

NOTICE OF FUNDING AVAILABILITY

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

of the
U.S. Department of Housing and Urban Development (HUD)

- ☐ PUBLIC SERVICE APPLICATION
- ☐ PUBLIC FACILITIES APPLICATION
- ☐ HOUSING PROJECT APPLICATION
- ☐ ECONOMIC DEVELOPMENT APPLICATION
- ☐ PLANNING APPLICATION

Please fill out the application completely. Only fully completed applications will be considered for funding. If you require assistance, please call the Department of Planning, Conservation, and Development, Community Development Division, at (860) 860.638.4843 or E-mail your questions to: **Bobbie.Peterson@MiddletownCT.gov**. Submit 18 double-sided copies to 245 deKoven Drive; Middletown, CT 06457

Checklist

- | | |
|--|--|
| ☐ Statement of Agreement signed and dated | ☐ Basic Information completely filled out |
| ☐ Project Eligibility completely filled out | ☐ Project Beneficiaries completely filled out |
| ☐ Project Activities, Goals and Timeframe completely filled out | ☐ Financial Information completely filled out |
| ☐ Supplemental Information completely filled out | ☐ Reg. Overview and Understanding completely filled out |

☐ **Eighteen (18) double-sided copies** of the application

☐ One copy of Organization's recent audit (& A-133 Compliance Statement if required) is included

I, the authorized representative of the applicant, certify that the information presented in this application is correct and complete to the best of my knowledge.

Signature: _____

Date: _____

Name: _____

Title: _____

ALL APPLICATIONS ARE DUE BY 3 P.M. ON MONDAY, APRIL 17TH 2023
PLEASE SUBMIT EIGHTEEN (18) DOUBLE-SIDED COPIES OF THE APPLICATION
AND ONE (1) COPY OF YOUR AUDIT

Basic Information

Amount Requested: \$ _____

Project Name: _____

Organization: _____

1) Brief Description of Proposed Project:

Contact Information

2) Contact Information:

Organization: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Executive Officer: _____

Project Officer: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____

Email: _____

Telephone: _____ Fax: _____

Project Eligibility

3) HUD-defined National Objective

Which one of the following national objectives will the proposed project address?

- ☐ Benefits low & moderate income persons by improving an area in which they live; or
- ☐ Benefits low & moderate income persons by improving their housing stock; or
- ☐ Benefits low & moderate income persons by creating or retaining jobs for them; or
- ☐ Benefits a limited clientele persons directly; or
- ☐ Removes or prevents slums/blight in a generally blighted area; or
- ☐ Removes or prevents slums/blight in a particular spot; or

4) Eligible Activities

Please indicate which activity most appropriately describes the proposed project:

- | | |
|--|---|
| ☐ Acquisition of Real Property | ☐ Disposition of Real Property |
| ☐ Clearance & Demolition | ☐ Relocation Displaced Residents or Businesses |
| ☐ Removal of Architectural Barriers (ADA) | ☐ Direct Homeownership Assistance |
| ☐ Rehabilitation Housing - Single Unit | ☐ Rehabilitation Commercial |
| ☐ Rehabilitation Housing - Multi-Unit (4 units and under) | ☐ Energy-Efficiency Improvements |
| ☐ Rehabilitation Housing - Multi-Unit (Over 4 units) | ☐ Hazardous Materials Testing & Abatement |
| ☐ Economic Development Direct Financial Assistance | ☐ Planning or General Program Administration |
| Public Facilities Construction & Improvements | |
| ☐ General Public Facilities | ☐ Senior Centers |
| ☐ Handicapped Centers | ☐ Homeless Facilities |
| ☐ Child Care/Youth Centers | ☐ Parks & Recreation Centers |
| ☐ Paring Facilities | ☐ Solid Waste Disposal Improvements |
| ☐ Water/Sewer Improvements | ☐ Street & Sidewalk Improvements |
| ☐ Tree Planting | ☐ Health Facilities |
| Public Services | |
| ☐ General Public Services | ☐ Senior Services |
| ☐ Handicapped Services | ☐ Legal Services |
| ☐ Child Care/Youth Services | ☐ Transportation Services |
| ☐ Substance Abuse Services | ☐ Employment Training & Job Placement Services |
| ☐ Fair Housing Activities | ☐ Health Services |

5) City of Middletown's Consolidated Plan

The City of Middletown shall establish priority needs and allocation priorities in its 5-year Consolidated Plan for Housing and Community Development. The Citizen's Advisory Committee (CAC) is scheduled to meet on April 19th, 2023 to begin discussions regarding fund disbursement. Upon completion of identifying needs and allocation priorities information shall be entered into the Consolidated Plan which when completed may be found on file in the Town Clerk's office, the Russell Library and the Department of Economic and Community Development located in Room 202 of City Hall or by contacting Bobbye Knoll Peterson, Acting Director, Department of Economic and Community Development at Bobbye.Peterson@MiddletownCT.gov

Place Held for Consolidated Plan Priority Needs and Allocation Priorities

Project Beneficiaries

6) Accomplishments

Indicate which one of the following accomplishments categories best applies to the proposed project and indicate the number of accomplishments anticipated.

Type of Accomplishments: ☐ People ☐ Household ☐ Jobs

Number of Accomplishments: _____

7) Public Benefit Standards

If you are going to carry out a project, you will need to calculate the minimum number of low and moderate income residents your project is required to provide a minimum benefit versus the amount of funds you are requesting.

\$ _____ / _____ = \$ _____ Amount per L/M income residents
(Amount Requested) (Number of Recipients)

8) Target Groups

Over 70% of the City of Middletown's annual block grant program must be used to benefit low and moderate income people.

A) Describe the target group(s), of your proposed project.

Low & moderate-income persons?	☐ Yes or ☐ No	If "Yes", explain below;
The homeless?	☐ Yes or ☐ No	If "Yes", explain below;
Abused children?	☐ Yes or ☐ No	If "Yes", explain below;
Battered spouses?	☐ Yes or ☐ No	If "Yes", explain below;
Elderly persons?	☐ Yes or ☐ No	If "Yes", explain below;
Severely disabled adults?	☐ Yes or ☐ No	If "Yes", explain below;
Illiterate adults?	☐ Yes or ☐ No	If "Yes", explain below;
Persons living with AIDS?	☐ Yes or ☐ No	If "Yes", explain below;

B) Detail the number of beneficiaries expected to be of various ethnics groups and/or races, and of female-headed households.

C) Non-Middletown residents involvement

- ☐ The project will only serve Middletown.
- ☐ The project participants will consist of more than 51% of Middletown residents.
- ☐ The project will consist of less than 51% of Middletown residents, but the other funds will secured to fund any activities for Non-Middletown residents.
- ☐ Other

Project Timeframe, Activities, and Goals

9) Time performance for activity

Please select one the expected timeframe for the activity:

- ☐ 1 year- *September 1, 2023 - August 31, 2024 (Public Service, Planning and Construction Projects)*
- ☐ 2 year- *September 1, 2023- August 31, 2024 (Construction Projects only)*
- ☐ 3 year- *September 1, 2023- August 31, 2024 (Construction Projects only)*

10) Scope of Work

In outline form, briefly describe each activity to be undertaken:

11) Performance Measurements

HUD has implemented a new method for evaluating project accomplishments. Below are a set of objectives and a set of outcomes. Please select one of each that best addresses you project. Your selection will determine what information you will need to provide throughout the grant year.

Objective

- ☐ Suitable Living Environment- activities designed to benefit communities.
- ☐ Decent Housing- relates to housing activities
- ☐ Creating Economic Opportunities- activities that benefit employment in communities

Outcome

- ☐ Availability/Accessibility- activities that make service, facilities, housing more accessible.
- ☐ Affordability- activities that provide low and moderate income residents benefits at a low cost
- ☐ Sustainability- activities that provide a benefit that is lasting.

Financial Information

12) Quick Budget Overview

	CDBG Funds	Other Funds
Total Direct Labor Costs	\$ _____	\$ _____
Total Fringe Benefits Costs	\$ _____	\$ _____
Total Travel Costs	\$ _____	\$ _____
Total Equipment Costs	\$ _____	\$ _____
Total Supplies and Materials Costs	\$ _____	\$ _____
Total Consultants Costs	\$ _____	\$ _____
Total Subcontracts Costs	\$ _____	\$ _____
Total Administrative and Legal Costs	\$ _____	\$ _____
Total Land and Associated Costs	\$ _____	\$ _____
Total Relocation Costs	\$ _____	\$ _____
Total Architectural and Engineering Costs	\$ _____	\$ _____
Total Construction Costs	\$ _____	\$ _____
Total Other Direct Costs	\$ _____	\$ _____
Subtotals	\$ _____	\$ _____
Total Amount to be Spent on Project:	\$ _____	

Indirect Costs, such as administrative overhead or grant writer expenses are not eligible for reimbursement.

13) Detailed Program Budget

On a separate sheet of paper, please breakdown the items and provide greater details about each. Please be specific about what will be purchased, what are salaries for, and other necessary information to understand the financial aspect of the proposed project. All proposed construction projects should submit a good-faith estimate from a contractor that is qualified to perform the work.

14) Employer ID Number: _____ or IRS Tax Exempt Number: _____

15) DUNS Number: _____

(required, can obtain one at <http://fedgov.dnb.com/webform>)

16) OMB Circular A-133 Compliance

Did your organization expend more than \$500,000 in federal funds in your previous fiscal year?

Yes ☐ No ☐

*If yes please submit a copy of your most recent audit that includes Federal Supplementary Reports. Your application will be incomplete without these documents.

17) Other Funding Sources

Will other Funds be used for the proposed project? Yes ☐ No ☐

Leveraged Funds Calculation: \$ _____ / \$ _____ = _____
(other funds) (requested amount) (Answers greater than 1 are encouraged)

Describe what funds or resources are going to be used and if they are secured.

18) Project Revenue

Will the project – either while underway or upon completion – charge fees or generate revenue?

Yes ☐ No ☐ If yes, explain: _____

Supplemental Information

19) Organizational Capacity

Is this the first CDBG request your organization has applied for? Yes ☐ No ☐

a) If NO:

- 1) List on a separate sheet a summary of all other Middletown CDBG applications filed to date, including the year, the project name, the amount applied for, and the amount awarded. Briefly discuss the outcome of these grants.
- 2) Demonstrate how other source(s) of funding have been leveraged in ensuing years to replace CDBG funding and sustain the project into the future.

b) If YES:

- 1) Please relate on a separate sheet your organization's experience serving low- and moderate-income residents of Middletown.
- 2) List other non-CDBG funding sources for the project and/or discuss the likelihood that this grant will leverage non-CDBG dollars for future support of the project.

20) Construction/Rehabilitation Only Question- Ownership of Site

Who is the owner of the site? If the owner is other than the applicant, please submit a copy of the owner's written approval of the proposed renovations, and please indicate the term of the lease, expiration date, and whether or not renewal is likely.

21) Public Service Only Question- Future Funding

On a separate sheet of paper, please discuss your organization's strategy for identifying future non-CDBG funding sources for this project, if CDBG support is received .

22) Economic Development Only Question- Project Availability

On a separate sheet of paper, please discuss your strategy for making you jobs available to Middletown residents, if CDBG support is received.

23) Planning Only Question- Implementation of Study

On a separate sheet of paper, please discuss your strategy for implementation or benefit that will be realized by any study funded with CDBG funds.

24) Faith-based Organizations

I, the authorized representative of the applicant, certify that the program we propose for funding will comply with the guidelines that govern funding programs and projects run by faith-based organizations and I will consult the Guidance to Faith-Based and Community Organizations on Partnering with the Federal Government. A copy can be found at: <http://www.in.gov/ofbci/files/GuidanceDocument.pdf>

Briefly, the guidelines are as follows, more detail can be found in the document above:

- Organizations may not use direct HUD funds to support inherently religious activities such as worship, religious instruction, or proselytization. Faith-based organizations may use HUD funds to support non-religious social services that are separate in time or location from their inherently religious activities.
- Faith-based organizations, like all organizations implementing HUD-funded programs, must serve all eligible beneficiaries without regard to religion. Faith-based organizations may not require participants to attend or take part in any religious activities. Faith-based organizations may invite participants to religious activities that take place at a different time or location, but these participants must be reassured that their decision to participate or not will affect their ability to receive the service you are providing with HUD funds.
- Faith-based materials, supplies, literature may not be acquired with HUD funds.
- Faith-based organization may use HUD funds to pay the salary to staff or members of a faith-based organization provided that the staff or members do not engage in religious activities while being paid with public dollars.

Signature: _____

Date: _____

Regulations Overview and Understanding

25) This section is will provide you with an understanding with what HUD regulations apply to CDBG funding and give the City of Middletown an opportunity to find what technical assistance your program may need. Answering these questions honestly will only help in the success of your program, should it receive funding. The answers you provide in this section will not be used in evaluating your project.

Please answer on a scale from 1 to 5 of you knowledge of the following.

No knowledge =1 2 3 4 5= very knowledgeable

Level of Knowledge	Regulation or Procedure	Explanation	For more information
	Davis-Bacon Act	If a construction project exceeds \$2,000, then workers receive a minimum wage determined by Dept. of Labor Wage Decisions.	http://www.dol.gov/dol/compliance/comp-dbra.htm
	Competitive Procurement	CDBG requires that all procurement be competitive, meaning that the lowest of three quotes is accepted. If the project is large, than a formal bid process may need to be followed.	http://www.middletownplanning.com/documents/CDBGprocurementguide.pdf
	OMB Circular No. A-122- Cost Principals for Non-Profit Organizations	Federal guidelines for what maybe purchased with federal funds	http://www.whitehouse.gov/omb/circulars/a122/a122.html
	CFR Title 24 Part 84- Uniform Administration Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-profit organizations	Establishes administrative requirements, such as financial management, program management, property standards, procurement standards, reporting, etc.	http://www.access.gpo.gov/nara/cfr/waisidx_03/24cfr84_03.html
	The Uniform Relocation and Real Property Acquisition Policies Act of 1970	Rights given to people who are displaced as a result of a federally funded project.	http://www.hud.gov/offices/cpd/library/relocation/publications/index.cfm
	The Contract Work Hours and Safety Standards Act	This act maintains the rate of pay and working conditions required for all workers in federally assisted projects.	http://www.dol.gov/dol/compliance/comp-cwhssa.htm
	CDBG Funds Taint other Funds	Any rules or regulations applied to any CDBG funds received must also be applied to any other resources used for the overall project.	
	Requesting Payments from the City of Middletown	The reimbursement process for CDBG funding	http://www.middletownplanning.com/documents/CDBGmiddletownguide.pdf

Statement of Agreement

I have read and understand the information about the Community Development Block Grant program contained within the Notice of Funding Availability.

I understand that the intent of the Community Development Block Grant program is to provide decent housing opportunities, a suitable living environment and expanded economic opportunities for low-income persons in Middletown. I further understand that Community Development Block Grant funds have the greatest impact on the community when used for projects that target resources toward specific community needs, involve the active coordination of existing resources and facilitate the leveraging of other non-City resources.

I agree that any and all Community Development Block Grant funds received as a result of this application will be used in a manner consistent with the intent of the Block Grant program and the purposes stated in the attached application for funding.

Signature: _____

Date: _____