

To: Applicants for City of Danbury 2014 CDBG Funding
From: Laurence E. Wagner, Danbury CDBG Program Administrator
Subject: 2014 Annual Action Plan Preparation
Date: January 14, 2014

Today starts the beginning of the City's preparation of its PY40 (2014) CDBG Annual Action Plan. While HUD has not yet officially provided the City with the specific allocation amount for its 2014 funding, we are proceeding based on an estimated allocation of approximately \$524,000 from last year's amount. Approximately \$70,000 of that will be available for social/public service project funding.

Funds are available for projects/programs in the areas of housing, community facilities, economic development, and public services for activities which will either 1.) Benefit low/moderate income persons, 2.) Eliminate slum and blight, or 3.) Resolve an imminent threat to public health or safety. Start date is approx. August 1, 2014 based upon receipt of Federal funds, and applicants will need to evidence their ability to proceed quickly upon project approval.

An original and six (6) copies of your completed Applications with supporting documentation must be received at our office, L. Wagner & Associates, Inc. 51 Lakeside Blvd. East, Waterbury, CT. 06708 or they may be delivered to the Finance Office at City Hall, 2nd Floor, no later than 3:00 p.m. on Thursday, February 27, 2014. Please do not submit applications by fax or e-mail.

We urge you to call if you have any questions or would like to discuss your project in more detail.

There will be an Application Workshop on Tuesday, January 28, 2014 at 9:30 a.m. in the Danbury City Hall, City Council Chambers, 3rd Floor, 155 Deer Hill Avenue, Danbury, CT. to review and discuss the Application, eligibility requirements and other issues regarding this year's funding. **It is strongly suggested that all potential applicants attend.**

You will need to submit your proposal with a sufficient level of detail and an adequate level of supporting documentation, so that the City can review and evaluate your request. Applications which are vague, do not provide adequate supporting material, or raise questions such as the availability of other funding, will delay your project's review and may inhibit funding approval.

Priority will be given to projects which are "ready-to-go" and which can document the current availability of any other financial resources if required. If your project requires architectural or engineering plans or specs, they should be submitted with the Application (1 copy) if available.

If you have received funds in prior years, the status and progress of your past project(s) will be considered in the 2014 award decisions.

In prior years, more requests for funding have been received than there have been funds available, so the quality of your proposal and the degree to which it addresses community needs identified in the City's 5-Year Consolidated Plan is critical.

We anticipate Federal reductions in funding of some amount, but specific reductions have not yet been established.

We look forward to hearing from you.

2014 (Year 40) CDBG ACTION PLAN CALENDAR

DATE	ACTION	ASSIGNMENT
01/13/14	Action Plan Preparation begins	L. Wagner
01/16/14	Application and outreach packages mailed – ad published	L. Wagner to mail
01/21/14	Mayor’s letter to proposed Committee members	Mayor’s Office to provide to LWA
01/28/14	Application Workshop Held – City Council Chambers 9:30 a.m.	L. Wagner
01/17/14 01/28/14	Public Notice published for Hearing #1	L. Wagner to adv. directly with newspaper
02/05/14	Public Hearing #1 (Joint hearing on prior activity review and Year 40 Action Plan community needs) 7:00 p.m. City Hall 3 rd Floor - Conference Room 3C	L. Wagner/D. St. Hilaire
02/27/14	CDBG Subrecipient applications due at LWA	L. Wagner
03/13/14	LWA preliminary overview of applications to Committee Members	L. Wagner
03/20/14	Policy Committee Meeting 3:00 p.m. – City Hall 2 nd Floor Conference Room 2C	Policy Committee/City
04/03/14	Deadline for funding decisions – Policy Committee	Policy Committee
04/07/14	1 st Public Notice on comment period and Public Hearing #2 – Published twice prior to 04/07/14.	L. Wagner to adv. directly with newspaper
04/14/14	Second Publication date for 1 st Public Notice on comment period and Public Hearing #2	
04/15/14	Draft Action Plan to Danbury	L. Wagner
04/15/14	Draft Action Plan available to public	L. Wagner
04/16/14	30-day public comment period on Plans begins	City
05/07/14	Public Hearing #2 (focus on projects funded) 7:00 p.m. – City Hall 3 rd Floor Conference Room 3C	L. Wagner/D. St. Hilaire
05/16/14	Public comment period ends	City
05/22/14	Resolution and letter submitted to City Council for meeting	City
05/22/14	Plan finalized and responses to comments made	L. Wagner
07/01/14	City Council approval	City
07/08/14	Final Plans submitted to Danbury for transmittal to HUD	L. Wagner
07/15/14	Final Plans submitted to HUD	L. Wagner/City

Dates and locations subject to change – Please contact either Larry Wagner (203) 573-1188 or Andi Gray (203) 797-4656 for updated dates and times.

Check the City website (www.ci.danbury.ct.us) for updates on weather-related cancellations. If City Hall is closed, has a delayed opening past the start time, or an early closing prior to the start time of any workshop/hearing, that event is cancelled. Check the website for information on re-scheduled events.

Danbury, CT PY40 CDBG

2014 Notice of Funding Availability

General Information

The City of Danbury is allocated funds each year by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. Danbury will accept proposals for funding from community-based organizations, non-profits, City Departments, and citizens. Please review all of the information in this Notice of Funding Availability so that you understand the process and the requirements for CDBG funding.

Project proposals for 2014 must be submitted on or before **Thursday, February 27, 2014, by 3:00 p.m.**

An original and six (6) copies of the Application Form should be mailed or delivered to:

L. Wagner & Associates, Inc.
51 Lakeside Blvd. East
Waterbury, CT. 06708

Please do not fax or email.

Applications are then reviewed for eligibility and compliance thresholds. Eligible applications are then reviewed by the City of Danbury CDBG Committee.

Timeline (tentative)

Applications become available	January 14, 2014
Application workshops	January 28, 2014 at 9:30 a.m. City Council Chambers Danbury City Hall
1 st Public Hearing (Prior activity status and review of community needs)	February 5, 2014 at 7:00 p.m. 3 rd Floor Conference Room Danbury City Hall
Application Deadline	February 27, 2014 by 3:00 p.m. at L. Wagner & Associates, Inc.
2 nd Public Hearing (focus on projects funded)	May 7, 2014 at 7:00 p.m. 3 rd Floor Conference Room Danbury City Hall

Funding Availability

This year, the City of Danbury estimates it will be receiving approximately \$524,000 in Community Development Block Grant funds based on last years Federal funding allocation.

Based on current Federal budget uncertainties, however, a reduction in this funding level could occur.

Projects

Public Service Projects

Public Service Projects are restricted to no more than 21.96% of the total CDBG funds allocated for this year minus carryovers from prior years. It is estimated that approximately \$70,000 will be available for new social services funding 2014. The City reserves the right to fund a lesser amount if carryovers from prior years are greater than expected.

Development Projects

Development grants can be used for public facilities and improvements, economic development initiatives, or housing (excluding new construction).

Each application for CDBG funding must comply with the Federal requirements in CFR 570.201 for eligibility.

Eligibility Requirements

All Applications for CDBG funding must meet the requirements of both Section A (relating to national objectives) and Section B (relating to eligible activities) below. These are Federal requirements prescribed by the Housing and Community Development Act of 1974, as amended, and by the implementing Federal regulations at 24 CFR Part 570.

A. Threshold Criteria – National Objectives

In order for a project to be funded with CDBG funds, it must meet one of the following three national objectives:

1. Benefit low and moderate income persons as per the guidelines established by the U.S. Department of Housing and Urban Development.

Locally, the primary use of CDBG funds is for services and programs for low and moderate income persons. In order to be eligible, the project must either serve persons residing in an eligible geographic area (see attached map) or it must benefit low and moderate income persons directly (through serving a targeted population). A direct benefit to low and moderate income persons may come through services, through housing or through jobs.

If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low and moderate income residents.

You must keep records (i.e., intake form, application, etc.) to verify the income by household size and the residence of all those served by your project/program. Certain groups of people are

presumed by HUD to be principally low/moderate income persons. Those groups include: abused children; elderly persons; battered spouses; homeless persons, adults meeting Bureau of Census' definition of severely disabled persons; illiterate adults; persons living with AIDS; and migrant farm workers. If your project/program exclusively serves one of these groups, you may document the limited nature of your clientele without documenting actual client income. You can use participation in other programs (i.e., JTPA, National School Lunch Program) as a "proxy" for CDBG income-eligibility if the income guidelines for that program are the same or less than CDBG guidelines.

"Moderate income" means a household whose income does not exceed 80% of the median family income for the area.

2. Aids in the prevention or elimination of slums and blight.
3. Meets other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community and where other financial resources are not available to meet such needs.

If you are proposing a project under either the "elimination of slums and blight" or the "immediate threat to health and safety" objective, please contact the Grant Administrator prior to completing your application.

B. Eligible Activities

This section describes many of the activities which can be assisted with CDBG funds under the Federal regulations. There are a limited number of additional miscellaneous activities which may be eligible for funding. If you have a question about the eligibility of an activity for which you want to seek funding, please contact Larry Wagner, CDBG Grant Administrator at 203-573-1188 ext. 203.

Eligible activities include:

1. Purchase, sale, lease or other disposition of real property.
2. Clearance, demolition and removal of buildings.
3. Rehabilitation of publicly or privately owned residential property; commercial/industrial property (but if privately-owned, only for exterior improvements and correction of code violations); and nonresidential buildings and improvements owned by a nonprofit. Funding cannot be used for costs of equipment, furnishings or other personal property, or for the labor costs for homeowners to rehabilitate their own property. Funding can be used for:
 - a. Labor, materials and other costs relating to rehabilitation.
 - b. Grants, loans, loan guarantees and other forms of assistance for financing rehabilitation.
 - c. Loans for refinancing indebtedness.
 - d. Improvements to increase the energy efficiency of buildings and/or the efficient use of water.
 - e. Installing sprinkler systems, smoke detectors, dead bolt lock and other security devices.

- f. Connecting residential structures to water or sewer collection lines.
 - g. Initial homeowner warranty premiums and hazard or flood insurance.
 - h. Lead-based paint hazard evaluation and reduction.
 - i. Rehabilitation services (counseling, energy auditing, preparation of work specifications, loan processing, inspections, etc.).
 - j. Historic preservation.
 - k. Converting a closed building from one use to another.
 - l. Removal of architectural barriers to accommodate people with disabilities.
4. Relocation assistance to businesses, individuals, families, and non-profit organizations displaced by CDBG activities, and loss of rental income incurred in connection with the temporary relocation of displaced individuals and families.
 5. Code enforcement.
 6. Homeownership assistance.
 7. Interim assistance either to alleviate an emergency condition or to cover limited, immediately needed improvements to a deteriorating area as a prelude to permanent improvements. These limited improvements can include special neighborhood cleanup campaigns.
 8. Purchase, construction, reconstruction, rehabilitation or installation of public facilities and improvements. Public facilities include schools, libraries, and special needs shelter facilities (nursing homes, hospitals, domestic violence shelters, homeless shelters, halfway houses, group homes, emergency shelters). Public improvements include streets, sidewalks, curbs, parks, playgrounds, water and sewer lines, parking lots, and aesthetic amenities on public property (trees, sculptures, etc.).
 - a. A "public facility" may be owned and operated by a non-profits (i.e., senior centers, neighborhood centers) as long as it is open to the general public.
 - b. Buildings used primarily for the general conduct of government are ineligible.
 - c. Flood and drainage facilities and parks established as a result of reclamation of land near a river are ineligible unless certain requirements are met.
 - d. CDBG funds cannot be used to operate or maintain public facilities/improvements.
 - e. CDBG funds cannot be used to buy construction equipment, to buy furnishings or other personal items, or for new construction of public housing.
 9. Public services, including but not limited to child care, health care, job training, recreation programs, education programs, public safety services, services for seniors, services for the homeless, substance abuse treatment, fair housing counseling, and energy conservation.
 - a. Grants for public services may not exceed 21.96% of the City's total annual CDBG appropriation.
 - b. CDBG funds should be substituted for City or State funds supporting public services. The service must be a new service or a "quantifiable increase in the level of service" above that provided by or on behalf of the City through City or State funds.
 - c. Ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities or other income payments are not eligible activities.
 10. Special economic development activities, including:

- a. Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and improvements.
 - b. Grants, loans, loan guarantees, interest supplements, and technical assistance to private for-profit businesses.
 - c. Economic development services including outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of necessary agreements; management of assisted activities; and screening, training, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities.
11. Microenterprise assistance in the form of loans, grants, technical assistance and general business support services.
 12. Grants or loans to any qualified Community-Based Development Organization to carry out a neighborhood revitalization, community economic development, or energy conservation project.

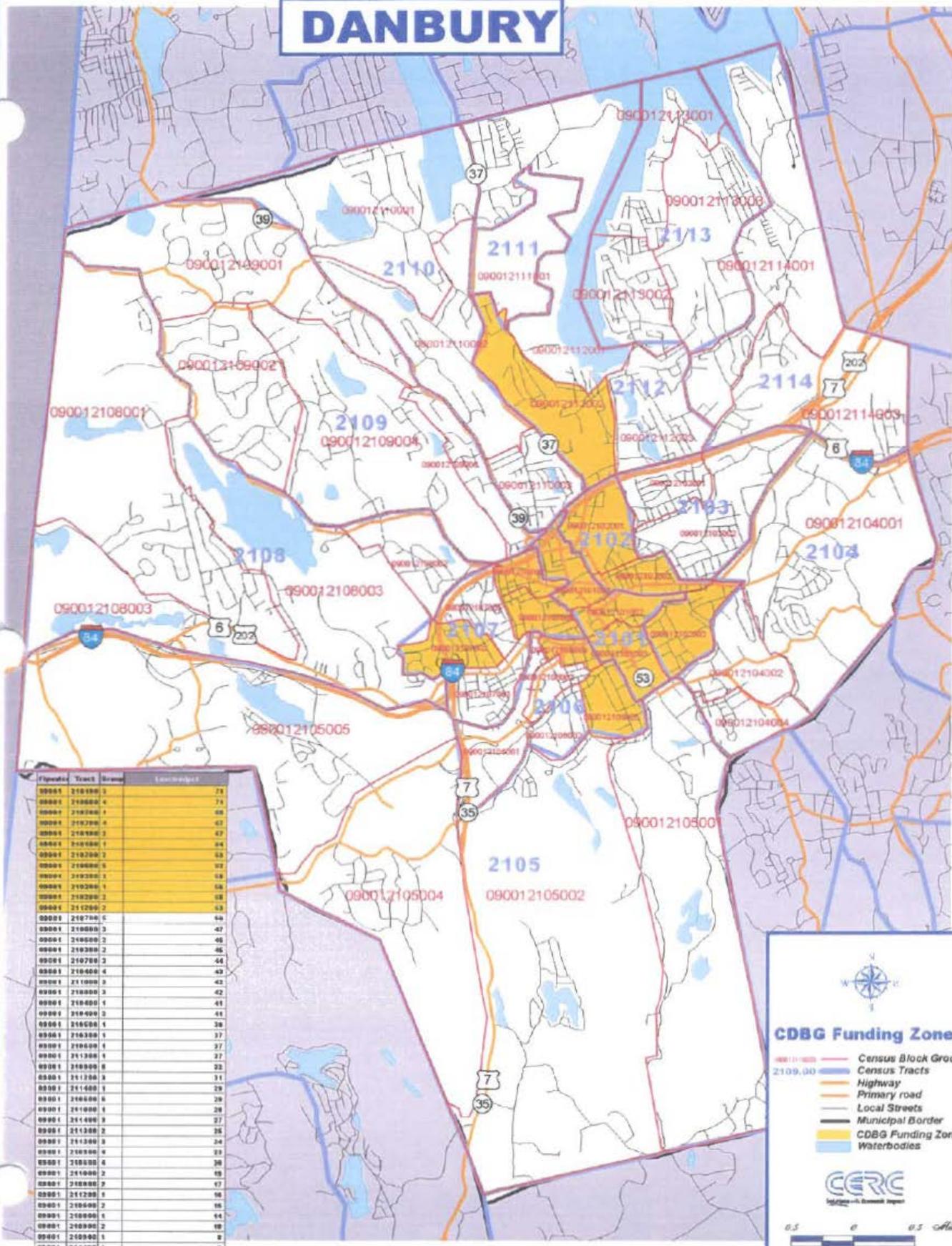
Ineligible Activities

The general rule is that any activity which is not specifically authorized above is ineligible for CDBG funding. There are also some activities which are specifically identified in the Federal regulations as categorically ineligible. These activities cannot be assisted with CDBG funds under any circumstances:

1. Buildings or portions thereof, used predominantly for the general conduct of government, including city halls, jails, police stations, courthouses, and other state and local government buildings. (This does not include removal of architectural barriers or land acquisition costs).
2. General government expenses.
3. Political activities.
4. The following activities are generally ineligible unless authorized as a Special Economic Development Activity or when carried out by a Community-Based Development Organization:
 - a. Purchase of equipment.
 - b. Repairing, operating or maintaining public facilities (streets, parks, playgrounds, water and sewer facilities, parking, neighborhood centers, and similar public facilities).
 - c. New housing construction (with certain exceptions).
 - d. Income payments.

Applicants should be clear as to how they will provide completed architectural/engineering plans or specifications prior to May 31, 2014 at their own expense and be "ready-to-go" when the City receives funding.

DANBURY



Tract	Block	Population
09001 210900 1	1	71
09001 210900 4	4	71
09001 210900 1	1	68
09001 210900 4	4	47
09001 210900 2	2	47
09001 210900 1	1	34
09001 210900 2	2	53
09001 210900 5	5	52
09001 210900 1	1	58
09001 210900 1	1	58
09001 210900 2	2	58
09001 210900 2	2	53
09001 210700 5	5	44
09001 210800 3	3	47
09001 210800 2	2	46
09001 210800 2	2	46
09001 210700 3	3	44
09001 210600 4	4	43
09001 210800 3	3	42
09001 210800 3	3	42
09001 210600 1	1	41
09001 210600 2	2	41
09001 210600 1	1	38
09001 210600 1	1	37
09001 210600 1	1	37
09001 211300 1	1	37
09001 210900 5	5	33
09001 211300 3	3	31
09001 211400 1	1	29
09001 210600 5	5	29
09001 211600 1	1	26
09001 211400 3	3	27
09001 211300 2	2	26
09001 211300 1	1	24
09001 210800 4	4	33
09001 210300 4	4	30
09001 210900 2	2	19
09001 210800 2	2	17
09001 211200 1	1	16
09001 210600 2	2	16
09001 210800 1	1	14
09001 210900 2	2	10
09001 210900 1	1	8
09001 211100 1	1	8

CDBG Funding Zones

- Census Block Groups
- Census Tracts
- Highway
- Primary road
- Local Streets
- Municipal Border
- CDBG Funding Zones
- Waterbodies

CERC
Central Essex Regional Council

0.5 0 0.5 Miles

**SUBRECIPIENT APPLICATION & INFORMATIONAL
MATERIAL**

FOR

DANBURY, CT

2014

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Mayor Mark D. Boughton

*David W. St. Hilaire
Director of Finance*

January 14, 2014

*CDBG Program Administrator
L. Wagner & Associates
51 Lakeside Blvd East
Waterbury, CT 06708
(203) 573-1188*

CITY OF DANBURY
SUBRECIPIENT APPLICATION FORM 40th CDBG PROGRAM YEAR (2014)

APPLICATIONS NEED TO BE AS COMPLETE AS POSSIBLE WITH ALL SUPPORTING DOCUMENTATION ATTACHED. **AN ORIGINAL AND SIX (6) COPIES** NEED TO BE SUBMITTED. ALL APPLICATIONS MUST BE SIGNED AND DATED BY APPROPRIATE OFFICIAL.

THE FOLLOWING ITEMS MUST BE ADDRESSED/INCLUDED WITH YOUR APPLICATION:

√	Data	Description
	Project Summary	<p>A brief project description including:</p> <ul style="list-style-type: none"> • need or problem • describe CDBG eligible populations or persons to be served (be specific) • description of project • timetable (project to be completed no later than 7/31/15 and substantially expended by 5/31/15) • compliance with a CDBG eligibility/National Objective • proposed staffing and administrative capacity • a location map showing project/service site (see attached map; to be used in addition to location map provided by the applicant) • describe outcome measurement system to be used in detail • Explanation if plans/specs are required and how applicant will provide these to City for review on or prior to May 31, 2014.
	Financial	<p>Describe:</p> <ul style="list-style-type: none"> • overall project budget • detailed CDBG budget request with monthly estimated cash needs by major project component (starting 8/1/14 – 7/31/15) • explanation of existing fiscal management system (reporting, records, accounting principles) • commitment of other sources of funding
	Agency Background	<ul style="list-style-type: none"> • years in operation • purpose • type of services provided • number/characteristics of clients served • license to operate • attach any brochures, pamphlets, agency description, etc.

	Personnel	Describe: <ul style="list-style-type: none"> • proposed CDBG funded staff positions with job description(s) • EEO policy/procedures (attach copy of current EEO policy statements or AA Plan)
	Audit Requirements	Organizations receiving \$25,000 or more in total federal financial assistance in a fiscal year must provide a copy of their most recent audit, \$500,000 or non-profit must provide A-133 audit. Organizations requesting any funds less than \$25,000 must submit a certified balance sheet of financial resources.
	Insurance/Bond/ Worker's Compensation	Provide Certificate of Insurance for: <ul style="list-style-type: none"> • Officers and Directors (O&D) • Liability insurance, payroll taxes and has worker's compensation
	Standard Organizational Documents for Submission	<ul style="list-style-type: none"> • Articles of Incorporation/Bylaws • IRS Non-profit determination letter • List of Board of Directors • Organizational Chart • Financial Statement, including copy of most recent audit
	Additional Information	Other pertinent information as requested in the application.

POLICY COMMITTEE USE ONLY:
<input type="checkbox"/> Social Service
<input type="checkbox"/> Other <input type="checkbox"/> Approved

**Community Development Block Grant
Program
Subrecipient Application Form
40th Program Year (2014)**

Please Type or Print Clearly

ORGANIZATION NAME

MAILING ADDRESS

CONTACT PERSON (NAME/TITLE)

TELEPHONE NUMBER

E-MAIL

FAX NUMBER

Type of Organization (check only one)

- Non-Profit Private Municipal (City) Other
Please identify: _____

FUNDING INFORMATION:

Amount of 2014 CDBG Project Funding Requested: _____

Applicant's total Proposed CDBG Project Budget for 2014: _____

Applicants Total Budget for the Coming Year: _____

Project Name/Title _____

Project Address/Location _____

A. PROJECT SUMMARY

Please explain in detail how these funds will be utilized. If funding is requested for more than one project or activity, please submit each one as a separate application. Please be as clear and specific as possible. Lack of detail or clarity may hamper consideration of your request. Please include a proposed project timetable identifying major project elements and an estimate of monthly expenditures for the period August 1, 2014 through July 31, 2015.

B. PROJECT/PROGRAM NEEDS

Please describe in quantifiable and measurable terms, the needs your project will address:

Please indicate which of the following national objectives of the CDBG program the program/activity will meet:

(check only one)

- * Benefit to low and moderate income individuals of a limited clientele.
- * Benefit to low and moderate income families in general.
- * Benefit to low and moderate income housing stock.
- Elimination of slums and blight in a general area.
- Elimination of slums and blight on a spot basis.
- Elimination of slums and blight as part of an Urban Renewal Project.
- Addressing an urgent need for which other financial resources are not available.
 - * Current income limits based on household size are attached.

Clearly explain how the program/activity will meet at least one of the CDBG national objectives selected above and how you will document and maintain records to establish participant benefit and eligibility.

_____ Please identify which neighborhoods, areas or populations of the City the program(s) or activity (ies) will be served, if applicable:

Please specify the location for the proposed program(s) or activity (ies) to be funded and attach a location map if appropriate:

- Specific Address (es)

- City-wide (only for projects that will serve all City residents)
- Specific Census Tract and/or Block Group Tract # _____
Block Group # _____

C. PROGRAM BENEFIT

1. Please clearly describe how the project will serve the population identified above and the number/ characteristics of the clients to be served by the proposed activity:

2. Social service activities are required to provide and document an outcome measurement system. Please provide an outcome measurement methodology to quantify the accomplishments of your activity?

3. How will you verify and document that the people who will benefit from the program/activity meet the low and moderate income requirements as specified by HUD?

(Income limits attached)

4. What is the purpose of the project (answer any applicable):

- To help prevent homelessness? Yes No
- To help the homeless? Yes No
- To help those with HIV or AIDS? Yes No

D. DEMOGRAPHIC DATA

HUD has modified the collection of race/ethnicity information required from grantees. HUD now requires the use of ten (10) racial categories and one ethnicity category that is spread across all of the race categories. Of the ten (10) new race categories, five (5) are for a single race:

- White
- Black/African American
- Asian
- American Indian/Alaskan Native

- Native Hawaiian/Other Pacific Islander

Five of the ten (10) new racial categories are for multi-race persons:

- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaskan Native & Black/African American
- Other/Multi-Race

“Hispanic” is now an ethnicity category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a Multi-Race may also be counted as being Hispanic if they report so.

Recipients of 2014 CDBG funds will be required to certify that they have reporting systems in place that will meet HUD requirements, and will provide that data to the City on a quarterly basis in the following format. If this data is available now, please provide it with your Application.

Racial Classifications	Total #	# Hispanic or Latino
1. White		
2. Black/African American		
3. Asian		
4. American Indian/Alaskan Native		
5. Native Hawaiian/Other Pacific Islander		
6. American Indian/Alaskan Native & White		
7. Asian & White		
8. Black/African American & White		
9. American Indian/Alaskan Native & Black/African American		
10. Other Multi-Racial		
Totals		

E. AGENCY BACKGROUND

Please describe existing Agency/organization, structure, staff size, years in operation, programmatic background, and include information on current or proposed activities relevant to your request.

Mission of Agency

Please attach a copy of any brochures, licenses, or permits needed to carry out project if applicable.

Describe Key Project Staff Positions and Qualifications:

Describe any proposed new positions to be funded with CDBG funds and attach job description.

Applicant's EEO Policy and Procedures: (attach EEO statement and Affirmative Action Plan of Applicant)

AUDIT REQUIREMENTS

Organizations receiving \$25,000 or more in total federal financial assistance in a fiscal year must provide an audit. Please attach your most recent audit if this applies. Subrecipients receiving \$500,000 or more of any Federal funds including CDBG in a fiscal year must submit an A-133 audit. Organizations requesting less than \$25,000 must submit a certified financial statement with their Application.

INSURANCE/BOND/WORKERS COMPENSATION

Submit:

	<u>Attached</u>
Officers and Directors insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pay payroll taxes and workers compensation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

STANDARD DOCUMENTATION FOR SUBMISSIONS

Please attach the following as appropriate for your Program:

- 1) Articles of Incorporation/Bylaws
- 2) Non-profit determination - Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and State Department of Revenue Services.
- 3) List of Board of Directors - A list of the current Board of Directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. Is the Applicant aware of any conflicts of interest or direct familiarity or business relationship with any officials, representatives or employees of the City? If so, please contact the Program Administrator for clarification.
- 4) Authorization to Request Funds - Documentation must be submitted of the governing body's authorization to submit the funding request and authorizing the designated representative. Documentation of the requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded, and the individual authorized to submit the Application.
- 5) Organizational Chart - An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure and which identifies any CDBG funded staff positions or shared responsibility.
- 6) Financial Statement - Describe the agency's current fiscal management system including disbursement methods, financial reporting, and record keeping.

F. ADDITIONAL INFORMATION

Please list the name of the person(s) who will be responsible for administration of the funds and compliance with CDBG Program Guidelines and Requirements during the course of your project.

Name

Telephone Number

Email

Is this person(s) familiar with the requirements of the CDBG Program? Yes No
If yes, please explain.

Will the Project/Activity be performed in cooperation with any program(s) sponsored by other agencies, non-profit or community organizations? Yes No

If yes, please explain.

Please include any additional information that may be helpful to the City in the space provided below or on a separate sheet of paper.

I certify that the information presented in this Application is true and correct to the best of my knowledge and belief and that I am the authorized representative to act on behalf of the Applicant.

Name and Title of Authorized Official

Date

Signature

An original and six (6) copies of your Application must be received at the following address **no later than 3:00 p.m., February 27, 2014: (no faxes or e-mails please)**

L. Wagner & Associates, Inc.
51 Lakeside Blvd. East
Waterbury, CT 06708
(203) 573-1188

CDBG Program
PY40
Effective 12/11/13
Until Revised

INCOME LIMITS – DANBURY

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of Median	23,700	27,100	30,500	33,850	36,600	39,300	42,000	44,700
Very Low Income	39,550	45,200	50,850	56,450	61,000	65,500	70,000	74,550
Low- Income	49,600	56,650	63,750	70,800	76,500	82,150	87,800	93,500