

The Stamford Board of Representatives and HUD approved the Annual Action Plan for the Stamford Community Development Block Grant (CDBG) and HOME Program for Year 48 (July 1, 2022-June 30, 2023).

We have received the funding agreement from HUD as of this week. There are a few steps now to release the funds, but in the meantime see the attached PDF file (YR 48 AAP) for your Agency allocation.

In order to receive CDBG funding your Agency will must enter into an agreement with the City of Stamford. Funds cannot be released prior to the execution of this agreement. During the program year your agency will be required to provide SDC with quarterly reports verifying this program serves low income persons.

Please provide all documents to SCD by **October 23, 2022. Please Complete and return the attached checklist with your documents.**

- A. Scope of Services to be implemented under the contract. Scope should be substantially reflect the activity in your Year 48 application. Scope must specify activities planned or implemented and quantify proposed accomplishments for the fiscal year. Use the attached **Scope of Service** template Any activity you include in the program Delivery section must have been included in your original application. The Scope does not need to include a "justification" for the program-but must state how it meets National Objectives.
- B. Complete the attached Excel budget form to reflect your CDBG year 48 allocation. The budget should be based on your Agency application budget. You may reduce line amounts appearing in your application, but may not create new line items or increase line item amounts
- C. A duly adopted resolution by your Board of Directors approving your organization's entering into a contract with the Stamford Community Development Office for the purpose and amount and designating an officer of the corporation (preferably the president or chair of your board of directors), named in the resolution, as your organizations signatory to the contract and for all other documents pertaining to the contract. **Use the attached form of resolution, typed on your letterhead and signed by your corporate secretary.**
- D. Confirmation that your agency is in compliance and rules and regulations concerning federal and state payroll filing (see attached compliance regulations).
- E. HUD requires a self-assessment of the existing impediments for the disabled to participate in CDBG funded programs and projects. This assessment should consider the impediments facing the disabled including the non-ambulatory, the blind, deaf and mentally challenged clients. As part of the assessment, you should identify actions that your organization will take in the future to address the impediments identified.
- F. Agency intake form to verify eligibility for Program Services. You will be required to use the attached forms

- G. Sub recipient of federal funds must be complete and submit an annual audit in compliance with Hud and Board of Finance Audit and Financial Statement Requirements. Audits are due no later than 6 months after the close of your Fiscal Year.
- H. The Agency shall maintain, at all times during the term of this Agreement, the following insurance coverage, which shall protect the Agency, the City of Stamford and the Stamford Community Development Office:
- I. General liability insurance, in an amount not less than \$1,000,000 combined single limit for property damage and bodily injury. This insurance shall contain, but not be limited to, operations liability, premises liability, contractual liability, which insures any indemnities, contained in the Agreement and products and completed operations liability, which shall be maintained for a period of not less than three (3) years following expiration or termination of this Agreement.
- J. Workers' compensation insurance, which complies with all regulations and laws of the State of Connecticut
- K. Professional Liability Insurance in the amount of \$1,000,000 per claim which covers the services to be provided under this agreement.
- L. Sexual Abuse/Molestation Insurance in the amount of \$100,000 each claim.
- M. Automobile Liability: \$1,000,000 combined single limit per accident for the property damage and bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the Agency does not own an automobile, but one is used in the execution of the agreement, then only hired and non-owned coverage is required. If the vehicle is not used in execution of the Agreement then the automobile coverage is not required. Provide a letter on agency letterhead stating a vehicle is not used in the execution of this agreement.

All insurance required hereunder shall contain the following provisions:

1. Thirty (30) days prior written notice to the Risk Manager of the City of Stamford in the event of cancellation, termination or material change in coverage terms or conditions.
2. The City of Stamford, the Stamford Community Development Office and their employees, agents and officers **shall be designated as additional insureds under the commercial general liability insurance.**
3. The insurance required hereunder shall be primary insurance without any right of contribution from any insurance maintained by or on behalf of the City of Stamford and / or the Stamford Community Development Office.
4. The Agency agrees to waive any right of claim or loss from the City of Stamford, the Stamford Community Development Office and their employees, agents and officers that may be covered by any of the insurance required hereunder. **The insurers agree to waive any right of subrogation** against the City of Stamford, the Stamford Community Development Office and their employees, agents and officers.

**The Certificate Holder and address must also appear as follows:
Stamford Community Development Office and the City of Stamford**

P.O. Box 10152
Stamford, CT 06904-2152

Please provide a copy of the insurance requirements indicated above to your insurance carrier to ensure compliance in the preparation of the certificate. The Coverage and provisions and language requested must be submitted to the DCD Office in order to proceed with the contract. Incorrect certificates will require revision and delay process.

Please note: The Housing, Community Development and Social Services Committee of the Board of Representatives may recapture and CDBG funds not expended by **June 30, 2023**

Retain this email for your files. If you are not the person responsible for this program. Please forward this email to the Agency and staff responsible for implementation and assembly of the required documents. Please let me know who should receive future emails regarding your agency's CDBG award(s).

Please make sure your agency registration with sam.gov is active.

Please submit materials electronically AND PLEASE MAIL (ONE) ORIGINAL SET – one, complete, hard copy original set of documents is all that is required.

Email or Send to Arnold Knittel
Community Development Program Specialist
888 Washington Blvd 10th Floor
203-977-5731
aknittel@stamfordct.gov