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City of Meriden, Connecticut

OFFICE OF THE CITY MANAGER

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M E M O R A N D U M

TO: Members of the City Council
Public and Private Organizations
Tenant Groups and Neighborhood Associations
Members of Boards and Commissions
City Departments

FROM: Lawrence Kendzior, City Manager

DATE: February 6, 2014

The City has developed the attached Public Information Document to describe and facilitate understanding of the Community Development Block Grant (CDBG) Annual Planning process and its relationship to the City's 2010-2015 Consolidated Plan for Housing and Community Development. The 2014 Annual Plan is developed with citizen participation in the process.

BACKGROUND:

Each year, the City of Meriden submits an application for federal assistance to the U.S. Department of Housing and Urban Development for Community Development Block Grant (CDBG) entitlement funds. Meriden received \$829,341 last fiscal year and may receive approximately that amount this year, we have not been notified by HUD of the funding level for the upcoming year. Because of uncertainty in when HUD will release the funding levels for PY 40, they are requiring that each community specify the process to be followed if funding is increased and/or decreased for PY 40. If funding is decreased all City CDBG program activities will be funded at maximum allowed dollar amounts. The decrease will be divided among approved public service activities. A funding increase will see City funded CDBG Program Activities increased to full funding, again in accordance with program limits. The balance of funding, if any, will be awarded to approved public service programs based on their request and ability to deliver services. On or before May 15, 2014, the City will submit to the US Department of Housing and Urban Development its **Annual Plan (CD-40)**.

PUBLIC INFORMATION DOCUMENTS:

We would like your input on how the CDBG grant funds are spent. Please review the Goals and Objectives in the Consolidated Plan and identify the objectives most important to you by March 7, 2014.

1. CDBG-40 Funding Application Form: DUE MARCH 7, 2014
2. Timeline
3. Past Use of CDBG Funds in Meriden
4. Consolidated Plan Goals and Objectives
5. Statutory guideline references and web links
6. Low/moderate income level chart

Please note that the City will hold the first public hearing on Wednesday, March 12, 2014 at 6:00 P.M. at the Senior Citizen Center. You are encouraged to attend this hearing to express your desires, opinions, and recommendations regarding the CDBG Program, the Consolidated Plan Goals and Objectives, and the proposed allocation of CDBG funding. Comments or proposals may also be submitted by mail or in person to the Community Development Office, City Hall, Room 218, Meriden, CT 06450.

The CDBG-40 Funding Application Form is due Wednesday, March 7, 2014. Please note that the City will conduct an Application Workshop on Wednesday, February 18, 2014 at 5 P.M. in the City Manager's conference room. You are encouraged to attend the workshop, but attendance is not mandatory.

Downloadable copies of all forms are available online at
http://www.cityofmeriden.org/Content/Community_Development

Also note that there is a second public hearing scheduled on Thursday, April 10, 2014 at 6:00 P.M., in the Council Chambers of Meriden City Hall for the purpose of soliciting comments on the Proposed Use of CDBG Funds. Please look for the official public hearing notice in newspaper or call as the date and time may change.

Please feel free to communicate with us during normal working hours relative to any aspect of the CDBG Program, or to raise any questions you may have. You may address questions to Florence Villano, Grants Administrator, Community Development Office at 203-630-4105.

Lawrence J. Kendzior
City Manager

KEY DATES CDBG 40 ANNUAL PLAN

- February 6, 2014 –**
March 7, 2014 City issues a Public Information Document that includes a Request for Proposals (RFP) for CD-40. The Document is distributed via regular mail to approximately 100 Community organizations, elected officials and City staff, via email to approximately 30 current or former CDBG sub-grantees, and posted on the City's Community Development webpage. Deadline for applications is March 7, 2014 at 5:00 PM.
- February 18, 2014** Application Workshop. 5:00 PM.
- February 18, 2014** “Notice of CDBG Public Hearing” (for public hearing scheduled on March 12, 2014) published in *Meriden Record Journal*.
- March 12, 2014** First CDBG Public Hearing held, 6:00 PM Senior Citizens Center, 22 West Main Street, Meriden, CT.
- March 24, 2014** “Notice of CDBG Public Hearing” (for public hearing scheduled on April 10, 2014) published in *Meriden Record Journal*.
- March 31, 2014** Draft Plan for April Council meeting.
- March 31, 2014** “Summary of the City of Meriden Proposed Annual Plan and Projected Use of Community Development Block Grant (CDBG) Funds for the 40th Program Year” submitted to City Council and published in *Meriden Record Journal* and posted on Community Development webpage.
- March 31, 2014 –**
April 30, 2014 Public Comment Period on CDBG 40 Projected Use of Funds.
- April 10, 2014** Second Public Hearing on Projected Use of Funds 6:00 PM at Meriden City Hall Council Chambers, 142 East Main Street.
- April 16, 2014** Human Services Committee meets to vote on recommendations to full Council
- May 5, 2014** Council action on CDBG 40 Proposed Use of Funds and Annual Plan.
- May 15, 2014** CDBG 40 Annual Plan submitted to HUD by May 15, 2014.

Request for Proposals (RFP)

City of Meriden Community Development Block Grant Program Year 40 (FY 2014-2015)

PLEASE RETURN APPLICATION FORMS BY 5:00 PM, Friday, March 7, 2014 to:

City of Meriden, Office of Community Development
142 East Main Street, Meriden, CT 06450
FAX: (203) 630 4274
EMAIL: droddy@ci.meriden.ct.us

Background Information

The City of Meriden is a small urban community located in central Connecticut with 60,868 residents. Meriden is a federal entitlement community and a state-designated "distressed" municipality. An analysis of the income levels from the 2010 US Census shows that the household income of 15,291 families in Meriden is below the Federal poverty level. Data from the 2000 US Census indicates that 48.8 percent of the City's households meet the CDBG definition of an extremely low, very-low, or low-income household.

As a federal entitlement community, the City of Meriden is eligible to receive an annual allocation of federal Community Development Block Grant (CDBG) funding based on the federal allocation formula. The City of Meriden anticipates the availability of approximately \$829,341 in Community Development Block Grant Funds for the City's 2014-2015 fiscal year, which is CD Year 40. The City allocates CDBG funding on programs that primarily serve the low (80% of median income level), very low (50% of median income level), and extremely low (30% of median income level) income households in the City. (See Income Limits chart, attached, for detailed information regarding income classifications in Meriden.)

Each year, the City of Meriden solicits proposals from non-profit organizations, government agencies, and City of Meriden Departments that operate programs benefiting low- and moderate-income persons. The program is administered and monitored by the City's Office of Community Development, which is located in the Department of the City Manager. The City is authorized by federal regulations to spend up to \$220,000 of its CDBG entitlement funds on social service programs that benefit low- and moderate-income persons and up to 20 percent on general program administration. The remainder of the funding can be used for programs or projects that meet one of the three National Objectives and meet a Goal or Objective in the 2010-2015 Consolidated Plan. Projects eligible for funding include public service activities, public facility improvements, and housing activities.

Within the City's overall allocation of CDBG funds, a minimum of 70% of the funds must be used for programs or projects that meet the low- and moderate-income benefit objective. Governmental activities serving the City as a whole must demonstrate that 51% of the participants or beneficiaries of the program or project are low- and moderate-income households. Each CDBG funding recipient must agree to provide documentation of the income levels and other demographics of the participants in the program in order to comply with the federal regulations.

Purpose of the Request for Proposals (RFP)

The purpose of this RFP is to give eligible applicants information to respond to the opportunity to participate in the CDBG program. This RFP describes how to become a participant in CDBG program, applicant eligibility, project eligibility, types of permissible activities, and reporting requirements. Also included in the RFP are the Application Forms.

Please note that the City will conduct an Application Workshop on Tuesday, February 18, 2014 at 5:00 P.M. in the City Manager's conference room. You are encouraged to attend the workshop, but attendance is not mandatory.

To apply for CDBG funding, applicants must submit one (2) sets of completed Application Forms by 5:00 PM Friday, March 7, 2014 to:

**City of Meriden
Office of Community Development
142 East Main Street
Room 218
Meriden, CT 06450**

Applications will be also accepted by email. Applications may be emailed to droddy@meridenct.gov.

If you have questions concerning this solicitation, contact Florence Villano, Grants Administrator, at 203-630 4105 or fvillano@meridenct.gov.

A copy of the RFP and links to all applicable federal statutes and regulations are available for download from the City website at
http://www.cityofmeriden.org/Content/Community_Development

Request for Proposals (RFP)

City of Meriden Community Development Block Grant Program Year 40 (FY 2014-2015)

PROPOSALS DUE: 5:00 PM Friday, March 7, 2014

Application Instructions

I. How to become a participant in CDBG program

The City of Meriden is seeking applications from non-profit organizations, government agencies, and City of Meriden Departments to operate projects or programs benefiting low- and moderate-income persons. The City of Meriden anticipates the availability of approximately \$829,341 in Community Development Block Grant Funds for the City's 2014-2015 fiscal year, which is CDBG Year 40. Funds will be used to cover the costs associated with programs that meet the eligibility requirements outlined in this RFP.

Prospective applicants must submit two completed application forms included in this RFP to be considered. Please note that the City will conduct an Application Workshop on Tuesday, February 18, 2014 at 5:00 P.M. in the City Manager's conference room. You are encouraged to attend the workshop, but attendance is not mandatory. Two complete sets of the Application Forms are due to the City of Meriden no later than 5:00 pm on Friday, March 7, 2014. One complete set of the Application Forms includes the following:

- Application Cover Sheet
- Project Description: Description of the proposal, applicant information, anticipated benefits to low and moderate income residents in Meriden, and other benefits related to the City's housing and community-development objectives.
- Estimated Project Budget: Use of funds requested.
- Other materials: Additional project narrative and budget materials may be submitted.

So that the City can fairly evaluate each component of every program, only proposals submitted on the application forms provided will be considered. A separate form must be completed for each proposal submitted. All forms must be completed in their entirety in order for any party to be considered for funding. All proposals must be received by 5:00 P.M., March 7, 2014, the City of Meriden, Office of Community Development, City Hall, Room 218, 142 East Main Street, Meriden, CT 06450. Proposals may be emailed to droddy@meridenct.gov by the application deadline.

Please review your project to ensure that it is eligible under U.S. Department of Housing and Urban Development Block Grant Program regulations at 24 CFR Part 570. A list of federal laws and regulations covering CDBG activities is included in this RFP. If you have any

questions on these requirements, please contact Florence Villano, Grants Administrator, Office of Community Development, 203-630-4105.

II. Applicant eligibility

The following entities are eligible to apply for CDBG funding:

A. Governmental agencies, including public agencies, commissions, or authorities that are independent of the grantee's government (for example, a public housing authority).

B. Private non-profits, including corporations, associations, agencies, or faith-based organizations with non-profit status under the Internal Revenue Code (Section 501(c)(3)), usually with a board of directors and an executive director in charge of daily administration. Examples of private non-profits include private social services agencies (such as those providing counseling, or day care providers), community development corporations, faith-based housing development groups or social service providers, and operators of homeless shelters.

C. City of Meriden Departments conducting CDBG assisted activities.

III. Project eligibility

A. National Objectives

Each activity proposed, except planning and administrative activities, must meet one of the three broad National Objectives identified by the federal Department of Housing and Urban Development:

- Benefit low- and moderate-income persons
- Aid in the prevention or elimination of slums or blight
- Meet community development needs having a particular urgency (in a Presidentially-declared disaster area).

B. City's Consolidated Plan 2010-2015

Each activity proposed must meet one of the objectives identified in the City's Consolidated Plan for it to be eligible to receive CDBG funds. A copy of the approved 2010-2015 Plan is on the City Website.

C. City's Housing and Community Development Objectives

Each activity proposed must meet one or more of the City's housing and community development objectives, including: 1) maintain its exiting housing stock, 2) enforce local codes, 3) eliminate and reduce slum and blight influences, 4) promote home ownership and housing choice, 5) reduce lead hazards, 6) improve safety and security, 7) provide needed supportive services, 8) reduce renter cost burden, 8) meet homeless and other special

population needs, 9) retain and expand local businesses, 10) recruit new businesses, 11) train and develop the local labor force, and 12) redevelop underutilized or vacant properties.

IV. Types of permissible activities

A. Public Services

The City of Meriden is permitted to spend up to \$220,000 of the available CDBG funds on public services. Programs should provide the direct delivery of services and related costs. CDBG funds may not be used to replace cutbacks in local government support for public services. Examples of eligible public service projects include employment assistance, day care programs for children, transportation for special needs groups, counseling programs, social service programs, senior services, emergency food, and educational services. Public Service activities must benefit low- and moderate-income Meriden residents.

B. Public Facilities

The City of Meriden is permitted to fund projects that improve or expand public facilities in Meriden. Eligible public facilities include most types of community facilities, such as community centers, senior centers, centers for people with disabilities, day care centers, parks, recreation facilities, public works, or buildings that house public services. The removal of architectural barriers which limit accessibility is allowed. Public Facilities must be located in the City of Meriden.

C. Housing

The City of Meriden is permitted to use CDBG funds to improve the condition of the housing stock in the City's low income areas. Eligible housing activities include the rehabilitation of owner-occupied housing administered by the City's Neighborhood Preservation Program, homebuyer assistance, and fair housing services. Infrastructure related to the rehabilitation of owner-occupied housing may also be considered. CDBG funds cannot be used directly for new housing construction or for predevelopment expenses. Housing must be located in the City of Meriden.

V. Reporting Requirements and Records to be maintained:

All entities receiving CDBG funds must provide documentation of the program activities as required by the City of Meriden. Grantees will be provided with reporting forms that must be submitted on a quarterly basis. Additional documentation may also be requested in one or more of the following areas:

- Documentation showing that the public service or public facility is designed for and used by a segment of the population presumed by HUD to be principally low and moderate income; including the homeless, abused spouses and/or children, the elderly, the disabled, residents of public housing, and illiterate adults.

- Documentation describing how the governmental activity will primarily benefit low- and moderate-income persons.
- Data showing the size and annual income of the family of each person receiving the benefit for activities that are not presumed by HUD to be principally low and moderate income. Examples include youth services, day care services and general public services.
- Documentation that an Environmental Review has been completed for all non-exempt activities.
- Proof of an organization's financial health, such as a year end financial statement or certified audit.
- Certification that the organization is in compliance with all applicable federal regulations, including OMB Circulars A 87 and A 122 and 24 CFR part 85 or 84.
- Data showing Program Income received from the use of CDBG funds.
- Documentation showing that the program or activity benefitted Meriden residents.

CDBG Staff Only _____ Date Received _____

CDBG Activity 24 CFR 570._____ Matrix Code _____
National Objective _____ Award Amount \$ _____

City of Meriden Community Development Block Grant Program Year 40 (FY 2014-15)

Funding Application

Part I. Applicant

Program/Project Title:	
Organization/Applicant Name:	
Organization Representative/ Title:	
Address:	
Telephone number:	
Email:	
Organization DUNS Number	
Organization FEIN Number	
Organization CCR Number	
Contact Person>Title (if different):	
Telephone number:	
Email:	
CD-40 Amount Requested:	\$ _____

Part II. Project Description & Eligibility

A. Type of Entity (check one that describes the applicant)

<input checked="" type="checkbox"/>	
	Governmental Agency
	Private Non-profit with IRS 501c(3) Status
	Faith-based Private Non-profit with IRS 501c(3) Status
	City of Meriden Department

B. National Objective to be met is either a direct benefit to Low- and Moderate-Income Persons/Households or provides benefits to all persons in a Low- and Moderate-Income Area. Describe how beneficiary income will be determined, i.e. records maintained, census tracts, presumed benefit.

C. Consistency with the City's Consolidated Plan

<input checked="" type="checkbox"/>	The program or project to be funded with this grant is consistent with the following Consolidated Plan goal for the City's Housing and Community Development needs:
	Provide Decent Housing
	Provide a Suitable Living Environment
	Create Economic Opportunities

D. The program or project will meet the following Housing and Community Development Objective(s) or CDBG Annual Action Plan requirement(s) (check one or more that best describes the program or project)

<input checked="" type="checkbox"/>	
	Maintain or rehabilitate exiting housing stock in standard condition.
	Eliminate one of the barriers to Fair Housing Choice identified in the City's Analysis of Impediments.
	Project will eliminate and reduce slum and blight influences.
	Reduce or prevent lead-based paint hazards.
	Improve public safety and security.
	Assist low- and moderate-income persons with rental housing cost burden.
	Address homeless or other special population needs, such as the elderly, disabled, illiterate adults, or abused spouses and/or children
	Programs to assist public housing residents or Housing Choice Voucher (Section 8) holders with attaining self-sufficiency.

	Programs to address public housing needs or resident initiatives.
	Promote neighborhood and tenant associations.
	Provide day care services.
	Provide services that enable Hispanic persons to participate in economic and housing opportunities in the City.
	Reduce the incidence and effects of child abuse and sexual assault and abuse.
	Programs or projects to address emergency shelter or transitional housing and other service needs of homeless persons and families.
	Programs to prevent persons and families from becoming homeless.
	Programs to assist families living in poverty and improve household earnings.
	Expand employment opportunities for economically disadvantaged, long-term unemployed, or special needs populations through work training, supportive services and life-skill training.
	Energy conservation projects or programs in public or private facilities.
	Reduce incidences of substance abuse or teen pregnancy.
	Increase access to medical care for low- and moderate-income persons.
	Services to assist persons to maintain an independent living status.
	Services to meet behavior health needs.
	Improve local infrastructure.
	Reduce youth gang influence or other youth services programming.
	Redevelop underutilized or vacant properties.
	Programs that promote small business development.
	Retain or expand existing businesses or industries or recruit new businesses or industries.
	Train and develop the local labor force.
	Programs to create an economically stable, vibrant, and sustainable downtown.
	Promote home ownership.
	Expand the arts and entertainment opportunities in the City.
	Improve efficiency and affordability of transportation networks and the City's transportation corridors.

E. Type of Project

<input checked="" type="checkbox"/>	
	Public Services
	Public Facility Improvements
	Housing

F. Please provide a brief description of the program or project. Include the major activities and/or scope of services that will be conducted as part of the program/project. Also, please describe how the program/project will meet the Housing and Community Development Objective(s) or CDBG Annual Action Plan requirement(s) identified in Section D:

G. Please explain what outcomes are expected to be achieved by the program or project?

H. Will another entity besides the applicant be administering the project? If yes, please identify.

I. Geographic Area to be Served (please check one)

<input checked="" type="checkbox"/>	
	Project address and/or Neighborhood/Target area served:
	City-wide
	US Census tracts (if known):

J. Population to be served or benefit (please check all that apply)

<input checked="" type="checkbox"/>		Estimated number of persons to be served by the project annually
	Elderly	
	Youth	
	Disabled	
	Homeless/Near Homeless	
	Abused Spouses or Children	
	Illiterate Adults	
	Residents of Public Housing	

K. Income of population to be served or benefit (please estimate numbers to be served)

	Extremely Low Income (below 30% of median family income)	
	Low Income (below 50% of median family income)	
	Moderate Income (below 80% of median family income)	

Part III. Estimated Program/Project Budget

A. Previous awards

<input checked="" type="checkbox"/>	
	Applicant has previously received CDBG funds for the activity included in this proposal.
	Applicant has not previously received CDBG funds for the activity included in this proposal.

B. Proposed Budget for the Project or Program activity only

	CDBG-40	Other Sources (list below)
Program staff salaries/fringes		
Supplies (please describe):		
Equipment (please describe):		
Other (please describe): _____		
Facility Improvements (Attach a cost estimate for the proposed scope of work):		
TOTAL		

C. Other Sources of Funds: Please list other non-CDBG funding sources that your organization expects to receive or has received for the proposed project or program activity.

Name of Funding Source:	Amount:	Status (application, award, firm commitment):
	\$	
	\$	
	\$	

D. Financial Statement: Please provide proof of your organization's financial health, such as a year-end financial statement or certified audit (If you have provided a copy of your most recent audit, please note date of submission).

APPLICANT CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT:

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application will meet the National Objective of benefiting low- and moderate-income persons, as defined by the CDBG Regulations at 24 CFR Part 570;
- c) The applicant shall comply with all Federal, State and City laws, and CDBG Program requirements;
- d) If the project is a facility improvement, the sponsor shall maintain compliance with 24 CFR 570.505; and
- e) Sufficient funds are available from non-CDBG sources to complete the project, as described, or operate the program through the fiscal year end June 30, 2015, if CDBG funds are allocated to the applicant.

Signature of Authorized Applicant Representative

Date

Statutory Guideline References

I. Federal Regulations

Title 24: Housing and Urban Development

Part 570-Community Development Block Grants

http://www.access.gpo.gov/nara/cfr/waisidx_02/24cfr570_02.html

II. Other Requirements for Governmental Entities (also applicable to CDBG subgrantees, including non-profit organizations.)

OMB CIRCULAR NO. A-87 Cost Principles for State, Local, and Indian Tribal Governments

<http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html>

OMB CIRCULAR NO. 122, Cost Principles for Non-Profit Organizations

http://www.whitehouse.gov/omb/circulars_a122_2004

CFR 24 PART 85--ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE, LOCAL AND FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENTS

http://www.access.gpo.gov/nara/cfr/waisidx_99/24cfr85_99.html

CFR 24 PART 84-- UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND AGREEMENTS WITH INSTITUTIONS OF HIGHER EDUCATION, HOSPITALS, AND OTHER NON-PROFIT ORGANIZATIONS

http://www.access.gpo.gov/nara/cfr/waisidx_02/24cfr84_02.html

FY 2014 INCOME LIMITS DOCUMENTATION SYSTEM

FY 2014 Income Limits Summary

FY 2014 Income Limit Area	Median Income	FY 2014 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Meriden	\$73,900	Very Low (50%) Income Limits	29,000	33,150	37,300	41,400	44,750	48,050	51,350	54,650
		Extremely Low (30%) Income Limits	17,400	19,900	22,400	24,850	26,850	28,850	30,850	32,850
		Low (80%) Income Limits	44,750	51,150	57,550	63,900	69,050	74,150	79,250	84,350