

# FRAMINGHAM COMMUNITY DEVELOPMENT DEPARTMENT

## FY22 CDBG RFP

The City of Framingham's Community Development Department invites local nonprofit organizations or City departments to submit Community Development Block Grant (CDBG) Program proposals for fiscal year 2022 starting on July 1, 2021, and ending on June 30, 2022. CDBG funds are allocated to the city by the United States Department of Housing and Urban Development (HUD) to impact a wide range of services and programs, principally for low- and moderate-income residents.

### I. Project Eligibility

Project meets at least ONE of the HUD National Objectives listed below (please check all applicable; definitions are included as attachments):

- Benefits low/moderate income individuals/households
- Addresses the prevention or elimination of slums or blight
- Meets an urgent community need threatening health and welfare

Check all statements that describe HOW this project or activity meets one of the National Objectives listed above:

*Area Benefit Activities:* The proposed project or activity meets the needs of low/moderate income persons residing in an area where at least 51% of those residents have incomes within 80% of the Area Median Income. The benefits of this activity are available to all persons regardless of income. Examples may include street improvements, water/sewer lines, neighborhood facilities, and façade improvements in neighborhood commercial districts.

*Limited Clientele Activities:* The proposed project benefits a specific group of people (rather than all residents in a particular area), where 51% of the people are documented or presumed to be low/moderate income persons. Examples may include construction of a senior center, public services for the homeless, meals on wheels for the elderly, construction of a job training facility for the handicapped.

*Housing Activities:* The proposed project creates or improves permanent residential units that will be occupied by low/moderate income persons upon completion. Housing can be either owner occupied or rental one family or multi-family units. Examples may include property acquisition for permanent housing, permanent housing rehabilitation, and conversion of non-residential units into permanent housing.

*Job Creation or Retention:* The proposed project creates or retains permanent jobs. At least 51% of those jobs must be available to low and moderate income persons. Examples may include loans to pay for the expansion of a factory, assistance to a business which has publicly announced its intention to close resulting in loss of employment for low/moderate income persons.

*Slum or Blighted Area:* The proposed project is located in a slum/blighted area and the anticipated results of the project addresses one or more of the conditions that qualify in the area.

*Spot Blight:* The proposed project will eliminate specific conditions of blight or physical decay outside of a blighted area. Activities are limited to demolition/clearance, historic preservation, and rehabilitation of buildings (to the extent necessary to eliminate public health and safety issues).

## II. Project Type

Housing Rehabilitation	
Social/Public Service	
Infrastructure/Public Facility Improvements	
Economic Development	
Slum/Blight Eradication	
Other	

### Timeline:

February 8<sup>th</sup>- Application Posted

February 26<sup>th</sup> Applications Due

March 3<sup>rd</sup> Applicants sent to community development

committee March 23<sup>rd</sup> Committee makes recommendations

CD Committee makes recommendations selection committee will review all public service proposals while staff will evaluate all others for compliance with minimum requirements and make funding recommendations for approval by the board of selectmen and Citymeeting. (Please note that the majority of the public service agencies on average were only awarded \$4,000.) Eligibility criteria include, but are not limited to, compliance with federal eligibility standards; overall benefit to low- and moderate-income persons; how such benefits will be measured/reported; project goals; need for the proposed activity; and how the proposed project is unique, complementing and not duplicating existing services. The experience and capability of applicants to provide proposed activities, documentation of support for the project, and availability of matching funds for the activity will also be considered.

The City plans on spending 20% of its annual allocation to administer the program. Also, the city can spend up to 15% of its allocation towards public services which is estimated to be approximately \$70,000

The Community Development Department and the City reserve the right to reject any proposals that are incomplete and unresponsive to the information requested in the proposal package. The Community Development Department can recommend or reject any proposal, in whole or in part, determined not to be in its interest. Note that CDBG funds must be used conforming to applicable town, state and federal laws that include procurement policies, equal employment opportunity/Section 3 requirements, anti-kickback rules, Davis-Bacon Act (prevailing wages for construction projects in excess of \$2,000 or housing of eight units or more), bonding and insurance regulations, and environmental requirements. *For any questions*, contact the Community Development Department at (508) 532-5457 or [emy@framinghamma.gov](mailto:emy@framinghamma.gov).

All organizations requesting funding from the Framingham Community Development Block Grant Program must complete this form by the deadline of **February 26, 2021, at 5:00 pm**. *RFP responses* need to be emailed to [communitydevelopment@framinghamma.gov](mailto:communitydevelopment@framinghamma.gov)



For public facility and infrastructure projects requiring more than \$2,000 in CDBG funds, describe how compliance with Davis/Bacon federal wage, affirmative action and Section 3 requirements will be maintained and documented:

6. PROJECT DATES\*:

Begin \_\_\_\_\_ Mid-point Status Update: \_\_\_\_\_ End: \_\_\_\_\_

\* Note: CDBG-funded elements of proposed projects supported in Fiscal 2022 should end no later than June 30, 2021. Programs that cannot be implemented within 12 months may lose awarded CDBG funds.

**A. PROJECT DESCRIPTION**

Problem definition	Outcome	Definition of Success	Impact Measurement	Justification
What problem are you trying to address?	What will your program achieve?	How will you know you have succeeded (for the period of time covered by this grant)?	How will you measure your outcomes?	Why is your organization best- or uniquely- positioned to affect this outcome?
<i>Ex: Parents don't have reliable child care for school-age children during the school day because of remote learning</i>	<i>Fewer LMI parents will have to alter their preferred employment situation because of child care issues.</i>	<i>At least half of parents who reported they may have to quit or change jobs because of childcare will be able to retain their preferred employment</i>	<i>Survey questions that identify parents at risk of employment disruption and then follow-up after engagement with the program.</i>	<i>We are already established and trusted in the community as a source of after-school child support. We have qualified tutors to assist students with remote learning.</i>
<i>Ex: There are LMI families who have lost their housing but do not qualify for shelter assistance</i>	<i>Improve housing security for LMI families who do not qualify for shelter assistance.</i>	<i>12 LMI families facing homelessness will have shelter and transition through the program in three months or less.</i>	<i>We will track utilization of the program services and timing of transitions.</i>	<i>We have been providing housing assistance for LMI families in Framingham for 15 years. We are supported by a national network</i>

<p><i>Ex: Seniors in Framingham are socially isolated, which has negative impacts on health outcomes</i></p>	<p><i>Seniors will use connected devices to reduce social isolation and connect to vital social and health services.</i></p>	<p><i>Improvement in feelings of social isolation Increased utilization of telehealth, virtual library, and other vital online services.</i></p>	<p><i>Survey data and utilization tracking</i></p>	<p><i>We are a trusted resource for seniors in Framingham. We are part of a network of volunteers and services focused on the needs of seniors. We have already received the hardware for this initiative.</i></p>
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7. **Project overview.** Describe your project in 5-7 sentences per question.

**Establish Need.** How did you identify the need for this project? Who will it serve? What other possible solutions have you explored? *Attach relevant survey data or other needs analysis and evidence*

**Solution and Scope.** How did you design the proposed program and what evidence can you provide that it will be successful (e.g. based on existing programs in other municipalities, theoretical model, synthesis of established best practice)? How did you focus the scope of the project to be feasible and viable? Provide examples of desirable activities that fell out of scope for this project.

**Expected Impact.** Describe the projected impact of this proposed program? Please identify specific strategies that your organization will employ to measure impact. How will you ensure CDBG funds are used efficiently and effectively in achieving this impact?

**Formative evaluation.** How will you monitor the program in progress to identify opportunities for improvement?

**Organizational and Administrative Capacity.** Describe the administrative and organizational roles that will be responsible for implementation, monitoring, and reporting. Indicate if any of these roles are being created specifically for this program.

**Viability.** What is your strategy for funding this project now and into the future? What other funding streams have you explored and/or received? Will you need continued CDBG funding to sustain the program beyond this funding period? Identify matching funds and development efforts and timelines by which they will be accomplished.

**Coordination of services.** One of the priority needs identified in the Consolidated Plan is the need for coordination and collaboration among services. What does your organization do to coordinate with other service providers and help residents identify and navigate the service providers most suited to their needs?

**Collaboration with community.** How do you engage with the populations you serve? How do you know they support this proposal? How do you ensure they have a voice in the design and delivery of your services/programs? How do you elicit and apply feedback from the served and affected communities? *Attach letters of support*

**Collaboration with other agencies.** What other organizations are working on the problems you're addressing? How do you plan to work together to find efficiencies and direct residents to the most appropriate provider? How does your proposed program complement (and NOT duplicate) other efforts?

**Outreach and Accessibility.** How do you inform residents of your services/programs? How do you ensure the most vulnerable and disenfranchised residents know about and can access your services/programs? How will you track utilization to ensure you are reaching your targeted group and are equitable and inclusive in service/program delivery?

Additional Proposal Narrative: What else would you like us to know about your proposed project?

# FRAMINGHAM COMMUNITY DEVELOPMENT DEPARTMENT

## FISCAL YEAR 2022

### B. PROJECT BENEFITS

8. How many persons will benefit from the project?

9. How many of those benefiting do you estimate are persons of low and moderate income?

Source of estimate:

10. How many of those benefiting do you estimate are the underserved?

Please list underserved groups to be assisted:

### C. PROJECT COSTS

11. Anticipated Project Funding Sources

CDBG	Projected*	Secured	Amount
Other sources (Please Specify which are projected and which are secured):			
Donations for project use			
In kind Donations (please specify)			
<b>Total Project Funding:</b>			

- Include all funding sources you applied to

12. Detailed Project Budget:

Budget Item (A)	CDBG Funds (B)	Other Sources (C)	Total (B + C)
<b>Total Project Cost</b>			



**G: SIGNATURE AND CERTIFICATION STATEMENT**

**17. On behalf of this organization, I affirm that all activities to be supported with these funds shall comply with the provisions of applicable federal and state statutes, regulations, directives, guidelines, ordinances, and orders which encourage the inclusion and participation of all segments of the community and prohibit discrimination against individuals based on race, color, national origin, religion, sex, disability, familial status, or age. Under penalties of perjury, I affirm that the information contained in this proposal is complete and accurate. I represent that the organization has the capacity and resources to carry out the activities and achieve the outcomes cited in this proposal.**

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Name

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Title (type or print)

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Signature

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Date

## **Evaluation Criteria**

Community Development Block Grant (CDBG) funds are awarded through a competitive proposal evaluation process. The evaluation considers all aspects of the proposal as described in the RFP and proposal application.

Proposals are checked first by the City's Planning and Community Division staff for completeness of application, content and eligibility under CDBG guidelines. Eligible applicants will have proposals reviewed and ranked by members of the Community Development Committee using the City of Framingham's Application Evaluation Worksheet. If a question arises during its review, the committee reserves the right to contact the applicant for clarification. Based on the committee's review and ranking of proposals, recommendations will be presented to the Mayor's Office, which will render the final decision on grant awards. **The city council will need to approve the acceptance of CDBG funds.**

The Division of Planning and Community Development and the Community Development Committee will have sole discretion on the approval of funds. Committee has discretion to partially or fully fund proposal. Please note that a well-written application is no guarantee of funding since this is a highly competitive process. Applicants should give adequate attention to the completeness, conciseness, and responsiveness of the information provided in response the questions asked within the application. The RFP will be the only time for organizations to present proposals since no future meetings or hearings are scheduled between the submission date and allocation date.

Please contact the Community Development Department at [communitydevelopment@framinghamma.gov](mailto:communitydevelopment@framinghamma.gov) if you have any questions concerning the Evaluation Worksheet or the application. Questions must be received by February 19, 2021.

**All completed applications are due without exception on February 26, 2021.**

## CDBG APPLICATION EVALUATION WORKSHEET

**Scoring: 0 = Not Present   1 = Insufficient   2 = Sufficient   3 = Strong**

*Evaluation Factors:*

	0	1	2	3
<b>Need and Solution Design</b>				
Established Need				
Alignment to City of Framingham Consolidated Plan priorities.				
Solution design to address established need.				
Measurable outcomes and specific outputs for project activities.				
<b>Impact</b>				
Design to maximize impact, either in terms of reach or most critical need.				
Outreach and support plan to ensure diversity, equity, and inclusion.				
Plan for tracking and reporting impact.				
<b>Capacity and Collaboration</b>				
Consultation with impacted community				
Plan to leverage partnerships and collaboration with other organizations to maximize impact.				
Plan to monitor the program in progress and make adjustments as needed.				
<b>Funding Request</b>				
Detailed scope of work related specifically to the CDBG funding request				
Funding plan, including additional funding sources and multi-year planning, if applicable				
Operating budget adequate to support proposed project/program.				

**Total Points Received \_\_\_\_\_ out of 42**

## APPENDIX A

### SUMMARY OF ELIGIBLE AND INELIGIBLE **COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES**

This is a summary of the activities that are eligible and ineligible for assistance under the Community Development Block Grant (CDBG) Program pursuant to governing regulations of the Code of Federal Regulations, Title 24, Part 570, Sections 570.200 – 570.207. This summary is based upon the Final Rules published in March 1996 and is meant to be a guide. Please check with CD staff or the HUD website for any changes that may have occurred since 1996.

#### **General Policies – 570.200**

The primary objective of the CDBG Program is the development of viable communities, by providing decent housing and sustainable living environment, and expanding economic opportunities, principally for persons of low and moderate-income. Funds must be used so as to give maximum feasible priority to activities that will carry out one of the three broad national objectives of: benefit to low and moderate-income families, aid in the prevention or elimination of slums or blight, or activities that meet an urgent community need due to existing conditions that pose a serious and immediate threat to the health or welfare of the community where other financial resources are not available to meet such needs. At least 70% of the total CDBG funds must be used for activities that benefit low and moderate-income persons; and at least 51% of the beneficiaries of the individual activities must be low to moderate-income persons.

#### **Basic Eligible Activities – 570.201**

CDBG funds may be used for the following activities:

(a) Acquisition. Acquisition in whole or in part by purchase, long-term lease, donation, or otherwise, of real property (including air rights, water rights, rights-of-way, easements, and other interests therein) for any public purpose.

(b) Disposition. Disposition, through sale, lease, donation, or otherwise, of any real property acquired with CDBG funds or its retention for public purposes, including reasonable costs of temporarily managing such properties.

(c) Public facilities and improvements. Acquisition, construction, reconstruction, rehabilitation or installation of public facilities and improvements, except buildings for the general conduct of government. Activities may include:

- Removal of material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to public facilities and improvements;
- Design features and improvements that promote energy

- Architectural design features, and similar treatments intended to enhance the aesthetic quality of facilities and improvements receiving CDBG assistance
- Eligible facilities include shelters for the homeless; convalescent homes; hospitals, nursing homes; battered spouse shelters; halfway houses for run-away children, drug offenders or parolees; group homes for mentally retarded persons and temporary housing for disaster victims.

(d) Clearance activities. Clearance, demolition, and removal of buildings and improvements, including movement of structures to other sites. Demolition of HUD-assisted or HUD-owned housing units may be undertaken only with the prior approval of HUD.

(e) Public services. Provision of public services (including labor, supplies, and materials) including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, fair housing counseling, energy conservation, homebuyer down payment assistance, or recreational needs. To be eligible for CDBG assistance, a public service must meet each of the following criteria:

- A new service or a quantifiable increase in the level of an existing service above that which has been provided with State and Local funds in the previous 12 calendar months ; and
- The amount of CDBG funds obligated for public services shall not exceed 15 percent of the annual grant, and 15 percent of program income received during the immediate preceding program year.

(f) Interim assistance. Activities may be undertaken on an interim basis in areas exhibiting objectively determinable signs of physical deterioration where immediate action is needed and where permanent improvements will be carried out as soon as practicable in order to alleviate emergency conditions threatening the public health and safety in areas where an emergency condition exists and requires immediate resolution.

(g) Payment of non-Federal share. Payment of the non-Federal share required in connection with a Federal grant-in-aid program undertaken as part of CDBG activities.

(h) Urban renewal completion. Payment of the cost of completing an urban renewal project funded under title I of the Housing Act of 1949 as amended.

(i) Relocation. Relocation payments and other assistance for permanently and temporarily relocated individuals, families, businesses, nonprofit organizations, and farm operations.

(j) Loss of rental income. Payments to housing owners for losses of rental income incurred in holding, for temporary periods, housing units to be used for the relocation of individuals and families displaced by program activities assisted under this part.

(k) Housing services. Housing services such as tenant counseling in connection with tenant-based rental assistance and affordable housing projects, energy auditing, preparation of work specifications, loan processing, inspections, tenant selection, management of tenant-based rental assistance, and other services related to assisting owners, tenants, contractors, and other entities participating or seeking to participate in housing activities assisted under title II of the Cranston-Gonzalez National Affordable Housing Act.

(l) Privately owned utilities. CDBG funds may be used to acquire, construct, reconstruct, rehabilitate, or install the distribution lines and facilities of privately owned utilities, including the placing underground of new or existing distribution facilities and lines.

(m) Construction of housing. CDBG funds may be used for the construction of housing assisted under section 17 of the United States Housing Act of 1937.

(n) Homeownership assistance. CDBG funds may be used to provide direct homeownership assistance to low- or moderate-income households in accordance with section 105(a) of the Act.

(o) Facilitate economic development. CDBG funds may facilitate economic development by:

- Providing credit, including, but not limited to, grants, loans, loan guarantees, and other forms of financial support, for the establishment, stabilization, and expansion of micro enterprises;
- Providing technical assistance, advice, and business support services to owners of micro enterprises and persons developing micro enterprises; and
- Providing general support, including, but not limited to, peer support programs, counseling, childcare, transportation, and other similar services, to owners of micro enterprises and persons developing micro enterprises.

(p) Technical assistance. Provision of technical assistance to public or nonprofit entities to increase the capacity of such entities to carry out eligible neighborhood revitalization or economic development activities.

(q) Assistance to institutions of higher education. Provision of assistance to institutions of higher education if such institution has demonstrated a capacity to carry out eligible activities.

### **Eligible rehabilitation and preservation activities - 570.202**

a) *Types of buildings and improvements eligible for rehabilitation assistance.* CDBG funds may be used to finance the rehabilitation of:

- Privately owned buildings and improvements for residential purposes; improvements to a single-family residential property which is also used as a place of business, which are required in order to operate the business, need not be considered to be rehabilitation of a commercial or industrial building, if the improvements also provide general benefit to the residential occupants of the building;
- Low-income public housing and other publicly owned residential buildings and improvements;
- Publicly or privately owned commercial or industrial buildings, except that the rehabilitation of such buildings owned by a private for-profit business is limited to improvements to the exterior of the building and the correction of code violations;
- Nonprofit-owned nonresidential buildings and improvements
- Manufactured housing when such housing that is part of the community's permanent housing stock.

(b) *Types of assistance.* CDBG funds may be used to finance the following types of activities, and related costs:

- Assistance to private individuals and entities, including profit making and nonprofit organizations, to acquire for the purpose of rehabilitation, and to rehabilitate properties, for use or resale for residential purposes;
- Labor, materials, and other costs of rehabilitation of properties, including repair directed toward an accumulation of deferred maintenance, replacement of principal fixtures and components of existing structures, installation of security devices, including smoke detectors and dead bolt locks, and renovation through alterations, additions to, or enhancement of existing structures, which may be undertaken singly, or in combination;
- Loans for refinancing existing indebtedness secured by a property being rehabilitated;
- Improvements to increase the efficient use of energy in structures through such means as installation of storm windows and doors, siding, wall and attic insulation, and conversion, modification, or replacement of heating and cooling equipment, including the use of solar energy equipment;
- Improvements to increase the efficient use of water through such means as water savings faucets and shower heads and repair of water leaks;
- Connection of residential structures to water distribution lines or local sewer collection lines;
- For rehabilitation carried out with CDBG funds, costs of: Initial homeowner warranty premiums; Hazard insurance premiums, except where assistance is provided in the form of a grant; and Flood insurance premiums for properties covered by the Flood Disaster Protection Act of 1973; and Procedures concerning inspection and testing for and abatement of lead-based paint.
- Costs of acquiring tools to be lent to owners, tenants, and others who will use such tools to carry out rehabilitation;
- Rehabilitation services, such as rehabilitation counseling, energy auditing, preparation of work specifications, loan processing, inspections, and other services related to assisting owners, tenants, contractors, and other entities, participating or seeking to participate in rehabilitation activities
- Assistance for the rehabilitation of housing under section 17 of the United States Housing Act of 1937;
- Improvements designed to remove material and architectural barriers that restrict the mobility and accessibility of elderly or severely disabled persons to buildings and improvements eligible for assistance under paragraph (a) of this section.

(c) *Code enforcement.* Costs incurred for inspection for code violations and enforcement of codes (e.g., salaries and related expenses of code enforcement inspectors and legal proceedings, but not including the cost of correcting the violations) in deteriorating or deteriorated areas when such enforcement together with public or private improvements, rehabilitation, or services to be provided may be expected to arrest the decline of the area.

(d) *Historic preservation.* CDBG funds may be used for the rehabilitation, preservation or restoration of historic properties, whether publicly or privately owned. Historic properties are those sites or structures that are either listed in or eligible to be listed in the National Register of Historic Places, listed in a State or local inventory of historic places, or designated as a State or local landmark or historic district by appropriate law or ordinance. Historic preservation, however, is not authorized for buildings for the general conduct of government.

(e) *Renovation of closed buildings.* CDBG funds may be used to renovate closed buildings, such as closed school buildings, for use as an eligible public facility or to rehabilitate such buildings for housing.

(f) *Lead-based paint activities.* Lead-based paint activities as set forth in part 35 of this title.

### **Special economic development activities - 570.203**

A recipient may use CDBG funds for special economic development activities as part of an economic development project. The recipient must ensure that the appropriate level of public benefit will be derived before obligating funds. Special activities authorized under this section do not include assistance for the construction of new housing. Special economic development activities include:

(a) The acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and other real property equipment and improvements, including railroad spurs or similar extensions.

(b) The provision of assistance to a private for-profit business, including, but not limited to, grants, loans, loan guarantees, interest supplements, technical assistance, and other forms of support, for any activity where the assistance is appropriate to carry out an economic development project.

(c) Economic development services include, but are not limited to, outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of all necessary agreements; management of assisted activities; and the screening, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities, including the costs of providing necessary training for persons filling those positions.

### **Special activities by Community-Based Development Organizations (CBDOs). – 570.204**

(a) *Eligible activities.* CDBG funds may be used by CBDO to carry out a neighborhood revitalization, community economic development, or energy conservation project, including:

- Activities listed as eligible; and
- Activities not otherwise listed as eligible – excluding buildings for the general conduct of government business, general government expenses, and political activities.

(b) *Activities must:* (1) meet the public service requirements, although services specifically designed to increase economic opportunities through job training and placement and other employment support services; (2) meet the requirements of the guidelines for evaluating and selecting economic development project under Section 570.209; and (3) must not result in the recipient exceeding the 20% limit on planning and administrative costs.

(c) *Eligible Entities are:*

- Non-profit or for-profit organizations engaged in community development activities primarily within an identified geographic area and whose primary purpose is the improvement physical, economic and social environment;
- Section 301 (d) Small Business Investment Companies; including those which are profit making; State or local Development Companies; or Community Housing Development Organizations (CHDOs);
- Organization similar in purpose, function and scope.

**Eligible planning, urban environmental design and policy-planning-management-capacity building activities – 570.205**

a) Planning activities which consist of all costs of gathering data, studies, analysis, and preparation of plans and the identification of actions that will implement such plans, including, but not limited to:

- Comprehensive plans;
- Community development plans;
- Functional plans, in areas such as:
  - Housing, including the development of a consolidated plan;
  - Land use and urban environmental design;
  - Economic development;
  - Open space and recreation;
  - Energy use and conservation;
  - Floodplain and wetlands management in accordance with the requirements of Executive Orders 11988 and 11990;
  - Transportation;
  - Utilities; and
  - Historic preservation.
- Other plans and studies such as:
  - Small area and neighborhood plans;
  - Capital improvements programs;
  - Reasonable costs of general environmental, urban environmental design and historic preservation studies.
  - Strategies and action programs to implement plans, including the development of codes, ordinances and regulations;
  - Support of clearinghouse functions, such as those specified in Executive Order 12372; and
  - Analysis of impediments to fair housing choice.
- Policy planning/management/capacity building activities which will enable the recipient to:
  - Determine its needs;
  - Set long-term goals and short-term objectives, including those related to urban environmental design;
  - Devise programs and activities to meet these goals and objectives;

- Evaluate the progress of such programs and activities in accomplishing these goals and objectives; and
- Carry out management, coordination and monitoring of activities necessary for effective planning implementation, but excluding the costs necessary to implement such plans.

**Program administrative costs – 570.206**

a) *General management, oversight and coordination.* Reasonable costs of overall program management, coordination, monitoring, and evaluation, including:

- Salaries, wages, and related costs of staff engaged in program administration. Program administration includes the following types of assignments;
  - Providing local officials and citizens with information about the program;
  - Preparing program budgets and schedules, and amendments thereto;
  - Developing systems for assuring compliance with program requirements;
  - Developing interagency agreements and agreements with sub-recipients and contractors to carry out program activities;
  - Monitoring program activities for progress and compliance with program requirements;
  - Preparing reports and other documents related to the program for submission to HUD;
  - Coordinating the resolution of audit and monitoring findings;
  - Evaluating program results against stated objectives; and
  - Managing or supervising persons whose primary responsibilities with regard to the program include such assignments as those described in paragraph (a)(1)(i) through (viii) of this section.
- Travel costs incurred for official business in carrying out the program;
- Administrative services performed under third party contracts or agreements, including such services as general legal services, accounting services, and audit services; and
- Other costs for goods and services required for administration of the program, including such goods and services as rental or purchase of equipment, insurance, utilities, office supplies, and rental and maintenance (but not purchase) of office space.

(b) *Public information.* The providing of information and other resources to residents and citizen organizations participating in the planning, implementation, or assessment of activities being assisted with CDBG funds.

(c) *Fair housing activities.* Provision of fair housing services designed to further the fair housing objectives of the Fair Housing Act (42 U.S.C. 3601–20) by making all persons, without regard to race, color, religion, sex, national origin, familial status or handicap, aware of the range of housing opportunities available to them;

(d) (Removed & Reserved)

(e) *Indirect costs.* Indirect costs may be charged to the CDBG program under a cost allocation plan prepared in accordance with OMB Circular A–21, A–87, or A–122 as applicable.

(f) *Submission of applications for federal programs.* Preparation of documents required for submission to HUD to receive funds under the CDBG and UDAG programs. In addition, CDBG funds may be used to prepare applications for other Federal programs where the recipient determines that such activities are necessary or appropriate to achieve its community development objectives.

(g) *Administrative expenses to facilitate housing.* CDBG funds may be used for necessary administrative expenses in planning or obtaining financing for housing;

(h) *Section 17 of the United States Housing Act of 1937.* Reasonable costs for overall program management of the Rental Rehabilitation and Housing Development programs authorized under section 17 of the United States Housing Act of 1937, whether or not such activities are otherwise assisted with funds provided under this part.

(i) Reasonable costs equivalent to those described in paragraphs (a), (b), (e), and (f) of this section for overall program management of:

- A Federally designated Empowerment Zone or Enterprise Community; and
- The HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act (42 U.S.C. 12701 note).

### **Ineligible activities – 570.207**

The general rule is that any activity that is not authorized under the provisions of §§570.201–570.206 is ineligible to be assisted with CDBG funds. This section identifies specific activities that are ineligible and provides guidance in determining the eligibility of other activities frequently associated with housing and community development.

(a) The following activities **may not** be assisted with CDBG funds:

- *Buildings or portions thereof, used for the general conduct of government*
- *General government expenses;*
- *Political activities.*

(b) The following activities **may not** be assisted with CDBG funds unless carried out as a special economic development activity, or as a public service, or by an eligible community-based development organization, or by the recipient as specifically authorized.

- *Purchase of equipment;*
- *Construction equipment;*
- *Fire protection equipment.* Fire protection equipment is considered for this purpose to be an integral part of a public facility and thus, purchase of such equipment would be eligible under §570.201(c);
- *Furnishings and personal property;*
- *Operating and maintenance expenses;*
- Payment of salaries for staff, utility costs and similar expenses necessary for the operation of public works and facilities;
- New housing construction;
- Income payments.