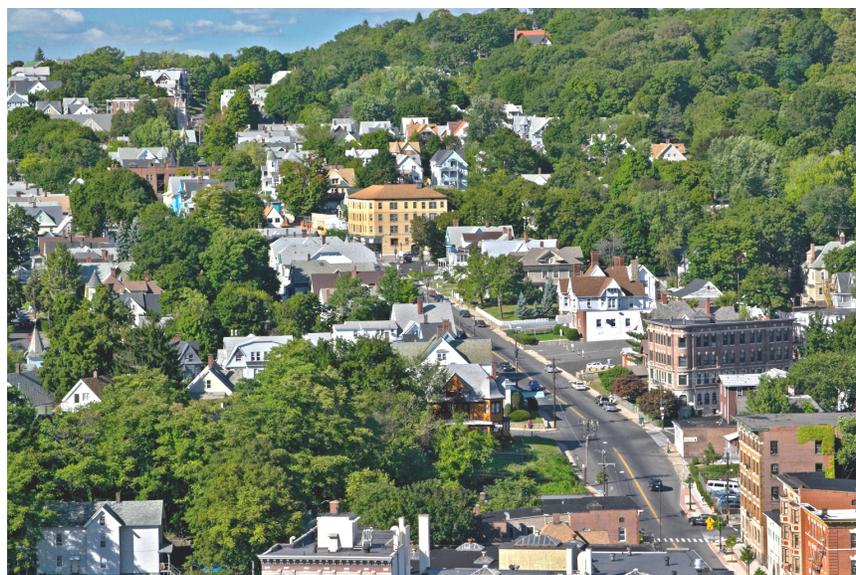


# City of Waterbury

## CDBG and ESG

### Nonprofit Application for CDBG Housing, Economic Development, Public Services and ESG Programs 2008-2009



## Instructions and Application Form

# **INSTRUCTIONS FOR HOUSING, ECONOMIC DEVELOPMENT AND PUBLIC SERVICES CDBG/ESG APPLICATIONS**

## **PREPARATION OF APPLICATIONS**

Applications are designed to be filled in electronically. Applications must be complete and answer all questions fully in order to be considered. Please consider submitting applications in advance of deadline if you want your application reviewed for completeness.

Applications must have all required supporting documentation and certifications in order to be considered. Applicants must not have any tax delinquencies.

Application proposals must meet with HUD national objectives, be eligible activities, have measureable objectives, outcomes and indicators, provide a performance measurement outcome statement, and comply with Waterbury's 2008-2013 Consolidated Plan in order to be considered.

**One (1) original application marked "original" with attached supporting documentation and twenty (20) application copies without supportive documentation must be mailed or hand-delivered to:**

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

**No later than:**

**Wednesday, May 14, 2008 at 3:00 p.m.**

**All original applications will be time-stamped. Late applications will not be accepted!**

## **APPLICATION ASSISTANCE:**

WDC staff is available for assistance or general questions relating to the application. Please call Kathleen McNamara at 203-346-2607 Ext. 115 or Geoff Green at Ext 109.

*Technical assistance workshops will be held on Wednesday, April 30, 2008 in the WDC 2<sup>nd</sup> floor Brass City Room from 4:00 to 5:30 p.m. and also on Wednesday, May 7, 2008 (same location and time).*

## **APPLICATION EVALUATION CRITERIA (100 point cumulative plus 20 point bonus)**

Applications deemed complete and meeting all requirements will be scored upon the following criteria:

### **1. Critical Need: 15 points**

How critical is the need for these services? Does the proposed activity fill an identified gap? Does the benefit in terms of numbers of clients served or type of services provided rise to a priority in terms of funding, considering the many requests received for CDBG/ESG?

### **2. Service Duplication: 10 points**

Does the program provide an unduplicated service in the City or defined service area? Are the service recipients primarily Waterbury residents? How has the applicant insured that duplication of services with other agencies is not occurring? Is the applicant making efforts to collaborate with other providers of similar services?

### **3. Service/Activity Quality: 15 points**

If the service/activity is a renewal, has it performed well and met community needs in the past? Does the service have a successful track record? Has it met its set goals in the past (performance outcome measurement statements). If the service/activity is a new proposal, is it well-thought out, with identified and scheduled goals? Has the applicant clearly identified all tasks/and objectives and set a schedule of goals to be completed? Is the applicant able to demonstrate how it meets its program outputs/outcomes in a measurable manner? Will the program/project be ready to operate at the beginning of the program year and be completed within the program year? Does the organization have a system for monitoring and evaluating the quality and outcomes of the services provided?

### **4. Budget: 10 points**

Has an estimate of necessary resources been compiled into a realistic budget? Have the proposed expenses been justified as they relate to the purpose of the funding? Are the expenses itemized in the overall budget essential to the proposed project? If the service or activity is a renewal, is the budget in line with the prior year's final actual expenses? Are CDBG/ESG funds essential, or could this program be run without CDBG/ESG funds?

### **5. Financial Soundness: 15 points**

Does the financial documentation provided demonstrate that the applicant is financially sound at the time of the application? If the applicant has encountered financial difficulty in the past, has the organization taken adequate steps to provide for its future operating needs and expenses? What financial practices are in place to assure that the organization will be able to deliver the services for which it is applying?

### **6. Organizational Capacity: 10 points**

Does the agency have the organizational capacity to deliver the proposed program? Are staffing levels sufficient on both the paid and volunteer levels? Are staff properly trained and qualified to deliver the programs and services? Does the agency have the capacity to handle financial resources with adequate internal control and acceptable accounting procedures?

### **7. Past History (Negative 0-10 points)**

If the agency received funding in the past were all reporting and contractual requirements met in a timely manner? If not, was the agency interested in improving its performance and showing

diligence in improving its record keeping and reporting by requesting technical assistance? Were invoices submitted correctly and in a timely fashion? What was the quality of the reporting?

**8. Leveraging: 15 points**

Has the organization demonstrated the ability to use other city, federal or private funds or hold fundraisers/seek donations to leverage CDBG/ESG funding? What percentage of the budget does CDBG/ESG comprise? If applicant is receiving other funds have commitment letters been attached? If applicant has applied to seek other funds, have copies of application cover letters to other fund sources been attached? (Organizations that seek additional funds will be given priority)

**9. Program/Project Readiness: 10 points**

Is the program or project ready to move forward? If a building project, have site selection, acquisition, specifications, and feasibility studies prepared? If a program or activity has the program been well-thought out, program staff designated and program materials been drafted? Does the design of the program/project seem feasible?

**9. Consolidated Plan Targeted Area: Bonus 20 points**

If the project or service falls within a local target area or HUD approved Neighborhood Revitalization Strategy Area the application will receive a bonus of 20 points. Preliminary Consolidated Plan target areas include the Brooklyn neighborhood in the vicinity of Duggan School, the North Main Street neighborhood in the vicinity of the proposed North Main Street school, and the upper South End neighborhood, as well as the South Main Street corridor.

# CDBG Housing, Economic Development, Public Service and ESG Application Cover

Waterbury Development Corporation  
24 Leavenworth Street  
Waterbury, CT. 06702  
Website: www.wdconline.org

## COMMUNITY DEVELOPMENT BLOCK GRANT(CDBG) and EMERGENCY SHELTER GRANT (ESG) PROGRAMS

### APPLICATION FOR FUNDING ASSISTANCE

**Due Date: Wednesday, May 14, 2008 at 3:00 p.m.**

<p><b>PROGRAM YEAR</b></p> <p><b>OCTOBER 1, 2008-SEPTEMBER 30, 2009</b></p>	<p>Agency's Legal Name: _____</p> <p>Project Title: _____</p>
<p>Agency's Mailing Address:</p> <p>Street: _____</p> <p>City: _____ State _____ Zip _____</p> <p>Tel: (____) _____ Ext. _____</p>	<p>Project Site Address:</p> <p>Street _____</p> <p>City _____ State _____ Zip _____</p> <p>Tel: (____) _____ Ext. _____</p>
<p>Person Authorized To Sign Contract:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Tel: _____ FAX: _____</p> <p>Email: _____</p>	<p>Person Managing Project:</p> <p>Name: _____</p> <p>Title: _____</p> <p>Tel: _____ FAX: _____</p> <p>Email: _____</p>
<p>Status of Agency:</p> <p><input type="checkbox"/> Nonprofit (Attach proof)</p> <p style="padding-left: 20px;"><input type="checkbox"/> Pending    <input type="checkbox"/> Approved</p> <p><input type="checkbox"/> Type of Nonprofit (Identify):</p> <p><input type="checkbox"/> State of Connecticut Incorporation (Attach proof)</p> <p><input type="checkbox"/> Employer Identification Number</p>	<p>Project Category:</p> <p><input type="checkbox"/> Public Services</p> <p><input type="checkbox"/> Economic Development</p> <p><input type="checkbox"/> Housing Services</p> <p>See separate application for Public Facilities and Improvement Projects</p>
<p>CDBG <input type="checkbox"/> ESG <input type="checkbox"/> (CHECK ONE) Funding Request: \$ _____ Total Project Cost: \$ _____</p> <p>If the amount of the CDBG/ESG grant is less than the amount requested, will the program be implemented?</p> <p><input checked="" type="checkbox"/> Yes or <input type="checkbox"/> No Is the funding request <input type="checkbox"/> new or <input type="checkbox"/> continued?</p>	

## **2008-2009 CDBG/ESG APPLICATION**

**FILL OUT APPLICATION ELECTRONICALLY. CHECK ALL BOXES AS YOU COMPLETE EACH SECTION.**

**PRINT ORIGINAL AND ATTACH SUPPORTIVE DOCUMENTATION. MARK ORIGINAL APPLICATION WITH THE WORD "ORIGINAL." ATTACH SUPPORTIVE DOCUMENTATION TO THE ORIGINAL ONLY. SUBMIT ONE (1) ORIGINAL WITH ATTACHED SUPPORTIVE DOCUMENTATION AND TWENTY (20) COPIES OF THE APPLICATION WITH NO SUPPORTIVE DOCUMENTATION.**

**SUBMIT ORIGINAL WITH SUPPORTIVE DOCUMENTATION AND TWENTY APPLICATION COPIES BY HAND OR MAIL TO: THE WATERBURY DEVELOPMENT CORPORATION, 24 LEAVENWORTH STREET, WATERBURY, CT 06702 BY WEDNESDAY, MAY 14 2008 AT 3:00 P.M. ALL ORIGINALS WILL BE TIME-STAMPED. NO APPLICATIONS WILL BE ACCEPTED AFTER THE DEADLINE!**

**EACH APPLICATION WILL BE SCORED BASED UPON A 100 POINT CRITERIA (SEE ATTACHED CRITERIA) PLUS A 20 POINT POSSIBLE TARGET BONUS FOR A TOTAL OF 120 POSSIBLE POINTS.**

**ONLY COMPLETE APPLICATIONS WITH ALL SUPPORTIVE DOCUMENTS WILL BE CONSIDERED.**

**EACH APPLICATION PROPOSAL EACH MUST MEET A HUD NATIONAL OBJECTIVE, BE A HUD-ELIGIBLE ACTIVITY, SHOW OBJECTIVES, OUTCOMES, AND INDICATORS, PROVIDE A SPECIFIC PERFORMANCE MEASUREMENT STATEMENT, COMPLY WITH THE CITY OF WATERBURY CONSOLIDATED PLAN.**

**THE APPLICANT MUST HAVE NO CITY OF WATERBURY DELINQUENCIES**

**SECTION I. ORGANIZATION/AGENCY SUMMARY:** Please provide a summary of your organization that includes a mission statement, a description of your organization's staffing capacity (paid and volunteer), an overview of your organization's programs and activities, accomplishments.



**SECTION II. PROGRAM / PROJECT DESCRIPTION:** Describe the program/project for which you organization is requesting CDBG/ESG funds. Include:

- Description of proposed program services/project
- Length of time your agency has provided these services
- Names and job titles of staff members who will administer program/project
- Description of your agency's ability/history in administering this type of program or project
- Frequency and duration of the program services (e.g. Each participant attends class twice a week for a total of 24 weeks; each class is two hours in duration)
- Start and end date of program/project (If a public service program it must occur between October 1, 2008 and September 30, 2009).

- Identify all tasks /objectives and schedule of goals to be completed
- How will you monitor and evaluate the quality and outcomes of services or project? (e.g. staff management and training, quality assurance programs, client feedback, evaluation plans etc.)
- If your program/project is occurring at a City facility or in participation with a City facility or department, please describe how you interact with that facility and City Department. (If the facility in which your program is located is a City School or is affiliated with the Department of Education in any way, you must provide a letter from the Department of Education indicating that the program has permission to use that facility and a letter endorsing the Program). You must also provide a letter of endorsement from the appropriate City Department.



**SECTION III. PROGRAM / PROJECT BENEFIT:** Describe the public benefit that your program / project will provide. **Choose one of the following three sections** to complete:

***If you will provide public services to low-moderate income clients (public/social service programs):***

- Describe your intended client demographics using as much hard census data as possible. Will they be 51% low-and-moderate income? How will you track this?
- If your program primarily serves a neighborhood, provide an overview of your neighborhood demographics
- Estimate the total number of clients you will serve.
- Given you budget, what is the CDBG/ESG cost per client?
- Estimate the percentage of Waterbury residents served.
- How will clients be recruited and/or for the program?
- How will you track client satisfaction and/or progress?
- Discuss your system for monitoring and evaluating the quality and outcomes of services provided (e.g. staff management and training, quality assurance programs, client feedback, evaluation plans)
- How are you collaborating with other service providers within the community?
- Given the array of social service programs, describe what processes are used to avoid duplication of effort.



***If your project/program will benefit an identified service area benefit where 51% of the service area's users or those who benefit from the program/project are 51% low- and moderate-income (examples: economic development project :)***

- Describe the nature of the activity and its exact service area
- How does your service area meet the 51% requirement? (Remember service areas are areas served by the project, not necessarily the immediate area surrounding the project)



*If your project is intended to provide low and moderate-income housing benefit through the providing or improving of permanent residential housing structures:*

- Describe the housing activity (location, site availability, acquisition, units etc.) that is being proposed.
- How will the project meet the 51% low- and moderate income requirements?
- What are the projected project start and completion dates?



**SECTION IV. ORGANIZATION / AGENCY FINANCIAL AND ORGANIZATIONAL CAPACITY:**

- Discuss how your program/project will use CDBG/ESG funds.
- Provide an explanation of each CDBG/ESG budget line item indicated on your itemized budget. Justify the need for each item, the relevance and the cost effectiveness of the requested item for the successful implementation of the program/project,
- Provide a statement as to the financial capacity of your organization to deliver the proposed program/project.
- Provide a discussion of your ability to handle financial resources with adequate internal controls and acceptable accounting procedures. Discuss staff procedures.
- If financial difficulties have occurred in the past please explain how these challenges have been met and resolved.
- Explain all non-cash support that you receive (services, volunteers, use of facilities).



**SECTION V. UNMET NEEDS:**

- Discuss how your program or project meets needs that are not being met either by other programs or in other locations in Waterbury? Provide data if possible as to the need for your services.
- Discuss how you judge the priority of this program in terms of Waterbury's needs?
- How does your program /project collaborate with similar service providers in Waterbury in meeting these needs?
- 



**SECTION VI. LEVERAGING OF OTHER FUNDS:**

- Indicate sources to which you have committed, already applied to, or plan to apply to for funding before October 1, 2008. (If there are committed funds, you will need to provide letters of commitment; if you indicate you have applied for other funds, you will need to provide a copy of application cover letter.
- Indicate what measures you will take to raise funds through fund-raising activities.
- If CDBG/ESG funds are the sole source of funds, explain why.

- If this is a new application for CDBG/ESG funds, how has the program been funded in the past and why is your organization now requesting funds?
- What will be the impact if your project/program is not awarded funds?
- What percentage of your budget does CDBG/ESG funding comprise?



**SECTION VII. NATIONAL CDBG/ESG OBJECTIVE:**

**CDBG: Check one of the following:**

- Benefits low- and moderate- income persons (client benefit, area benefit, housing benefit, jobs) Applies to most public/social services and housing
- Aids in the prevention or elimination of slum and blight in an area or on a spot basis,
- Meets an urgent need or imminent threat (natural disaster)

**ESG: Check one of the following**

- Renovates or rehabilitates emergency shelter facility
- Provides essential services, maintenance and operation of emergency shelter facility
- Develops / implements homeless prevention activities

**SECTION VIII. ELIGIBLE CDBG OR ESG ACTIVITY:** Choose a HUD Eligible activity for CDBG or ESG that your proposal meets

**CDBG:**

- Acquisition of Real Property
- Disposition of CDBG property
- Public Facilities and Improvements: streets, curbs, sidewalks, parks, public facilities etc.
- Demolition:
- Interim Assistance:
- Relocation:
- Removal of Architectural Barriers:
- Housing Rehabilitation:
- New Construction: CDBG funds may be used for new construction when undertaken by a certified Community Based Development Organization (CBDO)
- Special Economic Development Activities
- Public Service Activities: Public service programs (including labor, supplies and materials) which is directed toward improving the community's public services including, but not limited to: job training, job-readiness placement, crime prevention, child care, health, substance abuse, homeless and special needs programs, education, transportation, fair-housing counseling, homeownership counseling, energy conservation, and recreational needs. ***Public Service funding must not exceed 15% of the total annual funds.***
- Planning/Program Administrative Costs (City Use Only): Limited to 20% of the entitlement grant

## ESG

- Rehabilitation that includes conversion of a building for use as a shelter, replacement of principal fixtures, installation of security devices, energy efficiency improvements, handicapped accessibility
- Renovations
- Essential Services concerned with employment, health, drug abuse and education
- Maintenance and operation of a an emergency shelter facility for the homeless
- Homeless Prevention Programs

### **SECTION IX. CDBG and ESG OBJECTIVES, OUTCOMES AND INDICATORS:**

#### **Objective: Check One:**

- Creates a Suitable Living Environment
- Decent Housing
- Creates Economic Opportunities

#### **Outcome: Check One**

- Improve/increase Availability or Accessibility (creating, providing a service)
- Affordability
- Sustainability (applies to multiple services for a targeted area)

#### **Indicator: Check One**

- Number of persons assisted
- Number of households assisted
- Number of housing units created or rehabilitated
- Number of businesses assisted
- Number of jobs created or retained
- Acreage, square foot, or linear footage of infrastructure improvements
- Number of homeless persons assisted; homeless sheltered; homeless receiving permanent housing
- Number of commercial facades improved or commercial structures rehabilitated
- Number of persons assisted with new or improved access to a public facility or infrastructure or number of people that no longer only have access to a substandard facility or infrastructure
- Number of acres of brownfields remediated

### **SECTION X. PERFORMANCE OUTCOME MEASUREMENT STATEMENT:**

**Provide a Program Performance Outcome Measurement Statement using above objectives, outcomes and indicators that applies to your project / program following the models below. Be specific but realistic.**

Sample Outcome Measurement Statement: *With improved **access** to after-school recreation programs for the purpose of creating a **suitable living environment**, **fifty low- and moderate income youth** will have improved physical health and social skills*

Sample: *With improved **affordable** free roofing repair to their homes for the purpose of providing **decent housing**, **thirty households** will have retained their homes by the number of roofs completed.*



**SECTION XI: COMPLIANCE WITH WATERBURY CONSOLIDATED PLAN:**

How does your program meet one or more of the stated Preliminary 2008-2013 Consolidated Plan Goals from the list below. Goals are preliminary and subject to approval of the Plan.

**Preliminary 2008-2013 Consolidated Plan Goals**

**Neighborhood Development:** Creating healthy neighborhoods in which people choose to live, work and invest.

**Goals**

- Redevelop vacant lots and dilapidated structures
- Create off-street parking lots/facilities
- Enhance and expand neighborhood parks and open space resources
- Improve neighborhood streets and sidewalks
- Improve the exterior conditions of residential and commercial buildings
- Improve or develop public and community facilities that provide educational recreational opportunities or offer needed services
- Stimulate neighborhood commercial development
- Maintain historic assets and architectural fabric of the city
- Improve the attractiveness of the community by eliminating blighting influences (e.g. abandoned buildings, graffiti, litter, debris, etc.)
- Address potential targeted neighborhoods such as the Brooklyn Neighborhood near the new Duggan School, North Main Street neighborhood near proposed new elementary school, the upper South End neighborhood and South Main Street corridor

**Housing:** Encouraging homeownership and providing affordable, safe and decent housing with an emphasis on homeownership

**Goals**

- Increase the number of owner-occupied housing units
- Improve the condition of the existing housing stock
- Provide an adequate supply of affordable housing
- Promote and maintain safe and decent housing conditions
- Expand housing opportunities through rehabilitation and new construction

- Support the development and rehabilitation of supportive housing to end homelessness and support people with disabilities or special needs
- Support housing homeownership, mortgage, and foreclosure counseling assistance
- Provide emergency housing and services to homeless or near homeless individuals, families seeking shelter services or residents displaced from their homes

**Economic Development:** Increasing the City's grand list and create living-wage jobs for Waterbury residents.

***Goals***

- Attract new businesses by acquiring, assembling and remediating key development opportunity sites
- Stimulate business creation and expansion by developing and marketing incentive packages for targeted business development
- Assist businesses with exterior building improvements

**Human Development:** Assisting Waterbury residents to achieve their potential as independent and self-sufficient citizens

***Goals***

- Provide for the basic human needs of Waterbury's disadvantaged residents, e.g. food, shelter, health and dental care, etc.
- Assist adults to secure and hold jobs that pay a living wage through literacy services, English-as-a-second language classes, counseling, job training, job placement services, child care, case management, etc.
- Assist elders to remain in their homes and neighborhoods and participate in community life
- Expand public transportation services (routes and hours of operation) and support elderly transportation services
- Assist youth to become responsible, self-sufficient adults through school readiness programs, truancy programs, after-school and summer programs, recreation programs. and programs that further educational opportunities
- Support programs that are aimed at crime prevention
- Assist families and children in crisis
- Provide services to families and individuals to reduce the risk of becoming homeless
- Provide for psychiatric treatment, rehabilitation and support services as well as community education, training consultation and advocacy to assist in transition and re-entry into the community
- Support programs that benefit victims of abuse
- Support programs that meet the needs of handicapped/special needs persons



**SECTION XII. TARGETED NEIGHBORHOODS AND HUD-APPROVED NEIGHBORHOOD REVITALIZATION STRATEGY AREAS (NRSAs)**

Does your project /program take place in or primarily serve a neighborhood area identified by the 2008-2013 Consolidated Plan as a local targeted area or HUD- approved Neighborhood Revitalization Strategy Area? If so, describe how your program/project is beneficial to the revitalization of that area. Preliminary Consolidated Plan target areas include the Brooklyn neighborhood in the vicinity of Duggan School, the North Main Street neighborhood in the vicinity of the proposed North Main Street School, and the upper South End neighborhood as well as the South Main Street corridor.





**SECTION XIV: CERTIFICATION: The Applicant:**

- ◆ Agrees to accept and follow management direction from the City and specifically, the Waterbury Development Corporation.
- ◆ Agrees to conform to all applicable laws and ordinances and statutes of the Federal Government, State of Connecticut and the City of Waterbury, including but not limited to the following:
  - Americans with Disabilities Act of 1990; a clear and comprehensive prohibition of discrimination on the basis of disability;
  - Civil Rights Act of 1964 as amended;
  - Executive Orders Numbers 3 & 17 of the State of Connecticut.
- ◆ Agrees that throughout the period of an agreement with the City, all taxes, contractual obligations, audit responsibilities and any other obligations (e.g. sewer and water, parking tickets etc.) owed to the City shall be and remain current;
- ◆ Agrees that all services required of the Applicant under an agreement with the City will be performed with professional skill and competence;
- ◆ Agrees that if allocated to the Applicant, and if for any reason these federal funds become unavailable, the Applicant will only be allowed to drawdown funds for legitimate services and activities provided and all further obligations of the Applicant and the City under a resultant agreement will cease;
- ◆ Agrees that the City reserves the right to terminate the resultant agreement at any time, for the City's convenience, with the assurance that the sub-recipient shall be entitled to reimbursement for approved services rendered prior to date of termination;
- ◆ Agrees that the Applicant's relationship with the City under an agreement will be that of an independent sub-recipient and that the agreement will be a contract for completion of activities with allocated funds and not a contract of employment with the City and no attended benefits shall be bestowed thereby;
- ◆ Agrees to comply with all requirements promulgated by HUD, including, but not limited to:
  - Federal Labor Standards (29 CFR Parts 3, 5, and 5a)
  - Davis Bacon Act, as amended (40 USC 327-330)
  - Copeland "Anti-Kickback" Act (18 USC 874), as supplemented in the Dept. of Labor regulations (20 CFR-Part 3)
  - Architectural Barriers Act of 1969 (42 USC)
  - Environmental Review (24 CFR- Part 58)
  - Lead Based Paint Poisoning Prevention Act of 1971 (24 CFR - Part 35)
  - Flood Disaster Protection Act (PL 93-291)
  - Section 504 of the Rehabilitation Act of 1973

The undersigned hereby certifies that s/he is duly authorized to negotiate, execute and deliver agreements, documents and other instruments in the name of and on behalf of the organization submitting this application for grant funds, and that the information contained in this application is, to the best of his/her knowledge, true, correct, complete, and represents the true intended usage of the funds for which the application is being submitted under penalty of law.

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**Authorized Signature (Blue Ink)**

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**Print Name**

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**Date**

**SECTION XV: DECLARATION OF DELINQUENCIES:**

**DECLARATION OF DELINQUENCIES**

Please answer yes or no to each question. For all yes answers, please provide an explanation below.

<b>DELINQUENCIES</b>		<b>YES</b>	<b>NO</b>
<b>1.</b>	Is your agency delinquent in the payment of any real or personnel property taxes to the City of Waterbury	<input type="checkbox"/>	<input type="checkbox"/>
<b>2.</b>	Is your agency delinquent in the payment on any loans received through the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
<b>3.</b>	Is your agency delinquent in any rental payment to the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
<b>4.</b>	Does your agency have any outstanding housing or building code violations with respect to property located in the City of Waterbury?	<input type="checkbox"/>	<input type="checkbox"/>
<b>5.</b>	Is your agency in violation of or delinquent under the terms and conditions of any executed contract or agreement with the City of Waterbury, including reports due the City hereunder?	<input type="checkbox"/>	<input type="checkbox"/>
<b>6.</b>	Is your agency delinquent in any other obligations to the City of Waterbury (e.g. water and sewer, parking tickets etc.)?	<input type="checkbox"/>	<input type="checkbox"/>

**SECTION XVI: ATTACHMENTS:**

**The following supporting documents are required as attachments of every applicant. Attach these documents only to your original application that you have clearly marked with the word original on the front. The additional 20 copies need not have these attachments. Please check off each attachment to insure that it has been provided:**

Up-to-date (2008 year) Proof of current approved or pending nonprofit designation from the IRS. If applicant has nonprofit certificate from 2007, that will be sufficient for the May 14, 2008 application deadline, but must submit an updated certificate by July 11, 2008. If nonprofit status is pending, applicant should attach a copy of a letter/ receipt of application by IRS or the application itself.

Proof of Incorporation from the CT. Secretary of State

A List of Current Board of Directors with Addresses and Phone Numbers

Leveraging: Commitment Letter from Other Funding Sources if Funding is Committed; Cover Letters of Application for Other Funding Source Still Pending

Most recently filed IRS Form 990/Form or 990-EZ

Current external annual audit (must be within 6 months of the close of the agency's fiscal year) or, if not applicable due to small size and annual budget of agency, a Current Financial Report

Current Financial Report (see above) Does not apply to those supplying audit.

If applicant is operating program/project on/in a City-owned property (School, Recreation Center, Community Center, etc), you must attach a letter from the appropriate City Department authorizing the use of that City facility for the program or project.

If applicant is operating a program or service to the City of Waterbury or in cooperation with the City of Waterbury (e.g. educational, school-related or recreational service), you must attach a letter of endorsement/partnership from the appropriate City Department. In this letter the City may state the goals/standards it expects its partnering agency or program to fulfill. The City Department may partner with the WDC in the monitoring of the program/service and provide reports to the WDC.

**XVII. CERTIFICATION OF COMPLETENESS**

**I certify that all information required, as outlined on the above application and attachment checklist, is to the best of my knowledge, contained herein.**

\_\_\_\_\_  
**Authorize Signature (Blue Ink)**

\_\_\_\_\_  
**Print Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Date**