

CITY OF WATERBURY

**Waterbury Development Corporation
24 Leavenworth Street
Waterbury, CT. 06702**

**Telephone: (203) 346-2607 x. 115
Fax: (203) 346-3910
www.wdconline.org**

DATE: March 13, 2009

TO: American Reinvestment and Recovery Act (ARRA) CDBG Funding Applicants

**RE: Applications for Special 2009ARRA CDBG Funds
Program Year: October 1, 2008 - September 30, 2009**

**DUE: MONDAY, MARCH 23, 2009 AT 3:00 P.M. AT THE ABOVE ADDRESS
LATE APPLICATIONS WILL NOT BE ACCEPTED**

The City of Waterbury (City) acting through the Waterbury Development Corporation (WDC) invites interested and eligible parties to submit applications for the 2009 American Recovery and Reinvestment Act (ARRA) Community Development Block Grant (CDBG) funds. The ARRA CDBG funds are separate from the regular annual CDBG Entitlement funds that the City receives every year as an Entitlement Jurisdiction. Under the 2009 ARRA, the City of Waterbury is expected to receive \$608,548 in special CDBG funds from the U.S. Department of Housing and Urban Development (HUD) for the purpose of job creation and retention. The funds will be approved as a Substantial Amendment to the existing 2008-2013 City of Waterbury Consolidated Plan and 2008-2009 Annual Action Plan. As part of the Substantial Amendment process, it is expected that a public hearing will be held and that there will be a period of public commentary on the proposed use of these funds as contained in the Substantial Amendment, although HUD is expected to shorten/change the requirements for the processing of a Substantial Amendment. The City of Waterbury Substantial Amendment process will follow recommended guidelines issued by HUD in connection with this special stimulus program.

Funds are awarded on a priority basis to projects that maximize job creation and /or retention and have economic benefit within the framework of CDBG eligibility for low-moderate income persons. Eligibility of all proposed activities will be based on the Code of Federal Regulations (24 CFR Part 570). Priority shall also be given to projects/activities that can award contracts based on bids within 120 days from the date that funds are made available to the City of Waterbury. Projects/activities selected for this funding will have to be implemented quickly.

The City reserves the right to make grant awards as deemed to be in the best interest of the City and to the benefit of low- and moderate-income Waterbury residents only. Final allocation of special ARRA CDBG funds is contingent upon HUD Award of Funds, approvals necessitated by the Substantial Amendment process and execution of agreement.

An application may be downloaded from the WDC website: www.wdconline.org or at the City's website: www.waterburyct.org. You may also request an application by calling the WDC at 203-346-2607 Ext. 115.

Completed applications (**including one original and 19 copies**) should be hand-delivered to the WDC no later than **3:00 p.m., Monday, March 23, 2009** or mailed for receipt by that date in a sealed package bearing the name and address of the applicant and clearly marked with the words **ARRA Community Development Block Grant Application**. If funding for more than one program or project is being proposed, a separate application with the appropriate number of copies must be completed. **Be careful to use only the application form designated as "American Recovery and Reinvestment CDBG Application."** Applications may be mailed or hand delivered to:

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Applications that do not reach the WDC by the above deadline will not be accepted. Said applications will be time-stamped and returned to the applicant. The WDC will not accept applications sent by facsimile (fax) or by email. Your application and 19 copies must be prepared on/according to application forms and instructions.

Timelines for public meetings/approvals of the Substantial Amendment, which will contain proposed funded activities, is subject to issuance by HUD of Substantial Amendment guidelines. Meetings/hearings concerning this process will be posted on the WDC and City websites and at the Office of the City Clerk.

Staff at WDC will also be available for questions relating to meetings and for technical assistance on applications by calling Kathleen McNamara at 203-346-2607 Ext. 115. Staff can be reached by email at mcnamara@wdconline.org.

The Waterbury Development Corporation looks forward to receiving an application from you.

Sincerely,

Kathleen L. McNamara
Community Planning and Development Coordinator