

To: Applicants for City of Danbury 2016 CDBG Funding  
From: Laurence E. Wagner, Danbury CDBG Program Administrator  
Subject: 2016 Annual Action Plan Preparation  
Date: December 4, 2015

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Today the City starts the beginning of its 2016 CDBG Annual Action Plan process. While HUD has not yet officially provided the City with the specific allocation amount for its 2016 year funding, we are proceeding based on an estimated allocation of approximately \$636,000 from last year's amount. Approximately \$100,000 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 approximately August 1, 2016 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 may be delivered to the Finance Office at City Hall, 2<sup>nd</sup> Floor, no later than 3:00 p.m. on Thursday, February 25, 2016. 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 Thursday, January 7, 2016 at 9:30 a.m. in the Danbury City Hall, City Council Chambers, 3<sup>rd</sup> Floor, 155 Deer Hill Avenue, Danbury, CT. to review and discuss the 2016 Application process, eligibility requirements and other issues regarding this years 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, or it's "ready-to-go" status 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 required for the project. 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 prior project(s) will be considered in the 2016 award decisions.

In prior years, more requests for funding have been received then 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 look forward to hearing from you.