900	\$52,720
Very Low (50%) Income Limits	\$45,000	\$51,450	\$57,900	\$64,350	\$69,500	\$74,650	\$79,800	\$84,950
Low (80%) Income Limits	\$68,500	\$78,250	\$88,050	\$97,800	\$105,650	\$113,450	\$121,300	\$129,100

V. CITY, STATE, AND FEDERAL REQUIREMENTS

The use of CDBG funds are subject to applicable City and State laws and regulations in addition to HUD regulations. These laws include procurement policies and the State's Prevailing Wage rates. Other Federal, State and local requirements may apply, including but not limited to: Equal Employment Opportunity; anti-kickback rules; Davis Bacon Act

(federal prevailing wage must be paid to laborers for construction projects in excess of \$2,000 or residential structures with 8 units or more); accounting records; bonding and insurance; environmental laws; 24 CFR 75 (“Section 3”) requiring direct employment and training opportunities for low-income residents; and the Build America Buy America (BABA) domestic procurement preference.

To be awarded any federal entitlement funds, all applicants must be fully registered, and receive a Unique Entity Identifier (UEI), on [Sam.gov](https://sam.gov). Sam.gov is a requirement for all subrecipients receiving federal entitlement funds from the City. Registration may take 2-3 weeks to show as ‘active’ so it is encouraged that interested parties begin the registration process early.

Non-profit organizations that receive CDBG funding for CDBG-eligible activities are also subject to 2 CFR 200, Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards, also referred to as the “Super Circular”. The Super Circular supersedes federal guidance and regulations formally found in OMB Circular A-122, Cost Principles, OMB Circular A-133, Audits, OMB Circular A-87, and OMB Circular A-110, Uniform Administrative Requirements.

No funding will be disbursed to a CDBG grant sub-recipient unless there is a grant contract in place between the City of Worcester and the respective sub-recipient. Contracts will stipulate regular performance-based reporting requirements to include reporting on contracted grant activity goals and metrics before any grant drawn down or reimbursement requests can be approved by the City of Worcester.

Grant sub-recipients are expected to be monitored by the City of Worcester during the grant funded activity’s project term and grant sub-recipient monitoring expectations may vary based on pre-contract risk assessment analyses completed by the City of Worcester.

VI. CITY FISCAL YEAR 2025 CDBG APPLICATION

SECTION 1 – AGENCY INFORMATION.

Organization/Agency Name:		Employer Federal I.D. Number:	
Website:		UEI (Unique Entity Identifier):	
Mailing Address:	City:	State:	Zip:
Telephone:	Fax:	Faith Based Organization? <input type="checkbox"/> Yes <input type="checkbox"/> No	
Has this agency received City of Worcester CDBG funding for Public Services in the past five (5) CDBG program years (i.e. anytime between July 1, 2020 to the present)?		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Is this application requesting CDBG funding in excess of \$10,000		<input type="checkbox"/> Yes <input type="checkbox"/> No	

	Executive Director	Project Administrator	Finance Officer
Name:			
Title:			
Address:			
Phone:			
Fax:			
E-Mail:			

SECTION 2 – PROJECT INFORMATION.

Name of Project or Program:		
Location of Project or Program:		Census Tract(s):

SECTION 3 – NATIONAL OBJECTIVE.

Activity Category (check <u>one only</u> per application)	National Objective (select and check <u>one only</u>)*
<input type="checkbox"/> Public Service	<input type="checkbox"/> L/M Area Benefit
<input type="checkbox"/> Public Facilities and Improvements	<input type="checkbox"/> L/M Limited Clientele
Population to be served (choose all that apply):	
<input type="checkbox"/> Youth <input type="checkbox"/> Special Needs	
<input type="checkbox"/> Elderly <input type="checkbox"/> Homeless	
<input type="checkbox"/> Other	

* MORE INFORMATION REGARDING CDBG NATIONAL OBJECTIVES CAN BE FOUND UNDER THE "CDBG RESOURCE DOCUMENTS" SECTION OF: <http://worcesterma.gov/housing-neighborhood-development/community-development-block-grants/policies-procedures>

This section is for PUBLIC SERVICES applicants only.

SECTION 4 – SCOPE OF SERVICES FOR PUBLIC SERVICES.

Respond to the following questions and note that questions have changed from prior year applications; please read each question carefully and limit your response to no more than 200 words per question.

1. Overview of Organization and Program/Services Offered. Briefly state your organization's mission. List the services and programs that your organization provides, the number of individuals served by your agency, and the geographic area you serve. State the specific program/service that would be supported by CDBG.

2. Program Need/ Demonstration of Need. Provide a description of the community need the proposal is intended to address, including the extent of the need and its intended impact on the target population or community. Include the number of persons affected and the characteristics of the affected population.

3. Organizational Capacity and Capability. Describe your organization's experience and qualifications for performing the proposed work. Describe the agency's past experience in administering programs for primarily low- and moderate-income populations. List your organization's key staff, and if applicable, the Board Members, their places of employment, and a description of the Board's role and duties.

4. Program Specific Impact & Experience. Provide a specific and clear description of the proposed program or service for which CDBG funds will be used, including the organization's prior years of experience with said program as currently proposed or designed. Describe the population of recipients receiving the services. Estimate the number of clients to be served by the services in one CDBG program year, including specifically those supported only through the CDBG portion of the program budget within one CDBG program year (the number should match the portion of CDBG supported "units" in your program budget).

5. Demonstration of CDBG Funding Need & Leveraging. Describe why CDBG funds are critical to the implementation of the proposal. HUD anticipates that programs funded by CDBG are leveraging other public or private funds, and the City of Worcester is required to report on the dollar amount of leverage for all CDBG grant sub-awards. Therefore, describe other revenue sources for the delivery of the proposed program or service including non-CDBG funds that have been obtained for the project. The other funding sources should also be itemized in the Public Services Budget submitted with this proposal.

6. Fiscal and Grants Management. Describe the agency's fiscal management structure, financial controls, and process for managing grant funds, including the process and protocol for preparing and managing the quality and accuracy of reporting on grant outcomes and related grant expense requests prior to their submittal for reimbursement to grant funders.

7. Measurable Program Outputs and Outcomes. Define specific and measurable outputs or outcomes and the method for tracking them, including data relevant to the number of individual clients or households to be served through the CDBG funds- provide the unduplicated number of families/ persons that will benefit from the activity in one CDBG program year, and the “cost per unit” to provide the service (see Public Services Budget Template attachment).

8. Program Delivery Plans & Capacity. Describe your program or service delivery plans, including your hours of operation, intake system, program personnel, outreach and marketing or referral procedures and other program features that may support program service delivery.

9. Results and Evaluation. Describe how the program is evaluated in its effectiveness at addressing the need outlined in question #2. Include anticipated results and previous results if the program is ongoing.

10. Organizational & Financial Sustainability. Please use the space below to briefly describe your organization's sustainability plans. Be sure to address such strategies as annual fund raising campaigns, major gift programs, corporate sponsorships, fees for service, etc. If plans are not currently in place, describe your plan for putting them in place including the strategies and timeframes for doing so.

11. Program Sustainability. Organizations have staffing challenges from time to time when program staff accept other opportunities, take extended leave, or are terminated, etc. Please describe the organization's plan or ability to maintain this program in light of such potential changes without jeopardizing service to clients or CDBG grant obligations to the City of Worcester. Describe staffing quantity, flexibility, cross-training, or other contingency plans to ensure minimal to no interrupted service delivery. If applicable, briefly describe an example of addressing or overcoming unexpected similar staff changes/challenges in the past.

Consolidated Plan Consistency. HUD requires that CDBG funded activities fall within the scope of anticipated community needs as defined through annual Action Plans. Describe how the proposed service will address a need or goal identified in the City's draft Five (5) Year Consolidated Plan (2020-2025) document, available under the "5 Year Consolidated Plan" heading at <http://worcesterma.gov/housing-neighborhood-development/community-development-block-grants/policies-procedures>. Please reference the Strategic Plan portion of the document, particularly SP-25 Priority Needs that starts on page 130.

This section is for Public Facilities and Improvements applicants only.

SECTION V – SCOPE OF SERVICES FOR PUBLIC FACILITIES AND IMPROVEMENTS.

Type of Improvements & Preliminary Due Diligence Summary	
<i>The following section should only be completed by those organizations who intend to engage in public facility improvements.</i>	
Type of Improvement Activity (check all that may apply):	
<input type="checkbox"/> Moderate Rehabilitation	<input type="checkbox"/> Substantial Rehabilitation
<input type="checkbox"/> Conversion of Use	<input type="checkbox"/> Historic Preservation
<input type="checkbox"/> Removal of Architectural Barriers	<input type="checkbox"/> Asbestos Removal
<input type="checkbox"/> New Construction	<input type="checkbox"/> Acquisition only
<input type="checkbox"/> Energy Efficiency Improvements	<input type="checkbox"/> Public Safety Improvements
<input type="checkbox"/> Demolition or Clearance	<input type="checkbox"/> Facility Expansion
Type of Public Facility to be improved (check one):	
<input type="checkbox"/> Senior Center	<input type="checkbox"/> Special Needs
<input type="checkbox"/> Homeless Facility	<input type="checkbox"/> Park or Playground
<input type="checkbox"/> Youth Programs Facility	<input type="checkbox"/> Health Facility
<input type="checkbox"/> Neighborhood or Community Center	<input type="checkbox"/> Education Facility
<input type="checkbox"/> Other, please specify:	
Provide the location of the facility (physical address and/or U.S. Census Tract number):	
Is the facility currently owned by your public or non-profit organization?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the facility being leased by your public or non-profit organization for at least the next 10 years?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the facility located in a flood plain or flood hazard area?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Does the facility have a specially designated historical significance?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are proposed facility improvement costs based on professional cost estimates?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Is the project anticipated to take longer than one year to implement?	Yes <input type="checkbox"/> No <input type="checkbox"/>
Have project budget estimates taken into account Federal or State prevailing wages? (i.e. not applicable if project construction/rehab costs are less than \$2,000)	Yes <input type="checkbox"/> No <input type="checkbox"/>
Are you requesting at or over \$200,000 in financial assistance? If so, this project will be subject to Section 3 regulation under 24 CFR 75.	Yes <input type="checkbox"/> No <input type="checkbox"/>

(Continue to Public Facilities and Improvements *Narrative Responses* on the following page.)

PUBLIC FACILITIES & IMPROVEMENTS NARRATIVE RESPONSES

(Please be detailed but brief; do not exceed 200 words per question)

1. Introduction. Briefly state your organization's mission. List the services and programs that your organization provides, the number of individuals served by your agency, and the geographic area you serve.

2. Demonstration of Need. Provide a description of the community need the proposal is intended to address and how the proposed public facility improvement will benefit low- and moderate-income clientele.

3. Demonstration of Funding Need and Leverage. Describe why CDBG funds are critical to the implementation of the proposal, including a discussion of other funds that may have been acquired for the project, or the ability

of CDBG funds to leverage other, non-CDBG funds. HUD and the City of Worcester prefer knowing that other funds are supporting or complementing any federal funds invested into public facility projects.

4. Project Implementation Readiness. *Describe your current or planned staffing and resource capacity to accomplish this project. Describe the anticipated timeframe for starting and project completion, including major project milestones toward completion. If the project involves outdoor construction aspects, explain any anticipated interruptions related to the weather-sensitive construction season and how they will affect the project timeframe.*

ADDITIONAL PUBLIC FACILITIES & IMPROVEMENTS INFORMATION & MATERIALS

This section must also include unbound documents behind this page to detail the following:

- *Scope of work write-up*
- *Photographs of areas to be improved*
- *Architectural or schematic design drawings (as applicable)*
- *Project cost estimates (estimates must factor federal prevailing wage if over \$2,000 in construction costs are involved)*

(NOTE: These documents may be submitted on unbound legal paper only if the information cannot be presented on standard 8.5" x 11" paper.)

This section is to be completed by ALL applicants.

SECTION 6 – PROJECT FUNDING & BUDGET SUMMARY.

REQUESTED THIS APPLICATION	\$
OTHER FEDERAL FUNDS FOR PROJECT	\$
OTHER CITY FUNDS FOR PROJECT	\$
OTHER STATE FUNDS FOR PROJECT	\$
OTHER PRIVATE FUNDS FOR PROJECT	\$
TOTAL	\$
Will the program generate CDBG Program Income?	<input type="checkbox"/> Yes <input type="checkbox"/> No
If so, please indicate the projected program income to be received.	\$ _____

Budget Explanation. Provide an explanation of funds requested. Supply appropriate details including explanation of other expenses, details of staffing costs for the program and the source(s). A detailed proposed budget including all expenses and funding sources must be submitted with the application. Please refer to sample budgets and guidelines available with the RFP documents at <http://worcesterma.gov/housing-neighborhood-development/community-development-block-grants/policies-procedures>. There are separate budget templates for Public Service and Project Use (i.e. includes Public Facilities and Improvements). Applications that do not include completed budget template forms will be deemed incomplete and therefore disqualified.

STATEMENT OF APPLICANT

The undersigned acknowledges the following:

1. That, to the best of its knowledge and belief, all factual information provided is true and correct and all estimates are reasonable.
2. That no revised proposals/applications may be made in connection with this application once the deadline for applications has passed.
3. That the City of Worcester may request or require changes in the information submitted, and may substitute its own figures which it deems reasonable for any or all figures provided. That the applicant will participate in required interview for project assessment and cooperatively assist in the review process.
4. That, if the project is recommended and approved by City Council, the City reserves the right to reduce and/or cancel the allocation if federal entitlements are cancelled, reduced, or rescinded.
5. That the City of Worcester reserves the right not to fund any submittals received.
6. By submission of this application, the organization agrees to abide by the Federal regulations applicable to this program.
7. That, if the project is funded, the organization agrees to abide by the City's locally established policies and guidelines.
8. That past program and financial performance will be considered in reviewing this application.
9. That services are to be provided at no cost to citizens during the grant period. All program income (i.e., fees, repayments, foreclosures, etc.) must be remitted to the City.
10. That, if the project is funded, the City or a designated agency may conduct an accounting system inspection to review internal controls, including procurement and uniform administrative procedures, prior to issuance of payments for projected expenditures.
11. That, if the project is funded, the City will perform an Environmental Review prior to the obligation of funds.
12. That, if the project is funded, a written agreement that includes a statement of work, records retention and reporting, program income procedures, local and federal requirements, circumstances that would trigger grant suspensions and terminations, and reversions of assets would be required between the organization and the City.
13. That a project's funding does not guarantee its continuation in subsequent action plans.
14. That proof of insurance (general comprehensive public liability insurance with a company licensed to do business in Massachusetts, and in the aggregate naming the City, its employees and agents as additional insures) will be submitted to the city prior to execution of the contract.
15. Applicant shall provide written signatory authority from the organization's governing body indicating who has authority to execute contracts and amendments on its behalf.
16. Applicant agrees to abide by the City of Worcester's Conflict of Interest policy. Items of concern would include staff members serving on the Board of Directors, staff members' families serving on the Board of Directors, and other matters that may give the appearance of a conflict of interest.
17. Applicant agrees to comply with the following: Fair Housing Act, Section 504 of the Rehabilitation Act of 1973 and Title II of the Americans with Disabilities Act of 1990.
18. That, if the project(s) is funded, the organization will repay to the City any funds expended on costs consequently disallowed by the City or HUD due to ineligibility based on programs rules and regulations.

PENALTY FOR FALSE OR FRAUDULENT STATEMENT
U.S. Code Title 18, Section 1001, provides that a fine of up to \$10,000 or imprisonment for a period not to exceed five years, or both, shall be the penalty for willful misrepresentation and the making of false, fictitious statements, knowing same to be false.

By signature below, the Applicant acknowledges the above on this _____ day of _____, 20____.

Certifying Representative Signature	Title	Organization
<i>Note: "Certifying Representative," means the individual who may legally sign this proposal on behalf of the agency and submit it to the City of Worcester.</i>		
Preparer's Signature	Title	Organization

ATTACHMENT B: PROJECT/PROGRAM LEVERAGE

LEVERAGING OF NON-CITY FUNDS

	Name of Outside Funding Source	Application Date	Award Date
#1			
#2			
#3			
#4			
#5			

ATTACHMENT C: APPLICATION CHECKLIST FOR REQUIRED DOCUMENTS

IS YOUR APPLICATION COMPLETE?

The following documents in compliance with City, State and Federal regulations must be submitted as part of your application package. Please use this checklist as a guide to complete your proposal. Place a checkmark by the items included in the proposal. If you feel the item does not apply to your proposal, please indicate with "N/A" in the comments column and provide explanation within the comments column.

PLEASE SUBMIT one (1) signed original copy of the entire application package by no later than **4:00 p.m. on Tuesday, February 11th, 2025** to City Hall, Executive Office of Economic Development, 455 Main Street, 4th Floor, Worcester, MA.

DESCRIPTION	YES	NO	COMMENTS
1. Application Completed & Signed Certification	<input type="checkbox"/>	<input type="checkbox"/>	
2. Articles of Incorporation and Bylaws	<input type="checkbox"/>	<input type="checkbox"/>	
3. State and Federal Tax Exemption Determination Letters	<input type="checkbox"/>	<input type="checkbox"/>	
4. Federal Employment Identification Numbers	<input type="checkbox"/>	<input type="checkbox"/>	
5. Valid Entity Registration at <u>Sam.Gov</u> and UEL	<input type="checkbox"/>	<input type="checkbox"/>	
6. List of Board of Directors, their Titles and Contact Information	<input type="checkbox"/>	<input type="checkbox"/>	
7. Most Recent Organization Chart	<input type="checkbox"/>	<input type="checkbox"/>	
8. Job Description and Resume of Each CDBG Program Salaried Position	<input type="checkbox"/>	<input type="checkbox"/>	
9. Resume of Chief Fiscal Officer	<input type="checkbox"/>	<input type="checkbox"/>	
10. Financial Statement and Most Recent Audit Report	<input type="checkbox"/>	<input type="checkbox"/>	
11. Matching Funds Commitments Documentation, if applicable.	<input type="checkbox"/>	<input type="checkbox"/>	
12. List of Collaborative Partners and their Role	<input type="checkbox"/>	<input type="checkbox"/>	
13. 504 Self Evaluation Plan (Americans with Disabilities Act) Agencies with 15 Employees or More	<input type="checkbox"/>	<input type="checkbox"/>	
14. Employee Handbook	<input type="checkbox"/>	<input type="checkbox"/>	
15. Grievance Procedure/Policy (Clients)	<input type="checkbox"/>	<input type="checkbox"/>	
16. Project Implementation Timeline & Additional Outcome Objectives	<input type="checkbox"/>	<input type="checkbox"/>	
17. Program Income Plan	<input type="checkbox"/>	<input type="checkbox"/>	
18. Certificate of Authority	<input type="checkbox"/>	<input type="checkbox"/>	
19. Certificate of Insurance	<input type="checkbox"/>	<input type="checkbox"/>	
20. Tax Certification	<input type="checkbox"/>	<input type="checkbox"/>	
21. Anti-discriminatory policy. Include hard copy	<input type="checkbox"/>	<input type="checkbox"/>	