

CDBG Application

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Reference Information (found on the Community Development and Planning CDBG Webpage)

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Important Considerations

Eligible Activities

Summary of National Objectives

Reporting Requirements

Responsibilities of Subrecipient And Community Development Staff

CDBG Year 48 Application Checklist

Please be sure that all items listed below are included in your application by the application deadline.

- Application
- Description of Organization
- Organizational Chart
- List of the Board of Directors
- Authorized Official
- Financial Audit
- Financial Statement
- Certification of Compliance with the Americans with Disabilities Act
- Certification of Applicant that it has a Non-Discrimination Policy
- Copy of Non-Discrimination Policy
- Job Descriptions (if applicable)
- Detailed Budget Information (optional)
- Detailed Timeline (optional)

**Federal Community Development Block Grant Program Application
Year 48 CDBG Funding 2021 – 2022**

APPLICANT INFORMATION

Agency or Organization:

Organization Address:

Mailing Address (if different):

DUNS #/Unique Entity Identifier: *(Can be obtained by registering at SAM.gov)*

501(c)3 Number

Web Address:

Phone:

Total Organization Budget (all operations)

Contact Name:

Contact Email:

Name of Proposed Project:

Brief Description of Proposed Project:

Total CDBG Year 48 Funding Request: \$

Is this project currently funded by CDBG? *(Drop-down: Yes/No)*

If yes, what is the grant amount? \$

If the Year 48 request is higher than Year 47 funding (for the same project), please explain the need for an increase:

If you have prior year CDBG Grant funds (Year 46 or earlier) that are unspent, please provide a plan for spending down the balance of funding:

Proposed National Objective *(Drop-down)*

- Low/Moderate Income Area Benefit
- Low-Moderate Income Limited Clientele
- Urgent Need (this is rarely used)
- Prevention/Elimination of Slums/Blight (this is rarely used)
- Low/Moderate Housing Benefit

Which best describes the Activity *(Drop-down)*

- Public Facility Improvement
- Housing Rehabilitation
- Economic Development
- Small Business Assistance
- Planning/Administration
- Youth Services
- Homelessness Services
- Mental Health Services
- Legal Services
- Elder Services
- Other (please describe)

PROJECT INFORMATION

1. Describe the community development or housing needs (as outlined in the City's Five Year Consolidated Plan, available on the City of Fitchburg website) to be addressed by the proposed project:
2. Describe the goal of the proposed project (The proposed solution to the problem/need identified above):
3. 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):
4. Who will be served by the proposed project? (Include specific groups or individuals as well as the geographic area primarily benefiting from the activity)
5. How many estimated beneficiaries will be served in Year 48 with CDBG funds?
Is this an unduplicated count? (*Unduplicated means that each client is counted only once, even if services are ongoing on services are provided to the client more than once.*)
(Drop-down: Yes/No)
6. Indicate the type of group to be served (*drop-down*):
 - Individuals
 - Families
 - Business
 - Households
 - Housing Units
7. Explain how project performance will be measured:
8. Number and type of service units to be delivered (e.g. number of meals provided, number of people offered overnight shelter, hours of translation services, number and dollar amounts of loans, etc.):
9. 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?):
10. Identify the inputs (e.g. 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:
11. If applicable, is the activity site universally (handicap) accessible? (*Drop-down: Yes/No*)
12. If it is not, are there plans to make the site accessible (describe)?
13. 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?

14. Will your project be ready to proceed in the 2022-2023 Program Year, which begins July 1, 2022? (*Drop-down: Yes/No*)
15. Is this project already underway or ongoing? If so, please describe.
16. Please briefly describe your agency's background and explain why your agency is well positioned to provide this proposed activity/service.

BUDGET INFORMATION

All applicants must submit a project budget.

The current project budget (Year 47, 2021 - 2022) (if applicable):

CDBG Project Funding:

Other Project Funding:

Total Project Funding:

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

The proposed project budget (Year 48, 2022- 2023):

CDBG Project Funding:

Other Project Funding:

Total Project Funding:

Matching Funds for Proposed Project:

Source/Amount/Secured (*Checkbox*)/Can project proceed without this source (*Drop-down Yes/No*)/
Use of Funds

Source/Amount/Secured (*Checkbox*)/Can project proceed without this source (*Drop-down Yes/No*)/
Use of Funds

Source/Amount/Secured (*Checkbox*)/Can project proceed without this source (*Drop-down Yes/No*)/
Use of Funds

Source/Amount/Secured (*Checkbox*)/Can project proceed without this source (*Drop-down Yes/No*)/
Use of Funds

Itemized Budget

Please list each budget line item to be paid with CDBG funds

Expense/Amount

Expense/Amount

Expense/Amount

Expense/Amount

Expense/Amount

Expense/Amount

PROJECT TIMELINE – Construction Projects Only

Please note project milestones (e.g. Launch, End of Phase I, etc.)

Milestone/Date (approx.)

Milestone/Date (approx.)

Milestone/Date (approx.)

Milestone/Date (approx.)

Milestone/Date (approx.)

Milestone/Date (approx.)

If available, please attach a scope of work and project schedule in the attachments section.

Applicant Signature (*checkbox*)

REQUIRED ATTACHMENTS FOR NON-MUNICIPAL ENTITY

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:

Description of Organization: State the number of years in operation, mission, types of services provided and any licenses held.

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.

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.*

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.

Financial Audit: Submit a copy of your most recent independent Auditor's Report and Management Letter for the fiscal year ending June 30, 2020.

Financial Statement: Submit a signed affidavit that applicant organization has a three month cash flow reserve.

Certification of Compliance with the Americans with Disabilities Act of 1990 (ADA), as amended (P.L. 110-325).

Certification of Applicant that it has a Non-Discrimination Policy.

Copy of the Non-Discrimination Policy

Eligible Activities and National Objectives Identification Forms

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.