

**CITY OF MIDDLETOWN CONNECTICUT**  
*Department of Planning, Conservation, & Development*

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C O M M U N I T Y   D E V E L O P M E N T

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**TO:** All Interested Parties

**FROM:** Michiel Wackers  
Community Development Specialist

**DATE:** January 3, 2005

**RE:** Notice of Funding Availability -- Community Development Block Grant Program, Year 31

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Pursuant to the City of Middletown's *Citizens' Participation Plan* and the regulations of the U.S. Department of Housing and Urban Development, the Citizens' Advisory Committee will hold a public hearing to provide citizens and citizen organizations with an opportunity to comment on the use of \$588,694.51 anticipated to be available under the City's Community Development Block Grant (CDBG) entitlement program.

The City of Middletown has been notified that its entitlement grant allocation for 2005 is estimated to be \$458,989.00. Added to this sum is an expected \$50,000.00 in CDBG Program Income and \$79,705.51 in Reprogrammed CDBG funds

The city is interested in proposals for projects pursuant to the goals and strategies outlined in the city's 5-year *Consolidated Plan of Housing & Community Development*, a summary of which will be included in the grant application. The City of Middletown will accept applications for any project which either demonstrates a public benefit, fulfills an objective of the *Consolidated Plan*, or is otherwise consistent with CDBG program guidelines.

The hearing will be held on Wednesday, March 16th at 5:00 p.m. in the Common Council Chambers of the Municipal Building, 245 deKoven Drive. Each proposal will be granted a five-minute time slot to present their proposal. The Citizens' Advisory Committee of the City of Middletown has established certain requirements for sub-grantees (organizations who would like to receive program funds). Therefore, persons and organizations interested in submitting funding requests and/or commenting on the use of funds should obtain applications which are available in the Community Development Division of the Department of Planning, Conservation and Development, Room 202 of the Municipal Building, or download them from the department's website, at [www.middletownplanning.com](http://www.middletownplanning.com).

An application conference for all those interested in an explanation of the application process and to answer questions pertaining to your projects will be held at 10AM on January 19, 2005.

**Completed funding requests should be returned to the Community Development Division of the Department of Planning, Conservation and Development for preliminary review no later than 11 AM on Friday, February 11, 2005.**



**Completing the 2005 (PY31) Entitlement Sub-grantee Application Form:**

*Instructions and Advice*

1. Please make sure you have received a full and up-to-date application form. Only current and complete application forms will be considered for funding. The application is titled "2005 (PY31) Entitlement Sub-grantee Application Form" and is six (6) pages in length. **Note:** In addition to the application, you must also submit your signed Statement of Agreement (on page 8 of this packet).
  
2. If you are not familiar with Middletown's CDBG program, or the CDBG program in general, consider taking the time to familiarize yourself with the following two key documents, available at the DPCD office, the library, or online at [www.middletownplanning.com](http://www.middletownplanning.com).
  - *City of Middletown Consolidated Plan for Housing and Community Development September 1, 2000 to August 31, 2005*
  - *Community Development Block Grant Program: Guide to National Objectives and Eligible Activities for Entitlement Communities*

CDBG funds are federal money, subject to federal regulations. If you receive CDBG funds, you will have to abide by an elaborate framework of federal laws and regulation, the scope of which ranges from issues of labor to environmental protection. The community development staff for the city is on hand to answer questions and help you navigate through these laws, but the ultimate responsibility lies with you the applicant.

3. Glossary  
Understanding the following definitions will make the application process easier for you.

**Low and moderate income.** Low- and moderate-income persons are defined as persons residing in households with total gross household income at or below the HUD-established moderate income threshold for a household of that size. \*If you apply for a grant through the CDBG program that is *not* for "area benefit," you will have to document that the persons benefited by your project are indeed "low and moderate income." The following table is of current income thresholds applicable to the City of Middletown.

Hartford MSA	Family size	1	2	3	4	5	6	7	8
Median Family	Very Low-Income	\$ 15,350	\$ 17,500	\$ 19,700	\$ 21,900	\$ 23,650	\$ 25,400	\$ 27,150	\$ 28,900
Income:	Low-Income	\$ 25,550	\$ 29,200	\$ 32,850	\$ 36,500	\$ 39,400	\$ 42,350	\$ 45,250	\$ 48,200
\$ 73,000	Low/Mod-Income	\$ 39,550	\$ 45,200	\$ 50,850	\$ 56,500	\$ 61,000	\$ 65,550	\$ 70,050	\$ 74,600

**Income.** Income is defined as any form of financial support received by a person or household including wages, salaries, tips, and commissions; self-employment including proprietorships and partnerships; interest, dividends, net rental income or income from estates and trusts; Social Security, pension, or other forms of public assistance; veterans payments; unemployment compensation; and alimony or child support.

**CAC.** Citizens' Advisory Committee. This is the city committee, appointed by the mayor, who reviews CDBG applications and makes final funding recommendations to the Common Council and HUD.

**CDBG.** Community Development Block Grant

**HUD.** United States Department of Housing and Urban Development

**DPCD.** City of Middletown Department of Planning, Conservation, and Development

**Household.** A household is defined as all persons who occupy a single housing unit. The occupants may be a single family, a person living alone, two or more families living together in one unit, or any other combination of related or unrelated persons sharing a housing unit.

**Rehabilitation.** Rehabilitation is defined as physical improvements to existing housing structures. A minimum of 51% of the units within a CDBG-funded rehabilitation project must be rented or sold to low and moderate income persons at a rent (inclusive of utilities) or calculated mortgage payment that does not exceed 30% of the adjusted gross household income.

**Public service.** Up to 15% of the CDBG budget may go to Public Service projects. Public service activities include, but are not limited to, those concerned with employment, crime prevention, education, child care, health, and recreational needs. To be eligible for CDBG assistance, a public service must be a new service or a quantifiable increase in the level of an existing service. Income payments are ineligible.

**Public facility.** A public facility is a structure that is owned or operated by a public or not-for-profit entity and used primarily as a site for the delivery of services to low- and moderate-income persons or the disabled.

4. Your application will be reviewed by staff and members of the Citizens' Advisory Committee and assessed on the merits of criteria described in the "Assessment of Proposals," included on the following pages. Many of the questions in the application, however, are there to translate the projects' content into federal formulas (not to disqualify or disadvantage particular applications), so please answer objectively and candidly.

# Staff Assessment of Proposals

## All Projects.

- \_\_\_\_\_ 1. Application is complete. If yes = 4 points; if no = 0 points and the application shall be rejected.
- \_\_\_\_\_ 2. Project meets basic eligibility criteria as established by HUD. If yes = 4 points; if no = 0 points and proceed no further. (Corresponds to project Eligibility Section on the Application.)
- \_\_\_\_\_ 3. Project clearly benefits primarily Middletown residents. If nature of the project is such that only Middletown residents will be served = 4 points; if not, but applicant makes a case that the concern will be addressed with earmarking = 2; if it seems likely that Middletown CDBG funds will be spent on non-Middletown residents = 0. (Corresponds to Project Beneficiaries Section on the application.)
- \_\_\_\_\_ 4. Project clearly shows direct or indirect benefit to low/mod persons. Score from 0, 2, or 4, with 4 representing highest direct benefit and 0 representing no benefit. (Corresponds to Project Beneficiaries Section on the Application.)
- \_\_\_\_\_ 5. Proposed project addresses the needs of groups presumed to be beneficiaries such as the homeless, public housing residents and the handicapped. If yes = 4; if no = 0. (Corresponds to Project Beneficiaries Section on the Application.)
- \_\_\_\_\_ 6. Project addresses needs, goals, objectives, or strategies cited in the *Consolidated Plan for Housing and Community Development, 2000-2005*. If addresses Specific Objectives and Strategies in the Strategic Plan = 4 points; if addresses Priority Needs and Allocation Priorities in the Strategic Plan = 2 points; if no need addressed = 0 points. (Corresponds to project Eligibility Section on the Application.)
- \_\_\_\_\_ 7. Cost of proposed project will be shared between CDBG and other sources. Score one point for every *secured* 10% match (must show commitment letters.) (Corresponds to Financial Information Section on the Application.)
- \_\_\_\_\_ 8. Likely community impact of the project, relative to its size, is: high = 4 points, medium = 2 points, low = zero points. (Counts for 50% of total score and is derived from the application as a whole.)

## Past Program Performance.

\* For current or past subgrantees only.

- \_\_\_\_\_ 1. Past CDBG-funded programs have met performance goals and maintained compliance with all applicable regulations. Score 0, 2, or 4 points. (Corresponds to Supplemental Information Section on the application.)
- \_\_\_\_\_ 2. Organization has secured non-CDGB funding to maintain programs formerly funded with CDBG dollars. Rarely = 0, Sometimes = 2, Consistently = 4. (Corresponds to Supplemental Information Section on the application.)

## Organizational Capacity.

\*\* For new applicants only.

- \_\_\_\_\_ 1. Organization has past experience serving low/mod residents of Middletown. Organization primarily serves low/mod Middletown residents = 4 points; organization serves low/mod Middletown residents = 2 points; and organization does not serve low/mod Middletown residents = 0. (Corresponds to Supplemental Information Section on the Application.)
- \_\_\_\_\_ 2. Organization has diverse funding (public, private, foundation, etc.) indicating that it will likely leverage non-CDBG dollars for future support of the proposed project. Score is 0, 2, or 4, with 4 representing compelling diversity and 0 representing no diversity of funding. (Corresponds to Supplemental Information Section on the Application.)

*The remaining factors will be used to distinguish projects within their funding category.*

**Public facilities/rehabilitation Projects Only.**

- \_\_\_\_\_ 1. Project is located in a low/mod area benefit eligible block group. If yes = 4 points; if no = 2 points. (Corresponds to Question 7 on the Application.)
- \_\_\_\_\_ 2. Project appears in compliance with zoning, e.g. maintaining existing use. If yes = 4 points; if no, but special permit or variance may be possible = 2 points; if no and special permits or variances seem unlikely = 0 points and project will not be funded. (Staff review)
- \_\_\_\_\_ 3. Proposal appears to accurately estimate project costs. If yes = 4 points; if “rough” estimate or scope of work unclear = 2 points; if no verifiable estimate is provided or if scope of work is not provided = 0 points. (Corresponds to Financial Information Section on the Application.)
- \_\_\_\_\_ 4. Organization has capacity to manage facility/dwelling. If organization has building management plan and provisions for routine maintenance (e.g. maintenance staff, subcontract) = 4 points; if organization has maintenance staff/sub-contract, but no management plan = 2 points; if organization has neither management plan nor maintenance staff\sub-contract = 0 points. (Corresponds to Supplemental Information Section on the Application.)
- \_\_\_\_\_ 5. Organization owns facility or has a lease lasting for at least 10 years from the start of PY31. One (1) point for every two (2) years of the lease, or five (5) points for ownership. (Corresponds to Supplemental Information Section on the Application.)

**Economic Development Projects.**

- \_\_\_\_\_ Project meets dollars per job ratios as specified in CDBG program regulations. If yes = 4 points; if no = 0 points. (Corresponds to Project Beneficiaries Section on the Application.)

# CAC Member Assessment of Proposals

## All Projects.

- \_\_\_\_ 1. Project clearly benefits primarily Middletown residents. If nature of the project is such that only Middletown residents will be served = 4 points; if not, but applicant makes a case that the concern will be addressed with earmarking = 2; if it seems likely that Middletown CDBG funds will be spent on non-Middletown residents = 0. (Corresponds to Project Beneficiaries Section on the application.)
- \_\_\_\_ 2. Project clearly shows direct or indirect benefit to low/mod persons. Score from 0, 2, or 4, with 4 representing highest direct benefit and 0 representing no benefit. (Corresponds to Project Beneficiaries Section on the Application.)
- \_\_\_\_ 3. Proposed project addresses the needs of groups presumed to be beneficiaries such as the homeless, public housing residents and the handicapped. If yes = 4; if no = 0. (Corresponds to Project Beneficiaries Section on the Application.)

## Public Service Projects.

- \_\_\_\_ 1. Project has **not** received CDBG funding in past program years. If yes = 4 points; if no = 0 points. (Corresponds to Supplemental Information Section on the Application.)
- \_\_\_\_ 2. Proposal clearly identifies how program will be sustained financially after one year of CDBG funding. If future funding is secured = 4; if a viable strategy for future funding has been identified = 2; if future funding is not seriously addressed = 0 (Corresponds to Supplemental Information Section on the Application.)
- \_\_\_\_ 3. If proposed project is a **new** service or does not duplicate existing services = 4 points, 2 points if it's a **significant expansion** of existing services, 0 points if its neither. (Corresponds to Supplemental Information Section on the Application.)

## Public facilities/rehabilitation Projects Only.

- \_\_\_\_ 1. Organization has site control. If currently in control of site = 4 points; if option to control or binder = 2 points. (Corresponds to Supplemental Information Section on the Application.)
- \_\_\_\_ 2. Organization maximizes use of space, e.g. space is "programmed" during traditional and nontraditional hours, organization makes space available to neighborhood groups and other non-profits when not in use etc. 4 points if the space is programmed morning, noon, and night, 2 points if, during the time that it's not programmed, it is made available to other groups to use, 0 points if it is neither fully used nor available. (Corresponds to Supplemental Information Section on the Application.)