

CDBG FY25 Request for Grant Applications

Clarifications and Responses to Submitted Questions

The following information is relevant to the FY25 CDBG RFGA. All prospective applicants are advised to review the following information before submitting a proposal carefully. This document contains important clarifications not previously included in the RFGA.

Clarifications

Synchronous & Asynchronous Instruction

While asynchronous instruction (i.e., instruction that does not occur in real-time) is permissible for any educational or skills-based program, a majority (at least 51%) of the curriculum must be delivered synchronously (i.e., live, in real-time).

Responses to Submitted Questions

Is childcare an allowable expense? Yes, childcare services provided to your training participants is an allowable expense.

Can a program submit more than one proposal? While your program can be listed as a partner on multiple applications, you should only submit one application as the Lead agency.

Can placements for jobs/graduation happen after July 2026 (the end of the grant period)? Since CDBG is a cost-reimbursement grant, expenses must be incurred and billed before the end of the year. However, since CDBG operates on a two-year funding cycle, programs may include outcome data on follow-up clients in the second year.

Are programs located outside of Boston eligible to apply? Yes, however, only Boston residents are eligible to receive services. Applicants will be evaluated on their track record for serving Boston residents and their Boston-based partnerships.

Is transportation an allowable expense?

Local transportation for participants is an allowable expense but travel for staff is not.

Is there a specific format for MOAs or letters of support, and do you expect/want both? We do not have a specific format. An MOA is required if an applicant plans to subcontract any services or has a formal partnership with another organization to deliver the program. Letters of support are not mandatory.

Based on the RFGA wording, has there been a shift towards funding large organizations versus small CBOS? No. The award ranges consider CDBG program components and the requirements of administering and managing CDBG grants. The award range is \$35,000-\$100,000.

Would you be open to agencies with the administrative ability to support smaller agencies to provide a specific service? Yes, you may subgrant to another organization; however, subgrantees are expected to have the administrative and record-keeping capacity to manage their portion of the grant.

To have the best chance of being funded, should organizations aim to combine all three components in a complete continuum of services?

OWD encourages applicants to ensure that their clients are being served holistically. From the RFGA, "Preference will be given to programs that combine more than one of these broad categories." Additionally, please note that application review scores, review meeting comments, current or past grant performance, geographic reach of programs, target population served, overall funding availability, and overall review of the total amount of applications received are some of the factors that contribute to funding decisions.

Are multiple programs from the same big organization allowed to apply, and if so, may the funding decisions be affected by the fact that multiple programs apply?

Organizations may submit applications for multiple programs but the funding decisions may be affected as we review the total amount of requests.

Would you please confirm it's OK for a current NJT awardee to supplement that grant funding with CDBG Funds?

We welcome applications that propose blending multiple funding sources but expect that unique services are tied to each grant. For example, a program that utilizes CDBG funds to provide preparatory services for students who are later enrolled in an NJT-funded skills training program would be permissible.

Can applicants use an 11-point font for tables in the CDGB - Public Service grant application narrative?

OWD will accept an 11-point font for tables in the CDBG application, keeping in mind that the whole application must be legible.

Can an organization be funded for the same program and students as DESE funds, assuming the CDBG funds would fund different costs of the program? For example, could CDBG fund some of the teachers while DESE funds others? Could CDBG fund case management and other supportive services while DESE funded the actual teaching?

CDBG funds should be used to fund program outcomes for City of Boston residents. If CDBG funds are allocated to fund a teachers salary, that that staffing cost could be augmented by other funds but the student outcomes should be independent to CDBG.

If a program is primarily an ABE GED/HiSET program but has an onsite Workforce Development Program that focuses on career exploration, job readiness, job and post-secondary placement, would CDBG fund that WD program while DESE funds the basic education portion of the work?

Yes.

Are adult education programs that help students with next steps including moving on to further education, training, or employment eligible only if they have formal partnerships with specific institutions/employers? Or is assisting students to move on and succeed in a variety of next steps allowed?

Assisting students to move on and succeed in a variety of next steps is allowed.

Our HiSET classes are largely funded by DESE but we are looking to expand HiSET services. Is it possible to offer additional HiSET services and if so, do we put HiSET attainments as an outcome? It would not be a significant part of our funding ask, so not the full cost of the program.

Yes, additional HiSET services are an allowable cost and if that is being charged to the grant, OWD would expect to see HiSET attainment as an outcome.

Can an applicant ask for a job training program that has a shorter duration? It is not a lot of hours but could lead to a certificate especially when offered with our other job training programs and services.

An applicant should clearly communicate the curriculum of a job training program, the duration of learning, the expectations for testing, and ultimately the specific certification that may occur as a result of training.