

To: Small Cities Grantees and Interested Parties
Date: December 3, 2015
From: Dimple Desai, CD Director, DOH
CDBG Small Cities and Technical Services
Subject: **Announcement of 2016 Small Cities Competitive Funding Round**

Purpose of this Memo: The purpose of this Bulletin is to announce the funding availability of Small Cities 2016 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 2016 allocation year will be explained in an Application Workshop to be held at The Lyceum at 227 Lawrence Street, Hartford on January 28, 2015 from 8:30-12:30. **Applications are due no later than 2pm on April 11, 2016.**

Who Should Attend: All eligible communities interested in applying for 2016 Small Cities funding should attend. Eligible activities include housing rehabilitation, senior housing renovations, community facilities, public services and economic development

Date: January 28, 2016
Time: 8:30am – 12:30pm
Location: The Lyceum
227 Lawrence Street
Hartford, CT 06106

Parking is limited so only one attendee from each agency will be admitted.

To register, e-mail your response no later than January 22, 2016 to Marilyn Taylor at Marilyn.Taylor@CT.gov (E-mail preferred but if no e-mail: Contact Marilyn Taylor, 505 Hudson Street, Hartford, CT 06106 or by phone: 860-270-8161)

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

Public Hearing Component

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

- 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 a comment 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 should 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 _____, 20____, as it appeared in 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 the discuss the Fiscal Year 2016 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.

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)/City. 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_____ promotes fair housing and makes all programs available to low - and moderate-income families regardless of age, race, color, religion, sex, national origin, sexual preference, marital status, or handicap.

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.