



## STATE OF CONNECTICUT DEPARTMENT OF HOUSING



### **Application Process and Requirements for the Crumbling Foundation Testing Program Funds under the Small Cities Community Development Block Grant**

#### **Who can apply?**

All affected communities that are eligible to receive Community Development Block Grant (CDBG) Small Cities funds can apply to establish a crumbling foundations testing program. This is not a competitive application round—applications will be awarded on a first-come, first-served basis and are subject to funding availability. DOH has set-aside 15% of its annual CDBG allocation for public service activities which includes the crumbling foundations testing program.

#### **Can my community apply even though it has applied for funds under the annual 2018 CDBG Small Cities funding round?**

Yes. However, a municipality must provide sufficient justification that it will have the capacity to administer the approved annual 2018 CDBG Small Cities program activity and the public service activity, simultaneously. The crumbling foundations testing program is considered a “public service activity” as determined by HUD.

#### **How can a community apply for funds?**

As a first step, an interested community **must submit a letter of intent by June 15, 2018** to DOH, attention Jerome Mihm, via email at [Jerome.mihm@ct.gov](mailto:Jerome.mihm@ct.gov). This letter of intent will notify DOH about a municipality’s interest in applying for these funds and the amount of funding it is seeking.

#### **What are the requirements?**

The department will consider single or multijurisdictional applications for this public service activity. The program must be administered in the same way as a “housing rehabilitation” program. That is, the program must be affirmatively marketed, applications must be selected in order to ensure the National Objectives of the CDBG program are met, an appropriate and applicable environmental review record must be created and maintained, and all other Small Cities requirements as outlined in the CDBG Grant Management Manual and 2018 CDBG Application Handbook must be followed.

Please note that if a municipality is interested in establishing a crumbling foundations testing program, and it has an “active” housing rehabilitation program, (an “active” housing rehabilitation program means that it has a list of homeowners waiting for these funds and has assisted or provided funding to homeowners in the past few months) a municipality does not have to expend program income under that program before applying.

If a housing rehabilitation program is stagnant or not operating and a municipality intends to apply for crumbling foundation testing funds then it must draw down or expend these program income funds before it can be eligible to receive funding under the crumbling foundations testing program.

## What is the application process?

Application process:

1. Hold Public Hearing (citizen participation)
  - a. Notice to be published at least twice (on different days) in a daily newspaper of general circulation in the municipality.
  - b. The first notice must be published at least 14 days prior to the date of the public hearing, and the second notice must be published no less than 3 days prior to the date of the hearing
  - c. Submit copies of notices along with newspaper Affidavit of Publication.
  - d. Submit copies of meeting minutes.
2. Conduct an Environmental Review
  - a. Establish Environmental Review Record
  - b. Determine type of Activity (in this case, identify it as crumbling foundations testing program which is a public service activity) and environmental impact
  - c. Publish Request for Release of Funds
  - d. Request Release from DOH
3. Write Application
  - a. Select eligible activity – In this case, it is a “public service” activity
  - b. Determine National Objective (in this case, we suggest using “LMC”)
  - c. Prepare application (use 2018 CDBG Application along with applicable exhibits) - <http://www.ct.gov/doh/cwp/view.asp?a=4513&Q=596970&PM=1>
  - d. Grantee is expected to establish the program criteria. It is recommended that grantee allow up to \$5,000 for testing as grant (for testing up to 4 core samples per household).
  - e. Submit to DOH
4. Contract Documents (DOH)
  - a. DOH prepares contract documents
  - b. Submits to awarded towns
  - c. Towns sign and return to DOH
  - d. Commissioner signs contract documents
5. Testing Period
  - a. Grantees begin testing of the crumbling foundations
  - b. Grantees to qualify homeowners in order to meet the 51% test for Low/Moderate Income (LMI), which is at least 51% of the total persons within all of the households tested must be considered LMI.
  - c. Follow federal procurement methods
6. Reporting Requirements
  - a. Provide semiannual reports to DOH
7. Closeout
  - a. DOH conducts monitoring and closeout

This process is required to meet all HUD requirements.