

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE COMMON COUNCIL

FROM: JOHN KYDES, CHAIRMAN

DATE: NOVEMBER 30, 2017

RE: **MEETING NOTICE**

.....
The next scheduled meeting of the Planning Committee of the Common Council will be held on **Thursday, December 7, 2017 at 7:00 pm** in Room 231 in Norwalk City Hall. Please Note the Time and Location.

**PLANNING COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
DECEMBER 7, 2017
7:00 PM**

A G E N D A

PUBLIC PARTICIPATION

CALL TO ORDER

ROLL CALL

I. ADMINISTRATION

A. APPROVAL OF MINUTES

1. Approve Minutes of October 5, 2017 Regular Meeting.

B. APPROVAL OF SCHEDULE OF MEETINGS FOR 2018

2. Approve schedule of meetings for calendar year 2018

II. COMMUNITY DEVELOPMENT BLOCK GRANT PY44

- A. Advance the PY44 NOFA amended language to the Common Council for review and approval.
- B. Approve scheduling a presentation of the CDBG applications on February 1, 2018 at 6:30pm.

III. REDEVELOPMENT PLANS & PROJECTS

- A. Wall Street-West Avenue Redevelopment Plan presentation by RPA.
- B. Update on Freese Park.
- C. Washington Village review Phase I Development and discuss Phase II
- D. Webster Street Lot review study findings

IV. NEW BUSINESS

V. OLD BUSINESS

ADJOURNMENT

**CITY OF NORWALK
PLANNING COMMITTEE
OCTOBER 5, 2017**

ATTENDANCE: John Kydes, Chair; Douglas Hempstead; John Igneri;
Thomas Livingston; Shannon O'Toole Giandurco;
Travis Simms (7:17 p.m.)

STAFF: Timothy Sheehan, Executive Director; Tami Strauss,
Director Community Development Planning

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:00 p.m.

ROLL CALL

Mr. Kydes called the Roll.

PUBLIC PARTICIPATION

Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.

Mr. Adam Bovilsky, Director of Human Relations and Fair Rent spoke as the ADA, Title II Coordinator about item IIA2: Municipal Opt-Out: Temporary Health Care Structures. He said that the State Statute requires a public hearing if the City choses to opt-out. He said that from an ADA perspective, it is important to weigh in on the pros as well as the cons for opting out. The ADA requires a flexible interactive process.

Mr. Bovilsky asked the Committee members to carefully weigh the pros and cons that allows freedom of choice for the disabled community before they say no. He advised the Committee members to seek advice from professionals who work with the disabled so they understand the needs of that community.

Mr. Bovilsky said it is important to try and encourage the disabled community to be independent and a temporary health care structure may do that. He acknowledged that a concern would be that these structures would pop up everywhere, but he said that was unlikely. The structures can be expensive and have to meet all City of Norwalk codes. In addition, the City can require a \$50,000 bond.

Ms. Beatrice Winter, Executive Director, Norwalk Senior Center said this structure may not work for everyone, but as someone with two elderly parents, having them move in would not pass muster, but it would work if they were on her property. She asked the

Committee members to consider the sandwich generation who is providing oversight for the elderly. She also talked about the population with Autism who may benefit from these temporary structures.

There were no other members of the public who wished to speak.

APPROVAL OF MINUTES

A. Approve Minutes of September 7, 2017 Regular Meeting

**** MR. LIVINGSTON MOVED TO APPROVE THE MINUTES AS PRESENTED**

**** MOTION PASSED UNANIMOUSLY**

BUSINESS

A. PLANNING AND ZONING

MASTER SERVICES AGREEMENT, TRAFFIC CONSULTANT PEER REVIEW

Mr. Kleppin reviewed the RFP process and the professional consulting services. Mr. Hempstead asked what would trigger the peer review. Mr. Kleppin said an application to the Zoning Commission. Mr. Hempstead said he wanted to be sure this would not be a barrier to people. Mr. Kleppin explained that the Zoning Commission went through a public hearing and there were no objections. This is standard for large applications.

Mr. Simms joined the meeting at 7:17 p.m.

Mr. Igneri asked if the consultants would be paid a retainer to be on call for the City. Mr. Kleppin said they would not be paid a retainer.

**** MR. LIVINGSTON MOVED TO ADVANCE TO THE COMMON COUNCIL, THE PLANNING AND ZONING DIRECTOR'S REQUEST TO EXECUTE SEPARATE MASTER SERVICES AGREEMENTS WITH WSP BRINCKERHOFF AND JOHN P. THOMPSON FOR ON CALL PROFESSIONAL CONSULTING SERVICES AND TO AUTHORIZE THE MAYOR TO EXECUTE THE CONTRACTS**

**** MOTION PASSED UNANIMOUSLY**

MUNICIPAL OPT-OUT: TEMPORARY HEALTH CARE STRUCTURES

Mr. Kleppin explained that a majority of communities are choosing to opt out of permitting temporary health care structures. He said that Norwalk is generous in

allowing accessory apartments. Norwalk also exempts handicap ramps from setback coverage.

The staff has concerns that once this structure is put on a property, it will become permanent and the Planning and Zoning departments will be unable to regulate who is living there. Mr. Kleppin said the long term staff do not remember anyone asking for this.

Last month, the Zoning Commission reviewed this item and unanimously voted to oppose this item. There are discussions at the State level about modifying the regulations. Mr. Kleppin said the Planning and Zoning staff recommends that the City opt out of this.

Mr. Kydes asked for a list of municipalities who chose to stay in. Mr. Kleppin will provide that list.

**** MR.IGNERI MOVED TO ADVANCE THE PLANNING AND ZONING DIRECTOR'S REQUEST TO OPT OUT OF PUBLIC ACT 17-155 REGARDING THE PLACEMENT OF TEMPORARY HEALTH CARE STRUCTURES TO THE COMMON COUNCIL**

**** MOTION PASSED UNANIMOUSLY**

B. COMMUNITY DEVELOPMENT

**** MR.IGNERI MOVED APPROVAL TO ADVANCE THE PY42 CAPER TO THE COMMON COUNCIL WITH AUTHORIZATION FOR THE MAYOR TO SIGN ALL FORWARDING DOCUMENTATION REQUIRED BY HUD**

Ms. Strauss explained that the year ended on June 30th. They helped nearly 1,000 people with grants. In addition, they were able to get Ryan Park ready for remediation. Mr. Simms asked what was the hold up with the Ryan Park project. Ms. Strauss said the City had to re-bid the environmental remediation. The recommendation is going to the Parks and Recreation Committee next week.

**** MOTION PASSED UNANIMOUSLY**

C. PARKING AUTHORITY PRESENTATION OF THE SCOPE OF SERVICES FOR PARKING CAPACITY AND STRATEGIC PLAN WITH WALKER PARKING CONSULTANTS

Mr. Kydes explained that he hopes to continue the conversation and get to the point where parking enforcement is not synonymous with South Norwalk.

Mr. Richard Brescia, Chair Parking Authority said he looks forward to a dialogue with the City. He provided the history of how they reached this point. He distributed a document providing an overview of the project. He said the final selection was made by the staff. The scope of the study was created by the Steering Committee.

Mr. Hempstead asked if anyone from the private sector was invited in to set the criteria. Ms. Hebert replied in the negative. Mr. Brescia said the Steering Committee has been reaching out to the community for a long time and passed on their concerns.

Mr. Kydes said that his pet peeve is the excessive enforcement and asked if the Parking Authority was going to expand the voucher program. Mr. Brescia said they doubled it on October 1st. Mr. Kydes said that if a parking lot is one quarter full, then the enforcement should be more lax. He wants to separate parking enforcement from South Norwalk.

Mr. Brescia said that they have a customer care program and they extended their grace period on the parking meters from five minutes to 10 minutes. Ms. O'Toole Giandurco requested that data.

Mr. Ignneri said that Mr. Kydes is not the only one inundated with complaints about parking. Mr. Kydes asked Mr. Brescia to come back and report to the Committee on the plan as it moves forward.

Ms. Kerry Walker gave an outline of what they are doing and where they are going. She noted that they are getting themselves established so they understand the City. Their last phase will be to create a written plan that will give them a blueprint going forward. She added that they have started talking to stakeholders.

Mr. Livingston suggested to Ms. Walker that she reach out to Common Council members. Mr. Hempstead said that the stakeholders are the people who are getting tickets. He asked if they intend to look at areas such as Main Street, or only areas around parking garages. Ms. Walker said their study will be City wide. In some areas the issue may be future growth and how parking can work with development.

Mr. Kydes asked Ms. Walker if they ever recommend for more lenient enforcement based on feedback. Ms. Walker said she was not sure if they ever did a study where there were more complaints about enforcement. If they heard overwhelming complaints about enforcement they would take a look at that. She said they will wait and see what kind of feedback they receive. Mr. Kydes asked how they will be soliciting opinions. Ms.

Walker said they will be handing out surveys this weekend and the survey will be on the City's website. She noted that in any community, there will be a wide range of opinions.

Mr. Hempstead said it would be beneficial to see different revenue models. Ms. Walker said they have an economic specialist on board.

OLD BUSINESS

No old business was discussed this evening.

NEW BUSINESS

No new business was discussed this evening.

ADJOURNMENT

**** MR.IGNERI MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:12 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

SCHEDULE OF MEETINGS FOR 2018*

January 4, 2018

February 1, 2018*

March 1, 2018**

April 5, 2018

May 3, 2018

June 7, 2018

July 5, 2018

August 2, 2018

September 6, 2018

October 4, 2018

November 1, 2018

December 6, 2018

Please note that the Planning Committee meetings are held on the first Thursday of the month at 7:00 PM in Room 231 unless otherwise noted.

*The meeting scheduled for February 1, 2018 will begin at 6:30 PM in Room 330.

**The meeting scheduled for March 1, 2018 will be held at 7:00 PM in Room 101.

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE NORWALK COMMON COUNCIL
FROM: SABRINA CHURCH, COMMUNITY DEVELOPMENT PLANNER
DATE: NOVEMBER 29, 2017
RE: PY44 NOTICE OF FUNDING AVAILABILITY

As the administering agent for the City of Norwalk's entitlement grant under the Community Development Block Grant (CDBG) Program the Agency releases a yearly Notice of Funding Availability (NOFA) in accordance with HUD requirements to gather applications for projects to be approved and completed within the next program year. The PY44 NOFA will include new language regarding the reservation of \$100,000 for a Walk Bridge Business Mitigation Program aimed at business retention and low/moderate income job retention.

The \$100,000 will be allocated to the plan via the yearly CDBG allocation. The plan is referenced on page 11 of the NOFA in the section titled Funding Restrictions and Targeting of Resources.

If the added language is not approved by the Common Council the standard NOFA will be released by the Redevelopment Agency on December 13, 2017.

ATTACHMENTS: PY44 Draft NOFA – *new language italicized within the document*

ACTIONS REQUESTED: 1. Advance the PY44 NOFA amended language to the Common Council for review and approval.

Notice of Funding Availability & Request for Proposals
Program Year 44
(July 1, 2018 – June 30, 2019)

CITY OF NORWALK, CONNECTICUT
The Norwalk Redevelopment Agency

COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION

Past applicants should note that the Redevelopment Agency has revised the process for submitting an application in order to streamline and simplify the process for all involved. Applicants are encouraged to avail themselves of technical assistance offered through the Norwalk Redevelopment Agency.

Norwalk Redevelopment Agency Contact Information:

Timothy Carney
Norwalk Redevelopment Agency
125 East Ave, Room 202
(203)854-7810 ext 46784
tcarney@norwalkct.org
<http://www.norwalkct.org/1412/Community-Development-Block-Grant>

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Notice of Funding Availability and Request for Proposals

As administrator of the City of Norwalk's Community Development Block Grant (CDBG) program, the Norwalk Redevelopment Agency is pleased to release this Notice of Funding Availability (NOFA) for the upcoming CDBG program year (PY44), which commences on July 1, 2018 and ends on June 30, 2019. Proposals will be accepted from organizations providing assistance to low and moderate income households residing within the City of Norwalk that meet a Priority Need identified by the City's Consolidated Plan.

The full NOFA/RFP will be available for review in English and Spanish on the City's website at <http://www.norwalkct.org/1412/Community-Development-Block-Grant> and available for viewing at the following locations: the Norwalk Redevelopment Agency, the Main and South Norwalk branches of the Norwalk Public Library, the South Norwalk Community Center and the main offices of the Norwalk Housing Authority. Persons needing language assistance are encouraged to contact the Norwalk Redevelopment Agency for assistance.

The City and Redevelopment Agency invite all interested parties to submit PY44 CDBG sub-award applications to the Redevelopment Agency **by 12:00pm (noon) on Tuesday, January 23, 2018.**

The City of Norwalk's actual CDBG entitlement amount is not yet available and is subject to Congressional budget appropriation. The actual amount is anticipated to be announced in early 2018. All figures in the following chart are **estimates** and subject to change.

PY44 City of Norwalk Community Development Block Grant (CDBG) Program
Estimated Sources and Uses for Year Ending June 2019

Sources of Funds

PY44 Entitlement (estimated)	\$727,878.00
PY43 Program Income (estimated)	\$237,021.19
Non-revolving CDBG Program Income at 6/30/18	\$22,882.12
Revolving Loan CDBG Program Income at 6/30/18	\$214,139.07
PY42 Reprogrammed Funds	\$12,994.88
604 Breakthrough Options for Families - College Edge Program	\$26.21
611 Person to Person - Emergency Assistance	\$5,578.42
613 Triangle Community Center - Case Management	\$7,390.25
PY43 Reprogrammed Funds	\$0.00
Anticipated Total Funds Available for PY44 CDBG Grant Program	\$763,755.00

Uses of Funds* (estimated)

*Per HUD's statutory caps on use of CDBG funds for these activities	
Maximum available for public service	\$112,614
Maximum available for planning and administration	\$192,980
Available for uses other than public service and planning and administration	\$458,161
Funding available to all other applicants for use in addressing priority needs of the City as identified in the ConPlan	\$197,009
Funds available to City Neighborhoods for use in addressing priority needs of the City as identified in the ConPlan	\$261,152
Minimum restricted to expenditure on LMI activities	\$534,629
Maximum available for slum/blight or urgent need activities	\$229,127

Application Submission Process

Interested applicants must complete and submit applications and required attachments through the WebGrants website at <http://norwalk.dullestech.net> no later than 12:00pm (noon) on Tuesday, January 23, 2018. Application instructions and a link to this website are available via the City's website (<http://www.norwalkct.org/1412/Community-Development-Block-Grant>). Organizations interested in submitting an application should read the NOFA and application instructions carefully and avail themselves of technical assistance offered through the Norwalk Redevelopment Agency. Language assistance is available by contacting the Redevelopment Agency.

Anticipated Schedule of Public Meetings and Hearings

The following schedule is anticipated; however meetings may be rescheduled due to poor weather conditions. Applicants will be notified directly of any changes to the schedule and a notice will be placed on the Redevelopment Agency's website. All locations are accessible to persons with disabilities. Those needing to request an oral or sign language interpreter should contact the Redevelopment Agency at least 48 hours in advance of the meeting or hearing.

- Tuesday, January 23, 2018 by 12/noon – Completed PY44 applications must be submitted through WebGrants to the Redevelopment Agency
- February 1, 2018 – PY44 Applicants Present their applications to the Planning Committee
 - 6:30pm in City Hall (125 East Avenue, Norwalk), room A330 (anticipated)
 - Brief presentations will occur during the public comment period of the regularly scheduled Planning Committee meeting.
- March 1, 2018 – Planning Committee Recommends Projects / Programs for Funding
- March 29 – April 28, 2018 – 30-day Public Comment Period on Draft Annual Action Plan (AAP)
 - March 29, 2018 – Draft AAP is posted to Agency's website in English and Spanish and distributed in hard copy to Main and South Norwalk branch libraries, Norwalk Housing Authority, South Norwalk Community Center and Norwalk Redevelopment Agency.
- April 5, 2018 – Planning Committee holds a Public Hearing on Draft AAP
 - 7:30pm in City Hall (125 East Avenue, Norwalk), room 231 (anticipated)
- May 3, 2018 – Planning Committee Advances the Draft AAP to the Common Council for Approval (anticipated)
- May 8, 2018 – Common Council Approves Mayoral Signing of Annual Action Plan for Submission to HUD (anticipated)
- May 14, 2018 – PY44 Annual Action Plan is due to HUD
 - A final version of the document will be posted to the Agency's website
- June 21, 2018 – PY44 Orientation for Sub-Grantees (anticipated)
 - Details will be made available to awarded organizations closer to the date.

Consolidated Plan Funding Criteria and Priorities

Funding Criteria

To promote efficacy and the impartial award of CDBG funds to subrecipients, the following criteria have been established.

- The proposed project / program is considered by HUD to be an eligible activity
- The proposed project / program addresses a HUD National Objective and has an identified CDBG Objective Measurement and CDBG Outcome Measurement
- The proposed project / program falls within the City's Priority Needs and Goals matrix as identified in the five-year Consolidated Plan
- The proposal identifies performance measures which are evaluated on specific outcomes
- The applicant organization has the capacity and willingness to comply with the monitoring requirements of the grant administrator
- The applicant organization employs professional staff to administer the grant and project
- The applicant organization or its staff members have experience in the proposed activity
- There is a proven impact for the proposed activity
- The applicant organization has the ability to carry out the project / program within the 12 month program year (July to June)

The City is committed to awarding grants to organizations which propose a high level of impact for the amount of funds awarded. This is analyzed via two methods:

- The amount of funding requested per proposed beneficiary (dollar per beneficiary)
- The matching funds made available by the applicant organization to support the proposed project / program. It is recommended that Public Service programs provide a \$2.00 to \$1.00 match while all other projects provide a \$1.00 to \$1.00 match.

Preference will be given for those projects / programs which:

- Request a minimum of \$20,000 for public service programs and \$50,000 in grant funds for all other projects
- Direct services towards one or more of the City's LMI census tracts
- Address an unmet Consolidated Plan Goal target

Consolidated Plan (ConPlan) Priority Needs and Goals

The City's ConPlan establishes the following Priority Needs for the 2015-2019 CDBG programs:

- Housing – Increase high quality and affordable housing opportunities
- Economic Development – Expand economic opportunities
- Public Facilities and Infrastructure – Modernize public facilities and infrastructure
- Public Services – Increase available social services

Each Priority Need has at least one Goal associated with it which is defined by one or more CDBG Matrix Codes (listed in parenthesis). Specific descriptions of each Goal Matrix Code are available

in the document titled “Appendix A – Matrix Codes” available on the Redevelopment Agency’s website. The 2015-2019 Consolidated Plan Priority Needs and Goals are as follows:

Priority Needs	Goals (Matrix Codes)	Goal Matrix Code Definition	Code
Increase High Quality and Affordable Housing Opportunities (Housing)	Residential Rehabilitation (14A, 14B, 14C, 14G, 14H) High Priority	Rehab: Single-unit residential	14A
		Rehab: Multi-unit residential	14B
		Rehab: Public housing modernization	14C
		Rehab: Acquisition	14G
		Rehab: Administration	14H
	Code enforcement (15)	Code enforcement (creating a program)	15
Expand Economic Opportunities (Econ. Dev'I)	Economic Development: Technical Assistance (18B) High Priority	Economic Development: Technical assistance	18B
Modernize Public Facilities and Infrastructure (Public Facilities and Infrastructure)	Public Facility Rehabilitation (03A, 03B, 03C, 03D, 03E, 03F, 03O, 03S) High Priority	Senior centers	03A
		Handicapped centers	03B
		Homeless facilities (not operating costs)	03C
		Youth centers	03D
		Neighborhood facilities	03E
		Parks and recreational facilities	03F
		Fire stations/equipment	03O
		Facilities for AIDS patients (not operating costs)	03S
	Public Infrastructure Modernization & Safety Improvements (03K, 03L) High Priority	Street improvements	03K
		Sidewalks	03L
	Community Cleanups (04A, 05V) High Priority	Cleanup of contaminated sites	04A
		Neighborhood cleanups	05V
Increase Available Social Services (Public Services)	Basic Services (05A, 05D, 05L) High Priority	Senior services	05A
		Youth services	05D
		Child care services	05L
	Health & Mental Health Services (05F, 05G, 05N, 05O) High Priority	Substance abuse services	05F
		Services for battered and abused spouses	05G
		Services for abused and neglected children	05N
		Mental health services	05O
	Employment training (05H)	Employment training	05H
	Housing Services (03T, 05J, 05Q, 05R, 05T) High Priority	Operating costs of Homeless and HIV/AIDS patients programs	03T
		Fair housing activities	05J
		Subsistence payments	05Q
		Security deposits	05T
		Housing counseling	05U

The following is a status report of the Consolidated Plan Goal target accomplishments, using reported outcomes from PY41 (2015-2016), PY42 (2016-2017), and anticipated outcomes of PY43 (2017-2018).

Consolidated Plan Priority Needs	Consolidated Plan Goals	5-Year Goal Target	% of Goal Target Accomplished*
Increase High Quality and Affordable Housing Opportunities	Residential Rehabilitation	400 rental 30 owner	Rental Units: 32% Owner Units: 33%
	Code Enforcement	10 housing units	0%
Expand Economic Opportunities	Economic Development: Technical Assistance	20 businesses	155%
Modernize Public Facilities and Infrastructure	Public Facility Rehabilitation	50,000 people	30%
	Public Infrastructure Modernization and Safety Improvements	15,000 people	220%
	Community Cleanups	8 acres	280%
Increase Available Social Services	Basic Services	1,500 people	56%
	Health and Mental Health Services	200 people	187%
	Employment Training	100 people	163%
	Housing Services	1,000 people	47%
		400 households	110%

* Based upon actual accomplishments in PY41, PY42, and anticipated accomplishments in PY43

Summary of Qualifying Criteria for CDBG Funding

Program Overview and National Objectives

Funded under the Housing and Community Development Act (HCDA) of 1974 and as amended by the 1987 Act and Administered by U.S. Department of Housing and Urban Development (HUD), Community Development Block Grants (CDBG) are available to urban counties, entitlement cities (population of 50,000 or more) or small cities. The City of Norwalk is an entitlement city and receives an annual allocation of funds directly from HUD. The City has contracted with the Norwalk Redevelopment Agency to administer the CDBG grant program.

All CDBG-funded activities must meet one of the three National Objectives of the CDBG program:

- Benefit to Low- and Moderate-Income Residents: Area benefit activities (LMA), Limited clientele activities (LMC), Housing activities (LMH), Job creation/retention activities (LMJ)
- Prevention or Elimination of Slums or Blight: Area basis (SBA), Activity needed to complete urban renewal project (SBR), Spot basis (SBS)
- Urgent Need (URG): Meeting other community needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs; generally associated with disaster conditions

Qualifying Criteria

In order to qualify for CDBG funding, all activities must principally benefit low and moderate income persons residing within the City of Norwalk. An activity will be considered to principally benefit low and moderate income (LMI) persons if it meets one of the following criteria:

- The activity has an income eligibility requirement that limits the benefits exclusively to LMI persons.
- The activity is designed to serve an area where at least 51% of the residents are LMI.
- The activity involves a facility which is designed for use by senior citizens, youth, persons with disabilities and other special needs populations. Presumed benefit populations include abused children, battered spouses, elderly persons, adults meeting the Bureau of the Census' Current Population Reports definition of "severely disabled," homeless persons, illiterate adults, persons living with AIDS and migrant farm workers.
- The activity has income eligibility restrictions to require that at least 70% of the users or beneficiaries are LMI.
- The activity is directed to the removal of architectural barriers, which restrict the mobility and accessibility of persons with disabilities.
- The activity is designed to create or retain permanent jobs for LMI persons.

Additionally, all qualified activities must address one of the proposed 2015-2019 ConPlan Priority Needs, as defined by the associated Goal(s).

Eligible Subrecipients

A subrecipient is a public or private non-profit agency or organization receiving CDBG funds from a grantee (the City of Norwalk) or another subrecipient to undertake eligible activities. Entities, including public and private for-profit organizations, providing assistance to microenterprises are considered subrecipients. Contractors are not considered subrecipients. Institutions of higher learning may be subrecipients if carrying out CDBG-eligible activities. There is no Federal requirement that an organization incorporate or operate as a nonprofit to obtain tax-exempt status under section 501(c)(3) in order to receive CDBG funds. Faith-based organizations are eligible for CDBG funding on an equal footing with any other organization; however CDBG funds may not be used to support inherently religious activities such as worship or religious instruction and must serve all eligible beneficiaries without regard to religion.

Before disbursing funds to any organization a written agreement must be executed and on file along with a statement of acceptance from the organization's Board of Directors.

Eligible Activities

CDBG matrix codes for eligible activities are grouped by HUD into eight activity categories. Detailed information on the eligible activities within each of these categories is available on the Redevelopment Agency's website. The categories of eligible activities are:

- Acquisition, Disposition, Clearance, Relocation (of Real Property)
- Administration and Planning (including Fair Housing activities)
- Economic Development
- Housing
- Public Facilities and Infrastructure Improvements
- Public Services
- Repayment of Section 108 Loans
- Other

Each proposed project / program must address one of the 2015-2019 ConPlan Priority Needs via its associated Goal(s), as defined by the CDBG matrix code.

A cash leveraging ratio of \$2.00 for each \$1.00 of CDBG resources sought for public service projects, and \$1.00 for each \$1.00 of CDBG resources sought for public facility, housing and economic development projects is expected to be detailed in the Application's budget form.

Public facility improvement or housing rehabilitation activities receiving CDBG funds must be "shovel-ready." Public service, economic development and other activities must be ready to move upon execution of their CDBG contract. Grantees having drawn less than 51% of their CDBG award by March 30 may not qualify for a contract extension.

CDBG awards are dispersed by the Redevelopment Agency on a reimbursement basis. Sub-recipients of these funds are required to submit evidence of expenses prior to receiving these reimbursements. Organizations which do not have the financial capacity to front the costs of their program until reimbursements are made (usually on a quarterly basis) are encouraged to partner with organizations that can assist with bridging this gap. Further, funding is released commensurate with the proportion of total promised beneficiaries served (a minimum of 51% of these beneficiaries, whether households or individuals, must be low and moderate income).

Ineligible Activities

Generally ineligible uses of CDBG funds are:

- Equipment – The purchase of equipment with CDBG funds is generally ineligible. Equipment is defined by HUD (24 CFR part 85) as "tangible, nonexpendable, personal property having a useful life of more than one year and an acquisition cost of \$5,000 or more per unit."
- Operating and Maintenance Expenses – Costs associated with the repair, maintenance, or operation of public facilities and the maintenance of physical improvements are ineligible.
- Religious Structures – CDBG funds may not be used for the acquisition or physical improvement of buildings owned by religious entities and used by religious or other

entities for religious purposes.

- Government Structures – CDBG funds may not be used for renovating buildings owned by government and used to conduct legislative, judicial or administrative affairs of government (unless for the purposes of improving handicap accessibility in those buildings which are open to the public)
- New Construction – CDBG funds may not be used for constructing new housing units.
- Income Payments – CDBG funds may not be used for income payments (a series of subsistence-type payments to an individual or family for items such as food, clothing, housing or utilities)

Funding Restrictions and Targeting of Resources

Per HUD statutory caps on the usage of CDBG funds, funds may be used in the following manner:

- Public Service Programs – A maximum of 15% of the entitlement grant, 15% of the non-revolving program income and any funds available from the reprogramming of previous years' public service programs shall be available to organizations seeking funding for public service programs
- Planning and Administration – A maximum of 20% of the entitlement grant and 20% of the total program income shall be available for community planning and administration of the CDBG program.
- Economic Development, Housing and Public Facilities – The amount remaining from the total funds available net of public services and planning and administration.
 - Applicants other than the Norwalk Redevelopment Agency – 43% of all economic development, housing and public facility funds available
 - Norwalk Redevelopment Agency – The Redevelopment Agency is tasked as the housing and community development entity for the City of Norwalk. As such, a minimum of 57% of funds available for economic development, housing and public facilities will be reserved to carry out the priority projects of the City by the Redevelopment Agency. Any realized program income will be added to the total funds available for the following program year.
 - *Walk Bridge Business Mitigation Plan – The City of Norwalk is reserving \$100,000 to mitigate negative effects to businesses in the South Norwalk area as a result of the Walk Bridge project. The mitigation plan will help address the ConPlan priority need of economic development and matrix code 18A: Economic Development Assistance to For-Profits as well as business retention and low/moderate income job creation and retention.*

Eligible Income Limits

The eligible income limits are updated annually by HUD and may vary at the beginning of the PY44 program year. LMI households are those earning less than 80% of the Area's Median Income (AMI). At the time of this writing, the eligible income limits are as follows.

	1 person	2 people	3 people	4 people	5 people	6 people	7 people	8 people
30%	\$ 29,500	\$ 33,700	\$ 37,900	\$ 42,100	\$ 45,500	\$ 48,850	\$ 52,250	\$ 55,600
50%	\$ 49,150	\$ 56,200	\$ 63,200	\$ 70,200	\$ 75,850	\$ 81,450	\$ 87,050	\$ 92,700
80%	\$ 79,950	\$ 91,400	\$ 102,800	\$ 114,250	\$ 123,350	\$ 132,500	\$ 141,650	\$ 150,800

The following groups of people are considered to be presumed beneficiaries and are not subject to income calculations, unless that information is available:

- Abused children
- Battered spouses
- Severely disabled adults
- Homeless persons
- Illiterate adults
- Persons with AIDS
- Migrant farm workers
- Elderly

Eligible Target Areas for Assistance

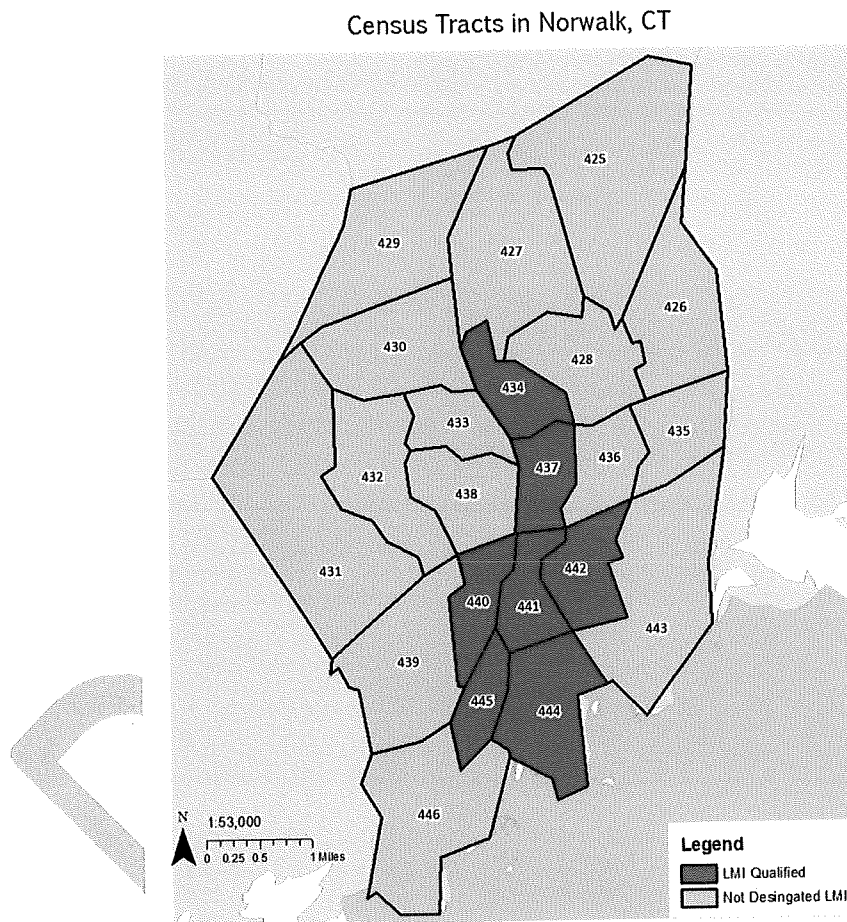
The City has 7 census tracts designed by HUD as “LMI”. Projects seeking to provide an area benefit may only provide services in one or more of these tracts.

Census Tract #	434	437	440	441	442	444	445
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The “Choice Neighborhood” district is designated as a “Target Area” and is defined by Concord Street to the south, Dr. Martin Luther King, Jr. Drive to the west, Washington Street to the north and Water Street to the east.

Census Tract Map

The following map identifies the location of the City's 7 LMI census tracts as well as the other census tracts. Activities may be provided to residents in other census tracts, but each applicant must qualify based on income eligibility.



The 2018 Qualified Census Tracts (QCTs) are effective January 1, 2018. The 2018 designations use data from the 2010 Decennial census and three releases of 5-year tabulations from the American Community Survey (ACS): 2009-2013; 20010-2014; and 2011-2015.

Public Service Projects

Public Service projects are activities that provide a direct service to low and moderate income households. These activities (programs) are distinguished from other eligible activities by the requirement for LMI beneficiaries to make application for the service and be determined as income eligible through an income verification process. CDBG regulations limit the amount of funds the City can use to support Public Service activities to no more than 15% of its annual CDBG allocation to fund public service activities.

Public service activities include, but are not limited to, those concerned with employment, crime prevention, education, child care, health, and recreational needs. Public service projects must be new or propose a quantifiable increase in the level of service above which has been provided by or on behalf of the City during the previous program year.

Housing Activities

Projects and activities funded with CDBG dollars must be planned in order to minimize the displacement of residents. In the event displacement occurs, the City will notify affected persons and provide assistance consistent with the provisions of the Federal Uniform Relocation Act and all other applicable government regulations. Cost of relocation will be the responsibility of the organization/subgrantee.

Rehabilitation work will require the completion of a successful environmental review.

Non-Housing Community Development and Public Facility Improvements

Activities that involve public facilities and improvements are eligible if they meet any one of the following criteria:

- Provide public facility improvements in an LMI census tract
- Provide services exclusively to a majority of low income and/or special needs populations.
- Provide facilities such as community and senior centers, recreation facilities, facilities for persons with disabilities and removal of architectural barriers where services are provided to a majority of low income persons.

A public facility is a structure that is owned or operated by a public or not-for-profit entity and used primarily as a site for the delivery of services to low- and moderate-income persons, persons with disabilities, or the elderly.

Projects involving construction may be subject to a payment of prevailing wages under the Davis-Bacon Act. Once the Act is triggered, there can be no waiver of this requirement by the City to reduce project costs. Certain federal language and requirements must be included in the competitive bidding package for the scope of work to be performed.

Timely Expenditure of Funds

All organizations will be expected to expend 100% of CDBG funds granted during the program year. Organizations which have not yet secured full financing for a project are encouraged to submit an application in the following program year, when the project is "shovel ready" or ready to begin programming. "Shovel ready" means that all funding has been secured or will be available within 90 days and the project will be "underway." Specific examples of underway (ready to encumber funds and expend them in a timely manner during the program year) include:

- Design phase completed and ready to begin a bid process
- Bidding completed using relevant prevailing wages for labor costs and construction can proceed when funds are encumbered

- Purchase offer has been accepted or can be made as soon as funds can be encumbered

Sub-grantees having drawn less than 51% of their award by March 30 of the program year will not qualify for a contract extension. All funds allocated to projects and programs that are not expended by June 30 of the program year will be reprogrammed in future grant programs.

CDBG awards are dispersed on a reimbursement basis; sub-recipients of these funds are required to submit evidence of expenses prior to receiving these reimbursements. Organizations which do not have the financial capacity to front the costs of their program until reimbursements are made are encouraged to partner with organizations that can assist with bridging this gap. Further, funding is released commensurate with the proportion of total promised beneficiaries served (a minimum of 51% of these beneficiaries, whether households or individuals, must be low and moderate income).

Monitoring Requirements of Funded Organizations

Organizations receiving funding must comply with the following monitoring requirements:

- Timely submission of quarterly reports detailing progress made, goals and beneficiaries served via the online WebGrants grant management system
- Timely submission of requests for reimbursement of eligible program costs (with all required attachments) via the online WebGrants grant management system
- Timely response to all communication regarding the CDBG grant from Redevelopment Agency staff

For the purpose of this grant “timely” means: by the designated due date (agreed upon in the project / program contract), or within three business days of Agency communication.

Organizations which are not timely may face cancellation of their project / program. At minimum, a meeting will be scheduled between the organization and the Agency in order to identify obstacles to compliance and prevent future issues.

Site visits / in-person monitoring will be scheduled for all organizations having not received CDBG funding in at least one of the previous three program years (PY41, PY42, or PY43). Site visits will be scheduled with any other organizations by request. Monitoring visits will be scheduled with organizations exhibiting any of the following warning signs:

- Repeated (more than once) incomplete data submission
- Repeated (more than once) lack of responsiveness
- Public or media questions regarding the project / program
- Repeated (more than once) missed deadlines
- Discrepancy between data submitted and progress made
- Inadequate accomplishments per funds spent

Evaluation Criteria

Applications will be reviewed by Redevelopment Agency staff for completeness and eligibility following the “ConPlan funding criteria” detailed previously. Funding recommendations will be made by the Planning Committee of Norwalk’s Common Council, made available for public comment and ultimately approved by the City’s Common Council prior to submission to HUD for approval.

Conflict of Interest

Pursuant to Title 24, §570.611 of the Code of Federal Regulations, no persons who exercise any functions or responsibilities with respect to HUD-funded activities, or who are in a position to participate in the decision making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a HUD-funded activity, or have a financial interest, including compensation, in any contract, subcontract or agreement with respect to a HUD-funded activity, or with respect to the proceeds of a HUD-funded activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year after. HUD defines “family ties” as the spouse, parent (including stepparent), child (including stepchild), brother, sister (including stepbrother or stepsister), grandparent, grandchild, and in-laws of a covered person, regardless of whether the relation is by blood, marriage or adoption.

Conflicts of Interest are identified in two ways: applicant identification in the application and self-disclosure by an elected official on the Public Disclosure Form.

Conflicts of Interest may jeopardize the organization’s ability to receive funding. Elected officials with a conflict of interest, but having received an “exception” from HUD (request for an exception must be submitted in advance and in writing to HUD), must withdraw from the decision making process with respect to the organization. Exceptions may be requested on the basis of seven factors:

- Significant cost benefit or essential expertise to the project
- Opportunity for open competitive bidding or negotiation
- Person affected is a member of a low or moderate income class of persons intended to be beneficiaries of the assisted activity (exception will permit such person to receive the same benefits as the class).
- Person affected has withdrawn from his or her functions or responsibilities or the decision making process with respect to the assisted activity.
- Interest or benefit was present before affected person was in the “conflicting” position.
- Undue hardship to recipient or person affected when weighed against public interest served by avoiding the prohibited conflict.
- Any other relevant considerations.

Resources and Glossary of Terms

The City of Norwalk's CDBG program documents and selected reference documents are available on the Redevelopment Agency's website: <http://www.norwalkct.org/1412/Community-Development-Block-Grant>.

Interested organizations may find aspects of the following HUD training document helpful, particularly in detailing eligible activities. The training is available via HUD: <https://www.hudexchange.info/resource/19/basically-cdbg-training-guidebook-and-slides/>.

The following "Guide to National Objectives and Eligible Activities..." organizes eligibility requirements in an accessible and understandable format, provides explanatory materials and provides guidance on the factors to be considered in selecting among alternative categories of eligible and national objectives. <https://www.hudexchange.info/resource/89/community-development-block-grant-program-cdbg-guide-to-national-objectives-and-eligible-activities-for-entitlement-communities/>

Understanding the following definitions and criteria may ease the application process:

- **Affirmatively Furthering Fair Housing.** The Fair Housing Act specifies that HUD, and by extension, CDBG funding recipients, must administer programs and activities in a manner that affirmatively furthers Fair Housing. Proposals for housing related activities will need to identify how the project furthers Fair Housing.
- **Area Benefit.** Activities providing benefits that are available to all the residents of a particular area, at least 51% of whom are LMI. An activity that serves an area that is not primarily residential in character shall not qualify under this criterion. Norwalk's low/moderate-income census tracts are 0434, 0437, 0440, 0441, 0442, 0444 and 0445.
- **Household.** A household is defined as all persons who occupy a single housing unit.
- **Income.** Income is defined as any form of financial support received by a person or household including wages, salaries, tips, and commissions; self-employment including proprietorships and partnerships; interest, dividends, net rental income or income from estates and trusts; Social Security, pension, or other forms of public assistance; veterans payments; unemployment compensation; and alimony or child support.
- **Low and moderate income.** Low- and moderate-income persons are defined as persons residing in households with total gross household income at or below the HUD-established moderate income (80% of the area's median income) threshold for a household of that size. A minimum of 51% of the funding for any single CDBG-funded activity must serve low and moderate income beneficiaries.
- **Non-Discrimination.** Federal laws prohibit discrimination on the basis of race, color, religion, gender, age, national origin, disability and familial status for any program or project receiving federal assistance; this includes CDBG funding.
- **Objective Measurements.** HUD has implemented a Performance Outcome Measurement System which requires grantees and sub-grantees to identify an Objective Measurement.

- **Creating Suitable Living Environments** relates to activities that are designed to benefit communities, families, or individuals by addressing issues in their living environment. This objective relates to activities that are intended to address a wide range of issues faced by low- and moderate-income persons, from physical problems with their environment, such as poor quality infrastructure, to social issues such as crime prevention, literacy, or elderly health services.
- **Providing Decent Affordable Housing** focuses on housing activities whose purpose is to meet individual family or community housing needs. It does not include programs where housing is an element of a larger effort to make community-wide improvements, since such programs would be more appropriately reported under Suitable Living Environments.
- **Creating Economic Opportunities** applies to activities related to economic development, commercial revitalization, or job creation.
- **Outcome Measurements.** HUD's Performance Outcome Measurement System also requires grantees and sub-grantees to identify an Outcome Measurement.
 - **Availability/Accessibility** applies to activities that make services, infrastructure, public services, public facilities, housing, or shelter available or accessible to low and moderate-income people, including persons with disabilities. In this category, accessibility does not refer only to physical barriers, but also to making the basics of daily living available and accessible to low- and moderate-income people where they live.
 - **Affordability** applies to activities that provide affordability in a variety of ways to low- and moderate-income people. It can include the creation or maintenance of affordable housing, basic infrastructure hook-ups, or services such as transportation or day care. Affordability is an appropriate objective whenever an activity is lowering the cost, improving the quality, or increasing the affordability of a product or service to benefit a low-income household.
 - **Sustainability** applies to activities that are aimed at improving communities or neighborhoods, helping to make them livable or viable by providing benefit to persons of low- and moderate-income or by removing or eliminating slums or blighted areas, through multiple activities or services that sustain communities or neighborhoods.
- **Rehabilitation.** Rehabilitation is defined as physical improvements to existing housing structures. A minimum of 51% of the units within a CDBG-funded rehabilitation project must be occupied by LMI persons. Occupants of rental units must not have rental payments (inclusive of utilities) that exceed 33% of the household's adjusted gross income.

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE NORWALK COMMON COUNCIL
FROM: SABRINA CHURCH, COMMUNITY DEVELOPMENT PLANNER
DATE: NOVEMBER 29, 2017
RE: CDBG PROGRAM YEAR 44 ANTICIPATED TIMELINE FOR FUNDING ALLOCATION

The Community Development Block Grant (CDBG) Program Year 44 runs from July 1, 2018 through June 30, 2019. Below are anticipated dates and actions associated with the solicitation and review of applications and the award of grant funds. This schedule is in place in order to meet the deadline of May 14, 2018 for submitting the associated Annual Action Plan to HUD for approval. Items listed in bold are those for which Planning Committee participation is requested, per HUD guidelines.

December 13, 2017 – Distribute the Notice of Funding Availability (NOFA) and Application Instructions

January 23, 2018 by 12pm – Deadline for Submitting a PY44 Application

February 1, 2018 – PY44 Applicants Present their Projects / Programs to the Planning Committee

- 3 minute presentations by applicants during the public comment period of the regularly scheduled Planning Committee meeting. The Agency requests that this meeting begin at 6:30pm in order to allow for a lengthier than normal public comment period due to presentations.

March 1, 2018 – Planning Committee Recommends Projects/Programs for Funding (anticipated)

- Recommended projects / programs will be incorporated into the draft Annual Action Plan (AAP)

March 29, 2018 – April 28, 2018 – 30-day Public Comment Period on Draft Annual Action Plan

April 5, 2018 – Planning Committee holds a Public Hearing on Draft Annual Action Plan (anticipated)

- Public Hearing noticed per the Citizen Participation Plan

May 3, 2018 – Planning Committee Advances the Draft Annual Action Plan for Approval (anticipated)

May 8, 2018 – Common Council Approves Mayoral Signing of Annual Action Plan for Submission to HUD (anticipated)

May 14, 2018 – PY44 Annual Action Plan Due to HUD

REQUESTED ACTION:

- Approve scheduling the February 1, 2018 Planning Committee meeting for 6:30pm.

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE NORWALK COMMON COUNCIL
FROM: TAMI STRAUSS, DIRECTOR OF COMMUNITY DEVELOPMENT PLANNING
DATE: NOVEMBER 29, 2017
RE: WALL STREET / WEST AVENUE REDEVELOPMENT PLAN UPDATE

The Redevelopment Agency's consultant, Regional Plan Association (RPA), will present a progress report to the Planning Committee on the update of the Wall Street-West Avenue Redevelopment Area Plan. The primary purpose of the meeting is to discuss and gain feedback from the Planning Committee on the draft plan vision and draft plan policies that have been developed thus far through the planning process. Committee members' feedback at this meeting will be essential to confirming a vision for the future of this neighborhood and setting the policy framework that will inform the recommendations of the plan.

At the meeting RPA will provide a brief overview of the demographic and socioeconomic data analysis and the land use, zoning, infrastructure and mobility/connectivity analyses that were undertaken as part of the planning process. The primary focus of the presentation will be to review the qualitative data gathered through an extensive community engagement process and to discuss a vision for the neighborhood and draft plan policies. The community engagement process, which was guided by the Redevelopment Agency and a working group of stakeholders, included individual and small group meetings and focus groups, as well as a business owner survey and meetings with residents. The draft vision for the plan came out of these discussions. The draft plan policies to achieve this vision were then developed in collaboration with the working group.

Action Requested: None

**THE PLANNING COMMITTEE
OF THE COMMON COUNCIL**

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

TO: MEMBERS, PLANNING COMMITTEE OF THE NORWALK COMMON COUNCIL
FROM: TAMI STRAUSS, DIRECTOR OF COMMUNITY DEVELOPMENT PLANNING
DATE: NOVEMBER 29, 2017
RE: WALL STREET OPEN SPACE

The Redevelopment Agency has begun the process of creating a cohesive open space system to accommodate the growing residential population and visitors to downtown Norwalk.

In May 2017 the Common Council approved the Master Plan of Freese Park (attached) funded by \$25,000 of CDBG Planning funds. The Redevelopment Agency has expended an additional \$10,000 for surveys of Freese Park and neighboring Mechanic Street Esplanade and Klondike Park.

Stantec, the firm who developed the Master Plan and surveys, has quoted an additional \$178,000 for design and construction contract administration and estimates park improvements to total \$2.2 million (Option of Probable Construction Costs attached).

Before proceeding further with this open space improvement project, Redevelopment Agency staff wishes to gauge the interest of the Planning Committee in supporting this open space improvement project in the upcoming capital budget cycle.

Action Requested: None

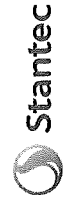
Final Master Plan

Aerial Plan

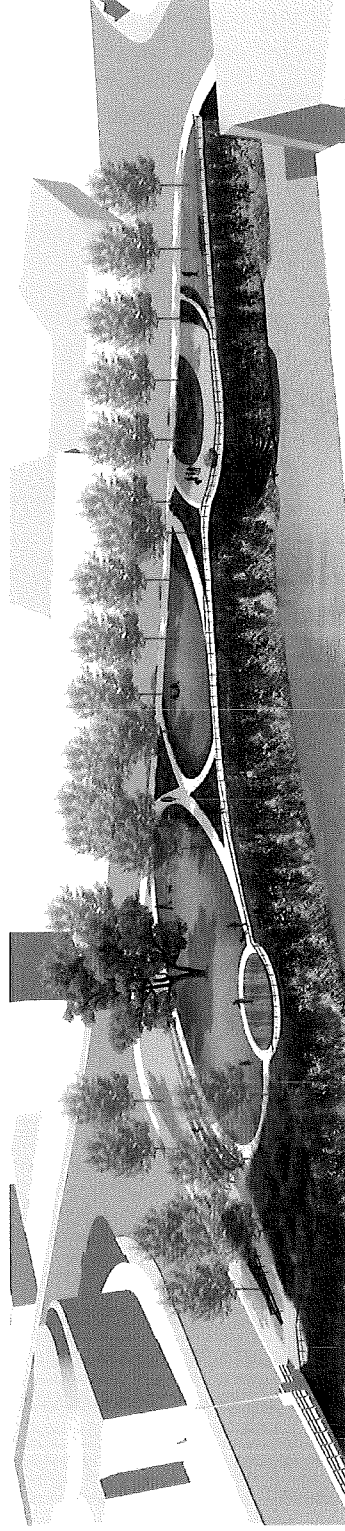


Master Plan for Irving Freese Park

City of Norwalk / Norwalk Redevelopment Agency



Perspective View



Section Elevation



Master Plan for Irving Freese Park

City of Norwalk / Norwalk Redevelopment Agency



Opinion of Probable Construction Costs

Base Bid

Item	Construction Documents		
	Quantity	Unit	Price
6' Construction Fence	580	LF	\$5,800.00
12' Wide Construction Gate	2	EA	\$1,260.00
Stabilized Construction Entrance	2	EA	\$4,540.00
Sediment Control System at Catch Basin	3	EA	\$750.00
Silt Fence	400	LF	\$1,600.00
Tree Protection Fence (Orange Geogrid With Posts)	240	LF	\$1,200.00
Tree Pruning	4	EA	\$4,000.00
Tree Removal over 6" DBH	7	EA	\$10,500.00
Stump Removals	7	EA	\$1,750.00
Removal of Invasive Species	4500	SF	\$45,000.00
Remove Light Pole and Footing	6	EA	\$2,700.00
Protect and Deliver Light Pole to City Location	6	EA	\$1,500.00
Remove Clock and Footing	1	EA	\$1,500.00
Remove Memorial #1 (Boulder) and Footing	1	EA	\$1,500.00
Remove Memorial #2 (Grave/Headstone) and Footing	1	EA	\$1,500.00
Remove Bench and Footings and Deliver to City Location	8	EA	\$4,800.00
Remove Steel Railing	1600	SF	\$10,240.00
Remove Chain Link Fence	30	LF	\$150.00
Remove Bituminous Concrete Pavement	8960	SF	\$13,440.00
Saw Cutting Portland Concrete Pavement	30	LF	\$300.00
Remove Portland Concrete Pavement	560	SF	\$2,800.00
Remove Portland Concrete Curb	542	LF	\$18,970.00
Excavation Pathways/Pavements	990	CY	\$19,800.00
Earthwork (Rough Grading)	400	LF	\$60,000.00
4' Decorative Steel Railing	1	EA	\$3,200.00
Drinking Fountain	1	LS	\$50,000.00
Allowance for Water Service, Piping (and Equipment)	1	LS	\$40,000.00
Allowance for Drainage	1	EA	\$15,150.00
Load Center (Including all electrical equipment)	1	EA	\$15,150.00



Master Plan for Irving Freese Park

City of Norwalk / Norwalk Redevelopment Agency



Base Bid

Construction Documents

Item	Quantity	Unit	Unit Price	Price
Load Center Foundation	1	EA	\$2,525.00	\$2,525.00
30W Post-Top LED Luminaire w/ Cast Iron Steel Monotube Shaft and Wrap Base	18	EA	\$4,500.00	\$81,000.00
Light Pole Foundation	18	EA	\$1,000.00	\$18,000.00
Electrical per Light (Conduit, Wiring, Handholes, and Hardware)	18	EA	\$4,020.00	\$72,360.00
Formation of Subgrade (Under Amphitheater Seating)	100	SY	\$4.00	\$400.00
Amphitheater Seating (Concrete Foundations)	34	CY	\$500.00	\$17,000.00
Amphitheater Seating (Precast Concrete Stadium Seating)	430	LF	\$252.50	\$108,575.00
6" Precast Concrete Curb (Street ROW)	542	LF	\$45.00	\$24,390.00
Formation of Subgrade (Under All Pavements)	1535	SY	\$4.00	\$6,140.00
Subbase (6" Under Concrete Pavements)	260	CY	\$40.00	\$10,400.00
Colored & Decorative-Scored Concrete Pavement	3566	SF	\$18.00	\$64,188.00
ROW Sidewalk Concrete Pavement	5432	SF	\$12.00	\$65,184.00
Concrete Plank Paver Pavement	4816	SF	\$30.00	\$144,480.00
Canilever Structure (Reinforced Concrete and Canilever)	1	LS	\$250,000.00	\$250,000.00
Reinstall Clock with New Concrete Foundation	1	EA	\$1,500.00	\$1,500.00
Reinstall Memorial #1 (Boulder) w/ New Concrete Foundation	1	EA	\$1,500.00	\$1,500.00
Reinstall Memorial #2 (Grave/Headstone) w/ New Conc. Found. Benches	8	EA	\$3,160.00	\$25,280.00
Trash Receptacles	3	EA	\$2,275.00	\$6,825.00
Bike Racks	4	EA	\$1,500.00	\$6,000.00
Borrow Topsoil 8" (Incl. Amending & Spreading)	300	CY	\$56.60	\$16,980.00
Sodded Lawn	7872	SF	\$1.50	\$11,808.00
Landscape Plantings: Shade / Ornamental Trees	22	EA	\$1,100.00	\$24,200.00
Landscape Plantings: Shrubs	1,135	EA	\$80.00	\$90,800.00
Landscape Planting: Ornamental Grasses	570	EA	\$60.00	\$34,200.00

Subtotal

\$1,420,049.00

- Mobilization @ 5%
- Contingencies @ 25%
- Geotechnical Borings (2)
- Phase I Environmental Assessment
- Construction Documents @ 10%

\$71,002.45
\$355,012.25
\$5,000.00
\$10,000.00
\$142,004.90

Total Base Bid

\$2,003,068.60



Master Plan for Irving Freese Park

City of Norwalk / Norwalk Redevelopment Agency



THE PLANNING COMMITTEE OF THE COMMON COUNCIL

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

MEMORANDUM

TO: Planning Committee Members
FROM: Tim Sheehan, Staff
DATE: December 1, 2017
RE: Washington Village Update Phase I / Phase II Financing

Phase I Construction Update

The Norwalk Redevelopment Agency (NRA) was a co-sponsor with the Norwalk Housing Authority (NHA) for the Choice Neighborhood Grant, which launched the redevelopment of Washington Village. Phase I of that project is currently under construction with 80 approved housing units on two sites bordering Day and Hanford Streets. Construction on the two-building complex is approximately 30% complete. The roofing is complete on Building A (10 units) at 13 Day Street. Underground plumbing and electrical utilities are nearly complete as is the exterior siding and windows. The base coat of asphalt has been installed for the parking area. In Building B (70 units) at 20 Day Street the first-floor decking and framing is complete. The general Contractor, Dimeo Construction, has completed the installation of the second floor joists and has started the wall panels.

To date, 17% of the total direct construction costs included in the construction contract has been awarded to MBE firms (project goal 12.5%), 34% to State Certified Small Businesses (project goal 25%) and 5% to Section 3 firms (project goal 10%). Trinity, Dimeo and the Housing Authority continue to make progress toward achieving our employment goals. Of the total number of hours worked to date, 32.94% have been minority employees (project goal 25%), 6.03% have been women (project goal 6.9%), 11.37% have been Section 3 (project goal 30%), and 75.22% have been CT residents (no project goal specified). There has been a total of 4 new hires made for Phase One construction to date and 100% are Section 3 certified. Among these hires, 3 are Washington Village residents. These efforts will continue as the work progresses and additional sub-contractors are brought onto the job site.

The development team encountered early delays due to unforeseen conditions during construction. This has slightly pushed the project delivery date. Original projections for having Temporary Certificates of Occupancy for both Building A and B in March 2018 has been pushed back. Now we project obtaining Temporary Certificates of Occupancy in April and May respectively.

Work on the City's public infrastructure project adjacent to the site is progressing well. The City has closed off portions of Day and Raymond Streets between Hanford and Concord Street to elevate the street grade and sidewalks and move overhead utilities

underground. The work is progressing on schedule and should be substantially complete by the time the housing is ready to be placed in service.



Financing Phase II

Trinity (Developer), the private developer partner of NHA, is now in the process of securing the capital stack for Phase II of the Washington Village Redevelopment effort. Phase II has been approved for 85 units (42 Public Housing Replacement Units, 23 Workforce LIHTC (Low Income Housing Tax Credit) Units, and 20 Market-Rate Units). Total development cost is estimated at \$47,664,727. Funding sources committed and or being secured include 9% Tax Credits \$19 Million, Choice Neighborhood (CNI) funding \$13 Million, Department of Housing \$6 Million, Department of Economic and Community Development \$2.7 Million Brownfield and private debt. Additionally, as for Phase I, the project is intending to have a tax agreement with the City and is working with the City's Finance Department in formulating that agreement which will ultimately come to the Common Council for final approval.

ACTION

No action required

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

**125 East Avenue
P.O. Box 5125
Norwalk, CT 06856**

MEMORANDUM

TO: COMMON COUNCIL PLANNING COMMITTEE MEMBERS
FROM: TIM SHEEHAN, STAFF
DATE: DECEMBER 1, 2017
RE: WEBSTER STREET LOT PLANNING

Since the early nineteen eighties the Redevelopment Agency, in conjunction with the City of Norwalk, has on at least three occasions sought to study, plan for and assess the development potential for the Webster Street Parking Lot located in SoNo. The City owns approximately five acres of land in the area defined as the lot, which is currently used to support six hundred surface parking spaces. These shared parking spaces support the business and entertainment uses that surround the parking lot and are currently managed by the Norwalk Parking Authority. The privately purchased parking permits exceed 100% of the capacity of the lot. As other immediately adjacent parking resources are limited to support the existing business and entertainment uses that are supported by the lot, it is evident that any consideration of development on the City owned land within the Webster Street Lot comes with the obligation to replace all of the existing six hundred parking spaces.

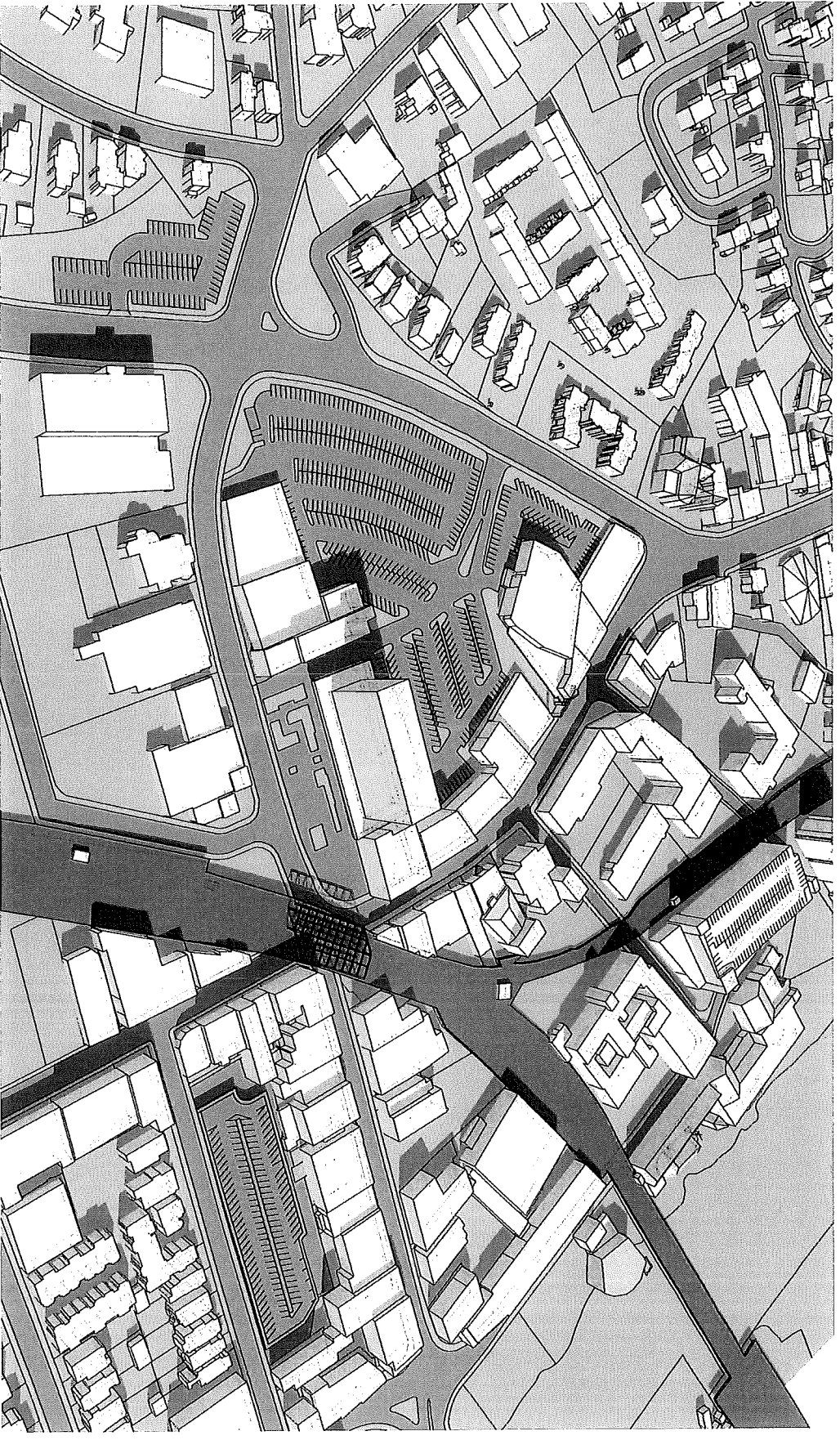
While there are soft sites that could be considered as potential acquisition sites by the City / Redevelopment Agency, such sites have been previously factored into the potential development calculations of some previous studies of the lot. Private land acquisition, however, is not being considered as a City / Redevelopment Agency function in this analysis. Acquisitions of privately owned parcels are being assigned to the private sector. What is being assigned to the City / Redevelopment Agency is to work with the private sector regarding the public infrastructure burden via a structured parking garage to unlock the surrounding development potential of those privately owned sites, allowing them to become more contributing sites to the district. Without a structured public parking facility, the economic potential of the block has been realized by the existing uses surrounding it. This explains the private sector's inability to introduce new development despite favorable land use regulations with regards to density and height. There is no way to effectively provide for the requisite parking that any meaningful new development would require for any use.

How much public parking should be considered on the Webster Street Lot? The most recent analysis completed by RBA Group earlier this year and those previously have suggested a range of 1,200 to 1,500 spaces inclusive of the 600 existing today. What level of new development demand is this level of parking anticipated to generate? The RBA study suggests development potential of 740,000 square feet of commercial and

multi-family residential development would be unlocked. Previous studies are a bit more conservative, estimating roughly 600,000 square feet.

Based on earlier sector market analysis and the development potential that could be supported on or around the Webster Street Block, there seemingly is market potential for additional multi-family housing, tailored office space of less than 100,000 square feet, retail, entertainment uses and limited flex manufacturing space for the creative economy.

Action:
For Discussion Only



The Webster Street Block

RBA RBA Group of Connecticut, LLC

LEVEL **G** ASSOCIATES, LLC





NOT TO SCALE
NOT FOR
CONSTRUCTION

FIGURE 1-A

PARKING DECK FOOTPRINT STUDY
WEBSTER BLOCK SITE
NORWALK REDEVELOPMENT AGENCY
NORWALK, CT

JANUARY 23, 2017
LEVEL G ASSOCIATES, LLC

PRELIMINARY
DRAFT

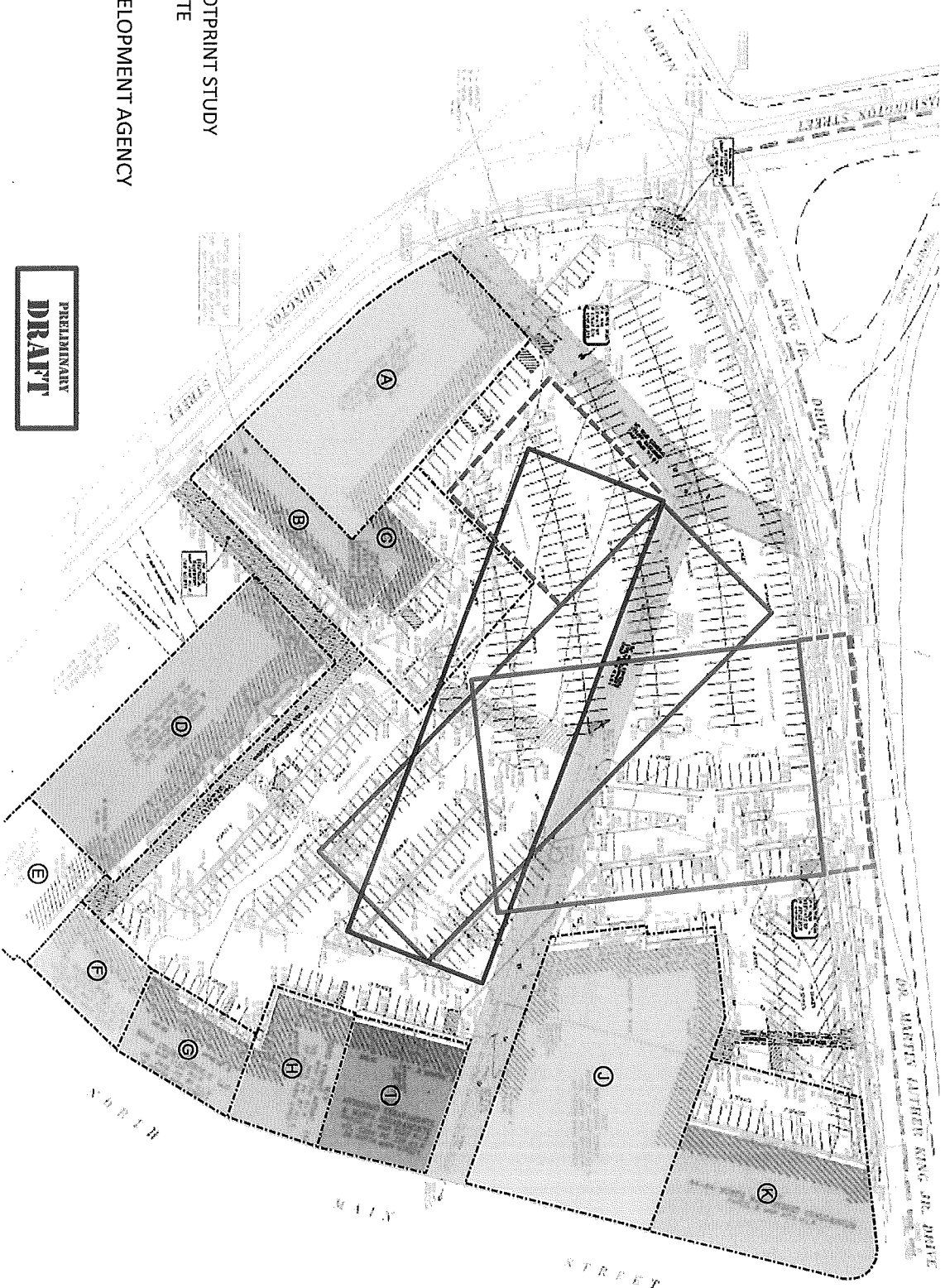


TABLE 1-B
PARKING DECK FOOTPRINT STUDY
WEBSTER BLOCK SITE
NORWALK REDEVELOPMENT AGENCY
Run Date: January 23, 2017

PRELIMINARY
DRAFT

SYMBOL	DESCRIPTION	FOOTPRINT	CARS PER LEVEL	CAPACITY OF 8-LEVEL SINGLE HELIX	CAPACITY OF 10-LEVEL DOUBLE HELIX
	Coordinates with RBA site concept Encroaches corner of Bedin property	122' x 420'	160	1200	1520
	No property encroachment	122' x 390'	150	1125 (1)	1425
	3-Unit / MLK Drive orientation No property encroachment Requires relocation of MLK entrance / exit	183' x 270'	155	1240 (2)	N/A

- (1) The southward extension (green dashed line) can add about 50 cars per level bringing the "full build" capacity to about 1525 cars.
 (2) Adding a basement level and extending same below MLK can add about 180 cars, bringing the "full build" capacity to about 1420 cars.