

Request for Proposals (RFP)

City of Meriden Community Development Block Grant Program Year 35 (FY 2009-2010)

PROPOSALS DUE: FRIDAY, FEBRUARY 27, 2009

Background Information

The City of Meriden is a small urban community located in central Connecticut comprised of 58,244 residents. It is a federal entitlement community and a state-designated “distressed” municipality. An analysis of the income levels from the 2000 US Census shows that over 50 percent of the City’s residents may be extremely low, very low or low income.

As a federal entitlement community, the City of Meriden is eligible to receive an annual allocation of federal Community Development Block Grant (CDBG) funding based on the federal allocation formula. The City of Meriden anticipates the availability of approximately \$900,000 in Community Development Block Grant Funds for the City’s 2009-2010 fiscal year, which is CD Year 35. The City spends its CDBG funding on programs that primarily serve the low (80% of median income level), very low (50% of median income level), and extremely low (30% of median income level) income populations of the City as well as its minority population. (See Income Limits chart, attached, for detailed information regarding income classifications in Meriden.)

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 program is administered and monitored by the City’s Office of Community Development, which is located in the Department of the City Manager. The City is authorized by federal regulations to spend up to 22 percent of its entitlement funds on social service programs and up to 20 percent on administration. The remainder of the funding is spent on programs that meet the National Objectives, have been identified in the City’s Consolidated Plan, and that meet one or more of the City’s housing and community development objectives. Projects eligible for funding include public service activities, public facilities, and housing activities.

Within the City’s overall allocation of CDBG funds, 70% of the funds serving specific clients, such as social service programs, must go to projects or programs that meet the low/moderate income benefit objectives. Governmental activities serving the City as a whole must demonstrate that 51% of the participants or beneficiaries of the project are low and moderate income. 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 the federal 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) completed application by Friday, February 27, 2009 to:

**City of Meriden
Office of Community Development
142 East Main Street
Room 218
Meriden, CT 06450
Attention: Juliet Burdelski, Grants Administrator**

If you have questions concerning this solicitation, contact Juliet Burdelski, Grants Administrator, at (203) 630 4105 or jburdelski@ci.meriden.ct.us.

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.cityofmeriden.org/CMS/default.asp?CMS_AreaID=76.

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City of Meriden Community Development Block Grant Program Year 35 (FY 2009-2010)

PROPOSALS DUE: FRIDAY, FEBRUARY 27, 2009

Application Instructions

I. How to become a participant in CDBG program

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 persons. The City of Meriden anticipates the availability of \$900,000 in Community Development Block Grant Funds for the City's 2009-2010 fiscal year, which is CDBG Year 35. Funds will be used to cover the costs associated with programs that meet the eligibility requirements outlined in this RFP.

Prospective applicants must submit the completed application forms included in this RFP to be considered. **Application forms are due to the City of Meriden no later than 5:00 PM on Friday, February 27, 2009.** The following application forms must be completed by each applicant:

- Application Cover Sheet
- Project Description: Description of the proposal, applicant and anticipated benefits to low and moderate income residents in Meriden, or other benefits related to City's housing and community-development related objectives.
- Estimated Project Budget: Outline of funds requested.
- Other materials: Additional project narrative and budget materials may be submitted.

So that the City can 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 5:00 P.M., February 27, 2009 to Juliet Burdelski, Grants Administrator, City of Meriden Office of Community Development, City Hall, Room 218, 142 East Main Street, Meriden, CT 06450. Proposals may be emailed to jburdelski@ci.meriden.ct.us by the application deadline.

Please review your project to ensure that it is eligible under U.S. Department of Housing and Urban Development Block Grant Program regulations. A list of

federal laws and regulations covering CDBG activities is included in this RFP. Copies of the applicable regulations are available for download on the City website at http://www.cityofmeriden.org/CMS/default.asp?CMS_AreaID=76.

If you need any technical assistance, feel free to call the Community Development Office at (203)630-4105.

II. Applicant eligibility

The following entities are eligible to apply for CDBG funding:

A. Governmental 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 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 day care 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

B. City's Consolidated Plan 2005-2010

Each activity proposed must be identified in the City's current Consolidated Plan for it to be eligible to receive CDBG funds. A copy of the 2005-2010 Consolidated Plan is available in the Community Development Office, Room 218, City Hall.

C. City's Housing and Community Development Objectives

Each activity proposed must meet one or more of the City's housing and community development objectives, including: 1) maintain its exiting housing stock, 2) enforce local codes, 3) eliminate and reduce slum and blight influences, 4) promote home ownership and housing choice, 5) reduce lead hazards, 6) improve safety and security, 7) provide needed supportive services, 8) reduce renter cost burden, 8) meet homeless and other special population needs, 9) retain and expand local businesses, 10) recruit new businesses, 11) train and develop the local labor force, and 12) redevelop underutilized or vacant properties.

IV. Types of permissible activities

A. Public Services

The City of Meriden is permitted to spend up to 22% of the available CDBG funds on public services. Projects should be used for the direct delivery of services, and not for overhead or administration. CDBG funds may not be used to replace cutbacks in local government support for public services. Examples of eligible public service projects include day care programs for children, transportation for special needs groups, counseling programs, social service referrals, senior services, employment assistance, emergency food, and educational services.

B. Public Facilities

The City of Meriden is permitted to fund projects that improve or expand public facilities in Meriden. Eligible public facilities include most types of community facilities, such as community centers, senior centers, centers for people with disabilities, day care centers, parks, recreation facilities, public works, or buildings that house public services. The removal of architectural barriers which limit accessibility is allowed. Commercial façade rehabilitation projects are also eligible as a public facilities project.

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 housing construction or for predevelopment expenses.

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, day care services and general public services.
- Documentation that an Environmental Review has been completed for all non-exempt activities.
- Proof of an organization's financial health, such as a year end financial statement or certified audit, upon request by the Grants Administrator.
- Certification that all organization is in compliance with all applicable federal regulations, including OMB Circular A 87 and 24 CFR part 85 (applicable to both City of Meriden and its subgrantees).
- Data showing Program Income received from the use of CDBG funds.

City of Meriden Community Development Block Grant Program
Year 35 (FY 2009-2010)

Application Forms

Part I. Application Cover Sheet

Agency Name:	
Contact Person:	
Address:	
Telephone:	
Email:	
CD-35 Amount Requested:	\$
CD-35 Match Provided:	\$
Project Title:	
Brief Description of Project:	
Authorized By:	
Title:	
Date:	

APPLICANT CERTIFICATION

THE UNDERSIGNED CERTIFIES THAT:

- a) The information contained in this document is complete and accurate;
- b) The proposed program/project described in this application meets the National Objective of benefiting low and moderate-income persons, as defined by CDBG Federal Regulations.
- c) The applicant shall comply with all Federal, State and City laws, policies and requirements affecting the CDBG Program;
- d) If the project is a facility, the sponsor shall maintain and operate the facility for ten years; and
- e) Sufficient funds are available from non-CDBG sources to complete the program/project, as described, if CDBG funds are allocated to the applicant.

Signature of Authorized Applicant Representative

Date

Part II. Project Description & Eligibility

A. Type of Entity (check one that describes the applicant)

√	
	Governmental Agency
	Private Non-profit with IRS 501c(3) Status
	Faith-based Private Non-profit with IRS 501c(3) Status
	City of Meriden Department
	Other (please describe)

B. National Objectives (check one that best describes the project)

√	
	Benefit Low and Moderate Income Persons
	Aid in the prevention or elimination of slums or blight
	Meet community development needs having a particular urgency

C. Consistency with the City's Consolidated Plan 2005-2010 (if unsure, please contact City for more information)

√	
	Yes, the proposal is consistent with the City's Consolidated Plan 2005-2010

D. Meets Housing and Community Development Objectives (check one or more that best describes the project)

√	
	Project will maintain exiting housing stock
	Project will enforce local housing and building codes
	Project will eliminate and reduce slum and blight influences
	Promote home ownership and housing choice
	Reduce lead hazards
	Improve safety and security
	Provide needed supportive social services
	Reduce renter cost burden
	Address homeless and other special population needs, such as the elderly, disabled, illiterate adults or abused spouses and/or children
	Retain and expand local businesses
	Recruit new businesses
	Train and develop the local labor force
	Redevelop underutilized or vacant properties
	Other:

E. Type of Project

√	
	Public Services
	Public Facilities
	Housing

F. Please write a brief description of the project and its primary objectives :

G. What major activities and/or scope of services will be conducted as part of the proposal?

H. What objectives/outcomes can the project be expected to achieved? (Please quantify.)

I. Will another other entity besides or in addition to the applicant listed be administering the project? If yes, please identify.

J. Geographic Area to be Served (please check one)

√	
	Project address and/or Neighborhood area served:
	Greenline Redevelopment Area
	City-wide
	Other areas (please identify):
	US Census tracts (if known):

K. Population to be served or benefit (please check all that apply)

√		Estimated number of persons to be served by the project annually
	Elderly	
	Youth	
	Disabled	
	Homeless/Near Homeless	
	Abused Spouses or Children	
	Illiterate Adults	
	Verified Residents of Public Housing	
	Extremely Low Income (below 30% of median family income)	
	Low Income (below 50% of median family income)	
	Moderate Income (below 80% of median family income)	
	Other (please identify)	

Part III. Estimated Project Budget

A. Previous award-Non-profit organizations

√	
	Our non-profit organization has previously received CDBG funds for the activity included in this proposal.
	Our non-profit organization has not previously received CDBG funds for the activity included in this proposal.
	We represent a City Department or governmental agency.

B. CD-35 Budget

Amount Requested-CD 35	\$
Cash match Provided by the grantee	\$
Source of cash match	
TOTAL	

C. Budget Estimate-Proposed Project or Program activity only

	CDBG-35	Applicant Share
Contractual/Services		
Equipment		
Supplies		
Travel		
Salaries/Fringe		
Facilities (attach details, such as contractor estimates, supply list with cost estimates, etc.)		
Other (please describe)		
TOTAL		

D. Other Funding sources

Please list other non-CDBG funding sources that your organization expects to receive for the proposed project or program activity.

Source:	Amount:
	\$
	\$
	\$
	\$
	\$

Proposed Timeline-CD 35

January 23, 2009	CDBG Public Information Document Distributed
February 27, 2009	Deadline for Submission of Proposals by Non-profits, Government Agencies and City Departments
March 12, 2009	First Public Hearing on CDBG Funding Requests and Needs--7:00 P.M. Senior Citizens Center
April 6, 2009	Recommendations for Allocation of CDBG-35 Funds submitted to City Council
April 7 - May 7	Public Comment Period on CDBG-35 Recommended Use of Funds
May 7, 2009	Second Public Hearing on CDBG-35 Recommended Funding Allocations (Tentatively scheduled--6:00 P.M. Meriden City Council Chambers)
May 7, 2009	Human Services Committee
May 18, 2009	Council Adopts and Approves Annual Plan for CDBG-35 Final Funding Program Allocations
June 1, 2009	CDBG-35 Annual Plan grant application Submitted to HUD
June, 2009	CDBG Grantee Orientation Workshop
July 1, 2009	CDBG-35 Program Year Begins

Past use of CDBG Funds in Meriden

THIRTY FOUR YEARS OF CDBG ACTIVITIES AND FUNDING

NEIGHBORHOOD PRESERVATION AND REHABILITATION **\$ 17,323,912**

Rehabilitation Loans and Grants	6,872,679
Public Improvements in Target Areas	52,900
Public Housing Modernization	1,384,642
Code Enforcement	4,038,540
Demolition of Hazardous Structures	2,095,644
Acquisition of Maple Street Property	20,000
Housing Rehab. – CCHD	306,548
St. Vincent DePaul Housing Development	62,000
First Time Homebuyers Program	150,000
Infrastructure Grant Match	150,000
Lincoln Terrace Infrastructure	10,000
Housing Legal Services	438,649
Community Service Initiatives	784,132
Infrastructure – Windsor/Lincoln	145,000
Acquisition and Demolition of Derelict Structures	164,700
Lewis Avenue Initiative	393,478
Inner City Sidewalks	180,000
Down Payment Assistance	75,000

ECONOMIC DEVELOPMENT **\$ 723,760**

Economic Development Program Planning	86,500
Meriden Economic Development Corporation (MEDCO)	47,000
Zoning Ordinance Revisions	11,760
Master Plan	61,500
Central Business District Planning	15,000
Rehabilitation Program Planning	17,000
CBD Improvements	485,000

PUBLIC SERVICES **\$6,202,863**

Big Brothers/Big Sisters	46,038
Senior Center Operations	172,500
Elderly Nutrition	142,157
Elderly Transportation	189,500
Alcohol and Drug Abuse	64,033
Child Guidance Clinic	3,000
Legal Services	251,000
Emergency Fuel Assistance	24,947
Chrysalis Shelter Operations	349,460
Public Housing Security	99,087
Police Community Relations	206,000
WFC Day Care	482,992
Coordinated Crisis Intervention	307,778
Channeling Youth	13,900
Red Cross Transportation	36,452
Police Explorers	5,000
Homemaker Services	158,897

PUBLIC SERVICES (CONT.)

Job Training	25,000
Neighborhood Health Services	135,000
Summer Basketball League	140,300
Food Assistance – Salvation Army	12,920
Hispanic Elderly Nutrition	13,600
Black Cultural Enrichment	4,000
Casa Boricua Center Operations	327,502
Felix Morales Softball League	1,500
Public Housing Softball League	6,000
P.A.L. Community Center	27,000
Patsas Family, Inc.	3,500
Sexual Assault Crisis Service/SAIR	105,501
Youth Services	156,252
Sunday Library	5,000
Community Support Services	150,900
Mills Security	25,000
Catholic Family Services Child Day Care	111,390
Open DOHR	29,062
Literary Volunteers	79,379
Mobile Work Crew	831,575
Meriden Day Care	3,000
Fire Prevention Education	6,000
Adult Day Care	64,204
Homeless Shelter	184,132
Transitional Living (Chrysalis)	132,036
Easter Seals Van	5,000
AIDS Residence	12,500
Beat the Street	206,583
Olive, Akron, Pleasant Street Youth Program	25,732
City Park Neighborhood Youth	6,500
Community Policing	20,000
Cadet Civil Air Patrol	15,800
Workfare Training	40,000
Gang Prevention Coalition	55,046
Boys & Girls Club	88,710
Youth Karate	42,782
Summer Camperships	10,000
Youth Service Employment	7,500
Community Health	9,815
Children's First Initiative	162,639
Teen Centers	96,964
Before and After School	24,250
Curtis Elderly Transportation	7,334
So. Meriden Teen Center	86,562
Chore Service	72,968
Rec-Express YMCA	21,484
C4C Tutorial	8,688
Eco. Literacy – Girls Club	5,584

PUBLIC SERVICES (CONT.)

Summer Youth – Mt. Hebron	11,539
EMS Explorers	2,000
WFC Project REACH	7,500
Catholic Charities	2,500

NOW Circles Campaign	2,500
Q River Watershed Summer Paddling	3,000
Meriden Kids Walk Safe	1,000
YMCA Youth Theater Scholarships	1,000
Father Motivation Center	500
NAACP ACT-SO Program	1,000
Meriden Soup Kitchen	2,889
Meriden Arts & Crafts	2,500

HISTORIC PRESERVATION	<u>\$ 440,396</u>
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Curtis Memorial Building	201,080
Historic Survey	5,000
1711 Inn	168,000
Andrews Homestead	11,316
Old Meriden High School Feasibility Study	10,000
Silver City Museum	45,000

PUBLIC FACILITIES	<u>\$ 1,556,522</u>
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Neighborhood Sidewalk	20,000
Casa Boricua	127,000
Senior Citizens Center	462,000
Day Care Center	45,000
West Side Firehouse	87,000
Battered Women's Shelter	52,232
Parking Lot Improvements	34,500
Handicapped Society Facility	40,423
Neighborhood Center Improvements	4,000
Handicap Ramp American Heart Association	6,000
Handicap Ramp Disabled American Veterans	4,000
Central Business District Improvements	75,000
P.A.L. Community Center	106,770
Family Services Center Improvements	26,440
High Hopes Facility	33,282
Child Guidance Clinic	88,651
Patsas Family, Inc	4,241
D.A.V.	11,200
Mobile Work Crew Center	16,500
Head Start	34,000
Homeless Shelter	83,000
Easter Seal Rehab. Center	47,252
Y.W.C.A.	80,177
Meriden Girls Club	22,555
Adult Day Care	6,500
Meriden Girls Club	7,500
119 West Main Street	8,710
Boys Club	12,929
Beat the Street	9,660

PARKS AND RECREATION IMPROVEMENTS	<u>\$ 321,000</u>
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Cedar Park	13,000
Brookside Park	70,000
North End Field	15,000
Habershon Field	20,000

Hanover Pond and Dossin Beach	1,700
Columbus Park	142,000
Beaver Pond	3,000
Bronson Avenue Park	6,000
Johnson Farms Playground	5,000
Parks Improvements	45,300

ADMINISTRATION	<u>\$ 3,884,498</u>
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TOTAL	<u>\$30,452,951</u>
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EMERGENCY JOBS BILL	<u>\$ 206,000</u>
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New Fire Station #4	206,000
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Statutory Guideline References

I. Federal Statutes

Title 42-The Public Health and Welfare

Chapter 69-Community Development

Sections 5301-5321

http://www.access.gpo.gov/uscode/title42/chapter69_.html

II. Federal Regulations

Title 24: Housing and Urban Development

Part 570-Community Development Block Grants

http://www.access.gpo.gov/nara/cfr/waisidx_02/24cfr570_02.html

III. Other Requirements for Governmental Entities (also applicable to CDBG subgrantees, including non-profit organizations.)

OMB CIRCULAR NO. A-87 Cost Principles for State, Local, and Indian Tribal Governments

<http://www.whitehouse.gov/OMB/circulars/a087/a087-all.html>

CFR 24 PART 85--ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE, LOCAL AND FEDERALLY RECOGNIZED INDIAN TRIBAL GOVERNMENTS

http://www.access.gpo.gov/nara/cfr/waisidx_99/24cfr85_99.html

FY 2008 Income Limits Documentation System

FY 2008 Income Limits Summary

Meriden town, Connecticut										
FY 2008 Income Limit Area	<u>Median Income</u>	FY 2008 Income Limit Category	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
Meriden town	\$78,300	<u>Very Low (50%) Income Limits</u>	\$27,400	\$31,300	\$35,250	\$39,150	\$42,300	\$45,400	\$48,550	\$51,700
		<u>Extremely Low (30%) Income Limits</u>	\$16,450	\$18,800	\$21,150	\$23,500	\$25,400	\$27,250	\$29,150	\$31,000
		<u>Low (80%) Income Limits</u>	\$43,050	\$49,200	\$55,350	\$61,500	\$66,400	\$71,350	\$76,250	\$81,200

NOTE: Meriden town is part of the **New Haven-Meriden, CT HUD Metro FMR Area**. The **New Haven-Meriden, CT HUD Metro FMR Area** contains the following areas: **NEW HAVEN COUNTY, CT TOWNS OF** Bethany town, CT ; Branford town, CT ; Cheshire town, CT ; East Haven town, CT ; Guilford town, CT ; Hamden town, CT ; Madison town, CT ; Meriden town, CT ; New Haven town, CT ; North Branford town, CT ; North Haven town, CT ; Orange town, CT ; Wallingford town, CT ; West Haven town, CT ; Woodbridge town, CT .

Income Limit areas are based on FY 2008 Fair Market Rent (FMR) areas. For a detailed account of how this area is derived please see our associated FY 2008 [Fair Market Rent documentation system](#).

From <http://www.huduser.org/datasets/il/il2008/st.odt>