

MEMORANDUM

TO: Interested Parties

FROM: Lucy C Diaz, Community Development Manager & Grants Administrator

DATE: February 8, 2022

RE: Community Development Block Grant Program Year 48-22 Annual Action Plan Process

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 2022 Annual Action Plan for Housing and Community Development.

Each year, the City of Meriden submits an Annual 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 is expected to receive approximately \$1,087,853 in CDBG funding for the 2022 Program Year (PY48-22). The City will submit to HUD its Annual Action Plan for the 2022 Program Year (PY48-22) following approval from City Council. Citizen participation in the annual planning process is vital to creating a plan that meets the needs of the City.

Attached to this memorandum please find the following:

1. PY48-22 Notice of Funding Availability
2. Annual Action Plan key dates (dates shown for public hearings/comment period may change)
3. CDBG Funding Application **(due March 9, 2022)**

City of Meriden
Community Development Block Grant
Program Year 48-22 (FY 2022-2023)
Notice of Funding Availability and Application Instructions

PLEASE RETURN APPLICATION BY 4:30 p.m., **Wednesday, March 9, 2022 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 \$1,072,055¹ in Community Development Block Grant funds for the City's 2022 program year (CDBG Program Year 48-22). 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 administration². 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 and public facility improvements.

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.

¹ This allocation is subject to change based on the budget yet to be passed by Congress and HUD's consequent award notification.

² In the event of an award amount variation, the City will follow the guidelines set forth in the Contingency Plan for Annual Action Plan Allocation outlined in our 2020 Consolidated Plan.

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 (amount is subject to change) in Community Development Block Grant Funds for the City's 2022-2023 fiscal year, which is CDBG Program Year 48-22. 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 the completed application forms included in this RFP to be considered. **One (1) original and five (5) copies of the completed application are due to the City of Meriden no later than 4:30 p.m. on Wednesday, March 9, 2022.** A complete application includes the following:

- 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 community development objectives.
- Estimated project budget: use of funds requested and other sources of funding.
- Other materials:
 - a. 501c status
 - b. Organizational By-laws
 - c. List of current Board Members
 - d. Annual Financial Statements
 - e. Proof of Registration with the Connecticut Secretary of State
 - f. Proof of Registration with SAM.gov (SAM Unique Entity ID and No exclusions/debarments)
- Financial Documentation and Non-profit determination, 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 for any party to be considered for funding.

Before submitting an application for funding, 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) 630-4105. A copy of the NOFA and links to all applicable federal statutes and regulations are available for download from the City website.

Please note that the City will tentatively hold the first public hearing on Wednesday, March 16, 2022 at 5:30 p.m. via TEAMS. Attendance for applicants is mandatory. Each applicant will be required to briefly describe their proposals during this meeting. Citizens are also encouraged to attend this hearing to express opinions and recommendations regarding the CDBG Program, the Annual Action Plan, 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 and final public hearing is tentatively scheduled for Wednesday, April 20, 2022 at 5:30 p.m. via TEAMS for the purpose of soliciting comments on the proposed use of CDBG funds for PY48-22. 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.

Funding Workshop

The City will host a virtual application funding workshop, via Zoom, on **Wednesday, February 9 at 10 a.m.** New applicants are strongly encouraged to discuss their proposals with the Community Development Office prior to submission. If you have questions concerning this solicitation, contact Lucy Diaz, at (203) 630-4105 or ldiaz@meridencd.org

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.

Types of permissible activities

A. Public Services and Quality of Life Improvements

The City of Meriden is permitted, but not required, to spend up to \$220,000 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. Expand or Improve Public Infrastructure and 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.

City of Meriden
Community Development Block Grant
Annual Action Plan
Key Dates*

February 8, 2022	City issues Request for Proposal (RFP) for Program Year 48-22. Notice of CDBG Public Hearing (scheduled for Wed, March 16, 2022) published in the <i>Record-Journal</i> .
February 9, 2022	Virtual Application Workshop
March 9, 2022	Deadline for applications to be submitted.
March 16, 2022	1 st CDBG Public Hearing held, 5:30 p.m., via TEAMS meeting. Intros and summary of each applicant will take place. Attendance is mandatory for all applicants.
March 30, 2022	Summary of Meriden’s proposed Annual Action Plan and Projected Use of CDBG funds for Program Year 48-22 submitted to City Council and published in the <i>Record-Journal</i> and posted on the City website.
March 30 – April 30, 2022	30 day public comment period on Program Year 48-22 Annual Action Plan.
April 10, 2022	Notice of CDBG Public Hearing (scheduled for April 20, 2022) published in the <i>Record-Journal</i> .
April 20, 2022	2 nd CDBG Public Hearing/Special Human Services Committee Meeting (Presentation of PY 48-22 Annual Action Plan) at 5:30 p.m., via TEAMS meeting.
May 2, 2022	Council action on proposed Program Year 48-22 Annual Plan.
May 16, 2022	City of Meriden Program Year 48-22 Annual Action Plan submitted to HUD on or around May 16, 2022 ³ .
July 1, 2022	Start of Program Year 48-22

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

³ The Annual Action Plan must be submitted to HUD within 60 days of receipt of the annual award allocation letter.