



# CITY OF NEW BRITAIN

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OFFICE OF THE MAYOR  
THE HONORABLE ERIN E. STEWART

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January 21, 2022

To All Interested Parties:

I am pleased to announce that the City of New Britain is preparing the 2022 Annual Consolidated Plan for HUD Programs. The attached information describes this year's planning and application processes.

The application materials will be available on the City's website at [newbritainct.gov](http://newbritainct.gov) and are also available by e-mail from the Department of Planning & Development.

Please contact the Department of Planning & Development at 860-826-3329 for any further information or any assistance you may need.

Sincerely,

Erin E. Stewart  
Mayor

# New Britain Consolidated Plan for HUD Programs

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## Eligible Activities

All projects and programs must advance one or more of the Goals outlined in the City's 2020-2024 Consolidated Plan. This Plan can be located here: [2020-2024 Consolidated Plan](#)

### Community Development Block Grant Program

- Acquisition of Real
- Property Disposition of Real Property
- Public Facilities & Improvements
- Clearance & Demolition
- Public Services Interim Assistance Relocation
- Privately owned utilities
- Rehabilitation and Preservation
  - Residential, commercial, or industrial buildings
- Code Enforcement
- Economic Development
- Construction of Housing and Homeownership Assistance

In addition to these basic eligibility categories, funds may be used, subject to specific criteria, for: Construction of Housing; Microenterprise Assistance; Special Activities by Community-Based Development Organizations; Technical Assistance for organizational capacity building; Planning and Program Administration.

**National Objective Criteria:** All activities funded under the Community Development Block Grant Program must provide a benefit to low- or moderate-income persons, or must prevent or eliminate slums or blight. An activity can benefit low- or moderate-income persons either on an area basis, on a direct basis or by the creation or retention of jobs.

**Ineligible activities include:** Buildings used for the general conduct of government, general government expenses, political activities, the purchase of construction equipment or furnishings, operating and maintenance expenses, and income payments to persons for food, clothing, housing or utilities.

### HOME Program

- Housing Construction and Rehabilitation (including acquisition, demolition and related costs)
- Tenant Assistance
- Homeownership Assistance
- Housing Development by Community Housing Development Organizations

### Emergency Solutions Grant Program

- Rehabilitation or conversion of buildings for use as emergency shelters for the homeless
- Payment of certain expenses related to operating emergency shelters
- Essential services related to emergency shelters and street outreach for the homeless
- Homelessness prevention and rapid re-housing activities

# New Britain Consolidated Plan for HUD Programs

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## INSTRUCTIONS FOR SUBMITTING A PROPOSAL

The City of New Britain receives funds each year from the Department of Housing and Urban Development (HUD), under the Community Development Block Grant, HOME, and Emergency Solutions Grant Programs. To propose activities for funding under these programs, applicants should prepare a Proposal containing the components listed below. If you are requesting funds for more than one project, submit a separate Proposal for each project.

**APPLICATION FORM** - Complete the attached Application Form. *A PROJECT SUMMARY MUST BE LIMITED TO THE SPACE PROVIDED.*

**BUDGET FORMS** - Complete the attached Budget Forms. For physical improvement projects, substitute Budget Form Page 1 with any appropriate format that specifies the construction phases and/or components of the entire project and the estimated cost for each. Please include an estimated timeline for work to commence and be completed.

**PROPOSAL NARRATIVE** - Refer to the attached Proposal Narrative Instructions. The narrative must respond to each section in the instructions.

**CONFLICT OF INTEREST** - Complete the attached Certification, Disclosure and Required Attachment form.

### *Policies and Guidelines adopted for all submissions beginning with FY 2017:*

- No CDBG Public Service grant application will be considered for less than \$10,000.
- No CDBG Public Service grant will be awarded for less than \$10,000.
- The HUD prescribed cap of 15% of Community Development Block Grant funds allocated to Public Service activities will be strictly adhered to.
- No project having received three successive years of funding will be allowed to reapply without taking at least a one-year hiatus. Additionally, within the three successive years all applicants must demonstrate a quantifiable increase in the level of service from year to year.
- Construction project funding will be limited to those projects that are “**shovel ready**” and require CDBG or HOME funds to fill a gap in existing funding.
- No multi-year project funding will be considered.

*Incomplete proposals will not be accepted. To be considered complete*, a proposal must contain the required components of the application package, completed in full.

Applicants may be requested to provide additional information during review of proposals by the City of New Britain.

# New Britain Consolidated Plan for HUD Programs

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## INSTRUCTIONS FOR SUBMITTING A PROPOSAL - Cont.

### **-- APPLICATION DEADLINE --**

*To be considered timely*, a proposal must be submitted to the Department of Planning & Development (DPD), Room 311 in City Hall, no later than 4:00 p.m. on February 18, 2022. Proposals may be hand-delivered, mailed, or e-mailed to [scott.williams@newbritainct.gov](mailto:scott.williams@newbritainct.gov).

**Late proposals will not be accepted.**

Submit completed proposals to:  
**Department of Planning & Development**  
**City of New Britain**  
**Room 311, City Hall, 27 West Main Street**  
**New Britain, CT 06051-4235**

### **-- TECHNICAL ASSISTANCE --**

Applicants who need assistance in determining project eligibility are encouraged to contact the DPD Office of the City of New Britain at (860)826-3329 early in the proposal solicitation cycle to obtain assistance.

# **New Britain Consolidated Plan for HUD Programs**

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## ***SPECIAL INSTRUCTIONS FOR CONSTRUCTION PROJECTS***

Only projects that are "shovel-ready" and have all other funding sources in place should be submitted for funding consideration. Please include an estimated project timeline.

The following requirements should be taken into consideration in your selection of projects and your preparation of construction budgets for Public Facilities & Improvements and Rehabilitation activities:

1. Construction projects are subject to a variety of Federal, State and Municipal laws, statutes, rules and regulations, including City Zoning Ordinances, the State Building and Fire Safety Codes, the Federal Labor Standards/Davis-Bacon Prevailing Wages and the Federal Environmental Review process.
2. Construction budgets should anticipate the following:
  - a) Davis-Bacon Wages may increase project costs by 30-40%.
  - b) Bonds (Bid, Performance, Labor and Material) are required for projects exceeding \$150,000 and may also be required for smaller projects.
  - c) Depending upon the scope of the project, the age of the building, and the type of building materials, environmental testing fees, and resulting mitigation measures may be necessary.
  - d) Insurance is required for all construction projects.
  - e) City permit fees will not be waived.
3. Construction projects are subject to the Federal/OMB procurement requirements.
4. Work on the project may not commence without explicit approval of the Department of Planning & Development.
5. Payment is generally on a reimbursement basis provided that an executed funding agreement is in place, and the project is in compliance with all terms/conditions of that agreement. Expenditures incurred prior to the effective date of the HUD allocation will be ineligible for reimbursement.

# New Britain Consolidated Plan for HUD Programs

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## PROPOSAL NARRATIVE INSTRUCTIONS

*Provide the following information in narrative form, not to exceed 6 pages.*

### JUSTIFICATION

- Describe the need for this project. Quantify the magnitude of the problem that will be addressed.
- Explain how the project will meet one of the following HUD objectives:
  - Benefit to Low- and Moderate-Income Persons
  - Prevention or Elimination of Slums or Blight
- Discuss how your organization is appropriate for carrying out this project.

### PROJECT DESCRIPTION

- State the specific goals and objectives of the proposed project.
- Identify specific activities to be undertaken or services to be provided. Describe what will be done, by whom, how and when.
- Comment on how this project proposes a solution that is unique from other programs or services that are currently available in the City OR how this project involves collaborative efforts with other service providers. Priority funding consideration will be given to those projects that demonstrate cost savings and greater effectiveness through collaborative efforts.

### IMPACT

- Quantify the proposed accomplishments and anticipated benefits.  
(for example, number of persons or families to be served, number of buildings to be renovated, etc.)
- Describe the measures by which you will determine the success of the project towards meeting goals.
- Discuss how the project contributes to neighborhood revitalization.

# Consolidated Plan for HUD Programs APPLICATION FORM

<b>Project Title:</b>	
<b>Project Location:</b>	
<b>Amount Requested:</b>	
<b>Project Summary:</b>	

<b>Name of Applicant:</b>	
<b>Full Address:</b>	
<b>Contact Person:</b>	
<b>Phone Number:</b>	
<b>Email Address:</b>	
<b>Employer ID No.:</b>	
<b>IRS Tax Exempt No.:</b>	
<b>DUNS No.:</b>	

<b>Check One:</b>	<input type="checkbox"/> Project is ongoing and was previously allocated HUD funds <input type="checkbox"/> Project is ongoing but has not been allocated HUD funds <input type="checkbox"/> Project is a new service or activity
<b>Application For (Check One):</b>	<input type="checkbox"/> Community Development Block Grant Funds <input type="checkbox"/> HOME Program Funds <input type="checkbox"/> Emergency Solutions Grant Program Funds
<b>Organization Type</b>	<input type="checkbox"/> Non-Profit <input type="checkbox"/> Public Agency <input type="checkbox"/> Institution of Higher Learning
<b>Check all that Apply:</b>	<input type="checkbox"/> For-Profit <input type="checkbox"/> Faith-Based

*I, the authorized representative of the applicant, certify that the information provided in this application is correct to the best of my knowledge and that, if funded; the applicant will comply with all applicable requirements, including the City of New Britain Ordinances, Section 2-199, "Discrimination Prohibited."*

\_\_\_\_\_  
Signed

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name and Title

# Consolidated Plan for HUD Programs

## BUDGET FORM - Page 1

### I. PROGRAM BUDGET

Project Title: \_\_\_\_\_

	HUD Funds Requested	Other Sources	Total
<b>Administrative Overhead</b>			
Salaries			
FICA			
Fringes			
Accounting			
Audit			
<b>Administrative Overhead Subtotal</b>			
Salaries - list positions to be paid with HUD funds			
Other Salaries			
FICA			
Fringes			
Contractual Services			
Equipment			
Insurance			
Printing			
Postage			
Rent			
Supplies			
Telephone			
Utilities			
<b>TOTAL PROJECT COSTS*</b>			

\*Please note, this page should show all costs of running the program, listed as HUD or Other.



# Consolidated Plan for HUD Programs

## BUDGET FORM - Page 2

### II. OTHER SOURCES

Identify the source and amount of the "Other Sources" on Page 1 (Column 3) contributing to this program.

**Project Title:** \_\_\_\_\_

SOURCE					AMOUNT
	Other Federal Funds	State/Local Funds	Private Funds	Other	
<b>Total *</b>					

\* Please note, this amount should at least equal the last row and third column (*Other Sources*) on Page 1 of the Budget Form. This means your program balances (i.e. the program expenses equal the program revenue).

**III. PROGRAM BUDGET PERIOD**                      *FROM:*                                      *TO:*

### IV. AGENCY BUDGET

Summarize below, or attach, the budget for your entire agency operations identifying all funding sources & indicating the beginning and ending dates of your fiscal year that covers your Program Budget Period.

# Consolidated Plan for HUD Programs CONFLICT OF INTEREST

## *Certification*

I, the authorized representative of the applicant for HUD funding from the City of New Britain, hereby certify that the applicant has reviewed the Conflict of Interest regulations for the applicable HUD Program indicated below: *(Check all Programs under which you are submitting an application for funds and refer to attached regulations)*

Community Development Block Grant Program, Regulations at 24 CFR 570.611

HOME Program, Regulations at 24 CFR 92.356

Emergency Solutions Grant at 24 CFR 576.404

I further certify that it has been determined that: *(Check one)*

No prohibited conflicts of interest exist pertaining to this organization's application for HUD funds from the City of New Britain, or

All possible conflicts of interest have been identified in the Disclosure section below.

Signed: \_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_

## *Disclosure*

Identify below ***any and all possible*** conflicts of interest pertaining to your organization's application for HUD funds from the City of New Britain. For any persons identified, the City, in consultation with HUD, will determine if a conflict exists and will consult as appropriate with HUD to determine if an exception can be granted.

<u>Name of Person</u>	<u>Title</u>	<u>Function</u>	<u>Nature of Conflict</u>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

## *Required Attachment*

Attach the applicant organization's list of Directors/Corporators including names and addresses.

# ***CONFLICT OF INTEREST REGULATIONS FOR HUD PROGRAMS***

## ***Regulation for the Community Development Block Grant Program. 24 CFR 570.611 Conflict of Interest***

b. *Conflicts prohibited.* The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter.

c. *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

## ***Regulation for the HOME Program 24 CFR 92.356 Conflict of Interest***

b. *Conflicts prohibited.* No persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to activities assisted with HOME funds or who are in a position to participate in a decision-making process or gain inside information with regard to these activities, may obtain a financial interest or benefit from a HOME-assisted activity, or have an interest in any contract, subcontract or agreement with respect thereto, or the proceeds thereunder, either for themselves or those with whom they have family or business ties, during their tenure or for one year thereafter.

c. *Persons covered.* The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the participating jurisdiction, State recipient, or subrecipient which are receiving HOME funds.

## ***Regulation for ESG Program***

### **24 CFR 576.404 Conflict of Interest**

(b)(1) Conflicts prohibited. No person described in paragraph (b)(2) of this section who exercises or has exercised any functions or responsibilities with respect to activities assisted under the ESG program, or who is in a position to participate in a decision-making process or gain inside information with regard to activities assisted under the program, may obtain a financial interest or benefit from an assisted activity; have a financial interest in any contract, subcontract, or agreement with respect to an assisted activity; or have a financial interest in the proceeds derived from an assisted activity, either for him or herself or for those with whom he or she has family or business ties, during his or her tenure or during the one-year period following his or her tenure.

(2) Persons covered. The conflict-of- interest provisions of paragraph (b)(1) of this section apply to any person who is an employee, agent, consultant, officer, or elected or appointed official of the recipient or its subrecipients.