



CITY OF HARTFORD

OFFICIAL INSTRUCTIONS

Community Development Block Grant (CDBG)

Application for Program Year 52 (FY26-27)

Released: January 26, 2026

Submission Deadline: February 27, 2026, at 11:59 PM EST

INTRODUCTION

The City of Hartford is designated as an Entitlement Community by the U.S. Department of Housing and Urban Development (HUD) and is allocated grant funds on an annual basis to meet the needs of the low-to-moderate income individuals through the Community Development Block Grant (CDBG), Emergency Solutions Grant (ESG), HOME Investment Partnerships Program (HOME), and the Housing Opportunities for People with AIDS (HOPWA) Program. Under the City's 2026-2027 CDBG program application process, eligible entities are invited to submit applications for Community Development Block Grant (CDBG) funding to carry out community development activities for the period July 1, 2026-June 30, 2027.

ELIGIBILITY

Eligible entities:

- Community-based agencies that serve low- and moderate-income Hartford residents.
- Proof of 501(c)(3) designation from the IRS at the time of application
- Incorporated with the Secretary of State
- **Possess a SAM UEI at the time of application.**

Applications are initially screened for compliance with the HUD National Objective of *benefiting low- and moderate income-persons* and containing an *eligible activity*.

- *Eligible activities* include, but are not limited to workforce development, youth or senior activities, job creation or retention activities, business, and microenterprise assistance.
- *Ineligible activities* include, but are not limited to purchase of equipment, operating and maintenance expenses, political activities, lobbying and income payments.

PUBLIC HEARING/TECHNICAL ASSISTANCE SESSIONS

The Office of Central Grants Administration will conduct a virtual Public Hearing/Technical Assistance Session to give an overview of the program, provide program application assistance and answer any questions about the applications and priorities. While attendance at the session is not mandatory, it is **strongly recommended**, as the application has been updated.

TA Session

Tuesday, February 10, 2025

12:30 pm

Zoom Virtual Meeting Registration: <https://shorturl.at/poJuO>

Following registration you will receive a link to join the meeting.

COMPLETING THE APPLICATION

- All applications must be completed online through OpenForms and submitted by 11:59 pm Friday, February 27, 2026, EST.
- **Every question must be answered**; you will not be able to advance if a question is blank. Some areas require numbers, others require text. Text boxes have character limits, which include **both text and spaces**. Some number boxes have drop down arrows for selecting the #.
- **Section 8:** Use this section to expand upon answers or when directed to use this section. When writing your explanations, please reference the section for each section.
- Applicants are asked to upload **documents (see below)**. Note also that four of the Required Documents listed as Required Documents #1-4 on the application, **can be downloaded on the Central Grants website**. These forms should be printed, signed, and uploaded into the application individually where requested. Signatures are required on the EEO Report, Grantee Certification, Maintenance of Insurance Certification, and Tax/Financial Certification and Declaration of Delinquencies forms.

REQUIRED Documents	Upload to Application?	On Website?
1: City of Hartford Grantee Certification and Official Application Signature (<u>signed and dated</u>)	Yes	Yes
2: City of Hartford Tax/Financial Certification and Declaration of Delinquencies (<u>signed and dated</u>)	Yes	Yes
3: City of Hartford Maintenance of Insurance Certification (<u>signed and dated</u>)	Yes	Yes
4: City of Hartford EEO Report (<u>signed and dated</u>)	Yes	Yes
5: Organization's Board of Director's List (<i>current as of application date</i>)	Yes	No
6: Organization's 501(c)(3) designation from IRS	Yes	No
7: Organization's proof of incorporation from the CT Secretary of State	Yes	No
8: Organization's single audit report for most recent fiscal year OR Organization's financial statement for the most recent fiscal year (ending 12/31/23 or 6/30/24)	Yes	No
9: Program Staff Resumes	Yes	No

- **The total score obtainable is 100 points.** The point totals for each numbered section, and the subtotals for each subsection, **are below**. Unscored sections are **required for the application to be considered complete**. The table below summarizes the points available for each completed section and subsection.

SECTION	POINTS
1: Organization Contact Information	Unscored
2: About Your Organization	3 points
3: Alignment with HUD Consolidated Plan	2 points
4: About Your Program	25 points
5: Organizational Capacity	15 points
6: Measuring Compliance and Performance	20 points
7: Project Scope of Work and Budget	35 points
8: Questions Left Unanswered	Unscored
9: File Upload and Checklist	Unscored
10: Acknowledgement & Electronic Signature	Unscored
TOTAL	100

- The application is submitted electronically through the platform. For your records, you should download your own copy as a PDF.
- **Technical assistance will be available until February 27, 2026**, from Central Grants by emailing Ronnie Vazquez Ronnie.Vazquez@hartford.gov or Angelique Croasdale Angelique.Croasdale@hartford.gov
- Please note that on **February 27, 2026**, emailed questions may not be answered promptly due to the high volume of requests.

APPLICATION PROCESS AND SUBMISSION INSTRUCTIONS

- Review the instructions in the application with care. Each section of the application must be completed as instructed. Missing information will prevent you from continuing to the next screen. Do not leave any applicable questions blank, and do not omit any required authorized signatures.
- Applications must be submitted **through the OPENFORMS website**. Prior year forms, or hand-written applications, will not be accepted.
- If you will be filling out the application in stages, or if you leave the application idle for an extended period, use the **Save button** located at the bottom of each screen. A pop-up screen will appear letting you know the application has been saved and a link will be provided that you can copy or have emailed that will return you to the unfinished application.
- If you do not complete the application in one sitting, you may receive notifications that your application is incomplete. This is to prevent applicants from inadvertently not submitting their submission.

- Once you are satisfied with your application, click SUBMIT. Your application, along with all required attachments, will be transmitted to Central Grants.
- Your submission will be received electronically. No hard copies are needed,
- Central Grants Administration staff will not pre-review electronic submissions and submissions are final.
- Applications received after the deadline will not be accepted.

MISCELLANEOUS REQUIREMENTS AND PROCEDURES

- Budget justification must fully account for the sums requested.
- The Board of Directors list must be current as of the application date.
- Audit reports or financial statements must reflect the applying organization's most recently complete fiscal year.
- **Applicants are required to complete Part 1 of the Tax/Financial Certification and Declaration of Delinquencies.** You **do not** need to visit the Tax Division or Revenue Collection Division at City Hall.

POST-APPLICATION SUBMISSION PROCEDURES

- Staff of the Office of Central Grants Administration will screen all applications to ensure eligibility.
- The electronic application and uploaded documents will be stored in a secure OneDrive location and shared with Office of Central Grants Administration staff, reviewers, and the Court of Common Council.
- The Tax/Financial Certifications and Declaration of Delinquencies form will be delivered to the Tax Division, and then to the Revenue Collection Division, for analysis; their results will be recorded in Parts 2 and 3 of the form.
- The Office of Central Grants Administration will review financial and other submissions received with the applications.
- Digital copies of applications will be prepared for review and shared in advance of meetings.
- Reviewers will read and score the applications. Grants Administration staff will record and calculate the composite scores for each application. We anticipate completion by the end of March-early April.
- Application summaries and evaluations are compiled for review by the Mayor's Office.
- The mayor will consider relevant data and guidance to determine recommendations for funding.
- Recommendations are submitted to the Court of Common Council (City Council) for final review. Once completed, as required by HUD, newspapers of record will publish the location of recommended amounts. It is anticipated this public notice will take place sometime in April.
- Two public hearings will be scheduled in May.
 1. The Court of Common Council will hold a public hearing to receive public comment on the proposed allocations of funding. The time of the hearing will be determined in Court of Common Council discretion.
 2. The Central Grants Administration will conduct a public hearing to solicit comments from the public regarding the allocations.

- After consideration according to its rules and procedures, the Court of Common Council will issue a resolution authorizing funding allocation. It is anticipated that the resolution will be issued mid-May. The resolution will be posted to the website of the Office of Central Grants Administration and will indicate those applicants receiving funding, and amounts.
- The Office of Central Grants Administration will incorporate the results of the Council resolution into an Annual Plan for Fiscal Year 2026-27, which will be submitted to HUD for approval before June 30, 2026.
- HUD will issue the results of its review of the Annual Plan within 60 days of its acceptance of delivery to the HUD Field Office. HUD commentary on the Annual Plan is anticipated to take place no later than early September.
- After the Annual Plan is approved, HUD will issue a contract to the City of Hartford officially awarding the CDBG funding. While this may not take place until October, funded activities, may begin July 1, the first day of the fiscal year, and applicants who have been approved for funding will be able to draw down funds in reimbursement of the approved costs of those activities, under the terms of their contracts for the fiscal year once those contracts have been fully executed and the Federal funds made available to the City of Hartford.
- All CDBG funds are payable in reimbursement of actual costs expended in the provision of services, in accordance with all applicable Federal law, and **will not be advanced**.