



**Town of Mansfield  
Agenda Item Summary**

**To:** Town Council  
**From:** John C. Carrington, Interim Town Manager  
**CC:** Linda Painter, Director of Planning and Development; Cherle Trahan, Finance Director  
**Date:** March 9, 2020  
**Re:** Grant Opportunity: Affordable Housing Plan Technical Assistance Program

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**Subject Matter/Background**

On Friday, March 6, 2020, the Connecticut Department of Housing released notice of a new grant opportunity that is available to 147 communities in Connecticut on a first-come, first-serve basis. The grant would provide technical assistance in preparing the Affordable Housing Plan that is required by Sec. 8-30j, C.G.S.

A total of \$500,000 has been allocated to the program with a maximum grant amount to each municipality of \$15,000. Based on the limited funding available and the first-come, first-serve nature of the awards process, staff has prepared a draft application for the Council's consideration.

If awarded, this grant would provide the Town with the ability to retain a consultant (or the Capitol Region Council of Governments) to assist in collecting data/conducting market analysis, conducting community engagement activities, and preparing the affordable housing plan required by state statute. The Ad Hoc Committee on Affordable and Workforce Housing established by the Council on November 12, 2019 would serve as the steering committee for the development of the Affordable Housing Plan.

**Financial Impact**

The attached budget identifies an estimate of in-kind costs that would be contributed by the Town through staff time and use of Town facilities for meetings and community engagement events. The Town would also provide \$500 for contingency purposes; if needed, these funds would be provided from the Planning Department annual budget for program expenses.

**Recommendation**

If the Council supports the filing of a grant application to the Affordable Housing Plan Technical Assistance Program, the following motion would be in order:

*Move, effective March 9, 2020, to adopt the attached Resolution Authorizing the Submission of an Affordable Housing Technical Assistance Application to the Connecticut Department of Housing.*

**Attachments**

- 1) Draft Resolution authorizing submission.
- 2) Affordable Housing Plan Technical Assistance Program Announcement and Application Instructions
- 3) Draft Grant Application
- 4) Draft Project Budget



## TOWN OF MANSFIELD

### **RESOLUTION AUTHORIZING THE SUBMISSION OF AN AFFORDABLE HOUSING TECHNICAL ASSISTANCE APPLICATION TO THE CONNECTICUT DEPARTMENT OF HOUSING**

WHEREAS, state monies are available from the State of Connecticut, Department of Housing for communities seeking to prepare and adopt an Affordable Housing Plan pursuant to the provisions of Section 8-30j of the Connecticut General Statutes; and

WHEREAS, the Town is required to prepare and adopt an Affordable Housing Plan; and

WHEREAS, the Town Council established the Ad Hoc Committee on Affordable and Workforce Housing on November 12, 2019; and

WHEREAS, one of the purposes of the Ad Hoc Committee is the preparation of the Town's Affordable Housing Plan; and

WHEREAS, it is desirable and in the public interest that the Town of Mansfield make application to the State for \$15,000 to support the Town's efforts in developing an Affordable Housing plan and to execute an Assistance Agreement therefore, should one be offered;

NOW, THEREFORE, BE IT RESOLVED BY THE TOWN COUNCIL OF THE TOWN OF MANSFIELD:

That it is cognizant of the conditions and prerequisites for the State financial assistance identified in the March 9, 2020 document titled "Planning Grants for Thriving Connecticut Communities | Affordable Housing Plan Technical Assistance Program; and,

That the filing of an application for State financial assistance from the Affordable Housing Technical Assistance Program by the Town of Mansfield in an amount not to exceed \$15,000 is hereby approved and that John Carrington, Interim Town Manager is hereby authorized and directed to file such application with the Commissioner of the Department of Housing; 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 financial assistance if such an agreement is offered; to execute any amendments, rescissions, and revisions thereto; to implement project activities, if approved, and to act as the authorized representative of the Town of Mansfield and to execute any other agreement or contract relative to said project.

That it adopts or has adopted on behalf of the Town of Mansfield a policy to support the following nondiscrimination agreements and warranties provided in subsection (a)(1) of Connecticut General Statutes sections 4a-60 and 4a-60a, respectively, as amended by Public Act 07-142, and for which purposes the "contractor" is the Town of Mansfield and "contract" is said Assistance Agreement:

The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including but not limited to, blindness, unless it is shown by such contractor that such disability prevents performance of the work involved.

The contractor agrees and warrants that in the performance of the contract, such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

MANSFIELD TOWN COUNCIL

Antonia Moran

Mayor

**Dated at Mansfield, Connecticut**

**this 9th day of March, 2020**

**Attest: I, Sara-Ann Chaine, Town Clerk of the Town of Mansfield, do hereby certify that the above is a true and correct copy of a resolution adopted by the Mansfield Town Council at its duly called and held meeting on March 9, 2020, at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect. I further certify that John Carrington now holds the office of Interim Town Manager and that he has held that office since July 18, 2019.**

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**Sara-Ann Chaine, Town Clerk, Town of Mansfield, Connecticut**

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**Date (Seal)**



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All Small Cities Municipalities, And Interested Parties

Notice: DOH 2020-3

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**Distribution Date:** March 6, 2020

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**Subject: Affordable Housing Plan Technical Assistance Grant**

The State of Connecticut Department of Housing (“DOH”) invites applications for planning grant funds from small municipalities (populations below 50,000) seeking to prepare and adopt an Affordable Housing Plan under the provisions of § 8-30j of the Connecticut General Statutes (“CGS”). This grant opportunity is intended to enable eligible municipalities to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers. Addressing Connecticut's housing affordability crisis with thoughtful planning for homes that meet the needs of individuals and families at different income levels and stages of life is an economic imperative for our state and critical to sustaining thriving local communities.

Under this Application for Planning Grant, grant awards will be made on a FIRST COME FIRST SERVED basis to those eligible municipalities who submit completed application documents.

The number of eligible municipalities who will be able to receive grant awards will be subject to available funds at the time of application. Funding for this year and future years is subject to authorization by the State Bond Commission, and is not guaranteed. For the current program, which is anticipated to run from March 9, 2020 thru June 30, 2020, the total authorized funding available is \$500,000. Eligible municipalities are eligible to apply for up to \$15,000 in grant funding for this activity, and collaboration between contiguous eligible municipalities is encouraged.

The Department has also engaged Regional Plan Association, Inc. to develop an Affordable Housing Plan and Process Guidebook, which along with community engagement, should assist communities in the preparation of their Affordable Housing Plan.

***Applications will be accepted via email or by hand carry beginning Monday, March 9<sup>th</sup>, 2020 through close of business on Tuesday June 30<sup>th</sup>, 2020.***

Attached to this Notice are the Program Description, Application and Exhibit 1, AHPG Budget.

Please review the Application document for information on how to apply, and for any questions.

*On Behalf of  
The State of Connecticut*



# Planning Grants For Thriving Connecticut Communities

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Affordable Housing Plan  
Technical Assistance Program



March 9, 2020

Seila Mosquera-Bruno, Commissioner

**APPLICATION FOR PLANNING GRANT**  
**§ 8-30j of the Connecticut General Statutes**

**I. STATEMENT OF OBJECTIVES**

The State of Connecticut Department of Housing (“DOH”) invites applications for planning grant funds from **eligible municipalities** seeking to prepare and adopt an Affordable Housing Plan under the provisions of § 8-30j of the Connecticut General Statutes (“CGS”). This grant opportunity is intended to enable municipalities to undertake a proactive planning process and lay out a strategy for meeting the housing needs of existing and future residents and workers. Addressing Connecticut's housing affordability crisis with thoughtful planning for homes that meet the needs of individuals and families at different income levels and stages of life is an economic imperative for our state and critical to sustaining thriving local communities.

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The Department of Housing has engaged Regional Plan Association to work with stakeholders across the state to develop an Affordable Housing Plan and Process Guidebook that is intended to provide a framework that eligible municipalities can utilize to prepare their Affordable Housing Plan and guidance on how to engage their community in the planning process.

**II. AWARD CRITERIA**

Applications will be accepted between Monday, March 9<sup>th</sup> beginning at 8:00 am and Tuesday June 30<sup>th</sup>, 2020 ending at 4:00 pm, and must be submitted in their completed form. Partial applications or applications that are received by DOH outside of the application period will not be accepted. Awards will be made solely on a First Come First Served basis, solely at the discretion of the Commissioner, and within available funding.

**III. USE OF DOH GRANT FUNDS**

These grant funds may be used for any eligible planning cost associated with the preparation and/or adoption of an Affordable Housing Plan under the provisions of § 8-30j CGS. This can include, but is not limited to: the engagement of consultants including local councils of government; administrative staff costs; data collection, including a market study and/or analysis; community engagement costs; printing/publication costs; and other reasonable planning expenses.

#### IV. THRESHOLDS FOR APPLICATION

Applications will only be accepted from one of the 147 recognized municipalities of Connecticut small cities and towns with populations of less than 50,000.

ELIGIBLE CONNECTICUT SMALL CITIES and TOWNS:

Andover	East Hampton	Morris	South Windsor
Ashford	East Haven	Naugatuck	Southbury
Ansonia	East Lyme	New Canaan	Southington
Avon	East Windsor	New Fairfield	Sprague
Bantam (Litchfield)	Eastford	New Hartford	Stafford
Barkhamsted	Easton	New Milford	Sterling
Beacon Falls	Ellington	Newington	Stonington
Berlin	Enfield	Newtown	Stonington (Borough)
Bethany	Essex	Newtown (Borough)	Suffield
Bethel	Farmington	Norfolk	Thomaston
Bethlehem	Fenwick (Old Saybrook)	North Branford	Thompson
Bloomfield	Franklin	North Canaan	Tolland
Bolton	Glastonbury	North Haven	Torrington
Bozrah	Goshen	North Stonington	Trumbull
Branford	Granby	Old Lyme	Union
Bridgewater	Griswold	Old Saybrook	Vernon
Brookfield	Groton	Orange	Voluntown
Brooklyn	Groton-City	Oxford	Wallingford
Burlington	Groton Long Point	Plainfield	Warren
Canaan	Guilford	Plainville	Washington
Canterbury	Haddam	Plymouth	Waterford
Canton	Hampton	Pomfret	Watertown
Chaplin	Hartland	Portland	Westbrook
Cheshire	Harwinton	Preston	Weston
Chester	Hebron	Prospect	Westport
Clinton	Jewett City (Griswold)	Putnam	Wethersfield
Colchester	Kent	Redding	Willington
Colebrook	Killingly	Ridgefield	Wilton
Columbia	Killingworth	Rocky Hill	Winchester
Cornwall	Lebanon	Roxbury	Windham
Coventry	Ledyard	Salem	Windsor
Cromwell	Lisbon	Salisbury	Windsor Locks
Danielson (Killingly)	Litchfield (Borough)	Scotland	Wolcott
Darien	Lyme	Seymour	Woodbridge
Deep River	Madison	Sharon	Woodbury
Derby	Mansfield Marlborough	Shelton	Woodstock
Durham	Middlebury Middlefield	Sherman	
East Granby	Monroe	Simsbury	
East Haddam	Montville	Somers	

In addition:

- A) Completed applications along with all attachments must be received at DOH between **Monday, March 9<sup>th</sup> beginning at 8:00 am and Tuesday June 30<sup>th</sup>, 2020 ending at 4:00 pm**;
- B) Applications may be submitted only by Email or Hand-Carried. (Applications will not be accepted by mail).

## **V. APPLICATION FORMAT**

Applications should be submitted as follows:

- A) One (1) complete original, with all required exhibits and necessary signatures.

## **VI. INSTRUCTIONS TO APPLICANTS**

1. Completed applications and all materials must be emailed or hand-delivered to Ploynapas "Paula" Thantaha, Economic and Community Development Agent, DOH: if by e-mail at [Ploynapas.Thantaha@ct.gov](mailto:Ploynapas.Thantaha@ct.gov); or if hand-carried, the package must be received and acknowledged by Ms. Thantaha at 505 Hudson Street, Hartford, CT. All proposals must be **received at DOH between Monday, March 9<sup>th</sup> beginning at 8:00 am and Tuesday June 30<sup>th</sup>, 2020 ending at 4:00 pm**.
2. All responses to this **Application for Planning Grant** must conform to these instructions. Failure to conform may be considered appropriate cause for rejection of the response, at the sole discretion of the Commissioner.
3. The application must be submitted by an individual authorized to act on behalf of the municipality. Please submit the Certified Resolution with the application.

## **VII. QUESTIONS**

All questions related to this Application must be submitted to Ms. Thantaha in writing by FAX at 860-706-5741, or by e-mail at [Ploynapas.Thantaha@ct.gov](mailto:Ploynapas.Thantaha@ct.gov) no later than 4:00 pm on Thursday, March 26, 2020. Answers to any questions will be faxed or emailed to those that have submitted questions.

## **VIII. CONDITIONS**

Any prospective applicants must be willing to adhere to the following conditions and must positively state them in the proposal:

1. The State reserves the right to reject any or all applications submitted for consideration. In addition, the State reserves the right to not make any award under this Application for Planning Grant if funding is not available.
2. All proposals in response to this **Application for Planning Grant** are to be the sole property of the State and subject to the provisions of Section 1-19 of the Connecticut General Statutes (i.e.: Freedom of Information).

3. The State will ultimately determine timing and sequence of events resulting from this **Application for Planning Grant**.
4. Any alleged oral agreement or arrangement made by an applicant with the Department of Housing or an employee of the Department will be superseded by the written contract.
5. The State reserves the right to amend or cancel this **Application for Planning Grant**, prior to the due date and time, if it is in the best interests of the State.
6. The State reserves the right to reject the application of any applicant that is in default of any prior contract or for misrepresentation.
7. Proposals are subject to rejection in whole or in part if they limit or modify any of the terms and conditions and/or specifications of the **Application for Planning Grant**.
8. No additions or changes to the original application will be permitted after submittal. While changes are not permitted, clarification at the request of the Department may be required.
9. In responding, the applicant implicitly states that the proposal is not made in connection with any competing applicant submitting a separate response to the **Application for Planning Grant** and is in all respects fair and without collusion or fraud. It is further implied that the applicant did not participate in the **Application for Planning Grant** development process, had no knowledge of the specific contents of the **Application for Planning Grant** prior to its issuance and that no employee of the Department of Housing participated directly or indirectly in the applicant's proposal preparation.

#### **XI. Rights Reserved to the State**

The State reserves the right to award in part, to reject any and all applications in whole or in part, to waive technical defects, irregularities and omissions if, in its judgment, the best interests of the State will be served.



**3. APPLICANT CERTIFICATION**

My signature below, for and on behalf of Town of Mansfield, indicates  
Name of Municipality

acceptance of the following and further certifies that:

1. I have the authority to submit this grant application;
2. I have read, understand, and will comply with the General Grant Conditions;
3. I understand that funding associated with this grant application is one-time in nature and that there is no obligation for additional funding from the Department of Housing or the State of Connecticut;
4. I understand that should this grant application be approved, such state funds shall be expended no later than June 30, 2021;
5. I understand that requests to extend the grant end date shall be submitted in writing to the Department of Housing no later than ninety (90) days before the grant end date of June 30, 2021;
6. I understand that unexpended funds shall be returned to the State of Connecticut within sixty (60) days of the grant end date;
7. I understand that if this organization meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the organization is required to submit a State Single Audit, at its own expense, no later than six (6) months after the end of the audit period. If this organization is not required to submit a State Single Audit, the organization is required to submit a final accounting of the grant expenditures within sixty (60) days of the grant end date; and
8. I hereby certify that the statements contained in the responses to this application and accompanying documents are true to the best of my knowledge and belief and that I know of no reason why the applicant cannot complete the project in accordance with the representations contained herein.

Certifying Representative:

1. Type Name and Title: John Carrington, Interim Town Manager

2. Signature: \_\_\_\_\_

3. Date: \_\_\_\_\_



CONNECTICUT DEPARTMENT OF HOUSING				
Project Financing Plan & Budget				
Original (Mark X):		X	Revision#:	
Applicant:	Town of Mansfield	Fed ID#:	06-6002032	
Project:	Mansfield Affordable Housing Plan	Project #:		
Program:	Affordable Housing Plan Grant	Budget Start:	7/1/2020	Budget End: 6/30/2021

<u>SOURCES OF FUNDS</u>		<u>DOH Share</u>	<u>TOWN Share</u>	<u>Private/Other</u>	<u>TOTAL</u>
		<u>GRANT</u>			
DOH:	DOH, SBC 12/2020	\$ 15,000			\$ 15,000
DOH:					\$ -
Other:	Applicant/Town				\$ -
Other:					\$ -
Other:					\$ -
<b>Total Sources</b>		\$ 15,000	\$ -	\$ -	\$ 15,000

<u>USES OF FUNDS</u>	<u>DOH/Town Funds</u>		<u>Private/Other</u>	<u>TOTAL</u>
	<u>DOH Share</u>	<u>Town Share</u>		
				\$ -
Data Collection - market study/analysis	\$ 5,000.00			\$ 5,000.00
Community Engagement - Facility/Lease Fee*	\$ 2,000.00			\$ 2,000.00
Printing/Publication (electronic distribution)	\$ 1,500.00			\$ 1,500.00
Other Planning Costs (Steering Committee meetings, preparing Plan and recommendations, etc)	\$ 6,500.00			\$ 6,500.00
				\$ -
				\$ -
Salaries (Planning, Finance, Custodial)		\$ 10,685.39		\$ 10,685.39
Other Administration Costs				\$ -
				\$ -
*All events would be held in Town facilities at no charge; custodial time for events is included in salaries line				\$ -
				\$ -
				\$ -
				\$ -
Contingency		\$ 500.00		\$ 500.00
<b>Total Uses</b>	\$ 15,000.00	\$ 11,185.39	\$ -	\$ 26,185.39

**Applicant Name:**

I request approval of this Project Financing Plan and Budget in accordance with the terms and conditions of the Assistance Agreement/Notice of Grant Award (NOGA) and as the duly authorized individual representing the applicant, affirm that the project will be operated in accordance with this budget:

\_\_\_\_\_

\_\_\_\_\_ Date

The Project Financing Plan and Budget is hereby approved in the amounts and for the time period indicated.

\_\_\_\_\_ Program Director, DOH

\_\_\_\_\_ Date

\_\_\_\_\_ Seila Mosquera-Bruno, Commissioner

\_\_\_\_\_ Date