

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

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

TO: All Interested Parties

FROM: Michiel Wackers
Community Development Specialist

DATE: January 2, 2007

RE: Notice of Funding Availability -- Community Development Block Grant Program, Year 33

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 the City's anticipated Community Development Block Grant (CDBG) entitlement program.

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 28th at 5:00 p.m. in Room 208 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.

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 Monday, February 9, 2007.

Completing the 2007 (PY33) 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 "2007 (PY33) Entitlement Sub-grantee Application Form". **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.
 - *City of Middletown Consolidated Plan for Housing and Community Development September 1, 2005 to August 31, 2010*
 - *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 Income:	Very Low-Income	\$ 16,850	\$ 19,250	\$ 21,650	\$ 24,050	\$ 25,950	\$ 27,900	\$ 29,800	\$ 31,750
	Low-Income	\$ 28,050	\$ 32,100	\$ 36,100	\$ 40,100	\$ 43,300	\$ 46,500	\$ 49,700	\$ 52,950
\$ 80,200	Low/Mod-Income	\$ 41,700	\$ 47,700	\$ 53,650	\$ 59,600	\$ 64,350	\$ 69,150	\$ 73,900	\$ 78,650

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.

Assessment of Proposals

Staff Questions

- ___ 1. Project addresses a priority cited in the *Consolidated Plan for Housing and Community Development, 2005-2010*. If addresses Priority One= 10 points; if addresses Priority Two= 8 points; if addresses Priority Three= 6 points; addresses Priority Four= 4 points; addresses Priority Five= 2 points; if no need addressed = 0 points. (Corresponds to Question 7a on the Application.)
- ___ 2. Project implements one or more of the objectives cited in the *Consolidated Plan for Housing and Community Development, 2005-2010*. If addresses:
- Community Development Objective= 10 points
 - Rental Housing Objective= 8 points Owner Housing Objective= 8 points
 - Lead-Based Hazards Objective= 8 points Fair Housing Objective= 8 points
 - Economic Development Objective= 6 points
 - Homeless Objective= 4 points Special Needs Objective= 4 points
 - Public Facilities Objective= 4 points Public Service Objective= 4 points
 - Infrastructure Objective= 2 point
- (Corresponds to Question 7b on the Application.)
- ___ 3. Cost of proposed project will be shared between CDBG and other sources. Score 10%-25%= 1 point; 26%-50%= 2 points; 51%-75%= 3 points; 76%-100%= 4 points; 101% and greater= 5 points (must show commitment letters.) (Corresponds to Question 18 on the Application.)

Committee Questions

- ___ 4. Application is complete. If yes = 5 points; if no = 0 points and the application shall be rejected.
- ___ 5. Project meets basic eligibility criteria as established by HUD. If yes = 5 points; if no = 0 points and proceed no further. (Corresponds to Question 5, 6, 7 on the Application.)
- ___ 6. Project clearly benefits primarily Middletown residents. If nature of the project is such that only Middletown residents will be served = 5 points; if not, but applicant makes a case that the concern will be addressed with earmarking = 3; if it seems likely that Middletown CDBG funds will be spent on non-Middletown residents = 0. (Corresponds to Question 10c on the application.)
- ___ 7. Project clearly shows direct or indirect benefit to low/mod persons. Score from 0, 3, or 5, with 5 representing highest direct benefit and 0 representing no benefit. (Corresponds to Question 8, 9 and 10 on the Application.)
- ___ 8. Proposed project addresses the needs of groups presumed to be beneficiaries such as the homeless, public housing residents and the handicapped. If yes = 5; if no = 0. (Corr. to Qu. 10 on the App.)
- ___ 9. Likely community impact of the project, relative to its size, is: high = 25 points, medium = 15 points, low = zero points. (based on the assessment of the proposal)
- ___ 10. Organization Capacity, is: very capable= 10, moderately capable= 5, not capable=0. (Corresponds to Question 20 on the application.)

Project Specific Questions

Construction/Rehab

- ___ 11. Organization has site control. If currently in control of site = 15 points; if option to control or binder = 8 points; if the project has no control over a site = 0 (Corresponds to Question 21 on the Application.)

Public Service

- ___ 11. Proposal clearly identifies how program will be sustained financially after one year of CDBG funding. If future funding is secured = 15; if a viable strategy for future funding has been identified = 8; if future funding is not seriously addressed = 0 (Corresponds to Question 22 on the Application.)

Economic Development

- ___ 11. Proposal clearly identifies how the proposal will be made available to Middletown residents. If the proposal does address clearly how it will be made available = 15; if the proposal does address

how it will be made available, but not sufficiently = 8; if the proposal does not address how it will be made available = 0. (Corresponds to Question 23 on the Application.)

Planning

____ 11.

Proposal clearly identifies how this study will then be followed by an actual project that will be implemented and benefit Middletown residents. If the proposal does address clearly how the study will be carried through to implementation = 15; if the proposal does address how the study will be carried through to implementation but not sufficiently = 8; if the proposal does not address how the study will be carried through to implementation= 0 (Corresponds to Question 24 on the Application.)