SUBRECIPIENT APPLICATION & INFORMATIONAL MATERIAL

FOR

DANBURY, CT

PY37

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

Mayor Mark D. Boughton

David W. St. Hilaire
Director of Finance

December 21, 2010

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

CITY OF DANBURY
SUBRECIPIENT APPLICATION FORM 37th PROGRAM YEAR (2010)

APPLICATIONS NEED TO BE AS COMPLETE AS POSSIBLE WITH ALL SUPPORTING DOCUMENTATION ATTACHED. **AN ORIGINAL AND SEVEN (7) 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	A brief project description including: • 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 7/31/11 and substantially expended by May 31, 2011) • compliance with CDBG eligibility/National Objective • proposed staffing • 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 1, 2011.
	Financial	Describe: • overall project budget • detailed CDBG budget request with monthly estimated cash flow by major project component (starting 8/1/10 – 7/31/11) • commitments for ongoing funding • explanation of existing fiscal management system (reporting, records, accounting principles) • status of other sources of funding
	Agency Background	• 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: • proposed CDBG funded staff positions with job description(s) • EEO policy/procedures (attach copy of EEO policy statements or AA Plan)
	Audit Requirements	Organizations receiving $25,000 or more in 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.
	Insurance/Bond/ Worker's Compensation	Indicate if your agency has: • Officers and Directors (O&D) liability insurance, pays payroll taxes and has worker's compensation
	Standard Organizational Documents for Submission	• 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.

Reset Button

POLICY COMMITTEE USE ONLY:
☐Social Service
☐Other

Community Development Block Grant Program
Subrecipient Application Form
37th Program Year (2011)

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 37th Year CDBG Funding Requested: ________________________________

Applicant's Project Budget for the Coming Year: ________________________________

Applicants Total Budget for the Coming Year: ________________________________

Project Name/Title____

Project Address/Location______________________________________

A. PROJECT SUMMARY

Please explain how these funds will be utilized in detail. 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, 2011 through July 31, 2012.

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 serve:

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 #____________

The City has identified the Census Tracts attached as an area in particular need of projects and services over the next several years. How will the proposed project or activity meet the needs of this neighborhood?

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. How will you provide 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. 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 racial categories and one ethnicity category that is spread across all of the race categories. Of the ten new race categories, five are for a single race:

- White
- Black/African American
- Asian
- American Indian/Alaskan Native
- Native Hawaiian/Other Pacific Islander

Five of the ten 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 PY37 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 copy of any licenses or permits needed to carry out project if applicable.

Describe Key Project Staff Positions and Qualifications:

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

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

AUDIT REQUIREMENTS

Organizations receiving $25,000 or more in federal financial assistance in a fiscal year must secure an audit. Please attach your most recent audit if this applies. Subrecipients receiving $500,000 or more in a fiscal year must submit an A-133 audit.

INSURANCE/BOND/WORKERS COMPENSATION

Does applicant:

Have Officers and Directors insurance?	☐ Yes ☐ No
Have liability insurance?	☐ Yes ☐ No
Pay payroll taxes and workers compensation?	☐ Yes ☐ 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.
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

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 Committee 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

Applications must be received at the following address **no later than 2:00 p.m., February 9, 2011: (no faxes or e-mails please)**

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

INCOME LIMITS – DANBURY

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of Median	22,650	25,850	29,100	32,300	34,900	37,500	40,100	42,650
Very Low Income	37,700	43,050	48,450	53,800	58,150	62,450	66,750	71,050
Low-Income	51,600	58,950	66,300	73,650	79,550	85,450	91,350	97,250

Introduction to Outcome Measurement

What are Outcomes?

If yours is like most human service agencies or youth- and family-serving organizations, you regularly monitor and report on how much money you receive, how many staff and volunteers you have, and what they do in your programs. You know how many individuals participate in your programs, how many hours you spend serving them, and how many brochures or classes or counseling sessions you produce. In other words, you document program *inputs, activities, and outputs.*

Inputs include resources dedicated to or consumed by the program. Examples are money, staff and staff time, volunteers and volunteer time, facilities, equipment, and supplies. For instance, inputs for a parent education class includes the hours of staff time spent designing and delivering the program. Inputs also include constraints on the program, such as laws, regulations, and requirements for receipt of funding.

Activities are 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 service methodology. For instance, sheltering and feeding homeless families are program activities, as are training and counseling homeless adults to help them prepare for and find jobs.

Outputs are the direct products of program activities and usually are measured in terms of the volume of work accomplished-for example, the numbers of classes taught, counseling sessions conducted, educational materials distributed, and participants served. Outputs have little inherent value in themselves. They are important because they are intended to lead to a desired benefit for participants or target populations.

If given enough resources, managers can control output levels. In a parent education class, for example, the number of classes held and the number of parents served are outputs. With enough staff and supplies, the program could double its output of classes and participants.

If yours is like most human service organizations, you do not consistently track what happens to participants after they receive your services. You cannot report, for example, that 55 percent of your participants used more appropriate approaches to conflict management after your youth development program conducted sessions on that skill, or that your public awareness program was followed by a 20 percent increase in the number of low-income parents getting their children immunized. In other words, you do not have much information on your program's outcomes.

Outcomes are benefits or changes for individuals or populations during or after participating in program activities. They are influenced by a program's outputs. Outcomes may relate to behavior, skills, knowledge, attitudes, values, condition, or other attributes. They are what participants know, think, or can do; or how they behave; or what their condition is, that is different following the program.

For example, in a program to counsel families on financial management, outputs--what the service produces--include the number of financial planning sessions and the number of families seen. The desired outcomes--the changes sought in participant's behavior or status--can include their developing and living within a budget, making monthly additions to a savings account, and having increased financial stability.

In another example, outputs of a neighborhood clean-up campaign can be the number of organizing meetings held and the number of weekends dedicated to the clean-up effort. Outcomes-benefits to the target population-might include reduced exposure to safety hazards and increased feelings of neighborhood pride.

© *Copyright 1996 United Way of America*