

Community Services Committee

Meeting Agenda

Wednesday, November 16, 2022, at 7:00 PM

Via Teleconference to allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings



Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID.



Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section.



Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Lamond Daniels at ldaniels@norwalkct.org to provide written public comment prior to the meeting.

MEETING AGENDA

1. Call to order/ roll call
2. Public comments
3. Approval of minutes from meeting held on October 19, 2022
4. Discussion
 - a. Updates from the Health Department
 - Deanna D'Amore, Health Director
 - Brian Weeks, Epidemiologist
 - b. Updates from the Human Services Department
 - AnaVivian Estrella, Director

5. Action Item

Youth Services

1. Authorize the Mayor, Harry W. Rilling to execute any and all documents necessary to accept Department of Children & Families (DCF) funds in the amount of \$35,000 to support the City of Norwalk Juvenile Review Board (JRB) program. No City match is required for the acceptance of these funds.

Health Department

1. Advance the revised City of Norwalk Relocation Plan to the Common Council for its approval and to authorize the Mayor to execute any and all documents associated with the

submission of the Relocation Plan to the Department of Housing pursuant to the Connecticut Uniform Relocation Assistance Act and all documents consistent with the approved Relocation Plan.

6. Adjourn

The next regular meeting is scheduled for December 21, 2022.

cc: Mayor Harry W. Rilling
Irene Dixon, City Clerk
Mario Coppola, Corp Counsel

Via Teleconference to allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings

Members of the public can call in and listen to a meeting. They will not be able to speak or see any of the meeting participants. Each meeting will use a unique Meeting/Webinar ID.

Members of the public who wish to provide "live comments" will need to register in advance and use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called on by the host of the meeting during the public comment section.

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds.

Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be read into the record, they should be submitted at least three hours in advance of the meeting start time. Please email Lamond Daniels at ldaniels@norwalkct.org to provide written public comment prior to the meeting.

**CITY OF NORWALK
COMMUNITY SERVICES COMMITTEE
VIA TELECONFERENCE
OCTOBER 19, 2022**

ATTENDANCE: Dominique Johnson, Chair; Gregory Burnett; Heidi Alterman;
Nicol Ayers; Barbara Smyth; Diana Revolus (7:44 p.m.)

STAFF: Lamond Daniels, Chief of Community Services; Deanna D'Amore,
Director of Health; Brian Weeks, Epidemiologist

OTHERS: Jesse Buccolo, Director of Strategy and Operations, Norwalk ACTS;
Rhea Henry, Workforce Development Coordinator

1. CALL TO ORDER/ ROLL CALL

Ms. Johnson called the meeting to order at 7:04 p.m. and called the Roll as indicated above. A Quorum was present.

2. PUBLIC COMMENTS

There were no members of the public who wished to comment.

3. APPROVAL OF MINUTES FROM MEETING HELD ON SEPTEMBER 21, 2022

**** MS. ALTERMAN MOVED TO APPROVE THE MINUTES AS PRESENTED
** MOTION PASSED WITH ONE (1) ABSTENTION (MS. SMYTH)**

4. DISCUSSION

a. Updates from the Health Department

- Deanna D'Amore, Health Director

Ms. D'Amore updated the Committee members on the changes to covid testing. She reported that they have been busy supporting covid booster clinics and flu clinics. They are in the middle of their strategic planning and will provide an update at a future meeting.

Mr. Daniels recognized Ms. D'Amore's leadership during covid.

- Brian Weeks, Epidemiologist

Dr. Weeks highlighted his Powerpoint presentation showing the surveillance updates. He also reviewed the covid hub. There has been a gradual incline in hospitalizations with Hartford County with the highest number of hospitalizations.

Dr. Weeks reviewed the vaccine status for all ages through October 12th. Wastewater information indicated an uptick in covid cases. There are a lot of new variants, and they are keeping an eye on these.

There is an increase in influenza activity and they are seeing pediatric respiratory illness. Connecticut had 138 cases of Monkey Pox and that number is holding; however, that can change with the upcoming holiday season. There is still a need to consider West Nile Virus.

b. Guest Presentation – Norwalk Workforce Development Initiative

Mr. Daniels gave an overview of the initiative to partner with Norwalk Acts. He introduced Mr. Buccolo and Ms. Henry.

- Jesse Buccolo, Director of Strategy & Operations, Norwalk ACTS

Mr. Buccolo reviewed the role of Norwalk Acts and presented 19 opportunities that will be available in 2023.

- Rhea Henry, Workforce Development Coordinator

Ms. Henry shared her screen and discussed challenges a lot of residents face who earn below a living wage. This position focuses on created integrated workforce strategies.

Mr. Buccolo noted that the partnership with the City has been collaborative.

Mr. Burnett asked if there are strategies to eliminate the current barriers to finding employment. Mr. Daniels said they have to meet people where they are to reduce those barriers. The social services network in Norwalk is responsible for knowing where the needs are. Open Doors has the Smilo Financial Center that supports the residents.

Mr. Daniels recognized the ABCD Alliance. They are committed to providing transportation for people for their first month of employment. They look at barriers that may hinder an individual's ability to move forward.

Mr. Buccolo said part of the work they are doing is to identify the barriers. In addition, they focus on the re-entry population.

Ms. Revolus joined the meeting at 7:44 p.m.

Ms. Ayers thanked Mr. Daniels and the team at Norwalk ACTS. She said that Norwalk used to provide youth services. She asked Mr. Buccolo to expand on the data they have around high school students who do not align themselves with college. Mr. Buccolo explained that they have data that goes back many years. There is a population of students who need other opportunities other than a two or four year college.

Mr. Buccolo said he is grateful to the partnership with Norwalk Public Schools to identify the students who do not plan to go onto a two or four year program. Ms. Johnson asked if the Common Council members could get a copy of the presentation.

Mr. Buccolo said there are a lot of programs already in place in Norwalk. They first need to identify all of the opportunities in Norwalk and then they will meet with the largest employers. Mr. Daniels said there are a lot of moving parts and they need to identify what is missing to uplift the community. Ms. Johnson said this initiative connects people with jobs and identifies the gaps.

Ms. Revolus asked if there were programs that would further train an individual in a field they worked in when they were in jail. Mr. Daniels explained that this is a new area for the City to embark on. They are having conversations with their partners in Bridgeport and Stamford for the re-entry community. Mr. Buccolo said the Workplace provides services for the re-entry population and he will continue to explore that.

c. Updates from the Chief of Community Services, Lamond Daniels

- Equity and Justice Initiative

Mr. Daniels announced that the City hired their first Equity and Justice Officer. Ms. Latoya Fernandez will join the City on November 1, 2022. He reviewed the interview process.

Mr. Burnett asked about the expectations for the first 90-120 days. Mr. Daniels said that 90 days is not a long time. She will be doing outreach and getting acclimated to the City. He said there is a lot to do, and she is only one person. He added that they need to be clear about their expectations for one person for a City of this size.

Ms. Ayers referenced Ms. Bea Brown a former Common Council member whose impact can be felt for generations. She said she has realistic expectations for Ms. Fernandez and can't wait to meet her and partner with her to be sure Norwalk is the beacon on the hill. She noted that Ms. Fernandez has a lot of work to do, but if they all chip in the load will be lighter. She said they need to move forward to be the City that is inclusive of all people.

Ms. Johnson said there is a lot of work to do and noted she has to get the Ordinance Committee to establish a commission. She said she imagines the goal will be to have a first conversation about an Ordinance at the December meeting.

Ms. Johnson invited Ms. Fernandez to attend the next Committee meeting.

Mr. Daniels said the success of this work is through building relationships and that is why it takes time. Ms. Johnson said the good work to come is uplifting.

5. ACTION ITEM

** MS. SMYTH MOVED TO Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary to implement VEOCI's Veoci software and the services described in the relevant order form ("Order Form"), which is attached as Schedule D for Health and Human Services Departments for a term of one year in the amount of \$53,639.00 first year total. ARPA Account # 132010-5796-ACS02

Mr. Daniels shared his screen and reviewed the item.

Ms. D'Amore reviewed the features relative to the Health Department and Human Services. Mr. Daniels noted the funding is in the budget. He said this item had to be vetted through the CFO's office and the IT department.

6. **ADJOURN**

**** MS. REVOLUS MOVED TO ADJOURN**

**** MOTION PASSED UNANIMOUSLY**

There was no further business, and the meeting was unanimously adjourned at 8:56 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

The next regular meeting is scheduled for November 16, 2022.



David Walenczyk
Norwalk Youth Service Bureau/JRB
125 East Ave, PO Box 5125
Norwalk, CT 06856-5125

November 7, 2022

To Whom in may concern:

The CT Youth Services Association (CYSA) is pleased to inform you that your “JRB Support and Enhancement” grant application has been awarded in the amount of \$35,000. Enclosed you will find the budget revision document (if needed during the year) as well as blank Quarterly cash requests and a schedule of due dates. **Please return the first and second quarter cash requests upon receipt of this letter to begin the process (each request being ¼ of the total funding).**

I am reminding all JRBs receiving these funds that this funding is meant to enhance and support your existing JRB structure, and not to fully pay for staff or to fully pay for the administering of your JRB and its associated programs.

Your agency will receive the funds in quarterly payments, the first to be released as soon as the required paperwork is complete. Because you are receiving this grant award in the second quarter, your first and second payments will come close together (or possibly at the same time). You will need to spend down the full amount prior to June 30, 2023.

You will be required to collect and report on data as requested by the Department of Children and Families (DCF) and CYSA and abide by the Terms of Agreement/Scope of Services that was signed at the time of application. You will also be required to follow the budget that was presented in your application and make a formal request for any budget revisions of more than 5% in any line item.

***Please remember, based on the Scope of Services signed by your agency, you are REQUIRED to conduct a case closing hearing (or case closing meeting if full Board is not able to meet) in order to gather the required paperwork and questionnaires and to officially close the case after the minimum SIX MONTH period. Additionally, you are required to have 50% of your JRB Board complete Restorative Justice training prior to the end of this fiscal year (prior to June 30, 2023).

The Connecticut Youth Services Association leads, strengthens and supports a unified network of Youth Service Bureaus dedicating to promoting the well-being of Connecticut's children, youth and families.



Required data and reports will be due, at a minimum, at the end of the fiscal year for this grant cycle. There may be additional reports due during the course of the year as requested by DCF. Any changes required by DCF or CYSA will be given to grantees as quickly as possible in order to expedite any change in process.

Program oversight will be handled by Erica Bromley, the Juvenile Justice Liaison for CYSA. Please communicate with her regarding any questions and send all documents directly to her. Her email is ebromley@ctyouthservices.org.

Thank you and congratulations!

Sincerely,

Scott Cochran

Scott Cochran, President
CT Youth Services Association

The Connecticut Youth Services Association leads, strengthens and supports a unified network of Youth Service Bureaus dedicating to promoting the well-being of Connecticut's children, youth and families.

NEW Applicants

THIS DOCUMENT IS DUE NO LATER THAN OCTOBER 10, 2022.

Name of JRB: NORWALK

Address of JRB: 125 EAST AVE., P.O. BOX 5125, NORWALK, CT 06856-5125

Name of Fiduciary Agency: CITY OF NORWALK

Address of Fiduciary (if different than JRB address):

Name **AND** Title of JRB Administrator: DAVID WALENCZYK, DIRECTOR NORWALK YOUTH SERVICES

EMAIL address **AND** Phone number of JRB Administrator: dwalenczyk@norwalkct.org 203-854-7782

List all towns served by your JRB: NORWALK and WESTON

Current Population of the town(s) your JRB serves (or most recent census info):

DCF Region: 101,538 Region 1 ___ Region 2 ___ Region 4

II. JRB SPECIFIC INFORMATION:

1. Please list the number of cases seen each year listed below (put N/A if your JRB was not active in that year).

2018-19: 130

2019-20: 147

2020-21: 107

2021-22: 185

2. What is the average number of case management hours used for JRB administration and case management on a WEEKLY basis? Please select from below: (or anticipated amount of hours for new JRBs)

 1-5 hours 6-10 hours 11-15 hours 16-20 hours 21-35 hours X 35+ hours

a. Has the number of hours increased in the last 2-3 years? Yes X No N/A (if new)

3. Who is represented on your JRB? (Please check all that apply)

 X Police X YSB X School X DCF X CSSD (Probation) X Mental Health Agency

 Community member Faith Based Org Business sector Other -please define:

4. What types of referrals does your JRB accept? (check all that apply)

 X Criminal referrals from Police (with arrest) X Criminal referrals directly sent from Juvenile Court

 X Non-Arrest referrals from Police X Other School Referrals X Other (**please define**): direct community referrals

a. Has the type of referral accepted changed in the last 2-3 years? Yes X No

CYSA grant application- JRB Support and Enhancement
YEAR 4A FUNDING – 2022-2023 – DCF Regions 1, 2, and 4

- b. If so, what kinds of additional/new cases are you accepting?
5. Does your JRB currently accept Truancy/Defiance of School Rules or Community FWSN behavior cases?
☒ Yes ☐ No
- a. If yes, do they come through your YSB first? ☒ Yes ☐ No
- b. If you do not accept these types of cases, do you have a separate FWSN/Truancy Board that sees those cases? ☐ Yes ☐ No
- c. If no, do you have plans to begin accepting Truancy/community FWSN behavior referrals?
☐ Yes ☐ No; If yes, will you create a separate Board to hear those cases? ☐ Yes ☐ No
6. Have you seen increases in truancy cases in the last 2-3 years?
☒ Yes ☐ No
- a. If yes, has this put an additional burden on staffing/resources for your JRB? ☒ Yes ☐ No
7. Do you accept 2nd time offenders? ☒ Yes ☐ No
- a. If yes, is it only on a case by case basis? ☒ Yes ☐ No (meaning all 2nd time offenders are accepted)
8. Are you currently utilizing the OHIO Scales Screening tool for your JRB cases? ☐ Yes ☒ No
9. Are you utilizing the data from the OHIO Scales for case planning/contract requirements?
☐ Yes ☒ No
10. When preparing for the JRB meeting, your JRB/case manager: (Check all that apply)
- ☒ Meets with family prior to the JRB meeting ☒ Meets with school regarding youth
- ☒ Meets with other pertinent stakeholders ☒ Completes a full intake gathering all needed info
- ☐ Completes the Ohio Scales with the family ☒ Meets with Board prior to seeing family
- ☒ Conducts a formal Assessment (if yes, which tool): Pre-trial Parent Evaluation
- ☒ Other: (please explain) JRB Best Practices Student Questionnaire
11. Do the youth and family participate in the actual JRB meeting? ☒ Yes ☐ No
- If yes, do the youth and family remain in the room for the entire meeting (even when discussing the recommendations)? ☐ Yes ☒ No
12. Are you conducting a case closing hearing (either with the full board or with the case manager at minimum)?
☒ Yes ☐ No
- a. If No, how do you close a case? PLEASE EXPLAIN/DESCRIBE:
13. Do you provide the youth with the JRB exit survey at completion of the case? ☒ Yes ☐ No
Do you provide the parent with the JRB exit survey at completion of the case? ☒ Yes ☐ No
14. Have your Board members reviewed the JRB Protocols and Procedures Guide? ☒ Yes ☐ No

CYSA grant application- JRB Support and Enhancement
YEAR 4A FUNDING – 2022-2023 – DCF Regions 1, 2, and 4

- a. What percentage of your Board members have signed off on the Guide? 100%
- b. Has your JRB adopted the JRB Protocols and Procedures as the model that you operate by?
X Yes ___ No
- c. If no, are you planning on adopting the model? ___ Yes ___ No

15. Has the JRB Administrator and/or Case Manager completed training in Restorative Justice practices?

X Yes ___ No

- a. If yes, what level training was completed? ___101 ___201 X Advanced ___Other (explain)
- b. If no, are the Administrator and/or Case manager planning on completing training in RJ?
___ Yes ___ No

16. Have members of the Board completed training on Restorative Justice practices? X Yes ___ No

- a. If yes, what percentage of your Board has completed RJ training? 100%
- b. If no, are your Board members planning on participating in RJ training this yr? ___ Yes ___ No

17. Are you utilizing the Restorative Justice questions to guide discussion at your JRB meetings with the client and family? X Yes ___ No

III. **NARRATIVE QUESTIONS:** (please **FULLY** answer each question below)

1. Please describe the types of services you plan on making referrals to for your JRB clients **using the DCF JRB funding.** The DCF JRB funding will be used to fund specialized mentorship slots for select JRB clients. The provider / subcontractor for this activity will be: Elm Village's Critical Messenger program based in New Haven, CT. This is a program that utilizes individuals with lived experience relative to many of the youth likely to be connected with this program. Yahkeem Howard is the principal with this organization. Juvenile Probation also contracts with this provider and recommends their program. Some monies will also be allocated for flex-spending for identified JRB clients. Examples might be a JRB client who was recommended to, and wanted to attend, the DCF Wilderness School but lack supplies, i.e., boots, necessary to attend the program and the family lacked resources to provide these. Other uses may be for equipment or registration fees for programs deemed appropriate for a JRB involved youth who lacks the resources to cover these costs i.e., a sports program or tutoring.

2. Please describe what non-DCF funding is used for (for your JRB). Non-DCF funding is used for the general operation of the JRB. Staff salaries (2) full-time dedicated staff as well as support staff from the YSB for care coordination (links JRB referred youth to behavioral / mental health and other service providers as identified) and administrative support.

3. Please identify gaps in services in your community/region or other specific needs your JRB has.

As with many communities, there is greater demand for behavioral and mental health services than exists capacity. It is not uncommon for youth to have to wait to receive these services. Identifying mentors, especially males, and males of color, is also a challenge despite having a local organization that provides mentoring services in the community. There is also a shortage of respite services in our community.

4. Please explain, step by step, the process a case goes through from initial point of contact (police/school/other referral source) through the JRB case closing/completion. (You can provide bulleted answers)

***Review of the referred case with the referral source.**

***The family is engaged, the JRB program and process is explained. Opportunity for questions from the family and the opportunity for the family to decide to engage in the program or opt out.**

*** An intake appointment is scheduled with the family and JRB referred youth. This may be in person or via zoom.**

***If the family is agreeable to using the JRB program, as it is voluntary, a hearing is scheduled for the youth and family to attend. Hearings are currently being scheduled via zoom.**

***The community panel who comprises the “Board,” receives a packet of information about the referred case prior to meeting the youth and family and a time is allowed to ask questions amongst Board members. Board members also sign confidentiality agreements for each case.**

***The family is introduced to the Board and the circumstance of the case is explored with the family and the youth in the hearing. Within this process the formulation of interventions is begun to assist the youth and or family with opportunities for restorative justice, learning, and growth from the JRB experience.**

***The family is then placed in a waiting room while the Board confers and definitizes a behavioral contract for the youth and family based on the identified needs and circumstance of the case.**

***The family is returned to the meeting of the Board and the plan is discussed with the family and if necessary, alterations made. Agreement to a mutual plan is acknowledged and of course the family is always given the opportunity to go to Court (in the event of an arrest and true diversion) or opt out of the JRB program.**

***The case then enters the case management phase wherein a JRB case manager ensures the plan developed in the hearing is fulfilled and successfully completed.**

***A case closure meeting is conducted with the family if and when possible. A survey is also administered (anonymously) at the conclusion of the JRB program involvement, generally six (6) months to determine the satisfaction of the family with the JRB process.**

***A follow-up contact twelve (12) months post case closure is conducted to assess outcome**

5. Please describe what services exist that would be appropriate for referral that you are unable to refer to or have difficulty using as a referral. *Please list the primary reason(s) you are unable to/find it difficult to refer cases to these services (i.e., cost of program, lack of transportation/difficult location, other restrictions, etc.).

Such programs are: Mental / behavioral health due to more demand than capacity. The services are available but often with a wait. Mentoring programs often have more demand than capacity as well and the experience is the same, often substantial waits for connections to be made. Sports program, tutoring, afterschool programs, other pro-social activities due to cost.

6. Please describe the relationship your agency and the JRB have with providers in your community and the extent of your access to programs in and around your community.

Our JRB is part of the City of Norwalk Youth Services Department (YSB) and has established many strong relationships within the community due to the length of time the Department and JRB has operated as well as continuity of staff. The YSB Director has been employed for 26 years and the JRB Coordinator for approximately 15 years and in fact, piloted the JRB program in Norwalk. These factors has allowed the JRB program to leverage access to certain programs for a limited number of youth.

7. Please describe your use of the JRB Protocols and Procedures Guide:

a. *If you are not using it as a model and adhering to its best practices, or if your Board members have not reviewed it and signed off on it, what are your plans to do that this coming year?

Our JRB utilizes Best Practices.

8. Please describe how your JRB has enhanced its understanding of AND use of Restorative Practices. (Please give examples of contracts that include restorative practices)

* Our JRB uses a victim impact statement to ensure the victim has a voice.

* Our JRB accesses mediation services to restore harm that has occurred.

*Our JRB provides wrap-around services and ensures the family is supported.

*Our JRB empowers youth by building upon their strengths.

*Our JRB established a mechanism with the local Board of Education (BOE) to provide JRB services for defiance of school rules in lieu of expulsion.

9. What did you learn in the past two years in terms of your needs, gaps in services, case management needs, etc.?

Our JRB is part of the “Risk Based Handling Pilot Program,” and has seen an increase in referrals of youth with greater needs entailing a necessity of access to additional services such as an intensive mentoring program and additional case management services.

10. What kind of technical assistance would be helpful for your JRB?

A significant amount of data is collected and submitted to DCF via the annual data collection submission. Reports specific to our community in comparison to other communities around the state would be helpful as we only have ready access to the data we submit.

11. Do you need support in better working with your school district(s)?

No, our JRB has an established and strong working relationship with our local school system. Our staff regularly visits local schools and interacts with students on site, with other school staff, and on the level of BOE suspension and expulsion hearings.

12. If you are not a YSB run JRB, are you in collaboration/partnership with your YSB? ☐ yes ☐ no

a. Please explain your relationship and how the YSB participates

Our JRB is embedded in, and run by, our YSB (which is municipally based).

13. Are you currently collecting all the required DCF data for your JRB? ☒ yes ☐ no

a. if no, please explain:

14. If you utilize a part-time case manager, would you be willing to share a case manager with another JRB in close proximity to you? What would that look like?

We serve Norwalk and Weston (via contract). We have a full-time case manager but due to serving 185 JRB cases last year we do have a need to augment our staff. We also utilize some criminal justice interns throughout the year to augment our JRB activities.

IV. FUNDING:

1. Explain, **in detail**, how you will use funding to enhance and support your JRB for the 2022-23 year (Remember, it cannot be the only source of funding...it is meant to support and enhance your current process).

As lived experience mentors for young males of color are particularly difficult to procure, we intend to use our funding to contract with Elm Village's Critical Messenger program to pair high risk JRB involved youth with an individual in their mentoring program. This entails an average of 4-5 hours per week of time spent engaged in pro-social and interest developing activities to offer these youth alternatives to the negative influences and experiences in which they may be engaged. The mentors in this program have "gotten out" of street life and negative choice pathways to be productive within their communities. Some of these individuals are engaged in music production, fashion, sports, and other areas of interest around which they can engage youth based on the youth's interests. Building a relationship with the referred youth to deter them from at risk behaviors is also key to this intervention program. Juvenile Probation utilizes this program for their most difficult probation

CYSA grant application- JRB Support and Enhancement
YEAR 4A FUNDING – 2022-2023 – DCF Regions 1, 2, and 4

clients, and it was highly recommended to our JRB. We also want to utilize a small amount of funding for expenses for JRB involved youth. Access to some activities for which they may benefit is limited by funding for things such as fees, equipment and/or related program costs.

2. How will this funding be used to increase your capacity (number of cases accepted and served) or otherwise enhance the services already provided by your JRB? (Please explain)

While we do not anticipate the funding to increase capacity, we do expect it to allow us to better serve JRB clients we manage based upon how we intent to utilize the funding dollar. The funding will fill in service gaps and needs we have identified that lack other resource opportunities at this time.

3. How many total weekly case management hours (on average) would your JRB need to fulfill the needs of your JRB and to expand to the number of accepted cases and/or expand services for the current level of cases?

We require approximately 40-50 hours of weekly case management hours to support our current caseload and to expand the services we offer.

V. BUDGET:

Total amount REQUESTED: **\$35,000** (subject to approval)

Breakdown of Funds:

1. **Total Amount for Case Management hours:** \$
2. **Total Amount for Pro Social activities:** \$4,060
3. **Total amount for Direct Services** \$30,940

(Direct Services request should equal the total amount of the 4 areas below)

Transportation total: \$

Youth Employment Services: \$

Treatment Services: \$

Tutoring: \$

Other* (please specify activity): \$30,940

* (Critical Messenger mentoring program)

VI. BUDGET NARRATIVE:

Explain, **in detail**, how the budget amounts were developed and how the funds will be spent. **Be specific.**

Critical Messenger Program budget:

\$ 85.00 per hour inclusive of all program related costs.

\$ 340.00 per week based on avg. 4 hours of mentoring per week per youth.

\$ 8,840.00 per mentoring period of avg. 26 weeks.

\$30,940.00 total cost of estimated 3 to 4 youth to participate in program during grant period. *

*This is a new pilot program / service we would be using within our JRB and if it is successful, we hope to augment it with other to be identified funds.

\$ 4,060.00* estimate for flex funding to be used directly to support JRB youth for programmatic services and needs for which they and their families lack the resources to support. These may be program fees, equipment, transportation, etc.

*\$295 Sports activity enrollment fee (Hoop Haven) x 8 = \$2,360

*\$115 equipment fees shoes / other gear x 12 = \$1,610

*\$ 10 food / snacks x 9 = \$90

\$35,000 TOTAL

1. Case Management: (# of hours per week, hourly rate, number of weeks, etc. plus any benefits)

We are not using this funding to support additional case management hours.

2. Pro Social activities (including memberships, clubs, leagues, PYD activities, etc.). **Please break down by cost per youth or per service:**

As the flex funding amount identified is specific to the needs of a specific JRB involved youth and their needs we cannot predict per youth per service costs up front. These funds will be used discerningly and on an as need basis. If the end of the year approaches and it appears these funds may not be entirely spent, the balance can be re-allocated to support additional mentoring hours.

3. Direct Services: (provide **detail** for each of the Direct Service categories listed above in the Budget)

CYSA grant application- JRB Support and Enhancement
YEAR 4A FUNDING – 2022-2023 – DCF Regions 1, 2, and 4

Transportation:

Youth Employment Services:

Treatment Services:

Tutoring:

(Other, if appropriate and subject to approval):

- The Critical Messenger mentoring program is a per hour cost with an estimated 4-5 hours per week per referred youth over 26 weeks. The rate is inclusive of all programs, equipment, transportation, and any other related costs in deliverance of this service.

SUBCONTRACT TERMS OF AGREEMENT/SCOPE OF SERVICES

The NORWALK YSB/JRB agrees to the following terms and conditions presented below and agrees to comply with all requirements of this funding. Failure to comply may result in the termination of the contract, return of any unspent funds previously distributed, and loss of future funding. This document will become effective and enforceable upon the successful completion and acceptance of the enclosed application. The amount of the grant will be determined through review of the application and may be different than the amount requested in your application.

SCOPE OF SERVICES:

- Agree to serve a target population of children and youth, ages 10-17 from the town(s) your JRB serves. Target population is youth who have engaged in delinquent behavior or youth who are being referred by your YSB for FWSN behaviors.
- Operate your JRB based on a service delivery model that is community based.
- Demonstrate meeting on a regular basis and servicing youth
- Require that the youth and family acknowledge responsibility
- Require that the youth/parent enter a contract with the JRB to make reparations for their referred behavior
- Make recommendations for the youth that may include but are not limited to: repairing of harm done, restoration of relationships damaged, appropriate restitution, mediation, community service that is linked to the behavior and to the repairing of harm done, positive youth development activities, and/or mental health or substance abuse assessment and/or treatment (if appropriate and agreed upon by the family).
- JRB will help the youth develop competencies in the areas of education, social skills, problem solving, employment/vocational opportunities, and life skills.
- 50% of all JRB Board members will have completed training in Restorative Practices by 6/2024
- The JRB will move to a Restorative Practices model and utilize its principles for the provision of the JRB “activities”.
- JRB will adopt and adhere to the JRB Protocols and Procedures Guide to the best of their ability.
- Ensure that contract completion will be monitored by the JRB case manager and/or Board members.
- JRB will have police departments refer cases to the JRB as well as participate as members of the Board.
- JRB will encourage elementary, middle and high schools to work with the police to refer cases prior to arrest as well as to participate as members of the Board.
- JRB will use the funds to expand case management services to increase capacity and/or enhance current services.
- JRB will coordinate interventions with other service providers whenever possible to minimize costs and to make sure services are not already available “in kind” or “at no cost”.
- Youth and Parent will complete the OHIO SCALED Screening tool and the results will be used to help determine areas of need to address.

FUNDING MAY BE USED FOR:

- Case management hours for the JRB to increase referral capacity and success rates by providing a qualified Case Manager to the JRB for an agreed amount of time or to increase hours devoted to JRB duties by an existing JRB Case Manager.
- Memberships or scholarships for Pro Social activities that foster positive development such as youth development programs, clubs, leagues, gyms, etc. These should be organized to provide structure and opportunity for social skills building and for sustained benefit.
- Direct Service Funding in the following categories:
 - *Transportation* for youth and family to participate in the JRB or Board recommended activities and services.
 - *Youth Employment Services*, stipends or funded worksite, or other subsidized employment opportunities not otherwise available in the community. Existing federally or locally funded programs should be exhausted first.
 - *Treatment Services* which may include evaluation, counseling services, mentoring and mediation services which may not otherwise be available in your agency.
 - *Tutoring*

DATA REQUIREMENTS:

- JRB will collect and report on required data as required by DCF in a format provided by CYSA. Data collection may include, but will not be limited to the following:
 - Fiscal accounting for support and enhancements
 - Educational data for youth receiving supports or enhancements including attendance, grades, etc. (for the time period that youth have an open case)
 - Client outcomes such as recidivism, attendance, academic success (for the time period that youth have an open case)
 - Demographic information
 - OHIO Scales results
 - Other required data to be determined by DCF or CYSA
 - Performance measures for the above-mentioned data points may include:
 - Percentage of youth who had no further involvement with the Juvenile Justice System (during the time period youth had an open JRB case)
 - Percentage of youth who had an increase in school attendance (during the time period youth had an open JRB case)
 - Percentage of youth who had a reduction in school suspensions or negative behavior in school (during the time period youth had an open JRB case)
 - Percentage of caretakers reporting improved functioning of the youth (during the time period youth had an open JRB case)
 - Percentage of youth and parents reporting positive outcomes from the JRB process using the JRB survey

OTHER REQUIREMENTS:

- ***All JRB cases must remain open for a MINIMUM of 6 MONTHS in order to more appropriately measure success. (NOTE: recommendations do not have to last for 6 months, but case management and follow up should extend the full 6 months even if recommendations are complete)**
- **Parent and youth must sign a contract requiring them to be present at a case closing meeting (unless there are special circumstances) and to complete all necessary paperwork before the case is officially closed**
- **JRB must conduct a “case closing” meeting with youth and parent/guardian in attendance (case manager can conduct the case closing if full board cannot meet).**
- **Parent and youth must be “strongly encouraged” to complete the provided JRB EXIT SURVEY at case closing as a part of the case completion requirements.**

By signing this document, I, David Walenczyk, (Director of Youth Services), certify that I have read, understand and agree with all of the requirements of this contract. I also certify that I am authorized to sign this contract on behalf of the Norwalk JRB. *

**Final acceptance of any and all grant funds by the City of Norwalk is subject to Common Council and Mayoral approval. As with our YSB grant application I am signing this application as a place holder as final approval may take several weeks based on committee and Common Council calendars.*

Applicant agency signature:

David J Walenczyk, Director Norwalk Youth Services
Name and Title

Date

Signature

CYSA signature:

Name and Title

Date

Signature

CITY OF NORWALK

RELOCATION PLAN

Code Enforcement Activities

I. PURPOSE

The Relocation Plan is adopted by the City of Norwalk pursuant to the provisions of the Uniform Relocation Assistance Act (“the URAA”), Connecticut General Statutes § 8-266 et seq., and URAA Regs. Ct. Agencies Regs. §§ 8-273-1 through 8-273-41.

Connecticut General Statutes § 8-266 states that the purpose of the “URAA” is to establish a uniform policy for the fair and equitable treatment of persons displaced by Code Enforcement activities.”

The city promulgates this Relocation Plan for the provision of URAA benefits and assistance to individuals and families displaced by the City’s Code Enforcement activities as a result of sub-standard conditions.

II. ADMINISTRATIVE STRUCTURE

Determination of displacement and provisions of relocation benefits and assistance under this Relocation Plan shall be accomplished by the Director of Health or his/her designee for the City of Norwalk, in consultation with all other appropriate Code Enforcement agencies.

III. APPLICATION PROCESS

Upon posting by the Code Enforcement unit, that a building is unfit for occupancy, the Code Enforcement Officer shall immediately inform the occupant that he/she must contact the Director of Health or his/her designee, to make an application for Relocation Assistance within (5) five business days. At the same time, the Housing Code Inspector shall notify the owner of the property of the owner’s potential liability for relocation benefits.

IV. DETERMINATION OF DISPLACEMENT

- A. The Relocation officer shall determine whether an occupant has been displaced within (5) five business days of the agency’s receipt from any source of an inspection report by a City agency.
- B. If, upon review of the inspection report from the appropriate agency, the Relocation Officer finds that the property is in such a condition as to constitute an immediate and serious threat to the health or safety of the occupant, the occupant

shall be immediately determined to be a displaced person, as that term is defined in the URAA § 8-267(c).

C. If, upon review of the inspection report of an appropriate City agency, the Relocation Officer finds the existence of any violations, the officer shall:

- (a) Determine on the basis of the totality of the situation including but not limited to the seriousness of the condition, their effect on the occupant, and the owner's ability to remedy them, a reasonable deadline by which the owner must complete the necessary repairs or incur the consequences of a determination that the occupant has been displaced under the URAA; and
- (b) Housing Code Inspectors will provide to the owner and the occupant a notice informing them of the deadline.

D. Immediately following the expiration of the deadline, the Relocation Officer shall insure that the City agency that issued the original report, reinspect the property and report its findings to the Relocation Officer. If the Relocation Officer finds that the conditions have not been taken care of, the Relocation Officer in conjunction with the Housing Inspectors shall:

- (a) Determine that the occupant has been displaced. The Housing Inspector shall provide an adult occupant and the owner with a Notice of Action; or
- (b) Determine based upon the totality of the circumstances, that the necessary repairs will soon be made and offer the owner the option of temporarily relocating the occupant to adequate replacement housing until conditions are remedied.

- (1) If the owner fails to either remedy the situation as demanded by C.G.S. § 47a-7 or agree to temporary relocation with (5) business days, issue a Notice of Displacement to the occupant and to the owner.
- (2) If the owner agrees to temporarily relocate the occupant, the owner shall accomplish this temporary relocation at his/her expense within a reasonable time frame established by the Relocation Officer.
- (3) Once the reinspection of the property has been found to be satisfactory to the Housing Inspector, the owner shall restore the occupant to the building at the owner's expense.

E. If at any time the Relocation Officer or the Housing Inspector is informed of the existence of violations on a premises and the owner informs that he/she cannot or will not make the necessary repairs, the Housing Inspector shall immediately issue Notice of Action to the occupant and to the owner.

V. RELOCATION OF DISPLACED PERSONS

A. *GENERAL*

1. The City of Norwalk shall file this Relocation Plan with the State of Connecticut Department of Housing together with the information required by the Connecticut General Statutes § 8-281, for the approval of the Commissioner of Housing.
2. The City shall administer a relocation program for persons displaced from property by the City's Code Enforcement Units. This program shall include such measures as may be necessary to ensure that, prior to displacement by Code Enforcement activities, there will be available to every displaced person an "adequate replacement dwelling" as that term is defined in the URAA Regulations § 8-273-4(e), which is:
 - a. "decent, safe and sanitary," as that term is defined in the URAA Regulations § 8-273-4(a);
 - b. in an area not generally less desirable than the area in which the displacement dwelling is located in regards to public utilities and to public and commercial facilities.
 - c. reasonably accessible to the displaced person's place of employment; and
 - d. available at a price of rental within the financial means of the displaced person.
3. The Relocation Officer shall ensure that a copy of this Relocation Plan provided to all the appropriate City agencies or departments. Upon request, a copy of this Relocation Plan shall be provided at no expense to any indigent person.

B. RELOCATION BENEFITS AND ASSISTANCE

1. Within (5) five business days of the issuance of the Notice of Action to any displaced person, the Relocation Officer shall move the displaced person and his/her family and personal property from the displacement dwelling to a permanent replacement dwelling. If no permanent dwelling is available, the displaced person and his/her family and personal property shall be moved to temporary replacement dwelling.

If no temporary replacement dwelling is available, the displaced person(s) and his/her family shall be moved to emergency housing and their personal effects shall be placed in storage.

If a displaced person elects to receive a fixed cash payment in lieu of actual and reasonable moving and storage expenses pursuant to C.G.S. § 8-268 (and in accordance with), the City shall be under no obligation to move or store personal property owned by the displaced person and his/her family.

2. The Relocation Officer shall permit any displaced person who elects to have the City move and store his/her personal property, to choose a mover from a

list of moving companies to be maintained and provided by the Relocation Officer. The moving company selected by the displaced person(s) shall, at the expense of the City pack, crate, and transport the displaced family's personal property, including household appliances owned by the family. If a temporary or permanent replacement dwelling is not available, the City shall arrange for the storage of the personal property. The City's obligation to move a displaced family's personal property shall extend to subsequent moves from storage to permanent replacement dwelling, from storage to a temporary replacement dwelling, and/or from a temporary replacement dwelling to a permanent replacement dwelling. The City shall insure all personal property against loss or damage while being moved and while in storage. The City's moving obligation shall include the cost of removing, reinstalling, and recounting all household appliances owned by the displaced family.

3. The Relocation Officer shall provide fixed cash payment to any displaced person who elects to receive such payment in lieu of actual and reasonable moving expenses. The payment shall be made as soon as possible. The exact amount of the fixed cash payment shall be determined in accordance with URAA Regulations § 8-273-3.
4. The Relocation Officer shall move the displaced family to a permanent replacement dwelling which is a "comparable dwelling" as that term is defined in the URAA Regulations §§ 8-273-4(a) and 8-273-4(b). Any proposed permanent replacement dwelling shall be inspected by the Relocation Officer to determine whether or not it is "decent, safe, and sanitary," as that term defined in URAA Regulations § 8-273-4(a).
5. Any displaced person who actually and lawfully occupied a dwelling which has been deemed unfit for occupancy for at least 90 days before the date of displacement and who rents a permanent replacement dwelling, shall be entitled to receive a replacement housing payment not to exceed \$4,000.00. The exact amount shall be determined in accordance with URAA Regulations § 8-273-32, and shall be 48 times the monthly rent for the permanent dwelling less either:

(1) 48 times the average monthly rent paid for the displacement dwelling by the displaced individual during the three months prior to displacement; or (2) if the average monthly rent is not reasonable, 48 times the monthly economic rent for the displacement dwelling as established by the Relocation Officer.

Once a displaced person has rented and occupied a permanent dwelling, the Relocation Officer shall make the replacement housing payment directly to him/her, unless the displaced person requests that the payment be made directly to the lessor, pursuant to URAA Regulation § 8-273-24.

If calculation of the replacement housing cost is \$2,000.00 or less, it shall be paid in one lump sum on the date that the displaced individual rents and occupies the permanent replacement dwelling. If the calculation of the replacement housing exceeds \$2,000.00, the Relocation Officer may either make the payment in one lump sum or in four equal installments, with the first payment made on the date that the displaced person actually occupies the permanent replacement dwelling. The balance of the payments shall be made at intervals established by the Relocation Officer, upon receiving notification from the appropriate City agency that the displaced person still resides in a decent, safe, and sanitary dwelling.

At the request of the displaced person, the Relocation Officer shall provide in writing to the lessor, that the displaced person will receive a replacement housing payment on the date that he/she rents and/or occupies a permanent replacement dwelling. The Relocation Officer will also include in writing the amount of the replacement housing payment that has been determined according to URAA Regulations § 8-273-32.

6. Any displaced person who has actually and lawfully occupied a displacement dwelling for at least 90 consecutive days prior to the date of displacement and subsequently purchases a permanent replacement dwelling shall receive a replacement housing payment not to exceed \$4,000.00. This shall be determined in accordance with the URAA Regulations §§ 8-273-27 (b), 8-273-31, and 8-273-34. That the amount shall be made available for the displaced person to (1) make the down payment on a permanent replacement dwelling required for a conventional mortgages loan; and (2) the incidental expenses is described in the URAA Regulations § 88-273-31.
7. In accordance with the URAA Regulations § 8-273-39, if two or more families, or an individual and a family, occupy the same dwelling, which has been deemed unfit for occupancy by the Relocation Officer, and the individual or family chooses to relocate separately, they shall be entitled to separately computed housing benefits. However, two or more individuals, not a family, who occupy the same displacement dwelling pursuant to the same rental agreement, shall be treated as a single family for purposes of calculating a replacement payment.

VI. EMERGENCY, TEMPORARY, AND PERMANENT HOUSING

If permanent replacement housing is not available at the time of the initial move from an unfit dwelling, the Relocation Officer shall relocate the displaced person and/or family to either temporary housing or emergency housing.

A. *Temporary Housing*

Temporary Housing is designed to provide a safe, stable environment for those families who are seeking permanent shelter. It will allow families to function as a unit; provide the basic necessities for survival and allow less interruption to the family unit while seeking permanent housing.

When a temporary housing unit becomes available, the City may move the displaced individual and/or family from Emergency Housing to Temporary Housing. A temporary replacement dwelling must meet the standards for “adequate replacement housing” as stated in the URAA Regulations, §§ 8-273-4(a) and 8-273-4(c). The provisions of the Connecticut General Statutes §§ 47a-2(1) and 47a-2(4) shall apply to the occupancy of a Temporary replacement dwelling by displaced persons. In no event, shall a displaced person or family remain in temporary replacement dwelling on a permanent basis. The Relocation Officer shall relocate the displaced person or family into permanent replacement dwelling as soon as is reasonably possible.

For the purpose of this plan, the Relocation Officer shall maintain a list of temporary housing to be used on an emergency basis to provide interim housing to individuals and/or families that have been displaced due to Code Enforcement activities.

B. Emergency Housing

For purposes of this plan, Emergency Shelter means the shelter located at 4 Merritt Street in South Norwalk, Connecticut.

If no room is available at the Emergency Shelter or the Emergency Shelter is unable to accommodate the individual or family, then the Relocation Officer must provide emergency housing by using another shelter in a neighboring community or by providing a hotel or motel room within the City of Norwalk.

There is no time frame attached to the use of the Emergency Shelter. A displaced person and/or family will reside in emergency housing until either permanent housing is located and secured or until an opening at temporary housing. During the individual’s and/or family’s stay in Emergency Housing, the City will be solely responsible for the payment of the Shelter bills.

C. Permanent Housing

Once displaced, the Relocation Officer and the displaced person or family will diligently seek permanent housing. The displaced family or individual shall look for a minimum of four housing prospects per day and provide contact information for said housing prospects to the Relocation Officer.

If the displaced family or individual fails to make an attempt on their own, to find replacement housing or violates any conditions in the agreement; the case may be dropped and continued eligibility for benefits will cease. The landlord and the tenant will be informed of the cessation of benefits by a 10-day notice.

The tenant in Temporary Housing will be responsible for locating other housing whether it be temporary or permanent. They will be responsible for meeting their own needs until they have located permanent housing.

Once the tenant that has been placed and/or removed from “Temporary Housing” locates permanent housing, the required Relocation benefits to this permanent housing situation will commence. Pursuant to URAA Regulation § 8-273-23, the Housing Code Inspectors will be requested by the Relocation Officer to inspect the facilities that have been located so that it can be deemed “safe and fit” for occupancy.

For the purpose of this plan, permanent housing must be “adequate replacement housing” as that term is defined in the URAA Regulation § 8-273-4(e).



NOTICE OF RIGHTS AND SERVICES

Because of the conditions of the building that you and your family are living in, you may be displaced from your dwelling as a result of the City's Code Enforcement activities.

If you are displaced, you and your family may be entitled to receive relocation benefits from the City. In order to receive these benefits you must fill out the attached application form and contact the Relocation Officer within (5) five days after you receive this notice.

Within (5) five business days after the Relocation Officer has been notified by another City agency that there are code violations within your dwelling unit, the Relocation Officer shall decide whether or not you should be relocated. If conditions are deemed unfit for human occupancy, the Relocation Officer will send you a NOTICE OF DISPLACEMENT and you will be relocated as soon as possible.

If the Relocation Officer decides that the conditions in your dwelling are poor but not a serious threat to human health or safety, the Relocation Officer will give the owner a deadline to make all necessary repairs. If the owner states that he/she cannot or will not make the repairs, you will get a NOTICE OF DISPLACEMENT, and be relocated as soon as possible.

If the property owner fails to meet the Code Enforcement Agency's deadline, the agency will inform the Relocation Officer and the property owner will be required to relocate you and your family on a temporary basis, while the repairs are being completed.

If the Relocation Officer decides that you cannot remain in your dwelling and you must be displaced, the City will find you permanent housing for you as soon as reasonably possible. However, it may be necessary for you and your family to stay in an emergency shelter and/or temporary replacement housing for a limited period of time prior to the City or you locating permanent replacement housing.

EMERGENCY HOUSING: means the shelter that is run at 4 Merritt Street or another shelter or decent lodging in the area.

TEMPORARY HOUSING: means an apartment for you and your family, which is NOT permanent housing. You will occupy this housing until the City or you find permanent housing.

PERMANENT REPLACEMENT HOUSING: means a new home for you and your family to rent or buy with the assistance of the Relocation Officer. If you occupied your old home for at least 90 consecutive days before you became displaced, the City will pay up to \$4,000.00 to help you rent or buy a home. If you rent an apartment, the City will pay you the exact amount of the difference between the new rent and the average monthly rent that you paid for your old home during the last three (3) months before the City displaced you. If you buy a house as your permanent replacement dwelling, the exact amount to be paid by the City will depend on the amount of the down payment and incidental expenses involved in the purchase. Relocation agency staff will explain the exact procedure for computing what portion of the \$4,000.00 maximum to which you are entitled.

When you fill out the Application for Relocation Assistance, you will let the City know whether you want to receive a fixed cash payment to cover your moving and storage expenses or whether you would rather have the City handle moving and storage for you.

If you request a fixed cash payment, you will receive from \$250.00 to \$500.00 to cover your moving expenses and storage. The exact amount that you will receive depends on the number of rooms that you have in your apartment or house. The fixed cash payment will be given to you as soon as possible. REMEMBER, if you decide to take the fixed cash payment, the City will assist in procuring replacement housing for you and your family, but the City will not move your property, you will be solely responsible for moving and storing your property.

Rather than receiving a fixed cash payment, you may ask the City to handle the moving and storage for you. The City will choose a mover and your property will be packed, crated, moved, and if necessary, it will be stored for you until the City or you have located permanent replacement housing.

Any cash payment that you receive from the City should not be considered income. Such cash benefits will not affect your eligibility to receive City or State Welfare payments.

You have the right to refuse any and/or all of the Relocation assistance available to you. If you refuse only certain parts of the Relocation assistance available to you, you will still be entitled to the remainder of the assistance.

This NOTICE OF THE RIGHTS AND SERVICES is a summary of the City of Norwalk Relocation Plan for Code Enforcement activities. You are entitled to receive a copy of this plan upon request.

Sincerely,

Relocation Officer

Date

Notice of Availability of Relocation Assistance Benefits

This notice is to inform your potential rights under the agreement and Connecticut's Uniform Relocation Assistance Act (Conn. Gen. Stat. § 8-266 *et seq.*).

In order to qualify for this assistance, City of Norwalk officials must have informed you that you have to move out of your apartment as a result of fire, damage to your building, structural defects, or other emergency or safety related issues.

The following assistance may be available:

- Temporary emergency housing paid for by the City of Norwalk;
- Help in finding permanent replacement housing;
- Actual reasonable moving costs and related expenses, or you can choose to be paid fixed moving and dislocation expense allowances;
- Some rental assistance (including help with the security deposit and/or the difference between the rent for a new residence and the rent for the residence you were displaced from).

To receive this assistance, you must apply to the City of Norwalk Health Department, located at 137 East Avenue, Norwalk, CT 06851. You must provide the City of Norwalk with documents such as bills or a proof of a lease to establish length of residency in the dwelling from which you were displaced, as well as receipts and other evidence to establish eligibility for other related expenses.

Please see the Affordable Housing Application on pages 2-6.

AFFORDABLE HOUSING APPLICATION

I. FAMILY COMPOSITION

(A) Head of Household

Name: _____
(Last) (First) (Middle Initial)

Telephone: _____

Date of Birth: _____

If employed, name and address of employer: _____

Length of time at present address: _____

(B) Other Family Members

Name: _____
(Last) (First) (Middle Initial)

Date of Birth: _____

Relationship: _____

Length of time at present address: _____

If employed, name and address of employer: _____

If in school, name and address of school: _____

Name: _____
(Last) (First) (Middle Initial)

Date of Birth: _____

Relationship: _____

Length of time at present address: _____

If employed, name and address of employer: _____

If in school, name and address of school: _____

Name: _____
(Last) (First) (Middle Initial)

Date of Birth: _____

Relationship: _____

Length of time at present address: _____

If employed, name and address of employer:

If in school, name and address of school:

Name: _____
(Last) (First) (Middle Initial)

Date of Birth: _____

Relationship: _____

Length of time at present address: _____

If employed, name and address of employer:

If in school, name and address of school:

***If listing more than four household members, please attach a separate sheet listing name, date of birth, relationship to head of household, length of time at present address, and employer or school, if applicable**

(C) LOCATIONAL NEEDS

1. Education Needs

Number of children in:

Elementary _____	Approximate Distance _____	Transportation _____
Junior High _____	Approximate Distance _____	Transportation _____
High School _____	Approximate Distance _____	Transportation _____
Other _____	Approximate Distance _____	Transportation _____

2. Occupational Needs

Head of household:	Distance to work _____	Transportation _____
Other member:	Distance to work _____	Transportation _____
Other member:	Distance to work _____	Transportation _____
Other member:	Distance to work _____	Transportation _____

3. Special Facilities

If proximity to any special facilities is required, please describe:

II. DWELLING UNIT

- (1) Number of Rooms: _____
- (2) Last agreed upon rent: \$ _____ per week or per month
- (3) Are heat and utilities included in your rent? _____
- (4) If not, what is your source of heat? _____ oil _____ gas _____ electricity _____ other
- (5) If not, what is your average monthly cost for:
 - a. Oil \$ _____
 - b. Gas \$ _____
 - c. Electricity \$ _____

III. EMPLOYMENT INCOME

- (1) Head of household
 - a. Employer or Source of Income: _____
 - b. Location of Employer: _____
 - c. Length of Employment: _____
 - d. Title: _____
 - e. Approximate monthly gross income: _____
- (2) Other household member
 - a. Employer or Source of Income: _____
 - b. Location of Employer: _____
 - c. Length of Employment: _____
 - d. Title: _____
 - e. Approximate monthly gross income: _____
- (3) Other household member
 - a. Employer or Source of Income: _____
 - b. Location of Employer: _____
 - c. Length of Employment: _____
 - d. Title: _____
 - e. Approximate monthly gross income: _____
- (4) Other household member
 - a. Employer or Source of Income: _____
 - b. Location of Employer: _____
 - c. Length of Employment: _____
 - d. Title: _____
 - e. Approximate monthly gross income: _____

IV. MOVING AND STORAGE

Select from the following options:

☐ (A) I request a fixed cash payment from the City of Norwalk to cover my moving and storage expenses. I understand that the exact amount of payment will depend on the number of rooms in my dwelling and that if I choose a fixed cash payment, I will be solely responsible for moving all of the personal property in my dwelling.

1 room	\$250.00
2 rooms	\$290.00
3 rooms	\$340.00
4 rooms	\$370.00
5 rooms	\$430.00
6 rooms	\$460.00
7 rooms	\$500.00

☐ (B) I request actual and reasonable moving expenses of my personal property. This can include, but is not limited to, packing, moving, and unpacking of personal property, disconnection and reconnection of household appliances, and the storage of personal property. All actual expenses must be necessary and reasonable as determined by the City of Norwalk and supported by receipts. The City can arrange for a commercial move and insurance against loss or damage while my personal property is being moved and stored.

I certify that the foregoing information is accurate to the best of my knowledge.

Please state your annual household income (i.e., the gross amount of earnings of all family members over the age of 18): \$ _____

In support of the income that I/we certified above, I/we hereby authorize the City of Norwalk to contact my company, agency, group, or organization to obtain any and all information which is deemed necessary to determine if I/we am/are eligible for participation in the relocation program. Such would include, but is not limited to, the most recent IRS 1040 form, employer's income verification, DIM's budget sheet, or similar. I understand that this information is only for the purpose of determining my/our eligibility and will be kept confidential.

Signature: _____

Date: _____

Signature of City of Norwalk: _____