

Norwalk Community Development Block Grant (CDBG-CV) Program Application Form/Request for Proposals (RFP)

For CDBG-CV CARES Act Funding

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development (HUD) Office of Community Planning and Development has notified the City of Norwalk that it will receive an additional allocation of \$808,849 in CDBG-CV funding to be used to prevent, prepare for, and respond to the coronavirus (COVID-19) outbreak. This allocation was authorized by the Coronavirus Aid, Relief, and Economic Security Act (CARES Act), Public Law 116-136, which was signed by the President on March 27, 2020, to respond to the growing effects of this historic public health crisis.

The Norwalk Redevelopment Agency is publishing an abbreviated notice and application period for CDBG-CV funding. Non-profit organizations, municipal government agencies, and local businesses are invited to apply for these funds. Please submit this application to the Norwalk Redevelopment Agency via email: ckramer@norwalkct.org by **4pm, October 23, 2020**. The Application should highlight how the need for services, including job retention, has increased **directly because of the COVID-19 pandemic**, or detail how a new program/activity is meeting the needs created by the current health crisis and must show these funds being allocated to activities that either **prevent, prepare and/or respond to** the COVID-19 pandemic.

*** Applicants must also verify that no other State/Federal funding is available to meet these needs in order to avoid duplication. * Pending Regulatory Framework for CARES Act being developed by HUD.*

For an application to be considered for funding, the following qualifications must be met:

- The proposed activity must comply with U.S. Department of Housing and Urban Development (HUD) regulations in meeting one of the national objectives of the CDBG-CV Program – benefit to low- and moderate-income persons, aid in the prevention or elimination of slums or blight, meet a need having a particular urgency;
- The proposed activity must be listed as an “eligible” activity/expense in the CDBG-CV regulations (*see below*); and
- The proposed activity must address a priority need.

Applications that are deemed eligible for CDBG-CV funding will be evaluated based on the following sets of criteria:

- Benefit to low- and moderate-income persons
- Benefit to target population
- Activity need and justification
- Activity management
- Activity implementation
- Efforts to secure other sources of funding
- Financial stability

- Financial capacity
- Application completeness
- Other criteria – cost reasonableness, effectiveness, greatest need, positive impact on the Norwalk Community and quickest deployment of funds.

The following are considered by HUD to be among eligible activities/expenses of CDBG-CV funds:

1. Construction of a facility for testing, diagnosis or treatment.
2. Rehabilitation of a community facility to establish an infectious disease treatment clinic.
3. Acquisition/rehabilitation/construction of a group living facility designed to centralize patients undergoing treatment.
4. Rehabilitation of a commercial building or closed school building to establish an infectious disease treatment clinic.
5. Acquire and quickly rehabilitate (if necessary) a motel or hotel to expand capacity of hospitals to accommodate isolation of patients during recovery.
6. Make interim improvements to private properties to enable an individual patient to remain quarantined on a temporary basis.
7. Provide grants or loans to support new businesses or expand existing businesses to create jobs and manufacture medical supplies necessary to respond to infectious diseases.
8. Avoid job loss caused by business closures related to social distancing by providing short-term working capital assistance to small businesses to enable retention of jobs held by low- and moderate-income persons.
9. Provide technical assistance/grants/loans to establish, stabilize and expand microenterprises that provide medical, food delivery cleaning and other services to support home health and quarantine.
10. Carry out job training to expand the pool of healthcare workers available to treat infectious disease.
11. Provide testing, diagnosis or other services at a fixed or mobile location.
12. Increase the capacity of targeted health services for infectious disease response within existing health facilities.
13. Provide equipment, supplies and materials necessary to carry out a public service.
14. Deliver meals on wheels to quarantined individuals.

Low- and Moderate-Income Guidelines: At least 51% of the funded activity participants or beneficiaries must meet the low- or moderate-income guidelines as determined by HUD for the Stamford-Norwalk CT Metro FMR. The current income guidelines/limits are as follows:

Stamford-Norwalk CT MFI = \$143,400 (4 person household base)

Income Category	1 Person Household	2 Person Household	3 Person Household	4 Person Household	5 Person Household	6 Person Household	7 Person Household	8 Person Household
AMI (80%)	\$80,350	\$91,800	\$103,250	\$114,750	\$123,900	\$133,100	\$142,300	\$151,450

As published by HUD

Eligible applicants: A unit of municipal government, a non-profit 501(c)(3) organization, or a for-profit business.

Proposal Deadline: Completed proposals for CDBG-CV funding consideration must be received by the Norwalk Redevelopment Agency no later than October 23, 2020 at 4:00 p.m. via email.

Please submit applications to: Carly Kramer, Community Engagement Coordinator
ckramer@norwalkct.org

Questions: Please direct all questions to Stephen Ivan sivan@norwalkct.org.

APPLICATION SCHEDULE AND DEADLINES (Anticipated – pending HUD guidance)

October 2, 2020 – Application for CDBG-CV funds made available online via this link:
<https://www.norwalkct.org/1412/Community-Development-Block-Grant>

October 23, 2020 – First round of applications for PY45 CDBG-CV funds due by 4 pm.

October 28, 2020 – Notice for 5 day public comment period posted regarding amendments being made to PY45 Annual Action Plan.

November 4, 2020 – Public comment period ends. All comments will be received via email or writing.

November 5, 2020 – Public Hearing held by Planning Committee of Norwalk’s Common Council to recommend PY45 CDBG-CV and PY46 CDBG funding activities and advance them to the Common Council for consideration. Public comments read and discussed if any are received.

November 10, 2020 – Common Council Action. November 10th is the recommended date as possible to accommodate the Thanksgiving holiday.

**Please note that all times/dates are subject to change. Applicants will be notified of any updates to the schedule.*

**NORWALK REDEVELOPMENT AGENCY obo CITY OF NORWALK
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG-CV) PROGRAM
APPLICATION FORM FOR CDBG-CV FUNDS**

Applicant Agency/Organization Name:

President/CEO/Executive Director's Contact Information:

Type of Organization:

Applicant Mailing Address:

Project Location Address:

Age of Building (Public Facility/Housing Applications Only):

Contact Person (designated contact person for the project/proposal):

Name:

Title:

Phone #:

Email Address:

Proposed Project/Activity Name:

Brief Description of the Proposed Project/Activity:

I certify that all information provided is correct to the best of my knowledge.

Name, Title & Signature

Date

Important: If your organization is submitting multiple requests within the same category, a prioritized list (of the activities) must be included with the applications.

PART 1. GENERAL INFORMATION

ORGANIZATION

1. Provide in the space below (or on a separate page) a brief description of your organization. Indicate if your organization has prior experience in carrying out a federally funded project/activity.

2. Identify the “core” programs of your organization. Use the space below or a separate page. Core programs can be considered as services for which the greatest portion of your operating budget is allocated. Example: A homeless shelter’s “core” program might be its basic overnight shelter service, while it’s counseling or job placement services are “support” programs.

3. Check “YES” or “NO” to the following questions.

- A. Does your organization have a Board of Directors? YES NO
- B. Is your organization exempt under IRS Code 501(c) (3)? (If yes, provide documentation*) YES NO
- C. Are your organization’s services available to Norwalk residents? YES NO
- D. Does your organization have an EEO Policy? (Include a copy*) YES NO
- E. If a housing provider, does your organization have a written Fair Housing Policy including accessibility (504) requirements? (Include a copy*) YES NO
- F. Does your organization have a written Procurement Policy? (Include a copy*) YES NO
- G. Is your organization considered a Faith-Based Organization? YES NO
- H. Include a copy of your written Policy on Personal Property Maintenance, Protection and Disposal*
- I. Include a copy of your written Policy on Record Keeping*
- J. Include a copy of your most current audited Financial Statements

****Please note that requested documentation (from above) must be submitted to the Norwalk Redevelopment Office only if you are a new applicant or if there have been any changes to a previously filed documentation.***

PART 2. PROPOSED PROJECT/ACTIVITY

GENERAL DESCRIPTION

1. In the space below or on a separate page provide a description of the proposed project you are applying for CDBG-CV funding to complete. Include in your description: user/client population (# served, elderly, children, etc.); client/user fees and/or rents (if any) for proposed service; membership requirements (if any); other restrictions (if any, for your proposed project/activity); and how the activity directly meets the objective of **preventing, preparing** for and/or **responding** to the **COVID-19 outbreak**. Omission of requested information may be a cause to reject application.

2. Check the box that best describes the proposed project/activity.

- Public service activity
- Rehabilitation activity
- New construction activity
- Real property acquisition activity (i.e. land/building).
- Other (explain) _____

3. Check the box that applies to the proposed project/activity.

- New "core" program
- Expansion of existing "core" program
- Support of existing "core" program (with no expansion)
- New "support" program
- Expansion of existing "support" program
- Existing "support" program (with no expansion)
- Other (explain) _____

4. Is the proposed project/activity located on property owned by a church or entity having a primarily religious purpose? YES NO

5. How many persons or households (unduplicated #s) will the proposed project/activity serve? # _____
 Persons Households

- 6. How many persons or households (unduplicated #s) in Question 5, above will qualify as CDBG-CV income-eligible (using the CDBG-CV table on Page 2 of this application)? # _____
- 7. How many persons or households (unduplicated #s) are Norwalk residents AND qualify as CDBG-CV income eligible (using the CDBG-CV income guidelines on Page 2 of this application)? # _____

*** Failure to answer Questions 6 – 9 may disqualify application.**

- 8. What kinds of client records does or will your organization require from applicants/users of the proposed project/activity? Check more than one box, if necessary. Note that the organization must be able to prove the income eligibility of beneficiaries.

<input type="checkbox"/>	Name
<input type="checkbox"/>	Address
<input type="checkbox"/>	Income
<input type="checkbox"/>	Other
- 9. Of the categories listed, check (below) which best describes the low and moderate-income (LMI) client benefit of the proposed project/activity. Indicate that you have provided documentation with the application evidencing the below qualification. Examples: Client In-take forms (no names), proposed rents, etc.

Note: Failure to provide such documentation may disqualify the application for the CDBG-CV award.

- Area Benefit.** Activity meets needs of LMI persons residing in an area where at least 51% of the residents are LMI. Note: An Area Benefit activity is available to all persons in the neighborhood or community regardless of income. However, the area where the activity is located must qualify as an LMI neighborhood.
Documentation Attached:
- Limited Client Benefit.** Activity benefits a specific group of people who qualify as LMI persons. The activity must meet one (1) of the criteria below. If your proposed project/activity qualifies under one of the subcategories, check the applicable number.

Documentation Attached:	<input type="checkbox"/>
(1)	Project/activity maintains client records on income and family size records documenting that such persons qualify as LMI.
(2)	Project/activity has income eligibility requirements that limit the activity exclusively to LMI persons.
(3)	Project/activity is of such a nature and location that it may be concluded the clientele are primarily LMI persons.
(4)	Project/activity clientele are presumed (by HUD) to be principally LMI persons (i.e. homeless, handicapped, etc.)
- Low/Mod Income Jobs.** Activity creates or retains permanent jobs, at least 51% of which, on a full time equivalent (FTE) basis, are either held by L/M income persons or

considered to be available to L/M income persons.

Documentation Attached:

- (1) Part-time jobs must be converted to full-time equivalents (FTE) (for example, a job that will require working only half time would count as only half a job);
- (2) Only permanent jobs count; temporary jobs may not be included;
- (3) Seasonal jobs are considered to be permanent for this purpose only if the season is long enough for the job to be considered as the employee's principal occupation;
- (4) All permanent jobs created or retained by the activity must be counted even if the activity has multiple sources of funds; and
- (5) Jobs indirectly created or retained by an assisted activity (i.e., "spin off" jobs) may not be counted (for example, jobs created by an unrelated company that supplies parts to the manufacturing firm being assisted).
- (6) Jobs created or retained to directly respond to the Coronavirus crisis (i.e. Hospital Workers) may be permitted on a temporary basis.

PART 3. PROJECT/ACTIVITY FUNDING

1. Have you requested other funding (independent of CDBG-CV) related to the prevention, preparation and/or response to the COVID-19 pandemic? ____yes ____no
If yes, please explain:

Is your organization receiving other/additional funding (independent of CDBG-CV) related to the prevention, preparation and/or response to the COVID-19 pandemic? ____yes ____no.
If yes, please explain below and include any letter(s) of commitment for ongoing funds or approved funds from other source(s) to assist with the proposed project that you are requesting.

If yes, what funding source?	Amount Requested	Amount Approved	Amount Pending	Amount Denied

2. What is the total cost of the proposed project? Attach a copy of the budget summary for the proposal. Use it to estimate all costs directly related to the proposed project. If approved, you may be required to further itemize the costs. Rehabilitation/construction project/activities must include copies of contractor and/or architect/engineer estimate.
3. Describe your organization’s fiscal management, including financial reporting, payment procedures, accounting systems, and audit requirements.
4. Attach an explanation on how the proposed project will affect your administrative budget (example: additional personnel, maintenance, office space, etc.) Include an explanation on long-term plans for funding/sustaining the proposed project.
5. Attach a timetable/schedule for the proposed project, including anticipated dates (start to finish).

PART 4. FOR JOB RETENTION AND CREATION ACTIVITIES ONLY

1. Has the Applicant received a Small Business Administration Economic Injury Disaster Loan or Paycheck Protection (PPP) Loan since April 3, 2020? yes no

If yes, please explain:

2. Do jobs created or retained through this activity and organization provide medical care, food delivery, cleaning, and/or other services to support home health and quarantine or manufacture medical supplies necessary to respond to infectious diseases. yes no

If yes, please explain:

As the recipient of CDBG-CV Job Retention Activity Funding, I guarantee:

3. I agree to report the names of employees and the wages paid to these employees a following disbursement of the grand funds. YES NO

4. The funds granted through this program will be used to maintain existing employees, or to hire back employees that were laid off due to the coronavirus crisis. YES NO

5. The funds granted through this program will pay wages to employees, at least 51% (subject to increase based on HUD requirements) of whom are low-to-moderate income employees, as defined by U.S. Department of Housing and Urban Development guidelines outlined on page 2. YES NO

*** \$50,000 is the maximum amount allowable to be received per employee**

PART 5. ORGANIZATIONAL EFFICIENCY

1. How many staff members will be directly associated with the proposed project?

	Professional	Support	Volunteer
Full-Time Staff			
Part-Time Staff			

Include a list of those involved in completing the project. The list must include: each person’s name and a brief summary of job duties in relation to the proposed project.

2. If your organization has an elected or appointed board, complete the questions below.

NAME OF BOARD/COMMITTEE: _____

List the names of the individuals on the board and the position they may hold on the board.

- a. Number of voting board members as of January 1, 2020 _____ Vacancies? _____
- b. How many board members reside within the City of Norwalk? _____
- c. How are the board members chosen?
- d. Does your organization provide any board training and/or orientation? _____yes _____no
If so, how often is training provided?
- e. How long is a term? _____ How many consecutive terms may be served? _____

PART 6. DUPLICATION/COORDINATION/COOPERATION

1. Has the organization attempted to coordinate the project with other agencies to avoid duplication of services? _____yes _____no If yes, please explain.

2. Identify other agencies in Norwalk (including non-profit and government) that provide services similar to your proposed project. How do the programs differ? How do they overlap? Is there collaboration with the other agencies?

3. Identify other agencies in Norwalk that provide services directed toward the same target beneficiaries of your proposed project/service. Do you provide interagency referrals to other agencies serving the same target beneficiaries?

PART 7. DISCLOSURE OF INTERESTS

To assist the City of Norwalk in determining whether there may be a potential conflict of interest related to the expenditure of Community Development Block Grant - CV funds we request the following information be provided by applicants:

ORGANIZATION NAME:

Organization is:

- 1. Corporation ()
- 2. Non-Profit 501(c)(3) ()
- 3. Partnership ()
- 4. Sole Owner ()
- 5. Association ()
- 6. Other () _____

If additional space is necessary, please attach a separate sheet.

1. State the names of each employee of the City of Norwalk having a financial or personal interest in the above-mentioned organization or project proposed.

Name, Job Title and Norwalk Redevelopment Agency Department

2. State the name(s) of any current or prior elected or appointed official of the City of Norwalk having a potential "financial interest" in the organization or project.

Name/Title

NOTE: If the applicant has provided names in question 1 or 2, please provide details regarding any known potential conflicts of interest in an attached narrative.

OTHER CDBG-CV PROGRAM REQUIREMENTS

NOTE: FOR YOUR INFORMATION ONLY
DO NOT SEND BACK WITH COMPLETED APPLICATION

CDBG-CV recipients and sub-recipients are subject to applicable CDBG-CV/HUD regulations, as well as certain State and local requirements. Organizations who receive a CDBG-CV award will be required to enter into a written contractual agreement with Norwalk Redevelopment Agency containing terms and conditions of the grant (example: scope of service, time of performance, and federal, State, and local requirements). Said requirements include but are not limited to the following:

1. Environmental Compliance. CDBG-CV recipients for rehabilitation/acquisition are required to provide documentation to Norwalk Redevelopment Agency evidencing environmental compliance before CDBG-CV funds can be released. An inspection of the proposed/activity site must be undertaken to identify any hazardous material that may be present (i.e. asbestos, lead, lead-based paint). CDBG-CV recipients are responsible for follow-up abatement action pursuant to the standards of the Environmental Protection Agency, if such hazardous material is identified.
➔ If needed, submit with the completed application/request for CDBG-CV funding a brief narrative including any information on the environmental conditions of the proposed project/activity site.

Applicants for CDBG-CV funds **should not begin any work at the site of their proposed project** until they have signed a contract with Norwalk Redevelopment Agency and received notification that a satisfactory environmental review has been completed by the Agency.

2. Historic Properties. CDBG-CV funded rehabilitation/acquisition projects/activities are subject to the National Historic Preservation Act of 1966, as amended, and must undergo a historic review to determine if they are located on properties and/or in districts listed on (or eligible for) the National Register of Historic Place. If yes, a determination is required as to what affect the proposed project/activity will have on the property and applicable follow-up compliance action.
➔ If needed, submit with the completed application/request for CDBG-CV funding a brief narrative including any information on the historic significance of the proposed project/activity site. The age of the building, year built and year prior rehabilitation/expansion was completed should be included with public facility/housing applications.
3. Federal Labor Compliance. Rehabilitation/construction projects/activities, exceeding a cost of \$2,000 (and for housing rehabilitation of eight (8) units or more) must be undertaken by the CDBG-CV recipient in accordance with the Davis-Bacon Act and related federal labor standards. All work reimbursed with CDBG-CV funds must be paid at or above the prevailing amount as determined by the Department of Labor. CDBG-CV recipients will be required to submit certified contractor payrolls as a condition of reimbursement.
➔ If needed, submit with the completed application/request for CDBG-CV funding a brief narrative including how you will carry out your federal labor compliance responsibilities. Estimates from contractors submitted with CDBG-CV applications should anticipate paying prevailing wages.

4. Americans with Disabilities Act of 1990 (ADA) and Section 504 of the Rehabilitation Act. The ADA requires that publicly funded projects/activities must be undertaken in a manner that does not discriminate against persons with disabilities (mental and/or physical). CDBG-CV applicants are encouraged to review their proposed project/activity to consider how it complies with, or will be affected by, the ADA. For example: applications requesting CDBG-CV funds for playground equipment must include handicap accommodations.
→ If needed, submit with the completed application/request for CDBG-CV funding a brief narrative including information as to how you will carry out your ADA responsibilities.
5. Competitive Procurement. Organizations receiving CDBG-CV funds for eligible professional services and/or construction, etc. must procure said services through a competitive solicitation/bidding process. For public facility/housing projects with work valued at less than \$100,000.00, the applicant will be required to obtain, at a minimum, three (3) quotes from qualified contractors. For public facility/housing projects valued at or more than \$100,000.00, the grantee will be required to prepare bid documents containing written technical specifications of the work to be performed, applicable federal conditions imposed on the contractor, HUD forms, etc.
6. Insurance. The Norwalk Redevelopment Agency requires that CDBG-CV sub-recipients provide evidence and maintain such evidence (at their own expense) of insurance coverage for their agency's CDBG-CV funded projects/activities, in the types and amounts listed below, through the duration of the project, including funding reimbursement requests. CDBG-CV sub-recipients may use part of the CDBG-CV grant to recover insurance cost, provided permission is first obtained from Norwalk Redevelopment Agency to do so. Additional information on insurance requirements is available by contacting the Agency.
 - General Liability Insurance, with minimum coverage for combined bodily injury and property damage liability of \$2,000,000 general aggregate, \$1,000,000 per occurrence.
 - Comprehensive Automobile Liability with minimum coverage of \$1,000,000 combined single limit for bodily injury and property damage, including where applicable, coverage for any vehicle, all owned vehicles, scheduled vehicles, hired vehicles, non-owned vehicles and garage liability.
 - Excess Liability with minimum coverage of \$5,000,000 in umbrella form. Note: The CDBG-CV recipient may request a reduction of the \$5,000,000 insurance excess liability coverage to a minimum of \$2,000,000. The Norwalk Redevelopment Agency will review each request on a case by case basis.
 - Additional Insured. The "Norwalk Redevelopment Agency", must be named on the Certificate of Insurance as "additional insured" (except for Workmen's Compensation coverage).
 - Workers Compensation and Employer's Liability, with minimum coverage as provided by Connecticut General State Statutes.
 - A letter from the agent/broker certifying that the Norwalk Redevelopment Agency has been endorsed onto the General Liability Policy as an "additional insured" is also mandatory. The letter must follow exactly the format as prescribed by the Agency and must be signed (original signature) by the same authorized representative who signed the Insurance Certificates.

Note: Please do not submit any insurance certifications with the application for CDBG-CV funding. The insurance certifications are to be provided only if you are awarded the CDBG-CV grant).

7. Maintenance of Records and CDBG-CV Monitoring of Compliance. Sub-recipients of CDBG-CV funding must maintain records to accurately detail the organization's actions and the activities carried out, as verified by on-site inspections. The following are required records that must be maintained on-site, by recipients and sub-recipients of CDBG-CV funding:
- A. Data as Required by Federal Regulations. On the extent to which each racial and ethnic group and single parent-headed household (by gender of household head) has applied for, participated in, or benefited from any program funded in whole or in part with CDBG-CV funds.
 - B. For Direct Benefit Activities. The organization's records must show that the agency has written documents to support such records. (i.e. CDBG-CV income eligibility).
 - C. For Area Benefit Activities. The organization must maintain records that include a description of the area and services provided to the area and the race and the ethnicity of the service area.
 - D. Communications – Under Section 504. CDBG-CV funded agencies are required to take appropriate steps to ensure effective communication with clients and members of the public to ensure to the extent possible that persons with disabilities receive the benefits and services of the program/activity receiving CDBG-CV assistance. The steps taken do not require the agencies to take any actions that the agencies can demonstrate would result in a fundamental alteration in the nature of a program or activity or as undue financial and administrative burdens.
 - Does the organization have means of communicating with applicants, participants and the public who have hearing, speech or vision impairments?
 - Where the organization communicates with the public and clients by telephone, does the agency also have telecommunication devices for the deaf (TDD)?
 - a. Program Accessibility. Where CDBG-CV funds assist a program or activity, the organization is required to maintain housing and non-housing facilities that are accessible and usable by persons with disabilities. The extent to which facilities must be accessible depends on whether the facility is new, altered or existing.
 - b. Record Keeping. The CDBG-CV funded organization must maintain data on the disability status of program participants and beneficiaries. CDBG-CV sub-recipients are required to maintain all records related to their CDBG-CV award for a minimum of four (4) years from the date of the closeout of the grant.

8. Cover and/or Reimbursement of Costs. CDBG-CV projects are funded to cover and/or reimburse costs to **prevent, prepare for, and/or respond to** coronavirus incurred, regardless of the date on which such costs were incurred, when those costs comply with requirements.
 9. National Objectives. Additional information on meeting a National Objective can be found at the following link (pg. 17 - L/M Income Jobs). Please familiarize yourself with this document. Any additional questions or clarifications on if a subrecipient's intended activity complies with HUD regulations and meets a National Objective can be directed to: sivan@norwalkct.org
<https://www.hudexchange.info/sites/onecpd/assets/File/CDBG-State-National-Objectives-Eligible-Activities-Chapter-3.pdf>
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Norwalk Redevelopment Agency obo City of Norwalk complies with all applicable federal and state laws regarding non-discrimination, equal opportunity, affirmative action, and providing reasonable accommodations for persons with disabilities.