



Community Development Block Grant (CDBG)

## **Responses to Questions Received to Date on CDBG Competitive Application 2/20/2024**

PROGRAM YEAR 50 (July 1 2024 – June 30 2025)

**The information contained below supersedes all verbal responses by the Planning Department in the Technical Assistance videoconferences or other meetings. This is the question-and-answer document following all question received up to 2/16/24.**

### **Question 1: Are there any major changes to the application? Or is it pretty much the same from last year?**

- Answer: The application plus attachments are similar to the CDBG application from last year. Even if a current application is for the same program or concept as a prior year CDBG application, applicants should conduct their due diligence when submitting applications, as there can be substantial yearly differences in the expected sources of additional funding, activity partners, activity budget, etc. In addition, there may be new contacts for the Certificate of Authority or the composition of Board members may be different from prior years. Lastly, even if a PY50 application request is the “same” as the PY49 application, the revised Board Authorization letter or official meeting record containing vote to authorize application is required.

### **Question 2: Can you send a copy of the blank Certificate of Authority form with the application?**

- Answer: The Certificate of Authority document is on the Waltham CBDG website <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant>

### **Question 3: What does it mean to meet other national objectives?**

- Answer: The three National Objectives a CDBG program must fall into are benefit to low- and moderate- income (LMI) persons; – aid in the prevention or elimination of slums or blight; and – meet a need having a particular urgency (referred to as urgent need). For more information on National Objectives see <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

### **Question 4: What is a presumed benefit for LMI?**

- Answer: HUD presumes that certain populations served by programs meet the low-moderate income requirement as “presumed benefit.” The presumed benefit for LMI are

abused children, elderly persons, domestic violence survivors, homeless persons, adults with disabilities, illiterate adults, persons living with AIDS, and migrant farm workers.

**Question 5: Is there a different application for applying for Capital Improvement projects?**

- Answer: The CDBG application is the same for capital improvement projects

**Question 6: What percent of your non-profit organization must be LMI in order to receive funding?**

- Answer: At least 51% of clients served by the program must be LMI. Or, for a project that would be available to all residents (for instance, a playground renovation) the LMI income levels of the surrounding area must be 51% or greater via census or similar data. For more information, please reference <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

**Question 7: What can we use our funding for?**

- Answer: Please reference the City of Waltham's *CDBG Program overview and competitive application for public service and public facility/improvements* document. The Attachment A and B matrix codes are used to indicate an activity, but do not establish activity eligibility. Awarded funds may be used to cover staffing, construction, and other costs, see <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/> for more information.

**Question 8: Can Capital Improvement funds be used for equipment?**

- Answer: The purchase of construction equipment is generally ineligible for CDBG funds. For more information see <https://www.hudexchange.info/trainings/basically-cdbg-online/public-facilities-and-improvements/>

**Question 9: How much should I ask for funding?**

- Answer: Use your best judgement when entering in your funding request. You will not be penalized by the number you enter. Note the total CDBG budget Waltham had to allocate in 2023-2024 was \$846,419

**Question 10: What does the "Estimated participants" number include? New Participants? Continuing participants? Or both?**

- Answer: Estimated participants are the estimated number of people your program is anticipated to serve in the program year of July 1, 2024 to June 30, 2025. New

participants are new people that are served by the program and continuing participants were already counted previously.

**Question 11: Does this program cover small business loans?**

- Answer: The Waltham CDBG program is not covering small business loan applications at this time.

**Question 12: Can we apply for construction related costs?**

- Answer: Yes, projects that fall under the facility improvement category of the CDBG application can be used for construction related costs.

**Question 13: If applying for public facilities improvements, do I use Appendix A or Appendix B?**

- Answer: Use Appendix B. Use your best judgement when selecting your project's matrix code.

**Question 14: Do the "Labor Standards" apply to Capital Improvement projects?**

- Answer: Yes, the labor standards refers to Davis Bacon wages that are required for federally funded construction projects.  
<https://www.dol.gov/agencies/whd/government-contracts/construction> If awarded funds, the Planning Department will explain the requirements further.

**Question 15: Would I be able to apply for additional funds to be added to a project that has already received funds through the Capital Improvements projects?**

- Answer: Yes, you can apply for funds for a project that has already received CDBG funds.

**Question 16: If our organization has done campaigns for donations, can we include those as a lump sum? Or will we have to account for each individual donation?**

- Answer: Label it as a lump sum.

**Question 17: How many of the "Cross-cutting compliance areas" do we have to implement for construction?**

- Answer: Use your best judgement based on your proposed project's scope. If awarded funding, the Planning Department will discuss all required actions in more detail to satisfy federal program requirements.

**Question 18: We are applying for construction and renovation related to our new, first-time facility for our food pantry and other health/wellness programs. Would we be eligible under Appendix B: 03E: Neighborhood Facility?**

- Answer: Yes, go with 03E Neighborhood Facilities.

**Question 19: Could our costs be related to such expenses as demolition, flooring, HVAC, plumbing, etc. be eligible under public facilities/improvements**

- Answer: From this limited information given, this would be eligible. The Planning Department would need to review the full funding application and ensure the description and all LMI/programmatic elements are followed. See <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/> and <https://www.hudexchange.info/trainings/basically-cdbg-online/public-facilities-and-improvements/> for more information.

**Question 20: If our organization submits two applications: one for public services and one for public facilities/improvements, would it impact one or both applications?**

- Answer: No, both applications would be evaluated based on the criteria set forth in the City's CDBG Program Overview and Competitive Application.