

## Introduction

### The Connecticut CDBG Small Cities Program

The Connecticut Community Development Block Grant (CDBG) Program is designed to provide assistance to units of local government by improving economic opportunities and meeting community revitalization needs. All cities and towns in Connecticut are eligible for participation with the exception of the following entitlement jurisdictions, which receive CDBG funds directly from the U.S. Department of Housing and Urban Development (HUD):

- Bridgeport
- Bristol
- Danbury
- East Hartford
- Fairfield
- Greenwich
- Hamden Town
- Hartford
- Manchester
- Meriden
- Middletown
- Milford Town
- New Britain
- New Haven
- New London
- Norwalk
- Norwich
- Stamford
- Stratford
- Waterbury
- West Hartford
- West Haven

Funding for the CDBG Program is provided to the State of Connecticut by HUD under Title I of the Housing and Community Development Act of 1974, as amended. HUD has established the following three National Objectives for the CDBG Program:

- ***Benefit to low- and moderate-income persons.*** This objective requires that 51% of the people benefiting from the CDBG-funded activity are low- and moderate-income, based on area median income calculations.
- ***Aid in prevention or elimination of slums or blight.*** This objective requires that activities meet a definition of slum area, blighted area, deteriorated or deteriorating under a municipally adopted ordinance pursuant to Connecticut General Statutes (CGS 7-148(c)(7)(H)(xv) and the definitions at 24 CFR 570.483(c) and that the area contains a substantial number of deteriorating or dilapidated buildings throughout; and that the activity is designed to address one or more of the conditions that contributed to the deterioration of the area; or the activity addresses an individual structure, which would otherwise meet the definition of slum or blight.
- ***Meet community development needs having a particular urgency.*** An activity meets this objective if it addresses needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community; is of recent origin (within 18 months) or which recently became urgent; and has no other available source to complete the funding package and the community cannot finance the activity on its own.

The State of Connecticut, Department of Housing (DOH) is assigned the primary responsibility for the administration of the CDBG Program at the state level. The goals of the CDBG program are as follows:

**Goal 1:** Promote and enhance Fair Housing and Fair Housing Choice

- Within available resources, fund the activities of the Fair Housing Center related to outreach and education with an emphasis on preventing discrimination and increasing housing choice opportunities.
- Improve availability/accessibility and affordability by promoting and funding inter-municipal or regional partnership for a housing and/or community development project that benefits low- and moderate-income persons/households to increase housing choice.
- Support the upgrading of existing infrastructure within areas where the majority of residents are of low-and-moderate-income to increase housing choice.
- Support infrastructure projects to include reconstruction of streets, sidewalks, water lines, and drainage problems in predominately low-and-moderate-income areas.
- Improve availability/accessibility by supporting the construction and/or rehabilitation and/or expansion of existing public facilities that primarily serve low-and-moderate income persons, including but not limited to: transitional housing, battered women shelters, daycare centers, and efforts to meet the needs of the physically handicapped population by supporting projects designed to make current facilities accessible or to provide new-handicapped accessible facilities.

**Goal 2:** Expand and preserve decent affordable housing

- Rehabilitate rental units that serve low- and moderate-income households.
- Rehabilitate homeowner units that serve low-and moderate-income households.
- Preserve rental units that serve low- and moderate-income households.
- Preserve residential units through the adaptive re-use of historic structures
- Support energy conservation/efficiency activities that would primarily serve low- and moderate-income persons by funding energy efficiency or weatherization programs.

**Goal 3:** Promote and enhance suitable living environments

- Rehabilitate existing public infrastructure in low-to-moderate income communities.
- Rehabilitate community facilities for necessary public services and activities.

## Grant Administrators' Manual

The purposes of this manual are to:

- Assist grant administrators in the day-to-day administration of CDBG projects.
- Provide practical information on how to implement a CDBG project that will meet legal, financial, and program obligations.
- Provide the grant administrator a simple step-by-step approach for the implementation of CDBG-funded projects including grant approval, set-up, compliance with applicable requirements, audits, and close-out.
- Provide tools to assist in CDBG project implementation. The tools include tips, lists, forms, and sample documents that are in the chapter or in the attachments to each chapter.

This handbook is organized by major topic. All applicable forms referred to in the handbook are located at the end of the handbook chapters. The major topics include:

1. Project Administration
2. Environmental Review
3. Financial Management
4. Procurement
5. Acquisition
6. Relocation
7. Housing Rehabilitation
8. Fair Housing and Equal Access
9. Labor Standards
10. Contracts and Modifications
11. Reporting and Recordkeeping
12. Monitoring and Closeout
13. Glossary and Attachments

Note, however, that this manual is intended as a guide and reference, not as a substitute for thorough knowledge of State and Federal laws and regulations referenced in the manual.

Though not all inclusive, this manual covers the major areas of CDBG administration, provides required and suggested forms and instructions, and provides references for applicable State and Federal laws and regulations.

As necessary, revisions or additions to this Manual will be issued via Bulletins to current administrators of CDBG projects and all eligible municipalities. This Manual should be retained and kept up-to-date to ensure effective administration of CDBG grants. Latest versions of the Manual and Small Cities Bulletins can be found on the DOH website [here](#).

## CDBG Program Staff

If you have any questions regarding the content of this manual, contact a member of the DOH CDBG Small Cities staff.

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