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 23, 2016

RE: **MEETING NOTICE**

The next scheduled meeting of the Planning Committee of the Common Council will be held on **Thursday, December 1, 2016 at 7:00 pm** in Room 101 in Norwalk City Hall. Please Note the Time and Location.

PLANNING COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
DECEMBER 1, 2016
7:00 PM

A G E N D A

PUBLIC PARTICIPATION

CALL TO ORDER

ROLL CALL

I. APPROVAL OF MINUTES
   A. November 3, 2016 Regular Meeting

II. BUSINESS

   A. **MANRESA ISLAND MASTER PLAN**
      1. Approve advancing to the Common Council a request for $75,000 from account 017025-5258 for the preparation of the Manresa Island Master Plan
      2. Approve advancing to the Common Council approval of the contract with Fitzgerald & Halliday not to exceed $150,000 and approve the Economic Development Director to execute the contract and related documents.

   B. **CDBG PROGRAM YEAR 43**
      1. Approve scheduling the January 5, 2017 Planning Committee meeting for 6:30pm
      2. Advance the Conflict of Interest Policy to the Common Council and authorize Mayor to submit waiver requests related to the CDBG program to HUD

C. **ADMINISTRATIVE**

A. Adoption of the Schedule of Meetings for calendar year 2017

III. OLD BUSINESS

IV. NEW BUSINESS

ADJOURNMENT

CITY OF NORWALK
PLANNING COMMITTEE
REGULAR MEETING
NOVEMBER 3, 2016

ATTENDANCE: John Kydes, Chair; John Igneri, Tom Livingston, Douglas Hempstead, Shannon O'Toole-Giandurco

STAFF: Timothy Sheehan, Redevelopment Agency Director; Susan Sweitzer, Senior Development Project Manager; Elizabeth Stocker, Director of Economic Development.

OTHERS: Bruce. Kimmel, Council President; Diane Cece; Stephen Kleppin, Planning and Zoning Director; John Bosio, merje Design

CALL TO ORDER.

Mr. Kydes called the meeting to order at 7:02 p.m. A quorum was present.

PUBLIC PARTICIPATION.

Ms. Diane Cece said that she had not been previously aware that there was a request to extend the Enterprise Zone and that she would be very disappointed if the Committee moved the item without doing their due diligence.

I. APPROVAL OF MINUTES

A. Regular Meeting October 6, 2016

**** MR. KYDES MOVED THE MINUTES OF THE OCTOBER. 6, 2016 MEETING.**
**** THE MOTION PASSED WITH FOUR (4) IN FAVOR (KYDES, IGNERI, HEMPSTEAD AND O'TOOLE-GIANDURCO) AND 1 ABSTENTION (LIVINGSTON).**

II. GUEST.

A. Introduction of Steve Kleppin, Director of Norwalk Planning and Zoning.

Mr. Steve Kleppin came forward and introduced himself to the Committee. He said that he had been working as the Planning and Zoning Director for about three weeks. Currently, there are several large projects underway. Mr. Kleppin said that he had met with the Rowayton group recently and hope to meet with more Norwalk residents.

Mr. Hempstead asked what the priorities were. Mr. Kleppin said that the infrastructure was all in one area and there was so many interesting large scale projects underway. He said that he would like to work on some planning and said people were worried about population shifts. There have been a number of developers that have come in to ask about projects.

Mr. Kimmel asked about the Plan of Conservation and Development and said that he would be interested in the projections for the next 10 years or 25 years. He asked if there should be a consensus about where the City should be in 20 or 30 years and what the role of a City Planner would be. Mr. Kleppin said that it was difficult to plan for 10 years and pointed out that the 2008 recession had changed many plan projections, just like 9/11 did. Mr. Kleppin thought that the current plan was very forward thinking, but may have been a bit too broad. He said he would like to do a summary on what the City has accomplished, and list some things that might need to be changed. He also suggested that it might be good to do some neighborhood plans. Some have been done, but they had never been acted on. He said that the potential train station was on his consideration list.

Mr. Kimmel pointed out that this was the Planning Committee for the Common Council, and there was a Planning Commission and the Redevelopment Agency. He said that it was not clear to him who really does the planning in the City. Sometimes it seems like the City departments are not in sync. Mr. Kleppin replied that he had heard the same sentiment from several people. He said that he had not come to Norwalk to be a glorified zoning inspector and that he is most interested in the Planning aspect of the job. Discussion followed.

Mr. Hempstead asked if there had been any consideration regarding the traffic. Too often the subject does not come up until it reaches critical mass. He asked if Mr. Kleppin has considered doing a broader traffic study. Mr. Sheehan reminded everyone that Public Works had undertaken a broad traffic study in reference to the GGP mall project, although it was somewhat limited in scope. Mr. Sheehan said that he felt Mr. Hempstead's point was very important. Mr. Kleppin agreed that it would be important to work on the traffic during the TOD projects.

Mr. Livingston thanked Mr. Kleppin for coming to Norwalk and said that it was good that Mr. Kleppin was listening to the feedback. Mr. Kydes agreed and said that he was very optimistic about the future.

III. BUSINESS

A. WEST AVENUE CORRIDOR REDEVELOPMENT PLAN/ WALL STREET REDEVELOPMENT PLAN/ WASHINGTON-SOUTH MAIN URBAN RENEWAL PLAN

**** MR. KYDES MOVED TO SUSPEND RULES TO CONSIDER ITEM III A2 NEXT.**
**** THE MOTION PASSED UNANIMOUSLY.**

2. Advance Wayfinding Phase I Program to the Common Council for approval.

Ms. Sweitzer gave the Commission a very brief introduction about the Wayfinding system and how the wayfinding assessment was done. She presented a summary of how the signage was ranked in terms of gateways and pedestrian signage.

Mr. Bosio of merje Designs, came forward to greet the Committee members. He said that Norwalk was not an easy city to navigate. The parking program seemed to be well established. At this point, the City needs to consider approving the plan to move forward. Mr. Sheehan said that the Agency was looking for support from the legislative body on the project.

Ms. O'Toole-Giandurco asked what kind of funding would be needed. Ms. Sweitzer said that it was projected to cost between $200,000 and $250,000.

Mr. Kydes pointed out that Public Works would have to be involved. Ms. Sweitzer said that Public Works had been involved since the beginning as was the DOT and the Parking Authority. Mr. Bosio said that there were some signs that would come down.

Mr. Kydes asked why Norwalk was difficult to navigate. Mr. Bosio said that it was difficult because there were two "downtown" areas and that City Hall was not located in the center of the City.

The discussion moved to the branding for the City of Norwalk. Mr. Sheehan said that it had been discussed. Mr. Bosio said that there were two aspects, identity and branding. The marketing logos have a short life span of about 10 years, while the signs last much longer. He said that the tie to the water is clear and captures the spirit of the City.

Mr. Hempstead stated for the record that he works for Stew Leonard's and was involved with the placement of the original signs placed by Clean and Green. He said that he would check with his legal representative about conflict of interests. He pointed out that the First, Second and Third Districts all have their own signs. Mr. Bosio said that often once the Wayfinding signs are installed, the various districts fall in line.

Mr. Hempstead said that even if this went to the Council, the approval would have no teeth. Mr. Sheehan agreed and said that the Agency doesn't want to go down the road too far without Council support. Mr. Hempstead said that he felt that there was not enough information in the packet and he was unsure what the Committee was being asked to approve. Mr. Sheehan said that the Committee would be approving where the signs would go and the hierarchy of the signage. Mr. Sheehan suggested the Commission table this item for more information. Mr. Kydes agreed but pointed out that the Committee members still had a number of questions.

Mr. Kydes asked where the funding came from. Ms. Sweitzer said it was around $40,000 and was spread over a number of different project areas. Mr. Bosio said that Phase 1 would be a handful of signs that they felt could be done for a reasonable cost. Mr. Kimmel asked how many phases there would be for the City. Mr. Bosio said that he generally tried to avoid going beyond two or three phases.

Mr. Kimmel said that he would hate to have these signs installed and then have the technology in the vehicles telling people exactly where they were, which would make the signs obsolete. He said that in Philadelphia, there are historical signs all over the place and asked if Norwalk could imitate the same program. Mr. Bosio said that wayfinding was more than getting from Point A to Point B. It's about marketing and promoting the City. He displayed the page with information on the interpretative signage. Discussion followed.

Ms. O'Toole-Giandurco said that she had concerns about the sign placements. Mr. Sheehan said that he was looking for a level of consensus on where things like the gateway signs should go. Mr. Bosio said that what they were looking to avoid was the incorrect placement of a sign.

Mr. Kydes asked what role the Planning Committee would ultimately play with this project. Mr. Sheehan said that the Committee would play a part in implementation for Phase 1. He said that too often, signs go up without any legislative approval. He said that the Council would be in agreement about where the signs would be located, how they would be installed and who approved the signage.

Mr. Hempstead pointed out that the information was a design proposal. He cautioned everyone that when the design for the neighborhoods was installed, it could be problematic.

Mr. Sheehan said that the next time this comes back to the Committee, there would be a whole presentation about overall wayfinding and then after that, the proposal would be presented.

**** MR. KYDES MOVED TO TABLE ADVANCING THE WAYFINDING PHASE I PROGRAM TO THE COMMON COUNCIL FOR APPROVAL FOR FURTHER INFORMATION.**
**** THE MOTION PASSED UNANIMOUSLY.**

1. **Advance extension of Norwalk Enterprise Zone from I-95 north to Wall Street Redevelopment Plan/Washington-South Main Urban Renewal Plan.**

Ms. Elizabeth Stocker, the Redevelopment Agency Economic Planning Director, came forward and spoke about the proposed expansion of the Enterprise Zone. She gave an overview of the information contained in the back up material. In an Enterprise Zone, everyone is treated equally in terms of tax assessments, but right now the assessments vary in the proposed expansion. She distributed a document with information Mr. Barron produced regarding projections on the taxes. These would increase the tax revenue and give the developers incentives to invest in Norwalk. It will also help keep the property mill rate down.

Mr. Livingston asked if there had been any figures showing that the existing enterprise zone benefits. Mr. Sheehan said that there were a number of projects that had used the enterprise benefit.

Ms. Stocker said that she had spoken with Mr. Stewart, the tax assessor, and the existing buildings would not qualify. However, a project like the Head of the Harbor, which is underway, may benefit if the zone is approved before the project is completed.

Mr. Livingston asked if this was an abatement or a deferral. Ms. Stocker said that in fact, it was an abatement on real estate property.

The discussion then moved to the details involved in State benefits for locating in an enterprise zone and how the tax abatement would work.

Mr. Igneri expressed concerns that this expansion would end up with a hodge podge of development.

Mr. Hempstead said that he was surprised to see this on the agenda as an action item since this was the first time the material was being presented to the Committee members. He said that the ordinances point to a State ordinance that apparently no longer exists. Mr. Hempstead said that it sounds like they would have to approve every project. Mr. Sheehan said that he would ask Atty. Coppola about this.

Mr. Hempstead said he had concerns about the fact that a project that was underway might qualify. Mr. Sheehan said that he would have to check with the State and pointed out that a developer who had already pulled a building permit was already investing in the City. Mr. Hempstead said that he would like clarification on what the value would be on projects that were already underway vs. something that was already completed.

Mr. Hempstead said that he was also surprised to see how large an area the expansion area covered. He said that he was questioning how much economic revenue this area would generate since it was mostly housing that was being developed. Mr. Sheehan said that under the statute, the City is required to deal with the census tract. This would provide an equalized incentive package for the urban core. The second issue about housing would be highly regulated in terms of income level that can be located. He went on to give the details of this and said that it is not often used for housing.

Ms. O'Toole-Giandurco asked why this item was included on the agenda as an action item. Mr. Sheehan said that it was up to the Committee whether they were willing to move this forward.

Mr. Sheehan said that he would get clarification from the State regarding when the abatement would apply in terms of a project that was in progress.

Mr. Igneri asked what the economic impact would be on the properties in the enterprise zone. Ms. Stocker said that the enterprise zone would not change anything, but what happens in the neighborhood due to the existence of the enterprise zone would increase property values. The more investors that are drawn to the area, the more valuable the properties in the zones would be.

The discussion moved to the 200% of the median income which is $131,000 for Norwalk and Stamford.

**** MR. KYDES MOVED TO TABLE THIS TO THE NEXT MEETING FOR ADDITIONAL INFORMATION ON THE TYPE OF TAXES THAT WOULD BE ABATED FOR PROJECTS UNDERWAY AND PROJECTS THAT HAVE BEEN APPROVED.**
**** THE MOTION PASSED UNANIMOUSLY.**

B. WEBSTER STREET BLOCK

1. Review of Webster block development recommendation

Ms. Sweitzer said that the Webster Street Development Plan was crafted in 2004 or 2005 and there was no action on the plan. Mr. Sheehan said that the Agency has been working on what could happen on the site. He said that the Agency did not want to advance a project that had been fully developed and vetted by the community, but not generate any private sector interest. It would be important to formulate the limitation on the use, the scale and the bulk of what could be on the site before going to the marketplace. The 2004 plan caused consternation when the City showed what they would be doing with other people's property. It will be important not to encroach on private property.

Mr. Sheehan stated that he would like to walk through the potential uses and the percentages assigned to those uses along with the constraints with the Committee members.

Ms. Sweitzer said that the master plan was posted on the website, but no action had been taken on it. Mr. Sheehan said that having the urban core operate with only retail uses and multi-family housing, he said that he was convinced that there was a market for office space, but not as an office tower. Ms. Sweitzer said that there were more flexible definitions of office space, such as health care or other uses.

Mr. Livingston asked what the goal for this project was. Mr. Sheehan said that having a surface parking lot was not the highest and best use of the land. Mr. Sheehan said that the foot traffic on West Washington Street was almost non-existent. Ms. Sweitzer said that having a sea of cars at the gateway to South Norwalk was not appealing.

Ms. O'Toole-Giandurco said that the parking lot was utilized. Mr. Sheehan said that pre-2008 recession, people could not find a parking space in that lot. He said that the Agency is trying to handle how to not give up any spaces but to also incorporate better uses. Mr. Sheehan said that he had strong concerns about the commuter parking because Norwalk is providing parking for those who were living in other communities and couldn't get parking places in their own town.

Ms. O'Toole-Giandurco pointed out that there was also a major mall going in nearby and it would be important to have people be able to get to the Webster Street Parking area.

Mr. Livingston asked about the height restrictions. Mr. Sheehan said that the Agency was asking for 80 feet which would be about 7 or 8 stories. The Washington Street building was 12 stories.

Mr. Kimmel said that he understood the dilemma. He added that he had heard that something was going on at the 50 Washington Street plaza. Mr. Sheehan said that the interior of 50 Washington Street was under renovation. He said that the City needs to realize the plaza needs a whole new design. There should be some new concepts presented to the Committee in the future.

Mr. Hempstead asked whether the City could work in some protections for the residents when a developer tears up a parking lot and stalls out. He expressed concern about the City giving up an asset so that the developer can meet some regulations.

Mr. Igneri said that he liked the office space definition. Mr. Sheehan said that they need to increase foot traffic. The discussion moved to vacant spaces on Washington Street.

OLD BUSINESS

There was no old business to consider at this time.

NEW BUSINESS

There was no old business to consider at this time.

ADJOURNMENT

**** MR. LIVINGSTON MOVED TO ADJOURN.**
**** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 8:15 p.m.

Respectfully submitted

S. L. Soltes
Telesco Secretarial Services.

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

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

To: Members of the Planning Committee of the Norwalk Common Council

From: Sharon Conners, Purchasing Officer

Date: November 23, 2016

Re: Manresa Island Master Plan

In conjunction with the Manresa Association, the City of Norwalk Purchasing and Central Services Department is requesting $75,000 from account 017025-5258 (Redevelopment / Economic Development) for the preparation of the Manresa Island Master Plan (Mayor's support letter attached). The City's $75,000 is a match to $75,000 the Manresa Island Association has been able to raise for the preparation of this Master Plan (evidence of match attached).

The Manresa Island Steering Committee, chaired by Mr. Charlie Taney, President of the Manresa Association, received 6 proposals in response to the City's RFP, interviewed 4 firms and unanimously selected the firm of Fitzgerald & Halliday to prepare the Master Plan. The Master Plan will incorporate a concept plan for approximately 125 acres that considers and addresses land uses, utilities, natural resources, parks, schools, essential public services, transportation, and a phasing plan intended to inform the City of the most orderly and efficient redevelopment of the site.

The City's Economic Development Director will be managing the project on behalf of the City. The Plan is expected to be completed by year end 2017.

Action Requested: Approve advancing to the Common Council a request for $75,000 from account 017025-5258 for the preparation of the Manresa Island Master Plan.

Approve advancing to the Common Council approval of the contract with Fitzgerald & Halliday not to exceed $150,000 and approve the Economic Development Director to execute the contract and related documents.

NORWALK
The Sound of Connecticut

CITY OF NORWALK
Office of the Mayor and the City Clerk

norwalkct.org

P: 203-854-7701 / F: 203-854-7939

Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

July 21, 2016

Mr. J. Charles Taney III, President
Manresa Association Inc.
9 Outer Road
Norwalk, CT 06854

Dear Mr. Taney:

The purpose of this letter is to confirm the City of Norwalk's commitment to partner with the Manresa Association, Inc. in order to conduct an Economic Impact Analysis (EIA) of potential options for the future use of the 125 acre Manresa property (the Manresa Property) located directly on Norwalk Harbor within Long Island Sound.

A Steering Committee comprised of City of Norwalk officials and members of the Manresa Association Board will oversee both the RFP process for the EIA consultant as well as the actual performance of the EIA. The metrics produced by the Economic Impact Analysis will then be used to apprise the public as well as municipal officials of the financial, social, environmental and other critical implications of the various possible scenarios for the Manresa Property. This in turn will inform the ultimate decision making process concerning the future of the Manresa Property.

The City acknowledges that the Manresa Association has committed to pay fifty percent of the cost of the EIA, up to a maximum of $75,000. For its part, the City will work towards providing the funding for the remaining fifty percent of such costs.

The timeline for completing the RFP process and selecting a contractor is September, 2016, with completion of the EIA anticipated in Second Quarter of 2017.

The City of Norwalk is pleased to be working with the Manresa Association on this important project.

Sincerely,

Harry W. Rilling

Mayor Harry W. Rilling

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: HUNTER ARTON, COMMUNITY DEVELOPMENT ADMINISTRATOR

DATE: NOVEMBER 17, 2016

RE: CDBG PROGRAM YEAR 43 ANTICIPATED TIMELINE FOR FUNDING ALLOCATION

The Community Development Block Grant (CDBG) Program Year 43 runs from July 1, 2017 through June 30, 2018. 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 15, 2017 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.

October 24, 2016 – Distribute the Notice of Funding Availability (NOFA) and Application Instructions. The NOFA is attached to this memo for your review.

November 22, 2016 by 12pm – Deadline for Submitting a PY43 Application

January 5, 2017 – PY43 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.

February 2, 2017 – Planning Committee Recommends Projects/Programs for Funding (anticipated)

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

February 23, 2017 – March 25, 2017 – 30-day Public Comment Period on Draft Annual Action Plan

March 2, 2017 – Planning Committee holds a Public Hearing on Draft Annual Action Plan (anticipated)

- Public Hearing noticed per the Citizen Participation Plan

April 6, 2017 – Planning Committee Advances the Draft Annual Action Plan for Approval (anticipated)

May 9, 2017 – Common Council Approves Mayoral Signing of Annual Action Plan for Submission to HUD (anticipated)

May 15, 2017 – PY43 Annual Action Plan Due to HUD

ATTACHMENTS: PY43 Notice of Funding Availability (NOFA), for review

REQUESTED ACTION:

- Approve scheduling the January 5, 2017 Planning Committee meeting for 6:30pm in order to accommodate a lengthy public comment period (during which organizations will present their applications).

Notice of Funding Availability & Request for Proposals
Program Year 43
(July 1, 2017 – June 30, 2018)

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:
Hunter Arton, Community Development Administrator
Norwalk Redevelopment Agency
125 East Ave, Room 202
(203)854-7810 ext 46783
harton@norwalkct.org
http://www.norwalkct.org/index.aspx?NID=1412

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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 (PY43), which commences on July 1, 2017 and ends on June 30, 2018. 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/index.aspx?NID=1412 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 PY43 CDBG sub-award applications to the Redevelopment Agency **by 12:00pm (noon) on Tuesday, November 22, 2016.**

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 2017. All figures in the following chart are **estimates** and subject to change.

PY43 City of Norwalk Community Development Block Grant (CDBG) Program
Estimated Sources and Uses for Year Ending June 2018

Sources of Funds		
PY43 Entitlement (estimated)		**$769,052.00**
PY42 Program Income (estimated)		**$231,465.29**
Non-revolving CDBG Program Income at 6/30/17		$40,757.62
Revolving Loan CDBG Program Income at 6/30/17		$190,707.67
PY41 Reprogrammed Funds		**$28,120.55**
581	Housing Authority Head Start ELLI Initiative	$15,935.00
582	Norwalk Seaport Association Sheffield Island Education Program	$12,185.55
PY42 Reprogrammed Funds		**$100,000.00**
617	Open Door Shelter SoNo Life Center	$100,000.00
	Anticipated Total Funds Available for PY43 CDBG Grant Program	**$937,930.00**

Uses of Funds* (estimated)	
*Per HUD's statutory caps on use of CDBG funds for these activities	
Maximum available for public service	$121,471
Maximum available for planning and administration	$200,103
Available for uses other than public service and planning and administration	$616,356
Funding available to all other applicants for use in addressing priority needs of the City as identified in the ConPlan	$265,033
Funds available to City Neighborhoods for use in addressing priority needs of the City as identified in the ConPlan	$351,323
Minimum restricted to expenditure on LMI activities	$656,551
Maximum available for slum/blight or urgent need activities	$281,379

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, November 22, 2016. Application instructions and a link to this website are available via the Redevelopment Agency's website (http://www.norwalkct.org/index.aspx?NID=1412). 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, November 22, 2016 by 12/noon – Completed PY43 applications must be submitted through WebGrants to the Redevelopment Agency
- January 5, 2017 – PY43 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.
- February 2, 2017 – Planning Committee Recommends Projects / Programs for Funding
- February 23 – March 25, 2017 – 30-day Public Comment Period on Draft Annual Action Plan (AAP)
    - February 23, 2017 – 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.
- March 2, 2017 – Planning Committee holds a Public Hearing on Draft AAP
    - 7:30pm in City Hall (125 East Avenue, Norwalk), room 231 (anticipated)
- April 6, 2017 – Planning Committee Advances the Draft AAP to the Common Council for Approval (anticipated)
- May 9, 2017 – Common Council Approves Mayoral Signing of Annual Action Plan for Submission to HUD (anticipated)
- May 15, 2017 – PY43 Annual Action Plan is due to HUD
    - A final version of the document will be posted to the Agency's website
- June 22, 2017 – PY43 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'l)	Economic Development: Technical Assistance (18B) High Priority	Economic Development: Technical assistance	18B
Modernize Public Facilities and Infrastructure (Public Facilites 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 activiites	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) and anticipated outcomes of PY42 (2016-2017).

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: 35% Owner Units: 20%
	Code enforcement	10 housing units	0%
Expand Economic Opportunities	Economic Development: Technical Assistance	20 businesses	60%
Modernize Public Facilities and Infrastructure	Public Facility Rehabilitation	50,000 people	52%
	Public Infrastructure Modernization & Safety Improvements	15,000 people	154%
	Community Cleanups	8 acres	250%
Increase Available Social Services	Basic Services	1,500 people	48%
	Health & Mental Health Services	200 people	125%
	Employment training	100 people	40%
	Housing Services	1,000 people	48%
		400 households	16%

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

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 CRF 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.

Eligible Income Limits

The eligible income limits are updated annually by HUD and may vary at the beginning of the PY43 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 persons	3 persons	4 persons	5 persons	6 persons	7 persons	8 persons
30%	$27,600	$31,550	$35,500	$39,400	$42,600	$45,750	$48,900	$52,050
50%	$46,000	$52,550	$59,100	$65,650	$70,950	$76,200	$81,450	$86,700
80%	$73,500	$84,050	$94,500	$105,050	$113,450	$121,850	$130,250	$138,650

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

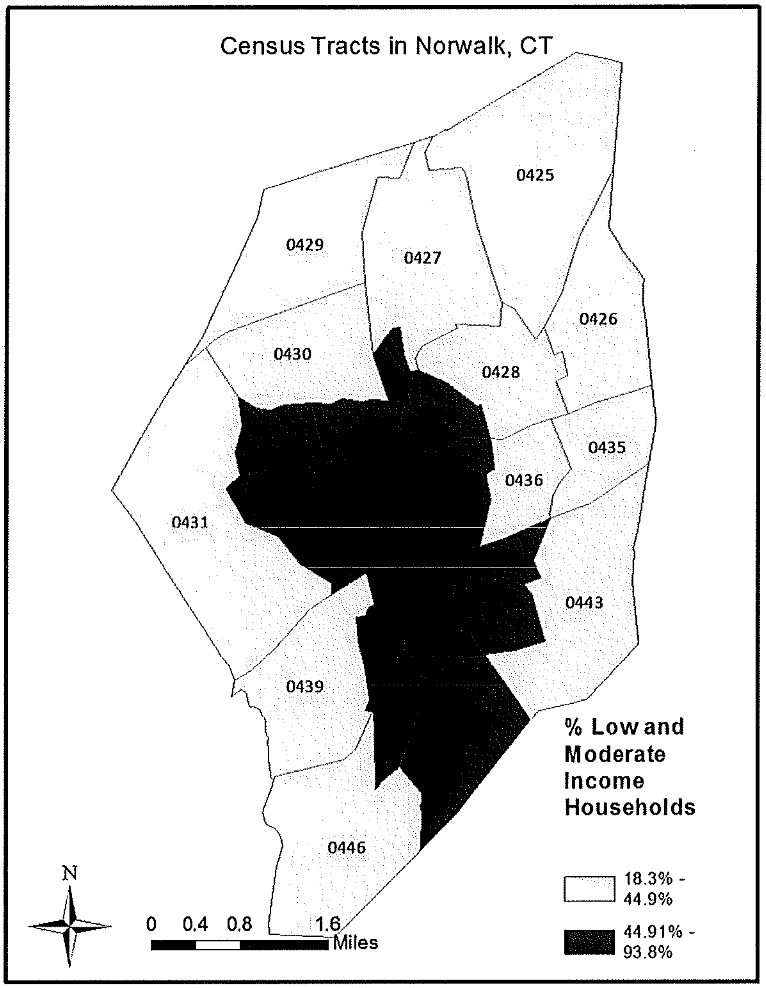
The City has 10 census tracts designed by HUD as "LMI". Projects seeking to provide an area benefit may only provide services in one or more of these tracts.

Census Tract #	432	433	434	437	438	440	441	442	444	445
% LMI	66.7%	52.7%	71.9%	93.8%	61.6%	63.3%	77.7%	59.7%	58.6%	81.5%

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 ten 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.



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 (PY40, PY41 or PY42). 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/index.aspx?NID=1412.

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 0432, 0433, 0434, 0437, 0438, 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: HUNTER ARTON, COMMUNITY DEVELOPMENT ADMINISTRATOR

DATE: NOVEMBER 17, 2016

RE: FEDERAL CONFLICT OF INTEREST POLICY

The U.S. Department of Housing and Urban Development (HUD) upholds firm guidelines regarding conflicts of interest and the involvement of federal funding such as the Community Development Block Grant (CDBG), particularly as it relates to decision-making and administration of such federal programs.

> 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.

On November 28, 2016, Common Council members were emailed a Self-Disclosure form to be collected at the December 13, 2016 Common Council meeting. Following collection, Council members considered to be "affected" will be asked to state their name, the name of the affected organization(s), and the nature of the conflict for the public record, so that a waiver request may be filed with HUD.

Agency staff will work with Corporation Counsel and the affected person to determine if requesting an exception from HUD is warranted. Exception requests are reviewed by HUD on a case-by-case basis. HUD requires the waiver request package to include documentation indicating public disclosure of the conflict(s). The minutes from the December 13, 2016 meeting will serve this purpose.

If granted, an exception clears the affected organization for potential funding; however, the affected person must still refrain from participating in the decision making process in regards to that organization, to the extent of removing himself/herself from the room during such conversations and votes. Affected persons may participate in discussions and votes regarding non-affected organizations but may not participate in any final votes, if the affected organization is included.

ACTION REQUESTED: Advance to the Common Council permission to authorize the Mayor to submit waiver requests related to the CDBG program to HUD on behalf of the affected persons as identified by the PY43 Public Disclosure forms.

THE PLANNING COMMITTEE OF THE COMMON COUNCIL

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

SCHEDULE OF MEETINGS FOR 2017*

January 5, 2017

February 2, 2017

March 2, 2017

April 6, 2017

May 4, 2017

June 1, 2017

July 6, 2017

August 3, 2017

September 7, 2017

October 5, 2017

November 2, 2017

December 7, 2017

*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