

Small Cities Community Development Block Grant Program

Allocation Plan - Federal Fiscal Year 2017



DEPARTMENT OF HOUSING

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TABLE OF CONTENTS

I. OVERVIEW OF SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM	2
A. Purpose	2
B. Major Use of Funds	3
C. Federal Allotment Process	4
D. Federal Funding	5
E. Committed Funds and Proposed Allocations	6
F. Proposed Allocation Changes From Last Year	7
G. Contingency Plan	8
H. State Allocation Planning Process	8
I. Grant Provisions	9
J. Matching Requirement.....	9
K. Program Fund Limitations or Caps	10
L. Federal Requirements	10
M. Application and Planning Requirement	11
N. Administration of Program	11
O. Small Cities Application Process	11
II. TABLES.....	14
Table A-1: List of Committed Funds for FFY 16 (SFY 17)	16
Table A-2: List of Contracted Activities and Funds for FFY 15 (SFY 16)	17
III. ALLOCATIONS BY PROGRAM CATEGORY	20
IV. EXHIBIT 1 – Rating and ranking criteria.....	20

I. OVERVIEW OF SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

A. Purpose

The primary statutory objective of the Community Development Block Grant Program (CDBG) is to develop viable communities by providing decent housing, a suitable living environment, and by expanding economic opportunities for persons of low and moderate-income. To achieve these goals, the CDBG regulations outline eligible activities and national objectives that each activity must meet.

The CDBG Program is administered by the United States Department of Housing and Urban Development (HUD). Within the State of Connecticut, Department of Housing (DOH) is designated as the principal state agency for the allocation and administration of CDBG for “non-entitlement areas” (the “Small Cities CDBG”).

In 1981, Congress amended the Housing and Community Development Act of 1974 (“HCD”) to give each state the opportunity to administer CDBG for non-entitlement areas. Non-entitlement areas include those units of general local government that do not receive CDBG directly from HUD as part of the entitlement program. Non-entitlement areas in Connecticut are either cities or towns with a population of less than 50,000 or a central city of an area as designated by the Office of Management and Budget. States participating in Small Cities CDBG have three major responsibilities: formulating community development objectives, deciding how to distribute funds among communities in non-entitlement areas, and ensuring that recipient communities comply with applicable state and federal laws and requirements.

Entitlement communities receive annual grants directly from HUD as part of CDBG. Listed below are Connecticut municipalities that are entitlement communities and therefore are ineligible for Small Cities CDBG.

CDBG ENTITLEMENT COMMUNITIES IN CONNECTICUT (Municipalities <u>not eligible</u> for Small Cities CDBG)		
Bridgeport	Hartford	New London
Bristol	Manchester	Norwalk
Danbury	Meriden	Norwich
East Hartford	Middletown	Stamford
Fairfield	Milford (Town)	Stratford
Greenwich	New Britain	Waterbury
Hamden (Town)	New Haven	West Hartford
		West Haven

All other Connecticut municipalities are eligible for the state administered Small Cities CDBG.

B. Major Use of Funds

Except for a limited amount of funds for its own CDBG-related administrative expenses, each state must distribute the Small Cities CDBG to units of general local governments in non-entitlement areas. Each state must also ensure that at least 70% of its Small Cities CDBG funds are used for activities that benefit low- and moderate-income persons over a one, two, or three year time period selected by the state. The 70% requirement applies to each state's Small Cities CDBG Program as a whole and does not apply to each individual grant Small Cities CDBG to a unit of general local government.

All activities must meet one of the following national objectives for Small Cities CDBG: benefit low-and moderate-income persons; prevention or elimination of slums or blight; and community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community. A need is considered urgent if it is sudden and unexpected, has arisen in the past 18 months and no other funding is available to address it.

Activities that can be funded with Small Cities CDBG include: acquisition of real property; acquisition and construction of public works and facilities; code enforcement; relocation assistance; reconstruction and rehabilitation of residential and nonresidential properties; American Disability Act (ADA) improvements; provision of public services including, but not

limited to, those services concerned with employment, crime prevention, child care, health, drug abuse, education and fair housing counseling; provision of special economic development assistance; and assistance to Community-Based Development Organizations (CBDO's) for neighborhood revitalization, community economic development, energy conservation projects, homeownership assistance, fair housing, planning, and administrative costs, including actions to meet the grantee's certification to affirmatively further fair housing. Broad program categories for Small Cities CDBG eligible activities include: Housing, Public Services, Public Facilities, Economic Development, and Planning.

Any activity not listed in the HCD is ineligible to be assisted with Small Cities CDBG. For example, the following activities may not be assisted with Small Cities CDBG: construction, rehabilitation or operation of buildings for the general conduct of government (i.e. city hall), except for ADA improvements; general government expenses; political activities; new housing construction except under certain conditions or when carried out by a CBDO; and income payments.

Applications are selected based on their consistency with the state's most recently approved Consolidated Plan and the evaluation criteria outlined in the Action Plan. The evaluation criteria for the Connecticut Small Cities CDBG program are detailed in the Rating and Ranking Criteria set forth in Part IV of this Allocation Plan. Each state has discretion to choose not to fund an application that is determined to be infeasible.

C. Federal Allotment Process

A state's allotment is based on one of two formulas, whichever gives a larger allotment. Allocations are made on the basis of a two formula analysis that takes into account the following factors: population, poverty, overcrowded housing, age of housing, and growth lag.

Formula A - The average of the ratios between:

- The population of the non-entitlement areas in that state and the population of the non-entitlement areas of all states;
- The extent of poverty in the non-entitlement areas in that state and the extent of poverty in the non-entitlement areas of all states; and

- The extent of housing overcrowding in the non-entitlement areas in that state and the extent of housing overcrowding in the non-entitlement areas of all states.

Formula B - The average of the ratios between:

- The age of housing in the non-entitlement areas in that state and the age of housing in the non-entitlement areas of all states;
- The extent of poverty in the non-entitlement areas in that state and the extent of poverty in the non-entitlement areas of all states; and
- The population of the non-entitlement areas in that state and the population of the non-entitlement areas of all states.

In determining the average of the ratios referenced in Formula A above, the ratio involving the extent of poverty shall be counted twice and each of the other ratios shall be counted once. In determining the average of the ratios referenced in Formula B above; the ratio involving the age of housing shall be counted two and one-half times, the ratio involving the extent of poverty shall be counted one and one-half times, and the ratio involving population shall be counted once. The HUD Secretary shall, in order to compensate for the discrepancy between the total of the amounts to be allocated under 42 CFR 5306 and the total of the amounts available under 42 CFR 5306, make a pro rata reduction of each amount allocated to the non-entitlement areas in each state so that the non-entitlement areas in each state will receive an amount which represents the same percentage of the total amount available as the percentage which the non-entitlement areas of the same state would have received if the total amount available had equaled the total amount which was allocated.

D. Federal Funding

HUD funding for Connecticut's Small Cities CDBG Program for Federal Fiscal Year (FFY) 2017, which is first available for expenditure by the State on July 1, 2017 (i.e. State Fiscal Year (SFY) 2018) was recently announced; \$12,162,864. All funding awards are subject to subsequent congressional action, which could affect an increase, reduction or elimination of funding in the amount noted. Any changes in Connecticut's Small Cities CDBG Program funding allocations are a direct result of funding modifications to the CDBG program nationally.

E. Committed Funds and Proposed Allocations

FFY 15 (SFY 16) Refer to Table A, Column 1

- The federal Small Cities CDBG allocation for FFY 15 (SFY 16) was \$11,990,905;
- Administrative costs totaled \$459,727;
- There were no carry forward funds from FFY 14 (SFY 15) to FFY 15 (SFY 16);
- The total amount of Small Cites CDBG funds available to fund projects in FFY 15 (SFY 16) was \$11,994,526 (FFY 15 (SFY 16) allocation of \$11,990,905 minus administrative costs of \$459,727 plus reprogrammed funds from the previous year(s) of \$463,348).

FFY 16 (SFY 17) Refer to Table A, Column 2

- The federal Small Cities CDBG allocation for FFY 16 (SFY 17) was \$12,162,864;
- Administrative costs are anticipated to total \$464,886;
- There were no carry forward funds from FFY 15 (SFY 16) to FFY 16 (SFY 17);
- The total amount of Small Cites CDBG funds available to fund projects in FFY 16 (SFY 17) was \$12,655,847 (FFY 16 (SFY 17) allocation of \$12,162,864 minus administrative costs of \$464,886 plus reprogrammed funds from the previous year(s) of \$957,869).

FFY 17 (SFY 18) Refer to Table A, Column 3

- HUD's annual Small Cites CDBG allocation to Connecticut for FFY 17 (SFY 18) is unknown at this time. For budgeting purposes, we have anticipated funding to be the same as the current year funding, \$12,162,864;
- Administrative costs per HUD's formula is \$464,886;
- We do not anticipate any carry forward funds from the current year;
- The amount of reprogrammed funds available for reprogramming for FFY17 (SFY 18) is currently \$23,266. "Reprogrammed funds" are funds that are returned to DOH from grantees, including, for example: Small Cities CDBG funds returned to DOH by a non-performing grantee or a grantee that completed a project under budget, or program income generated by grantees. Program income is gross income received by a grantee that has been directly generated from the use of Small Cities CDBG funds (i.e. a grantee that sets up a revolving loan fund and receives payments of principal and interest on the loans made using CDBG funds).

Reprogrammed funds may also be reallocated during the program year based on demand and/or emergency situations;

- The total funds available to fund projects in FFY 17 (SFY 18), is anticipated to be \$11,721,244 (FFY 17 (SFY 18) allocation of \$12,162,864 minus administrative costs of \$464,886 plus the estimated amount of reprogrammed funds from the previous year of \$23,266); and
- DOH has committed to setting aside up to \$1,000,000 for activities specifically related to concrete testing associated with the crumbling foundation issue currently being explored in the eastern part of the state.
- The amount to be carried forward to FFY 17 (SFY 18) is estimated to be \$0 as all funds available during FFY 16 (SFY 17) are expected to be committed.

F. Proposed Allocation Changes From Last Year

DOH is proposing one substantial allocation change for FFY 17 (SFY 18). Based on the current issues associated with crumbling foundations in eastern Connecticut, DOH is committed to setting aside up to \$1,000,000 in funding to support low and moderate income households in testing the concrete in these areas. The intent of this set-aside is to assist in the data collection necessary to better identify the full scope of the problem.

After this set-aside and allowable administration costs including those for technical assistance are deducted, the remainder of the Small Cities CDBG funding will be available for projects/activities. Specific priorities as expressed through Rating and Ranking can be found in Section IV of this Allocation Plan.

Pursuant to state law, a legislative hearing on this Allocation Plan is required prior to the submission of the 2017-18 Action Plan to HUD. HUD then has 45 days to review and approve it. This Allocation Plan, once approved by the Legislature, will be incorporated into the 2017-18 Action Plan prior to submission to HUD.

G. Contingency Plan

This Allocation Plan has been prepared to reflect a Small Cities CDBG allocation for Connecticut FFY 17 (SFY 18) of \$12,162,864. However, these formula allocations have not yet been published by HUD, and there are indications that there may be significant cuts the CDBG Program when a federal budget is finally adopted. It is DOH's intention that any increase or decrease in funding will result in proportionate increases or decreases in administrative costs and funding available for program activity awards.

H. State Allocation Planning Process

DOH solicited public input in the development of this Allocation Plan, as well as the draft 2017-18 Action Plan. Citizen participation, including input from our State Agency partners, housing advocates and other concerned organizations, was solicited at two public hearings conducted by DOH: 1) March 7, 2017 at the Department of Housing, 505 Hudson Street, Hartford; and 2) March 8, 2017 at the New Haven Office of Legislative Services, 165 Church Street, New Haven. In addition, the public and our agency partners were encouraged to submit written comments with respect to the drafting of these Plans. A legal notice announcing the public hearing and request for public comment was published in three newspapers, including one in Spanish. The legal notice, excerpts of past Action Plans, and related documents were made available at the public hearings, as well as on the DOH website.

The chief elected officials of all 169 municipalities in the state received a Notice from DOH informing them of the public hearings and comment period. DOH also forwarded copies of the legal notices to its Community Partners. DOH submitted, via e-mail, a copy of this Allocation Plan to the members of the State Legislature's Appropriations Committee, Commerce Committee, Planning and Development Committee, and the Chairs of the Housing Committee. In accordance with Connecticut General Statutes Section 4-28b, the Joint Standing Committees of Connecticut's General Assembly, are afforded the opportunity to meet to review and approve this Allocation Plan.

I. Grant Provisions

The Small Cities CDBG Program requires the state to certify that:

- It is following a detailed citizen participation plan and that each funded unit of general local government is following a detailed citizen participation plan;
- It has consulted with affected units of general local government in the non-entitled areas in determining the method of distribution of funding, it engages or will engage in planning for community development activities, it will provide assistance to units of general local government, it will not refuse to distribute funds to any unit of general local government based on the particular eligible activity chosen by the unit of general local government, except that a state is not prevented from establishing priorities based on the activities selected;
- It has a Consolidated Plan that identifies community development and housing needs and short-term and long-term community development objectives;
- It will conduct its program in accordance with the Civil Rights Act of 1964 and the Fair Housing Act of 1988 and will affirmatively further fair housing;
- It will set forth a method of distribution that ensures that each of the funded activities will meet one or more of the three broad national objectives described in the “Major Use of Funds” section of this Plan and at least 70% of the amount expended for activities over a period of one, two, or three consecutive program years will benefit low-and moderate-income families;
- It will require units of general local government to certify that they are adapting and enforcing laws to prohibit the use of excessive force against nonviolent civil rights demonstrations, and they will enforce laws against barring entrance and exit from facilities that are the targets of nonviolent civil rights demonstrations in their jurisdiction; and
- It will comply with Title I of the HCD and all other applicable laws.

J. Matching Requirement

The state is required to pay from its own resources all administrative costs incurred by the state in carrying out its responsibilities under subpart 24 CFR 570.489(a)(1), except that the

state may use Small Cities CDBG funds to pay such costs in an amount not to exceed \$100,000 plus 50% of such costs in excess of \$100,000. States are, therefore, required to match such costs in excess of \$100,000 on a dollar for dollar basis. The amount of Small Cities CDBG funds used to pay such costs in excess of \$100,000 shall not exceed 2% of the aggregate of the state's annual grant.

See Table B for details on the anticipated breakdown of this requirement, but the total administrative costs for FFY 17 (SFY 18) from all sources will not exceed \$657,661.

K. Program Fund Limitations or Caps

The Small Cities CDBG regulations limit the amount of funding that can be used for public service activities. The limit is based on expenditures for a given year's allocation not to exceed 15%, plus program income. States and local governments cannot spend more than 20% of their Small Cities CDBG allocation (including the allocation for the subject period as well as program income received and funds reallocated during the subject period) on planning and administration activity. The 20% limit applies to each state's Small Cities CDBG Program as a whole and does not apply to each individual grant made to a unit of general local government.

Each state may use up to 1% of its annual allocation to provide technical assistance to local governments and nonprofit organizations, either directly or through contractors, to assist them in carrying out community development activities.

L. Federal Requirements

The following federal legal requirements also apply to the Small Cities CDBG program: Davis Bacon, National Environmental Policies Act (including 24 CFR Part 58 Environmental Review Procedures), Relocation Act, and Administrative Requirements of 2 CFR Part 200.

M. Application and Planning Requirement

The state's application process to HUD for Small Cities CDBG funding includes the submission of an annual Action Plan. The Action Plan updates the Consolidated Plan, a five-year planning document for Housing and Community Development that governs the state's administration of five formula-distribution federal grant programs (Small Cities CDBG, HOME, ESG, HOPWA and NHTF). Each Action Plan must contain an allocation plan by which the state will distribute its Small Cities CDBG funds. Following this legislative hearing, DOH will finalize the draft 2017-18 Action Plan which will be put out for additional public comment and input. Once this process has been completed, and any necessary revisions made, the final 2017-18 Action Plan will be submitted to HUD as part of DOH's application package. HUD's approval of the Action Plan is provided when the state receives its Funding Approval/Agreements (HUD Forms 7082) for the programs, which is anticipated within 45 days of submission to HUD, but not before July 1, 2017.

N. Administration of Program

For FFY 17 (SFY 18), DOH intends to continue to administer the Small Cities CDBG Program through a competitive application funding round for all activities except Urgent Need and Section 108. In the case of Urgent Need and Section 108, DOH will accept applications on a "first come first serve" basis, subject to the limitations detailed in this Allocation Plan.

Adequate advance notice of fund availability has been provided and DOH reserves the right to cease accepting applications at any time that all available funds have been committed. Based on funding availability and other considerations, DOH may limit the number of applications that can be submitted by a municipality in a funding round.

O. Small Cities Application Process

For Federal Fiscal Year 2016, the Small Cities Program has established a Competitive Round Application Process. Applications are due April 13, 2017 by 2:00 PM and will be rated and ranked according to DOH policy. The application steps are outlined below:

1. Application Workshop
 - a. Potential applicants attend and receive Application forms

2. Hold Public Hearing
 - 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.
 - c. Submit copies of notices along with newspaper Affidavit of Publication with application.
 - d. Submit copies of minutes of meeting with application.
3. Conduct an Environmental Review
 - a. Establish Environmental Review Record
 - b. Determine type of activity and environmental impact
 - c. Publish Request for Release of Funds
 - d. Request Release of Funds from DOH
4. Write Application
 - a. Select eligible activity
 - b. Determine National Objective
 - c. Prepare application
 - d. Submit to DOH
5. Rate and Rank (DOH)
 - a. DOH receives and reviews applications
 - b. Rate applications
 - c. Rank applications
6. Award (DOH)
 - a. Submit rating to Commissioner for award announcements by Governor
7. 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
 - e. AG office reviews signed contract documents
8. Construction Period
 - a. Grantees begin construction phase
9. Closeout
 - a. DOH conducts monitoring and closeout

DOH has established the following program eligibility and threshold requirement standards for applicants. These program eligibility and threshold requirement standards are applicable to all applicants and activities unless otherwise noted:

- Eligible Applicants - As defined by HUD program regulations;
- Eligible Activity - Only “activities”, as defined by HUD program regulations;
- National Objective - Each proposed activity must meet at least one national objective and must be fully supported within the application;
- Citizen Participation - Applicant must provide certification of compliance with citizen participation criteria;

- Consistency with the Consolidated Plan - Applicant must identify how the project is consistent with the goals and strategies of the Consolidated Plan;
- Fair Housing and Equal Opportunity Compliance - Applicant must submit a Fair Housing Action Plan that complies with DOH's guidelines/policies;
- Statement of Compliance - Applicant must be in compliance with all existing DOH agreements and cannot be in default under any CHFA or HUD-administered program; and
- Expenditure Rates – 2016 grants must be 10% expended, although requests for waivers will be reviewed on a case-by-case basis. 2015 grants must be 50% expended. 2014 grants must be 100% expended. Grants older than 2013 must have been closed out with a certificate by February 28, 2017.
- No more than 3 open grants are allowed per applicant.
- Open, unresolved monitoring findings will be considered as part of application review.
- Applicants will not be awarded funds if a grant was “terminated for cause” in the last 5 years.

During the application evaluation process, DOH conducts due diligence and evaluates all eligible applications using the evaluation criteria described below. Depending on the nature of the proposed activity, site inspections may be conducted by DOH staff. An evaluation of the site's feasibility is completed and considered as part of the application's final review.

The following categories of evaluation criteria are considered: 1.) Project Need, 2.) Applicant/Sponsor Capacity, 3.) Construction/Environmental, and 4.) Fair Housing.

Applications are rated and ranked in accordance with published criteria, which were made available for public comment prior to the current application period. The proposed Rating and Ranking criteria can be found in Part IV and attached as Exhibit 1.

Final application recommendations will be made to the Commissioner's Office, based on the overall quality of the application and compliance with threshold requirements and rating and ranking criteria. Applicants receive written notification after final decisions are made. To the extent feasible, unsuccessful applicants may be offered the option to have a debriefing meeting.

II. TABLES

TABLE #	TITLE	PAGE #
Table A	Summary of Appropriations and Committed Funds	15
Table A-1	List of Committed Funds for FFY 16 (SFY 17)	16
Table A-2	List of Contracted Projects for FFY15 (SFY16)	17
Table B	Program Expenditures for Administration	18

Table A: Summary of Appropriations and Committed Funds			
Small Cities CDBG Program	FFY 15 (SFY16) Actual	FFY 16 (SFY 17) Estimated	FFY 17 (SFY 18) Proposed
Uncommitted Balance Carried Forward from the previous year	\$0	\$0	\$0
Plus Reprogrammed Funds/Program Income	\$463,348	\$957,869	\$23,266
Plus Reprogrammed 1% TA Funds from the previous year	\$ 0	\$ 0	\$ 0
Reallocation Total	\$463,348	\$957,869	\$23,266
PLUS			
Annual Allocation	\$11,990,905	\$12,162,864	\$12,162,864
Minus Administrative Authorization	(\$459,727)	(\$464,886)	(\$464,886)
Net Allocation	\$11,531,178	\$11,697,978	\$11,697,978
EQUALS			
Total CDBG funding available for projects	\$11,994,526	\$12,655,847	\$11,721,244
MINUS			
Committed Funds	\$11,994,526	\$12,655,847	\$1,000,000¹
EQUALS			
Uncommitted Balance to be Carried Forward to the following year	\$ 0	\$ 0	

¹ Set-aside for concrete testing

Table A illustrates the following formulas:

- Reallocation Total + Net Allocation = Total CDBG funding available for projects;
- Total CDBG funding available for projects – Committed Funds = Uncommitted Balance to be Carried Forward; and

Descriptions for the information in Table A includes:

- Uncommitted Balance Carried Forward from the previous year = funding that was available in the previous fiscal year but not committed.
- Reprogrammed/Program Income = funding that was returned to DOH from grantees and available for reprogramming;
- Reallocation Total = total funding that is available for reallocation from uncommitted balance carried forward and recaptured funds;
- Net Allocation = annual allocation funding available after administrative cost subtracted;
- Total CDBG funding available for projects = amount of funding that can be made available for projects;
- Committed Funds = funds that are committed to projects and are out of the funding pool permanently; and
- Uncommitted Balance to be Carried Forward to the following year = funding that remains after funding committed to projects is subtracted.

Table A-1 is a list of the projects that received Small Cities CDBG funds in the current year FFY 16 (SFY17).

Table A-1: List of Committed Funds for FFY 16 (SFY 17)		
Municipality	Project Description	Investment
Ansonia	Housing Rehab Program	\$400,000
Ashford	Food Program	\$ 56,847
Cheshire	Housing Rehab Program	\$400,000
Colchester	Dublin Village ADA & Capital Improvements	\$800,000
Durham	Mauro Meadows Housing Complex	\$700,000
East Granby	Roofing Site and Energy Improvements at Metacomet Village	\$800,000
East Windsor	ADA, Fire Safety & Emergency Imp. at Park Hill Elderly Housing	\$599,000
Ellington	Regional Housing Rehabilitation Loan Program	\$450,000
Granby	Improvements at Salmon Brook Apts. Sr. Housing Complex	\$800,000
Groton	Pequot Village 1 and II Elderly Housing Renovations	\$800,000
Hampton	Regional Housing Rehab Program	\$450,000
Killingly	Maple Court Congregate Rehabilitation Project	\$800,000
Rocky Hill	Harold J. Murphy Senior Housing Improvements	\$800,000
Seymour	Housing Rehab Program	\$400,000
Shelton	Helen Devaux Housing Complex Public Housing Modernization	\$800,000
Southbury	Housing Rehab Program	\$400,000
Sprague	River Street Reconstruction – 1 st and 2 nd Avenue	\$500,000
Trumbull	Stern Village Senior Housing Complex	\$800,000
Voluntown	Greenwood Manor Public Housing Modernization	\$700,000
Wallingford	McGuire Court Improvement Project	\$800,000
Woodbury	Housing Rehab Program	\$400,000
Total		\$12,655,847

Source: DOH

Table A-2 is a list of projects that received Small Cities CDBG funds in FFY 15 (SFY 16) and are currently underway.

Table A-2: List of Contracted Activities and Funds for FFY 15 (SFY 16)		
Town	Project Description	Amount Funded
Ansonia	Housing Rehabilitation	\$ 400,000
Bethel	Reynolds Ridge Senior Housing	\$ 800,000
East Haddam	Renovation at Oak Grove Sr. Housing – Phase 2	\$ 800,000
Essex	Essex Court	\$ 635,000
Hampton	Regional Housing Rehabilitation	\$ 450,000
Jewett City	Ashland Manor Senior Housing	\$ 800,000
Killingly	Housing Rehabilitation	\$ 400,000
Lebanon	Housing Rehabilitation	\$ 400,000
Ledyard	Housing Rehabilitation	\$ 400,000
Lisbon	Housing Rehabilitation	\$ 400,000
Litchfield	Bantam Falls Elderly Housing	\$ 800,000
Montville	Housing Rehabilitation	\$ 400,000
Plainville	Housing Rehabilitation	\$ 400,000
Simsbury	Virginia Connelly Residence & Dr. Owen L. Murphy Apts	\$ 775,580
Southbury	Housing Rehabilitation	\$ 400,000
Southington	Housing Rehabilitation	\$ 400,000
Stonington	Edythe K. Richmond Senior Housing Complex	\$ 800,000
Thompson	Gladys Green/Pineview Court Senior Housing	\$ 800,000
Torrington	Housing Rehabilitation	\$ 400,000
Wethersfield	James Devlin Senior Housing Renovation	\$ 633,946
Wolcott	Housing Rehabilitation	\$ 300,000
Woodstock	Housing Rehabilitation	\$ 400,000
Total		\$11,994,526

Source: DOH

Table B: Program Expenditures for Administration			
Small Cities CDBG Program	FFY 15 (SFY16) Actual Expenditures	FFY 16 (SFY 17) Estimated Expenditures	FFY 17 (SFY 18) Proposed Expenditures
State Admin.	\$347,721	\$504,184	\$650,187
Technical Assistance	<u>\$286,622</u>	<u>365,913</u>	<u>438,241</u>
Administrative Balance carried forward from the previous year	\$634,343	\$870,097	\$1,088,428
Annual Allocation Funding allowed for State Admin.	\$339,818	\$343,257	\$343,257
			Note 2
General Fund Subsidy	\$239,818	\$243,257	\$243,257
Technical Assistance	\$119,909	\$121,628	\$121,628
			Note 2
Total Available for Administrative Cost	\$1,333,888	\$1,578,239	\$1,796,570
Administrative Costs:			
Personnel	\$231,514	\$239,184 Note 1	\$363,635 Note 3
Personnel TA	\$23,527	\$23,527	\$0
Fringe Benefits	\$176,075	\$175,337 Note 1	\$256,236 Note 3
Fringe Benefits TA	\$15,773	\$15,773	\$0
Other Expenses	\$15,585	\$25,990	\$27,290
Other Expenses TA	\$1,318	\$10,000	\$10,500
Equipment	\$0	\$0	\$0
Total Administrative Cost/ Committed Funds	\$463,791	\$489,811	\$657,661
Administrative Balance to be carried forward to the following year	\$870,097	\$1,088,428	\$1,138,909

Note 1:

FFY 16 Personnel Costs based on staff (2 positions plus 2.2 vacant).

Note 2:

FFY 17 allocation estimated @ FFY 16

Note 3:

FFY 17 Personnel Costs based on 4.2 positions)

Table B illustrates the following formulas:

- Administrative Balance carried forward + Annual Allocation Funding allowed for State Admin. + General Fund Subsidy + Technical Assistance = Total Available for Administration Costs; and
- Total Available for Administration Cost - Total Administrative Cost/Committed Funds = Administrative Balance to be Carried Forward.

Descriptions for the information in Table B includes:

- Administrative Balance to be Carried Forward to the following year: administrative funding left over from previous year, which is carried forward;
- Annual Allocation Funding allowed for State Administration: includes \$100,000 plus 2% of the state's annual allocation;
- General Fund Subsidy: subsidy provided to the Small Cities CDBG Program;
- Technical Assistance: up to 1% of the state's annual allocation can be used for technical assistance;
- Total Available for Administrative Costs: all funding added together that is available for administrative costs;
- Total Administrative Costs/Committed Funds: amount of all costs associated with administering the program; and
- Administrative Balance to be carried forward to following year: balance of funding that remains after administrative cost/expenditures are subtracted from the total amount of funding available for administrative costs. These funds can only be carried forward for administrative costs.

III. ALLOCATIONS BY PROGRAM CATEGORY

CDBG National Objectives:

- *I Benefit low and moderate-income families*
- *II Prevent or eliminate slums or blight*
- *III Meet other urgent community development needs*

List of Block Grant Funded Programs – FFY15 and FFY 16 Estimated Expenditures		
Title of Major Program Category Small Cities CDBG Program	FFY 15 Estimated Expenditures	FFY 16 Proposed Expenditures (with carry over funds)
Benefit low and moderate-income families	\$12,031,080	\$12,655,847
Prevent or eliminate slums or blight	-	-
Meet other urgent community development needs	-	-
TOTAL	\$12,031,080	\$12,655,847

IV. EXHIBIT 1 – RATING AND RANKING CRITERIA

The rating and ranking criteria can be found at the DOH website at [2017 CDBG RATING and RANKING](#)

In addition, an application workshop was held for potential applicants on January 23, 2017, at which time additional comments and questions were solicited with regard to these criteria and other program related issues.