



U.S. Department of Housing and Urban Development

Office of Community Planning and Development  
Hartford Field Office  
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New England

NOV 17 2017

Theresa Lerner  
CDBG Coordinator  
West Hartford Social Services  
50 South Main Street, Room 306  
West Hartford CT 06107

Dear Ms. Lerner:

The Town of West Hartford received \$874,003 in Community Development Block Grant (CDBG) funds for Grant Year 2016, the year covered by this report. This is HUD's report on the City's assessment of the use of those funds.

The Housing and Community Development Act of 1974, as amended, and the National Affordable Housing Act of 1990, require that grant recipients submit annual performance reports for the programs covered under these Acts. The Acts also require the Secretary of HUD to determine annually that the grant recipient is in compliance with these statutes and has the continuing capacity to carry out the programs for which it receives funds.

HUD's review includes an analysis of each grantee's planning process; its management of funds; progress in carrying out the strategies and goals expressed in the Consolidated Plan; compliance with statutory and regulatory requirements; accuracy of required performance reports; and evaluation of the Town's accomplishments in meeting key Departmental objectives. HUD's Annual Assessment is directed not only toward meeting the mandates of the statutes, but to provide the basis for working together collaboratively to achieve the revitalization goals of West Hartford's community. HUD congratulates the Town on the community's accomplishments during this past year regarding the achievement of Departmental Objectives.

### **Noteworthy Accomplishments**

#### **Community Development Block Grant Program**

Based on HUD's review of the 2016 Consolidated Annual Performance and Evaluation Report (CAPER), the Town of West Hartford spent 100 percent of its grant last year on activities that principally benefited low- and moderate-income persons.

Expenditures for public service and planning and administrative activities were below required expenditure caps in Grant Year 2016. The Town of West Hartford stayed within statutory caps for public service obligations and planning and administration expenditures at 12.77% and 12.89% respectively.

HUD commends the Town of West Hartford for meeting HUD's timeliness standard for the past twelve years. The Department's standard is that not more than the equivalent of 1.5 years of program funds are on a grantee's line of credit, sixty days before the end of its program year. On May 2, 2016, the Town's ratio was 1.13.

The Town of West Hartford used \$874,003.00 of CDBG funding to benefit extremely low to moderate income households for this year. The support of the CDBG funding went towards housing rehabilitation, placement of a social worker, assisting families with food distribution programs, energy assistance, career assessments, and financial literacy.

- Town of West Hartford Social Services provides a full-service social services office, which gives residents one-on-one contact with a social worker resolving crisis situations and case managements. Other resources for residents are Operation Fuel, Food Pantry, and Connecticut Energy Assistance.
- In improving the health and safety throughout the school communities, the Town of West Hartford public school system removed and replaced hallway coolers, with refrigerated coolers that are bottle-refill capable and have lead filters.
- Hillcrest neighborhood, which is the Town of West Hartford's lowest income area, operates a neighborhood community center called Hillcrest Area Neighborhood Outreach Center (HANOC). Residents have access and attend a variety of programs at HANOC. These programs include; homework center for students, food distribution, Parents Group, Adult Computer Basic classes, Camp Hillcrest and educational field trips.
- The Town of West Hartford Housing Rehabilitation Program continues to serve extremely low-to-moderate income households in rehabilitating homes. Being one of their highest priority, the town was able to rehabilitate 14 homes with CDBG funding.

## **Financial**

The Town's federal Single Audit for the period ending June 30, 2016 did not contain any audit findings.

The Town of West Hartford is responsible for submitting quarterly SF-425, Federal Financial Reports. The last SF-425 was received August 25, 2017, for the 2<sup>nd</sup> quarter of 2017. The following are the reporting requirements for the SF-425:

1. The submission of interim *FFRs* will be on a quarterly, semi-annual, or annual basis, as directed by the Federal agency. A final *FFR* shall be submitted at the completion of the award agreement. The following reporting period end dates shall be used for interim reports: 3/31, 6/30, 9/30 and 12/31. For final *FFRs*, the reporting period end date shall be the end date of the project or grant period.
2. Quarterly and semi-annual interim reports shall be submitted no later than 30 days after the end of each reporting period. Annual reports shall be submitted no later than 90 days after the project or grant end date.

## **Public Access**

If the Town of West Hartford wishes to submit comments on this letter, please do so within 30 days of the date of this letter. HUD will consider any comments submitted and may revise the content of HUD's letter or attach comments received from the Town. If the Department does not hear from the Town, HUD will assume that the Town concurs and has no objections to this letter. After the 30 days have expired, this letter must be readily available to the public. There are several ways to make it available to the public. The Town can assist HUD in this regard by sharing the Department's letter with the media; with a mailing list of interested persons; with members of the Town's advisory committee, or with those who attended hearings or meetings. The Department will make this information available to the public upon request.

## **Conclusion**

HUD is rating Connecticut grantees' overall performance in carrying out their programs as either satisfactory or unsatisfactory. This determination is based upon information available to this office and does not reflect a comprehensive evaluation of specific activities. HUD has determined the Town of West Hartford's performance to be satisfactory. HUD further deems that West Hartford has the continuing capacity to administer its programs.

If the Town has questions or would like to discuss any of the issues reviewed in this letter, please do not hesitate to contact me or Community Planning and Development Representative Millicent L. Meadows (860) 240-4835.

Sincerely,



Alanna Cavanagh Kabel

Director

Community Planning and Development