

# SUMMARY OF CHANGES TO THE 2024 GRANT MANAGEMENT MANUAL

---

\*This summary is not considered all-inclusive and does not eliminate the need for Grantees to follow current program policy and requirements as outlined.

## Introduction:

- Changes to CDBG Program Staff contact information.

## Chapter 1: Project Administration

- Added requirement for CDBG to be listed first on co-funded projects signage with new photo sample.
- Added language regarding requirements for Groundbreaking and/or Ribbon cutting ceremonies
- Added language regarding outreach to minorities
- Added language regarding the requirement to submit Project Information Form to CHRO prior to contract with DOH
- Updated the [HUD 2880 Form](#)
- Updated [Attachment 1-9: Project Signage](#)
- Updated [Attachment 1-5: Sample Citizen Participation Plan](#) with minority outreach language
- Added new [Attachment 1-11: CHRO Project Information Form](#)

## Chapter 2: Environmental Review

- Added new HUD Federal Flood Risk Management Standards (FFRMS) requirements
- Added new HUD consideration of Radon in the Environmental Review requirements
- Added Attachment 2-20: Sample NOI/ROF for Tiered Reviews (currently only on website not referenced in Chapter)

## Chapter 3: Financial Management

- Revised [Attachment 3-3: Payment Requisition Form](#)
- Replaced Attachment 3-7: Program Income Application with [Attachment 3-7: Current CDBG Small Cities Application](#)
- Minor language revisions in Section 3.3 Request for Payment
- Minor language revisions in Section 3.10 Audits

## Chapter 4: Procurement

- Revised information on checking for debarred contractors
- Added information on requirements of Buy America, Build America
- Added [Attachment 4-16: BABA Contractor Certification Form](#)
- Added [Attachment 4-17: Materials Certification Form](#)
- Added links to HUD Section 3 website

## Chapter 5: Acquisition

- DOH Logo change.

## Chapter 6: Relocation

- DOH Logo change.

## **Chapter 7: Housing Rehabilitation**

- Removed Attachment 7-4
- Added language restricting Grantee assistance to homeowners every 10 years
- Updated [Attachment 7-28: CDBG Residential Rehab Standards](#)

## **Chapter 8: Fair Housing and Equal Access**

- Added information on new requirements for CDBG Grantees in accordance with the Violence Against Women Act (VAWA).
- Updated [Attachment 8-1: Connecticut Protected Classes](#)
- Updated [Attachment 8-3: Fair Housing and Civil Rights Manual](#)
- Added [Attachment 8-7: VAWA Certification](#)

## **Chapter 9: Labor Standards**

- Removed links to HUD “Making Davis Bacon Work” documents
- Added links to HUD “Contractor/Agency Guide to Davis Bacon” and “Contractors Guide Addendum”
- Added additional information on State Prevailing Wage requirements
- Replaced Attachment 9-3: Preconstruction Conference Outline with [Attachment 9-3: Preconstruction Conference Checklist](#)
- Replaced [Attachment 9-10: Certified Payroll \(WH347\)](#) with most recent version
- Replaced [Attachment 9-12: Employee Interview Form](#) with most recent version

## **Chapter 10: Contract Development**

- Additional language on contract requirements
- Replaced [Attachment 10-1: Disclosure Report](#) with most recent version
- Revised [Attachment 10-3: Sample Subrecipient Agreement](#)

## **Chapter 11: Reporting and Recordkeeping**

- Added language on the require File Naming Guidelines
- Semi-Annual Reports due date has been revised to July 15 and January 15
- Revised [Attachment 11-1: Semi-Annual Report Form](#)

## **Chapter 12: Monitoring and Closeout**

- No significant changes