

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: \$ _____

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

- 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
 Detailed Budget Worksheet completely filled out (HUD form 424-CBW)
 Supplemental Information completely filled out
 Regulations 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 15, 2007
PLEASE SUBMIT EIGHTEEN (18) DOUBLE-SIDED COPIES OF THE APPLICATION
AND ONE (1) COPY OF YOUR AUDIT

Basic Information

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

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
- Removes or prevents slums/blight within an urban renewal area for which an urban renewal plan is in effect; 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 (*pages 27-34*) Check the appropriate priority described in Consolidated Plan.

- Priority One: Address persistent and Chronic problems with the City's North End
- Priority Two: Increase access to affordable and decent housing
- Priority Three: Promote and Improve Middletown's Economic Opportunities and Labor Force
- Priority Four: Protect and Assist the City's Current Special Needs Population
- Priority Five: Improve Quality of Life for all of Middletown's Residents
- 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.

Homeless Objectives

- Obj. #1: Engage chronic homeless clients, developing trust and establishing relationships from which clients can make healthier lifestyle choices.
- Obj. #2: Conduct a community education effort with emphasis on available outreach services and on linking the need for permanent housing to end chronic homelessness.
- Obj. #3: Develop permanent supportive housing for chronic homeless population.
- Obj. #4: Develop tracking system for the community to accurately identify the chronic homeless population & their needs and communicate data and strategies to public.
- Obj. #5: Ensure that mainstream services reach the homeless population.

Special Needs Objectives

- Obj. #6: Support elderly housing especially for those with special needs such as economic needs, sensory impairment needs, accessibility needs, etc.
- Obj. #7: Provide gap financing for property owners or landlords rehabilitating their buildings to come up to ADA code.
- Obj. #8: Support access to Housing for those with HIV/AIDS
- Obj. #9: Continue to support anti-drug, addiction, transitional, and mental health programs.

_____ Obj. #10: Continue to support the rehabilitation of properties acquired or currently owned by groups providing supportive housing.

Rental Housing Objectives

_____ Obj. #11: Support the redevelopment of downtown areas and the construction of and/or conversion of alternative space into affordable rental housing.

_____ Obj. #12: Support the expansion of Rehabilitation Loan program to include conversion of upper story floors of Main Street buildings for residential affordable use and market rate housing.

Owner Housing Objectives

_____ Obj. #13: Continue to support the Down Payment Assistance Loan and Closing Cost Grant program to educate low-income residents to become homeowners and offer low interest loans and grants through the Community Development Block Grant funds.

_____ Obj. #14: Continue to support groups that provide opportunities for low-income Middletown residents to become homeowners.

_____ Obj. #15: Partner with Banks to offer favorable loans to first-time low-and moderate income home buyers, and those seeking rehab loans, that are secured with loan guarantees or subsidies to reduce the interest.

_____ Obj. #16: Continue to use the Residential Rehabilitation Loan program to benefit low-income residents by rehabilitating the buildings in which they reside.

Community Development Objectives

_____ Obj. #17: Implement the North End Redevelopment Plan as a means to improve the quality of life in the neighborhood.

_____ Obj. #18: Implement the Miller & Bridge Redevelopment Plan as a means of ensuring environmental justice for existing low-insurance residents.

Infrastructure Objectives

_____ Obj. #19: Support improvements to infrastructure within CDBG eligible areas.

Public Facilities Objectives

_____ Obj. #20: Continue to support the creation of new public facilities and improvements to existing public facilities such as modernization and ADA accessibility compliance, etc.

Public Service Objectives

_____ Obj. #21: Support education and job training programs that increase residents' skills, new employment opportunities, and programs that do job placement.

_____ Obj. #22: Create Neighborhood and Police partnerships to address crime.

_____ Obj. #23: Continue to improve access to transportation to seniors, disabled adults and low-income residents to get to shopping areas, medical facilities, educational and employment opportunities.

_____ Obj. #24: Continue to provide supervised educational programs and activities after school.

_____ Obj. #25: Support programs that increase access to healthcare to those of low- and moderate-income.

_____ Obj. #26: Continue to support programs that provide for the transition from providing immediate needs to self-sufficiency.

_____ Obj. #27: Continue to study the effect that an aging population will have on Middletown and implement programs to not only assist those elderly who are in need to take advantage of the body of knowledge, expertise, and volunteerism that this segment of the community can apply to address a range of community needs.

_____ Obj. #28: Support early education programs for the youngest of the City's disadvantaged children so they can begin school on equal footing with those from better-off families.

_____ Obj. #29: Provide support and technical assistance to neighborhood groups existing in low-income neighborhoods

_____ Obj. #30: Support programs that will assist in providing childcare so parents can find and maintain employment.

Economic Development Objectives

_____ Obj. #31: Rehabilitate historic industrial sites in Middletown such as the North End, to be then used as a business incubator creating new jobs.

_____ Obj. #32: Take advantage of the success of downtown Middletown as an entertainment and restaurant center to increase employment by attracting retail and business establishments.

_____ Obj. #33: Reclaim former industrial sites on the riverfront as a mixed-use commercial/recreational area on the 85-acre site to reinvigorate residential neighborhoods and connect to all new development downtown.

_____ Obj. #34: Continue efforts to attract businesses through the Enterprise Zone and Target Investment Community Incentives, and the local Tax and Business Incentive Ordinance.

_____ Obj. #35: Continue to support and fund the REINVEST loan program.

_____ Obj. #36: Continue funding JOBS loan program and marketing to industrial sector.

Lead-Based Paint Hazards Objectives

_____ Obj. #37: Continue testing at-risk children and provide families with educational materials on the hazards of lead-based paint.

_____ Obj. #38: Continue to support Middletown's application for Federal Lead Abatement Grants.

Fair Housing Objectives

_____ Obj. #39: Continue to actively support the involvement of housing activists with the Human Relations staff to unilaterally and expeditiously deal with inquires, complaints, and reduce the barriers to affordable housing.

_____ 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

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.

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

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

11) Time performance for activity

Please detail the expected timeframe for the activity:

Length (years): _____

From: _____ To: _____

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 your 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

14) Program Budget

Please complete a detail budget, using HUD form 424-CBW called Grant Application Detailed Budget Worksheet. This form can be downloaded at www.middletonplanning.com/Committees/CAC/CDBG2008.html.

15) 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:	_____	

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

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.

Regulations Overview and Understanding

28) 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.

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.

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