

General Information about CDBG Special Application Round for COVID-19 SCCV

On **Thursday, May 28, 2020 at 2:00**, via Microsoft 365 Teams meeting, DOH Small Cities Team hosted and shared with all interested Small Cities Grantees and potential grantees about the availability and details for the distribution of \$8.1 million Small Cities Community Development Block Grant– Coronavirus funding (SC CDBG-CV) under the CARES Act. These funds are geared to assist eligible communities and households that have been economically impacted by the COVID-19 outbreak. If you were unable to attend the session, please take a moment to view the video presentation now located on the DOH/Small Cities page.

[Click here to view now](#)

You can also view the PowerPoint presentations and obtain all the handouts for this application in the appropriate section.

Applications must be submitted electronically, and will be accepted by midnight, July 10th, 2020. Mailto: sccv.applications@ct.gov.

As indicated during the presentation, the following are the details for submittal of the application.

The application process is in 5 steps (See below for details).

Please note, there is NO APPLICATION FORM, therefore no link to a form.

1. **Attend the informational workshop** conducted by DOH on May 28th, 2020 – (you are also welcome to view the recording available online).
2. **Hold Virtual Public Hearing**
 - Notice to be published in an e-newspaper of daily general circulation in the municipality In addition, we encourage applicants to include other forms of advertising such as municipality website, radio, social media, etc.).
 - The notice must be published at least 5 days prior to the date of the virtual public hearing.
 - Submit copies of the notice along with newspaper Affidavit of Publication with application.
 - Submit copies of minutes of meeting with application.
3. **Conduct an Environmental Review**
 - CDBG-CV funds may be used as a FEMA 25% match, if the ERR was completed by January 31, 2020.
 - CDBG-CV funds may be used to cover costs incurred prior to the application, if the ERR was completed by March 31, 2020.

4. Letter of Application (NO APPLICATION FORM)

1. Letter on city or town letterhead
2. Describe project/activity (including number of persons to be served)
3. Include a statement of need and how that the proposed project is being undertaken to *prepare for, respond to or to prevent the COVID-19 pandemic*
4. Identify the amount of funding requesting
5. Describe why other funding is not available

*Reminder: All signatures are required to be in blue ink
If you are funded, DOH will gather all wet signature documents as a grant condition.

5. Rating, Ranking and Award (DOH)

- DOH staff will collect and review Letters of Application bi-weekly or more often if necessary.
- Submit recommendations to Commissioner for award announcements by Governor DOH has established the following program eligibility and threshold requirement standards for applicants.

Additional Information

- Depending on the nature of the proposed activity, site inspections may be conducted by DOH staff. An evaluation of the site's feasibility is completed and considered as part of the application's final review. Final application recommendations will be made to the Commissioner's Office, based on the overall need identified in the application and compliance with threshold. Applicants will receive written notification after final decisions are made.
- To the extent feasible, unsuccessful applicants may be offered the option to have a debriefing meeting. Evaluation Criteria for SC CDBG-CV Funding DOH will prioritize funding for those activities identified in Table 1: Eligible Activities to Support Coronavirus and Other Infectious Disease Response as Tier 1 Priorities.
- Should insufficient applications be submitted to fully expend the current allocation of CDBG-CV funding, all CDBG eligible activities which prevent, prepare for, or respond to COVID-19 will be considered.

Reservation of Rights

The Department of Housing (DOH) reserves the right, at its sole discretion, to award all, a portion, or none of the available funding from this application, as well as reject any and all applications based on the quality and merits of the applications received, or when it is determined to be in the public interest to do so. Furthermore, the DOH may extend deadlines and timeframes, as needed. The DOH reserves the right to substantiate any proposers' qualifications, capability to perform, availability, past performance records and to verify that the applicant is

current in its financial obligations to the DOH. All materials and equipment used as well as all methods of installation shall comply at a minimum with any and all Federal, OSHA, State and/or local codes, including applicable municipal ordinances and regulations. The successful applicant shall agree to defend, indemnify and save the DOH harmless from all losses, costs or damages caused by its acts or those of its agents, and, before signing the contract, will produce evidence satisfactory to the DOH's Legal Counsel. The DOH reserves the right to waive any informality in applications, to accept any application or portion thereof, and, to reject any and all applications, should it be in the best in the best interest of the state of Connecticut to do so