

STAMFORD COMMUNITY DEVELOPMENT OFFICE
PROPOSAL FORM FOR PROGRAM YEAR (49) FORTY-NINE
for the COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)
JULY 1, 2023 - JUNE 30, 2024

Submission Deadline: Friday, January 20, 2023

at the Stamford Community Development Office

egordon@stamfordct.gov (digitally)

Public Hearing, Tuesday, January 31, 2023

A representative from each organization must attend the public hearing to be considered eligible for funding.

Via remote Zoom at 6:30 P.M.

The Community Development Block Grant (CDBG) program offers flexibility in program activities. Grantees are able to select activities that best meet the needs of the community, in accordance with the national objectives and other requirements of the CDBG program. CDBG funds may be used for the acquisition, construction, reconstruction, rehabilitation, or installation of public improvements or public facilities. Limited CDBG funds may also be used for Public Services grant activities such as job training and employment services, health care and substance abuse services, child care, crime prevention, and fair housing counseling. More information may be found here: <https://www.hudexchange.info/programs/cdbg-entitlement/>

Program funds are sub-granted annually to public and private non-profit agencies that are responsible for developing and implementing programs that principally benefit low and moderate-income residents or aid in the prevention or elimination of slums and blight. Awards are made to projects that best meet program eligibility requirements and address prioritized needs.

Applicants must be either a public or private, non-profit entity and must be in good standing with the State and City of Stamford. To be considered for funding, a project must primarily benefit low and moderate income persons or special needs populations as defined by HUD programmatic regulations. Proposed projects will be eligible for funding beginning July 1st of each year, pending Board of Representative approval. Funding is disbursed on a reimbursement basis only. Applicants must demonstrate they have attempted to obtain funding from other sources. Applications must address one or more of the priority needs set forth in the Consolidated Plan.

All fields are required unless otherwise stated.

Title of Proposal: _____

Total Project Cost \$ _____ CDBG Funds Requested: \$ _____

Project Address: _____

Legal Name of Agency: _____

Business Address: _____

Primary Contact: _____ Title: _____

Phone Number: _____ Email: _____

President/Executive Director: _____

Phone Number: _____ Email: _____

DUNS Number: _____

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

SAM Cage Code: _____ Federal Tax ID Number: _____

PROJECT ELIGIBILITY/BENEFIT

1. All CDBG funded projects must meet one of the priority areas identified in the City of Stamford's five-year Consolidated Plan Please check only ONE category box that best represents the application request.

- ☐ Public Improvements
- ☐ Housing
- ☐ Public Services
- ☐ Economic Development
- ☐ None (**NOT ELIGIBLE**)

2. All CDBG funded projects must meet at least one of the three national program objectives set for the HUD. Please check all applicable. (Additional information may be found in the Year 49 Community Development Plan)

- ☐ Benefits low/moderate income individuals and/or households
- ☐ Addresses the prevention or elimination of slums or blight
- ☐ Meets a particular urgent community development need
- ☐ None (**NOT ELIGIBLE**)

3. Please check all statements that describe how this project 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.

☐ 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.

☐ None (**NOT ELIGIBLE**)

CITY OF STAMFORD APPLICANTS USE ONLY (OPTIONAL):

☐ 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 City of Stamford 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. **For City of Stamford 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. **For City of Stamford Use Only.**

PROJECT DESCRIPTION

Describe the proposed project and anticipated accomplishments (1200 character limit).

Describe the target population (500 character limit).

This project is expected to be completed by June 30, 2024.

Yes

No (**NOT ELIGIBLE**)

I. Identify the need for this project in Stamford.

- a. Explain how this meets the objectives of Stamford's Community Development Plan and the [Consolidated Plan](#), and other City plans (Master Plan, neighborhood plans, etc.) (500 character limit).

b. For Public Services ONLY –

This is a new service not already available in the community.

This is a new service for this organization, but the service is already available in the community by another organization.

Explain how this activity is different from others provided:

This will expand an existing service (time accessible, number of individuals

served, etc.).

Explain how this project expands on current services:

This is an existing initiative seeking funding for on-going operations (**NOT ELIGIBLE**).

- c. Describe the community problem or need that this project is designed to address (citing local data) (500 character limit).

II. Anticipated accomplishments.

- a. Explain how this project will benefit Stamford's low income population (500 character limit).

- b. What specific performance measures will be used to document the success of this project (500 character limit)?

- c. How will the organization accurately document the income eligibility and demographic characteristics of individuals served (500 character limit)?

- d. Provide anticipated program metrics:

Total estimated number of persons to be served by this project? _____

Total estimated number of LMI persons to be served by this project? _____

Anticipated percentage of LMI persons to be served by this project (out of all persons served)? _____

Number of Stamford residents to be served by this project? _____

Number of residents from other towns to be served by this project? _____

III. Agency Capacity

- a. How many years has this organization been in operation? _____
- b. What is the organization's current annual budget? _____

What was the organization's ending cash balance last month?

This cash balance is at least one month of organization operating expenses.

Yes

No (**NOT ELIGIBLE**)

This cash balance is greater than CDBG funding being requested.

Yes

No (**NOT ELIGIBLE**)

- c. Total number of employees: Full time _____ Part time _____ Volunteer _____

Current staff has experience managing Community Development Block Grants or other federal grants (not required).

Attached resume(s) show that the identified project manager has how many years of experience in relevant project management: _____

The organization has a dedicated Chief Financial Officer or equivalent.

- d. The organization attached client confidentiality procedures to ensure confidentiality of client files (required unless using area benefit).

Yes

- e. Identify and describe grant administration software and financial management capabilities, and financial grant management policies and procedures the organization possesses to manage this project consistent with Federal financial management requirements as set forth in 2 CFR 200 (500 character limit).

- f. If the organization has worked with Stamford's Community Development Office, please explain your experience and if there have been any issues over the last five years including ability to meet delivery goals, report accurately, complete the project and drawdown funds in a timely manner, etc. (300 character limit).

IV. Budget:

- a. The project has:
- Secured matching funds specifically for this project as shown in the itemized budget below.
- Not secured matching funds for this project, but has attached documentation (denial from funder) showing at least one attempt to secure funding for this specific project that was rejected.
- Not secured matching funds and has not sought funding elsewhere
(NOT ELIGIBLE).
- b. List any committed or anticipated sources of funding for the proposed project, amount, status (300 character limit):
- c. Indicate the specific measures that the organization has or will take to make this project self-sufficient and not dependent on future CDBG allocations.

If this organization received CDBG funds in the past 5 years, fill out the table below:

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

- d. **For Public Services ONLY** - The organization understands that if CDBG funds will be used to pay for any program staff, payroll records and daily work logs to document the expense and the work performed must be submitted before reimbursement will be approved (required).

Yes

e. Itemized budget:

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

Notes

- Note all non-cash or "in-kind" contributions.

Public Infrastructure Projects ONLY:

1. Please provide the exact address(s) of the site(s) 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 this 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 this organization proposes to follow-up with assisted businesses.
5. Please describe if this 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 this 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 this organization require the beneficiaries of the program to attend any religious activity sponsored by the organization?

☐ YES ☐ NO

VII. Other Requirements:

1. Submit the Agency's most recent Audit in compliance with OMB Circular A-133, 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 Stamford Board of Finance, for the most recently completed fiscal year that ended prior to July 1, 2020. 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 City may reassess its funding allocation or not fund said project.
3. Each non-profit agency must submit with their CDBG Application their determination letter from the IRS recognizing the agency as a tax exempt organization.
4. **For Housing Rehabilitation and 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 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. **Proposal and the Agency's Audit must be submitted digitally to the Stamford Community Development Office (egordon@stamfordct.gov) by Friday, January 20, 2023.**
7. **All agencies submitting funding proposals are required to present their proposals for the record at the public hearing on Tuesday, January 31, 2023 beginning at 6:30 p.m. via remote Zoom. 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 and Community Development Plan for CDBG PROGRAM YEAR 49, 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 digital application

Proposal Form (required)

List of Board members and their positions as well as all senior staff (required unless City)

Conflict of Interest Disclosure Forms submitted for all Board Members, Senior Staff, related Program Staff with potential conflict of interests according to CDBG Conflict of Interest Policy 24 CFR 570.611. Individuals involved with the application process include all members of the Board of Representatives, Board of Finance and Community Development Office staff.

Resumes from key program staff for application project with project manager identified (required unless City)

Client Confidentiality Procedures (required unless using area benefit)

Agency Audit (required unless City)

Copy of 501(c)3 certification letter from the IRS (required unless City)