

**To:** Small Cities Grantees and Interested Parties  
**Date:** December 12, 2017  
**From:** Dimple Desai, CD Director, DOH  
CDBG Small Cities and Technical Services  
**Subject:** **Announcement of 2018 Small Cities Competitive Funding Round**

**Purpose of this Memo:** The purpose of this Bulletin is to announce the funding availability of Small Cities 2018 Program Year funds. Approximately \$11 million in funding is expected from HUD to the State of Connecticut. Also enclosed is information related to Public Hearing requirements. Please pay special attention to the hearing notice requirements.

The Competitive funding round for the 2018 allocation year will be explained in an Application Workshop to be held at The Lyceum at 227 Lawrence Street, Hartford on January 22, 2018 from 8:30 am -12:30 pm. **Applications are due no later than 2pm on April 12, 2018.**

**Who Should Attend:** All eligible communities interested in applying for 2018 Small Cities funding should attend. Eligible activities include housing rehabilitation, senior housing renovations, community facilities, public services and economic development

**Date:** January 22, 2018  
**Time:** 8:30am – 12:30pm  
**Location:** The Lyceum  
227 Lawrence Street  
Hartford, CT 06106

To register, e-mail your response no later than **January 16, 2018** to Dimple Desai at [dimple.desai@ct.gov](mailto:dimple.desai@ct.gov) (E-mail preferred but if no e-mail: Contact Dimple Desai, 505 Hudson Street, Hartford, CT 06106 or by phone: 860-270-8012)

The workshop will consist of the Small Cities Application process including eligible categories, national objectives, maximum award limits per category, procurement procedures and public hearing components. **Reminder:** Only one application per town will be accepted. Towns should begin their environmental review process as soon as possible.

**ENCLOSED: Public Hearing and Citizen Participation Requirements**

## CITIZEN PARTICIPATION REQUIREMENTS

**During the life of a Small Cities grant, the Community will be required to hold a minimum of two public hearings, each at a different stage of the program, for the purpose of obtaining citizens' views and responding to proposals and questions.**

Together, the hearings must cover community development and housing needs, development of proposed activities, and a review of program performance. The first public hearing to cover community development and housing needs must be held before submission of an application to the State. A legal Notice of the Public Hearing must be published at least twice in a daily newspaper of general circulation in the municipality. The first notice must not be less **than two weeks** prior to the date of the Public Hearing. The advertisement must include a statement advising individuals with disabilities to contact the town's ADA coordinator to request special accommodation, if needed. Include the name of the ADA Coordinator, address, and telephone number in the advertisement.

The applicant must also take appropriate affirmative actions to make the scheduling of the public hearing known to citizens, including low- and moderate-income residents who may have needs or be affected by the proposed program but who might not be expected to be aware of the hearing through newspaper notices. Evidence of these affirmative efforts must be a part of the applicant's proposal.

In addition to the required Public Hearing, the new Community Development Act of 1987 requires each applicant to include citizens and citizen groups in the development phase of their proposal and to include low/moderate income people in decisions regarding the most appropriate solutions to their specific needs.

**Attach evidence that you have met all required citizen participation requirements concerning this grant application. The narrative of compliance should indicate what the community actually did.**

### **A. CITIZEN PARTICIPATION PLAN**

In addition to these requirements, Section 508 of the new Housing and Community Development Act of 1987 says that a grant under the CDBG program may be made only if the grantee certifies that it is following a written, detailed citizen participation plan which:

1. solicits input on local community development needs and proposed activities;
2. promotes public comment on the proposed application and community development activities;
3. provides special technical assistance to groups representative of LMH persons;
4. identifies the needs of non-English speaking residents;

5. provides for a timely appropriate and effective written answer to complaints and grievances;
6. provides citizens with reasonable and timely access to information, including the amount of funds available, and the eligible activities.

A written citizen participation plan that contains all of these components is required in your application. Also note that the required certifications are included in the "Local Assurances." The "Local Assurances" must also be submitted with your application.

## **B. Public Hearing Component**

**Towns should pay particular attention to the Public Hearing Component of the Grant Process. No application will be reviewed if the Town has not complied with the procedures established and outlined below for public hearing notices and meetings.**

- 1) Notice of the public hearing must be published at least **twice** (on different dates) in a newspaper of general circulation in the municipality.
  - Notice must be published in a **daily newspaper of general circulation.**
  - **Enclosed is a required format for the public notice.**
  - Weekly papers can be used as an additional notice (not a primary notice).
- 2) The first notice must be published **no less than two weeks prior** to the date of the public hearing. The second notice must be published **no less than 3 days prior** to the date of the public hearing.
- 3) Hold at least one public hearing to obtain comments on the proposal **and** any community development needs. Hearings must be scheduled during a time when citizens are generally available to attend. **Morning, early afternoon, or weekend sessions are unacceptable.** The Town must provide adequate information about the CDBG program (process, qualifications, requirements, etc.) and the purpose of the public hearing at this hearing.
- 4) Towns planning on earning Program Income must include a discussion on the use and approval of the Program Income Reuse Plan as part of the Public Hearing. The Town must provide adequate information about this PI Reuse Plan at this hearing.
- 5) Copies of the **Original Notices** must be included as part of the application submitted to DOH, along with an **Original Affidavit of Publication** from either the newspaper or the municipality's clerk (attached is a Sample Affidavit of Publication).
- 6) Notice of Public Hearing must include a contact person/ADA coordinator's name and telephone number. Citizens should be advised to contact that individual, so

the Town can provide accommodations for any handicapped persons and provide assistance if a significant number of non-English speaking persons are expected.

In addition to the required notices, applicants must also make every effort to inform those who might not be reached through the newspaper notice that the public hearing is to be held. Such efforts might include the distribution of leaflets, notices to local organizations, clubs, and churches, and/or personal contact. These efforts should especially be conducted in the neighborhoods affected by the proposed project.

**SAMPLE AFFIDAVIT OF PUBLICATION**

I, \_\_\_\_\_, Clerk of the  
(Name of Undersigned)

\_\_\_\_\_,  
(Town or City)

**DO HEREBY CERTIFY:** The attached to be a true copy of a Notice of Public Hearing to be given on \_\_\_\_\_, as it appeared in a newspaper(s) of general circulation; and that the advertisement was inserted in the regular editions on dates as follows:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

ATTEST:

\_\_\_\_\_  
(Clerk)

(SEAL)

## **REQUIRED PUBLIC NOTICE**

### NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town/City of \_\_\_\_\_ will conduct a public hearing by the Town/City Council on (day)\_\_\_\_, (date)\_\_\_\_, at (time)\_\_\_\_\_ at (address)\_\_\_\_\_ to discuss the Fiscal Year 2017 Community Development Block Grant program and to solicit citizen input.

Maximum award limits:

- \$700,000 for Public Facilities;
- \$700,000 for Public Housing Modernization of 25 units or less, or \$800,000 for 26 units and over;
- \$500,000 for Infrastructure;
- \$400,000 for Housing Rehabilitation Program for single towns, \$500,000 for two-town consortium, and \$600,000 for three or more Towns;
- \$25,000 for Planning Only Grants;
- \$500,000 for Economic Development Activities, and
- \$500,000 for Urgent Need.

Major activity categories are: Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meeting urgent community development needs.

The purpose of the public hearing is to obtain citizen's views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development or community facilities which could be part of the Town's Application for funding for the year 20\_\_.

*[If the Town has current ongoing Small Cities grants, include the following sentence: "In addition, the Town's current 20\_\_ Small Cities grant(s) under the \_\_\_\_\_ (eligible activity) will be discussed to obtain citizen input on it/them."]*

Also, the public hearing will be to give citizens an opportunity to make their comments known on the program and for approval of the Program Income Reuse Plan. If you are unable to attend the public hearing, you may direct written comments to the Town/City of \_\_\_\_\_, Community Development/Housing Department, \_\_\_\_\_ Street, \_\_\_\_\_, CT 06\_\_\_\_ or you may telephone \_\_\_\_\_. In addition, information may be obtained at the above address between the hours of 8:00 a.m. and 5:00 p.m. on weekdays.

The Community Development/Housing Department on behalf of the Town/City of \_\_\_\_\_ anticipates applying for the maximum grant amount of \$\_\_\_\_\_ under the \_\_\_\_\_(eligible activity). In addition, the Town/City will create a revolving loan fund with program income (principal and interest) generated from the grant for a housing rehabilitation loan program.

The Town/City of \_\_\_\_\_ promotes fair housing and makes all programs available to low- and moderate-income families regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, or sexual orientation.

*If you are unable to attend the public hearing, you may direct written comments to Town of \_\_\_\_\_, \_\_\_\_\_, \_\_\_\_\_, CT \_\_\_\_\_ or you may telephone \_\_\_\_\_ at \_\_\_\_\_. In addition, information may be obtained at the above address between the hours of \_\_\_\_ am and \_\_\_\_ pm weekdays. The hearing will also review and discuss the Town's prior Small Cities projects including any currently open or underway.*

*"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact \_\_\_\_\_, ADA Coordinator at \_\_\_\_\_ at least five days prior to the hearing"*

Equal Opportunity/Affirmative Action