

*On Behalf of
The State of Connecticut*



Planning Grants For Thriving Connecticut Communities

Affordable Housing Plan
Technical Assistance Program



March 9, 2020

Seila Mosquera-Bruno, Commissioner

APPLICATION FOR PLANNING GRANT
§ 8-30j of the Connecticut General Statutes

I. STATEMENT OF OBJECTIVES

The State of Connecticut Department of Housing (“**DOH**”) invites applications for planning grant funds from **eligible municipalities** seeking to prepare and adopt an Affordable Housing Plan under the provisions of § 8-30j of the Connecticut General Statutes (“**CGS**”). This grant opportunity is intended to enable municipalities to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers. Addressing Connecticut's housing affordability crisis with thoughtful planning for homes that meet the needs of individuals and families at different income levels and stages of life is an economic imperative for our state and critical to sustaining thriving local communities.

Under this Application for Planning Grant, grant awards will be made on a **FIRST COME FIRST SERVED** basis to those eligible municipalities who submit completed application documents.

The number of eligible municipalities who will be able to receive grant awards will be subject to available funds at the time of application. Funding for this year and future years is subject to authorization by the State Bond Commission, and is not guaranteed. For the current program, which is anticipated to run from March 9, 2020 thru June 30, 2020, the total authorized funding available is \$500,000. Municipalities are eligible to apply for up to \$15,000 in grant funding for this activity, and collaboration between contiguous eligible municipalities is encouraged.

The Department of Housing has engaged Regional Plan Association to work with stakeholders across the state to develop an Affordable Housing Plan and Process Guidebook that is intended to provide a framework that eligible municipalities can utilize to prepare their Affordable Housing Plan and guidance on how to engage their community in the planning process.

II. AWARD CRITERIA

Applications will be accepted between Monday, March 9th beginning at 8:00 am and Tuesday June 30th, 2020 ending at 4:00 pm, and must be submitted in their completed form. Partial applications or applications that are received by DOH outside of the application period will not be accepted. Awards will be made solely on a First Come First Served basis, solely at the discretion of the Commissioner, and within available funding.

III. USE OF DOH GRANT FUNDS

These grant funds may be used for any eligible planning cost associated with the preparation and/or adoption of an Affordable Housing Plan under the provisions of § 8-30j CGS. This can include, but is not limited to: the engagement of consultants including local councils of government; administrative staff costs; data collection, including a market study and/or analysis; community engagement costs; printing/publication costs; and other reasonable planning expenses.

IV. THRESHOLDS FOR APPLICATION

Applications will only be accepted from one of the 147 recognized municipalities of Connecticut small cities and towns with populations of less than 50,000.

ELIGIBLE CONNECTICUT SMALL CITIES and TOWNS:

Andover	East Hampton	Morris	South Windsor
Ashford	East Haven	Naugatuck	Southbury
Ansonia	East Lyme	New Canaan	Southington
Avon	East Windsor	New Fairfield	Sprague
Bantam (Litchfield)	Eastford	New Hartford	Stafford
Barkhamsted	Easton	New Milford	Sterling
Beacon Falls	Ellington	Newington	Stonington
Berlin	Enfield	Newtown	Stonington (Borough)
Bethany	Essex	Newtown (Borough)	Suffield
Bethel	Farmington	Norfolk	Thomaston
Bethlehem	Fenwick (Old Saybrook)	North Branford	Thompson
Bloomfield	Franklin	North Canaan	Tolland
Bolton	Glastonbury	North Haven	Torrington
Bozrah	Goshen	North Stonington	Trumbull
Branford	Granby	Old Lyme	Union
Bridgewater	Griswold	Old Saybrook	Vernon
Brookfield	Groton	Orange	Voluntown
Brooklyn	Groton-City	Oxford	Wallingford
Burlington	Groton Long Point	Plainfield	Warren
Canaan	Guilford	Plainville	Washington
Canterbury	Haddam	Plymouth	Waterford
Canton	Hampton	Pomfret	Watertown
Chaplin	Hartland	Portland	Westbrook
Cheshire	Harwinton	Preston	Weston
Chester	Hebron	Prospect	Westport
Clinton	Jewett City (Griswold)	Putnam	Wethersfield
Colchester	Kent	Redding	Willington
Colebrook	Killingly	Ridgefield	Wilton
Columbia	Killingworth	Rocky Hill	Winchester
Cornwall	Lebanon	Roxbury	Windham
Coventry	Ledyard	Salem	Windsor
Cromwell	Lisbon	Salisbury	Windsor Locks
Danielson (Killingly)	Litchfield (Borough)	Scotland	Wolcott
Darien	Lyme	Seymour	Woodbridge
Deep River	Madison	Sharon	Woodbury
Derby	Mansfield Marlborough	Shelton	Woodstock
Durham	Middlebury Middlefield	Sherman	
East Granby	Monroe	Simsbury	
East Haddam	Montville	Somers	

In addition:

- A) Completed applications along with all attachments must be received at DOH between **Monday, March 9th beginning at 8:00 am and Tuesday June 30th, 2020 ending at 4:00 pm;**
- B) Applications may be submitted only by Email or Hand-Carried. (Applications will not be accepted by mail).

V. APPLICATION FORMAT

Applications should be submitted as follows:

- A) One (1) complete original, with all required exhibits and necessary signatures.

VI. INSTRUCTIONS TO APPLICANTS

1. Completed applications and all materials must be emailed or hand-delivered to Ploynapas “Paula” Thantaha, Economic and Community Development Agent, DOH: if by e-mail at Ploynapas.Thantaha@ct.gov; or if hand-carried, the package must be received and acknowledged by Ms. Thantaha at 505 Hudson Street, Hartford, CT. All proposals must be **received at DOH between Monday, March 9th beginning at 8:00 am and Tuesday June 30th, 2020 ending at 4:00 pm.**
2. All responses to this **Application for Planning Grant** must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of the response, at the sole discretion of the Commissioner.
3. The application must be submitted by an individual authorized to act on behalf of the municipality. Please submit the Certified Resolution with the application.

VII. QUESTIONS

All questions related to this Application must be submitted to Ms. Thantaha in writing by FAX at 860-706-5741, or by e-mail at Ploynapas.Thantaha@ct.gov no later than 4:00 pm on Thursday, March 26, 2020. Answers to any questions will be faxed or emailed to those that have submitted questions.

VIII. CONDITIONS

Any prospective applicants must be willing to adhere to the following conditions and must positively state them in the proposal:

1. The State reserves the right to reject any or all applications submitted for consideration. In addition, the State reserves the right to not make any award under this Application for Planning Grant if funding is not available.
2. All proposals in response to this **Application for Planning Grant** are to be the sole property of the State and subject to the provisions of Section 1-19 of the Connecticut General Statutes (i.e.: Freedom of Information).

3. The State will ultimately determine timing and sequence of events resulting from this **Application for Planning Grant**.
4. Any alleged oral agreement or arrangement made by an applicant with the Department of Housing or an employee of the Department will be superseded by the written contract.
5. The State reserves the right to amend or cancel this **Application for Planning Grant**, prior to the due date and time, if it is in the best interests of the State.
6. The State reserves the right to reject the application of any applicant that is in default of any prior contract or for misrepresentation.
7. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the **Application for Planning Grant**.
8. No additions or changes to the original application will be permitted after submittal. While changes are not permitted, clarification at the request of the Department may be required.
9. In responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the **Application for Planning Grant** and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the **Application for Planning Grant** development process, had no knowledge of the specific contents of the **Application for Planning Grant** prior to its issuance and that no employee of the Department of Housing participated directly or indirectly in the applicant's proposal preparation.

XI. Rights Reserved to the State

The State reserves the right to award in part, to reject any and all applications in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the State will be served.

AFFORDABLE HOUSING PLAN – PLANNING GRANT

MUNICIPAL INFORMATION

Name of the Municipality: _____

Address: _____

_____ Zip Code _____

Name and Title of Authorized Official: _____

Telephone: _____ Fax Number: _____ Email: _____

Name and Title of Contact Person/Title: _____

Telephone: _____ Fax Number: _____ Email: _____

If you are using a consultant to write this application, please provide the following:

Consultant Name _____ Phone # _____

Company (if applicable) _____

Address: _____ Fax # _____

ASSISTANCE REQUEST

1. PROJECT INFORMATION

1a. Federal Employer Identification Number: _____

1b. Grantee's Fiscal Year: From _____ To _____

1c. Amount of Assistance Requested: _____

1d. Please provide a Project Budget as Attachment #1. (see Exhibit 1: Budget Form)

2. LOCAL APPROVAL

2a. Submit a certified resolution adopted in the last 60 days by the Town's legislative body (or, in the case of a town where the town meeting is the legislative body, the Board of Selectmen):

- Authorizing submission of this grant application;
- Identifying the individual who can sign the grant application and administer the grant.

The certified resolution should be signed by the City or Town Clerk and embossed with the corporate seal. (Please provide as Attachment #2)

3. APPLICANT CERTIFICATION

My signature below, for and on behalf of _____, indicates
Name of Municipality
acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Department of Housing or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than June 30, 2021;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Department of Housing no later than ninety (90) days before the grant end date of June 30, 2021;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Certifying Representative:

1. Type Name and Title: _____

2. Signature: _____

3. Date: _____