

*On Behalf of  
The State of Connecticut*



# Planning Grants for Thriving Connecticut Communities

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Affordable Housing Plan  
Technical Assistance Program



**Round 2**

June 4, 2021 – October 31, 2022

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 this round of the program, which is anticipated to run from **June 4, 2021 thru October 31, 2022**, 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. **Municipalities that received funding from previous round are not eligible to apply.**

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 **Friday, June 4<sup>th</sup> beginning at 8:00 am and Tuesday, August 31st, 2021 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 103 town listed below: recognized municipalities of Connecticut small cities and towns with populations of less than 50,000.

**ELIGIBLE CONNECTICUT SMALL CITES and TOWNS:**

Andover	East Hampton	Naugatuck	SouthWindsor
Ashford	East Haven	New Canaan	Southbury
Ansonia	East Lyme	New Fairfield	Southington
Bantam (Litchfield)	East Windsor	New Hartford	Stafford
Beacon Falls	Eastford	North Branford	Sterling
Berlin	Easton	North Canaan	Thomaston
Bethel	Ellington	North Haven	Tolland
Bolton	Enfield	Old Lyme	Trumbull
Bridgewater	Essex	Orange	Union
Brookfield	Glastonbury	Oxford	Vernon
Burlington	Granby	Plainville	Voluntown
Canterbury	Griswold	Plymouth	Wallingford
Cheshire	Guilford	Pomfret	Waterford
Chester	Haddam	Portland	Watertown
Clinton	Hartland	Preston	Westport
Colchester	Hebron	Prospect	Wethersfield
Colebrook	Jewett City (Griswold)	Putnam	Wilton
Columbia	Kent	Redding	Winchester
Coventry	Killingly	Rocky Hill	Windham
Cromwell	Killingworth	Roxbury	Windsor
Danielson (Killingly)	Ledyard	Salisbury	Windsor Locks
Darien	Lisbon	Scotland	Wolcott
Deep River	Litchfield (Borough)	Seymour	Woodbridge
Derby	Lyme	Sharon	Woodstock
East Granby	Madison	Sherman	
East Haddam	Marlborough	Simsbury	
	Middlebury	Somers	
	Monroe		
	Montville		

In addition:

- A) Completed applications along with all attachments must be received at DOH between **Friday, June 4th beginning at 8:00 am and Tuesday August 31<sup>st</sup>, 2021 ending at 4:00 pm;**
- B) Applications may be submitted **only by Email.**

## **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 can be **emailed** to Ploynapas “Paula” Thantaha-Christensen, Economic and Community Development Agent, DOH: if by e-mail at [Ploynapas.Thantaha@ct.gov](mailto:Ploynapas.Thantaha@ct.gov); All proposals must be **received at DOH between Monday, June 4th beginning at 8:00 am and Tuesday August 31st, 2021 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-Christensen in writing by **email at [Ploynapas.Thantaha@ct.gov](mailto:Ploynapas.Thantaha@ct.gov)** no later than 4:00 pm on Thursday, June 24, 2021. Answers to any questions will be 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 October 31, 2022;**
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 October 31, 2022;**
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: \_\_\_\_\_