



**City of New London**  
**Community Development Block Grant Program**  
**Thirty-Eighth Program Year**  
**July 1, 2012 – June 30, 2013**

**Public Facilities Improvements Application**  
**Due Date: January 12, 2012 by 4:00pm**

**Note: Also Review "Notice of Funding Availability"**

---

**Part I: General Information**

Agency/Department: \_\_\_\_\_

Address: \_\_\_\_\_

Exec. Dir./Dept. Head: \_\_\_\_\_

Project Director/  
Contact Name & Title: \_\_\_\_\_

E-mail Address of Contact  
Person (Required) \_\_\_\_\_

Telephone: \_\_\_\_\_

Program/Project Name: \_\_\_\_\_

Person Authorized to Sign  
On Behalf of Agency: \_\_\_\_\_

Person Authorized to  
Request Funds: \_\_\_\_\_

---

<b>CDBG Request &amp; Award Amounts:</b>	<b>Request</b>	<b>Award</b>
<b>Upcoming Fiscal Year</b> <b>(July 1, 2012 - June 30, 2013)</b>	\$ _____	\$ _____
<b>Current Fiscal Year</b> <b>(July 1, 2011 - June 30, 2012)</b>	\$ _____	\$ _____

---

I/we certify that the information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of New London can rely upon these statements in determining whether to fund this project. We certify that the Agency Board of Directors has approved this application.

---

Exec. Dir./Dept. Head \_\_\_\_\_ Date \_\_\_\_\_

---

Chair, Board of Directors \_\_\_\_\_ Date \_\_\_\_\_

## **Part II: Project/Agency Information**

### **A. Project Description**

1. Provide a general description of the proposed project.
  - a. Describe the activities to be performed or services to be provided.
  
  - b. Do you anticipate any temporary or permanent relocation of persons or businesses because of this project? If so, please explain.
  
2. Need for the project.
  - a. Explain the need/problem to be addressed.
  
  - b. Explain how this project will address the needs of the community.
  
3. Identify the target population or the area that will benefit from this project.

4. Provide an implementation schedule/timeline for the completion of this project. If awarded funding, your agency will have to go out to bid to ensure an open, fair competition for Federal funds. Please allow approximately two months to competitively procure the services of contractors. Community Development Division staff will guide subrecipients in the procurement process.

5. Quote for work to be done.

All applications must provide at least one estimate for the construction work to be done. This funding requires that prevailing (union) wages be paid to all workers for the entire project, whether completely funded by CDBG or not. The quote provided with your application must take into account prevailing wages and must be noted on the quote. If the contractor you are getting the quote from is not familiar with this requirement, please visit <http://www.access.gpo.gov/davisbacon/CT.html>. Once on this page, scroll down to New London County and select Building, Heavy, Highway, or Residential as appropriate. Click on the link and wages for various categories of workers will be displayed. If the contractor does not provide his/her employees with fringe benefits, the rate of pay must equal or exceed the rate plus the fringes noted in the wage decision. These wages change periodically and the most recent wage decision will be used when the project goes out to bid.

6. Reduced funding questions.
    - a. If you do not receive the amount of funds requested, how do you propose to administer and/or complete the project?
  
    - b. What items would you reduce or eliminate from your budget?
- 

**B. Addressing a CDBG National Objective:**

**Does your program:**

- Address the needs of low- and/or moderate-income residents?

OR

- Eliminate Slums or Blight?
- 

**C. Agency/City Department Information** (City departments: write this section as if you are submitting the application to an entity that does not know how your department/program operates. This is necessary to meet the requirements of the program.)

1. Background/Program Experience: Include the length of time the agency has been in operation, the date of incorporation, the purpose of the agency, and the type of corporation. Describe the type of services provided, the agency's capabilities, the number and characteristics of clients served, and license to operate (if appropriate).
  
2. Personnel/Staff Capacity: Briefly describe the agency's existing staff positions and qualifications, its capacity to carry out this activity, and state whether the agency has a personnel policy manual with an affirmative action plan and grievance procedure.
  
3. Monitoring: Briefly describe how you will monitor progress in implementing the program. Attach copies of data collection tools that will be used to verify achievement of program goals and objectives. Describe who will be responsible for monitoring progress.

**Part III: Financial Information**

**A. Financial Capacity:** Describe the agency’s/department’s fiscal management including financial reporting, recordkeeping, accounting systems, and payment procedures. City Departments are required to respond to this section.

**B. Sources of Revenue:** Please complete the budget form below demonstrating your agency/department *estimated* revenue by source and the project’s sources of funding. City Departments are required to respond to this section.

<b>Revenue Source</b>	<b>Total Agency Budget</b>	<b>Project Budget</b>
Program Fees		
United Way		
Foundations		
Donations		
<b>CDBG</b>		
NL General Fund		
State Government		
Federal Government		
Other Revenue (specify in lines below)		
<b>TOTAL REVENUE</b>		

**C. Proposed Project Detailed Budget:** Please complete the budget form below breaking down the proposed project costs by category. Please estimate these figures based on the quote(s) received and included in this application. Please note that the City of New London is not expecting your agency to get a quote from a contractor that is more detailed than what is normally provided. The quote(s) submitted with this application must state clearly that the estimate is based on current prevailing wages for construction workers.

	Source of Funds: CDBG	Source of Funds: * Please fill this box in	Source of Funds: * Please fill this box in
<b>Salaries/wages:</b>			
Payroll (List each person's payroll involved with the project.)			
Overtime			
Salaries Subtotal			
<b>Fringe Benefits ( _____ % of wages)</b>			
<b>Purchased Services:</b>			
Engineering/Architect			
Consulting			
Legal Services			
Professional Services			
Advertising			
Printing			
Dues & Subscriptions			
Travel & Transportation			
Rentals & Leases			
Training			
Other Operating Services			
Postage			
Courier			
Telephone			
Maintenance & Repairs Services			
Purchased Services Subtotal			
<b>Supplies &amp; Materials:</b>			
Consumables			
Computer Equipment			
Supplies Subtotal			
<b>Capital Improvements:</b>			
Capital Improvements other than Buildings			
Capital Subtotal			
<b>Grand Total:</b>			

**Part IV: Supplemental Information**

All agencies must submit the following documentation with their application whether or not you have previously received CDBG funds through the City of New London.

*Please provide only one copy of these materials.*

**Exhibit 1** Financial Statement/Audit

Include a copy of your organization's most recent audit report or a financial statement. If your organization is not required to complete an audit report based on the amount of Federal funding expended during the previous year, please submit a detailed financial statement.

Non-Federal entities that expend \$500,000 or more in a year in Federal awards shall have a single or program-specific audit conducted for that year in accordance with the provisions of OMB Circular A-133 – Audits of Institutions of Higher Education and Non-Profit Institutions.

**Exhibit 2** Insurance/Bond/Worker's Compensation

- State whether or not the agency has liability insurance coverage, in what amount and with what insuring agency.
- State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law.
- State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount and with what insuring agency.
- Provide a copy of a current insurance certificate, not a policy.

**Exhibit 3** Non-Profit Determination

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

**Exhibit 4** List of Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.

**Exhibit 5** Organizational Chart

An organizational chart must be provided which describes the agency's administrative framework and staff positions. This chart must indicate where the proposed project will fit into the organizational structure and identify any staff positions of shared responsibility.

**Exhibit 6** Résumés of Chief Program Administrator and Chief Financial Officer

**Exhibit 7** Conflict of Interest Disclosure

Appropriate HUD regulation is attached and must be read. Disclosure form is attached and must be completed and signed.

**Proposals are due by Thursday, January 12, 2012 by 4:00 p.m.**

**Applications submitted after the deadline will not be considered.**