

# MERIDEN 2020

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## MEMORANDUM

**TO:** Interested Parties

**FROM:** Joseph Fest, Economic Development Director

**DATE:** March 5, 2021

**RE:** Community Development Block Grant Program – Year 47 Annual Action Plan Process

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The City of Meriden (the City) is releasing the attached Notice of Funding Availability and Request for Proposals for the Community Development Block Grant (CDBG) annual planning process in connection with the City's 2021 Annual Action Plan for Housing and Community Development. Citizen participation in the annual planning process is vital to creating a plan that meets the needs of the City.

Each year, the City of Meriden submits an Action Plan to the U.S. Department of Housing and Urban Development (HUD) detailing how it intends to use its CDBG entitlement grant funds. Meriden will receive \$1,072,055 in CDBG funding for the 2021 Program Year (PY47). On or about May 14, 2021 the City will submit to HUD its Annual Action Plan for the 2021 Program Year (PY47).

Attached to this memorandum please find the following:

1. Annual Action Plan key dates (dates shown for public hearings/comment period may change)
2. PY47 Notice of Funding Availability
3. Request for Proposals and Application Form (**due March 22, 2021**)
4. Statutory guideline references and web links



City of Meriden, Economic Development Department  
142 East Main Street  
Meriden, CT 06450

PHONE (203) 630-4151 FAX (203) 630-4274

**Please note that the City will tentatively hold the first public hearing on Wednesday, March 31, 2021 at 6:00 p.m. via TEAMS meeting. Attendance for applicants is mandatory.** Applicants will be required to briefly describe their proposals at this meeting. Citizens are also encouraged to attend this hearing to express opinions and recommendations regarding the CDBG Program, the Consolidated Plan Update, and the proposed allocation of CDBG funding. A meeting reminder and legal notice will be sent out when the date is confirmed. Comments or recommendations may also be submitted by mail or in person to the Community Development Office, Room 134, City Hall, Meriden, CT 06450.

**The second public hearing is tentatively scheduled for Tuesday, April 6, 2021 at 5:30 p.m., via TEAMS meeting for the purpose of soliciting comments on the proposed use of CDBG funds during PY47.**

**The third and final public hearing is tentatively scheduled for Thursday, April 15, 2021 at 5:30 p.m. via TEAMS meeting for the purpose of soliciting comments on the proposed use of CDBG funds during PY47.**

Please look for the official public hearing notices in the newspaper or call the Community Development Office, as dates and times for all meetings are subject to change.

**Program Year 47 applications are due to the Community Development Office by 4:30 p.m. on Friday, March 26, 2021.**

The City will not conduct an application workshop this year, but the Community Development Office is available from 8:30 am – 4:30 pm, Monday through Friday to answer questions regarding the application process. New applicants are strongly encouraged to make an appointment with the Community Development Office.

**Downloadable copies of all forms are available online at:**

<http://www.meridenbiz.com/resources/community-development-block-grant/>

Please feel free to contact us at (203) 630-4151 with any questions regarding the CDBG Program.

**CDBG Consolidated Plan and Annual Action Plan**  
**Key Dates\***

<b>March 5, 2021</b>	City issues Request for Proposal (RFP) for Program Year 47.
<b>March 26, 2021</b>	Deadline for applications to be submitted.
<b>March 31, 2021</b>	First CDBG Public Hearing held, 6:00 p.m. via TEAMS meeting.
<b>April 6, 2021</b>	Second CDBG Public Hearing at 5:30 p.m., via TEAMS meeting.
<b>April 3, 2021 - May 3, 2021</b>	Public comment period on Program Year 47 Annual Action Plan.
<b>April 15, 2021</b>	Third CDBG Public Hearing at 5:30 p.m., via TEAMS meeting.
<b>May 3, 2021</b>	Council action on proposed Program Year 47 proposed Annual Plan.
<b>May 14, 2021</b>	City of Meriden Program Year 47 Annual Action Plan submitted to HUD on or around May 14, 2020.

\*Please note that dates for Public Hearings and Comment Period are subject to change

**City of Meriden  
Community Development Block Grant  
Program Year 47 (FY 2020-2021)**

**NOTICE OF FUNDING AVAILABILITY**

**PLEASE RETURN APPLICATION FORMS BY 4:30 p.m., Friday, March 26th, 2021 to:**

City of Meriden, Department of Economic Development  
Community Development Office, Room 134  
142 East Main Street, Meriden, CT 06450

Background Information

As a federal entitlement community, the City of Meriden is eligible to receive an annual allocation of Community Development Block Grant (CDBG) funding based on the federal allocation formula. The City anticipates the availability of approximately \$1,072,055 in Community Development Block Grant funds for the City's 2021 program year (CDBG Program Year 47). The City, via the City Council, allocates CDBG grants to programs that primarily serve low- (<80% of median income), very low (<50% of median income), and extremely low (<30% of median income) income households (see attached income guidelines for income limits by household size).

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 CDBG Program is administered and monitored by the City's Department of Economic Development. The City is authorized by federal regulations to spend up to fifteen percent (15%) of its CDBG entitlement funds on public service programs that benefit low- and moderate-income persons, and up to twenty percent (20%) on 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 2020-2024 Consolidated Plan. Projects eligible for funding include public service activities, public facility improvements, housing, and economic development 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 HUD 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.

**To apply for CDBG funding, applicants must submit one (1) original and five (5) copies of the completed Application Form by 4:30 p.m. Friday, March 26, 2021 to:**

**City of Meriden  
Department of Economic Development – Community Development Office – Room 134  
142 East Main Street  
Meriden, CT 06450**

**Applications mailed to Economic Development must be post marked prior to the application deadline.**

If you have questions concerning this solicitation, contact Joseph Fest, at (203) 630-4151 or [jfeest@meridenct.gov](mailto:jfeest@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.meridenbiz.com/resources/community-development-block-grant/>

**City of Meriden  
Community Development Block Grant Program  
Year 47 (FY 2021-2022)**

**Request for Proposals and Application Form**

**PROPOSALS DUE: 4:30 p.m. Friday, March 26, 2021**

**Application Instructions**

**I. How to apply for a CDBG grant**

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 households. The City of Meriden anticipates the availability of approximately \$1,072,055 in Community Development Block Grant Funds for the City's 2021-2022 fiscal year, which is CDBG Program Year 47. Funds will be used to cover the costs associated with programs that meet the eligibility requirements outlined in this RFP and applicable local, State, & Federal Regulations.

Prospective applicants must submit three completed application forms included in this RFP to be considered. **One (1) original and five (5) copies of the Application Form are due to the City of Meriden no later than 4:30 p.m. on Friday, March 26, 2021. A complete application 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: Financial Documentation and Non-profit determination, if applicable, as requested on the application form. Additional project narrative and budget materials may also be submitted.

So that the City may 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 4:30 p.m., March 26th, 2021, by the City of Meriden Office of Community Development, Room 134, City Hall, 142 East Main Street, Meriden, CT 06450.

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 about these requirements, please contact the Office of Community Development, (203) 630-4151.

## II. Applicant eligibility

The following entities are eligible to apply for CDBG funding:

A. Government 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, often 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 daycare 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 (such as a presidentially declared disaster).

## IV. Types of permissible activities

### A. Public Services

The City of Meriden is permitted, but not required, to spend up to fifteen percent (15%), or \$160,808, of allocated 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. Funding requested must either be for a new program or an increased number of residents served by an existing program. Examples of eligible public service projects include employment assistance, daycare 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 projects include most types of community facilities, such as community

centers, senior centers, centers for people with disabilities, daycare 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 and must serve primarily low- and moderate-income people. Public Facilities not owned by the City of Meriden must be owned by a nonprofit entity and the facility must be open to the public during normal working hours.

### 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.

### D. Economic Development

The City of Meriden is permitted to use CDBG funds to promote economic development. In fact, CDBG regulations provide flexibility in terms of activities that are eligible to be undertaken for purposes of economic development. Such activities include special economic development activities, microenterprise assistance, and commercial rehabilitation. Activities are still required to meet one of the CDBG national objectives. Additionally, activities that are considered special economic development activities, including assistance to for-profit businesses, are also required to meet public benefit standards test. Depending on the activity, CDBG underwriting guidelines may also be required.

### 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, daycare services and general public services.
- Proof of an organization's financial health, such as a yearend financial statement or certified audit.

- Certification that the organization is in compliance with all applicable federal regulations, including OMB Circulars A-87 and A -22 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.