**CITY OF HARTFORD**



# OFFICIAL INSTRUCTIONS

**Community Development Block Grant (CDBG)**

**Application for Program Year 49 (FY2023-24)**

**Released: January 30, 2023**

**Submission Deadline: February 28, 2023 at 11:59 PM**

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### INTRODUCTION

The City of Hartford is designated as an Entitlement Community by the U.S. Department of Housing and Urban Development (HUD), and is allocated grant funds on an annual basis to meet the needs of the low-to-moderate income individuals through the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), and the Housing Opportunities for People with AIDS (HOPWA) Program. Under the City's 2023-2024 CDBG program application process, eligible entities are invited to submit applications for Community Development Block Grant (CDBG) funding to carry out community development activities for the period July 1, 2023-June 30, 2024.

### ELIGIBILITY

Eligible entities:

* Community-based agencies that serve low- and moderate-income Hartford residents
* Proof of 501(c)(3) designation from the IRS at the time of application
* Incorporated with the Secretary of State
* Possess a DUNS number or SAM UEI at the time of application

Applications are initially screened for compliance with the HUD National Objective of *benefitting low- and moderate income-persons* and containing an *eligible activity*.

*Eligible activities* include, but are not limited to: employment, youth or senior activities, job creation or retention activities, business and microenterprise assistance.

*Ineligible activities* include, but are not limited to: purchase of equipment, operating and maintenance expenses, political activities, lobbying and income payments.

### PRIORITY PROGRAMMING

In FY 2023-24, given the increasing cost of housing in Hartford, and the rising number of residents whose funds fall short of accommodating their basic needs, the City’s allocation of CDBG funding for Public Service will prioritize programming that: 1. Directly enhances the ability of residents to secure and maintain stable housing (eviction counseling, housing search, financial capability), or 2.Defrays other costs that diminish the total income available for housing (e.g. affordable childcare, utilities programs, provide access to lower cost food outlets, benefits screening).

Applications proposing other eligible activities consistent with the 2020-2024 Consolidated Plan will also be accepted and considered.

### PUBLIC HEARING/TECHNICAL ASSISTANCE SESSIONS

The Office of Central Grants Administration will conduct two virtual Public Hearing/Technical Assistance Sessions to give an overview of the program, provide program application assistance and answer any questions about the applications and priorities. While attendance at either of the sessions is not mandatory, it is strongly suggested, as the application has been updated.

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| **Session #1** Virtual  Thursday, February 9, 2023 @ 2:30pm  ZOOM: <https://us02web.zoom.us/webinar/register/WN_CC0NVQ4aQ16norGVV50gmw> | **Session #2** Virtual  Thursday, February 9, 2023 @ 5:30pm  ZOOM: <https://us02web.zoom.us/webinar/register/WN_lXf8LSYfQGua_7wFZf7poQ> |

### COMPLETING THE APPLICATION:

* **The CDBG application is new this year and uses an on-line survey platform (OPENFORMS) HYPERLINK. It is located in the X folder on the website**. You will be requested to enter your answers **into text fields and check-boxes.** As you progress through the application, depending on your responses new choices will be presented and you will be asked to input additional or repeated information
* **Every question must be answered**, even if only to insert “N/A” or “0.” You will not be able to advance in the application if a question is left blank. Panelists will be instructed to score in part based upon completeness, so **please make sure that every blank has been filled**. Some blanks require numbers, some require text. **In those requiring text, there is an indicated character limit, which includes both text and spaces.**
* **Section 8: If a field is marked “N/A,”** panelists reviewing and scoring your application **will seek an explanation**. Available space is provided in Section 8 for this purpose. When writing your explanations, **please include a section or subsection number for each**.

### Applicants are asked to upload documents (see below).

* Note also that **four of the Required Documents** (City of Hartford Grantee Certification and Official Application Signature form, City of Hartford Tax/Financial Certification and Declaration of Delinquencies form, City of Hartford Maintenance of Insurance Certification form, and City of Hartford EEO Report form), listed as Required Documents #1-4 on the application, **can be downloaded** on the Central Grants’ website. **These forms should be printed, signed in blue ink, and uploaded into the application individually where requested.** Signatures are **required** on the EEO Report, Grantee Certification, Maintenance of Insurance Certification, and Tax/Financial Certification and Declaration of Delinquencies forms
* The application is submitted electronically through the platform. For your records, you should download your own copy as a PDF.
* The following tables list the Required Documents and Optional Attachments, and indicates (1) whether the document should be attached to the Application using its “Attach Files” button, and also (2) whether a blank copy is included in the Certification Packet available for download at [Central Grants Administration – City of Hartford (hartfordct.gov)](https://www.hartfordct.gov/Government/Departments/OMBG/Central-Grants) under FY23-24 CDBG - ESG- HOPWA Application Process

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| **Requested Documents** | **Upload to Application?** | **On website?** |
| 1: City of Hartford Grantee Certification and Official Application Signature (signed and dated) | **Yes** | **Yes** |
| 2: City of Hartford Tax/Financial Certification and Declaration of Delinquencies (signed and dated) | **Yes** | **Yes** |
| 3: City of Hartford Maintenance of Insurance Certification (signed and  dated) | **Yes** | **Yes** |
| 4: City of Hartford EEO Report (signed and dated) | **Yes** | **Yes** |
| 5: Organization’s Board of Director’s List (current as of application date) | **Yes** | **No** |
| 6: Organization’s 501(c)(3) designation from IRS | **Yes** | **No** |
| 7: Organization's proof of incorporation from the CT Secretary of State | **Yes** | **No** |
| 8: Organization’s single audit report for most recent fiscal year **OR Organization’s financial statement** for the most recent fiscal year (ending 12/31/21 or 6/30/22) | **Yes** | **No** |
| 9: Program Staff Resumes | **Yes** | **No** |

* **The total score obtainable is 100 points.** The point totals for each numbered section, and the subtotals for each subsection, **are below**. Unscored sections are **required for the application to be considered complete**. The table below summarizes the points available for each completed section and subsection:

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| **SECTION** | **POINTS** |
| **1: Organization Contact Information** | Unscored |
| **2: About Your Organization** | Unscored |
| **3: Alignment to the City’s Community Development Priorities** | Unscored |
| **4: About Your Program** | **31 points** |
| Program Priority | Up to 1 point |
| Short Overview & Activity Description | Up to 10 points |
| Other Program-Specific Questions | Up to 10 points |
| Problem Statement | Up to 4 points |
| Unique Characteristics | Up to 6 points |
| **5: Organizational Capacity** | **19 points** |
| Resumes Uploaded | Up to 4 points |
| Staff Qualifications, specific positions | Up to 12 points |
| Other Organizational Capacity Questions | Up to 3 points |
| **6: Measuring Results (6.1a OR 6.1b OR 6.1c)** | **30 points** |
| 2020-21 data (or Year 1) | Up to 10 points |
| 2021-22 data (or Year 2) | Up to 10 points |
| 2022-23 data (or Year 3) | Up to 10 points |
| **7: Program Request and Budget** | **20 points** |
| Program Funding Sources | Up to 6 points |
| CDBG Request | Up to 1 point |
| Other Funding Sources | Up to 3 points |
| Budget Narrative | Up to 6 points |
| Other Request and Budget Questions | Up to 4 points |
| **8: Questions Left Unanswered** | Unscored |
| **9: Attachment Checklist** | Unscored |
| **10: Final Application Check** | Unscored |
| **TOTAL** | **100** |

* **Technical assistance will be available until February 27, 2023** from the Office of Central Grants Administration, **by emailing** Walter Drost (DrosW002@hartford.gov) or Ronnie Vazquez (Ronnie.Vazquez@hartford.gov).
* **On February 28,2023** please note that **questions sent online may not be answered promptly due to the high volume of email traffic**. If you are seeking advice regarding the software or delivery of the application, **it will be best to call**, and leave a message.

### SUBMISSION INSTRUCTIONS

* Review the instructions in the application with care. At the end of the application click on SUBMIT and your  **application, along with all required attachments, including your audit report or financial statement will be transmitted to Central Grants.**
* If you do not complete the application in one sitting, you may receive notifications that your application is incomplete. This is to prevent applicants from inadvertently not completing their submission.

### Your submission will be received electronically. No hardcopies are required,

* **Applications received after the deadline will not be accepted.**
* **Central Grants Administration staff will not pre-review electronic submissions and submissions are final**.

**AFTER YOU SUBMIT YOUR APPLICATION**

* Staff of the Office of Central Grants Administration will screen all applications to ensure eligibility.
* The electronic application and uploaded documents, will be printed and organized into reference books for use by the Court of Common Council, and Office of Central Grants Administration.
* The Tax/Financial Certifications and Declaration of Delinquencies form will be delivered to the Tax Division, and then to the Revenue Collection Division, for analysis; their results will be recorded in Parts 2 and 3 of the form.
* The Office of Central Grants Administration will review financials and other submissions received with the applications.
* Digital copies of applications will be prepared for review by panels and distributed digitally in advance of their meetings to allow for time to read and score.
* Panelists will read and score the applications, and staff of the Office of Central Grants Administration will record and calculate the composite scores for each application. It is anticipated panel meetings will conclude by the end of March-early April.
* Summaries of the applications and panel evaluations will be compiled for review by the Mayor’s Office.
* The Mayor will consider the application summaries, complete applications, HUD allocation information, and other guidance deemed appropriate to arrive at recommendations regarding the applications for funding.
* The Mayor’s recommendations for funding will be submitted to the Court of Common Council (City Council) for review, and published in newspapers of record as required by HUD. It is anticipated this public notice will take place in early May.
* The Court of Common Council will hold a public hearing to receive public comment on the proposed allocations of funding. Timing of the hearing will be determined in Court of Common Council discretion.
* After due consideration according to its rules and procedures, the Court of Common Council will issue a resolution authorizing funding allocations. It is anticipated the resolution will be issued in mid-June. The resolution will be posted to the website of the Office of Central Grants Administration, and will indicate all those applicants which have received funding, as well as all amounts.
* The Office of Central Grants Administration will incorporate the results of the Council resolution into an Annual Plan for Fiscal Year 2023-24, which will be submitted to HUD for approval on or before June 30, 2023.
* HUD will issue the results of its review of the Annual Plan within 60 days of its acceptance of delivery to the HUD Field Office. HUD commentary on the Annual Plan is anticipated to take place no later than early September.
* After the Annual Plan is approved, HUD will issue a contract to the City of Hartford officially awarding the CDBG funding. This may not take place until October. However, funded activities may begin July 1, the first day of the fiscal year, and applicants who have been approved for funding will be able to draw down funds in reimbursement of the approved costs of those activities, under the terms of their contracts for the fiscal year, once those contracts have been fully executed and the Federal funds made available to the City of Hartford.
* All CDBG funds are payable in reimbursement of actual costs expended in the provision of services, in accordance with all applicable Federal law, and **will not be advanced.**

### MISCELLANEOUS REQUIREMENTS AND PROCEDURES

* Each section of the application must be completed as instructed. Do not leave any applicable questions blank, and do not omit any required authorized signature.
* Applications must be typed, and submitted **on the current year’s form**. Prior year forms, or hand-written applications, will not be accepted.
* Budget justification must fully account for the sums requested.
* Board of Directors list must be current as of the application date.
* Audit reports or financial statements must reflect the applying organization’s most recently completed fiscal year.
* **Applicants are required to complete only Part 1 of the Tax/Financial Certification and Declaration of Delinquencies**. You **do not** need to visit the Tax Division or Revenue Collection Division at City Hall..

### If you expect to be late delivering your application, it will have no effect to call ahead. Applications arriving after the deadline will not be accepted.