

December 29, 2015

Dear Applicant:

The Town of Stratford has determined that it should anticipate receiving approximately \$526,151 as its entitlement for the upcoming Community Development Year 42 Program. This figure, which is for planning purposes only, presupposes two factors: first, it anticipates that CDBG formula grants will be level-funded by Congress at \$3.0 billion in Fiscal Year 2016; second, it anticipates an increase in the number of entitlement communities across the nation. This amount will necessarily change upon final funding allocation from the U. S. Department of Housing and Urban Development (HUD).

Citizen participation has always been an integral part of the Community Development Block Grant (CDBG) Program. In an effort to maximize participation, and prior to the submission of the application for these funds, the Town must provide the residents of Stratford an adequate opportunity to comment on the needs of the community, and to present their ideas for projects and activities that might best meet those needs.

In August 2015, in accordance with HUD's consolidated submission requirements, the Town prepared and submitted its five-year Consolidated Housing and Community Development Strategy and Plan for Fiscal Years 2015-2019 (hereinafter the "Con Plan"), which was subsequently approved by HUD. This planning document provides a framework for the use and expenditure of CDBG funds during the covered period in accordance with the objectives of the program, including: providing decent housing, a suitable living environment, and expanded economic opportunities principally for persons of low- and moderate-income.

In furtherance of the Con Plan's goals and objectives, and in order to receive CDBG funding, the Town must develop an Action Plan of specific projects for each year of the Con Plan. As part of this process, the Town seeks your input as to the types of projects and activities it should include within its Action Plan for Program Year 42 (2016-2017) that will meet the Town's housing and priority non-housing community development needs identified in the Con Plan.

Please keep in mind that any proposed project/activity must primarily benefit low and moderate income persons, since the Town must fund not less than 70 percent of the grant for activities meeting this criterion.

Enclosed, please find an information package that contains:

- more details about the community development program;
- the types of activities that are eligible and ineligible;
- an approved timetable for the planning process; and
- a subrecipient application and funding request form.

For your convenience, the information package, including application, has been posted as a PDF to the Town of Stratford's website. To access and download the document(s), please visit www.townofstratford.com/communitydevelopment. **Please submit an original and seven (7) copies of your application.**

The deadline for submission of your proposal is Wednesday, February 24, 2016, by 4:30 PM. The Community Development Subcommittee of the Economic and Community Development Commission will hold a public hearing on community needs and proposed projects tentatively scheduled for Tuesday, February 16, 2016. It is anticipated that a proposed program will be finalized by March, so that it can be published for a 30-day comment period.

If you should have any questions on any of this material, or need any additional assistance, please feel free to call the Community Development Administrator at (203) 385-4001 or send an email to cbandecchi@townofstratford.com.

The Town of Stratford looks forward to your participation in the Community Development Block Grant Program.

Best Regards,



Christopher D. Bandecchi
Community Development Administrator

Enclosures (1)



**COMMUNITY DEVELOPMENT
BLOCK GRANT PROGRAM**

INFORMATION PACKAGE

PROGRAM YEAR 42 (2016-2017)



**Town of Stratford
Community Development Block Grant Program**

Information Package

Overview

The Town of Stratford (the “Town”) is an entitlement community under the Community Development Block Grant (CDBG) Program. The CDBG Program was created by the Housing and Community Development Act of 1974 (Public Law 93-383), as amended. The program has a primary objective to develop viable urban communities by providing decent housing and a suitable living environment, as well as expanding economic opportunities, principally for persons of low and moderate income (LMI). Consistent with this objective, the Town must ensure that not less than 70 percent of its Community Development (CD) funds shall be used for activities meeting the criteria of benefiting LMI persons. Attached to this document as Exhibit 1 are the current income limits which the United States Department of Housing and Urban Development (HUD) uses to determine whether an applicant meets the LMI criteria.

Funds Available

As of the release of this information package (the “package”), the Town has not been informed of its entitlement allocation for Program Year 42, the current federal fiscal year. Therefore, for planning purposes, the Town will anticipate an estimated amount of \$526,151, which is approximately a five percent (5%) reduction from the Town’s entitlement amount of \$553,843 for the 2015 program year (PY 41). This figure, which is for planning purposes only, presupposes two factors: first, it anticipates that CDBG formula grants will be level-funded by Congress at \$3.0 billion in Fiscal Year 2016; second, it anticipates an increase in the number of entitlement communities across the nation. The actual amount of the allocation, however, may be more or less depending on the final funding allocation and CDBG formula determinations. In its Annual Action Plan for CD Program Year 42, the Town will provide a means to adjust funding levels up or down to account for any changes in the final allocation amount if the Town does not receive formal notification from HUD of the Town’s Year 42 allocation prior to the conclusion of the local planning process.

Eligible Projects and Activities

Projects proposed for funding under the CDBG Program must meet one of three broad national objectives under the program: benefit to low and moderate income (LMI) persons or households; prevent or eliminate slums or blight; or meet an urgent need (24 CFR 570.208 – Criteria for National Objectives).

Attached, please find Exhibit 2, *Criteria for National Objectives and Eligible Activities*, which provides a brief overview of the requirements and federally prescribed objectives and basic eligible activities found at sections 24 CFR 570.208 and 24 CFR 570.201, et seq., respectively. For a complete review of how compliance with these national objectives will be determined, please refer to the aforementioned CD regulations. Please note that the regulations further state

that mere location of an activity in an LMI area does not mean that an activity automatically meets this benefit test. The activity must be of such a nature or type to meet the community development needs of LMI persons.

Low/Moderate Income Benefit

As a result of the *Cranston-Gonzalez National Affordable Housing Act of 1990*, each community participating in the CDBG Program must certify *that not less than 70 percent* of the CD funds they receive will be used for activities which benefit LMI persons. The Town of Stratford has estimated, based upon types of projects and activities which it has funded under its previous CD programs, and based on its expected funding this year, that approximately 100 percent of its CD Year 42 program will benefit LMI persons. This estimate may change as a result of the types of projects and activities approved by the Town for inclusion in its Action Plan; however, in any event, it will not fall below the statutorily mandated threshold of 70 percent.

Displacement

Recent CD Years' activity has included the relocation of persons involuntarily displaced for permanent supportive housing. In the event that any new projects are proposed for funding which would result in displacement, the Town has an approved plan for minimizing the displacement of persons (*Town of Stratford Residential Antidisplacement and Relocation Assistance Plan, with revisions, as approved by Stratford Town Council, 6/12/2000*). This plan provides relocation assistance in accordance with the requirements of 49 CFR Part 24 which contains the government-wide regulations implementing the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (URA) (42 U.S.C. 4601-4655).

Eligible Areas

According to the special tabulation of the 2010 Census Data and the new Low/Moderate Income Summary Data (LMISD) based on the five-year American Community Survey Data (2006-2010 ACS), which HUD has released to the Town, there are ten (10) block groups within Stratford that qualify as low and moderate income (LMI) areas. A block group is a subdivision of a census tract. The qualifying block groups are:

- Within Census Tract 801, Block Groups 2, 3, and 4
- Within Census Tract 802, Block Groups 2 and 3
- Within Census Tract 804, Block Groups 1 and 3
- Within Census Tract 807, Block Group 1
- Within Census Tract 809, Block Group 2
- Within Census Tract 810, Block Group 1

It is within these areas that the Town will be able to undertake eligible area benefit activities (i.e. public facilities and site improvements) *provided* that it is of such a nature or type to meet the community development needs of LMI persons. In other words, mere location of an activity on

an LMI area basis does not mean that the activity automatically meets the benefit test. Attached, as Exhibit 3, is a map which outlines these areas.

Program Year

The Town of Stratford's CD Program Year 42 begins on July 1, 2016, and ends on June 30, 2017; the fiscal year for the program coincides with the Town's fiscal year.

HUD Timeliness Standards and At-Risk Activities

The U.S. Department of Housing and Urban Development (HUD), which administers the Community Development Block Grant (CDBG) Program, has implemented a policy to reduce future grants when an entitlement grantee fails to expend grants in a timely manner. A grantee is considered timely if 60 days prior to the end of the grantee's program year, under the provisions of 24 CFR 570.902 of the CDBG regulations, the balance in its line-of-credit does not exceed 1.5 times the annual grant. Should the Town of Stratford fail to meet this standard by May 2016, HUD will cause the next grant to be reduced by 100% of the amount in excess of 1.5 times the annual grant.

In addition, as part of its Transformative Initiative, HUD has also implemented an At-Risk Activities module within its information system for grantees where it flags and seeks remediation plans for activities that:

1. Have no draws for a year;
2. Have not reported accomplishments for three years;
3. Have 80 percent of their funding amount disbursed and no accomplishments reported; or
4. Grantees have requested to cancel withdraws.

Accordingly, the Town will pay particular attention to proposed projects and programs that, due to proposed length, completion timeframe, or other circumstances, may adversely impact timely expenditures of the Town's grant. Current subrecipients or subgrantees with flagged activities may have future funding requests curtailed or denied. **Furthermore, particular priority will be given to proposed projects that are likely to expend CD funds within the program year.**

Consolidated Plan Changes

On December 5, 2011, HUD issued new rules for the Emergency Solutions Grant Program that effect all Consolidated Plan jurisdictions. The Emergency Solutions Grant Program is the successor program to the Emergency Shelter Grant Program as authorized by the Homeless Emergency and Rapid Transition to Housing (HEARTH) Act enacted in 2009. The purpose of these changes are to ensure that the Town's housing strategies are aligned to the major goals established in the HUD strategic Plan and the Federal Strategic Plan to End Homelessness, including goals and actions that specifically target:

1. The chronic homeless;
2. Veterans;

3. Families with children; and
4. Unaccompanied youth.

Greater emphasis in the Consolidated Plan has been placed on collaboration with the Continuum of Care, Opening Doors of Fairfield County (ODFC CT-503). The Town of Stratford will continue to use local homelessness data, such as the local Homelessness Management Information System (HMIS), the Point-in-Time Count of homeless, and the ODFC Housing Inventory Chart in the development of its annual housing strategies, goals, and objectives.

Faith-Based Organizations and Activities

On September 30, 2003, HUD issued a new rule based on the principle that faith-based organizations should be treated on a level playing field with all other organizations when applying for Federal funding. With regard to the CDBG allocation process in Stratford, any interested faith-based organizations will be assessed based on the merits of their application to perform eligible activities, not on their religious or secular character. While HUD funds may not be used to support inherently religious activities such as worship, religious instruction, or proselytization, a faith-based organization may still engage in such activities so long as they are voluntary for program participants and occur separately in time or location from the activities directly funded under CDBG or another HUD program. Of all the changes rendered by the new rule, perhaps the one having the greatest impact will be regarding eligible activities involving real property. Faith-based organizations are no longer required to form a separate, secular organization to receive HUD funds for real property. HUD funds, however, may not be used to acquire or improve sanctuaries, chapels, and other rooms that a HUD-funded congregation uses as its principal place of worship.

Other Program Requirements for Construction Projects

Please note that the Community Development Block Grant (CDBG) Program is subject to the enforcement of the labor standards provisions of the Davis-Bacon Act, the Copeland Act, and the Contract Work Hours and Safety Standards Act. As such, all construction projects (excluding the rehabilitation of residential property if such property contains less than eight units) will be required to comply with these provisions which include the payment of the applicable federal wage with benefits; compliance with overtime compensation requirements, and contractor and subcontractor eligibility requirements. In addition, projects will also be subject to the bidding and procurement requirements of 24 CFR Part 85, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments," or in the case of non-governmental subrecipients, 24 CFR 84, "Uniform Administrative Requirements for Grants and Agreements with Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations."*

In some cases, where the bidding and procurement requirements of the Town, as set forth in the Town of Stratford's Administrative Policy Manual, are more stringent, these requirements will govern for the purchase of equipment and supplies, and for construction contracts.

*Please note that 24 CFR Parts 84 and 85, as well as eight OMB Circulars, have been replaced by 24 CFR Part 200, *Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards*. As such, HUD is in the process of providing guidance during this transition, and you/your organization will be updated and advised accordingly.

Performance Measurement Standards

HUD has developed a performance measurement outcome system that will provide HUD and grantees, such as the Town of Stratford, a standardized methodology to demonstrate the outcomes of several formula grant programs, including CDBG. HUD developed this system to collect not only a set of data that clearly aligned program activities with results, but also minimized the reporting burden on grantees and their subrecipients. Applicants for CDBG funding will be asked to identify in their application which of nine (9) outcomes their activities addresses.

In identifying the outcome statement that best applies to a proposed program or activity, applicants should ask themselves: *Why am I undertaking this activity?*

Applicants may feel that their activity meets more than one objective, but they are encouraged to select one outcome that best describes the result of the activity. Please see the attached Exhibit 5 for a chart with the nine outcome statements that have been included in the framework, and a brief explanation of some of the terms used in the framework. Any applicant with questions as to what is the appropriate objective or outcome for their activity should call the Department of Community Development/Economic Development at (203) 385-4028.

EXHIBIT 1 – INCOME LIMITS DETERMINED BY HUD

Town of Stratford*, FY 2015 Income Limits**

INCOME CATEGORY (Percent of Median Income)	INCOME LIMITS							
	1 PERSON	2 PERSON	3 PERSON	4 PERSON	5 PERSON	6 PERSON	7 PERSON	8 PERSON
EXTREMELY LOW (30%)	18,650	21,300	23,950	26,600	28,750	32,570	36,730	40,890
VERY LOW (50%)	31,050	35,450	39,900	44,300	47,850	51,400	54,950	58,500
LOW (80%)	46,100	52,650	59,250	65,800	71,100	76,350	81,600	86,900
<i>Local Area Median Income: \$89,000</i>								

Source(s): U.S. Department of Housing and Urban Development, accessed 12/29/2015; U.S. Census Bureau's 2008-2012 ACS median family income estimates.

*The Town of Stratford is part of the Bridgeport, CT, Metropolitan Fair Market Rent Area (HUD Metro FMR Area).

**Effective: 03/06/2015

**EXHIBIT 2 – CRITERIA FOR NATIONAL OBJECTIVES
AND ELIGIBLE ACTIVITIES**

Criteria for National Objectives and Eligible Activities

All applications (See Exhibit 4) for CDBG funding must meet the requirements hereunder in both Section A (relating to national objectives) and Section B (relating to eligible activities). These are the Federal requirements prescribed by the Housing and Community Development Act of 1974, as amended, and by the implemented Federal regulations at 24 CFR Part 570 Subpart C, Eligible Activities.

A. Threshold Criteria – National Objectives

In order for a project to be funded with CDBG funds, it must meet one of the following three national objectives:

1. Benefit low and moderate income (LMI) persons as per the guidelines established by the U.S. Department of Housing and Urban Development.

Locally, the primary use of CDBG funds is for services and programs for low and moderate income persons. In order to be eligible, the project must either serve persons residing in eligible geographic area (see Exhibit 3) or it must benefit low and moderate income persons directly (through serving a targeted population). A direct benefit to low and moderate income persons may come through services, through housing, or through jobs.

If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low and moderate income residents.

You must keep records (i.e., intake form, application, etc.) to verify the income by household size and the residence of all those served by your project/program. Certain groups of people are presumed by HUD to be principally low/moderate income persons. Those groups include: abused children; elderly persons; battered spouses; homeless persons; adults meeting Bureau of Census' definition of severely disabled persons; illiterate adults; persons living with AIDS; and migrant farm workers. If your project/program exclusively serves one of these groups, you may document the limited nature of your clientele without documenting actual client income. You can use participation in other programs (i.e., JTPA, National School Lunch Program) as a "proxy" for CDBG income-eligibility if the income guidelines for that program are the same or less than CDBG guidelines.

"Moderate income" means a household whose income does not exceed 80% of the median family income for the area.

2. Aids in the prevention or elimination of slums and blight.
3. Meets other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of

the community, and where other financial resources are not available to meet such needs.

If you are proposing a project under either the “elimination of slums and blight” or the “immediate threat to health and safety” objective, please contact the Grant Administrator prior to completing your application.

B. Eligible Activities

This section describes many of the activities which can be assisted with CDBG funds under the federal regulations. There are a limited number of additional miscellaneous activities which may be eligible for funding. If you have a question about the eligibility of an activity for which you want to seek funding, please contact the Community Development Administrator.

Eligible activities include:

1. Purchase, sale, lease, or other disposition of real property.
2. Clearance, demolition, and removal of buildings.
3. Rehabilitation of publicly or privately owned residential property; commercial/industrial property (but if privately-owned, only for exterior improvements and correction of code violations); and nonresidential buildings and improvements owned by a nonprofit. Funding cannot be used for costs of equipment, furnishings, or other personal property, or for the labor costs for homeowners to rehabilitate their own property. Funding can be used for:
 - a. Labor, materials, and other costs relating to rehabilitation.
 - b. Grants, loans, loan guarantees, and other forms of assistance for financing rehabilitation.
 - c. Loans for refinancing indebtedness.
 - d. Improvements to increase the energy efficiency of buildings and/or the efficient use of water.
 - e. Installing sprinkler systems, smoke detectors, dead bolt locks, and other security devices.
 - f. Connecting residential structures to water or sewer collection lines.
 - g. Initial homeowner warranty premiums and hazard or flood insurance.
 - h. Lead-based paint hazard evaluation and reduction.
 - i. Rehabilitation services (counseling, energy auditing, preparation of work specifications, loan processing, inspections, etc.)
 - j. Historic preservation.
 - k. Converting a closed building from one use to another.
 - l. Removal of architectural barriers to accommodate people with disabilities.
4. Relocation assistance to businesses, individuals, families, and non-profit organizations displaced by CDBG activities, and loss of rental income incurred in connection with the temporary relocation of displaced individuals and families.
5. Code enforcement.
6. Homeownership assistance.

7. Interim assistance either to alleviate an emergency condition or to cover limited, immediately needed improvements to a deteriorating area as a prelude to permanent improvements. These limited improvements can include special neighborhood cleanup campaigns.
8. Purchase, construction, reconstruction, rehabilitation, or installation of public facilities and improvements. Public facilities include schools, libraries, and special needs shelter facilities (nursing homes, hospitals, domestic violence shelters, homeless shelters, halfway houses, group homes, emergency shelters). Public improvements include streets, sidewalks, curbs, parks, playgrounds, water and sewer lines, parking lots, and aesthetic amenities on public property (trees, sculptures, etc.)
 - a. A “public facility” may be owned and operated by a non-profit (i.e., senior centers, neighborhood centers) as long as it is open to the general public.
 - b. Buildings used primarily for the general conduct of government are ineligible.
 - c. Flood and drainage facilities and parks established as a result of reclamation of land near a river are ineligible unless certain requirements are met.
 - d. CDBG funds cannot be used to operate or maintain public facilities/improvements.
 - e. CDBG funds cannot be used to buy construction equipment, to buy furnishings, or other personal items, or for new construction of public housing.
9. Public services, including but not limited to child care, health care, job training, recreation programs, education programs, public safety services, services for seniors, services for the homeless, substance abuse treatment, fair housing counseling, and energy conservation.
 - a. Grants for public services may not exceed 15% of the Town’s total annual CDBG appropriation.
 - b. CDBG funds should not be substituted for municipal or state funds supporting public services. The service must be a new service or a “quantifiable increase in the level of service” above that provided by or on behalf of the town through town or state funds.
 - c. Ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities, or other income payments are not eligible activities.
10. Special economic development activities, including:
 - a. Acquisition, construction, reconstruction, rehabilitation, or installation of commercial or industrial buildings, structures, and improvements.
 - b. Grants, loans, loan guarantees, interest supplements, and technical assistance to private for-profit businesses.
 - c. Economic development services including outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of necessary agreements; management of assisted activities; and screening, training, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities.
11. Microenterprise assistance in the form of loans, grants, technical assistance, and general business support services.

12. Grants or loans to any qualified Community-Based Development Organization to carry out a neighborhood revitalization, community economic development, or conservation project.

Ineligible Activities

The general rule is that any activity which is not specifically authorized above is ineligible for CDBG funding. There are also some activities which are specifically identified in the federal regulations as categorically ineligible. These activities cannot be assisted with CDBG funds under any circumstances:

1. Buildings, or portions thereof, used predominantly for the general conduct of government, including city halls, jails, police stations, courthouses, and other state and local government buildings. (This does not include the removal of architectural barriers or land acquisition costs).
2. General government expenses.
3. Political activities.
4. The following activities are generally ineligible unless authorized as a Special Economic Development Activity or when carried out by a Community-Based Development Organization:
 - a. Purchase of equipment.
 - b. Repairing, operating, or maintaining public facilities (streets, parks, playgrounds, water and sewer facilities, parking, neighborhood centers, and similar public facilities).
 - c. New housing construction (with certain exceptions).
 - d. Income payments.

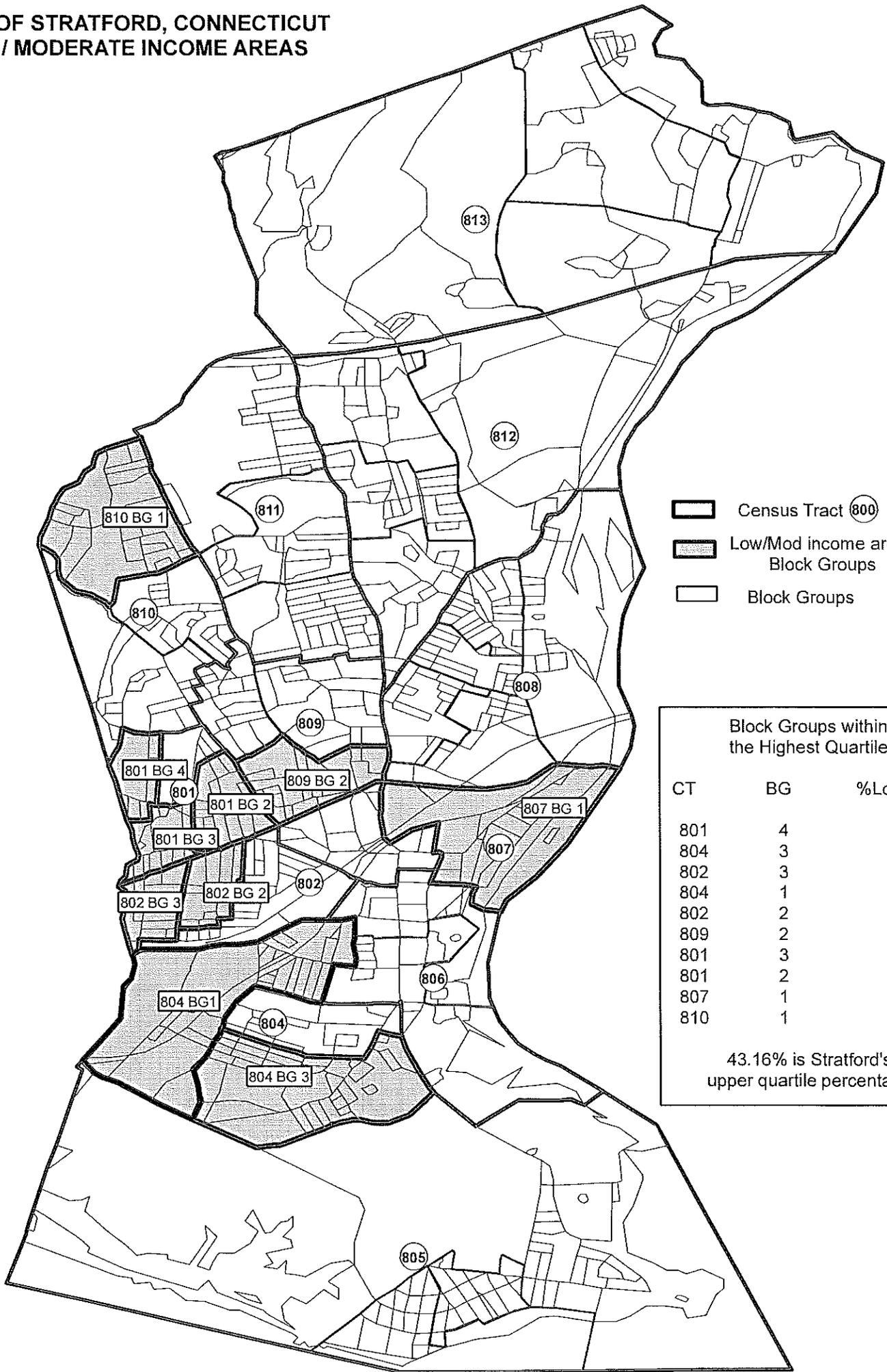
Applicants should be clear as to how they will provide completed architectural/engineering plans or specifications prior to May 17, 2016, at their own expense, and be “ready-to-go” when the Town receives funding.

Please refer to the following sections of Subpart C, Eligible Activities, for additional information:

- § 570.200 General Policies;
- § 570.201 Basic Eligible Activities;
- § 570.202 Eligible Rehabilitation and Preservation Activities;
- § 570.203 Special Economic Development Activities;
- § 570.204 Special Activities by Community Based Development Organizations (CBDOs);
- § 570.205 Eligible Planning, Urban Environmental Design and Policy-Planning-Management;
- § 570.206 Program Administrative Costs;
- § 570.207 Ineligible Activities;
- § 570.208 Criteria for National Objectives;
- § 570.209 Guidelines for Evaluating and Selecting Economic Development Projects; and
- § 570.210 Prohibition on Use of Assistance for Employment Relocation Activities.

EXHIBIT 3 – MAP OF LOW/MODERATE INCOME AREAS

**TOWN OF STRATFORD, CONNECTICUT
LOW / MODERATE INCOME AREAS**



-  Census Tract (800)
-  Low/Mod income areas
Block Groups
-  Block Groups

Block Groups within the Highest Quartile		
CT	BG	%Low/Mod
801	4	68.52
804	3	61.54
802	3	58.13
804	1	52.89
802	2	51.94
809	2	48.28
801	3	45.45
801	2	44.05
807	1	43.35
810	1	43.16

43.16% is Stratford's upper quartile percentage

**EXHIBIT 4 – TIMETABLE;
CDBG APPLICATION CHECKLIST;
SUBRECIPIENT APPLICATION & FUNDING REQUEST;
OTHER CRITERIA**

APPROVED COMMUNITY DEVELOPMENT BLOCK GRANT TIMETABLE*
FOR THE
ANNUAL ACTION PLAN FOR PROGRAM YEAR 42 (2016-17)

- December 29, 2015** - Information packages sent to all Town Departments, Agencies, and Organizations who have expressed interest in, or participated in the Community Development Program.
- December 30, 2015** - General notice published in the newspaper announcing the application process.
- January 26, 2016** - Regular Community Development Subcommittee Meeting.
- January 30, 2016** - Advertise for Hearing #1 (Needs Hearing).
- February 2, 2016** - Information Session & Application Workshop (TBA).
- February 16, 2016** - First Public Hearing: Community Development Subcommittee (CDS) holds hearing on community needs for PY 42 Action Plan, as well as any proposed CDBG program activities. Special CDS meeting follows.
- February 23, 2016** - Regular Community Development Subcommittee Meeting Cancelled.
- February 24, 2016** - **4:30 p.m. deadline for submission of Proposals/Projects (Applications Due).**
- March 15, 2016** - CDS special meeting to review proposals/applications and develop proposed CD Year 42 Action Plan; Public Forum: Q&A Session for PY 42 Applicants.
- March 22, 2016** - Regular CDS meeting, if necessary, to finalize proposed CD Year 42 Action Plan.
- March 24, 2016** - Proposed CD Year 42 Action Plan is made available to the public; 30 Day Public Comment Period begins; advertise comment period.
- April 1, 2016** - Advertise for Hearing #2 (Comments on Proposals).
- April 18, 2016** - Second Public Hearing: Town Council holds public hearing on Proposed PY 42 Plan.
- April 25, 2016** - End 30 Day Public Comment Period on Action Plan, proposed
- April 26, 2016** - CDS regular meeting to: Review comments on proposed Year 42 Action Plan; Proposed CDBG program allocations; Make final revisions, if necessary, for referral to the Town Council.
- May 9, 2016** - Town Council regular meeting to vote on resolution for CDBG projects and approve submission of PY 42 Action Plan to HUD.
- May 17, 2016** - Submission of CD Year 42 Action Plan and Request for Release of Funds to HUD.
- July 1, 2016** - Start of CD Program Year 42.

*Dates, times, and locations subject to change. Please contact the CD Administrator for updates on dates and times. The Town of Stratford may conduct additional outreach in the community and hold additional meetings during this period.

Any individual with a disability who needs special assistance to participate in any of the above noted meetings should contact the ADA Coordinator, Susan Pawluk, at (203) 385-4020 or (203) 385-4022 (TDD) five (5) days prior to the meeting, if possible.

CDBG APPLICATION CHECKLIST

The following is a checklist* for guidance on items that must be addressed/included with the Subrecipient Application and Funding Request:

Data	Description
Project Summary	<p>A brief description including:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Need or problem <input type="checkbox"/> Describe CDBG eligible populations or persons to be served <input type="checkbox"/> Description of project <input type="checkbox"/> Timetable (project completion and funding requests) <input type="checkbox"/> Compliance with a CDBG eligibility/National Objective <input type="checkbox"/> Proposed staffing and administrative capacity <input type="checkbox"/> A location map showing project/service site (see Exhibit 3) <input type="checkbox"/> Describe outcome measurement system to be used in detail <input type="checkbox"/> Explanation if plans/specs are required and how applicant will provide these to Town for review on or prior to 5/17/16
Financial	<p>Describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Overall project budget <input type="checkbox"/> Detailed CDBG budget request with monthly estimated cash needs by major project component (beginning 7/1/16) <input type="checkbox"/> Explanation of existing fiscal management system (reporting, records, accounting principals) <input type="checkbox"/> Commitment of other sources of funding
Agency/Organization Background	<ul style="list-style-type: none"> <input type="checkbox"/> Years in operation <input type="checkbox"/> Purpose <input type="checkbox"/> Type of services provided <input type="checkbox"/> Number/characteristics of clients served <input type="checkbox"/> License to operate <input type="checkbox"/> Attach any brochures, pamphlets, agency description, etc.
Personnel	<p>Describe:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Proposed CDBG funded staff position(s) with job description(s) <input type="checkbox"/> EEO policy/procedures (attach copy of current statements/plans)
Audit Requirements	<p>Organizations receiving \$25,000 or more in total federal financial assistance in a fiscal year must provide a copy of their most recent audit; \$750,000 or non-profit must provide a single audit. Organizations requesting any funds less than \$25,000 must submit a certified balance sheet of financial resources.</p>
Insurance/Bond/Worker's Compensation	<p>Provide Certificate of Insurance for:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Officers and Directors (O&D) <input type="checkbox"/> Liability insurance, payroll taxes, and worker's compensation
Standard Organizational Documents for Submission	<ul style="list-style-type: none"> <input type="checkbox"/> Articles of Incorporation/Bylaws <input type="checkbox"/> IRS Non-profit determination letter <input type="checkbox"/> List of Board of Directors <input type="checkbox"/> Organizational Chart <input type="checkbox"/> Financial statement, including copy of most recent audit
Additional Information	<p>Other pertinent information as requested in the application.</p>

***Not all items may be applicable to your agency, organization, or department.**

OFFICIAL USE ONLY:

Social Service Other Approved

Page 1 of 9

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

SUBRECIPIENT APPLICATION & FUNDING REQUEST
PROGRAM YEAR 42 (2016-2017)

Please Type or Print Clearly

1. Organization, Agency, or Department Name

2. Type of Organization (check only one)

Non-Profit

Private

Municipal (Town)

Other

If you are a non-profit agency, please attach a copy of your current IRS 501(c)(3) letter.

3. Current Address

(Street No.)

(Street)

(City)

(State)

(Zip)

4. Mailing Address (if different from above)

(Street No.)

(Street)

(City)

(State)

(Zip)

5. Telephone Number

(____) ____ - _____ Ext. ____

6. Fax Number

(____) ____ - _____

7. Email Address

8. Contact Person (Name/Title)

9. Funding Information:

- A. Amount of PY 42 (2016) CDBG Project Funding Requested: _____
- B. Applicant's Total Proposed CDBG Project Budget for 2016: _____
- C. Applicant's Total Budget for the Coming Year: _____
- D. Project Name/Title: _____
- E. Project Address/Location: _____

10. Briefly describe the program, project, or activity for which you are requesting CDBG funds. If funding is requested for more than one project or activity, please submit each one as a separate application. Please be as clear and specific as possible, and quantify your request as much as possible (i.e. If you are requesting funds for a road project, specify the length, estimated quantities, type of materials needed, etc.)

Please include/attach the following:

- 1. Annual budget for the entire organization (inclusive of the proposed program or project).
- 2. Estimate of monthly expenditures for the period July 1, 2016 through June 30, 2017.
- 3. Proposed project timetable identifying major project elements.

11. Please document the need for this project:

12. What benefits will result from this program or project?

13. Please indicate which of the following national objectives of the CDBG program the project/activity will meet (check only one):

- *Benefit to low and moderate income individuals of a limited clientele - § 570.208(a)(2)
- *Benefit to low and moderate income families in general – Area Benefit § 570.208(a)(1)
- *Benefit to low and moderate income housing stock - Housing § 570.208(a)(3).
- *Benefit to low and moderate income jobs - Job Creation/Retention § 570.208(a)(4)
- Elimination of slums and blight in a general area - § 570.208(b)(1)
- Elimination of slums and blight on a spot basis - § 570.208(b)(2)
- Elimination of slums and blight as part of an Urban Renewal Project - § 570.208(b)(3)
- Addressing an urgent need for which other financial resources are not available.

*Refer to the *Information Package, Exhibit 1*, for current income limits based on household size.

14. Clearly explain how the program/activity will meet at least one of the CDBG national objectives selected above, and how you will document and maintain records to establish participant benefit and eligibility:

15. Please identify which neighborhoods, areas, or populations of the Town that the program(s) or activity(ies) will serve, if applicable:

16. Please specify the location for the proposed program(s) or activity(ies) to be funded:

- Specific Address(es) _____
- Town-wide (only for projects that will serve all Town residents)
- Specific Census Tract and/or Block Group*: (Tract # _____) (Block Group # _____)

*Refer to the *Information Package, Exhibit 3*, for current LMI areas.

17. Please clearly describe how the project will serve the population identified above and the number/characteristics of the clients to be served by the proposed activity:

18. Which one of the nine outcome statements (see the *Information Package, Exhibit 5*) best represents the expected benefits? _____

19. Describe how this outcome will be measured?

20. Social service activities are required to provide and document an outcome measurement system. Please provide an outcome measurement methodology to quantify the accomplishments of your activity.

21. How will you verify and document that the people who will benefit from the program/ activity meet the low and moderate income requirements as specified by HUD?

22. Amount of CDBG funds requested: _____

23. Basis for request:* _____

*Please attach a project or program budget to this funding request. **Include and indicate all committed or proposed sources of funding for the project.**

24. If this is a construction project, does the estimate include the payment of the federal wage scale to those who will work on the project? Yes No

25. Is this a residential (housing) project? Yes No

If yes, please provide details relative to the number of units: _____

26. Does this project involve the acquisition of property? Yes No

If yes, please be aware that the federal funds will be secured as a lien on the property, in order to ensure that the funds are protected and the project is completed.

27. How long will it take to begin and complete project? (Include a timetable per question 10)*

**Careful consideration will be given to programs and projects that present a plausible timetable for completion. Please refer to the discussion of HUD Timeliness Standards in the Info Package.*

28. Will this project result in the involuntary displacement of residential tenants? Yes No

If yes, estimate how many; and be aware that additional funds will be required for relocate benefits under the law.

Applicants who answer "yes" should also refer to the discussion of Displacement in the Information Package, and obtain a copy of the relocation plan referenced therein.

29. Please provide the following information/background regarding your agency:

A. Describe existing agency/organization, structure, staff size, years in operation, programmatic background, and include information on current or proposed activities relevant to your request.

B. Mission of agency/organization*

* Please attach a copy of any brochures, licenses, or permits (if applicable).

C. Describe key project staff positions and qualifications

D. Describe any proposed new positions to be funded with CDBG funds and attach job description(s)

E. Applicant's EEO Policy and Procedures:

- Attach EEO statement and Affirmative Action Plan of Applicant.

30. Audit Requirements: Organizations receiving \$25,000 or more in total federal financial assistance in a fiscal year must provide an audit. Please attach your most recent audit if this applies. Subrecipients receiving \$750,000 or more of any federal funds including CDBG in a fiscal year must submit a single audit per 2 CFR 200, Subpart F. Organizations requesting less than \$25,000 must submit a certified financial statement with their applications.

- Audit Attached (> \$25,000) Yes No Not Applicable
- Single Audit Attached (> \$750,000) Yes No Not Applicable
- Financial Statement Attached (< \$25,000) Yes No Not Applicable

31. Insurance/Bond/Workers Compensation

<u>Submit:</u>	<u>Attached</u>	
Officers and Directors Insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Liability Insurance?	<input type="checkbox"/> Yes	<input type="checkbox"/> No
Pay payroll taxes and workers compensation?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

32. Standard documentation for submissions:

Please attach the following as appropriate for your program:

- A. Articles of Incorporation/Bylaws
- B. Non-profit determination – Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and State Department of Revenue Services.
- C. List of Board of Directors – A list of the current Board of Directors or other governing body of the agency must be submitted. The list must include: names, telephone numbers, addresses, occupations or affiliations, and must identify the principal officers of the governing body. Is the applicant aware of any conflicts of interest or direct familiarity or business relationship with any officials, representative, or employees of the Town? If so, please contact the CD Administrator for clarification.
- D. Authorization to Request Funds (if applicable) – Documentation must be submitted of the governing body's authorization to submit the funding request authorizing the designated representative. Documentation of the requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion, or other official action is recorded, and the individual authorized to submit the application.
- E. Organizational Chart – An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure and which identifies any CDBG funded staff positions or shared responsibility.
- F. Financial Statement – Describe the agency's current fiscal management system including disbursement methods, financial reporting, and record keeping.

33. Please list the name of the person(s) who will be responsible for administration of the funds and compliance with CDBG Program Guidelines and Requirements during the course of your project:

(Name)

(Phone Number)

(Email)

Is this person(s) familiar with the requirements of the CDBG Program? Yes No

If "yes," please explain.

34. Will the project/activity be performed in cooperation with any program(s) sponsored by other agencies, non-profit or community organizations? Yes No

If "yes," please explain.

35. Please provide any other/additional information or materials that you feel is relevant to your request (attach additional sheets if necessary):

I hereby certify that the information presented in this application is true and correct to the best of my knowledge and belief, and that I am the authorized representative to act on behalf of the applicant.

Signature

Name and Title of Authorized Official

Date

An original and seven (7) copies of your application must be received at the following address **no later than 4:30 p.m., February 24, 2016** (no faxes or emails please):

Attention: Christopher D. Bandecchi
Community Development Administrator
2725 Main Street, Room 205
Stratford, CT 06615
(203) 385-4001

EXHIBIT 5 – PERFORMANCE MEASUREMENT OUTCOME SYSTEM

CONNECTIONS BETWEEN OBJECTIVES AND OUTCOMES AND THE NINE OUTCOME STATEMENTS

	Outcome 1: Availability/Accessibility	Outcome 2: Affordability	Outcome 3: Sustainability
Objective 1: Sustainable Living Environment	Enhance <u>Suitable Living Environment</u> Though Improved/New Accessibility	Enhance Suitable Living Environment Though Improved/New Affordability	Enhance Suitable Living Environment Though Improved/New Sustainability
Objective 2: Decent Housing	Create Decent Housing with Improved/New Availability	Create <u>Decent Housing</u> with Improved/New Affordability	Create Decent Housing with Improved/New Sustainability
Objective 3: Economic Opportunity	Provide Economic Opportunity Through Improved/New Accessibility	Provide Economic Opportunity Through Improved/New Affordability	Provide <u>Economic Opportunity</u> Through Improved/New Sustainability

The three objectives in the left-hand column correlate to the three National Objectives of the CDBG Program mentioned in the Overview on page 1 of the Information Package. The outcomes on the top row represent the three central reasons *why an activity would be funded*:

- Improving availability or accessibility of units or services;
- Improving affordability not just of housing but also other services; and
- Improving sustainability by promoting viable communities.

Examples of activities likely to *enhance suitable living environments*:

- Infrastructure projects (roads, sewers, street lighting, sidewalks, etc.).
- Acquisition of property, e.g., for the removal of blighted conditions or establishing a park in a low to moderate-income area.
- New construction or physical improvements to an existing public facility (school, library, community center, police station, etc.) serving a low to moderate-income area or clientele.
- Public services offered in a low to moderate income area or to eligible low to moderate income persons or to eligible clientele, such as homeless persons, the elderly, victims of domestic violence, illiterate adults, persons living with AIDS, and the severely disabled.

Examples of activities likely to *create decent housing*:

- Rehabilitation and/or acquisition of residential property for use by low to moderate-income persons
- Adaptive re-use of a nonresidential building for housing for low to moderate-income persons

Example of an activity likely to *provide economic opportunities*:

- Grants or loans made to a business that will provide jobs to low and moderate-income persons

The following selected Q and A may also be helpful to applicants seeking to understand the terms presented here and identify the appropriate outcome statement for their activity:

1. How do "sustainability" and "availability" differ?

A: Sustainability is specifically tied to activities that are meant to ensure that a particular geographic area as a whole (neighborhood, downtown, etc) remains viable. It is targeted at supporting a specific physical location. Availability is related to making services, infrastructure, housing, or shelter available or accessible to individual residents/beneficiaries.

2. What is meant by the term "suitable living environment"?

A: This objective relates to activities that are intended to address a wide range of issues faced by low to moderate-income persons from physical problems with their environment (such as poor quality infrastructure) to social issues such as crime prevention, literacy or elderly health services.

3. Does "accessibility" mean handicapped access?

A: Although the term also refers to access for persons with disabilities as an outcome, it is intended to mean increased access to various services, housing units or facilities.

4. Please give me an example where "affordability" could apply to anything other than housing.

A: One example is where an applicant has a subsidized day care program that provides services to low to moderate-income families at lower cost than market rate day care. Other examples might be any service that is offered at a subsidized rate to income-eligible low to moderate-income persons.

Although geared more to the questions and concerns of community development staff managing local CDBG Programs, a more detailed Q and A that some applicants may find helpful is available on the World Wide Web at:

WWW.HUD.GOV/OFFICES/CPD/ABOUT/PERFORMANCE/QANDA_111805.PDF