



City of Meriden
Community Development Block Grant
Program Year 51-25 (FY2025-26)
Grant Application Guide

The Economic and Community Development Department ("ECDD") administers the Community Development Block Grant ("CDBG") grant program awarded annually to the City of Meriden ("the City") through the U.S. Department of Housing and Urban Development ("HUD").

Program funds are sub-granted annually to government agencies, private non-profit organizations, and faith-based private non-profits that are responsible for developing and implementing programs that primarily benefit low and moderate-income residents of Meriden, Connecticut. Awards are made to organizations that best meet program eligibility requirements and address prioritized needs according to the City's most recent Consolidated Plan.

Application Contents:

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All applicant organizations are encouraged to attend the virtual Application Workshop. During the workshop, ECDD staff will review the grant application process, project eligibility, and provided information to assist with application preparation.

2025 CDBG Grant Application Workshop Schedule and Information:

- Date: Friday, June 6, 2025 at 10:00AM (Registration Required)
- Location/Format: Virtual Workshop
- Registration Link: <https://forms.gle/oocBZXnnp4dcrv4M8>

If after attending a workshop applicants need additional assistance, questions must be emailed to the Administrative Assistant, Lily Pawloski at lpawloski@meridenct.gov.

FUNDING GUIDELINES

- Agency Status: Applicant organization must be a government agency, private non-profit organization with IRS 501c(3) status or equivalent, or a faith-based private non-profit with IRS 501c(3) status or equivalent at the time the application is submitted.
- Agency Standing: Applicant organization must maintain good standing with the State of Connecticut and the City of Meriden.
- Funding Availability: Proposed projects will only be eligible for funding beginning July 1, 2025, pending City Council approval (estimated timeframe).



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- **Contract Requirement:** Applicants will be required to execute a contract with the City before receiving any approved funds. Funds will not be obligated until the contract is accepted and signed by all parties.
- **Funding Disbursement:** Funding is disbursed on a reimbursement basis. If the applicant organization does not have the capacity to work on a reimbursement basis, the applicant organization is ineligible to proceed.
- **Project Beneficiaries:** To be considered for funding, a project must primarily benefit low- and moderate-income persons or special needs populations as defined by HUD programmatic regulations.
- **Funding Limitations:** Funds will not be granted to reduce existing deficits, entertainment, lobbying expenses, audits, or other ineligible expenses under the CDBG Grant Application Guidelines.
- **Insurance:** All applicants approved for funding must provide the City with Certificates of Insurance in a form acceptable to the City for all required insurance.
- **Internal Controls:** Applicants must demonstrate adequate management and fiscal controls within its current organization to undertake the proposed project.

SUBMISSION INSTRUCTIONS

- Applications must be received by ECDD no later than 5:00PM EST on Friday, June 20, 2025. No late applications will be accepted.
- Applications submitted by the deadline will be accepted in-person at the Economic and Community Development Department:

City of Meriden
Economic and Community Development Department
142 East Main Street, Room 134
Meriden CT 06450
9:00 a.m. – 5:00 p.m.

- Applicants must submit a separate and complete application for each grant and each program for which funding is requested.
- Applicants must submit one (1) original signed paper copy of the entire application by hand delivery and one (1) electronic copy of the entire application on a USB thumb drive by hand delivery.

Application Checklist

- Application
- IRS Tax-Exempt Determination Letter (501(c) Status)
- IRS Form 990
- Organizational By-laws



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- Organizational Chart with employee names and titles (include a list of Board Members)
- Sample organization intake/registration form
- Annual Financial Statement (year-end and/or certified audit)
- Proof of Registration with SAM.gov
 - SAM Unique Entity ID
 - No exclusions/debarments
- Conflict of Interest Disclosure Form (**FY2025** City provided standardized template) - for each board member and program/project staff including the Executive Director/leadership of the organization
 - Previous versions of this form will **not** be accepted