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STATE OF CONNECTICUT DEPARTMENT OF HOUSING



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Small Cities CDBG Bulletin

Bulletin Number: 2026-02

To: Small Cities Grantees and Interested Parties
Date: June, 11th, 2026
From: Miguel A. Rivera, Director, Housing and Community Development
Subject: Semi Annual Reporting Requirements

Purpose: The purpose of this bulletin is to make grantees who participate in the State of Connecticut Small Cities CDBG Program aware of an immediate change to the semi-annual reporting package requirements. Effective immediately, grantees are required to submit a copy of their most recent 30-day bank statement where Program Income (PI) or Revolving Loan Funds (RLF) are held as part of each semi-annual reporting package.

This requirement is being added to help ensure long term compliance with the CDBG Program and provide an opportunity to reconcile balances held locally.

Requirement: Effective immediately, all semi-annual report submissions must include:

- A copy of most recent 30-day bank statement for the CDBG project account, Program Income Account, and/or Revolving Loan Fund Account.
- All other documents currently required as part of the semi-annual reporting package found in chapter 11 of the State Grant's Management Manual

The submitted bank statement will be used to verify project account activity, reconcile reported balances, and support ongoing financial oversight of grant-funded activities.

Semi-annual reporting periods and due dates remain unchanged:

- January 1 – June 30 reporting period: Due July 15
- July 1 – December 31 reporting period: Due January 15

Semi-annual reporting packages submitted without the required bank statement may be considered incomplete and may require follow-up prior to acceptance. **As a reminder, payment requests may be delayed if required reporting documentation is not submitted or remains outstanding.** Please review this bulletin and updates will be reflected in a future version of the Grant's Management Manual. For questions as it relates to this bulletin, please contact your CDBG Project Manager.