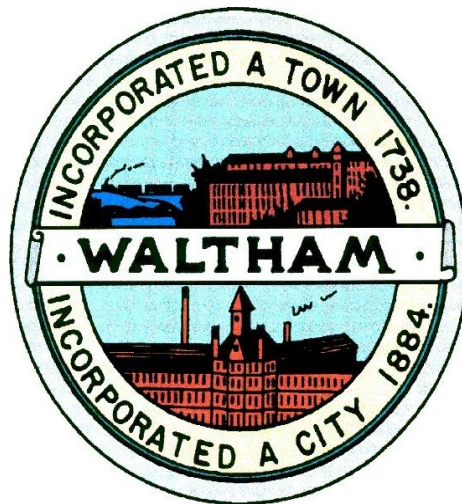


*Community Development Block Grant (CDBG)
Program Year 50 (2024 - 2025)*

CDBG PROGRAM OVERVIEW AND COMPETITIVE APPLICATION FOR PUBLIC SERVICE AND PUBLIC FACILITY/IMPROVEMENTS FUNDING

**Note: This document is for CDBG Public Service and
Public Facility/Improvement applications only.
Please review in full. **See page 12 for start of CDBG application.****



City of Waltham, Massachusetts

Mayor Jeannette A. McCarthy

Released January 2024

I. General Information

The Community Development Block Grant (CDBG) program was established by Congress in 1974 with passage of the Housing and Community Development Act (HCDA) and is administered by the United States Department of Housing and Urban Development (HUD).

Each year, the City of Waltham Massachusetts (the City) receives an allocation totaling approximately \$850,000 **to be used to achieve identified national objectives: to assist low- and moderate-income persons, to aid in the prevention/elimination of slums/blight, and to meet an urgent need.** The City is now accepting applications from eligible applicants to receive CDBG Program Year (PY) 50 funding to undertake certain eligible public service and public facility/improvement activities that will achieve one or more of the three national objectives.

II. Applicant Eligibility

Eligible applicants include:

- **Government Agencies**
Includes public agencies, quasi-public agencies, commissions, or authorities.
- **Private Nonprofit Organizations**
Associations, corporations, and organizations (including faith-based organizations*) that are recognized by the Internal Revenue Service (IRS) and exempt from federal taxation.

**CDBG funds cannot go to any programs that are inherently religious*

To ensure that funds can be distributed as quickly as possible if/once awarded, all prospective applicants are required to register with online Systems for Award Management (SAM) and the online Data Universal Numbering System (DUNS) **at the time of the application's submission**. There are no costs for either registration.

- **For SAM registration:** visit sam.gov/SAM/pages/public/loginFAQ.jsf to create an account
- **To register for a DUNS Number:** visit dnb.com/duns-number/get-a-duns.html

In addition to information required within the competitive application, you will also need:

- the name of the organization's chief executive
- the organization's year of establishment

III. Activity Eligibility

Eligible activities must:

- Take place within the City of Waltham or provide services to Waltham residents.
- Benefit LMI persons, as determined by the most current HUD Income Limits, or meet another national objective. If benefiting LMI persons, participants served must live in a household with an income at or below 80% of the HUD Income Limits for the Boston-Cambridge-Quincy, MA-NH metropolitan area. The most recent HUD Income Limits are provided in the table below:

**FY2023 HUD Income Limits
for the Boston-Cambridge-Quincy, MA-NH metropolitan area
effective June 15, 2023**

Persons in Family	Low (80%) Income Limit
1	\$82,950
2	\$94,800
3	\$106,650
4	\$118,450
5	\$127,950
6	\$137,450
7	\$146,900
8 or more	\$156,400

Alternatively to verifying participants' income information, the following populations are presumed eligible:

- elderly persons
- severely disabled persons
- persons experiencing homelessness
- illiterate adults
- survivors of domestic violence
- abused children, and
- persons living with AIDS

Refer to Section VI of these Guidelines and 24 Code of Federal Regulations (CFR) 570.200 for additional resources regarding LMI Benefit requirements.

- CDBG funds are subject to oversight, reporting, and requirements that each grantee have adequate procedures to prevent the duplication of benefits. Therefore, grant funds may not be used to pay costs if another source of financial assistance is available to payment that cost. Awarded subrecipients will be required to certify during the contract term that there is no supplanting of federal funds for the requested activity.
- Activity must fall within one of the Matrix Codes provided in pages Appendices A and B below.

IV. Application Instructions

- **Applications due: no later than Monday, February 26, 2024 at 4:30 PM.** No exceptions will be made to the deadline. Incomplete applications will **not** be accepted. Completed applications must be **received** through one of the following modes:
 - **Option 1A:** Submitting an application via Smartsheet: <https://app.smartsheet.com/b/form/a3ac4bf95da14105ae26275c05078c93>
 - **Option 1B:** Sending an application plus all attachments via email to walthamcdbg@city.waltham.ma.us with the subject line "CDBG PY50 Competitive App:

[Organization, Activity Name]"

- **Option 2:** send via the United States Postal Service (USPS) or private mail carrier to:

City of Waltham Planning Department
Attn: CDBG PY50 Competitive Application
25 Lexington Street
Waltham, MA 02451

- **Applications available:** online via the Planning Department's CDBG webpage <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant> or for pick up from the Planning Department at 25 Lexington Street, Waltham, MA 02452. Additional languages are available by request. Submit only **one** application per activity.
- **Required Application attachments/documents** available online and in PDF only at <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant>. Do not alter the state of the original application form, or any associated forms in any way. Attach only the documentation that is required or necessary to the form.
- **Advance review:** of all application materials **is strongly encouraged** before beginning application to ensure all guidance and instructions are followed.

V. Timeline

The following dates should be marked down appropriately by prospective applicants:

- **Technical Assistance Session #1** | Wednesday, January 31, 2024 @ 10:00 AM
- **Technical Assistance Session #2** | Thursday, February 8, 2024 @ 1:00 PM
- **Application Deadline** | Monday, February 26, 2024 @ 4:30 PM
- **Evaluation of Applications** | Tuesday, February 27, 2024 – April, 2024
- **Funding Decisions** | Late April, 2024 via the Annual Action Plan

VI. Technical Assistance

All prospective applicants are **strongly** encouraged to familiarize themselves with federal regulations and information contained at the following URLs:

- Official HUD Website | [hud.gov](https://www.hud.gov)
- HUD Info Exchange | [hudexchange.info](https://www.hudexchange.info)
- *Basically CDBG* | [hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/](https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/)
- [city.waltham.ma.us/planning-department/pages/community-development-block-grant](https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant)

Questions regarding CDBG applications can be directed to the Planning Department **beginning on January 25, 2024 and ending on February 16, 2024.** Email walthamcdbg@city.waltham.ma.us (preferred) or call (781) 314-3374. Questions and answers will also be posted online on **February 20 2024** at [city.waltham.ma.us/planning-department/pages/community-development-block-grant](https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant) and updated as necessary to maintain timely information. Names of persons/organizations who have asked a question will

not be publicized.

VII. Evaluation and Right to Deny/Reject

Following a completed application with all supporting materials, a committee comprised of staff from the Planning Department and Housing Division will review and evaluate each application. Factors for consideration during the review process may include, but are not limited to:

- Applicant and activity eligibility
- Activity's consistency with the City's community development priorities (see below)
- Cost reasonableness
- Evaluation of access to other resources and assets, and
- Reasonableness of return on investment

Additional factors may come into consideration during the evaluation such as:

- Organization experience, and
- Community need

The City's community development priorities, as stated within the 2020-2025 Consolidated Plan, include the provision of diverse public services and accessible and sustainable improvements, particularly within the Southern Neighborhood District.

The City reserves the right to reject and/or deny any application based on any one or more of the following:

- incomplete, blank, or missing information and/or back up documentation
- not able to satisfy the CDBG program requirements i.e. **LMI benefit**
- inconsistent or contradictory information and/or back up documentation
- Illegible or inaccessible information and/or back up documentation
- misleading, false, and/or fraudulent information and/or back up documentation
- information and/or back up documentation that identifies the organization's and/or activity's ineligibility based on one or more eligibility requirements, and
- demonstrated failure to follow guidance and/or instructions included in this guide, the application, and/or further communications from one or more members of the City's Planning Department

VIII. Reporting

Awarded applicants will be responsible for submitting progress reports that document the activity's progress in meeting the national objective and other federal requirements. Each report shall document the actual use of funds over a period not to exceed one quarter. Each report will be due on the second Wednesday following the end of the quarter until either all funds have been expended/exhausted or the contract terminates. The City reserves the right to recapture funds at any time if the organization fails to submit a complete report on or before the deadline.

Upon request, the applicant will be responsible to complete and submit any and all additional reports as may be necessary to satisfy other requirements for federal assistance.

APPENDIX A: CDBG MATRIX CODE (PUBLIC SERVICES)

Matrix codes are used to indicate — but do not establish — activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201–570.207. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS Online chiefly to categorize activities for reporting purposes. **If your activity does not fit into one of the matrix codes below, the activity is considered not eligible and the City is unable to award funding.**

Code	Definition
03T	Operating Costs of Homeless/AIDS Patients Programs Costs associated with the operation of programs for the homeless or for AIDS patients, such as staff costs, utilities, maintenance, and insurance.
05A	Senior Services Services for the elderly. 05A may be used for an activity that serves both the elderly and persons with disabilities provided it is intended primarily to serve elderly. If the activity is intended primarily to serve persons with disabilities, use 05B instead.
05B	Services for Persons with Disabilities Services for the persons with disabilities, regardless of age. If the activity is intended primarily for elderly persons, use 05A instead.
05C	Legal Services Services providing legal aid to low- and moderate-income (LMI) persons. <i>If the only legal service provided is for the settlement of tenant/landlord disputes, use 05K.</i>
05D	Youth Services Services for young people age 13 to 19 that include, for example, recreational services limited to teenagers and teen counseling programs. Also use 05D for counseling programs that target teens but include counseling for the family as well. <i>For services for children age 12 and under, use 05L; for services for abused and neglected children, use 05N.</i>
05E	Transportation Services General transportation services. <i>Transportation services for a specific client group should use the matrix code for that client group. For example, use 05A for transportation services for the elderly.</i>
05F	Substance Abuse Services Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for Victims of Domestic Violence, Dating Violence, Sexual Assault or Stalking Services for victims of domestic violence, dating violence, sexual assault or stalking. For services limited to abused and neglected children, use 05N..

05H	Employment Training Assistance to increase self-sufficiency, including literacy, independent living skills, resume writing, job coaching, “how to get and keep a job” training, or training students in a particular field on skill when there is no tie to a specific position or business.
05I	Crime Awareness/Prevention Promotion of crime awareness and prevention, including crime prevention education programs, community-oriented policing programs above and beyond normal staffing levels, installation of security cameras, and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) Fair housing services (e.g. counseling on housing discrimination) that meet a national objective.
05K	Tenant/Landlord Counseling Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services Services that will benefit children (generally under age 13), including parenting skills classes. <i>For services exclusively for abused and neglected children, use 05N.</i>
05M	Health Services Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i>
05N	Services for Abused and Neglected Children Daycare and other services exclusively for abused and neglected children.
05O	Mental Health Services Services addressing the mental health needs of residents of the community.
05P	Screening for Lead Poisoning Activities undertaken primarily to provide screening for lead poisoning. Lead poisoning testing/abatement activities excluded.
05Q	Subsistence Payments One-time or short-term (no more than three months) emergency payments on behalf of individuals or families, generally for the purpose of preventing homelessness. Examples include utility payments to prevent cutoff of service and rent/mortgage payments to prevent eviction.
05R	Homeownership Assistance (not direct) Homeowner down payment assistance provided as a public service. If housing counseling is provided to those applying for down payment assistance, the counseling is considered part of the 05R activity. Assistance provided under 05R must meet the low/mod housing national objective. Therefore, unless the assistance is provided by a CBDO in an NRSA, it is subject to the public service cap and only low/mod households may be assisted. If the assistance is provided by a CBDO in an NRSA, the housing units for which CDBG funds are obligated in a program year may be aggregated and treated as a single structure for purposes of meeting the housing national objective (that is, only 51% of the units must be occupied by LMI households).

05S	Rental Housing Subsidies Tenant subsidies exclusively for rental payments for more than three months. Activities providing this form of assistance must be carried out by CBDOs or 105(a)(15) entities.
05T	Security Deposits Tenant subsidies exclusively for payment of security deposits.
05U	Housing Counseling Housing counseling for renters, homeowners, and/or potential new homebuyers that is provided as an independent public service (i.e., not as part of another eligible housing activity).
05W	Food Banks Costs associated with the operation of food banks, community kitchens, and food pantries, such as staff costs, supplies, utilities, maintenance, and insurance.

APPENDIX B: CDBG MATRIX CODE (PUBLIC FACILITIES/IMPROVEMENTS)

Matrix codes are used to indicate — but do not establish — activity eligibility. An activity must be eligible in accordance with the regulations at 24 CFR 570.201–570.207. Grantees need to refer to the regulations to determine an activity’s eligibility; the codes defined below are used in IDIS Online chiefly to categorize activities for reporting purposes. **If your activity does not fit into one of the matrix codes below, the activity is not eligible and the City is unable to fund the program.**

Code	Definition
03A	Senior Centers Acquisition, construction, or rehabilitation of facilities (except permanent housing) for seniors. 03A may be used for a facility serving both the elderly and persons with disabilities, provided it is not intended primarily to serve persons with disabilities. If it is, use 03B instead.
03B	Facilities for Persons with Disabilities Acquisition, construction, or rehabilitation of centers, group homes, and other facilities (except permanent housing) for persons with disabilities. 03B may be used for a facility serving both persons with disabilities and the elderly, provided it is not intended primarily to serve the elderly. If it is, use 03A instead.
03C	Homeless Facilities (not operating costs) Acquisition, construction, conversion of buildings, or rehabilitation of temporary shelters and transitional housing for the homeless, including victims of domestic violence, dating violence, sexual assault or stalking, disaster victims, runaway children, drug offenders, and parolees.
03D	Youth Centers Acquisition, construction, or rehabilitation of facilities intended primarily for young people age 13 to 19. These include playground and recreational facilities that are part of a youth center. <i>For the acquisition, construction or rehabilitation of facilities intended primarily for children age 12 and under, use 03M; for facilities for abused and neglected children, use 03Q.</i>
03E	Neighborhood Facilities Acquisition, construction, or rehabilitation of facilities that are principally designed to serve a neighborhood and that will be used for social services or for multiple purposes (including recreation). Such facilities may include libraries and community centers.
03F	Parks, Recreational Facilities Development of open space areas or facilities intended primarily for recreational use.
03G	Parking Facilities Acquisition, construction, or rehabilitation of parking lots and parking garages. Use 03G if rehabilitation of a public facility or street improvement is a small part of an activity to improve a parking facility. However, if parking improvements are only a small part of a larger street improvement activity, use 03K.
03H	Solid Waste Disposal Improvements Acquisition, construction or rehabilitation of solid waste disposal facilities. The eligible costs can also include equipment, such as bulldozers, used exclusively at the facility.

03I	<p>Flood Drainage Improvements</p> <p>Acquisition, construction, or rehabilitation of flood drainage facilities, such as retention ponds, catch basins, streambank erosion controls, channelization of streambeds, or dams. 03I can also be used for “Green Infrastructure” improvements to manage stormwater. However, if stormwater management improvements are integral to some other activity like a park or a street project, it should be included in that matrix code (03F for parks, 03K for streets) rather than 03I.</p> <p><i>Do not use 03I for construction/rehabilitation of storm sewers, street drains, or storm drains. Use 03J for storm sewers and 03K for street and storm drains.</i></p>
03J	<p>Water/Sewer Improvements</p> <p>Installation or replacement of water lines, sanitary sewers, storm sewers, and fire hydrants. Costs of street repairs (usually repaving) made necessary by water/sewer improvement activities are included under 03J.</p> <p>For water/sewer improvements that are part of more extensive street improvements, use 03K. For example, an activity that involves paving six blocks of Main Street and installing 100 feet of new water lines in one of those blocks. A housing rehabilitation activity such as water/sewer hookups (lines from a house to the street), use the appropriate 14* housing rehabilitation matrix code.</p>
03K	<p>Street Improvements</p> <p>Installation or repair of streets, street drains, storm drains, curbs and gutters, tunnels, bridges, and traffic lights/signs. Also use 03K:</p> <ul style="list-style-type: none"> • For improvements that include landscaping, street lighting, and/or street signs (commonly referred to as “streetscaping”). • If sidewalk improvements (see code 03L) are part of more extensive street
03L	<p>Sidewalks</p> <p>Improvements to sidewalks. Also use 03L for sidewalk improvements that include the installation of trash receptacles, lighting, benches, and trees.</p>
03M	<p>Child Care Centers</p> <p>Acquisition, construction, or rehabilitation of facilities intended primarily for children age 12 and under. Examples are daycare centers and Head Start preschool centers.</p> <p><i>For the construction or rehabilitation of facilities for abused and neglected children, use 03Q; for the construction or rehabilitation of facilities for teenagers, use 03D.</i></p>
03N	<p>Tree Planting</p> <p>Activities limited to tree planting (sometimes referred to as “beautification”).</p> <p><i>For streetscape activities that include tree planting, use 03K; for sidewalk improvement activities that include tree planting, use 03L.</i></p>
03O	<p>Fire Stations/Equipment</p> <p>Acquisition, construction, or rehabilitation of fire stations and/or the purchase of fire trucks and emergency rescue equipment.</p>

03P	<p>Health Facilities</p> <p>Acquisition, construction, or rehabilitation of physical or mental health facilities. Examples of such facilities include neighborhood clinics, hospitals, nursing homes, and convalescent homes.</p> <p><i>Health facilities for a specific client group should use the matrix code for that client group. For example, use 03Q for the construction or rehabilitation of health facilities for abused and neglected children.</i></p>
03Q	<p>Facilities for Abused and Neglected Children</p> <p>Acquisition, construction, or rehabilitation of daycare centers, treatment facilities, or temporary housing for abused and neglected children.</p>
03R	<p>Asbestos Removal</p> <p>Rehabilitation of any public facility undertaken primarily to remove asbestos.</p>
03S	<p>Facilities for AIDS Patients (not operating costs)</p> <p>Acquisition, construction, or rehabilitation of facilities for the treatment or temporary housing of people who are HIV positive or who have AIDS.</p> <p>For the construction or rehabilitation of facilities for AIDS education and prevention, use 03P.</p>
06	<p>Interim Assistance</p> <p>Only for activities undertaken either to:</p> <ul style="list-style-type: none"> • Make limited improvements (e.g., repair of streets, sidewalks, or public buildings) intended solely to arrest further deterioration of physically deteriorated areas prior to making permanent improvements, or • Alleviate emergency conditions threatening public health and safety, such as removal of tree limbs or other debris after a major storm.
11	<p>Privately Owned Utilities</p> <p>Acquisition, reconstruction, rehabilitation, or installation of distribution lines and facilities of regulated, privately owned utilities. This includes placing new or existing distribution lines/facilities underground.</p>
16B	<p>Non-Residential Historic Preservation</p> <p>Rehabilitation of historic buildings for non-residential use. Examples include the renovation of an historic building for use as a neighborhood facility, as a museum, or by an historic preservation society.</p>



Community Development Block Grant (CDBG)
**COMPETITIVE APPLICATION FOR
PUBLIC SERVICES AND PUBLIC FACILITIES/IMPROVEMENTS
PROGRAM YEAR 50 (July 1 2024 - June 30 2025)**

Section A. Applicant Information

Organization Name:

(Legal name as registered with the
Commonwealth of Massachusetts)

Application Date: _____

Organization Address:

Street Address

Unit #

City

State

ZIP Code

Organization Type:

☐ Government agency

☐ 501(c)(3) nonprofit organization

☐ 501(c)(4) nonprofit organization

☐ 501(c)(6) nonprofit organization

☐ Faith-based organization

☐ Other (_____)

Geographic Service Area:

☐ Waltham only

☐ Waltham and _____

Name of other city/town(s)

DUNS Number:

Tax ID Number:

SAM CAGE Code:

SAM Registration Exp. Date:

Has the organization expended \$750,000+ in federal awards in its current or
most recent fiscal year?

An organization that expends \$750,000+ in federal awards in its current or most recent fiscal year must have a single
or program-specific audit conducted for that year and must provide a copy of this audit to the US Department of
Housing and Urban Development within 30 calendar days of its completion.

☐ Yes

☐ No

Section B. General Activity Information

Activity Name:

Activity Matrix Code:

See *Program Guidelines* for complete
listing of matrix codes.

Total Activity Cost:

\$ _____

CDBG Funding Request:

\$ _____

Activity Location:

Street Address

Unit #

City

State

ZIP Code

Activity Lead:

(A member of the organization
knowledgeable about the activity who

First (Given) Name

Last (Family) Name

Title

the City can contact for any questions)

Activity Lead's Email: _____

Activity Lead's Phone: _____

Provide the estimated **total** number of **unduplicated** participants who are anticipated to be served by the activity:

Estimated **Total** Participants Served by Activity: _____

Estimated **Low- and Moderate-Income (LMI)** Participants Served by Activity: _____

Provide the number of total, unduplicated participants who are anticipated to be served by the activity and live in a low- to moderate-income (LMI) household. refer to the HUD Income Limits table on page 3. Cannot exceed the number of Estimated Total Participants Served.

Which of the following cross-cutting compliance areas is the activity anticipated to trigger?
Check all that apply.

- | | |
|----------------------------------------------------------------------------------|--------------------------------------------------------------------------|
| <input type="checkbox"/> Labor standards (including Prevailing Wage/Davis-Bacon) | <input type="checkbox"/> Section 3 LMI Person Hiring Goals |
| <input type="checkbox"/> Easement(s) (for Acquisition and/or Relocation) | <input type="checkbox"/> Procurement action (Construction or \$100,000+) |
| <input type="checkbox"/> None | |

Is this a new activity that will not be established before July 1, 2024? ☐ Yes ☐ No

Has your organization received Federal funding for this activity in the past? (Including prior year CDBG awards) ☐ Yes ☐ No

If yes, from which grant / Federal organization?

What is the unmet need that the activity is intended to meet? Explain in 250 words or less.

What service(s) are intended to be provided by your activity? Explain in 250 words or less.

This image shows a blank 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.

How will the activity directly benefit LMI residents of Waltham? Explain in 250 words or less.

This image shows a blank 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.

Why is the organization seeking a CDBG award as a funding source? Explain in 250 words or less.

Section C. Checklist

- ☐ Completed CDBG PY50 Competitive Application (this document)
- ☐ Completed Additional Funding Sources form
This document is available in PDF format at the following URL: <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant>.
- ☐ Award letters from all funding sources that have committed funds to the activity **or** Board-approved operating budget **clearly** highlighting the additional funds supporting this activity
- ☐ Completed Activity Partners form
This document is available in PDF format at the following URL: <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant>.
- ☐ Completed Activity Budget form
This document is available in PDF format at the following URL: <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant>.
- ☐ Completed Certificate of Authority
This document is available in PDF format at the following URL: <https://www.city.waltham.ma.us/planning-department/pages/community-development-block-grant>. It must be signed in the presence of a notary public. Any embossed seal must be made visible when scanned

(e.g., rubbing a crayon over the seal).

- ☐ Board Authorization letter **or** official meeting record containing vote to authorize application
- ☐ ACORD Certificate for General Liability and Workers Compensation Insurance
The policy must be effective at the time of the application's submission and must contain the following in the Description of Operations/Locations/Vehicles: "The City of Waltham is named as an additional insured with regard to general liability".
- ☐ Organization's most recent total annual operating budget
- ☐ Most recent IRS record of tax exemption status
- ☐ MA Secretary of State Corporate Entity Summary
This document can be accessed through the following URL: corp.sec.state.ma.us/corpweb/CorpSearch/CorpSearch.aspx. The summary should be reviewed and verified to ensure the information, including registered agent and address, is current and up-to-date.
- ☐ List of organization's Board members, their affiliations, and their term expirations
- ☐ Organization's most recent audit, sworn financial statements, **or** profit and loss statement
IRS Form 990 is **not** acceptable
- ☐ Organization's written Non-Discrimination and Equal Access policy
- ☐ Organization's written Conflict of Interest policy

Section D. Conflict of Interest Disclosure

True False

- | | | |
|--------------------------|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <input type="checkbox"/> | <input type="checkbox"/> | Neither the organization, nor any of its staff members, has had any business dealings with the City of Waltham in the past two years that would constitute a conflict of interest. |
| <input type="checkbox"/> | <input type="checkbox"/> | No immediate family member of any staff member of the organization worked for the City of Waltham in a regular ongoing employee/employer relationship during the past two years. |
| <input type="checkbox"/> | <input type="checkbox"/> | No staff member of the organization is immediately related to any elected or appointed members of the City of Waltham government, its boards and/or commissions. |
| <input type="checkbox"/> | <input type="checkbox"/> | Neither I, nor the organization, has a conflict of interest with the City of Waltham. |

For any statements above that you have attested to being false, please disclose the potential conflict of interest. Note: Having information to disclose does not automatically preclude program eligibility.

Section E. Statement of Assurances

If this grant application is awarded funding, the organization identified in Section A above agrees that:

1. The funding recipient is currently registered on sam.gov and the registration will be updated as necessary.
2. Financial records, support documentation, statistical records, and all other records pertinent to funding shall be retained for a period of five years following completion of the activity.
3. All procurement transactions, regardless of whether negotiated or advertised, and without regard to dollar value, shall be conducted in a manner so as to provide maximum, open, free competition.
4. The funding recipient shall establish safeguards to prohibit employees from using their positions for a purpose that has the appearance of being motivated by a desire for private gain for themselves or others.
5. All expenditures must have adequate documentation.
6. All accounting records and supporting documentation shall be available for inspection by the City of Waltham upon request.
7. All materials submitted shall become public records retained by the City of Waltham, with the following exceptions: all late applications will be returned to the applicant without further review, and materials not requested as part of the application may be discarded.
8. No person on the basis of race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, public assistance recipient, or any other characteristic protected under applicable federal, state, or municipal laws shall be excluded from participation in, be denied the benefit of, or otherwise be subjected to discrimination under the activity funded in whole or part by CDBG funds. The funding recipient agrees to furnish copies of applicable policies and procedures upon request.
9. Employment made by or resulting from CDBG funding from the City of Waltham shall not discriminate against any employee or applicant on the basis of race, color, disability, religion, sex, familial status, sexual orientation, national origin, genetic information, ancestry, children, marital status, public assistance recipient, or any other characteristic protected under applicable federal, state, or municipal laws.
10. None of the funds, materials, property, or services provided directly or indirectly under CDBG funding from the City of Waltham shall be used for any partisan political activity or to further the election or defeat of any candidate for public office.
11. The funding recipient will comply with requests regarding liability insurance coverage, fidelity bond coverage for principal staff who handle(s) the agency's accounts, and payment of payroll taxes and worker's compensation as required by Federal and Commonwealth laws.
12. Any letter of commitment from other funding sources and/or letters of support for your activity shall be furnished to the City of Waltham upon request.

I certify that all information contained in this application and all supporting documentation is true and complete. I made no misrepresentation, nor did I omit any pertinent information. I fully understand that it is a federal crime, punishable by fine or imprisonment, or both to knowingly make any false statements when applying for federal assistance, as applicable under the provisions of Title 18, United States Code, Section 1001, et seq. Upon request, I agree to provide additional documentation to the City of Waltham.

Signature:	_____	Date:	_____
	Applicant/Authorized Official		
Print Name:	_____	Title:	_____
	Applicant/Authorized Official		