

DRAFT

CITY OF MIDDLETOWN, CONNECTICUT

APPLICATION TO THE CONNECTICUT DEPARTMENT OF COMMUNITY AFFAIRS  
FOR SURVEY AND PLANNING ASSISTANCE FOR A FEDERAL  
NEIGHBORHOOD DEVELOPMENT PROGRAM APPLICATION

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H. APPLICATION

The applicant hereby applies to the Department of Community Affairs for financial assistance indicated in block F. above, under the provisions of Sec. 25(b) of P.A. 522 as identified in block D. above to aid in financing the program described in this application.

I. SUPPORTING DOCUMENTATION

The documentation submitted in support of this application shall be considered a part of this application.

J. EXECUTION OF APPLICATION

IN WITNESS WHEREOF, the applicant has caused this application to be executed in its name, this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_\_\_.

Redevelopment Agency for the City of Middletown  
Name of Applicant

by \_\_\_\_\_  
Signature  
Chairman  
\_\_\_\_\_ Title

RESOLUTION OF THE REDEVELOPMENT AGENCY FOR THE CITY OF MIDDLETOWN  
APPROVING FILING OF APPLICATION FOR STATE ASSISTANCE  
FOR SURVEY AND PLANNING FOR PREPARATION OF A  
NEIGHBORHOOD DEVELOPMENT PROGRAM APPLICATION

WHEREAS, pursuant to Public Acts 522, 760, and 768, 1967 Regular Session, the Commissioner of Community Affairs is authorized to extend financial assistance to local housing authorities, municipalities, human resource development agencies and non-profit corporations; and

WHEREAS, Sec. 114a of the General Statutes as amended provides that any party contracting with the State of Connecticut shall agree not to discriminate nor permit discrimination, in the performance of such contract, against any person or group of persons on the grounds of race, color, religion or national origin in any manner prohibited by the laws of the State of Connecticut, or of the United States, and that such party shall agree to provide the Commission on Human Rights and Opportunities with such information requested by the Commission concerning the employment practices and procedures of such party as relate to said section; and

WHEREAS, it is desirable and in the public interest that the Redevelopment Agency for the City of Middletown make application to the State for \$33,000 in order to undertake a program of Survey and Planning for Preparation of a Neighborhood Development Program Application and, if the State, acting by the Commissioner of Community Affairs, by letter forwards to the Redevelopment Agency for the City of Middletown a proposed agreement for financial assistance for said program, accept said offer. It is understood that the Redevelopment Agency for the City of Middletown will provide an amount not less than 1/3 of the State grant as approved by the Commissioner.

NOW, THEREFORE, BE IT RESOLVED BY THE REDEVELOPMENT AGENCY FOR THE CITY OF MIDDLETOWN:

1. That it is cognizant of the conditions and prerequisites for State assistance imposed by Public Acts 522, 760 and 768, 1967 Regular Session, especially the requirement of a Community Development Action Plan in Section 9 (b) of Public Act 522.
2. That it recognizes the responsibility for the provision of local grants-in-aid to the extent that they are necessary and required for said program.

3. That the filing of an application by the Redevelopment Agency for the City of Middletown in an amount not to exceed \$33,000 is hereby approved, and that the Chairman of the Redevelopment Agency is hereby authorized and directed to execute and file such application with the Commissioner of Community Affairs, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an agreement is offered, to execute any amendments, recisions, thereto, and to act as the authorized representative of the Redevelopment Agency for the City of Middletown.

CERTIFICATION

I, \_\_\_\_\_, the duly (appointed) (elected),  
qualified and acting (clerk) (secretary) of \_\_\_\_\_  
and keeper of the (minutes) (journal) of the meetings of said \_\_\_\_\_  
\_\_\_\_\_, do hereby certify that the appended res-  
olution was duly adopted by said \_\_\_\_\_,  
at a (regular) (special) meeting held on the \_\_\_\_\_ day of  
\_\_\_\_\_, 19 \_\_\_\_\_; that a quorum was present  
throughout; that said resolution has been duly recorded in the (minutes)  
(journal) of said meeting; and that said resolution has not been amended,  
modified, rescinded or altered, in any manner, but is still in full force  
and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of  
said \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
19 \_\_\_\_\_.

Seal

\_\_\_\_\_  
(Signature)

RESOLUTION OF THE COUNCIL OF THE CITY OF MIDDLETOWN  
APPROVING FILING OF APPLICATION FOR STATE ASSISTANCE FOR  
SURVEY AND PLANNING FOR PREPARATION OF A  
NEIGHBORHOOD DEVELOPMENT PROGRAM APPLICATION

WHEREAS, pursuant to Public Acts 522, 760 and 768, 1967 Regular Session, The Commissioner of Community Affairs is authorized to extend financial assistance to local housing authorities, municipalities, human resource development agencies and non-profit corporations; and

WHEREAS, it is desirable and in the public interest that the Redevelopment Agency for the City of Middletown make application to the State for \$33,000.

NOW, THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF MIDDLETOWN:

1. That it is cognizant of the conditions and prerequisites for State assistance imposed by Public Acts 522, 760 and 768, 1967 Regular Session, especially the requirement of a Community Development Action Plan in Section 9 (b) of Public Act 522.
2. That it recognizes the responsibility for the provision of local grants-in-aid to the extent that they are necessary and required for said program.
3. That the filing of an application by the Redevelopment Agency for the City of Middletown for State assistance to enable it to undertake a program of Survey and Planning for Preparation of a Neighborhood Development Program Application under P. A. 522 Section 25 (b), is hereby approved, and the Chairman of the Redevelopment Agency is hereby authorized to sign any and all documents pertaining to such State assistance, including but not limited to, any assistance agreements with the State of Connecticut.



CERTIFICATION

I, \_\_\_\_\_, the duly (appointed) (elected),  
qualified and acting (clerk) (secretary) of \_\_\_\_\_  
and keeper of the (minutes) (journal) of the meetings of said \_\_\_\_\_  
\_\_\_\_\_, do hereby certify that the appended res-  
olution was duly adopted by said \_\_\_\_\_,  
at a (regular) (special) meeting held on the \_\_\_\_\_ day of  
\_\_\_\_\_, 19 \_\_\_\_\_; that a quorum was present  
throughout; that said resolution has been duly recorded in the (minutes)  
(journal) of said meeting; and that said resolution has not been amended,  
modified, rescinded or altered, in any manner, but is still in full force  
and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of  
said \_\_\_\_\_ this \_\_\_\_\_ day of \_\_\_\_\_  
19 \_\_\_\_\_.

Seal

\_\_\_\_\_  
(Signature)

GUIDE FORM FOR OPINION OF COUNSEL

(This form must be prepared on the Counsel's Letterhead)

\_\_\_\_\_  
(Applicant)

\_\_\_\_\_  
(Address)

\_\_\_\_\_  
(Date)

Gentlemen:

Re: Contract for State Assistance  
No. \_\_\_\_\_

I am an attorney at law admitted to practice in the State of Connecticut.  
As counsel for \_\_\_\_\_, I have examined the above-entitled  
contract.

With respect to such contract, I am of the opinion that:

1. The contractor, whose correct name is \_\_\_\_\_,  
is a duly organized and acting (identify as public body or private  
corporation), having been created and organized pursuant to the following:  
(cite statutory authority, ordinances, certificates of incorporation and  
organization, etc.). (Append certified copies of ordinances, resolutions,  
certificates of incorporation and organization, constitution and by-laws,  
as applicable).

2. a. (If contract is for planning advance) The contractor has  
the legal authority to undertake, contract for, carry out and finance  
the surveys and planning activities for which financial assistance is  
requested, in accordance with (cite statutory and other authority,  
including evidence of the fulfillment of all State and local requirements),  
and will have the legal authority to undertake, contract for, carry out  
and finance the program for which such surveys and plans shall be made,  
after completion of the following actions: (describe local approvals,  
hearings, referenda, and any other actions required by State or local law  
as condition to the authority of the applicant to undertake, carry out  
and finance said program).

b. (If contract is for execution) The contractor has the legal  
authority to undertake, contract for, carry out and finance the program  
for which said contract concerns, in accordance with (city statutory and  
other authority, including evidence of the fulfillment of any State or  
local requirements).

3. The contractor has properly executed the contract in accordance with applicable State and local law, and with appropriate ordinances, charter, constitution, by-laws and resolutions.

4. To the best of my knowledge, there is no litigation of any kind pending or threatened concerning said program.

5. (If appropriate, insert this paragraph.) The requirements of Section 8-207(b), Connecticut General Statutes (Rev. 1958), are not applicable to this application pursuant to Section 8-207(b)(i)\* (ii)\* (iii),\* Connecticut General Statutes (Rev. 1958).

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(Signature)

Attorney at Law

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\* Eliminate inappropriate clauses.

PROGRAM BUDGET FOR PLANNING

(Use for HI, HSD, CHDC, RA and State-Local CE and DP in survey and planning under Sec. 25 (b). All cash to be expended must be shown on this budget.)

To Be Completed by DCA

Program No.	_____
Date Received	_____
Name of Program	_____

Check Appropriate Box:  Initial Budget  
 Revision No. \_\_\_\_\_

Budget Period Requested by Applicant:

Sept. 1, 19 69 to  
March 1, 19 70

Budget Period Approved by DCA:

\_\_\_\_\_, 19\_\_ to  
\_\_\_\_\_, 19\_\_

Line	Category	(a) Original Request or Latest Approved Requests	(b) Adjustments Requested	(c) Approved by DCA
1.	Personnel and Administrative Services	0		
2.	Administrative Overhead	0		
3.	Space Costs & Rentals	0		
4.	Travel	0		
5.	Office Furniture and Equipment	0		
6.	Legal Services	1,500		
7.	Survey and Planning by Contract	29,000		
8.	Land Surveys and Appraisals	2,500		
9.	Other Costs	0		
10.	Sub-Total	33,000		
11.	Contingencies (10% of Line 10)	3,000		
12.	Total Cash Expenditures	36,000		

Approval of the Program Budget in the amounts shown in column (a) or (b) and for the time period indicated is hereby requested.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Redevelopment Agency for the City of Middletown  
Name of Applicant

\_\_\_\_\_  
Chairman  
\_\_\_\_\_  
Signature and Title of Authorized  
Official

The Program Budget is hereby approved in the amounts shown in column (c) and for the time period herein indicated.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Commissioner of Community Affairs

Narrative Supporting Program BudgetProgram Expenditures

- |    |                                                                                                                                                                                                                                    |                       |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------------------|
| 1. | Personnel and Administrative Services .                                                                                                                                                                                            | \$ <u>          0</u> |
|    | The City of Middletown will provide as part of the local share of this project necessary personnel and administrative services required to develop the application.                                                                |                       |
| 2. | Administrative Overhead                                                                                                                                                                                                            | \$ <u>          0</u> |
|    | Provided as a local non-cash grant-in-aid                                                                                                                                                                                          |                       |
| 3. | Spaces Costs and Rentals                                                                                                                                                                                                           | \$ <u>          0</u> |
|    | Provided as a local non-cash grant-in-aid.                                                                                                                                                                                         |                       |
| 4. | Travel                                                                                                                                                                                                                             | \$ <u>          0</u> |
|    | Provided as a local non-cash grant-in-aid.                                                                                                                                                                                         |                       |
| 5. | Office Furniture and Equipment                                                                                                                                                                                                     | \$ <u>          0</u> |
|    | Provided as a local non-cash grant-in-aid.                                                                                                                                                                                         |                       |
| 6. | Legal Services                                                                                                                                                                                                                     | \$ <u>      1,500</u> |
|    | This represents the cost of services for legal opinions and advice and for preparation and publication of hearing notices.                                                                                                         |                       |
| 7. | Survey and Planning by Contract                                                                                                                                                                                                    | \$ <u>     29,000</u> |
|    | This represents the cost of a third party contract with Raymond, May, Parish & Pine of White Plains, New York with offices in West Haven, Connecticut, for preparing the NDP Application. It includes the following documentation. |                       |

- ND 101 Neighborhood Development Program Application Form HUD-6270.
- ND 301 Expenditures Budget .
- ND 302 Financing Report .
- ND 303 Area Eligibility Data:
  - a. Urban Renewal Area Report .
  - b. Clearance and Redevelopment Area Report.
  - c. Spot Clearance Report (if required).
  - d. Specific Criteria Used in Justifying Clearance.
- ND 401 For areas in which execution activities are programmed:
  - a. Report on Urban Renewal Plan.
  - b. Planning Activity Reports.
- ND 501 Real Estate Acquisition Activity Report.
- ND 502 Project Improvement Activity Report.
- ND 503 Non-Cash Grants-in-Aid Report (if applicable).
- ND 504 Property Management Activity Report.
- ND 505 Rehabilitation Activity Report (if applicable).
- ND 506 Land Marketing Activity Report.
- ND 507 Relocation Activity Report.
- ND 508 Citizen Participation Report.
- ND 601 Legal Report.

8. Land Surveys and Appraisals	\$ <u>2,500</u>
9. Other Costs	\$ <u>0</u>
None.	
10. Sub-Total	\$ <u>33,000</u>
11. Contingencies	\$ <u>3,000</u>
These funds will be available for such contingencies as engineering consultation, real estate consultation, and distribution of special reports, documents, etc.	
12. Total Cash Expenditures	\$ <u>36,000</u>



**FINANCING PLAN**

(Use for HSR, RA, HSD, HI, IBD and Non-Federal  
 S, DP, HRD and Local Planning)

To Be Completed by DCA

Program No. \_\_\_\_\_  
 Date Received \_\_\_\_\_  
 Name of Program \_\_\_\_\_

Check appropriate boxes:

(x) Planning ( ) Original  
 ( ) Execution ( ) Revision No. \_\_\_\_\_

Computation of State  
 Financial Assistance  
 Requested

	(a) Original Request or Latest Approved Amts.	(b) Adjustments Requested	(c) Accepted by DCA
1. Total Cash Expenditures (From DCA-6)	\$36,000		
2. Local Non-Cash Grants-in-Aid (Attach a breakdown and explanation)	8,000		
3. Gross Cost (Line 1 plus Line 2)	44,000		
4. Income and Proceeds (attach breakdown and explanation)	0		
5. Net Cost (Line 3 minus Line 4)	44,000		
6. Funds from Other State Agencies	0		
7. Revised Net Cost (Line 5 minus Line 6)	44,000		
8. Local Agency's Share (Not Less than 1/3 or 1/4, as applicable of Line 7. Attach breakdown and explanation)	11,000		
9. State Grant Requested (Not more than 2/3 or 3/4, as appropriate of Line 7)	33,000		

Approval of the Financing Plan in the amounts shown in column (a) or (b) is hereby requested.

\_\_\_\_\_  
 Date

Redevelopment Agency for the City of Middletown  
 \_\_\_\_\_  
 Name of Applicant

\_\_\_\_\_  
 Chairman  
 \_\_\_\_\_  
 Signature & Title of Authorized Official

The Financing Plan is hereby approved in the amounts shown in column (c).

\_\_\_\_\_  
 Date

\_\_\_\_\_  
 Commissioner of Community Affairs

Narrative Supporting Program Financing PlanProgram Expenditures

1.	Total Cash Expenditures (Form DCA-6A)	\$ <u>36,000</u>
2.	Local Non-Cash Grants-in-Aid	\$ <u>8,000</u>

The City of Middletown will provide personnel and administrative services, overhead and travel, necessary for the development of the Neighborhood Development Program Application, as follows:

a. Personnel and Administrative Services

Director of Community Development  
 $\$3,600$  (local salary)  $\times 20\% \times 6$  months = \$ 360

Acting Planning Director  
 $\$11,500 \times 15\% \times 6$  months = 362

Director of Public Works  
 $\$15,380 \times 10\% \times 6$  months = 769

Chief Building Inspector  
 $\$12,300 \times 10\% \times 6$  months = 615

Director of Health  
 $\$19,500 \times 5\% \times 6$  months = 487

Public Works Engineer  
 $\$13,300 \times 20\% \times 6$  months = 1,330

Deputy Director of Public Works  
 $\$12,530 \times 10\% \times 6$  months = 625

Health Department Sanitarian  
 $\$8,990 \times 20\% \times 6$  months = 899

Secretarial (3)  
 $\$100$  per week  $\times 12$  weeks = 1,200

Total: \$7,147

b. Administrative Overhead and Travel 353

Total: \$8,000

3.	Gross Cost	\$ <u>44,000</u>
4.	Income and Proceeds	\$ <u>0</u>
5.	Net Cost	\$ <u>44,000</u>
6.	Funds From Other State Agencies	\$ <u>0</u>
7.	Revised Net Cost	\$ <u>44,000</u>
8.	Local Agency Share	\$ <u>11,000</u>

This represents the community's 1/4 share of the program advanced for survey and planning as provided for under Section 25 (b) of Public Act 522. This local share is to be provided as follows:

a.	Non-cash grants-in-aid (see 2 above)	-	\$ 8,000
b.	Cash contribution	-	<u>3,000</u>
	Total:		\$11,000

9.	State Grant Requested	\$ <u>33,000</u>
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DATA IN SUPPORT OF PLANNING ADVANCE

- I. Applicant - Redevelopment Agency for the City of Middletown
- Address - Municipal Building
- City - Middletown, Connecticut

II. PROPOSED PLANNING ACTIVITIESBackground Information

The City of Middletown is requesting the Connecticut Department of Community Affairs to fund under Public Act 522, Section 25 (b) the preparation of an initial application to the Federal Government for the Neighborhood Development Program. It is of great importance that the Town receive assurances from the State of Connecticut that funds will be forthcoming for preparation of the NDP Application.

The redevelopment and revitalization efforts in Middletown have come to a point where initiation of new urban renewal activity is appropriate and necessary to permit the City to widen its community improvement efforts. The present urban renewal project (Conn. R-105) is about to enter the execution phase. It is important that the additional residential areas be protected and renewed and that new housing be provided outside existing renewal areas. This can only be achieved through a concerted, comprehensive renewal effort which will insure a well-planned, staged program of activities.

A. Description of Activities

The major objective in applying to the Department of Housing and Urban Development for the Neighborhood Development Program is to enlist the financial and program resources of the Federal government in the treatment of the physical, social and economic problems in the North End of Middletown. The NDP structure is well suited to this area's needs as it permits immediate action. The Program permits rapid and flexible response to opportunities and needs. Its annual programming, budgeting, and financing procedure fits well into the normal operating pattern of the municipality. The Neighborhood Development Program will be one of the main agents for physical improvement in the North End.

The initial NDP Application, which is the subject of this request to the Department of Community Affairs, will include an Urban Renewal Plan and supporting budget and documentation for Action Areas located within the general area shown on the attached map. Plans for other Planning Areas and a District Plan will be performed during the first activity year under a HUD approved budget. This procedure and the boundaries have been reviewed in the field and approved by HUD officials.

The NDP Application procedures are defined in the HUD Neighborhood Development Program Handbook. The planning activities to be undertaken as a result of this application will strictly follow the Handbook as to content and format for an initial application.

B. Location of Project

The location of the NDP area is in the northern half of the central portion of Middletown, adjacent to the existing Renewal Project (Conn. R-105) as shown on the attached map.

III. ESTIMATE OF PROJECT COST AND PROPOSED METHOD OF FINANCING

A. Description of Sources of Funds

Funds for the preparation of the NDP Application are being requested in this application. The details of the budget and financing plan are provided in this application on forms DCA-6A and DCA-7A. In essence, these forms request a State advance of \$33,000 for preparation of the NDP Application to be supplemented by a local donation of cash and services in the amount of \$11,000.

Once the NDP Application has been accepted by HUD, future funding for planning and execution activities in the NDP area will be provided in the annual funding agreement with the Federal government on the standard  $\frac{3}{4}$  Federal -  $\frac{1}{4}$  local basis. The State of Connecticut will share the  $\frac{1}{4}$  local cost on a  $\frac{1}{2}$  State -  $\frac{1}{2}$  City basis. Thus, after the initial NDP Application is completed and approved, future costs will be absorbed in the standard urban renewal financing formula except it will operate on an annual basis rather than a project basis.

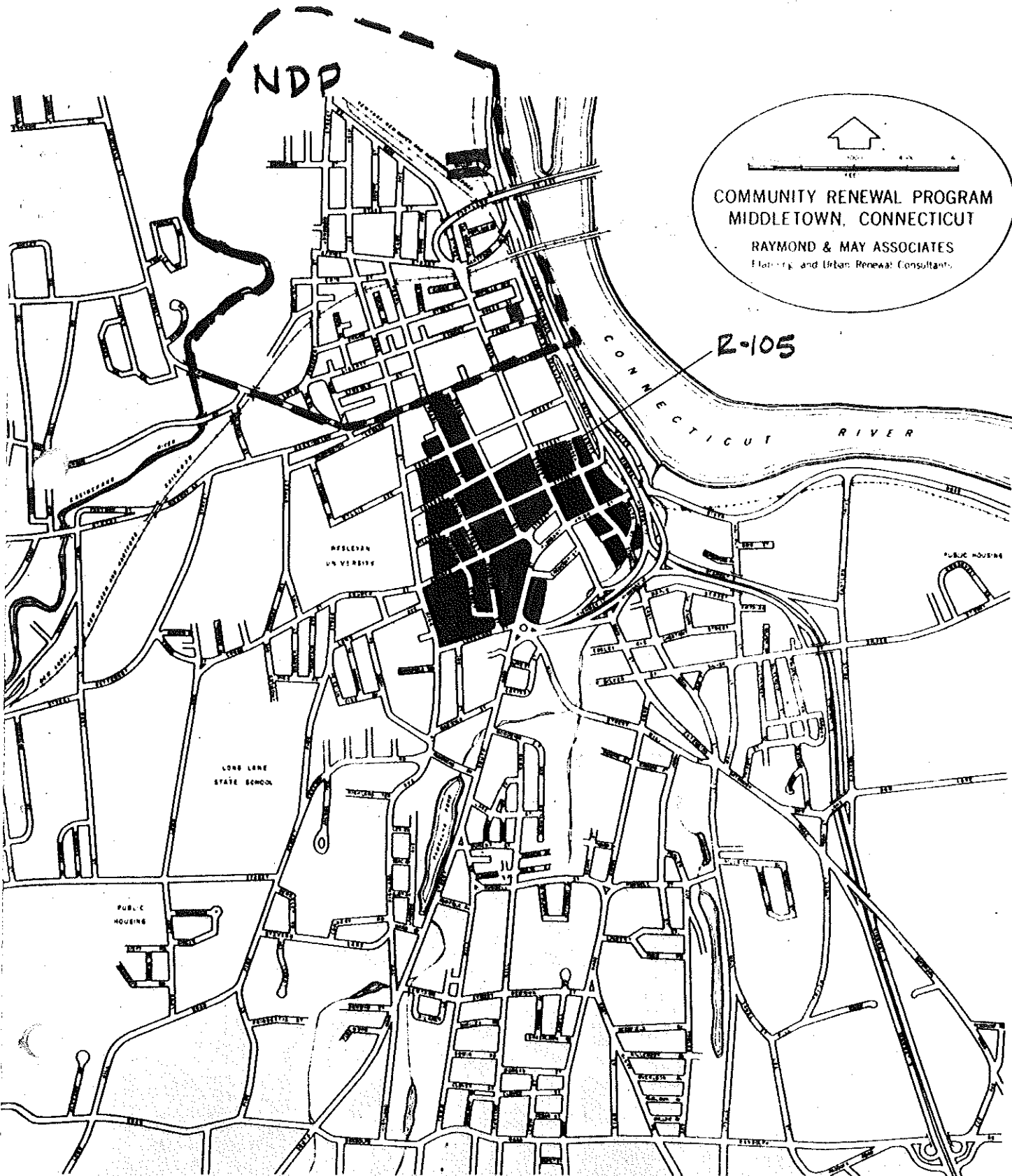
B. Anticipated Sources of Income for Operation

Not applicable.

IV. RELATION OF PROPOSED PROGRAM TO CDAP

The Neighborhood Development Program is a means to implement the recommendations for action developed by the CDAP particularly as they relate to housing, transportation, and economic development. The Neighborhood Development Program is the urban renewal tool most capable of rapid response and, therefore, directly supports and will accomplish some of the objectives of CDAP by producing early action to resolve some of the problems of the area.

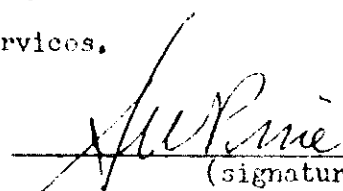
# PROPOSED NDP AREA



CONSULTANT CERTIFICATION

Certification is hereby made as follows:

1. That (A) Daniel Shuster  
(name of consultant-in-charge) has been designated as consultant-in-charge for work to be undertaken by (B) Raymond, May, Parish and Pine  
(name of person or firm) under (C) P.A. 522 Sec. 25(b) Neighborhood Development Program (NDP) Program;
2. That (A) Raymond, May, Parish and Pine  
(the person or firm) has or will have available at the time of entering into any agreement for consultant services, sufficient professional and semi-professional personnel of the requisite expertise to meet the minimum qualifications proscribed by DCA for such persons to perform such services under the (B) Neighborhood Development (NDP) Program to enable the person or firm to perform these services in a competent manner, and within the time period specified in the aforesaid agreement.
3. The (A) Raymond, May, Parish and Pine  
(person or firm) has, or will secure at his own expenso, all personnel required in performing the services under the (B) Neighborhood Development Program and such personnel are not employees of DCA.
4. That all of the services to be performed under the (A) Neighborhood Development Program by the (B) Raymond, May, Parish and Pine  
(person or firm) will be performed by ~~the~~ (C) Raymond, May, Parish & Pine or under its ~~its~~  
(person or firm) direct supervision.
5. All personnel engaged in the work shall be authorized or permitted under state and local law to perform such services.

6.   
(signature)

7. Partner  
(title)

