



**City of Hartford HUD Programs:
Community Development Block Grants (CDBG),
Housing Opportunities for persons with HIV/AIDS
(HOPWA) Emergency Solutions Grant (ESG)**

**PUBLIC HEARING & TECHNICAL ASSISTANCE SESSION
FISCAL YEAR 2024-2025**

Session # 1

VIRTUAL ZOOM

WEDNESDAY, JANUARY 24, 2024 - 2:30 PM

Session # 2

VIRTUAL ZOOM

WEDNESDAY, JANUARY 24, 2024 - 5:30 PM

Agenda

- Welcome & Introductions
- New this year?
- HUD Funding Overview
- Applicants/Eligible Entities
- 2024-25 CDBG, HOPWA & ESG Applications
- Program Operation – Required Forms
- Questions

New this Year

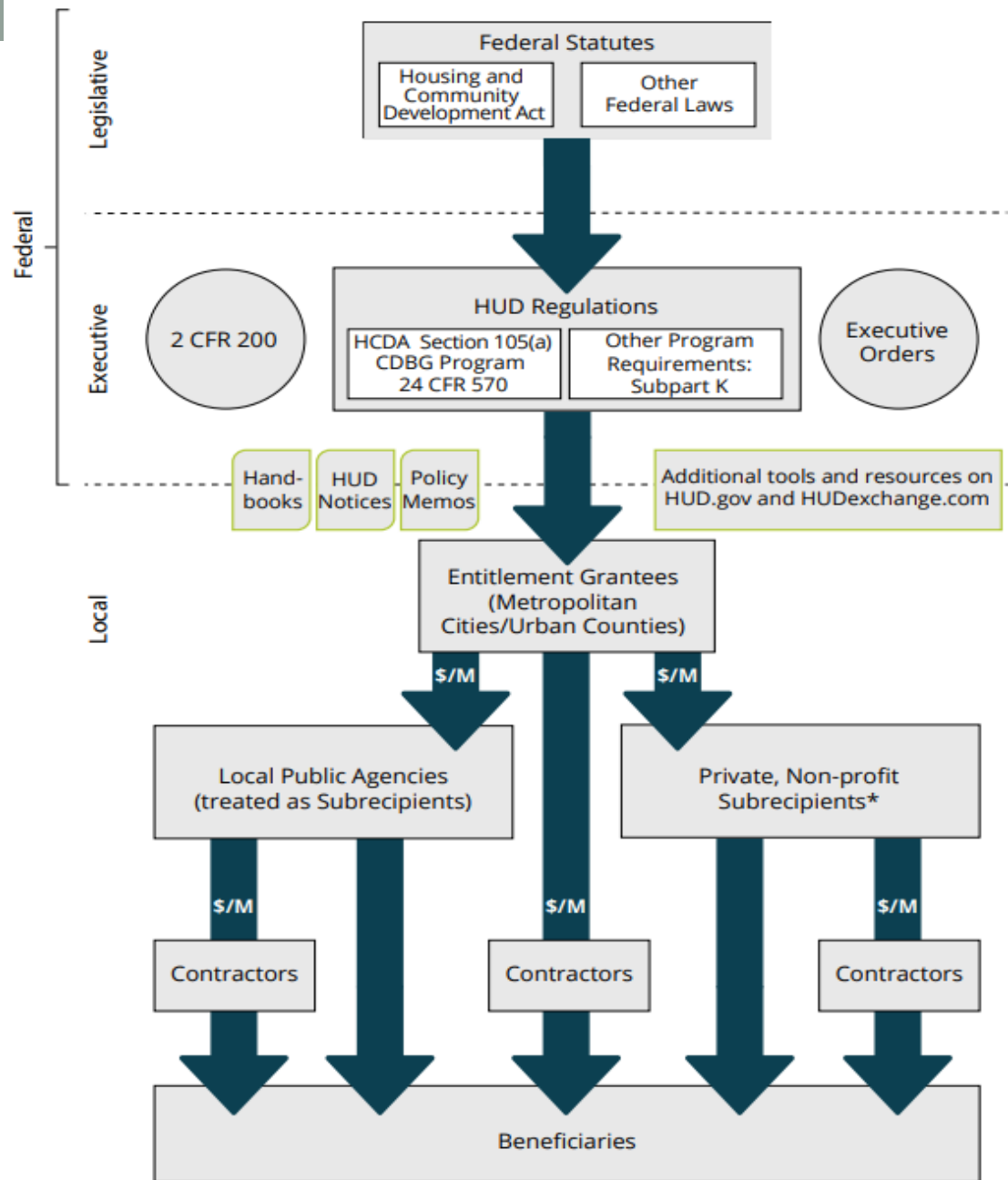
- ***All*** programs use OPENFORMS found on the City's website and accessed with a link.
- Some question formats have changed but the information requested is the same as last year.
- You can now save and return to incomplete applications
- Some reporting forms have changed to increase accuracy of data collection and efficiency.

HUD Funding Overview

The City of Hartford is funded annually by the U.S. Department of Housing and Urban Development (HUD) to support its mission to strengthen Hartford and its residents. The City seeks applications from local agencies who provide critical services and programs. Using a competitive process successful applications are funded for the most needed, effective, and compliant programs.

- Community Development Block Grant - CDBG
- Housing Opportunities for Persons Living with AIDS - HOPWA
- Emergency Solutions Grant - ESG
- Home Investment Partnerships Program - HOME

HUD PROGRAMS REGULATORY FRAMEWORK



\$=Funds provided. M=Monitoring required.

* Includes 24 CFR 570.204(c)(2) for-profit CBDOS.

U.S. Department of Housing and Urban Development
Office of Community Planning and Development
Community Development Block Grant (CDBG) Program



PLAYING BY THE RULES

A HANDBOOK FOR SUBRECIPIENTS ON ADMINISTRATIVE SYSTEMS



https://www.ecfr.gov/



Code of Federal Regulations

A point in time eCFR system



ii Title 24

Displaying title 24, up to date as of 1/18/2024. Title 24 was last amended 1/01/2024. [view historical versions](#)

Enter a search term or CFR reference (eg. fishing or 1 CFR 1.1)



[Title 24](#) / [Subtitle B](#) / [Chapter V](#) / [Subchapter C](#)

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ECFR CONTENT

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▼ Title 24 Housing and Urban Development	Part / Section
▼ Subtitle B Regulations Relating to Housing and Urban Development	100 – 4199
▼ Chapter V Office of Assistant Secretary for Community Planning and Development, Department of Housing and Urban Development	500 – 599
▼ Subchapter C Community Facilities	570 – 599
▶ Part 570 Community Development Block Grants	570.1 – 570.913
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▼ Part 582 Shelter Plus Care	582.1 – 582.410

Community Development Block Grant (CDBG)

CDBG Entitlement Program annual grants to local governments principally for low-and moderate-income persons to address community development needs:

- Decent, affordable housing by revitalizing neighborhoods
- Viable urban development through expansion and improvement of quality community services
- Economic development by expanding and retaining businesses and creating and retaining jobs

[U.S.C. Title 42 - THE PUBLIC HEALTH AND WELFARE \(govinfo.gov\)](#)

[eCFR :: 24 CFR Part 570 -- Community Development Block Grants](#)

Housing Opportunities for Persons with AIDS (HOPWA)

The HOPWA program provides housing assistance and related supportive services for low-income persons living with HIV/AIDS and their families. The application is on the website and regulations are referenced. [eCFR :: 24 CFR Part 574 -- Housing Opportunities for Persons with AIDS](#)

Emergency Solutions Grant (ESG)

The ESG program assists individuals and families to quickly regain stability in permanent housing after experiencing a housing crisis or homelessness. The application is on the website and regulations are referenced [eCFR :: 24 CFR Part 576 -- Emergency Solutions Grants Program](#).

Home Investment Partnerships Program (HOME)

HOME funds a wide range of activities and provides incentives to for-profit and nonprofit developers to build, buy, and/or rehabilitate affordable housing for rent or homeownership to low-income people. These funds are managed by the Housing Division of the City's Department of Development Services. [eCFR :: 24 CFR Part 92 -- Home Investment Partnerships Program](#)

Eligible Applicants: Basic Criteria

- Community-based organizations serving low- and moderate-income Hartford residents
- Have a 501(c)(3) designation from the IRS at the time of application
- Incorporated with the Secretary of State
- Have a SAM UEI at the time of application (sam.gov). DUNS # are no longer accepted.

CDBG Application Process

Section 1 Organization Contact Information

[SAM.gov | Home](https://sam.gov)

- The Federal Government is no longer using DUNS #.
- SAM, is an alternative - Unique Entity Identifiers (UEI). Your organization should register. It is not required this year.
- Use N/A for fields that don't apply like if you don't have a website



You have reached SAM.gov, an official website of the U.S. government. There is no cost to use this site.

The unique entity identifier used in SAM.gov has changed.

On **April 4, 2022**, the unique entity identifier used across the federal government changed from the DUNS Number to the Unique Entity ID (generated by SAM.gov).

- The Unique Entity ID is a 12-character alphanumeric ID assigned to an entity by SAM.gov.
- As part of this transition, the DUNS Number has been removed from SAM.gov.
- Entity registration, searching, and data entry in SAM.gov now require use of the new Unique Entity ID.
- Existing registered entities can find their Unique Entity ID by following the steps [here](#).
- New entities can get their Unique Entity ID at SAM.gov and, if required, complete an entity registration.

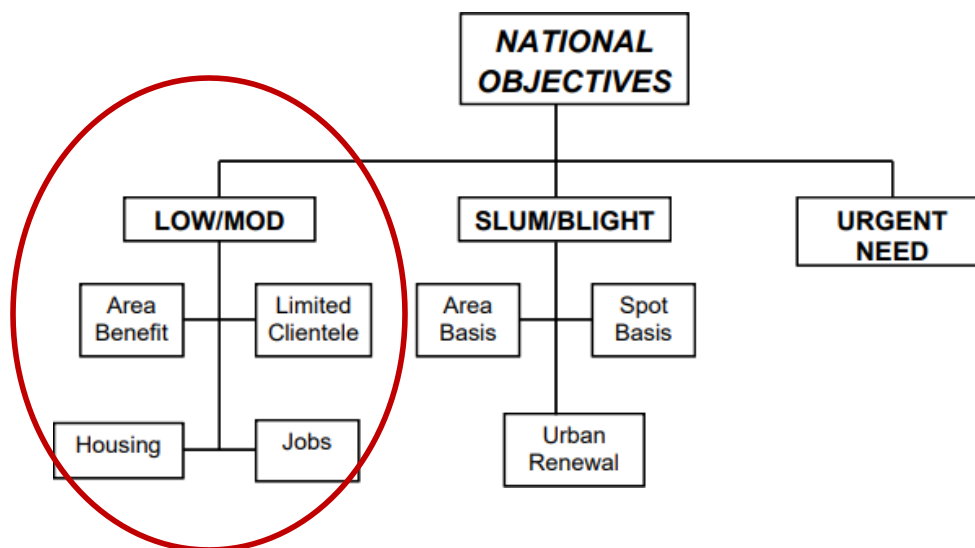
[I manage an entity. What do I need to do?](#)

For more information about this transition, visit [SAM.gov](https://sam.gov) or the Federal Service Desk, [FSD.gov](https://fso.dhs.gov). You can search for help at [FSD](https://fso.dhs.gov) any time or request help from an FSD agent Monday–Friday 8 a.m. to 8 p.m. ET.

Eligibility Criteria: Meets a National Objective

The proposed project:

- Meets a HUD National Objective included in Hartford's current Consolidated Plan (FY2020-25)*



- Serves Hartford's High Priority Community Development Needs and Goals

• [* Federal Grants – City of Hartford \(hartfordct.gov\)](http://hartfordct.gov).

CDBG: National Objectives

Applications are initially reviewed to **screen out any that do not fulfill** the HUD National Objective(s) of:

- Benefits **low- and moderate-income residents of Hartford**
- Includes an **eligible activity**.

CDBG: Categories for Low-Mod Income Beneficiaries

- **Low/Mod Income Area Benefit Activity (LMA)**
 - benefits open to all the residents in a particular geographical area
 - > 51% of the residents are low- and moderate-income persons (using HUD income guidelines for low- and moderate-incomes by household size).
- **Low/Mod Income Limited Clientele Activity (LMC)**
 - benefits a limited clientele,
 - > 51% are low- and moderate-income persons.
 - presumed to be principally low- and moderate-income (e.g abused children; elderly persons; illiterate adults; and migrant farm workers)
- **Low/Mod Income Job Creation or Retention Activity (LMJ)**
 - designed to create or retain permanent jobs,
 - > 51% of jobs (FTJE) employ/turnover to low- and moderate-income persons.
 - If job is in 20% poverty census track- it is presumed to be low Income

CDBG: Eligible vs. Ineligible Activities

Eligible activities vary depending on the category of national objective and the corresponding matrix code.

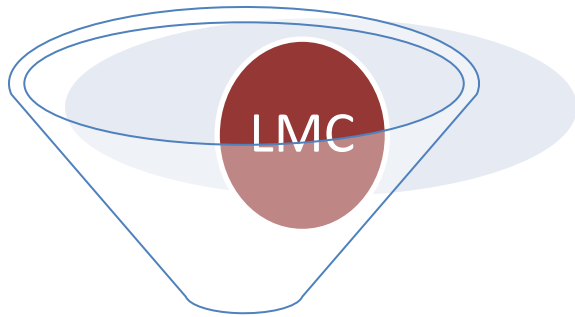
Ineligible activities include, but are not limited to: purchase of equipment, operating and maintenance expenses (i.e there are no unrestricted CDBG funds), political activities, lobbying, insurance costs, and income payments.

CDBG Matrix Coding

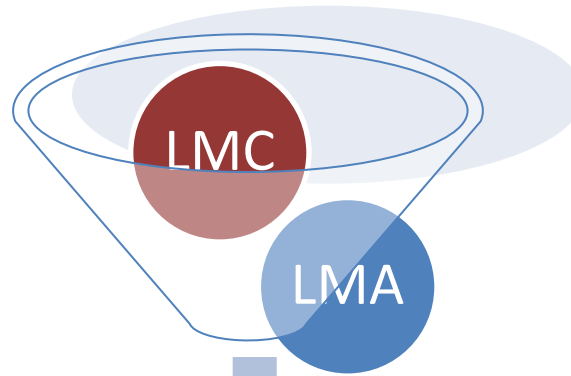
1. Each project receives a code that defines the funded activity.
2. Not all activities are appropriate for certain National Objectives
3. Depending on the combination of the matrix code and National objective, HUD requires certain information be collected

Code	Definition
05F	Substance Abuse Services Substance abuse recovery programs and substance abuse prevention/education activities. If the services are provided for a specific client group, the matrix code for that client group may be used instead. For example, substance abuse services that target teenagers may be coded either 05D or 05F.
05G	Services for Battered and Abused Spouses Services for battered and abused spouses and their families. <i>For services limited to abused and neglected children, use 05N.</i>
05H	Employment Training Assistance to increase self-sufficiency, including literacy, independent living skills, and job training. <i>For activities providing training for permanent jobs with specific businesses, use 18A.</i>
05I	Crime Awareness/Prevention Promotion of crime awareness and prevention, including crime prevention education programs and paying for security guards.
05J	Fair Housing Activities (subject to Public Services cap) Fair housing services (e.g. counseling on housing discrimination) that meet a national objective. <i>For fair housing services activities carried out as part of general program administration (and thus not required to meet a national objective), use 21D.</i>
05K	Tenant/Landlord Counseling Counseling to help prevent or settle disputes between tenants and landlords.
05L	Child Care Services Services that will benefit children (generally under age 13), including parenting skills classes. <i>For services exclusively for abused and neglected children, use 05N.</i>
05M	Health Services Services addressing the physical health needs of residents of the community. <i>For mental health services, use 05O.</i>
05N	Services for Abused and Neglected Children Daycare and other services exclusively for abused and neglected children.
05O	Mental Health Services Services addressing the mental health needs of residents of the community.
05P	Screening for Lead Poisoning Activities undertaken primarily to provide screening for lead poisoning. <i>For lead poisoning testing/abatement activities, use 14I.</i>

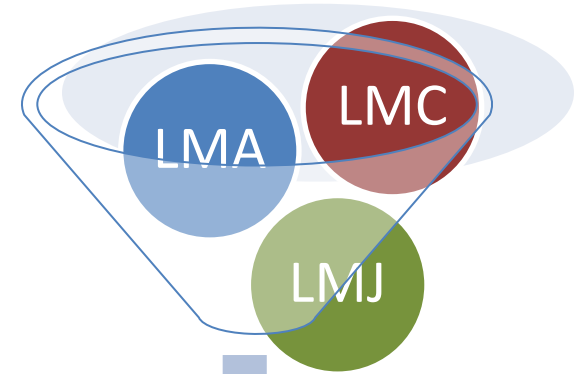
National Objectives possible for CDBG activities



Childcare Services
Sexual Assault Services



Mental Health Services
Employment Training



Microenterprise Assist
Economic Development TA

CDBG, HOPWA, ESG Application Overview:

- In addition to CDBG, HOPWA and ESG applications were revamped now completely on-line with uploadable attachments
- All application materials including instructions are available at: [Central Grants Administration – City of Hartford \(hartfordct.gov\)](http://hartfordct.gov) within **FY24-25**

CDBG - ESG- HOPWA Application Process

- Please review the application in advance of the submission deadline. A PDF of the application (**Sample Application**) is available on the website above under “support for the applications”
- Required forms are available in the application section. Most are fillable and can be uploaded into the application when requested. The budget template is accessed from within the application or in the application section.

CDBG Application Overview: Accessing the Application

The screenshot shows the Central Grants Administration website. At the top, there is a header with the title "Central Grants Administration" and a banner image of a file folder labeled "Grants". Below the banner, there is a "Welcome to Central Grants" section with introductory text. To the right, there is a "Contact Us" sidebar with phone, fax, email, and location information. Below the welcome text, there is a "Department Head" section for Sheryl Horowitz PhD. A navigation menu on the right side includes "Federal Grants - CDBG, ESG, HOPWA" (circled in red) and "Neighborhood Assistance Act (NAA) Tax Credit Program". At the bottom, there is a "Public Notice Year 3 Annual Action Plan" section, a "HUD Forms" section, and a "FY24-25 CDBG - ESG- HOPWA Application Process" section (circled in red). The application process section contains text about the application period and instructions.

Central Grants Administration

Grants

Welcome to Central Grants

Central Grants facilitates delivery of services by other City departments, and by nonprofit organizations. We do not provide grants to individuals.

We are also responsible for administering the CDBG, HOPWA, and ESG programs, and enabling citizen participation in those programs.

Nonprofit applicants for NAA also will find State guidelines and program news here.

Department Head

Sheryl Horowitz PhD

Director
Office of Central Grants Administration and Strategic Partnerships
sheryl.horowitz@hartford.gov
860-757-9276 (office)

Contact Us

Phone
[860-757-9276](tel:860-757-9276)

Fax
860-722-6061

Email
Sheryl.Horowitz@hartford.gov

Location
City Hall
550 Main Street
Hartford
06103
[View Map](#)

Federal Grants - CDBG, ESG, HOPWA

[Federal Grants](#)

Neighborhood Assistance Act (NAA) Tax Credit Program

[2023 NAA Program Information](#)

Public Notice Year 3 Annual Action Plan

HUD Forms

FY24-25 CDBG - ESG- HOPWA Application Process

The City of Hartford has initiated the application period for Fiscal Year July 1, 2024 - June 30, 2025 Community Development Block Grant (CDBG), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grants (ESG) funds.

Applications are available starting on Saturday, January 13, 2024, on the Central Grants website. Written instructions for the application, the online application and all necessary forms, are available below.

All applications are submitted through OPENFORMS by clicking on the links below. Completed applications are accessible to the Central Grants Office through the platform, so no emailing is necessary. We recommend; however, that you download a copy of the completed application for your records. Applications must be submitted on the platform no later than 11:59 PM on Wednesday, February 14, 2024.

- Location of Application Materials on Website

Other HUD information

The City of Hartford has initiated the application period for Fiscal Year July 1, 2024 - June 30, 2025 Community Development Block Grant (CDBG), Housing Opportunities for Persons with AIDS (HOPWA), and Emergency Solutions Grants (ESG) funds.

Applications are available starting on Saturday, January 13, 2024, on the Central Grants website. Written instructions for the application, the on-line application and all necessary forms, are available below.

All applications are submitted through OPENFORMS by clicking on the links below. Completed applications are accessible to the Central Grants Office through the platform, so no emailing is necessary. We recommend; however, that you download a copy of the completed application for your records. Applications must be submitted on the platform no later than 11:59 PM on Wednesday, February 14, 2024.

Central Grants staff will hold two public hearing/technical assistance sessions with an overview of program and regulatory requirements for HUD funding. Attendance at one of the following sessions is strongly suggested:

Session #1

Wed., January 24, 2024

2:30PM

[Click Here for Signup and Link](#)

Session #2

Wed., January 24, 2024

5:30PM

[Click Here for Signup and Link](#)

Each meeting will be hosted virtually. Please use the links above to sign up and receive a link to attend through email:

Please use the links below to access the FY2024-25 CDBG, HOPWA, and ESG applications:

- [CDBG FY2024-2025 Online Application](#)
- [HOPWA FY2024-2025 Online Application](#)
- [ESG FY2024-2025 Online Application](#)

Support for the Applications above

[CDBG FY2024-2025 Instructions](#) (DOCX, 123KB)

CDBG FY2024-2025 TA session Slides

Forms for Upload to Applications

[CDBG Application Budget](#) (XLSX, 24KB)

[ESG Application Budget](#) (XLSX, 19KB)

[HOPWA Application Budget](#) (XLSX, 19KB)

[COH Grantee Certification and Official Application Signature](#) (PDF, 167KB)

[COH Tax/Financial Certification](#) (PDF, 188KB)

[COH Maintenance of Insurance Certification](#) (PDF, 195KB)

CDBG Application Overview: Accessing the Application

- Hyperlinks for the online application and other necessary documents

1. First 3 links are the applications for CDBG, HOPWA and ESG

2. The instructions

3. Budgets downloaded here or in the application

4. Fillable forms for upload when requested.

CDBG Application

- **Section 1:** Organization Contact Information
- **Section 2:** About Your Organization
- **Section 3:** Alignment to HUD National Objectives
- **Section 4:** About Your Program/Activity
- **Section 5:** Organizational Capacity
- **Section 6:** Measuring Results
- **Section 7:** Program Request and Budget
- **Section 8:** Unanswered Questions
- **Section 9:** File Upload and Checklist
- **Section 10:** Acknowledgement and Signature

Attention:

If your application needs to be left open for more than 24 hours before submitting, please click "SAVE" and come back to the saved form before submitting. Otherwise you may experience a "File Not Found" error. If you are seeing a "File Not Found" error, please re-upload your attachments before submitting and the error will be resolved.

CDBG Application Process

Staff Contact Information (Section 1)

Staff Qualifications (Section 5)

- Repeated Groups:
 - Select a role then provide information for a key staff in that position *.
- Provide information for key staff in the roles listed.
 - Click on the **Add** button to add the same fields for the next person in the same or new role.
- The number of iterations is dependent on the number of your staff
 - When done click on Continue
 - (* In section 5 note the box to upload Staff resumes)

CDBG Application Process:

Section 4 About Your Program

Program Priority

For the current cycle, we will give priority to programs that either directly **enhance the ability of residents to secure and maintain stable housing** (e.g. eviction counseling, housing search, financial capability), or defray other costs that diminish the total income available for housing (e.g. affordable childcare, utilities programs, benefits screening, access to lower cost food outlets)

CDBG Application Process

Section 4 About Your Program

- Goal is to streamline the application by pairing descriptions with data that tells us:
 - Who you serve,
 - Why you serve them
 - Who you partner with
 - How your program operates in time and space
 - What makes it an effective program
- For some questions your answers will trigger other questions

CDBG Application Process:

Section 6 Measuring Results

Section 6 Measuring Results

How has and does your program evaluate its results. Check the program history box that describes your program and complete the cost and metrics section. For the current year, if data is not yet available provide estimates **Total: 30 points**

Program History and Funding Required

- Program has received CDBG funding within the past three years
- Program has received funding, but not from CDBG with the past three years
- Program is new this year

Breakdown of Costs and Assessment Metrics

For each of the three program years listed that your program has been in operation and received funding, complete the information requested. Funding Year 1 = FY2020-FY2021

Funding Year 1

Program Year Required

Select the program year(s) you received CDBG funding

- FY2020 -FY2021
- FY2021-FY2022
- FY2022-FY2023

Program Name Required

Total Program Cost (\$) Required

Including all sources of funds

Total # of Hartford Participants/Businesses Served Required



- Select the category that best describes your program's funding history
- Select the earliest of the 3 years that the program was funded and provide the information requested.
- Repeat for each of the 3 years listed. If the program was not operating enter N/A and explain in Section 8.

CDBG Application Process:

Section 6 Measuring Results

To choose the category of funding:

- 1– If your program has received CDBG funds in any of the last three fiscal years (even if your program has received CDBG funds in only one or two of the last three fiscal years).
- 2– If you haven't received CDBG funds in any of the last three fiscal years for the program for which you are requesting funds.
- 3– If your program (requesting CDBG funds) is a new program. Use information from your organization's most similar program for the years of operation shown.

CDBG Application Process:

Section 7 Program Request and Budget

- There are two components of the budget:
 - Revenue: Program Funding Sources Overall –The monies(\$) needed (Funding Request) and received (Awarded/Secured) to operate the program for which you are seeking CDBG funds.
 - Expenses: CDBG Request (Line Item Budget) – How you propose to use CDBG funds.

City of Hartford CDBG FY2023-2024 Program Budget

Provide a breakdown of all sources of funding required to operate the program. This should include CDBG and all other anticipated or secured resources for this year;s program. "Total All Funding Sources" should equal the \$ amount of the overall Program Budget

Enter your CDBG \$ Request

REVENUES- GRANTS FOR THIS PROGRAM	Funding Request	Awarded/ Secured (\$)	Row Instructions
1 City of Hartford CDBG funds		\$0.00	Total amount of CDBG funds requested in this application. \$ amount should match total expenses below
2			List large (> 10K) grants by funder. Use Column D for secured grants Not yet secured use Column C
3			
4			
5			If you have > 4 secured grants with > \$10 K awards insert a row for each
6 All Small Grants(< \$10K)			For small awarded grants (< \$10K) add awards and insert total \$ in Column D
7 All Other Revenue for this program			Sum the \$ of all other sources of revenue e.g. Donation Program Income- Use Column D
TOTAL All Funding Sources	\$0.00	\$0.00	Automatic Calculation of Total Funding Request and Total Awarded

Depending on whether \$ have been received use Column C or D

Add Major grants if needed

Consider these as secured and estimate the \$

Provide line items below for your CDBG request This table should list each use of funds and \$ cost. The sum of rows should equal Cell C6 above.

CDBG EXPENSES	(leave blank)	Expense(\$)	Row Instructions
1			For each CDBG expense listed enter the \$ total expense in Column D
2			Insert additional rows if needed
3			
4			
5			
TOTAL All Expenses		\$0.00	Automatic Calculation of Total Funding Request and Total Awarded

Program Request

CDBG Revenue to Expense Ratio	#DIV/0!	Should = 1
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CDBG Application Process:

Section 7 Program Request and Budget

- Program Funding Sources Overall - Revenue- Top section of form
 - Breakdown of all sources of funding for the program you are seeking CDBG funds.
 - The first line is filled -CDBG funds- enter your funding request here. In the remaining lines list Major Grant funders to this Program. For additional funders insert lines.
 - Funding Request-(\$) The amount you requested and need for the Program, including situations when a response is pending, or the outcome is unknown.
 - Awarded/Secured(\$) The amount that you received or were given a commitment for funding)
 - For small grants – add the total of requests and the total actually received
 - Other Revenue- *other* sources of funding used to support program delivery e.g., fees, endowment funds, etc.). **Enter any funding not captured but anticipated for FY 2024-2025 in on-line Application in Other Funding Sources field.** Be as specific as possible!
 - Terms such as “agency funds” and “operating account” are insufficient, as the source remains unnamed.

City of Hartford CDBG FY2023-2024 Program Budget

Provide a breakdown of all sources of funding required to operate the program. This should include CDBG and all other anticipated or secured resources for this year;s program. "Total All Funding Sources" should equal the \$ amount of the overall Program Budget

A	B	C	D	E
	REVENUES- GRANTS FOR THIS PROGRAM	Funding Request(\$)	Awarded/ Secured (\$)	Row Instructions
1	City of Hartford CDBG funds		\$0.00	Total amount of CDBG funds requested in this application. \$ amount should match total expenses below
2				List large (> 10K) grants by funder. Use Column D for secured grants Not yet secured use Column C
3				
4				
5				If you have > 4 secured grants with > \$10 K awards insert a row for each
6	All Small Grants(< \$10K)			For small awarded grants (< \$10K) add awards and insert total \$ in Column D
7	All Other Revenue for this program			Sum the \$ of all other sources of revenue e.g. Donations, Program Income- Use Column D
	TOTAL All Funding Sources	\$0.00	\$0.00	Automatic Calculation of Total Funding Request and Total Awarded
Provide line items below for your CDBG request This table should list each use of funds and \$ cost. The sum of rows should equal Cell C6 above.				
	CDBG EXPENSES	(leave blank)	Expense(\$)	Row Instructions
1				For each CDBG expense listed enter the \$ total expense in Column D
2				Insert additional rows if needed
3				
4				
5				
	TOTAL All Expenses		\$0.00	Automatic Calculation of Total Funding Request and Total Awarded
	CDBG Revenue to Expense Ratio	#DIV/0!		Should = 1

CDBG BUDGET

In each line, list a separate budget category and accompanying expense estimate.

This is your total CDBG request. It will Sum the budget lines you included above.

CDBG Application Process:

Section 7 Program Request and Budget

- Program Expenses- CDBG -Line Item Budget-- Bottom section of form
 - Breakdown of how you would spend CDBG funds.
 - For example, if you are requesting \$10,000 in CDBG funds, you must account for all \$10,000 across up to five budget categories including: salary costs, fringe costs, supplies, etc.
 - Be prepared to provide **specifics** on each of your expense categories.
 - Use the Budget Narrative section **in the on-line Application** to describe why you are asking for each of these expenses including how you estimated each cost and how the cost will support your program.
 - Review panelists will be looking for well-justified, reasonable expenses that contribute meaningfully to the successful operation of your CDBG program.

Proof of Applicant's Insurance Coverage

- Organizations awarded CDBG funds must be able to provide proof of insurance by submission of a certificate of insurance naming the City of Hartford as beneficiary and meeting all other requirements set forth in the application and City of Hartford contract.
- The cost of the applicant's insurance is *not* eligible for reimbursement with HUD entitlement funds (CDBG, HOPWA, ESG, or HOME).
- Organizations must submit a compliant certificate of insurance as a condition of entry into a contract for funding with the City of Hartford. Maintenance of the certificate in full force throughout the term of the contract is a condition of continued funding availability.
- A summary of the requirements for a compliant insurance certificate are in the application, and the applicant will be certifying in advance its agreement to maintain that insurance. **Please review the requirements carefully before applying for CDBG funding.**

Proof that Applicant is Current in Payment of City Taxes, Fees, Fines, and Other Revenue

- As a condition of receipt of HUD funds, organizations awarded funds by the City of Hartford must be able to show they are current in the payment of City taxes and other revenue. The delinquency certificate attached to the CDBG, HOPWA, and ESG applications has been updated this year to include all forms of revenue.
- Applicants do not need to visit the Tax Office. Only complete the contact information (first block). After you submit the application, we send the form to our internal department for verification. This process is performed when the application is received **and** if you are awarded funds, before the applicant's contract is approved.
- Be aware that if your program is funded, no CDBG economic development program clients can be delinquent in the payment of any tax or other revenue to the City. Your program will not be reimbursed for expenses by these clients.

CDBG PROGRAM COMPLIANCE

If your organization is awarded a CDBG grant please be advised of the following compliance requirements for contracts.

All forms must be fully completed.

Program Operation/Required Form

CDBG Beneficiary Residency and Income Verification Form

U.S. Department of Housing and Urban Development
 Community Planning and Development
 Community Development Block Grant (CDBG)

SELF CERTIFICATION OF ANNUAL INCOME BY BENEFICIARY

Printed on: _____ Effective Date: _____

INSTRUCTIONS: This is a written statement from the beneficiary documenting the definition used to determine "Annual (Gross) Income", the number of beneficiary members in the family or household (as applicable based on the activity), and the relevant characteristics of each member for the purposes of income determination. To complete this statement, select the definition of income used, fill in the blank fields below, and check only the boxes that apply to each member. Adult beneficiary members must then sign this statement to certify that the information is complete and accurate, and that source documentation will be provided upon request.

Definition of Income

<input type="radio"/> HUD 24 CFR Part 5	<input type="radio"/> IRS Form 1040	<input type="radio"/> American Community Survey
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Beneficiary Information

Last Name:	Beneficiary ID (if applicable):
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Member Information

First Names:	Member IDs (if applicable):	HH	CH	DIS	62+	≥18	<18	<15
1								
2								
3								
4								
5								
6								

HH = Head of Household; CH = Co-Head of Household; DIS = Person with disabilities; 62+ = Person 62 years of age or older; ≥18 = Fulltime student age 18 or over; <18 = Child under the age of 18 years; <15 = Minor under the age of 15 years

Contact Information

Address Line 1:	City:
Address Line 2:	State: _____ Zip Code: _____

Income Information

Annual gross income (total of all members) = \$ _____

Certification

I/we certify that this information is complete and accurate. I/we agree to provide, upon request, documentation on all income sources to the HUD Grantee/Program Administrator.

COMPLETE SIGNATURES ON SECOND PAGE

To be eligible for reimbursement of funds:

- Show evidence of Hartford residency for beneficiaries (or residency of a child's parent).
- Self-certify household income to assess the proportion of LMI beneficiaries receiving benefit from CDBG

Program Operation/Required Form

CDBG Qualifying Criteria for Businesses Form

- Organizations using CDBG funds for economic development activities must provide for each individual or business receiving material assistance from an economic development provider:
 - proof of residency and proof of low or moderate income level for individuals receiving benefit from services supporting the development of a microenterprise;
 - proof of business registration, compliance with city tax requirements, and a **UEI** number for each business or microenterprise receiving material services or benefits;
 - proof of location of the subject business in the City of Hartford, or an affidavit from the participant;

Some Final Advice

- Note that questions not answered, missing attachments and/or certifications will be reflected in the evaluation, and may result in a failure to timely submit your application.
- Note instructions for attachments, the locations of all signatures, the number of copies—these cannot be corrected after submission.
- ***BE ON TIME:*** Deadline is **February 14, 2024, at 11:59PM**
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Applications Next Steps :

- Applications downloaded and general categories of activities are created (e.g. youth, workforce, arts)
- Reviewers are identified and contacted – excluding any conflicts of interest.
- Scoring rubrics and distributed to panels of reviewers
- Panels discuss and evaluate proposals on criteria (e.g. eligibility, soundness, relevance, history, success)
- Scored proposals are sent to Mayor for discussion

Finally....

Questions?

Use the chat box



If you have questions please call, e-mail or schedule a one-on-one session.

(Get assistance with HOPWA and ESG grants)

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(Get assistance with CDBG grants)

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Any other questions:

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Thank you for attending!