

# 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

**Amount Requested:** \$ \_\_\_\_\_

**Project Name:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

*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) 344.3425 or E-mail your questions to: michiel.wackers@cityofmiddletown.com. Submit 18 double-sided copies to 245 deKoven Drive; Middletown, CT 06457*

### Checklist

- 
- |   |  |
|---|--|
| <input type="checkbox"/> Statement of Agreement signed and dated                      | <input type="checkbox"/> Basic Information completely filled out               |
| <input type="checkbox"/> Project Eligibility completely filled out                    | <input type="checkbox"/> Project Beneficiaries completely filled out           |
| <input type="checkbox"/> Project Activities, Goals and Timeframe completely filed out | <input type="checkbox"/> Financial Information completely filled out           |
| <input type="checkbox"/> Supplemental Information completely filled out               | <input type="checkbox"/> Reg. Overview and Understanding completely filled out |
- Eighteen (18) double-sided copies** of the application  
 One copy of Organization's recent audit 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.

Signed: \_\_\_\_\_

By: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**ALL APPLICATIONS ARE DUE BY 11 A.M. ON FEBRUARY 16, 2010**  
**PLEASE SUBMIT EIGHTEEN (18) DOUBLE-SIDED COPIES OF THE APPLICATION**  
**AND ONE (1) COPY OF YOUR AUDIT**

## **Basic Information**

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1) **Project Name:** \_\_\_\_\_  
Project Location: \_\_\_\_\_

2) **Amount Requested:** \$ \_\_\_\_\_

### **3) Contact Information:**

Organization: \_\_\_\_\_

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

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

Chief Executive Officer: \_\_\_\_\_

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

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

Project Officer: \_\_\_\_\_

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

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

Tel.: \_\_\_\_\_ Fax: \_\_\_\_\_

Email: \_\_\_\_\_

### **4) Brief Description of Proposed Project:**

# Project Eligibility

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## 5) 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  
*(Please define the area's boundaries and demonstrate [1] that it is a predominantly low-income area, and [2] that your project's benefit corresponds to the area's boundaries.)*
- 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  
*(You can document that at least 51% are of low & moderate-income status.)*
- Removes or prevents slums/blight in a generally blighted area; or  
*(Please define the area's boundaries and demonstrate with photographs and narrative the area's blighted nature and how your project will alleviate those conditions.)*
- Removes or prevents slums/blight in a particular spot; or

## 6) Eligible Activities

Listed on Attachment #1 are HUD eligibility types and their associated citations in the Code of Federal Regulation, Title 24. Please indicate which activity and/or subactivity most appropriately describes the proposed project:

Activity Name: \_\_\_\_\_ Activity Code: \_\_\_\_\_

Subactivity Name: \_\_\_\_\_ Subactivity Code: \_\_\_\_\_

## 7) City of Middletown's Consolidated Plan

The City of Middletown has established priority needs and allocations priorities in its 5-year Consolidated Plan for Housing and Community Development. This document can be found on file in the Town Clerk's office, the library, the Department of Planning, Conservation, and Development, and online at <http://www.middletownplanning.com/documents/20052010conplan.pdf>.

A) Priority Needs- Check the appropriate priority described in Consolidated Plan.

- Priority # 1- Jobs, jobs, jobs! (page 20)
- Priority # 2- Livable neighborhoods! (page 26)
- Priority # 3- Access for All! (page 34)
- Other Needs not described in the 5-year Consolidated Plan *(if the 5-year Consolidated Plan does not discuss the priority need your project is trying to address, please write a detailed description of the need on a separate sheet of paper. If the Citizen's Advisory Committee agrees with your assessment, the 5-year Consolidated Plan can be amended to include your priority need, therefore making your project eligible for funding.)*

B) Specific Objectives and Strategies (pages 35-37) Check all the appropriate objective group and reference the specific objective number and the objectives and/or strategies described in Consolidated Plan.

### Priority # 1- Jobs, jobs, jobs!

- Strategy J1- Middletown Job Launch Grants (page 22)
- Strategy J2- Multi-year grants to provide Career Services Job Placement and Job Coaching Programs to Middletown.(page 23)
- Strategy J3- Establish a \$1,500 grant program to assist small business creation or expansion tied to specific training, where an addition \$500 is available. (page 24)

### Priority # 2- Livable neighborhoods!

- Strategy LN1- Establish a Downtown Neighborhood Beautification Micro Grant Program (page 27)
- Strategy LN2- Establish a Low and Moderate Income First-time Homebuyer Grant Program (page 28)
- Strategy LN3- Rapid Response Blight Revolving Fund Program (page 29)
- Strategy LN4- Establish a Rental Housing Re-inspection License Program (page 30)

- \_\_\_\_\_ Strategy LN5- Support programs that address and reduce crimes and quality of life problems in neighbourhoods (page 31)
- \_\_\_\_\_ Strategy LN6- Support the creation and improvement of neighborhood parks, community gardens, sidewalks, bike paths, public spaces and other public amenities in low and moderate income neighborhoods. (page 32)
- \_\_\_\_\_ Strategy LN7- Multi-year grant to support a foreclosure counseling program in targeted area. (page 33)

**Priority # 3- Access for All!**

- \_\_\_\_\_ Strategy AA1- Multi-year grant to fund a program to promote, assist and subsidize access for residents apply to existing programs that provide energy audits and improvement rebates or incentives. (page 35)
- \_\_\_\_\_ Strategy AA2- Multi-year grant to establish mirco-grant or loan program to elimination issues affecting the seniors and the disabled in their own homes or apartments. (page 36)
- \_\_\_\_\_ Strategy AA3- Develop an after-school scholarship program to assist low and moderate income household send their children to approved after-school programs. (page 37)
- \_\_\_\_\_ Strategy AA4- Multi-year Challenge Grant to Support the creation of an effective after-school transportation network. (page 39)
- \_\_\_\_\_ Strategy AA5- Support the Middlesex County 10-year plan to end homelessness. (page 40)
- \_\_\_\_\_ Strategy AA6- Support the modernization of public facilities to become more energy efficient and reduce operating costs. (page 42)
- \_\_\_\_\_ Strategy AA7- Eliminate architectural barriers that prevent seniors and the disabled from benefiting from public facilities (page 43)
- \_\_\_\_\_ Strategy AA8- Community Health Center Expansion (page 44)
- \_\_\_\_\_ Strategy AA9- Reducing Hunger Grants (page 45)

\_\_\_\_\_ Other Objectives and Strategies not described in the 5-year Consolidated Plan *(if the 5-year Consolidated Plan does not discuss the objectives and strategies your project is trying to address, please write a detailed description of the objective on a separate sheet of paper. If the Citizen’s Advisory Committee agrees with your assessment, the 5-year Consolidated Plan can be amended to include your objectives and strategies, therefore making your project eligible for funding.)*

# Project Beneficiaries

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## 8) Accomplishments

Indicate which one of the following accomplishments categories best applies to the proposed project and indicate the number of accomplishments anticipated: People, Youth, Elderly, Households (General), Large Households, Small Households, Elderly Households, Business, Organizations, Housing Units, Public Facilities, square feet of Public Utilities.

Type of Accomplishments: \_\_\_\_\_

Number of Accomplishments: \_\_\_\_\_

## 9) 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.

$$\frac{\text{_____}}{\text{(Amount requested)}} \div \frac{\text{_____}}{\text{(Number of recipients expected)}} = \text{_____} \$ \text{ amount per L/M income residents.}$$

## 10) 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**

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### **11) Time performance for activity**

Please select one the expected timeframe for the activity:

\_\_\_\_\_ Public Service, Planning and Construction Projects- 1 year- *September 1, 2010 - August 31, 2011*

\_\_\_\_\_ Construction Projects 1 year- *September 1, 2010 - August 31, 2011*

\_\_\_\_\_ Construction Projects 2 year- *September 1, 2010 - August 31, 2012*

\_\_\_\_\_ Other *September 1, 2008 - \_\_\_\_\_*

### **12) Scope of Work**

Brief describe each activity to be undertaken:

### **13) 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 through out 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

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## 14) 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 Cost	_____	_____
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	_____	_____
Total Other Indirect Costs	_____	_____
Totals	_____	_____
Total Amount to be Spent on Project: _____		

## 15) 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.

16) Employer ID Number: \_\_\_\_\_

17) IRS Tax Exempt Number: \_\_\_\_\_

## 18) 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.

## 19) Project Revenue

Will the project – either while underway or upon completion – charge fees or generate revenue? If yes, please describe.

## Supplemental Information

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### 20) 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.

### 21) 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.

### 22) 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 .

### 23) 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.

### 24) 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.

### 25) 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](http://www.whitehouse.gov/government/fbc/guidance_document_01-06.pdf). A copy can be found at: [http://www.whitehouse.gov/government/fbc/guidance\\_document\\_01-06.pdf](http://www.whitehouse.gov/government/fbc/guidance_document_01-06.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.

Signed: \_\_\_\_\_ Date \_\_\_\_\_

## Regulations Overview and Understanding

26) 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
	<b>Davis-Bacon Act</b>	If a construction project exceeds \$2,000, then workers receive a minimum wage determined by Dept. of Labor Wage Decisions.	<a href="http://www.dol.gov/dol/compliance/comp-dbra.htm">http://www.dol.gov/dol/compliance/comp-dbra.htm</a>
	<b>Competitive Procurement</b>	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.	<a href="http://www.middletownplanning.com/documents/CDBGprocurementguide.pdf">http://www.middletownplanning.com/documents/CDBGprocurementguide.pdf</a>
	<b>OMB Circular No. A-122- Cost Principals for Non-Profit Organizations</b>	Federal guidelines for what maybe purchased with federal funds	<a href="http://www.whitehouse.gov/omb/circulars/a122/a122.html">http://www.whitehouse.gov/omb/circulars/a122/a122.html</a>
	<b>CFR Title 24 Part 84- Uniform Administration Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals and other Non-profit organizations</b>	Establishes administrative requirements, such as financial management, program management, property standards, procurement standards, reporting, etc.	<a href="http://www.access.gpo.gov/nara/cfr/waisidx_03/24cfr84_03.html">http://www.access.gpo.gov/nara/cfr/waisidx_03/24cfr84_03.html</a>
	<b>The Uniform Relocation and Real Property Acquisition Policies Act of 1970</b>	Rights given to people who are displaced as a result of a federally funded project.	<a href="http://www.hud.gov/offices/cpd/library/relocation/publications/index.cfm">http://www.hud.gov/offices/cpd/library/relocation/publications/index.cfm</a>
	<b>The Contract Work Hours and Safety Standards Act</b>	This act maintains the rate of pay and working conditions required for all workers in federally assisted projects.	<a href="http://www.dol.gov/dol/compliance/comp-cwhssa.htm">http://www.dol.gov/dol/compliance/comp-cwhssa.htm</a>
	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.	
	<b>Requesting Payments from the City of Middletown</b>	The reimbursement process for CDBG funding	<a href="http://www.middletownplanning.com/documents/CDBGmiddletownguide.pdf">http://www.middletownplanning.com/documents/CDBGmiddletownguide.pdf</a>

## 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.

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

**Attachment #1**

*CDBG-eligible activities, HUD Codes, and Regulation citation (citations are "Parts" and "Sections" of Title 24 of the Code of Federal Regulations, e.g. 570.201 (a) is 24 CFR 570.201 (a)). Those wishing to ascertain further the eligibility of their activity can find the Code of Federal Regulations online through the HUD website, at the library, or over the counter at the DPCD. Additionally, a matrix for pairing eligible activities with national objectives is online at [www.hud.gov/cpd/idis/toolbox/matrix\\_noc.pdf](http://www.hud.gov/cpd/idis/toolbox/matrix_noc.pdf).*

HUD Code	HUD Code Title	Reg Citation	HUD Code	HUD Code Title	Reg Citation
01	Acquisition of Real Property	570.201(a)	05T	Security Deposits	
02	Disposition	570.201(b)		(if HOME, not part of 5% Admin cap)	
03	Public Facilities & Improvements (Gen)	570.201©	06	Interim Assistance	570.201(f)
			07	Urban Renewal Completion	570.201(h)
03A	Senior Centers	570.201©	08	Relocation	570.201(i)
03B	Handicapped Centers		09	Loss of Rental Income	570.201(j)
03C	Homeless Facilities	570.201©	10	Removal of Architectural Barriers	570.201(k)
03D	Youth Centers	570.201©	11	Privately Owned Utilities	570.201(l)
03F	Parks, Recreational Facilities	570.201©	12	Construction of Housing	570.201(m)
03G	Parking Facilities	570.201©	13	Direct Homeownership Assistance	570.201(n)
03H	Solid Waste Disposal Improvements	570.201©	14A	Rehab;Single-Unit Residential	570.202
03I	Flood Drain Improvements	570.201©	14B	Rehab;Multi-Unit Residential	570.202
03J	Water/Sewer Improvements	570.201©	14C	Public Housing Modernization	570.202
03K	Street Improvements	570.201©	14D	Rehab;Other Publicly-Owned Res. Bldgs	570.202
03L	Sidewalks	570.201©	14E	Rehab;Pub.\Pri.-Owned Commercial\Indus.	570.202
03M	Child Care Centers	570.201©	14F	Energy Efficiency Improvements	570.202
03N	Tree Planting	570.201©	14G	Acquisition Rehabilitation	570.202
03O	Fire Station Equipment	570.201©	14H	Rehabilitation Administration	570.202
03P	Health Facilities	570.201©	14I	Lead-Based\Lead Hazard Test\Abate	570.202
03Q	Abused and Neglected Children Facilities	570.201©	15	Code Enforcement	570.202©
			16A	Residential Historic Preservation	570.202(d)
03R	Asbestos Removal	570.201©		Non-Residential Historic Preservation	570.202(d)
03S	Facilities for AIDS Patients (not operating costs)	570.201©	17A	CI Land Acquisition\Disposition	520.203(a)
			17B	CI Infrastructure Development	570.203(a)
03T	Operating Costs of Homeless\AIDS patients prog.		17C	CI Building Acquisition, Con. Rehab.	570.203(a)
			17D	Other Commercial\Industrial Improvements	570.203(a)
04	Clearance and Demolition	570.201(d)	18A	ED Direct Financial Assistance to For-Profits	570.203(b)
04A	Clean-up of Contaminated Sites	570.201(d)	18B	ED Technical Assistance	570.203(b)
05	Public Services (General)	570.201(e)	18C	Micro-Enterprise Assistance	
05A	Senior Services	570.201(e)	19A	HOME Admin\Planning costs of PJ	
05B	Handicapped Services	570.201(e)	19B	HOME CHDO Operating Costs	
05C	Legal Services	570.201(e)	19C	CDBG Nonprofit Organization Capacity Bldg.	
05D	Youth Services	570.201(e)	19D	CDBG Assistance to Institutes of Higher Education	
05E	Transportation Services	570.201(e)	19E	CDBG Operation & Repair of Foreclosed Property	
05F	Substance Abuse Services	570.201(e)	19F	Repayments of Section 108 Loan Principal	
05G	Battered and Abused Spouses	570.201(e)	20	Planning	570.205
05H	Employment Training	570.201(e)	21A	General Program	
05I	Crime Awareness	570.201(e)		Administration	570.206
05J	Fair Housing Activities (CDBG subject to 15% cap)	570.201(e)	21B	Indirect Costs	570.206
			21C	Public Information	570.206
05K	Tenant Landlord Counseling	570.201(e)	21D	Fair Housing Activities (20%) Admin cap)	570.206
05L	Child Care Services	570.201(e)	21E	Submissions or Applications for Federal Programs	570.206
05M	Health Services	570.201(e)			
05N	Abused and Neglected Children	570.201(e)	21F	HOME Rental Subsidy Payments	
05O	Mental Health Services	570.201(e)	21G	HOME Security Deposits	
05P	Screening for Lead Based Paint\Lead Hazards Poison	570.201(e)	21H	HOME Admin\Planning Costs of PJ (subject to 10% cap)	
05Q	Subsistence Payments	570.204	21I	HOME CHDO Operating Expenses (subject to 5% cap)	
05R	Homeownership Assistance (not direct)	570.204			
05S	Rental Housing Subsidies	570.204	22	Unprogrammed Funds	