

City of Waterbury

Waterbury Development Corporation
24 Leavenworth Street
Waterbury, CT. 06702

Telephone: (203) 346-2607
Fax: (203) 346-3910
www.wdconline.org

DATE: **APRIL 25, 2007**

TO: **CDBG/ESG APPLICANTS**

RE: **FY 2007-2008 NOTICE OF FUNDING AVAILABILITY (NOFA)
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) AND EMERGENCY SHELTER
GRANT (ESG) APPLICATIONS**

PROGRAM YEAR : OCTOBER 1, 2007-SEPTEMBER 30, 2008

**DUE : Monday, May 14, 3:30 p.m AT THE ABOVE ADDRESS
LATE APPLICATIONS WILL NOT BE ACCEPTED**

The City of Waterbury (City) is eligible to receive a formula allocation for Fiscal Year 2007-2008 from the U.S. Department of Housing and Urban Development (HUD) under the Community Development Block Grant (CDBG) entitlement program. **Please note the amended Program Year of October 1, 2007-September 30, 2008.** This letter outlines the application process that must be followed to be considered for funding. The City intends to make awards subject to fund availability. The specific funding amount for 2007-2008 is \$2,315,008.00 for CDBG, \$99,481.00 for ESG, and \$951,833.00 for HOME. The City reserves the right to make grant awards as deemed to be in the best interest of the City, and to the benefit of low and moderate low-income *Waterbury residents only*. If applying for more than one program, please provide a separate application for each.

The categories are: Public Service, Housing, Economic Development and Public Facilities and Improvement Projects. **There are two different application forms. One application form is for Housing, Economic Development and Public Service Programs. Applicants with Public Facility /Improvement Project proposals should use a separate application designated for those programs.** When requesting an application, please make sure that you designate the type of application you are requesting.

The application (**including 1 original and 19 copies**) is to be placed in a sealed package bearing the name and address of the applicant, and clearly marked with the words **2007-2008 CDBG/ESG PROGRAM YEAR APPLICATION**. If funding for more than one program project is being applied for, each application, with the appropriate number of copies (see above), must be packaged separately. Be sure to use the appropriate Program Year application form.

Applications may be mailed or hand-delivered to:

Waterbury Development Corporation
24 Leavenworth Street
Waterbury CT. 06702

Applications that do not reach the Waterbury Development Corporation (WDC) by the above deadline will not be accepted. Said applications will be time-stamped and returned to the applicant. There will be no exceptions. **The WDC will not accept applications sent by facsimile (FAX) or e-mail. Your application must be**

prepared on the application forms provided for FY 2007-2008. You may download the appropriate application form at the WDC's website: www.wdconline.org and at the City's website: www.waterburyct.org.

The priority needs noted in the application will be used to determine allocations under this NOFA. The City will determine the eligibility of programs and the appropriate categories based on HUD regulations.

The funding cycle timeline is outlined below and is subject to change; additional meetings of the Citizen Advisory Committee (CAC) may be added, if needed; updates will be posted on the WDC and City websites. In addition, all meetings and public hearings of the CAC will also be posted at the City Clerk's Office according to the State of Connecticut Freedom of Information Act (FOIA).

Staff of WDC will be available for questions and technical assistance regarding the application process by calling Maria M. Giordano, Programs Specialist, at (203) 346-2607 Ext. 117 or by email at: giordano@wdconline.org.

Notice of Funding Availability (NOFA) for CDBG funding issued	Monday, April 23, 2007
Application Available	Wednesday, April 25, 2007
Application Submission Deadline (No exceptions)	May 14, 2007 3:30 p.m.
Public Hearing No. 1: Review of Applications. Every applicant must appear. Waterbury Development Corporation, 24 Leavenworth Street, 2 nd Floor Brass City Room	Wednesday, May 23, 2007 7:00 p.m.
CAC Meeting, WDC, 2 nd floor Brass City Room * May add additional meetings for review of applications	Wednesday, May 30, 2007
Public Commentary Period for Annual Plan. Annual Plan available to public at distribution points designated in the Citizen Participation Plan	Monday, June 11, 2007- Monday, July 13, 2007
Public Hearing No. 2: Waterbury Development Corporation	Thursday, June 28, 2007
CAC Meeting at WDC, 2 nd floor, Brass City Room	Monday, July 18, 2007 7:00 p.m.
Board of Aldermen Adopt Annual Plan/ Funding allocations (CDBG, HOME, ESG)	Monday, August 6, 2007
Notification to Applicants	Thursday, August 16, 2007
Annual Action Plan Due to HUD	Thursday, August 16, 2007
Mandatory Orientation for CDBG/ESG Awardees WDC, 2 nd floor, Brass City Room	Thursday, August 30, 2007 2:00-4:00 p.m.

The Waterbury Development Corporation looks forward to receiving an application from your organization.

Sincerely,

Maria Giordano, Programs Specialist

CDBG Public Facilities and Improvement Projects

Waterbury Development Corporation
24 Leavenworth Street
Waterbury, CT. 06702
Website: www.wdconline.org

COMMUNITY DEVELOPMENT BLOCK GRANT
APPLICATION FOR FUNDING ASSISTANCE

Due Date: Monday, May 14, 2007 at 3:30 p.m.

PROGRAM YEAR

**OCTOBER 1, 2007-SEPTEMBER
30, 2008**

Agency's Legal Name:

Project Title:

Agency's Mailing Address:

Street _____

City _____ State _____ Zip _____

Tel: (____) _____ Ext. _____

Project Site Address:

Street _____

City _____ State _____ Zip _____

Tel: (____) _____ Ext. _____

Person Authorized To Sign Contract:

Name: _____

Title: _____

Tel: _____ FAX: _____

Email: _____

Person Managing the Project:

Name: _____

Title: _____

Tel: _____ FAX: _____

Email: _____

Type of Agency:

Nonprofit (Attach proof)

Pending

Approved

Type of Nonprofit (Identify): _____

State of Connecticut Incorporation (Attach proof)

Employer Identification Number _____

Project Category:

PUBLIC FACILITIES & IMPROVEMENT PROJECTS

See separate application for Public Services, Economic Development, and Housing Services activities.

CDBG Funding Request: \$ _____

Total Project Cost: \$ _____

If the amount of the CDBG grant is less than the amount requested, will the program be implemented?
Yes or No

CHECK LIST

1. PREPARE EACH SECTION IN THE ORDER IN WHICH IT IS LISTED. PLEASE ATTACH TYPED NARRATIVE PAGES WITH RESPONSES CLEARLY LABELED BY SECTION AND QUESTION NUMBER. THE SECTION V ITEMIZED BUDGET FORM (ATTACHMENT A) MAY BE HANDWRITTEN.
2. CHECK-OFF EACH ITEM AS COMPLETED. IF NOT APPLICABLE, INDICATE N/A IN THE CHECK-OFF BOX.
3. EACH APPLICATION WILL BE SCORED/RATED ON A POINT SYSTEM TOTALING 100, BASED ON SATISFACTORY COMPLETION OF SECTIONS I-V IN THE TABLE BELOW. ADDITIONALLY, APPLICATIONS WILL BE RATED ON PRIOR CDBG CONTRACT PERFORMANCE (VI) (IF APPLICABLE) AND THE DECLARATION OF DELINQUENCIES (VII).

Note: A licensed architect must assist applicant in completing Section II (questions 2 and 10), and Attachment A (Itemized Budget).

CHECK OFF EACH ITEM AS COMPLETED		PAGE LIMIT
<input type="checkbox"/>	SECTION I: ORGANIZATION/AGENCY SUMMARY	MAXIMUM 6 POINTS
<ol style="list-style-type: none"> 1. Attach proof of incorporation from the CT Secretary of the State. 2. Attach proof of current approved or pending nonprofit designation from the IRS. 3. Provide an overview of your organization. 		1
<input type="checkbox"/>	SECTION II: IMPROVEMENT PROJECT WORKPLAN	MAXIMUM 61 POINTS
<ol style="list-style-type: none"> 1. If your agency is awarded funding, the Waterbury Development Corporation will require that an architect/licensed design professional complete the Contract Bidding Documents (but not the invitation to bidders, instructions to bidders, or contracts among parties), which shall include the front-end contractual language (City and Federal requirements); zoning information; use group; site survey; environmental report; soils report (if needed); civil/site (landscaping if needed); architectural; structural; mechanical; electrical; plumbing; construction manual/specifications; drawings; and probable cost estimate. Please provide the architect's name, the firm's name, address, telephone number, and professional license number. All bidding shall be done by the City of Waterbury Purchasing Department. 2. Have the architect describe the improvement project to be undertaken. Provide the current square footage of the building/site, the amount of square footage affected by the proposed improvement, and the AIA divisions involved in the scope of the project. Provide a brief description of the work to be performed under each AIA division. 3. Why does the building/site need improvement? 4. Which clients will benefit from the services to be carried out in the space your agency proposes to renovate? Are your agency's clients low and moderate-income Waterbury residents? 5. How will the proposed improvement project benefit the quality of life of your agency's clients and that of low and moderate-income Waterbury residents? 6. What, if any fee, does your agency charge low and moderate-income residents for use of the facility? 7. Is the facility open to the general public during normal business hours (8:00 am – 5:00 pm)? If no, provide explanation. 8. Which programs will be carried out in the space your agency proposes to renovate? 9. Has the proposed project already gone out to bid and/or is it already in process? Projects previously bid and/or currently underway will not be considered for funding because they would not have complied with the City's procurement procedures and the required City and Federal Regulations. 10. Have the architect provide the project's timetable. List major tasks; include the projected start date and completion date for each task with regard to CDBG funds being available after October 1, 2007. The project must be completed within two years of the CDBG allocation. 11. Who is the legal owner of the project site? 		4

12. If leased, is it a long- term lease with 15 years or longer remaining? Does the lease allow your agency to make improvements to the site? Attach photocopy of the lease.
13. What is the current zoning classification of the project site? Is the proposed site currently zoned for the improvement (and accompanying program/service) your agency proposes to undertake?
14. If applicable, does your agency have a license to operate the program/service at the site of the proposed improvement project? Attach photocopy of the license from the appropriate licensing authority.
15. Do the residents, businesses, and community- based agencies of the neighborhood in which the building/site is located support the proposed improvement project?
16. Is your agency seeking funding assistance for soft costs (predevelopment, design, etc.), hard costs (construction), or both? Draw down of CDBG funds is on a percentage of project completed reimbursement basis provided that an executed funding agreement is in place, and the project is in compliance with all terms/conditions of said agreement. A retainage will be withheld from all payments pending successful completion of the project. Expenditures incurred prior to the effective date of the CDBG allocation are ineligible for reimbursement. The CDBG allocation must be expended within two years; funding not expended within that term may be rescinded.
17. If granted CDBG funding, your agency will need to provide the City with a certificate of insurance. The insurance limits will be determined by the City's Risk Manager on a per project basis. Will your agency be able to provide the City with the required insurance certificate?

<input type="checkbox"/>	SECTION III: ENVIRONMENTAL REVIEW REQUIREMENTS CDBG assisted projects are subject to an extensive environmental review process. To this end, provide answers to the following questions. If your agency is seeking funding for environmental testing/mitigation, please provide the dollar amounts in Section V/Itemized Budget/Attachment A of this application.	MAXIMUM 7 POINTS	1
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1. Is the building/site listed on the National Register of Historic Places?
2. Is it part of a local historic district?
3. What year was the building constructed?
4. What was/were the previous use(s) of the building/site (Residential, Commercial and/or Industrial)?
5. Does your agency have any information concerning previous or existing environmental conditions at the site (e.g., Underground Storage Tanks, Lead- Based Paint, Asbestos Containing Materials, etc.)? If so, provide a description.
6. Have any environmental studies been conducted at the site (e.g., Asbestos/Lead-Based Paint Inspection, Phase I, Phase II, or Phase III Environmental Assessments)? If so, provide a copy of the environmental reports. If there are any suspicious building materials included in the scope of work, or suspicious building materials to be disturbed as a result of the work, environmental testing must be completed prior to the project going out to bid. Depending upon the test results, mitigation measures are required prior to the bid/commencement of the project, or must be included in the scope of the project/contract bidding documents.
7. Has your agency already done any site remediation and/or abatement activities at the site? If so, provide a description. If awarded funding, a copy of the remediation/final closure reports must be provided.

<input type="checkbox"/>	SECTION IV: LEVERAGING OTHER FUNDS	MAXIMUM 6 POINTS	1
<ol style="list-style-type: none"> 1. List funding sources for this project that the agency has already applied to or plans to apply to before October 1, 2007. If there are committed funds, include a copy of the award letter. 2. If CDBG funds are the sole source of funds for this project, please explain why. 3. If this is a new application for CDBG funds, why is the agency requesting CDBG support? 4. What will be the impact if the project is not awarded CDBG funds? 5. If there are currently other grantors, will the CDBG terms/conditions conflict with those of the other grantors? 			
<input type="checkbox"/>	SECTION V: ITEMIZED BUDGET	MAXIMUM 20 POINTS	SEE ATTACHMENT A
<p>Using Attachment A, prepare a line item budget that depicts all costs associated with the project. Include all sources of funding and indicate whether funds are committed or pending. Attach award letters for committed funds. Show how the CDBG amount being requested will be used. The Itemized Budget should cover the period of the design/development phase (soft costs) as well as the projected estimate of the improvements (hard costs).</p> <p>CDBG assisted improvement projects costing \$2,000+, are required to pay federal prevailing wage rates (Davis-Bacon). Davis-Bacon Wages add 40% to the labor cost. The required bonds (bid, performance, and labor & material payment) add 15% to the project cost. Architectural and engineering fees add 15% to the project cost. Be sure to take these items into account in the project budget. In-kind income and the use of volunteer laborers are not allowed on a CDBG assisted improvement project.</p>			
SECTION VI: PRIOR CONTRACT PERFORMANCE (TO BE COMPLETED BY WDC STAFF)			
SECTION VII: DECLARATION OF DELINQUENCIES (SEE ATTACHMENT C) (TO BE COMPLETED BY WDC STAFF)			

Project Name: _____

<input type="checkbox"/>	SECTION V: ITEMIZED BUDGET	MAXIMUM 20 POINTS	ATTACHMENT A
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ALL SOURCES OF FUNDING	AMOUNT	COMMITTED
TOTAL FUNDING		

LINE ITEMS	CDBG	OTHER	TOTAL
HARD COSTS			
DIVISION 1-GENERAL CONDITIONS (MOBILIZATION, BONDS, SUPERVISION, LABOR, PERMIT, TEMPORARY PROTECTION, DUMPSTER, ETC.)			
DIVISION 2-SITE WORK (INCLUDING ANY ENVIRONMENTAL MITIGATION MEASURES)			
DIVISION 3-CONCRETE			
DIVISION 4-MASONRY			
DIVISION 5-METALS			
DIVISION 6-WOOD AND PLASTICS			
DIVISION 7-THERMAL AND MOISTURE PROTECTION			
DIVISION 8-DOORS & WINDOWS			
DIVISION 9-FINISHES			
DIVISION 10-SPECIALTIES			
DIVISION 11-EQUIPMENT (NOT CDBG ELIGIBLE UNLESS PERMANENTLY AFFIXED)			
DIVISION 12-FURNISHINGS (NOT CDBG ELIGIBLE UNLESS PERMANENTLY AFFIXED)			
DIVISION 13-SPECIAL CONSTRUCTION			
DIVISION 14-CONVEYING SYSTEMS			
DIVISION 15-MECHANICAL			
DIVISION 16-ELECTRICAL			
CONTINGENCY (5% OF ABOVE HARD COSTS)			
SOFT COSTS			
ARCHITECTURAL/ ENGINEERING/ENVIRONMENTAL CONSULTANT FEES (15% OF THE PROJECT COST)			
PRINTING OF SPECIFICATIONS & DRAWINGS (PROJECT MANUAL-CONTRACT BID DOCUMENTS)			
BID ADVERTISEMENT			
OTHER SOFT COSTS (LIST SPECIFIC ITEMS)			
CITY DEPARTMENT OF PUBLIC WORKS ADMINISTRATION FEE (5% OF HARD COSTS)			
TOTAL EXPENSES			

CDBG assisted Projects with a total cost of \$2,000+ are required to pay Davis-Bacon Wages (Federal Prevailing/Union Wage Rates). Davis-Bacon Wages add 40% to the labor cost. Have you taken this into account in the budget?

Yes No

Required bonds add 15% to the cost of the project. Have you taken this into account in the budget?

Yes No

CERTIFICATION

The Applicant:

- ◆ Agrees to accept and follow management direction from the City and specifically, the WDC.
- ◆ Agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and the City of Waterbury, including but not limited to the following:
 - Americans with Disabilities Act of 1990; a clear and comprehensive prohibition of discrimination on the basis of disability;
 - Civil Rights Act of 1964 as amended;
 - Executive Orders Numbers 3 & 17 of the State of Connecticut.
- ◆ Agrees that throughout the period of an agreement with the City, all taxes, contractual obligations, audit responsibilities and any other obligations (e.g. sewer and water, parking tickets etc.) owed to the City shall be and remain current;
- ◆ Agrees that all services required of the Applicant under an agreement with the City will be performed with professional skill and competence;
- ◆ Agrees that if allocated to the Applicant, and if for any reason these federal funds become unavailable, the Applicant will only be allowed to drawdown funds for legitimate services and activities provided and all further obligations of the Applicant and the City under a resultant agreement will cease;
- ◆ Agrees that the City reserves the right to terminate the resultant agreement at any time, for the City's convenience, with the assurance that the sub-recipient shall be entitled to reimbursement for approved services rendered prior to date of termination;
- ◆ Agrees that the Applicant's relationship with the City under an agreement will be that of an independent sub-recipient and that the agreement will be a contract for completion of activities with allocated funds and not a contract of employment with the City and no attended benefits shall be bestowed thereby;
- ◆ Agrees to comply with all requirements promulgated by HUD, including, but not limited to:
 - Federal Labor Standards (29 CFR Parts 3, 5, and 5a)
 - Davis Bacon Act, as amended (40 USC 327-330)
 - Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Dept. of Labor regulations (20 CFR-Part 3)
 - Architectural Barriers Act of 1969 (42 USC)
 - Environmental Review (24 CFR- Part 58)
 - Lead Based Paint Poisoning Prevention Act of 1971 (24 CFR - Part 35)
 - Flood Disaster Protection Act (PL 93-291)
 - Section 504 of the Rehabilitation Act of 1973

The undersigned hereby certifies that s/he is duly authorized to negotiate execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for grant funds, and that the information contained in this application is, to the best of his/her knowledge, true, correct, complete, and represents the true intended usage of the funds for which the application is being submitted under penalty of law.

Authorized Signature (Blue Ink)

Print Name

Date

DECLARATION OF DELINQUENCIES:

Please answer yes or no to each question. For all yes answers, please provide an explanation below.

DELINQUENCIES		YES	NO
1.	Is your agency delinquent in the payment of any real or personnel property taxes to the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
2.	Is your agency delinquent in the payment on any loans received through the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
3.	Is your agency delinquent in any rental payment to the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
4.	Does your agency have any outstanding housing or building code violations with respect to property located in the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
5.	Is your agency in violation of or delinquent under the terms and conditions of any executed contract or agreement with the City of Waterbury, including reports due the City hereunder?	<input type="checkbox"/>	<input type="checkbox"/>
6.	Is your agency delinquent in any other obligations to the City of Waterbury (e.g. water and sewer, parking tickets etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

Explain All "Yes" Answers:

**Summary of Priority Needs and Objectives
Program Year 33
October 1, 2007-September 30, 2008**

AGENCY NAME: _____
PROJECT: _____

1. Please choose **ONLY ONE** Priority Need Category and **ONLY ONE** corresponding objective, which best represents the proposed project.
2. **NOTE:** Priority Needs Categories & Objectives identified will be subject to verification or change by the Waterbury Development Corporation, as applicable.

PRIORITY NEED CATEGORY: PUBLIC FACILITIES (PF)	
Maintain, improve, and expand or construct basic public facilities essential to urban life and neighborhood living, including the improvement of private neighborhood facilities.	
<input type="checkbox"/> If You Check This Box, Choose Only One Of The Following:	
<input type="checkbox"/>	Objective Number: PF-1 Use CDBG funds in Annual Year Three to renovate firehouses in Year Three
<input type="checkbox"/>	Objective Number: PF-2 Use CDBG funds during Year Three to support the construction and renovation of neighborhood community facilities operated by state recognized nonprofit Neighborhood Revitalization Zone organizations or facilities operated by nonprofits offering youth programs that include after-school programs or the development of socialization skills in low/moderate income youth
<input type="checkbox"/>	Objective Number: PF-3 Use CDBG funds during Year Three to support the rehabilitation of parks and related grounds and buildings in low/moderate income areas
<input type="checkbox"/>	Objective Number: PF-4 Use CDBG funds during Year Three to support improvements to achieve ADA accessibility compliance in public neighborhood facilities
<input type="checkbox"/>	Objective Number: PF-5 Use CDBG funds to improve, repair, renovate or construct schools in low/moderate income neighborhoods during Year Three.
<input type="checkbox"/>	Objective Number: PF-6 Use CDBG funds to support the rehabilitation of non-commercial faith-based properties that provide services to low-moderate income persons in Year Three
PRIORITY NEED CATEGORY: INFRASTRUCTURE (IF)	
Maintain and improve basic infrastructure to facilitate livable neighborhoods of choice	
<input type="checkbox"/> If You Check This Box, Choose Only One Of The Following:	
<input type="checkbox"/>	Objective Number: IF-1 Maintain and improve low/moderate income neighborhood streets, including milling, resurfacing, and/or reconstruction and the replacement of sewer and catch basins during Year Three.
<input type="checkbox"/>	Objective Number: IF-2 Reconstruction of sidewalks in low/moderate income neighborhoods in Year Three.

<input type="checkbox"/>	Objective Number: IF-3 Use CDBG funds during Year Three to support alternative means of transportation through a greenway system along the Naugatuck River
<input type="checkbox"/>	Objective Number: IF-4 Use CDBG funds during Year Three to improve public transportation and access for all city residents

For Applicant's Convenience: Not Required to be Submitted with Application

APPLICANT DID YOU REMEMBER TO DO THE FOLLOWING?	
<input type="checkbox"/>	1. Use CDBG application provided for this year – FY 2007 – 2008.
<input type="checkbox"/>	2. Include Table of Contents page – with signature in blue ink .
<input type="checkbox"/>	3. Include Attachments A-D.
<input type="checkbox"/>	4. Include Commitment Letters.
<input type="checkbox"/>	5. Submit One (1) ORIGINAL and NINETEEN (19) COPIES . Original must be signed in blue ink – PAPER CLIPPED - NOT STAPLED.