



**City of Bristol  
ECONOMIC & COMMUNITY  
DEVELOPMENT**

**2026-2027  
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG)  
PROGRAM**

**APPLICATION FOR PUBLIC FACILITY PROJECTS**

**Proposals Due by 1:00 p.m.  
Friday, Jan. 30, 2026**

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CDBG Program Coordinator & Grants Administrator*

Bristol Development Authority

Revised 12/2025

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## BACKGROUND AND GENERAL INFORMATION

The Community Development Block Grant (CDBG) Program is a U.S. Department of Housing and Urban Development (HUD) program that provides funds annually to jurisdictions designated as “entitlement communities.” Funds are allocated according to a formula based on population and the economic characteristics of the community, and can be used for community development and affordable housing activities that benefit low- and low-moderate income households and persons with special needs. The CDBG program in Bristol is managed by Economic & Community Development (ECD) staff, and decisions about the award of funds are made by the CDBG Policy Committee of the ECD Board, in accordance with local policies and HUD regulations. *All projects are required to comply with Federal Davis-Bacon Wage Regulations.*

**All Public Hearings and Meetings regarding the 2026-2027 CDBG Program will be announced in the legal notices section of the local newspaper, and will be posted on the meeting calendar of the City Website. Additionally, email notification will be mailed to individuals and agencies who request direct notification. To have your name placed on this email list, contact the ECD office at 860-584-6185.**

This application is to be used to seek funding for **Public Facility Projects** (capital improvements) as described below:

Eligible construction projects are limited to those activities involving capital improvements of facilities occupied principally by non-profit agencies serving a low- or low-moderate income population in Bristol, CT. Capital improvements may include HVAC, roof/door/window replacements, ADA accessibility, or other structural work that is necessary to protect the health and safety of the clients and staff who use the building or its grounds, provided that the activities performed therein contribute to the quality of life of the community and *benefit low income households and/or persons with special needs.*

**All applicants must be pre-screened by David Sgro, ECD Residential Rehab & Project Specialist, no later than January 21, 2026.** Applications that do not have a sign-off by Mr. Sgro will not be reviewed by the committee. Please submit a completed Sign-Off Form (Attachment F) with your application.

There are limited CDBG funds available each year. The following restrictions apply to applications for Public Facilities grants:

- An incomplete application will not be reviewed by the committee.
- All attachments must be submitted by January 30th for the application to be considered.
- Applications using forms from prior years will not be accepted.
- **Applicants must demonstrate that the proposed project is SHOVEL-READY and can be completed within the 1-year funding cycle.**
- The applicant must present evidence of permits, schematics, architectural drawings or plans; prepared bid specifications; and a detailed budget demonstrating all funding sources secured at the time of the application and anticipated prior to award.

Applicants who do not meet these requirements are invited to work with ECD staff to prepare an application for a future round when their project is further developed and ready for consideration.

## APPLICATION INSTRUCTIONS

### **Application Overview**

The application for CDBG funds includes an Application Summary Form, Application Questions, and Attachments included to assist you in completing the forms. These are several sections that require pages to be attached to your final submission. Applications that are not complete or do not contain all the required attachments will NOT be reviewed by the committee.

A complete application includes the following items in sequence:

1. Part I – Summary Form
2. Part II – Project Narrative (not to exceed 4 double-spaced pages) plus Budget forms
3. Part III – Agency Information (not to exceed 3 double-spaced pages)
4. Part IV – Documentation
  - a. Project Budget Table.
  - b. Current Board of Director’s List, including names and addresses.
  - c. Summary of applicant’s current year General Operating Budget, and copy of most recent financial audit and A-133 Single Audit, or most recent 990 submission. If unavailable, a treasurer’s report and copies of organization bank statements from previous 6 months.
  - d. Proof of existing DUNS registration number (and Federal Tax ID number for all contractors, if and when available).
  - e. Provide a sample of the intake/assessment form(s) that are used to document that a minimum of 51% of beneficiaries are low/low-mod income or special needs. All grant recipients must collect income and demographic information for reporting to HUD.
  - f. Environmental assessment of the site must be complete prior to release of funds for construction projects. Proof of testing/contract with an environmental assessment professional must be provided.
  - g. Milestone Planning Calendar: Timetable for completion of the project, including opportunities for phasing of work and priorities if full funding is not awarded.
  - h. All drawings, site plans, schematics, and permit applications for proposed project.
  - i. Letters of commitment from any collaborating agencies, if any.
  - j. Sign-Off Form (Attachment F).

### **Specific Application Instructions**

- Please keep your responses to questions as brief and concise as possible.
- Submit application in a typed format.
- Submit **one electronic copy** of the application and all attachments, and **one original set**.
- Letters from collaborating agencies or other funding sources should clearly specify their role in the project or the contribution (financial or in-kind) that they will make to the project.
- If your project can be broken into separate activities or phases, please provide estimates that break down the costs in a similar manner.

The application is available at <http://www.bristolct.gov/ecd>: Be sure to save it on your computer before filling in the form! Return one original to the Economic & Community Development Office, Bristol City Hall, 111 N. Main Street, and email a complete PDF of your application to [dawnleger@bristolct.gov](mailto:dawnleger@bristolct.gov), no later than **1:00p.m. on Friday, January 30, 2026**.





C. PROPOSAL:

1. Address of Project: \_\_\_\_\_
2. Census Tract(s) where Project is located (*Census tract map @ Attachment C*) \_\_\_\_\_
3. CDBG Funds Requested \$ \_\_\_\_\_ 5. Total Project Cost \$ \_\_\_\_\_
4. Specific Use of Requested CDBG Funds:

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OTHER FUNDING SOURCES:

- Other Federal (Specify Source): \_\_\_\_\_ \$
- Other State/Local (Specify Source): \_\_\_\_\_ \$
- Private Sources: \_\_\_\_\_ \$
- Other (Specify Source): \_\_\_\_\_ \$

5. Which CDBG National Objective does your project meet? (*See Attachment A*)
- 

**PART II - PROJECT NARRATIVE** (Not to exceed 4 typed pages)

A. Statement of Problem/Need: Describe the problem or need that the proposed activity is intended to address. (Limit 300 words or less)

B. Project Objective: State the project objective that most accurately describes what you intend to accomplish by carrying out this activity. Select only one from the following choices:

- |   |                              |  |
|---|------------------------------|--|
| 1 | Suitable Living Environment  | Activities that benefit communities/ families/individuals by addressing issues in their neighborhood |
| 2 | Public Housing Modernization | Housing activities that meet individual family or community needs                                    |
| 3 | Improving Quality of Life    | Activities related to economic development, commercial revitalization, and job creation              |

C. Project Outcome: State the proposed project performance measurement outcome that most accurately describes what you intend to accomplish by carrying out this activity. Select only one from the following choices:

- |       |                                |   |
|-------|--------------------------------|---|
| ___ 1 | Availability/<br>Accessibility | Activities that make services, infrastructure, housing, and shelter available and accessible. Note that accessibility does not only refer to physical barriers  |
| ___ 2 | Affordability                  | Activities that provide affordability in a variety of ways. It can include creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or daycare |
| ___ 3 | Sustainability                 | Activities that promote livable or viable communities and neighborhoods by providing services or by reviving slums or blighted areas  |

- D. Performance Measures. In addition to the information on quantity, quality and pace of performance requested in the above items, provide a measure that can be used to gauge the effectiveness or impact of your proposal in meeting the needs of the community. How can it be determined whether your proposal yields the desired outcomes or shows an overall improvement in the lives of persons assisted with HUD funds? For example, state whether persons served by public service improvements will benefit from a service that is no longer substandard.
- E. Proposal Beneficiaries. Indicate the number of people or households that will directly benefit from your proposal.
1. What percentage of beneficiaries are/will be Bristol residents? \_\_\_\_\_%
  2. If your project serves the residents of a given service area, such as a community center or park, indicate where your service area is located. Also, state how this information was obtained or derived.
  3. If your project serves primarily low-to moderate-income persons or households, provide a sample of the intake/assessment form(s) that are currently being used to document that a minimum of 51% of beneficiaries are low-and moderate-income persons.
  4. Will the proposed project meet Americans with Disabilities Act standards for access to persons with disabilities? Explain.
  5. Describe the relationship of the proposed activity to other local community facilities and services addressing the same or similar problem.
  6. What community organizations are in support of this project?
- F. Timeline. Complete the detailed timeline provided in Appendix E, for the implementation of the proposed project, assuming the availability of CDBG funds in July 2026. **CDBG requests must be limited to activities that can be implemented within 12 months or less.**
1. Provide estimated project expenditures in each quarter of fiscal year 2026-27 (i.e., July 1-September 30; October 1-December 31; January 1- March 31; and April 1-June 30), assuming funds are available on July 1, 2026 (Attachment D).
- G. Zoning & Permits: Describe current zoning on the project site and any land permits or approvals that will be required prior to implementation of the proposed project. Note that proof of proper permitting and sign-offs must be provided as the project progresses.
- H. Collaboration: If this is a collaborative project, name the organizations involved and explain their role. Provide letters of intent from each participating agency specifying the agency's role and contribution to the project.
- I. Previous Accomplishments: For those agencies that have previously received CDBG funding, describe the accomplishments achieved and note the year(s) funded. Include the degree to which the objectives were met. If there were difficulties in achieving the objectives

or delays, describe how that will be overcome in the future. If your agency currently has a CDBG-funded project in process, explain when this project will be completed. If the agency has not previously received CDBG funding, describe accomplishments achieved through other funding sources.

J. Finances:

1. Describe how the project will be fully funded. Indicate status of other funds in the proposal budget and expected commitment dates, if applicable. Indicate when other funds will be available and include letters of commitment from other funding sources.
2. Indicate the specific amount of your organization's reserve funds and describe the adequacy of these funds to pay invoices that would subsequently be reimbursed from the CDBG program. (Note: CDBG funds are released for approved project costs on a reimbursement basis only.)
3. Discuss specific plans and funding for maintaining the project beyond the period supported by CDBG funds.
4. Submit *Project Operating Budget Form* for service projects, whichever is applicable to the proposed project. Include all other funding sources, and indicate: a) if funding is committed; b) if funding has been applied for; or c) if funding will be applied for. Also, indicate when these funds will be available. (Attachment E)
5. Attach a summary of the agency's current General Operating Budget.

**PART III - AGENCY INFORMATION (Not to exceed three double-spaced, typed pages)**

A. Background

1. Describe the purpose of the agency and sources of funding.
2. Indicate the length of time the agency has been in operation, and include the date of incorporation.
3. Describe the type of services currently provided by the agency, and include the number and characteristics of clients served.

B. Qualifications

1. Discuss the agency's capability to develop, implement, and administer the proposed project.
2. Describe how the agency will monitor progress in implementing the program. Describe who will be responsible for monitoring progress.
3. Describe the agency's existing staff positions and qualifications.
4. Indicate who in your organization will undertake the responsibility of Project Manager and describe that person's experience with this kind of role.
5. Include any other pertinent agency information.

- C. Financial: Briefly describe the agency's fiscal management system, including financial reporting, record keeping, accounting systems, payment procedures, and audit requirements.

**PART IV – REQUIRED DOCUMENTATION**

1. Current Board of Directors list, including names and addresses;
2. Applicant's most recent financial audit, A-133 single audit, or if not available, copies of last six months' bank statements or treasurer's reports;
3. Current Insurance Policy and amounts covered;
4. Organizational Chart;
5. If the project can be broken up into phases or into various discrete activities, please indicate project priorities in the event only a portion of the project can be funded.

**PROJECT ELIGIBILITY**

Projects must be a CDBG-eligible activity, must be in conformance with the activities to be funded through this application process, and must meet at least one of the following CDBG national objectives:

1. Primarily benefit low- or moderate-income (under 80% of the area median income) persons or households. This is the most commonly used qualifier. Documentation of the benefit to low/moderate income level persons is required of every project funded under this objective. Limited clientele activities, i.e., those which benefit a specific sector of the community, such as youth centers, health clinics, etc., must benefit a minimum of 51% low- and moderate-income persons. Activities, that benefit all residents within a defined geographic area (area benefit), can meet the low/moderate income benefit requirement if the area contains a minimum of 50.64% low- or moderate-income residents, as calculated by HUD.
2. Aid in the elimination of slum or blight conditions. HUD has strict guidelines to define these conditions. A project rarely meets this national objective. Please contact BDA staff to determine if your project is eligible under this national objective.
3. Meet an urgent community need. Generally, this objective is only used in the case of recent serious natural disasters (e.g., earthquake, flooding, etc.) and only when no other funding sources are available.

**HUD Income Guidelines**

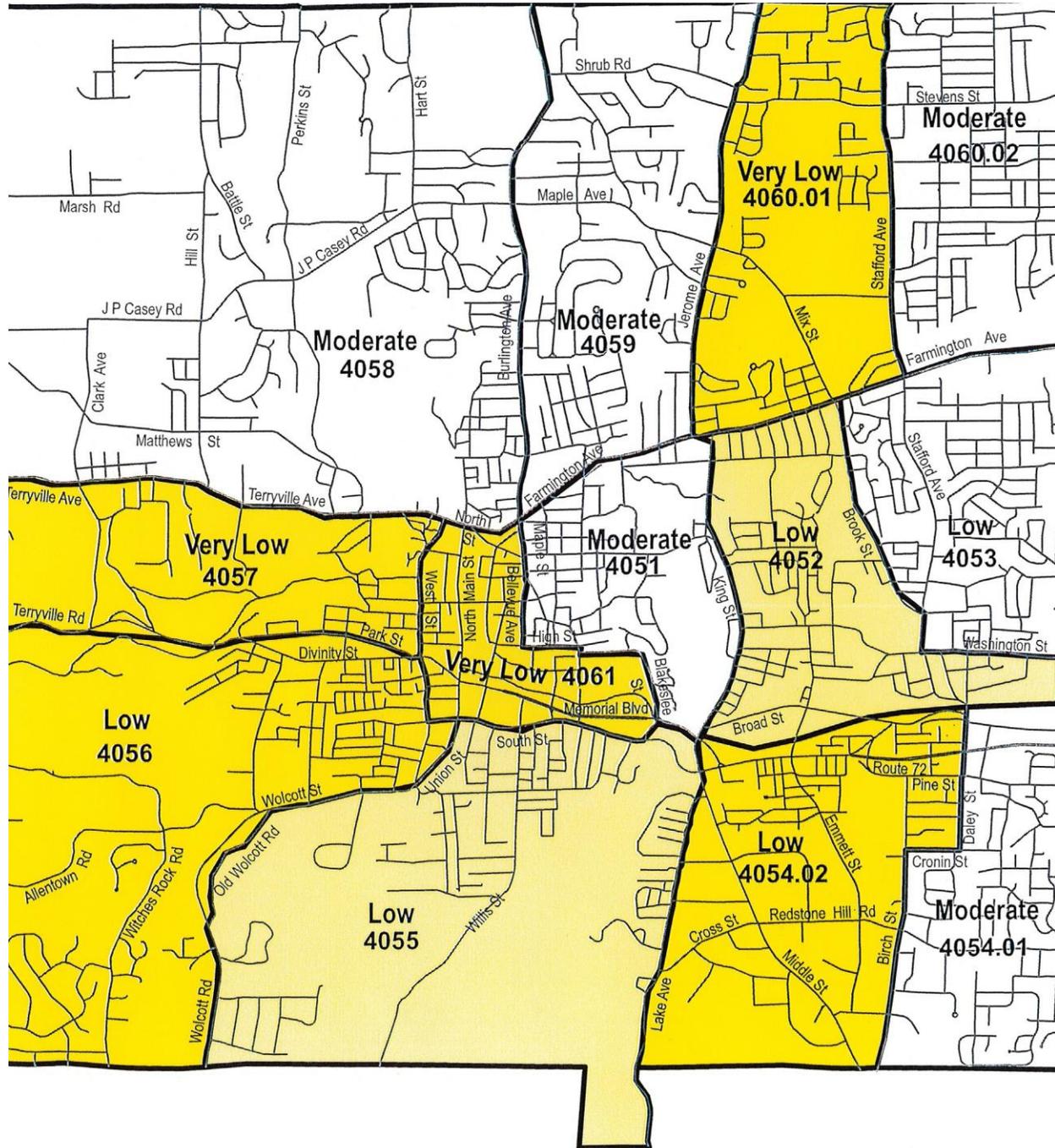
**Attachment B**

**HUD Income Guidelines FY 2025  
(Income Limits Summary)**

**MEDIAN INCOME (AMI)**

<b>FY 2025 Income Limit Category</b>	<b>1 PERSON</b>	<b>2 PERSON</b>	<b>3 PERSON</b>	<b>4 PERSON</b>	<b>5 PERSON</b>	<b>6 PERSON</b>	<b>7 PERSON</b>	<b>8 PERSON</b>
<b>EXTREMELY LOW (0-30% AMI)</b>	\$24,350	\$27,800	\$31,300	\$34,750	\$37,550	\$40,350	\$43,100	\$45,900
<b>VERY LOW (31-50% AMI)</b>	\$40,550	\$46,350	\$52,150	\$57,900	\$62,550	\$67,200	\$71,800	\$76,450
<b>LOW (51-80% AMI)</b>	\$64,900	\$74,150	\$83,400	\$92,650	\$100,100	\$107,500	\$114,900	\$122,300

**Bristol Census Tract Map Showing Low – Mod Income Areas**



**LEGEND**

Census Tract



**Attachment D**

**Quarterly Milestones Planning Calendar**

**Action Plan and Schedule:**

Describe the implementation plan for the project by listing the key tasks and milestones in the following table. Any CDBG funds awarded should be fully expended within a 12-month period. Provide a schedule of key activities and the corresponding draw down of CDBG funds in the following table.

Calendar Quarter	Key Activities / Milestones During Quarter	Estimated CDBG \$ Drawn Down
<b>First Quarter</b>  <b>7/1/26 to 9/30/26</b>	<i>[list key tasks and milestones]</i>	
<b>Second Quarter</b>  <b>10/1/26 to 12/31/26</b>		
<b>Third Quarter</b>  <b>1/1/27 to 3/31/27</b>		
<b>Fourth Quarter</b>  <b>4/1/27 to 6/30/27</b>		



**Budget Form**

**Attachment E**

***PUBLIC FACILITY Budget Form (Construction Projects)***

Project Title:

Applicant:

	<b>Estimated Project Cost</b>	<b>CDBG Request</b>	<b>Funds Expected or Already in Place</b> Indicate source, amount and status. * Use additional sheet as necessary.	<b>Total</b> (Should equal estimated cost)
Environmental Study	\$	\$		\$
Architectural/Engineering	\$	\$		\$
Construction (Allow for Federal Davis-Bacon Wage Scale)	\$	\$		\$
Contingency	\$	\$		\$
Other: _____	\$	\$		\$
Other: _____	\$	\$		\$
<b>TOTAL</b>	<b>\$</b>	<b>\$</b>		<b>\$</b>

\*Status: *Received, Awarded or Application Submitted.*

If the amount of the CDBG grant is less than the amount requested, will the project be implemented?

YES            NO    Explain impact on the project:



**Project Sign-Off Form**

*Please have this form signed by David Sgro before January 21st. Include the original in your packet and include a scanned copy as part of your email submission.*

This application has been reviewed and is ready for submission to the CDBG Policy Committee:

\_\_\_\_\_  
David Sgro, Residential Rehab & Project Specialist

Date \_\_\_\_\_

Comments: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_