

## **Application Process and Requirements for the Crumbling Foundation Testing Program Funds under the Small Cities Community Development Block Grant**

### **Who can apply?**

All affected communities that are eligible to receive HUD Small Cities funds can apply for the Crumbling Foundation Testing Funds. DOH has identified \$1.0 million for testing. This is not a competitive application round.

### **Can my community apply even though it has received funds under the annual 2017 CDBG Small Cities funding round?**

Yes, however, your community must provide sufficient justification that it has the capacity to administer the approved annual 2017 CDBG Small Cities program activity and this activity simultaneously. The crumbling foundation testing activity is considered a "public service activity" as determined by HUD.

### **How can a community apply for funds?**

As a first step, an interested community must submit a "letter of intent" by September 30, 2017 to DOH, attention Dimple Desai via email at [dimple.desai@ct.gov](mailto:dimple.desai@ct.gov). This letter of intent will notify DOH about a community's interest in applying for these funds and the \$ amount.

### **What are the requirements?**

The department will consider single or multijurisdictional applications for this public service activity. The program must be administered in the same way as a "housing rehab" program. That is, the program must be affirmatively marketed, applications must be selected in order to ensure the National Objectives of the CDBG program are met, an appropriate and applicable environmental review record must be created and maintained, etc.

Please note that if a community is interested in applying for crumbling foundation testing funds, and it has an "active" housing rehab program, (an "active" housing rehab program means that you have a list of homeowners waiting for these funds and have assisted/provided funding to homeowners in the past few months) you do not have to expend program income under that program before applying.

If your housing rehab program is stagnant or not operating and you intend to apply for crumbling foundation testing funds then you must draw down/expend these PI funds first.

## What is the application process?

Application process:

1. Hold Public Hearing (citizen participation)
  - a. Notice to be published at least twice (on different days) in a daily newspaper of general circulation in the municipality.
  - b. The first notice must be published at least 14 days prior to the date of the public hearing, and the second notice must be published no less than 3 days prior to the date of the hearing
  - c. Submit copies of notices along with newspaper Affidavit of Publication.
  - d. Submit copies of meeting minutes.
2. Conduct an Environmental Review
  - a. Establish Environmental Review Record
  - b. Determine type of Activity (in this case, identify it as crumbling foundation testing which is a public service activity) and environmental impact
  - c. Publish Request for Release of Funds
  - d. Request Release from DOH
3. Write Application
  - a. Select eligible activity – In this case, it is a “public service” activity
  - b. Determine National Objective (in this case, we suggest using “LMH”)
  - c. Prepare application (use 2017 CDBG Application along with applicable exhibits) - <http://www.ct.gov/doh/cwp/view.asp?a=4513&q=530676>
  - d. Grantee is expected to establish the program criteria. It is recommended that grantee allow up to \$5,000 for testing as grant (for testing up to 4 core samples per household).
  - e. Submit to DOH
4. Contract Documents (DOH)
  - a. DOH prepares contract documents
  - b. Submits to awarded towns
  - c. Towns sign and return to DOH
  - d. Commissioner signs contract documents
5. Testing Period
  - a. Grantees begin testing of the crumbling foundations
  - b. Grantees to qualify homeowners in order to meet the 51% test for LMI (at least 51% of the households tested must be LMI)
  - c. Follow federal procurement methods
6. Reporting Requirements
  - a. Provide semiannual reports to DOH
7. Closeout
  - a. DOH conducts monitoring and closeout

This process is required to meet all HUD requirements.