

STRATFORD COMMUNITY DEVELOPMENT OFFICE
PROPOSAL FORM FOR PROGRAM YEAR (48) FORTY-SEVEN
for the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
JULY 1, 2022 - JUNE 30, 2023

Submission Deadline: Thursday, February 11, 2022 by 4pm

at the Stratford Community Development Office
2725 Main Street., Stratford, CT

Public Hearing, Wednesday, February 23, 2022

You must attend the VIRTUAL public hearing to be considered eligible for funding.

Title of Proposal: _____

Legal Name of Agency: _____

Business Address: _____

Telephone Number: _____

Contact Person: _____ **CDBG Funds Requested: \$** _____

Email Address: _____ **DUNS Number:** _____

Registered in System for Awards Management (SAM) Yes or No? _____

SAM Cage Code: _____ **Federal Tax ID Number:** _____

BACKGROUND INFORMATION ABOUT ORGANIZATION

How many years has your organization been in operation?

Total number of employees: Full time _____ Part time _____ Volunteer _____

What is your current annual budget?

The following project activity category areas have been identified in the Town of Stratford's Five-Year Consolidated plan as high priorities. Please check only ONE category box that best represents your application request.

Public Services

Public Facilities/Infrastructure Improvements

Housing

Economic Development

PROJECT ELIGIBILITY/BENEFIT SECTION

All CDBG funded activities must meet at least one of three national program objectives set forth by HUD. This section will assist in determining the National Objective to be met by your proposed program/project.

1. This project meets at least ONE (1) of the HUD National Objectives listed below. (Please check all applicable; additional information can be found on page 8 of the application package)

Benefits low/moderate income individuals and/or households

Addresses the prevention or elimination of slums or blight

Meets a particular urgent community development need

2. Check all statements that describe how this project or activity meets one of the National Objectives above:

Low/Moderate Area Benefit (LMA) – The area benefit category is the most commonly used national objective for activities that benefit a residential neighborhood. The benefits of this type of activity are available to all persons in the area where at least 51 percent of the residents are LMI persons. *Examples:* street improvements, neighborhood facilities, façade improvements in neighborhood commercial districts.

Low/Moderate Limited Clientele (LMC) – Under this category the project benefits a specific group of people (rather than all the residents in a particular area). At least 51 percent of the beneficiaries of an activity have to be LMI persons. *Examples:* construction of a senior center, renovations to a domestic violence shelter, public services for the homeless, meals on wheels program.

Low/Moderate Housing Activities (LMH) – The housing category of LMI benefit national objective qualifies activities that are undertaken for the purpose of providing or improving permanent residential structures, which, upon completion, will be occupied by LMI households. Housing can be either owner or renter occupied units in either one family or multi-family structures. Rental units for L/M must be occupied at affordable rents. *Examples:* acquisition of property for permanent housing, rehabilitation of permanent housing, conversion of non-residential structures into permanent housing.

NOTE: Section continued on next page

Low/Moderate Job Creation or Retention Activities (LMJ) – The job creation and retention LMI benefit national objective addresses activities designed to create or retain

permanent jobs, at least 51 percent of which (computed on a full-time equivalent basis) will be made available to or held by LMI persons.

TOWN OF STRATFORD APPLICANTS USE ONLY:

Slum or Blighted Area: The proposed project is in a designated slum/blight area and the result of the project addresses one or more of the conditions that qualified the area. **For Town of Stratford Use Only.**

Spot Blight: The proposed project will prevent or eliminate specific conditions of blight or physical decay outside a slum area. Activities are limited to clearance, historic preservation, rehabilitation of buildings, but only to the extent necessary to eliminate conditions detrimental to public health and safety. **Town of Stratford Use Only.**

Urgent Community Need: This type of activity must be designed to alleviate existing conditions which the grantee certifies pose a serious and immediate threat to the health and welfare of the community, are of recent origin or recently became urgent, the grantee is unable to finance the activity on its own, and other resources of funding are not available to carry out the activity. **Town of Stratford Use Only.**

Respond to all questions and limit your comments to the five (5) pages in this application.

- I. **Proposed Activity.** Describe the proposed activity and anticipated accomplishments. State the dates when this activity will begin and end. Please provide a description of the proposed program or project for which you are requesting funds. Include a description of the target population.

- II. **Identify the need for this activity in Stratford.** Explain how this activity meets the

objectives of Stratford’s Community Development Plan and the Consolidated Plan. Is this an existing activity or a newly proposed one? Is the activity currently provided by others in Stratford? If so, how is your activity different?

III. **Anticipated accomplishments.** Explain how this activity will benefit Stratford’s low income population. What performance measures will you use to document the success of your program/project? How will you document the income eligibility and demographic characteristics of your clients?

This activity will serve (Check One):		Individuals		Households
How many individuals or households will be served?			#	

IV. Specify anticipated program accomplishments to be achieved in the next three years.

Indicate the anticipated accomplishments of the program/project to be achieved over the next 3 years. How many Stratford low income persons/households will benefit from the program? Indicate the specific measures that the Agency will take over the next 3 years to make this program/project self-sufficient and not dependent on future CDBG allocations.

- V. Other Sources of Funds:** List any other committed or anticipated sources of funding for the proposed activity. State if a commitment has been received or the date(s) when a commitment(s) is anticipated. Indicate if you intend to apply for any other additional funds for this project. Attach copies of any funding commitments. Indicate any unsuccessful efforts to obtain funding for this activity from other sources.

If your agency received CDBG funds in the past 5 years, fill out the table below.

Funding Year	Activity Title	\$ Award Amount	Status (Complete, Underway or In-Planning)

Outcome Measures: (all applicants must answer)

1. **What is the total estimated number of persons to be served by this project?**
2. **What is the total estimated number of LMI persons to be served by this project?**
3. **What is the anticipated percentage of LMI persons to be served by this project?**
4. **What is the number of Stratford residents to be served by this project?**
5. **What is the number of residents from other towns to be served by this project?**

Public Facility/Infrastructure Projects Only:

- 1. Please provide the exact address(s) of the site where improvements are to take place.**

- 2. Who is the owner of the structure? If the owner is not the requesting organization, please provide an explanation as to why the owner is not completing the proposed improvements.**

- 3. Please describe the types of services currently offered at the public facility as well as the target population being served.**

Housing Projects Only:

- 1. Please provide the exact address(s) where the housing activity will take place. If address(s) have not been identified, please describe the criteria that will be used to select structure(s).**
- 2. Please provide the number of units to be assisted.**
- 3. Please describe the current condition of the structure(s).**
- 4. Please describe in detail the type of activity(s) to be completed.**
- 5. If applicable, please describe if counseling services will be offered to homeowners.**
- 6. Please describe how your organization proposes to monitor the project after completion.**

Economic Development Projects Only:

- 1. Please identify the number of businesses to be assisted.**
- 2. Please describe the criteria that will be used to select business to participate.**
- 3. Please describe how the proposed program will be communicated to prospective beneficiaries.**
- 4. Please describe how your organization proposes to follow-up with assisted businesses.**
- 5. Please describe if your organization has experience in implementing economic development activities.**
- 6. Please identify the number of full-time and part-time jobs to be created and/or retained for low and moderate income individuals.**
- 7. Please identify how your organization will determine low and moderate income levels.**

Faith Based and Community Based Organization Certification of Separation of Services

Participation in the CDBG Program is open to all faith-based and community-based organizations regardless of the religious nature of the applicant organization or the religious nature of the program(s) it offers; however, funds awarded under this program may not be used for inherently religious activities such as religious instruction, prayer, worship, or any form of proselytization nor may funds be used to purchase any religious materials or provide any inherently religious services.

This means that organizations must have separate and distinct programs. Organizations must take steps to separate, in time or location, their inherently religious activities from the CDBG-funded services. Additionally, participation in religious activities by individuals receiving services must be voluntary.

According to Federal regulations:

45 CFR 87.1.(c). "If an organization conducts [inherently religious] activities, the activities must be offered separately, in time or location, from the program or services funded with direct financial assistance...." 69 Fed. Reg. 42586, 42593 (2004).

45 CFR 87.1. (c). "participation [in any privately funded inherently religious activities] must be voluntary for beneficiaries of the programs or services funded with [direct federal financial] assistance." 69 Fed. Reg. 42586, 42593 (2004)

Please take a moment to answer the following questions:

Does my organization currently offer religious or spiritual programming?

YES NO

Does my organization currently offer programming that is not religious in nature?

YES NO

Are religious programs offered during a separate time or location than non-religious programs?

YES NO

Does your organization require the beneficiaries of the program to attend any religious activity sponsored by the organization?

YES NO

VI. Itemized Budget for the proposed program: DOUBLE CLICK TO EDIT EXCEL WORKBOOK

Program Activities	CDBG Request	Other Grant Funds	Agency Allocation	Row Totals	
Operating Expenses					
Personnel Costs					
Itemize				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Non-Personnel Costs					
Itemize				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Program/Project Expenses					
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
				\$ -	
Column Totals	\$ -	\$ -	\$ -	\$ -	

Notes

- Show value of all noncash or "inkind" contributions with *italics*, e.g. *\$1,000* in Column C.

If CDBG funds will be used to pay for program staff, the Agency at the time of requesting reimbursement must submit payroll records and daily work logs to document the expense and the work performed.

VII. Other Requirements:

1. Submit one (1) copy of the Agency's most recent Audit in compliance with OMB Circular A133, and the Board of Finance Audit and Financial Statement Requirements. No proposal will be considered for funding without submission of a current audit, or financial statement as permitted by the Department of Finance, for the most recently completed fiscal year that ended prior to July 1, 2022. Newly formed organizations without prior auditable activity are not subject to this provision.

2. If applicant fails to secure matching funds as per proposal by the time that CDBG funds are to be committed to contract, the Town may reassess its funding allocation or not fund said project.

3. Each non-profit agency must submit with their CDBG Application **one (1) copy** of their determination letter from the IRS recognizing the agency as a tax exempt organization.

4. **For Public Improvement applications, a written, recent and responsible cost estimate** prepared within the last six months by a qualified architect, engineer, rehabilitation or code enforcement specialist, contractor, or experience building manager must be submitted as part of this application, or the application will not be considered for funding. Applicants should be aware that such projects are covered under the Davis-Bacon Act and should develop budgets accordingly. Projects should be construction ready at the time of application. All projects selected for funding are required to be publicly bid to determine actual project costs. If the Agency does not own the property to be improved, submit a letter from the property owner authorizing the agency to make the proposed improvements and agreeing to sign a note and mortgage for the CDBG funds.

5. For Housing Rehabilitation and Public Improvement applications provide as available/applicable **one (1) copy** of the items below. (If any of these are not available and/or applicable to your project, attach a brief narrative explaining why that is and/or their status, if applicable):

_____ Building Permit(s)

_____ Copy of Phase I Environmental Site Assessment (title page and executive summary only)

_____ Copy of Asbestos & Lead-Paint Assessment Report (title page and executive summary only)

_____ Applicant's Procurement Procedures (per 2 CFR Part 215.44)

_____ Written documentation of the construction schedule developed for the proposed project.

6. **FIVE (5) copies plus the original of the Proposal and one copy of the Agency's Audit must be delivered to the Stratford Community Development Office by Thursday, February 11, 2022.**

7. All agencies submitting funding proposals are required to present their proposals for the record at the virtual public hearing on Wednesday, February 23, 2022 beginning at 6:00 p.m. Link will be provided. **Any agency not represented at the public hearing will cause their proposals to be rendered ineligible for funding consideration.**

VIII. Certification:

I certify that I have read the Citizen Participation Plan for CDBG PROGRAM YEAR 48, have been duly authorized to submit this proposal, and that this proposal form is complete and accurate.

Signed By: _____

Title: _____
(Board President, Chairman, Executive

Director, CEO)

Print Name: _____

Date Submitted: _____

NOTE: Applicants will present their proposals at the public hearing in the following order. Proposals will be grouped by the categories of Public Services, Public Improvements, Economic Development, Housing and Planning/Administration/Fair Housing. Within each category, applicants make their presentations in the order of their proposal submission. The first proposal submitted in each category will be the first heard in that category.

APPLICATION CHECKLIST

Please include with your application

Required Documentation

_____ List of Board members and positions (sign board resolution)

_____ Agency Audit

_____ Copy of 501(c)3 certification letter from the IRS

One (1) original application with blue ink for signature