

CDBG PROPOSAL FORM

WALTHAM COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Program Year 40 (2014-2015)

Each year the City receives funding under the federal Housing and Urban Development (HUD) Community Development Block Grant (CDBG) program. The CDBG program funds a variety of projects including: social service activities, street reconstruction, park improvements, historic preservation, and handicap accessibility projects, among others. This form is to be used for suggestions or requests for specific eligible activities or projects of the City of Waltham CDBG Program. Please refer to the enclosed sheets for definitions of eligible and ineligible CDBG activities. If you would like further information, please contact the:

Waltham Planning Department
Government Center, 119 School Street
Waltham, MA 02453
781-314-3370

IMPORTANT: Narrative length of proposal- maximum of ten (10) pages. Proposals for Social Service grants must include a set of **CURRENT INSURANCE CERTIFICATES** and a copy of the latest available **AUDIT OR FINANCIAL STATEMENT**. Social Service applications without such documentation will not be considered for funding. Recipients of Social Service grants should spend ALL CDBG funds by the end of the program year for which such funds are granted.

Proposals to reconstruct public roadways must include: the actual estimated cost of replacing subject roadbed, curbs and sidewalks **PLUS**:

- A. The **COST TO DESIGN AND MANAGE CONSTRUCTION** of the proposed improvements, assumed to be 25% of the estimated construction cost
B. The **ESTIMATED COST TO REPLACE UNDERGROUND WATER AND SEWER INFRASTRUCTURE** under the proposed roadway assumed to be 20% of construction costs. Funding for such water and sewer reconstruction must be appropriated by the Waltham City Council from non-CDBG sources.

Proposal: You may expand upon these categories in the narrative

- ❖ *Name or Agency Name, Address, Phone Number and Contact Person:*

- ❖ *Name of Project:*

- ❖ *Location of Project:*

- ❖ *Who will the project serve (Total # of persons served and projected # of low income persons or special needs persons served):*

- ❖ *Total Clients served: _____ Low/Moderate Income Clients served: _____*

- ❖ *Detailed project Description (attach a maximum of 10 pages if necessary):*

- ❖ *Project Cost (total cost of project, including other funding sources):*

- ❖ *Amount of CDBG Funding Request:*

Please attach a description of your agency and the services that you provide. Also, additional information such as support letters or other project details may be helpful.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

Please Return to the Waltham Planning Department by 4:00pm, January 17, 2014