

## Questions and Answers from CDBG 2016 Workshop

1. How many years can you use your Fair Housing Action Plan with the CDBG applications? [Three \(3\) years.](#)
2. Can you submit action plans with the old action steps? [Yes.](#) Do you still get the points if your plan has the old action steps? [No, you must update your action plan to include the new steps to get the points.](#)
3. Can a resident of a town and or a town employee conduct a survey on behalf of the town? Is this a state or federal regulation? [No, a town employee cannot conduct a survey. The surveyor should be a qualified neutral third party with no influence on the outcome. A town resident may be hired to conduct a survey if he/she does not reside within the service area. Please note, this is a state policy not a federal policy.](#)
4. Is a 504 Evaluation/Transition plan done prior to 1990 and already implemented considered compliant? [Yes. If the municipality prepared a Section 504 Transition Plan, and IMPLEMENTED the plan, then it is compliant, because it is assumed that all new activity after the development of their Section 504 Transition Plan has been constructed/rehabilitated in compliance with ADA.](#)
5. Please clarify based on survey results, who is considered “High Income”? Is it safe to assume that in small areas with <100 participants, that no response is synonymous with “high income”? [A household that’s above 80% AMI is non LMI \(AKA High Income\). Yes. A non-responder is assumed to be High Income.](#)
6. Please clarify the number of public hearings needed for the CDBG application? It appears that you are now asking for 2 hearings? [One public hearing is needed to support the grant application. In the event the town is awarded a grant, the town must conduct a second hearing at some point during the life of the activity.](#)
7. Can the State be instrumental in setting up a debarment list for the CDBG program to help the grantees verify the contractors? [DOH will work with the HUD Hartford Field Office and the Department of Consumer Protection and see if a debarred list can be created.](#)
8. With regards to “Lowest Responsible Bid”, is it possible to establish a pre-qualification list of contractors for special projects (where a special skill is required); example renovation to a historic home? [Yes; the municipality should include “special requirements” in the bid documents; for example, for the restoration of a historic home, the bid documents should require:
  - a. list of references/historic properties worked on
  - b. list the skills and qualifications needed to participate](#)
9. A few years back, DOH mentioned doing some sort of workshop/seminar geared to housing rehab specialists. Is DOH going to follow up with a training for Rehabilitation Specialists? [DOH will work with the HUD Hartford Field Office to plan a workshop geared towards the rehab program.](#)
10. Can a town official or a town resident that lives outside the service area be allowed to conduct the survey interviews? [See answer to question 3 above](#)
11. Can a weekly newspaper be used in lieu of a daily newspaper in order to fulfill the citizen participation requirements? [No, but you can supplement the daily newspaper with the weekly newspaper.](#)
12. Can DOH provide CHRO guidance or training? [DOH will work with CHRO to set up a training or get some definitive answers on the new CHRO requirements.](#)
13. What are the criteria to assess that the applicant is at fault when DOH is reviewing the 10% threshold requirement? [The applicant should provide reasons why it cannot meet the 10% threshold. DOH will review](#)

the applications on a case by case basis taking into consideration the requirements related to CHRO, assistance agreement timeline, etc. For example, for the housing rehab program – if the applicant starts qualifying homeowners, writing specs and preparing the bid packages after the contract signing, it should generally meet the 10% requirement. However, if the applicant delays this process, it may not meet this requirement and will be considered at fault.

14. Program Income (PI) on hand deadline of March 31, 2016 is too close to the application date and the applicant may not get a chance to spend it right away. DOH will take into consideration the length of time the funds have been sitting in the PI account. DOH will use March 31, 2016 as the cutoff date for the checking balance in the PI account.

For example, if the applicant can provide evidence that the funds were deposited in the PI account after January 1, 2016, DOH would not penalize the applicant. However, if the funds were deposited in the PI account before December 31, 2015, DOH will penalize the applicant based on the Rating and Ranking criteria as this is sufficient time to spend the PI by the March 31, 2016 reporting deadline. The applicant is required to provide a summary of all the deposits by dates.

15. What if the budget extension was required when a Program Income was received? The question about budget extension in the Rating and Ranking relates to the budget for the new project (not Program Income). New projects have 2 years to drawdown the funds.
16. How critical is the February 1<sup>st</sup> deadline for request for the survey? It is critical that the grantee seek DOH preapproval of the proposed survey methodologies so that it can carry out the survey and submit it with the application. DOH will accept the request for approval of an applicant's methodology by April 1, 2016, but applicants should submit their methodology as soon as possible to provide enough time for DOH review and for the applicant to thereafter undertake that survey in a timely manner and submit it with the application.
17. Can you clarify what you mean by three-party final inspection agreement? As mentioned in the Bulletin 2015-001, it is the responsibility of the town/consultant, and the contractor to make sure that the homeowner is adequately informed as to what the scope of work is and upon completion it is the responsibility of the same entities to make sure that the homeowner is satisfied and the completed work is consistent with the scope of work agreed before the work started. The bulletin calls for "signoffs" by the parties involved. So there is no set "legal agreement" that the applicant is required to use.