



NOTICE OF FUNDING AVAILABILITY

Community Development Block Grant Program Year 38 (July 1, 2012 – June 30, 2013)

**Proposals Due:
Thursday, January 12, 2012 by 4:00 pm
Applications submitted after the deadline will not be considered.**

**Funding Managed by:
City of New London
Office of Development and Planning
Community Development Division
111 Union Street
New London, CT 06320**

Community Development Division Staff Contact Information:

Tom Bombria, Community Development Coordinator
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Lori Barberi, Administrative Accounting Technician
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**AN INFORMATION SESSION WILL BE HELD ON 12/21/11 AT 10:00 A.M.
SEE PAGE 3 FOR DETAILS**

The City of New London’s Office of Development and Planning (ODP) is the administering agency for the City of New London’s entitlement grant under the Community Development Block Grant (CDBG) Program, a Federally funded program of the U.S. Department of Housing and Urban Development (HUD). Preliminary estimates indicating the amount of CDBG funding that will be available for Program Year 38 (7/1/12-6/30/13) have not yet been provided by the U.S. Department of Housing and Urban Development. However, last fiscal year the City of New London received \$806,766.

CDBG funds may be used for a wide range of activities with specific activity funding decisions made at the local level. All program activities must:

- ✓ Benefit low- and moderate-income persons as defined by HUD; *or*
- ✓ Provide physical improvements to an area characterized by slum or blight.

The Office of Development and Planning will accept applications in the following categories:

1. Public Services – the total amount available for this category is \$317,000. Public Services include social/health services provided to low- and moderate-income New London residents. All funds awarded must be spent within this program year. The City **will not** accept requests for food as part of a program’s scope of services except for nutritional programs including food banks and shelters. 51% of clients served must be below income limits set by HUD each year.
2. Public Facilities & Improvements – such activities include improvements to youth centers, homeless shelters, streets and streetscapes, etcetera. If your agency is applying for funds under this category, please read the application carefully; important information has been added to ensure cost estimates are accurate. All construction project funds must be expended within three (3) years of award. After three years, the funding will be reallocated to another project.
3. Rehabilitation & Preservation – such activities include residential and non-residential/commercial/historic building improvements. There are many restrictions in this category, so please contact the Community Development Coordinator prior to submitting an application under this category. All construction project funds must be expended within three (3) years of award. After three years, the funding will be reallocated to another project.

Organizations that receive funding will be required to enter into a contractual agreement with the City of New London for the provision of services/activities stated in the application. All organizations that receive funding will be required to comply with all data collection, reporting and monitoring requirements as established by HUD.

General Instructions for Application Submission

The following instructions describe the information required from all applicants who are requesting funds. Please submit all applicable information requested. Failure to do so may jeopardize your chances of receiving funding. All applications must follow these instructions in order to be eligible for review:

YOU MUST:

PLEASE DO:

MAKE SURE YOU DO THESE THINGS:

- ✓ **Provide 20 copies of the proposal – double-sided and on three-hole punch paper. You may come to our office to make your copies (we even have paper with pre-punched holes!)**
- ✓ **Limit your narrative response to four pages.**
- ✓ **Submit only one copy of the supplemental information.**
- ✓ **Use a font size that is 10 points or larger and leave a minimum of 1-inch margins on all sides.**

YOU MUST NOT:**WHAT NOT TO DO...****DO NOT DO THESE**

- ✓ **Do not bind your application**
- ✓ **Do not add a cover letter, title page, dividers, tabs, etc. The front page must be the cover page of the application (Part I: General Information)**
- ✓ **Do not submit oversized attachments (nothing larger than 8½" x 11")**
- ✓ **Do not include information not requested in the application**
- ✓ **Do not submit the application via fax or e-mail. Applications submitted in this manner will automatically be rejected.**

Application Information Session/How to Get an Application Packet

To assist prospective applicants in the application process, an information session will be held on Wednesday, December 21, 2011, at 10:00 a.m. in the Stanton Building Conference Room, 111 Union St., New London, CT. This session should last no more than one hour. The Community Development Coordinator will be available following the session to assist agencies in determining the eligibility of activities.

Application packets will be available to pick up at the information session or you can arrange to have the application electronically mailed to you. The application packet will also be available in hard copy at the City of New London, Office of Development and Planning, 111 Union Street, New London, CT 06320 through January 12, 2012. It is also available on the City's website: <http://www.ci.new-london.ct.us> or via e-mail by contacting one of the Community Development Division staff (contact information is located on the cover page of this Notice of Funding Availability).

Council Public Hearing and Citizen's Advisory Committee Review

Some agencies may be asked to make a brief presentation before the Citizen's Advisory Committee at a meeting in February 2012. If your agency is selected to make a presentation, you will be contacted to schedule a time for your presentation.

There will be two public hearings held before the City Council to assist them in making their funding recommendations/decisions. It is highly recommended that a representative from your agency make a brief presentation at the first hearing of City Council (dates to be released in the next few weeks).

Schedule

A schedule of important dates associated with the CDBG application process will be forwarded at a later date.

If you have any questions regarding any part of this process or require technical assistance, please contact Lori Barberi, Administrative Accounting Technician, via e-mail (preferred) at lbarberi@ci.new-london.ct.us or (860) 437-6391.