

# CITY OF WORCESTER FISCAL YEAR 2027 COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM



## 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, 2026 to June 30, 2027*

# TABLE OF CONTENTS

- I. Overview of Community Development Block Grant (CDBG)**
- II. Applicant Eligibility and Criteria**
- III. Threshold Requirements for Project Submission**
- IV. Eligible and Ineligible Activities**
- V. City, State, and Federal Requirements**
- VI. City Fiscal Year 2027 CDBG Application for Public Services or Public Facilities and Improvements**

**Section 1** Agency Information

**Section 2** Project Information

**Section 3** National Objective

**Section 4** Scope of Services for Public Services

**Section 5** Scope of Services for Public Facilities & Improvements

**Section 6** Project Funding & Budget Summary

**Statement of Applicant**

**Attachment A** Project Implementation Schedule

**Attachment B** Project/Program Leverage

**Application Checklist**

# 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 2027, 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. Per CDBG regulations, an estimated \$600,000.00 (15% of the City's total annual CDBG entitlement) can be allocated to Public Service Activities this year.

**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 (2025-2030);
- 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 an Anti-Discrimination Policy and if awarded, provide copies of that policy upon request to their assigned city monitor.
- 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 2027 CDBG allocations, a single applicant organization may not submit more than 4 applications for CDBG funding to the City of Worcester. All CDBG Public Facilities Improvements awards will be capped at a maximum of \$195,000 for any single application.**

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

Example of Eligible Public Services 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>

Example of Eligible General Project Uses
✓ <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>

- **CDBG Ineligible activities (either completely or generally):**

- 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.
- Buildings or building maintenance in the case of buildings used for the general conduct of government
- General government expenses
- Political activities (including voter registration)
- Purchase of equipment (except firefighting equipment, or equipment needed by local government to administer the CDBG program, etc.)
- Construction of new housing

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 in need of improvements or 2), have at least 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% (approximately \$600,000.00) 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 Five (5) Year Consolidated Plan (2025 - 2030).

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, 2021 to present). If the City’s annual CDBG funding for Program Year 52 permits, it anticipates supporting up to two organizations that are “new” to CDBG funding at up to a max of \$10,000 total. This funding will be capped at a maximum award of up to \$10,000 per “new” applicant organization. All new RFP applicants may request more than \$10,000 in CDBG Public Service funds. However, if an organization has not received CDBG Public Service funding within the past five program years, its application will be evaluated alongside organizations with established CDBG experience and may be less competitive as a result.

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 (Effective April 1, 2025), which are provided below:

<b>Current FY 2025 Income Limit Categories by Household Size</b>	<b>1 Person</b>	<b>2 Person</b>	<b>3 Person</b>	<b>4 Person</b>	<b>5 Person</b>
Extremely Low (30%) Income Limits	\$26,200	\$29,950	\$33,700	\$37,400	\$40,400
Very Low (50%) Income Limits	\$43,650	\$49,900	\$56,150	\$62,350	\$67,350
Low (80%) Income Limits	\$69,850	\$79,800	\$89,800	\$99,750	\$107,750

## 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 amounts must be paid on labor costs for construction projects in excess of \$2,000 or residential structures with 8 units or more); accounting records; bonding and insurance; environmental laws; and 24 CFR 75 ("Section 3").

***To be awarded federal entitlement funds, all applicants must be fully registered, and receive a Unique Entity Identifier (UEI), on [Sam.gov](https://sam.gov).*** Registration may take 2-3 weeks to show as 'active.' Interested parties are encouraged to 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. Monitoring expectations may vary based on pre-contract risk assessment analyses completed by the City.



# VI. CITY FISCAL YEAR 2027 CDBG APPLICATION

## SECTION 1 – AGENCY INFORMATION

Organization/Agency Name: _____		Employer Federal ID: _____	
Mailing Address: _____ <small>(City, State, Zip Code)</small>		UEI: _____ <small>Unique Entity Identifier</small>	
Telephone: _____		Fax: _____	
Faith Based Organization?    Yes    No		Is this application requesting funding exceeding \$10,000?    Yes    No	
Has the agency received CDBG Public Services funding within the past five (5) years (after July 1, 2021)?		Yes    No	
<b><u>Executive Director</u></b>		<b><u>Project Administrator</u></b>	
Name: _____		Name: _____	
Title: _____		Title: _____	
Address: _____		Address: _____	
Phone: _____		Phone: _____	
Fax: _____		Fax: _____	
E-Mail: _____		E-Mail: _____	
<b><u>Finance Officer</u></b>			
Name: _____		Name: _____	
Title: _____		Title: _____	
Address: _____		Address: _____	
Phone: _____		Phone: _____	
Fax: _____		Fax: _____	
E-Mail: _____		E-Mail: _____	

## SECTION 2 – PROJECT INFORMATION

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

  

<b>NATIONAL OBJECTIVE</b>	
<b><u>Activity Category (select one)</u></b>	<b><u>Population(s) to be served (select all that apply):</u></b>
Public Service	<input type="checkbox"/> Youth
Public Facilities and Improvements	<input type="checkbox"/> Elderly
	<input type="checkbox"/> Special Needs
	<input type="checkbox"/> Homeless
	<input type="checkbox"/> Other
<b><u>National Objective (select one)*</u></b>	
Low- Moderate- Income Area Benefit	
Low- Moderate- Income Limited Clientele	

\*More information regarding CDBG national objectives can be found under the "CDBG Resource Documents" section at: [Community Development Block Grants | City of Worcester](#)

***This section is for PUBLIC SERVICES applicants only.***

**SECTION 3 – 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. Include a description of other non-CDBG revenue sources for the delivery of the proposed program or service including both acquired and anticipated funds. Please complete **Attachment B: Leveraging Table** in support of your response. The City of Worcester will consider how other funding will be leveraged in support of the program in evaluating each proposal. 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.

**12. 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 (2025-2030) document, available under the "5 Year Consolidated Plan" heading at [Community Development Block Grants | City of Worcester](#). Please reference the Strategic Plan portion of the document, particularly SP-25 Priority Needs.

***This section is for Public Facilities and Improvements applicants only.***

#### **SECTION 4 – SCOPE OF SERVICES FOR PUBLIC FACILITIES AND IMPROVEMENTS.**

<b>Name of Project:</b> _____		
<b>Project Location:</b> _____ <i>(physical address of proposed improvements)</i>		<b>Census Tract(s):</b> _____
<b><u>Type of Improvement Activity (check all that may apply):</u></b>		
<input type="checkbox"/> Moderate Rehabilitation <input type="checkbox"/> Conversion of Use <input type="checkbox"/> Removal of Architectural Barriers <input type="checkbox"/> New Construction <input type="checkbox"/> Substantial Rehabilitation <input type="checkbox"/> Historic Preservation	<input type="checkbox"/> Asbestos Removal <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	
<b><u>Type of Public Facility (check one):</u></b>		
Senior Center Homeless Facility Youth Facility Neighborhood or Community Center Other, please specify: _____	Disability Support/ other special needs Park/ Playground/ Open Space Health Facility Educational Facility	
Is the facility currently <b>owned</b> by your public or non-profit organization?	Yes    No	
Is the facility being <b>leased</b> by your public or non-profit organization for at least the next 10 years?	Yes    No	
Is the facility located in a flood plain or flood hazard area?	Yes    No	
Does the facility have a specially designated historical significance?	Yes    No	
Are proposed facility improvement costs based on professional cost estimates?	Yes    No	
Is the project anticipated to take longer than one year to implement?	Yes    No	
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    No	
Are you requesting at or over \$200,000 in financial assistance? <b>If so, this project will be subject to Section 3 regulation</b> under 24 CFR 75.	Yes    No	

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



## **PUBLIC FACILITIES & IMPROVEMENTS NARRATIVE RESPONSES**

(Please be detailed and 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 anticipated or acquired funds for the project, and how CDBG funds could assist in leveraging other funds. Please complete **Attachment B: Leveraging Table** in support of your response.

**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 5 – PROJECT FUNDING & BUDGET SUMMARY.**

<p>Requested in this Application _____</p> <p>Other Federal Funding _____</p> <p>Other State Funding _____</p> <p>Other Municipal Funding _____</p> <p>Other Private Funding _____</p> <hr/> <p><u>Total Project Cost</u> _____</p>							
<table style="width: 100%;"><tr><td style="width: 50%;">Will the program generate CDBG Program Income?</td><td style="width: 25%; text-align: center;">Yes</td><td style="width: 25%; text-align: center;">No</td></tr><tr><td>If so, please indicate the projected program income</td><td colspan="2" style="text-align: center;">\$ _____</td></tr></table>		Will the program generate CDBG Program Income?	Yes	No	If so, please indicate the projected program income	\$ _____	
Will the program generate CDBG Program Income?	Yes	No					
If so, please indicate the projected program income	\$ _____						

**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, and all applicable Federal and State Anti-discrimination laws and regulations.
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**

*Note: "Certifying Representative," should be the same party identified in the agency's Certificate of Authority*

**Preparer's Signature**

**Title**

**Organization**

## ATTACHMENT A: PROJECT IMPLEMENTATION SCHEDULE

*On the following table, provide a detailed list of the proposed activities discussed under the description for your CDBG project. The Activity Plan should state the activity, the objective of the activity, person(s) responsible for carrying out each activity, and the measurement criteria for the successful completion of this activity and/or project outcomes.*

[illegible]

For each phase of the activity, place an “X” in the column indicating when the activity will begin and an “X” in the column indicating when the activity will be complete. (The term “quarter” refers to a quarter of the CDBG project year rather than a calendar year.)

[illegible]

## ATTACHMENT B: PROJECT/PROGRAM LEVERAGE

### LEVERAGING OF NON-CITY FUNDS

*Please include both awarded and anticipated funding in your response.*

Funding Source	Application Date	Award Date (If Applicable)	Estimated Award	Comments
			\$	
			\$	
			\$	
			\$	
			\$	
			\$	

#### Additional Comments regarding leveraging of non-CDBG funds:

*If applicable, please include relevant documentation in support of your response in addition to the attachments specified in the **Application Checklist** on the final page of your application.*

Included in this submission are letters of commitment, or other documentation demonstrating additional funding and/or collaborative partnerships the applicant anticipates leveraging in support of this project or program.

Yes      No



# APPLICATION CHECKLIST

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 a brief explanation.

INCLUDED ATTACHMENTS		COMMENTS
	<b><u>Authorization to Submit</u></b>  1. Completed Application Form signed by Certified Representative  2. Certificate of Authority  3. Articles of Incorporation and Bylaws  4. Certificate of Good Standing	
	<b><u>Financial Standing</u></b>  5. State and Federal Tax Exemption Determination Letters  6. Most Recent IRS Form 990  7. Most Recent Annual Audit and Financial Statement	
	<b><u>Personnel Information</u></b>  8. List of Program Staff (Include full-time, part-time, and contract employees)  9. Resume of Program Administrator  10. Resume of Chief Financial Officer	
	<b><u>About this Organization</u></b>  11. Organization Chart  12. List of Board of Directors (Include position and contact information)	

**PLEASE SUBMIT** one (1) signed original copy of the entire application package by no later than 4:00 p.m. on Wednesday, January 14th, 2026 to City Hall, Executive Office of Economic Development, 455 Main Street, 4th Floor, Worcester, MA.

Note: The City of Worcester **does not accept flash drives**. Please refrain from submitting these alongside your application. For questions regarding the application process contact [neighborhooddev@worcesterma.gov](mailto:neighborhooddev@worcesterma.gov) or contact your City monitor directly if you are a returning applicant.