



City of Norwich, CT
Community Development Block Grant (CDBG) Program

Notice of Funding Available (NOFA)
Program Year 52
September 1, 2026 – August 31, 2027
**Application Submission
Deadline: 1:00 pm Friday, April
10, 2026**

Norwich Office of Community Development
23 Union Street
Norwich, CT 06360
(860) 823-3770

**City of Norwich, CT Notice of Funding Available
(NOFA) for CDBG Public Services Program Grant
Year 2026-2027**

Overview

The Community Development Block Grant (CDBG) program is a flexible program that provides communities with resources to address a wide range of unique community development needs. The CDBG program is authorized by Title I of the Housing and Community Development Act of 1974, as amended. The U.S. Department of Housing and Urban Development (HUD) provides annual grants on a formula basis to entitled metropolitan cities and urban counties to implement a variety of community and economic development activities directed towards neighborhood revitalization and the provision of improved community facilities and services. CDBG activities are initiated and developed at the local level based on local needs, priorities, and benefits to the community. Entitlement grantees (i.e., City of Norwich) receiving CDBG funds determine the activities it will fund ensuring certain requirements are met. Activities must also further [City of Norwich 2025-2029 Consolidated Plan](#).

National Objectives

The CDBG Program's purpose is to develop viable communities by providing decent housing and a suitable living environment by expanding economic opportunities, principally for persons of low and moderate income. Projects must provide primary benefits to low- and moderate-income (LMI) people. These activities must address one of the following categories when applying for CDBG funding:

- **Benefit to low and moderate-income persons**
- **Elimination of Slum and Blight**
- **Urgent Needs**

Goals of the Norwich 2025-2029 5 Year Consolidated Plan

- **Providing decent, affordable and safe housing**
- **Creating a suitable living environment**
- **Expanding economic opportunities, principally for low and moderate-income persons**

OUTCOMES:

HUD requires recipients of federal funds to assess the productivity and impact of their activities. Please select one of the following outcomes that best suits your proposed activities.

Outcomes help to further refine the activity's objective and are designed to capture the nature of the change or expected results of the objective that an activity seeks to achieve. Outcomes

correspond to the question “What is the type of change the activity is seeking? Or what is the expected result of the activity?”

Availability/Accessibility - applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to LMI people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to LMI people where they live.

Affordability - applies to activities that provide affordability in a variety of ways to LMI people. It can include the creation or maintenance of affordable housing, basic infrastructure hookups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.

Sustainability - applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefits to persons of LMI or by removing or eliminating slums of blighted areas, through multiple activities or services that sustain communities or neighborhoods.

Public Services

To provide public services (including labor, supplies, materials, and other costs), the public service must be either a new service or a quantifiable increase in the level of a service. The amount of CDBG funds obligated in a program year to support public service activities is determined by HUD. For the federal fiscal year 2026 the total amount of funding is estimated to be available for Public Services, based on the average CDBG funds received annually, is approximately \$200,000.

Agencies receiving public service funds are required to include with their request for reimbursement evidence of hours worked, copies of payrolls/payment, documentation for income eligible beneficiaries served and completion of forms necessary for the CDBG Program. Funds will be provided to successful applicants in the form of a reimbursable grant on a cash basis accounting method consistent with 2 CFR 200.302-200.303.

The key elements of the application include why the activity needs CDBG funding, a description of the service to be provided, how this need was determined, organizational experience of program delivery, organizational capacity to manage federal grant funding, budget and budget narrative, and the beneficiaries of the activity.

Eligible Applicants

Applicants must be:

- A governmental entity such as a Department of the City of Norwich, or
- A non-profit organization with 501(c) (3) tax-exempt status whose overall service population includes a considerable number of Norwich residents; or delivers a considerable number of service hours to Norwich residents; and the non-profit organization has either a physical presence in City of Norwich or is located within reasonable proximity to City of Norwich.
- Applicant organizations not previously awarded CDBG grants by the City of Norwich must have been in business for at least two (2) years by the time they apply.

Eligible Projects/Activities

- Projects must occur within City of Norwich and/or directly serve City of Norwich residents.
- Must address one or more of the HUD CDBG national objectives.
- Must address one or more of the City of Norwich's CDBG Community Development Goals as stated in the 2025-29 5-Year Consolidated Plan

Must be eligible under the HUD categories of [eligible activities](https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/)

<https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

Ineligible activities

- Political activities
- Maintenance expenses
- Activities not described in federal regulations [24 CFR 570.201\(e\)](#)

Applications will be available **March 11, 2026**, and the deadline to submit applications is **1:00 pm Friday, April 10, 2026**. Please submit **one (1) electronic copy** via email to Patricia Mullins, Director, Norwich Office of Community Development at pmullins@cityofnorwich.org.

Please also submit **one (1) original and five (5) copies of the application**, printed double sided, on 3-hole paper, and delivered to the Norwich Office of Community Development, 23 Union Street, 2nd Floor, Norwich, CT 06360. *The Norwich Office of Community Development staff will be **unable** to make copies of the application for you.*

Please be sure to include a cover sheet and clearly mark your submittals as **2026 CDBG Public Services Grant Application**, and provide the Applicant's name, address and contact information.

Late and/or incomplete applications will not be accepted.

CDBG funding for 2026 projects typically becomes available in late autumn of 2026, after the city of Norwich executes and Agreement with HUD and the city receives written approval of release of funds.

Projects must be designed to expend at least 85% of the CDBG allocation by May 15, 2027 to meet the required [CDBG timeliness test](#). The remaining balance of the award must be expended by August 31, 2027. There will be no extensions of unexpended CDBG public service funding after August 31, 2027; **all unspent funds will be recaptured and reallocated.**

Please direct all questions to Patricia Mullins, Director, Office of Community Development, at pmullins@cityofnorwich.org, telephone (860) 885-2911 or Sandra Gaitan Brown at sgaitanbrown@cityofnorwich.org telephone (860) 823-3779.

Date/Time Norwich Office of Community Development Received:

**City of Norwich, CT Notice of Funding Available
(NOFA) for CDBG Public Services Program Grant
Year 2026-2027**

Legal Name of Organization

Name: _____

Address: _____

Business Telephone Number: _____ **Web Address:** _____

State of Incorporation: _____ **State Corporation Number:** _____

Federal Tax ID Number: _____

Unique Entity Identifier Number: _____

Authorized Representative

Name/Title: _____

E-mail Address: _____

Best Daytime Telephone Number to Contact: _____

Address if different from primary business location: _____

Point of Contact Information if different from Authorized Representative:

Name/Title: _____

E-mail Address: _____

Best Daytime Telephone Number to Contact: _____

Address if different from primary business location: _____

CERTIFICATON:

I certify that I have reviewed this application and that, to the best of my knowledge and belief, all the information provided in this application is true. I also certify that I am officially authorized to represent the submitting organization by its governing board with official resolution in the filing of this application. The organization is in good standing with the Commonwealth of Virginia and City of Norwich, CT.

Signature of Authorized Representative

Date

Print Name and Title:

COMPLIANCE WITH FEDERAL REQUIREMENTS: By applying, the Applicant agrees that any award is subject to and the Applicant will comply with: 24 CFR Part 570; 2 CFR Part 200 as adopted by HUD at 2 CFR Part 2400; civil rights laws (Title VI, Section 504, ADA, Section 109), the Fair Housing Act and affirmatively furthering fair housing (24 CFR Part 5, Subpart A), Section 3 (24 CFR Part 75), labor standards (DBRA, Copeland Act, CWHSSA), environmental review (24 CFR Part 58), procurement standards (2 CFR 200.317–.327), financial management and internal controls (2 CFR 200.302–.303), Single Audit (2 CFR Part 200 Subpart F), FFATA subaward reporting (2 CFR Part 170), debarment and suspension (2 CFR Parts 180 and 2424), drug-free workplace (2 CFR Part 182; 2 CFR Part 2429), record retention (2 CFR 200.334; 24 CFR 570.502, 570.506), program income (24 CFR 570.500(a), 570.504), and conflict of interest (2 CFR 200.112; 24 CFR 570.611). Applicants must maintain current SAM registration throughout the period of performance and are subject to County monitoring and HUD/County access to records.

CITY OF NORWICH RIGHT TO CONFORM AND INCORPORATE FEDERAL REQUIREMENTS:

If selected for funding, the Applicant will execute a Subrecipient Agreement and comply with all applicable Federal, state, and City of Norwich requirements and the terms described in this Notice of Funding Availability (NOFA). Notwithstanding, the City may, at any time, amend NOFA terms and conditions of subawards to conform to changes in Federal, state, or local law, regulation, guidance, policy, or funding availability.

The City may incorporate additional Federal award terms, conditions, and certifications required by HUD or other Federal authorities, including executive orders and Office of Management and Budget (OMB) requirements, as material conditions of award.

**City of Norwich CDBG Program Public Services Notice of Funding Available (NOFA) for
Grant Year 2026-2027**

SUMMARY INFORMATION:

Please note:

While not mandatory, we *strongly recommend* applications for funding for no less than \$25,000.

Legal Name of Submitting Organization: _____

Activity/Project Title: _____

Total Activity Cost: _____

CDBG Funds Requested for this Activity: _____

Total Non-CDBG Funds: _____

Source of Non-CDBG Funds: _____

Summary of Activity:

Activity Location: _____

Total Estimated Number of Persons Who Will Directly Benefit from This Project: _____

Consolidated Plan Goal: _____

Have you received CDBG funding for this program or activity before? Yes No

If yes, please list years and amount received and were fully expended? _____

Is this a new, or expanded Public Service? If expanded, please describe:

How long has your organization been providing services to City of Norwich residents?
_____ Years _____ Months

What is the organization's current annual operating budget? \$ _____

Currently, what percentage of people served are residents of City of Norwich? _____%

ORGANIZATION INFORMATION/CAPACITY

15 Points

Please state the mission of your organization and the major programs/services provided in support of the mission. Detailed activities or accomplishments completed in the past year and include Organization Capacity/Experience to Carry Out Project/Activity; include past performance on use of federal grants. Use this space below. **Please be concise with a 100-word limit (use of bullets is suggested.)**

Staffing Plan for this Project

Please provide the staff support information for this activity to include position title, job description, rate of pay and number of CDBG hours and non-CDBG Hours. *Example: Supportive Services Case Worker, \$25/hr., 40 hrs./week, CDBG hrs.: 15, non-CDBG hrs. 25*

Position/Title	Job Description	Rate	CDBG Hours	Non-CDBG Hours	Hired As a Result of Funding?

Will new staff be hired for this activity if funded? Full-time_____ Part-time_____

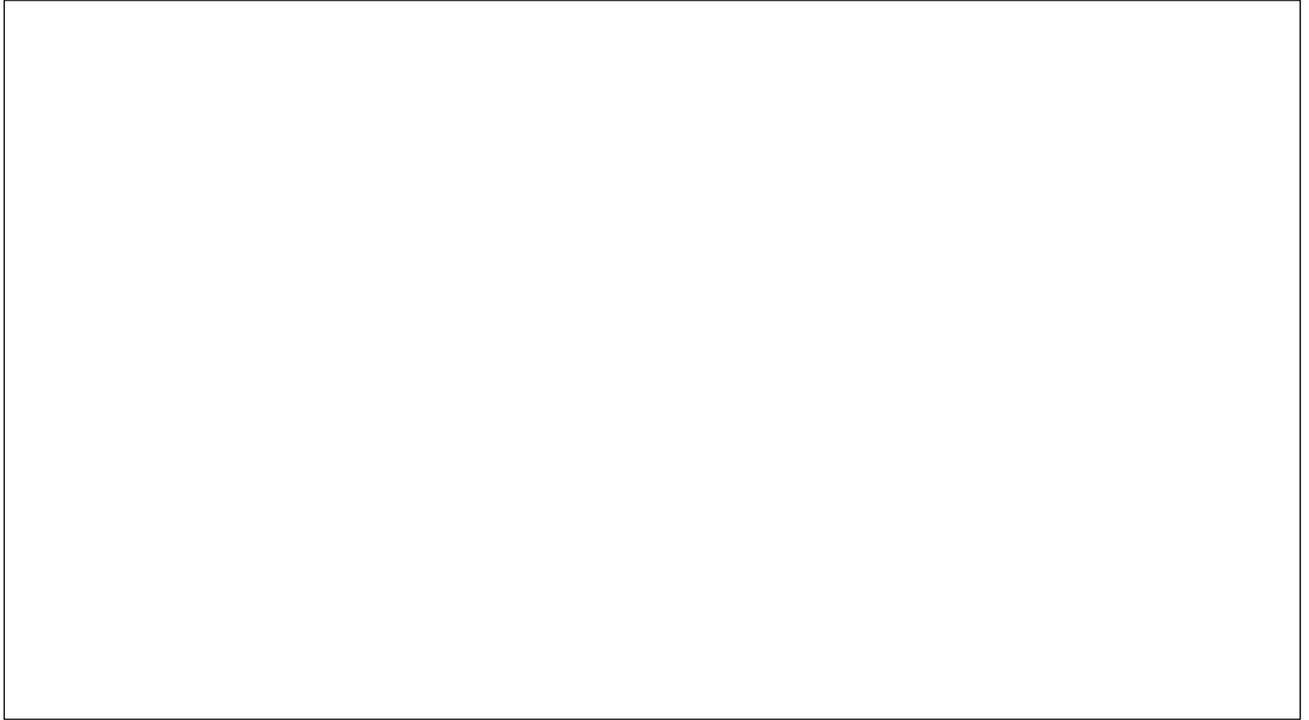
Please describe the need for additional staff including job title and description:

How many paid staff are in the organization? Full-time_____ Part-time_____

Please list non CDBG funded staff, title, and job description with number of hours per week that will provide support for this activity.

1. _____
2. _____
3. _____
4. _____
5. _____

Please provide any additional information about the organization and staffing experience that will or has impacted the success of activity delivery with CDBG funds or other federal grants.

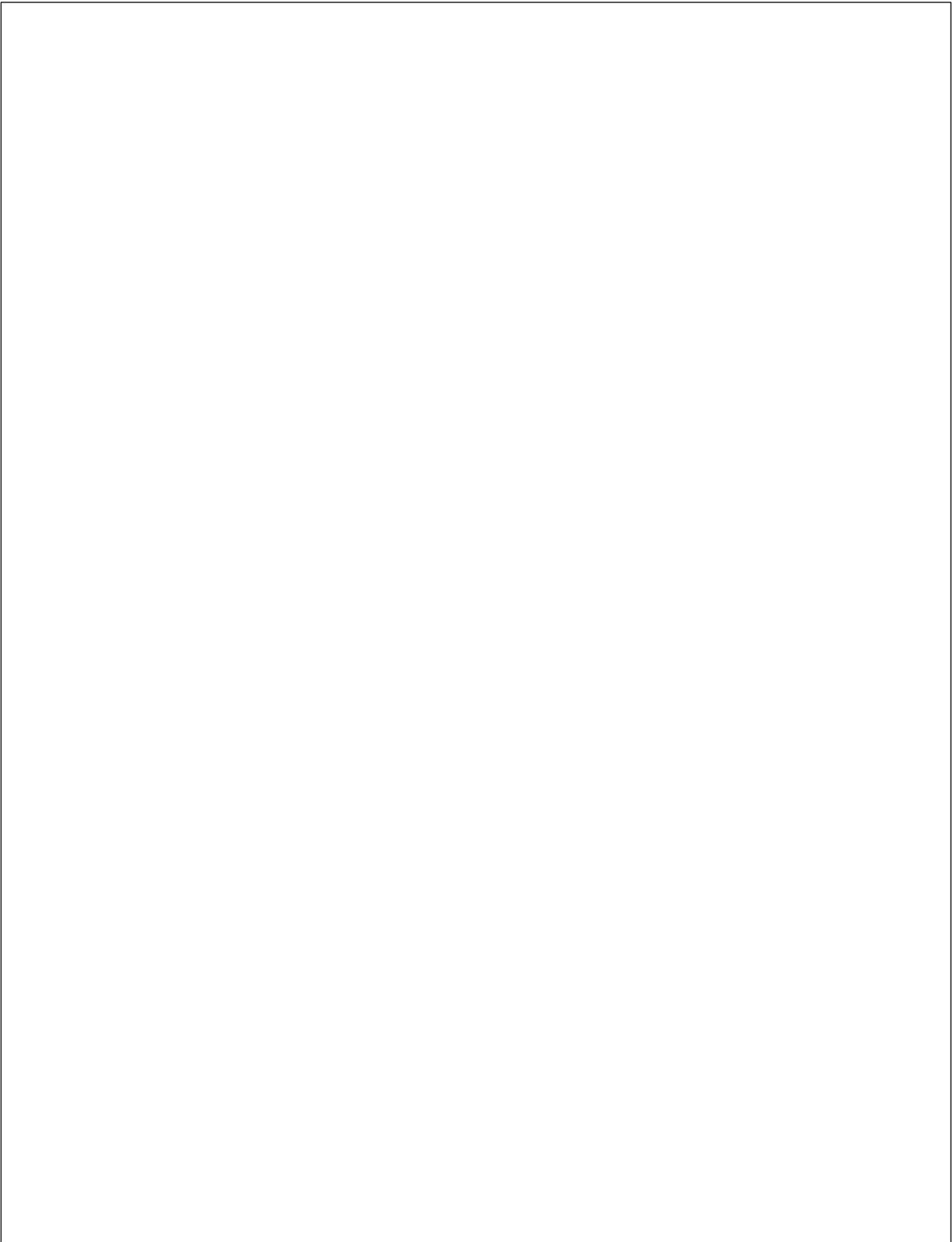
A large, empty rectangular box with a thin black border, intended for the user to provide additional information about the organization and staffing experience.

PROJECT DESCRIPTION = 30 Points & PERFORMANCE MEASURES =10 Points

*Please describe in **detail** the scope of work for this activity and why you are applying for CDBG funds (maximum two pages, provided below).*

For maximum points, this section should include the following information:

- What unmet or ongoing community need will your activity address and how was this need determined (reference or provide a link of supporting data)?
- Provide a bullet point step by step chronology of the program roll-out, on-going services and program close out activities, along with staff person(s) providing the service.
- How are the clients served determined to be eligible (explain intake process for CDBG eligibility)?
- How are records maintained?
- Focus area of services (if focused on one area of the city for a particular reason, please explain)
- Goal from the [City of Norwich 2025-2029 Consolidated Plan](#) will be met and how this activity will be impactful to the community and meeting the goal?





PROJECT DESCRIPTION-PERFORMANCE MEASURES

List project goals and how they will be accomplished including detailed activities with the specific, verifiable, and quantitative performance measures you will use to determine if your goals have been achieved for each activity.

<p style="text-align: center;"><u>GOALS= 10 Points</u></p> <p><i>The final accomplishments of the CDBG funded activity, citing <u>specific and detailed examples</u> (i.e.- providing case management and resources for homeless or at-risk youth).</i></p>	<p style="text-align: center;"><u>SERVICE DELIVERY ACTIVITIES</u></p> <p><i>How you will achieve the goals, citing <u>specific and detailed examples</u> (i.e.- Case Manager Lisa Smith will provide 15 CDBG hours weekly counseling at-risk or homeless youth, with estimated beneficiaries being 25 persons annually).</i></p>	<p style="text-align: center;"><u>PERFORMANCE MEASURES</u></p> <p><i>How you will determine success, citing <u>specific and detailed examples</u> (i.e.- Case Manager will record CDBG hours worked on the timesheet, to be signed by themselves and their supervisor on persons assisted. Case file will be kept for assisted persons).</i></p>

BENEFICIARIES

20 Points

Please provide the following information about the people who will directly benefit from this project. Such as special needs (persons experiencing homelessness, persons with disabilities, frail elderly, at-risk youth, unaccompanied youth, and lawful immigrants with limited English proficiency, domestic violence, etc.)

Total estimated number of direct beneficiaries in City of Norwich: _____

- Number of total estimated beneficiaries to be at or below low-income (see chart below):

FY 2025 Income Limits Summary

FY 2025 Income Limit Area	Median Family Income Click for More Detail	FY 2025 Income Limit Category	Persons in Family							
			1	2	3	4	5	6	7	8
Norwich- New London- Willimantic, CT MSA	\$110,300	Very Low (50%) Income Limits (\$) Click for More Detail	39,800	45,500	51,200	56,850	61,400	65,950	70,500	75,050
		Extremely Low Income Limits (\$)* Click for More Detail	23,900	27,300	30,700	34,100	37,650	43,150	48,650	54,150
		Low (80%) Income Limits (\$) Click for More Detail	63,700	72,800	81,900	90,950	98,250	105,550	112,800	120,100

Note: This AMI table updates yearly around April. If awarded, which usually occurs after April, the AMI table above, that will be used for quarterly reporting, will have updated income limits.

INSTRUCTIONS: The following budget information is only for the **specific project** for which your organization is requesting funds. *The organization's total operating budget must be included in this application. Please see Attachment Checklist.*

A	B	D	E	F	G	H
PROJECT ACTIVITIES	CDBG Funds Requested	Other Federal	State or Local	Other-Kind	Program Income	TOTAL
A. Activity						
1						
2						
3						
4						
B. Direct expenses						
1						
2						
3						
4						
C. General Administration						
1. Salaried Positions:						
(job titles)						
a.						
b.						
c.						
2. Fringe Benefits (specify)						
a.						
b.						
c.						
D. Other /Specify						

- **NOTE: All line items may not apply; only fill in costs for those that apply.** Remember funds will not be available until following execution of the City’s Agreement with HUD, and the release of funds process.

**City of Norwich, CT Notice of Funding Available (NOFA) for CDBG
Public Services Program Grant Year 2026-2027**

ATTACHMENT CHECKLIST:

Please complete and submit this checklist with a copy of the following attachments and organize them in the same order as below at the end of the application package.

Indicate if the document is attached:

1. Internal Revenue Service letter granting tax exempt nonprofit status 501(c) (3).
2. Board of Director's listing including names, titles, terms of office (if any), and addresses of all members.
3. Organizational chart or organizational structure.
4. Organization's total fiscal budget (current year).
5. Copy of proposed budget.
6. Copy of proposed budget narrative.
7. Last year's Audit Report.
8. Certificate of Good Standing (must be current) from the State of Connecticut.
9. Job titles and descriptions of key staff who will work on the proposed project.
10. Two (2) letters of community support from other organizations of the community.
11. SAM.gov Active Registration printout (showing UEI, CAGE if applicable, and no-exclusion status).

IMPORTANT:

Check your application for completeness regarding project description, goals, performance measures, beneficiary description, and budget. Organizations whose projects are approved for funding will be required to enter an agreement with City of Norwich for implementation of the funded activity. This agreement will contain provisions to ensure compliance with all federal, state, and local laws and regulations. Upon execution of the agreement and depending on the type of activity, the organization will be required to submit other documents and information including, but not limited to personnel rules and regulations, sample agency or organization timesheet, and proof of insurance coverage. All payments are reimbursement-only; costs must be allowable, allocable, reasonable, and consistent with 2 CFR part 200.

Application Evaluation and Scoring

- Each application is reviewed for completeness with the supporting documentation by the Norwich Office of Community Development staff at the time of submission; incomplete applications are not accepted for consideration and are not reviewed.
- Complete applications are provided to the Community Development Advisory Committee (CDAC) for review. This committee is coordinated by the Office of Community Development, and is comprised of Norwich residents and staff, appointed by the Norwich City Council.
- The Community Development Advisory Committee (CDAC) convenes public meetings with Office of Community Development staff, for the purpose of reviewing, scoring, and providing funding recommendations for the applications received.
- The CDAC makes recommendations for consideration by the Norwich City Council, which conducts public hearings prior to approving the recommendations and inclusion of the awards in the Norwich Annual Action Plan.
- The draft Annual Action Plan will be on public display for 30 days prior to the Norwich City Council public hearing for adoption and approval. Upon City Council approval, the draft Annual Action Plan is submitted to the U.S. Department of Housing and Urban Development.
- The Application sections will have total point allocation assigned to each section and those sections will be evaluated on how the CDBG Activity aligns with the [City of Norwich 2025-2029 Consolidated Plan](#) goals and how the activity will be undertaken and carried out within the Grant Year. The maximum score is **100** points.

Scoring Criteria

• Organizational Capacity	15 points
• Project Description	30 points
• Performance Measures	10 points
• Beneficiaries	20 points
• Budget & Budget Narrative	15 points
• Project Relationship to City of Norwich Goals	10 points
<hr/>	
Total available	100 points