

CITY OF MILFORD  
COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM (CDBG)  
PROGRAM 46  
FY20 Application & Program Guidelines  
**\*Revisions**

**Application Instructions:**

- **\*Submit eight (8) copies of the FY20 Application including all attachments. No original application is required due to COVID-19.**
- The application and forms are available on the EDC webpage of the City's website <https://www.ci.milford.ct.us/economic-and-community-development/pages/community-development-block-grant-cdbg-program>
- **\* FY20 Application Due Date: Wednesday, May 13, 2020**
- FY20 Applications that are incomplete will not be considered.
- FY20 Applications received by fax or email will not be considered.
- **\*MAIL DELIVERY will be accepted with a postmark date of May 13, 2020**  
Attn: Sheila Dravis, CDBG Administrator  
Parson's Government Complex, Dept. Economic & Community Development  
70 West River Street, 2<sup>nd</sup> floor  
Milford, CT 06460  
**\* HAND DELIVERY - Due to COVID-19, Parson's Government Complex is currently open by appointment from 10:00 a.m. to 2:00 p.m. If an applicant prefers to hand deliver a grant application packet to the Parson's front door at 70 W. River Street, please contact Sheila Dravis at [sdravis@milfordct.gov](mailto:sdravis@milfordct.gov) to schedule an appointment. If the building hours change anyone with an appointment will be notified.**

**Application Attachments:**

- CDBG Activity Budget - List all related budget financial resources.
- Current Operating Budget.
- Current Annual Financial Statement Report.
- Organizational Mission Statement, By-laws, and Board of Directors.
- Copy of IRS 501(c)(3) Tax Exemption Letter.
- Include the A-133 Single Federal Audit if \$750,000 in Federal funds was in 2019. If this is not applicable, include a written statement explaining the organization received less than \$750,000 or no federal funds last fiscal year.
- Current organizational membership form and/or program application form.
- Program service information and newsletter, if applicable.
- Client testimony, if possible.
- Project scope of work and cost estimate from a vendor

**FY2020-2025 FIVE-YEAR STRATEGIC CONSOLIDATED PLAN GOALS AND OBJECTIVES**

The overall goal of the Community Development Block Grant Program is to develop viable community programs that stabilize, secure and give opportunity to low- and moderate-income households.

### **Housing Strategy (High Priority / Level 1)**

There is a need to improve the quality of the existing housing stock in the City and to increase the supply of decent, safe, and accessible housing for low- and moderate-income persons and families of all ages.

**Objective:** Promote residential housing choice for all ages of low- and moderate-income households. Increase the number of new homes and improve existing housing stock to create decent, safe, accessible housing environments and decrease eviction and/or homelessness rates.

**Goals:** The following housing goals are:

- **HSS-1 Single-Family Housing Rehabilitation** – Financial assistance to low- and moderate-income owners. Support includes but is not limited to energy efficiency, reconstruction, ADA modifications and code corrections.
- **HSS-2 Multi-Family Housing Rehabilitation** – Financial assistance to owners of existing multi-family homes secure with a deed restriction that ensures affordable rent that benefits low- and moderate-income households. Support includes but is not limited to energy efficiency, reconstruction, ADA modifications and code corrections.
- **HSS-3 Housing Service Program(s)** – Support new and existing housing services such as security deposits and subsistence payments including utility fees, mortgage and rent payments to stabilize housing and reduce the possibility of eviction and/or homelessness for low- and moderate-income households.
- **HSS-4 Affordable Housing** – Increase the supply of affordable housing options for low- and moderate-income households, specifically privately owned affordable elderly housing units.
- **HSS-5 Housing Education** – Provide Fair housing laws to combat housing discrimination. Promote HUD Housing Counseling centers where households can learn budget practices that improve credit and the savings opportunity.
- **HSS-5 Homeownership** - Assist eligible first-time buyers who wish to own a home with down payment assistance, closing cost assistance and HUD Housing Counseling.

### **Homeless Strategy (High Priority / Level 1)**

There is an urgent need for housing and operational support to assist youth and adults experiencing homelessness and persons who are at-risk of becoming homeless.

**Objective:** Adopt a “Housing First” approach to rapidly re-house homeless persons, youth, families, and those who are at-risk of becoming homeless. Engage private residential property owners to assist the service providers to secure rental units, improve existing housing conditions and promote permanent supportive housing options.

**Goals:** The following homeless goals are:

- **HMS-1 Operational Support** – Continue support to providers with the operation of shelters and emergency shelters to house and offer support services to youth and adults experiencing homeless and persons who are at-risk of becoming homeless. Short-term support services - including financial assistance, housing search assistance, and targeted services- has shown

tremendous promise in resolving the immediate crisis of homelessness for many families and preventing their future returns to homelessness.

- **HMS-2 Housing** – Provide funds to homeless service providers to rehabilitate and reconstruction of the shelter facility, emergency shelter, and a new permanent supportive housing unit for the chronically homeless persons.
- **HMS-2 Landlord Engagement** - Increase supply of rental property owners through existing service providers to support Federal and State Rapid Re-Housing efforts.

### **Other Special Needs Strategy (Priority / Level 2)**

There is a growing need for affordable housing and facilities that benefit seniors, persons with disabilities, victims of domestic violence, persons with alcohol/drug dependency, person with development disabilities and persons with other special needs.

**Objective:** Improve the living conditions and services for seniors, persons with disabilities, victims of domestic violence, persons with alcohol/drug dependency, person with development disabilities, and all residents with other special needs.

**Goals:** The following special needs goals are:

- **SNS-1 Other Special Needs** - Support social service programs and facilities for persons with special needs.
- **SNS-2 Housing** – Support the addition of affordable, accessible, decent, safe, sound housing conditions for persons with special needs through rehabilitation of existing buildings and new construction.

### **Community Development Strategy (Priority / Level 2)**

There is a need to improve the public and private property, neighborhood facilities and infrastructure, and expand public transportation services to improve the quality of life for of low- and moderate-income households.

**Objective:** Improve the private property to reduce blighted influences in neighborhood facilities. Enhance infrastructure and public service for low- and moderate-income persons and areas in the City of Milford.

**Goals:** The following community development goals are:

- **CDS-1 Infrastructure** - Promote improvements to residential and commercial private and public owned property through enhanced staffing of existing zoning enforcement. Receivership provides a mechanism for communities to allow private entities and nonprofits to invest in much needed repairs to transform abandoned and blighted buildings into productive reuse and to improve the quality of life for residents and neighbors. Rehabilitation, reconstruction, and/or new construction of public infrastructure such as sidewalks, curbs, street drainage and waste water systems to mitigate the threat of flooding due to rising sea level at the on the coast in eligible areas.
- **CDS-2 Community Facilities** – Promote community recreation such as walking trails, bike lanes and other eligible public facilities.

- **CDS-3 Accessibility Improvements** - Eliminate architectural barriers and continue to make ADA accessibility improvements to public facilities.
- **CDS-4 Public Services** – Increase and enhance public service programs that stabilize housing such as security deposits and subsistence payments, improve access to public transportation, and supplemental food resources to homebound households, and other public service programs.
- **CDS-5 Public Safety** - Improve pedestrian and public safety features including the City’s ability to respond to emergency situations.
- **CDS-6 Open Space** - Preserve and improve open spaces throughout the City with new landscaping and passive recreational uses in eligible areas.

**Economic Development Strategy (Priority / Level 3)**

There is a need for employment opportunity, job skill training, small business development assistance and improvements to commercial property.

**Objective:** Improve and expand employment opportunities to empower low- and moderate-income employees and businesses in the City.

**Goals:** The following economic development goals are:

- **EDS-1 Economic Development** - Encourage commercial property improvement, development and expansion of City commercial corridors and transit-oriented routes through special economic financial assistance.
- **EDS-2 Employment** - Support and encourage job creation, job retention, workforce job training by employers and to unemployed and underemployed persons, including summer youth programs.
- **EDS-3 Financial Assistance** - Support micro-enterprise business assistance program.

**Administration and Planning Strategy**

To continue sound program administration practices, provide City support, when necessary, to facilitate and execute public facility and infrastructure improvements using Federal, State and local funded programs.

**Objective:** To manage and expend Federal, State, and local funds in a timely manner.

**Goals:** The following coordination, planning, and oversight goals are:

- **AMS-1 Overall Coordination** - Provide and promote funds to continue successful administration and compliance of Federal, State, and local funded programs including City project support and professional services to prepare HUD Plans and Reports.
- **AMS-2 Planning** - Provide and promote funds in support of the development of special plans and management activities.

- **AMS-3 Oversight** - Provide and promote funds in support of training, education, outreach, and monitoring to affirmatively further fair housing and the distribution of public information in the City of Milford and increased zoning enforcement oversight of private and public residential and commercial property.

### **APPLICANT CRITERIA**

A Non-Profit 501(3)(c), public agency, public housing, or Faith Based organization that provide a public service to eligible participants and operate a public facility that is open to the public during regular business hours. Proposals must meet an activity category and a national objective and fulfill a Milford new five-year goal and objective as specified above.

Applicants should be relatively certain at the time of application that the program will serve participants for which 70% are income eligible based on the HUD 80% household income guidelines for Milford OR the program/ project meets an Area Benefit according to the census map attached or a service area. Data is required to substantiate benefits to low/moderate income households and to complete grant reporting requirements.

### **GRANT ELIGIBILITY OVERVIEW**

Public Service (PS) Programs – A public service program is intended to assist new or improved service and is a highly competitive grant process due to the 15% funding cap. Requests for funds to support existing City employment position or indirect program operating costs such as organizational staff salary or office space costs are ineligible activities 570.207 (b)(2).

Housing Activity - Activities consist of but is not limited to, assist homeowners make home improvements, a non-profit or private property owner repair property or acquire real property, with the intention of creating rental unit to lease to an income eligible tenant at an affordable rate. Assist public housing authority make repairs and improvements.

Public Facility (PF) Projects – Funds toward a public facility project requires an organization to commit to its own project management to ensure the timely and correct completion of the project. If the organization hires a qualified project manager to prepare a scope of work and oversee the project on behalf of the organization then CDBG funds will be available to reimburse this cost up to \$1,000. Prior approval is required.

A public facility improvement project over \$2,000 invokes the Davis Bacon Act and Prevailing Wage Rates. A grant award is based on a current project estimate from the organization, the prevailing wage rate and a 3-10% project contingency, if necessary. The actual bid cost will determine whether the project is feasible. The CDBG staff will continue to manage the procurement process and offer guidance to complete the project. Administrative delivery costs may be budgeted in addition to the grant award.

**ACTIVITY CATEGORY - A program/project must be eligible as an activity and a related national objective.**

**Eligible Activity examples to which CDBG funds may be allocated.**

**Public Services** – rental/mortgage, security deposit, housing education, employment & training, childcare, senior services, homeless services, mental health, spousal abuse, and literacy. Public Service category is capped at 15% of the grant total.

**Acquisition of Real Property** – residential and commercial for public low- and moderate-income benefit.

**Rehabilitation of Structures** – privately owned residential or commercial repairs related to code upgrades, energy, accessibility and encapsulation of hazardous material, if required. Exception: New construction not eligible unless in conjunction with CBDO Housing Development or rental housing site assemblage, clearance, and improvements.

**Historic Preservation** – rehabilitation, preservation, or restoration of historic properties, with approval from the State Historic Preservation Office.

**First-Time Homebuyer Program** - financial assistance toward down payment assistance and closing cost on a new home purchase by an eligible buyer.

**Relocation** – Health Department can request relocation funds to avoid displacement of tenants due to unhealthy or unsafe housing condition or hazards.

**Clearance Activities** – building demolition, environmental remediation and relocation of structures.

**Disposition of Real Property** – reasonable costs incurred through sale, lease donation, or temporary management of such CDBG acquired property.

**Code Enforcement** – City enforcement of zoning, housing and health codes in low/moderate income areas where enforcement along with public or private improvements are planned.

**Public Facilities Improvements** – reconstruction, repairs or upgrades such as new equipment for water and sewer facilities, sidewalks and curbs, neighborhood centers and recreation, cultural center, a public library, and ADA accessibility. The facility must meet a national objective including keep normal operating hours and be open to the public.

**Special Economic Development Activities** – loans or grants for an economic development activity to for-profit business: jobs, expansion, façade improvements, technical assistance.

**Micro Enterprise Business Assistance** – businesses with 5 employees, or less, apply grants for marketing, relocate, signage, business software or technical support.

**Program Administration & Planning** - staff costs related to administration of the CDBG Program cannot exceed 20% of the grant total. Planning costs include consultant fees to prepare a program Plan, an Analysis of Impediments to Fair Housing Choice, an environmental review, complete studies or architectural design/ engineering plans for a non-federally funded project.

**Indirect Administration & Leveraging:** Payment of non-Federal Share, Urban Renewal Completion, Housing Services, Technical Assistance

### **Special Non-Profit Community Development Activities:**

**Community Development Corporation** – a CDC is a non-profit, independent group resolve a community need not addressed or cannot be met by local government, agencies, business. Form a steering committee and share your vision informally with community members and leaders you believe might be supportive, and incorporate their criticisms and priorities, hold a public

forum and invite the public to discuss f the steering committee’s vision. A 501(c)3 status is required.

**Community Based Development Organization** – a CBDO is designated by local government to carry out specific activities to accomplish a goal that the grantee cannot adequately. These activities might include Neighborhood Revitalization, Housing Development, Economic Development or Energy Conservation.

**Other:**

**Interim Assistance-** address improvements/repairs as a part of a comprehensive improvement plan or an emergency/public health or safety situation.

**Reconstruction** – rebuilding of a structure at the same site in the same manner.

**In Rem** – authorizes municipal to make essential repairs and pay operating expenses to maintain housing units acquired through tax foreclosure.

**Ineligible Activity examples for which CDBG funding cannot be allocated.**

**Public Service** - funds toward financial support of an existing City employment position and indirect program operating costs such as non-program staff salary or office space costs are ineligible activities § 570.207 (b)(2).

**Furnishings and Equipment Property** - purchase of equipment, fixtures, motor vehicles, furnishings, or other personal property not an integral structural fixture is generally ineligible. CDBG funds may be used, however, for eligible as firefighting equipment, or when items constitute all or part of a public service pursuant to § 570.201(e)

**Operating & Maintenance Expenses** – any expense associated with repairing, operating or maintenance of a public facility, improvements, and services is ineligible, including payment of salaries for staff, utility costs, and similar expenses necessary for the operation of public works facilities.

**New Housing Construction** – new construction to create or expand existing dwellings is currently prohibited.

**Maintenance of buildings or portions thereof, used for the general conduct of government** – however, the removal of architectural barriers or the acquisition of land is eligible.

**General Government Expenses** – the conducting normal government business.

**Political Activities** – such as political forums or voter registration.

**NATIONAL OBJECTIVES – A program/project for CDBG funding must meet a national objective according to the eligible activity.**

Direct Benefit At least 70% of person(s) participating in the program must meet the HUD 80% median income guidelines for Milford or fall under a “Presumed Benefit” category.

Person                      L/M participants of public service and facilities need to complete a Household Certification Form when served. Participants in activities that falls under the

“Presumed Benefit” category are assumed to be income eligible. Participants can fill out the Household Certification Form and skip the income section. “Presumed Benefit” activities assist abused children, battered spouse, elderly persons (defined by HUD as 62 years of age and above), homeless persons, severely disabled adults, illiterate adults, migrant farm workers, persons with AIDS.

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| Household | Provide gap funds toward new permanent supportive service housing, affordable housing choice, senior housing, modernization of public housing unit(s) and residential repair, first-time buyers, and property acquisition that benefit L/M households. |
| Jobs      | Create and/or retain L/M jobs by offering special economic development business grants or loans, micro-enterprise grants and job skill training.   |

Area Benefit Projects benefiting person’s living in L/M census tracts or a service area. HUD formula and Census Tract and Block Group data establish L/M income areas in each town. A Milford L/M Census map can be found on the ECD/CDBG webpage. Milford’s total L/M household percentage is 35.37%.

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| Area | Improvements include, sidewalks and curbs, drainage, wastewater, neighborhood facilities, open space and ADA accessible upgrades. |
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Prevent or eliminate slum and blight

Improvements might include, clearance of derelict/vacant property, convert a vacant lot to a community open space, façade improvements, removal of toxic materials.

Urgent Needs

Urgent assistance to meet a particular serious and immediate threat to health or welfare of the community whereby other financial resources are not available. Immediate needs from a catastrophe such as a flood or hurricane.

**FEDERAL COMPLIANCE**

Grant Management – Reporting, Timeliness and Monitoring

In 2011 an Inspector General audit of the U.S. Department of Housing and Urban Development required HUD to institute mechanisms its online Integrated Disbursement & Information System (IDIS) to track Subrecipient activity progress to ensure reports and expenditures are completed within the program year and vital so that the City can meet its annual grant timeliness ratio. Grantees that do not meet the timeliness ratio receive a HUD Finding and possible recapture of grant funds. Additional requirements are referenced in the Subrecipient agreement signed at the time of award. The Subrecipient will maintain a grant program file including but not limited to; its agreement, its SAM Cage Code, all correspondence and program participant information, and reports for monitoring purposes.

System for Award Management (SAM.gov)

The Office of Management and Budget (OMB) established the uniform administrative Federal award requirement for all federally funded grantees, sub-recipients, vendors, contractors and subcontractors to obtain a Dun and Bradstreet Data Universal (DUNS) number and register in the System for Award Management at SAM.gov. Guidelines on the SAM registration requirements have been attached.



The registration must be active to receive a CDBG grant agreement. A copy of the registration and the active Cage Code on file for yearly use by the organization.

#### Circular A-133 Single Federal Audit

HUD requires that Subrecipients meet OMB Circular A-133 *Audits of States, Local Governments, and Non-Profit Organization*.

#### Outcome Measurement

HUD's Office of Planning and Development, in response to a Federal Management Agenda, requests grantees to integrate a Performance Measurement System Components into the award process. The intent is to promote and award proposals that are "results oriented". Thus, creating a measure for which to assess and self-assess progress.

Under the outcome measurement section of the CDBG application please explain how the proposed project relates to each component. The five components are defined as follows:

- **Goals:** the proposed solutions to problems or needs identified by the community.
- **Inputs:** the resources dedicated to or consumed by the program such as money, staff, equipment and supplies.
- **Activities:** what the program does with the inputs to fulfill its mission. Activities include the strategies, techniques, and types of treatment that comprise the program's production process or service methodology.
- **Outputs:** the direct products of a program's activities. They are usually measured in terms of the volume of work accomplished, such as the number of low income households served, number of loan applications processed, number of units constructed or rehabilitated, linear feet of curbs and gutters installed, or number of jobs created or retained.
- **Outcomes:** the benefits that result from the program. Outcomes typically relate to a change in conditions, status, attitudes, skills, knowledge, or behavior. Common outcomes could include improved quality of life for program participants, improved quality of local housing stock, or revitalization of a neighborhood.