

Town of



AMHERST

Massachusetts

TOWN HALL  
4 Boltwood Avenue  
Amherst, MA 01002-2351

Conservation & Development  
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TOWN OF AMHERST

2022-2023 COMMUNITY DEVELOPMENT BLOCK GRANT FUNDING

## ***NON-SOCIAL SERVICE ACTIVITY APPLICATION***

**PLEASE SUBMIT ONE ORIGINAL AND ONE COPY OF YOUR PROPOSAL  
(Only one copy of the required attachments needs to be submitted)**

BY:

**FRIDAY, NOVEMBER 4th, 2022 AT 12:00 P.M.**

TO:

ATTN: Benjamin Breger  
Amherst Planning Department  
Amherst Town Hall, 2<sup>nd</sup> floor  
4 Boltwood Avenue  
Amherst, MA 01002

*Proposals can be submitted the following ways:*

- 1. By mail*
- 2. By email in PDF format to [bregerb@amherstma.gov](mailto:bregerb@amherstma.gov)*
- 3. By delivering to staff inside Town Hall on the second floor. Call Ben Breger, staff at 413-259-3187 to coordinate*

### **Introduction:**

The Town of Amherst is eligible to apply to the Massachusetts Department of Housing and Community Development (DHCD) as a 2022-2023 Mini-Entitlement community to receive HUD Community Development Block Grant (CDBG) funding for eligible activities that provide benefit to low- and moderate- income households living in Amherst; defined as earnings below 80% of the area median income (**Attachment 1, income guidelines**). The Town is eligible to apply for up to \$1.65 million in funding, including non-social service activities (**Attachment 2, eligible activities**). The CDBG Advisory Committee encourages applicants to contact Town staff prior to submission of applications to discuss eligibility requirements. **All activities must be completed in 24 months (July 1, 2023 – June 30, 2025).**

**After holding a public hearing on August 31<sup>st</sup>, 2022 to receive input on the Community Priorities, the CDBG Advisory Committee determined that the non-social service priorities for 2022-2023 are:**

*To continue meeting the goals of the community's Master Plan, Community Development Strategy, and Community Priorities by focusing efforts on target areas (areas in which 51% or more of residents are low- and moderate-income) including the Town Center, East Amherst Village Center, and the East Hadley Road/Pomeroy Village Center.*

### **Submission Requirements:**

All activities will be required to conform to the list of priorities found online on the CDBG Advisory Committee webpage: <https://www.amherstma.gov/1122/CDBG-Advisory-Committee>. The proposals can be submitted by various parties, including but not limited to a single individual (i.e. a developer), a Town board/committee, or a non-profit organization. Those interested in making a funding request are encouraged to contact **Town staff – Ben Breger (Planner and CDBG Administrator) at [bregerb@amherstma.gov](mailto:bregerb@amherstma.gov) or 413-259-3187.**

**Applicants must answer all questions and submit all documents for the application to be complete. Responses must be in the format below and follow the submission requirements. Incomplete applications will be excluded from consideration.**

**Proposals are to be submitted in accordance with the following guidelines (to facilitate copying and scanning):**

- 15 Page limit for required answers and documents (i.e. budget, organization flow chart) and an optional (up to) 5 pages for supporting attachments.
- Use only paper or binder clips (this includes financial reports); proposals will not be accepted with staples or bindings.
- All pages must be 8 ½” x 11” (this includes maps, images, etc.).
- Use 12-point Times New Roman font with three-quarter (3/4) inch margins.
- All pages must be single-sided.
- Contact Person must include personal email address (not a generic company address).
- Limit supporting documentation to one original copy only (i.e. letters of support, data showing need, etc.).
- CLEARLY MARK “ORIGINAL” AND “COPIES”.
- The first page of the application must be the Cover Sheet provided.

**Proposal Items:**

1. Cover Sheet.
2. Answers to Questions A-J (see following pages).
3. 18 (eighteen) Month Budget for proposed Activity. This budget should detail sources of funding and estimated expenditures. Although the activity must be completed within 24 months, the Town asks for an 18-month budget to ensure timely expenditure of funds.
4. Agency's overall budget, showing all sources of income and expenses, and a balance sheet.
5. Description of Agency (see question B on the following pages), including organization status, organizational chart, and list of governing board members and officers.
6. Certificate of Tax Compliance.
7. Certificate of Non-collusion.

**Proposal Submission Deadline:**

- All proposals must be received by **Friday, November 4, 2022 AT 12:00 P.M.**
  - Proposals received after the deadline will be rejected.
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COVER SHEET  
2022-2023 Non-Social Service CDBG Application  
Town of Amherst

AGENCY NAME: \_\_\_\_\_

AGENCY ADDRESS: \_\_\_\_\_

AGENCY PHONE NO: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

CONTACT PERSON EMAIL: \_\_\_\_\_

CDBG FUNDING REQUEST: \_\$ \_\_\_\_\_

1. Project Name:
2. Project Description: (1-2 sentences)
  
3. Project Location: (Street address)
  
4. Budget Request: \$ \_\_\_\_\_
  
5. Type of Activity (check one):
  - Rehabilitation
  - Acquisition
  - Demolition/clearance
  - Infrastructure
  - Public Facility
  - Architectural Barrier Removal
  - Other – please explain
  
6. National Objective:
  - Total number of beneficiaries (individuals served):
  - Total Low/Mod beneficiaries (individuals served):

**Please submit responses to the following questions:**

Project Name:

Project Location:

Census Block Group:

**A. National Objective Description**

*For a project activity to be eligible for CDBG funding, it must serve a majority low/moderate income beneficiaries; this is the National Objective.*

- Describe in detail how your project will meet the national objective and how it will be documented to ensure that participants meet low/moderate income requirements.
- Limited clientele projects must document compliance by one of the following methods:
  - For projects that do not provide “income payment” forms of assistance, beneficiaries may “self-declare” their eligibility, generally by completing and signing a form declaring household sizes and income ranges.
  - For projects that offer income payments or subsidies, income must be documented.
  - For projects where the user profile will be low- and moderate- income, a description of the profile must be presented so that the conclusion, without a doubt, will be to benefit low- and moderate-income persons.

**B. Demonstrate Consistency with Sustainable Development Principles**

- Describe how project meets and is compatible with the State’s Sustainable Development Principles: <https://www.mass.gov/files/documents/2016/07/rt/sdprinciples.pdf>.

**C. Demonstrate Consistency with Target Area requirements**

- Describe location of the project in terms of the identified target areas.

**D. Demonstrate Consistency with Community Priorities**

*To meet this threshold a proposed project must relate to a community development need or needs identified by the community priorities.*

- Describe how the proposed project is consistent with the Community Priorities.

**E. Agency Information**

- Provide an overview of your organization, including length of time in existence, experience in successfully conducting activities for which funding is being sought, and skills and current services that reflect capacity for success.
- Explain your short-term goals and long-term goals.

**F. Project Budget Information**

- Provide a detailed budget cost estimate that includes all sources of revenues and all expenses—CDBG and non-CDBG sources, *signed by the preparer*. (Include an inflation factor to reflect the cost of construction at the time of project implementation, as outlined in your project timeline.)
- Provide an agency balance sheet.

- Explain the process used to review the accuracy of the cost estimate.
- State the qualifications of the person who prepared the cost estimate.
- Submit a detailed line-item budget including a trade item breakdown and soft costs.
- Provide an explanation of sources and uses for all funding.
- Submit an operating and maintenance plan including funds required and source of funding.
- If applicable, describe and document the availability and source of matching or other funds needed to complete the project. In-kind services are accepted only as directly related to the project.

**Answers for Parts G—J must not exceed four (4) pages**

**G. Project Description and Project Need**

- Please provide a summary of the proposed project. The summary should include a detailed scope of the total project, including the non-CDBG funded components.
- Demonstrate that the activity has been prioritized by the community at the local level.
- Define and quantify the need or problem to be addressed by the proposed project.
- Explain why the project is important.
- Document the need for the project. Include information on the number of individuals or families to be served and who they are, i.e. disabled, low-income, and homeless, etc. ***For projects involving construction or rehabilitation, photographs must be included as attachments to the packet***
- For projects involving renovation of buildings used for CDBG-eligible and non-eligible activities, applicants must describe how space is allocated within the building and how the project will be pro-rated to address the mix of uses.
- Describe and identify the project milestones, process steps, and timeline. State the duration of time needed for each milestone and identify when each milestone will be completed.

**H. Community Involvement and Support**

- Demonstrate the involvement and opportunities available for the community and/or potential beneficiaries in the identification, planning and development of the proposed project.
- Define the process to be used to maintain involvement of the project beneficiaries in the implementation of the project.

**I. Project Feasibility**

- Demonstrate that the project can proceed at the time of award, can be effectively managed, and can be physically and financially accomplished within the grant period.
- Describe what evidence exists to show that the community at large or project beneficiaries will use the project. Include documentation of **demand** for the activity through summary descriptions of surveys, inquiries, waiting lists or past participation (not applicable to barrier removal or demolition).
- Describe the present status of the project design ***and permitting***. Rehabilitation activities should summarize the operational program design. Do not attach and refer to a program manual.

- Describe and document the present status of site control for the project.
- Describe and document the current status of environmental review and the timeline for completion of the process. Identify all necessary federal, state, and local permits, including state and local environmental permits, and the timeframe for obtaining them. Include the appropriate checklist(s) and response letters from relevant state agencies and/or local commissions.
- Identify and describe the procurement process used or applicable to the project.
- Identify the roles and responsibilities of all personnel involved in the project as well as internal controls.
- Citing past accomplishments, document that the agency has the necessary expertise to conduct the activity and has successfully completed past activities with CDBG or other programs in a timely manner.

**J. Project Impact**

- What will be the impact of the proposed project/program?
  - Describe the impact the activity will have on the specifically identified needs. What measurable improvements will result from the activity and will benefit the intended beneficiaries? How much of the need will be addressed?
  - How, if at all, does this project impact the Town's priority of addressing systemic racial injustice?
  - Define the direct and indirect outcomes that will result from the project. Identify quantitative and qualitative measures to determine that the outcomes are achieved. ***Refer to specific target areas.***
-

### **Proposal Review:**

Town staff will first screen each proposal to ensure that it meets the quality requirements as defined below. Proposals will be reviewed using the evaluation criteria below by the CDBG Advisory Committee. The CDBG Advisory Committee members will first review proposals individually and provide questions to Town staff, who will transmit the questions to the applicants. The answers to these questions will then be used by the Committee as they review proposals at a public meeting during which they will make recommendations to the Town Manager. The Town Manager will then determine the final projects to be included in the Town's application to DHCD. After the final projects are decided, the Committee will hold a public hearing to give the community a chance to comment on the proposed activities.

### **Quality Requirements:**

- A. The project meets the low- and moderate-income national objective.
- B. The project is an eligible activity as defined by the United States Department of Housing and Urban Development.
- C. Project meets Sustainable Development Principles.
- D. The proposed project addresses the identified community priorities.
- E. The proposed project is in a Target Area.
- F. The agency has submitted evidence of organizational status.
- G. The agency has at least 5 years' experience in providing services.

### **Project Proposal Comparative Evaluation Criteria (from questions above):**

Individual CDBG Advisory Committee members will score each proposal in each category below using the answers to questions A-J on the preceding pages. The comparative evaluation will use a point system of 1-4. A score of 1 is not advantageous and a score of 4 is most advantageous. Individual committee members will review and score the proposals and provide staff their rankings of the proposals. These rankings will be used as the basis for review of proposals. The committee's review will also include a qualitative comparison of proposals.

### **Demonstrate Consistency with Community Priorities**

Proposals will be evaluated based on the project's compatibility with the Town's Community Priorities as expressed by the CDBG Advisory Committee.

### **Agency Information**

Proposals will be evaluated based on experience of the agency and capacity to effectively administer the program, and the extent to which the Agency's Board of Directors reflects the interests of the broader community, including the population to be served.

### **Project Budget Information**

Proposals will be evaluated based on the detailed project budget, the agency's balance sheet, and an assessment of the program's cost effectiveness.

### **Project Description**

Proposals will be assessed for their effectiveness of providing the requested service.



**Project Need**

The extent to which the proposals documents need for the service.

**Community Involvement and Support**

Proposals will be reviewed based on community, stakeholder and beneficiary support (Town Boards, Committees, community groups, social service agencies, citizens, etc.).

**Project Feasibility**

Proposals will be evaluated based on the determination of the projects' feasibility to be completed in 18 months.

**Project Impact**

Project impact will be assessed on the measured improvements of the beneficiaries and the ability of program to help participants become self-sufficient.

**Contractual Requirements:**

- A. Submittal of the most recent FY income/expenditure report or annual audit, including audit report in compliance with OMB Super Circular (Dec. 2013) and OMB Circular A-133 if applicable.
  - B. Personnel Policy, including affirmative action/equal opportunity plan.
  - C. Providers will be required to submit bills on a monthly basis.
  - C. Providers will be required to submit time sheets of all staff receiving CDBG funding.
  - D. Providers will be required to submit quarterly reports detailing all services provided during the reporting period including the number of clients, their income and their ethnic identity.
  - E. Provider files will be reviewed to ensure that there are income-certification forms for all clients.
  - F. Payment will be made based on the submission of all required information, the number of clients served and the hours worked (the provider will only receive payment for the number of clients served).
-

**CERTIFICATE OF TAX COMPLIANCE**

Pursuant to Massachusetts General Law chapter 62C, sec 49A, I hereby certify under penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Social Security or Federal I.D. number

\_\_\_\_\_  
Signature: Individual or Corporate Officer

\_\_\_\_\_  
Date

PLEASE PRINT

Corporate Name: \_\_\_\_\_

Address: \_\_\_\_\_

City, State, Zip Code: \_\_\_\_\_

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this Proposal or proposal has been made and submitted in good faith and without collusion or fraud with any other person, business, partnership, corporation, union committee, club or other organization, entity or group of individuals.

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Date

---

Signature of individual submitting Proposal or proposal

---

Name of Business

---

Address of Business

## Attachment 1 Income Guidelines

		<b>Income Threshold for Amherst</b>							
<b>Household Size</b>	1	2	3	4	5	6	7	8	
<b>Low Income (80% AMI)</b>	\$52,751	\$60,251	\$67,801	\$75,301	\$81,351	\$87,351	\$93,401	\$99,401	

## **Attachment II**

### **LIST OF ELIGIBLE ACTIVITIES**

#### **APPENDIX A**

##### **ELIGIBLE COMMUNITY DEVELOPMENT BLOCK GRANT ACTIVITIES**

Activities eligible for assistance with Massachusetts Community Block Grant Program funds are only those listed below. (In all cases, unless otherwise noted, “this title” or “Title I” refers to Title I of the Housing and Community Development Act of 1974, as amended.)

1. The acquisition of real property, (including air rights, water rights, and other interests therein) which is: (a) blighted, deteriorated, deteriorating, undeveloped, or inappropriately developed from the standpoint of sound community development and growth; (b) appropriate for rehabilitation or conservation activities; (c) appropriate for the preservation or restoration of historic sites, the beautification of urban land, the conservation of open spaces, natural resources, and scenic areas, the provision of recreational opportunities, or the guidance of urban development; (d) to be used for the provision of public works, facilities, and improvements eligible for assistance under Title I; or (e) to be used for other public purposes;
2. the acquisition, construction, reconstruction, or installation (including design features and improvements with respect to such construction, reconstruction, or installation that promote energy efficiency) of public works, facilities (except for buildings for the general conduct of government), and site or other improvements;
3. code enforcement in deteriorated or deteriorating areas in which such enforcement, together with public or private improvements or services to be provided, may be expected to arrest the decline of the area;
4. clearance, demolition, removal, reconstruction and rehabilitation (including rehabilitation which promotes energy efficiency) of buildings and improvements (including interim assistance, and financing public or private acquisition for reconstruction or rehabilitation, and reconstruction or rehabilitation, of privately-owned properties and including the renovation of closed school buildings);
5. special projects directed to the removal of material and architectural barriers which restrict the mobility and accessibility of elderly and handicapped persons;
6. payments to housing owners for losses of rental income incurred in holding for temporary periods housing units to be utilized for the relocation of individuals and families displaced by activities under this title;
7. disposition (through sale, lease, donation, or otherwise) of any real property acquired pursuant to Title I, or its retention for public purposes;
8. provisions of public services, including but not limited to those concerned with employment, crime prevention, child care, health, drug abuse, education, energy

conservation, welfare or recreation needs, if such services have not been provided by the unit of general local government (through funds raised by such unit, or received by such unit from the state in which it is located) during any part of the twelve-month period immediately preceding the date of submission of the Statement with respect to which funds are to be made available under Title I, and which are to be used for such services, unless the Secretary finds that the discontinuation of such services was the result of events not within the control of the unit of general local government, except that not more than 15 percent of the amount of any assistance to a unit of general local government (or in the case of non entitled communities not more than 15 percent statewide) under this title including program income may be used for activities under this paragraph unless such unit of general local government used more than 15 percent of the assistance received under this title for fiscal year 1982 or fiscal year 1983 for such activities (excluding any assistance received pursuant to Public Law 98-8), in which case such unit of general local government may use not more than the percentage or amount of such assistance used for such activities for such fiscal year, whichever method of calculation yields the higher amount, and except that of any amount of assistance under this title (including program income) in each of the fiscal years 1993 through 1998 to the City of Los Angeles and County of Los Angeles, each such unit of general government may not use more than 25 percent in each such fiscal year for activities under this paragraph;

9. payment of the non-federal share required in connection with a federal grant-in-aid program undertaken as part of activities assisted under Title I;
10. payment of the cost of completing a project funded under Title I of the Housing Act of 1949;
11. relocation payments and assistance for displaced individuals, families, businesses, organizations, and farm operations, when determined by the grantee to be appropriate;
12. activities necessary to: (a) develop a comprehensive community development plan; and (b) to develop a policy-planning-management capacity so that the recipient of assistance under this title may more rationally and effectively (i) determine its needs, (ii) set long-term goals and short-term objectives, (iii) devise programs and activities to meet these goals and objectives, (iv) evaluate the progress of such programs in accomplishing these goals and objectives, and (v) carry out management, coordination, and monitoring of activities necessary for effective planning and implementation;
13. payment of reasonable administrative costs related to establishing and administering federally approved enterprise zones and payment of reasonable administrative costs and carrying charges related to: (a) administering the HOME program under title II of the Cranston-Gonzalez National Affordable Housing Act; and (b) the planning and execution of community development and housing activities, including the provision of information and resources to residents of areas in which community development and housing activities are to be concentrated with respect to the planning and execution of such activities, and

including the carrying-out of activities as described in section 701(e) of the Housing Act of 1954 on the date prior to the date of enactment of the Housing and Community Development Amendments of 1981;

14. provisions of assistance including loans (both interim and long term) and grants for activities which are carried out by public or private non-profit entities, including: (a) acquisition of real property; (b) acquisition, construction, reconstruction, rehabilitation, or installation of (i) public facilities (except for buildings for the general conduct of government), site improvements, and utilities, and (ii) commercial or industrial buildings or structures or other commercial and industrial real property improvements; and (c) planning;
15. assistance to neighborhood-based nonprofit organizations, local development corporations, nonprofit organizations serving the development needs of the communities in non-entitlement areas, or entities organized under section 301(d) of the Small Business Investment Act of 1958 to carry out a neighborhood revitalization or community economic development or energy conservation project in furtherance of the objectives of section 101(c), and assistance to neighborhood-based nonprofit organizations, or other private or public nonprofit organizations, for the purpose of assisting, as part of neighborhood revitalization or other community development, the development of shared housing opportunities (other than by construction of new facilities) in which elderly families (as defined in section 3(b)(3) of the United States Housing Act of 1937) benefit as a result of living in a dwelling in which the facilities are shared with others in a manner that effectively and efficiently meets the housing needs of the residents and thereby reduces their cost of housing;
16. activities necessary to the development of energy use strategies related to recipient's development goals, to assure that those goals are achieved with maximum energy efficiency, including items such as: (a) an analysis of the manner in, and the extent to, which energy conservation objectives will be integrated into local government operations, purchasing and service delivery, capital improvements budgeting, waste management, district hearing and cooling, land use planning and zoning, and traffic control, parking, and public transportation functions; and (b) a statement of the actions the recipient will take to foster energy conservation and the use of renewable energy resources in the private sector, including the enactment and enforcement of local codes and ordinances to encourage or mandate energy conservation or use of renewable energy resources, financial and other assistance to be provided (principally for the benefit of low- and moderate-income persons) to make energy conserving improvements to residential structures, and any other proposed energy conservation activities;
17. provision of assistance to private, for-profit entities, when the assistance is appropriate to carry-out an economic development project (that shall minimize, to the extent practicable, displacement of existing businesses and jobs in neighborhoods) that: (a) creates or retains jobs for low- and moderate-income persons; (b) prevents or eliminates slums and blight; (c) meets urgent needs; (d) creates or retains businesses owned by community residents; (e) assists businesses that provide goods or services needed by, and affordable to, low- and

moderate-income residents; or (f) provides technical assistance to promote any of the activities under subparagraphs (a) through (e);

18. the rehabilitation or development of housing assisted under Section 17 of the United States Housing Act of 1937;
19. 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, which assistance shall not be considered a planning cost as defined in paragraph (12) or administrative costs as defined in paragraph (13);
20. housing services, such as housing counseling, in connection with tenant-based rental assistance and affordable housing projects assisted under title II of the Cranston-Gonzalez National Affordable Housing Act, 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;
21. provisions of assistance by recipients under this title to institutions of higher education having a demonstrated capacity to carry out eligible activities under this subsection for carrying out such activities;
22. provision of assistance to public and private organizations, agencies, and other entities (including nonprofit and for-profit entities) to enable such entities to facilitate economic development by (a) providing credit (including providing direct loans and loan guarantees, establishing revolving loan funds, and facilitating peer lending programs) for the establishment, stabilization, and expansion of micro enterprises; (b) providing technical assistance, advice, and business support services (including assistance, advice and support relating to developing business plans, securing funding, conducting marketing, and otherwise engaging in micro enterprise activities) to owners of micro enterprises and persons developing micro enterprises; and (c) providing general support (such as peer support programs and counseling) to owners of micro-enterprises and persons developing micro enterprises;
23. activities necessary to make essential repairs and to pay operating expenses necessary to maintain the habitability of housing units acquired through tax foreclosure proceedings in order to prevent abandonment and deterioration of such housing in primarily low- and moderate-income neighborhoods;
24. provision of direct assistance to facilitate and expand homeownership among persons of low- and moderate-income (except that such assistance shall not be considered a public service for purposes of paragraph (8)) by using such assistance to: (a) subsidize interest rates and mortgage principal amounts for low- and moderate-income homebuyers; (b) finance the acquisition by low- and moderate-income homebuyers of housing that is occupied by the homebuyers; (c) acquire guarantees for mortgage financing obtained by low- and moderate-income



homebuyers from private lenders (except that amounts received under this title may not be used under this subparagraph to directly guarantee such mortgage financing and grantees under this title may not directly provide such guarantees); (d) provide up to 50 percent of any down payment required from low- or moderate-income homebuyer; or (e) pay reasonable closing costs (normally associated with the purchase of a home) incurred by low- or moderate-income homebuyers; and

25. lead-based paint hazard evaluation and reduction, as defined in section 1004 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, as implemented by regulations at 24 C.F.R. Part 35.

In accordance with federal regulations, no activity listed as eligible under section 105(a) of the Housing and Community Development Act of 1974 (as amended) will be specifically excluded from any component of the Massachusetts Community Block Grant Program.