

**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: NICK KYDES, CHAIRMAN

DATE: MARCH 28, 2013

RE: MEETING NOTICE

.....
The next scheduled meeting of the Planning Committee of the Common Council will be held on **Thursday, April 4, 2013 at 6:30 pm**, in room 231 in Norwalk City Hall. Please Note the Time and Location.

PLANNING COMMITTEE OF THE COMMON COUNCIL

April 4, 2013

6:30 PM

A G E N D A

**PUBLIC HEARING – DRAFT ANNUAL ACTION PLAN FOR CDBG
PROGRAM YEAR 39**

CALL TO ORDER

ROLL CALL

I. APPROVAL OF MINUTES – March 7, 2013

II. BUSINESS

A. **FY 2014 CAPITAL BUDGET**

1. Discuss, review and if so warranted modify the FY 2014 Capital Budget of the of the City of Norwalk and take action to advance the budget to the Common Council

B. **TOD MASTER PLAN**

1. Discuss and authorize the staff to advance the public approval process of consolidating and modifying certain urban renewal plans into a new TOD Redevelopment Plan

C. **CDBG-DR**

1. Discuss anticipated funding for Hurricane Sandy recovery via HUD's Community Development Block Grant Disaster Recovery Program
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D. CDBG

1. Consider public comment on draft Annual Action Plan for CDBG Program Year 39
2. Advance a request to the Common Council to review and adopt the Annual Action Plan for CDBG Program Year 39 which outlines those CDBG proposals which the Planning Committee has recommended for funding in the CDBG Program Year beginning July 1, 2013 and ending June 30, 2014, with proportional cuts to be made to each allocation commensurate with any cuts in the City's estimated Entitlement grant from HUD. (The draft Annual Action Plan will be subject to additional Planning Committee revisions should the Planning Committee wish to amend this draft prior to the Common Council meeting on April 23rd in response to public comment received before the close of the public comment period on April 15th, 2013.
3. Advance a request to the Common Council to approve the Mayor to execute all documents associated with submission of the approved PY39 Annual Action Plan to HUD and with administration of the CDBG program for the July 1, 2013 to June 30, 2014 period.

E. WEST AVENUE CORRIDOR REDEVELOPMENT PLAN

1. Review proposal for planting new medians on West Avenue

F. NEIGHBORHOOD ASSISTANCE ACT TAX CREDIT PROGRAM

1. Review timeline for review of project proposals for participation in the Neighborhood Assistance Tax Credit Program

III. NEW BUSINESS

IV. OLD BUSINESS

ADJOURNMENT

**CITY OF NORWALK
PLANNING COMMITTEE OF THE COMMON COUNCIL
PUBLIC HEARING
MARCH 7, 2013**

ATTENDANCE: Nicholas Kydes, Chair (7:15 p.m.); Carvin Hilliard, Matthew Miklave, Warren Peña, Douglas Hempstead, David McCarthy (7:35 p.m.)

STAFF: Timothy Sheehan, Redevelopment Director; MaryGrace Weber, Redevelopment Agency Special Projects Manager

OTHERS: Council Member Bruce Kimmel; Council Member David Watts

PUBLIC HEARING - PLANNING COMMITTEE CAPITAL BUDGET REVIEW

Mr. Hempstead called the hearing to order at 7:10 p.m. He explained that Mr. Kydes was running late but that he was also aware of staff's time constraints and invited those staff members who were expected at a BET meeting scheduled at 7:30 p.m. to speak first on behalf of their department's FY2014 Capital Budget requests.

Norwalk Public Library - Ms. Christine Bradley, the Library Director, came forward and greeted everyone. She said that the main library priority was the preservation of the building. The original building was built in 1903 and there was a 1981 addition. There is asbestos in the building and some water leaking in the original portion of the building.

The second priority is to maintain the integrity of the building and to look ahead for the city's need for services from the Library.

About 6 years ago, a space was set aside for the teens in both buildings. These need to be upgraded. Ms. Bradley mentioned a "maker space" that might include a 3D printer or a laser printer. Westport Library has already established this kind of space. This would allow teens to become excited about the new technology and interact with adults.

Mr. Miklave asked if the order of the priorities of the projects was the order they wished to have it funded. Ms. Bradley said that this was so.

Mr. Kydes joined the meeting at 7:15 p.m. He assumed chairing the hearing.

Mr. Miklave had several other questions about the details of the teen space, and the more detailed aspects of the needed repairs. Ms. Bradley indicated that there are problems with the roof that were discovered following the hurricane including the asbestos abatement and the repairs to the original building.

Recreation and Parks - Mr. Mocciae came forward and said that he agreed with the Finance Department's recommendations except for the recommendation to not fund the Department's request for Fodor Farm. He pointed out that the vehicles that were being replaced were 25 years old. He spoke briefly about the various project requests, including Fodor Farm, the replacement of the Calf Pasture Beach pier according to hurricane specs, the park playgrounds, Open Space Fund, and dredging Rowayton Pond. The first phase of Oyster Shell Park is completed and the estimated requests included in the previous year's projections were placeholders which there is no longer a need for.

Mr. Kydes had some detailed questions regarding the Calf Pasture pier. Mr. Mocciae said that the Federal Government had not settled with the City about the original damage from Hurricane Irene. He said that the new pier would be built to hurricane specifications.

Mr. Kimmel joined the meeting at 7:25 p.m.

Mr. Kimmel asked if the City would have to continually replace the pier. Mr. Mocciae explained that it would be built to current hurricane standards.

Norwalk Fire Department - Chief McCarthy came forward and updated the Committee about a Westport Avenue Station addition project. The bids came in very high and a second bid call was issued. These bids also came in high. The project has been put on hold at this time. \$600,000 had been previously allocated for this project.

Mr. Kydes said that the new fire station was looking great. He asked when the building would be open. Chief McCarthy said that the building schedule was on track for a late summer opening.

Mr. Miklave had several questions about the \$1 million cost for the addition at Westport Avenue. He also wished to know what the response time was for the Cranbury area. Chief McCarthy said that once the trucks are across Westport Avenue, the response time was 6 minutes. A new station in Cranbury would require a full staff despite the fact that the number of calls in Cranbury is low.

Mr. McCarthy joined the meeting at 7:35 p.m.

Mr. Kimmel had some questions about the City's property in Cranbury. He pointed out that there were no fire hydrants in the area and asked if there were safety issues that would have to be addressed. Chief McCarthy said that there was very little expansion in the residential area and no expansion in commercial area. He explained that outfitting the trucks with water hoses would allow the Department to literally lay a water main for almost a mile with all the equipment. The water department is not planning any expansion in their water service. Mr. Kimmel asked if either Westport or Wilton was closer. Chief McCarthy said that Westport's headquarters was on the far side of the town center and Wilton's was in their town center.

Police Department – Lt. Wrinn said that the priority was replacing the prisoner van, which is rusted out, and a pick up truck that could assist with snow plowing the parking area and moving larger objects.

Mr. Miklave asked why DPW is not plowing the parking lots. Lt. Wrinn said that DPW's large equipment made plowing the tight parking lot difficult and also that the size of the lot requires removal of snow and not simply pushing it aside. This requires a substantial investment of time for DPW's crew which are also responsible for plowing the City's streets. The outside vendor removes the snow piles. Lt. Wrinn explained that the department is active 24/7. A pick up truck, operated by officers, would be able to clean up the lot once the bulk of the snow is removed.

Planning and Zoning - Mr. Greene, the Planning and Zoning Director, said that the waterfront access is from previous use, along with the bicycle lanes, sidewalks, public art in the plaza, Norwalk gateways, street end parks along the river, and population data analysis.

Mr. Kimmel asked about the cost of the population data analysis. Mr. Greene said that it would cost about \$50,000. Mr. Kimmel pointed out that there were many different departments that could use that data, such as the BOE or the Fire Department.

Fair Rent/Human Relations - Mr. Bovilsky, the Director of Fair Rent/Human Relations, then came forward and spoke about the ADA compliance study. He said that he had been working on creating a transition plan on a very tight budget. Cost estimation was not part of the original plan. Now that the plan is complete, the City has three years to complete the compliance.

Mr. Hempstead asked about coordination with DPW and Planning, who also had requests related to sidewalks. Mr. Bovilsky said that Mr. Alvord was on the committee and was aware of where there were particular issues.

Mr. Miklave asked if the BOE was also involved in the ADA committee. Mr. Bovilsky said that the BOE was involved in the committee. He added that Gilbane had done two studies on all the BOE properties, so the BOE was aware of these issues. Mr. Bovilsky repeated that Mr. Alvord was aware of the ADA requirements, so when new sidewalks were installed, they have been done according to the ADA requirement. The City had made significant progress in this area.

Information Technology - Ms. DelVecchio came forward to speak about technology. She said that the department was in agreement with Mr. Hamilton's budget. The primary focus is on public safety. There are ongoing programs such as computer refreshment.

Mr. Hempstead asked for a breakdown of all the IT projects. Ms. DelVecchio said that there was a spreadsheet listing these in the packets. She added that she would email the document to the Committee members.

Redevelopment Agency - Mr. Sheehan then gave a brief overview of the Agency's affordable housing request and noted that the Finance Department's recommendation is for half of the

request. Improvements to the pedestrian access for the east bound portion of the transit node in South Norwalk is being proposed, along with better lighting around the Maritime Aquarium and Parking garage and a matching fund to support public art installations in the City's urban core.

Mr. Miklave asked for a copy of the budget breakdown on the Excel spreadsheet in digital form. Mr. Sheehan said that he would ask Finance for the document.

Mr. Kydes then asked if there was anyone present from the public who wished to comment.

Ms. Diane Lauricella came forward and said that the format for the public hearing was different. She said that she could not cover all her material in less than 3 minutes. She said that there were four departments that she had questions about.

She pointed out that it was the citizen's money and that the February 15th issue of the Citizen's News article had included her comments. She said that it was not the Planning Commission's money or Mr. Hamilton's money. It is the people's money. She said that she had done some extra homework about this. Mr. Kydes pointed out that everyone on the Planning Committee was a Norwalk resident and paid taxes.

Ms. Lauricella's first concern had to do with the pier, the sea wall and the jetty. The pier's engineering study did not meet the level of due diligence that was needed. She said that she was not an engineer, so she contacted an expert. The proposed heights of the new pier are not enough to prevent it from being lost in another large storm. She said that the Recreation and Parks hoped to break ground by April, but she felt that department should redo the plans.

Ms. Lauricella wanted to know when the Planning Committee had to vote on the Capital budget because there were numerous others who were not present at the hearing due to weather concerns. Discussion followed about the timeline of the budget process.

Mr. Kydes said that the Planning Committee will be making recommendation by the beginning of April.

Ms. Lauricella said that the engineering plan did not address the wave heights. She said that she had suggested that the engineer look at the climate change and wave action. She said that she always tried to speak with the Department heads first about her concerns. She said that she did not feel that the company that did the engineering should have used the wave action data from Bridgeport. The benchmark data sheets were from Bridgeport. Due to the fact that this is an expensive project, it would be wise to have the information from the immediate Norwalk area.

The DEEP put this on the Certificate of Permission as a fast track and there is no public input. She said that she would be contacting the CT State DEEP about this. She said that she would be contacting the Committee members about changing the design, the angle of the pier and use new materials that are being used by Europe. She said that this has not been properly vetted.

The DPW generator was the next item addressed. She said that if City Hall were utilized as a shelter, the generator would be fired up. But she felt that expecting staff to come in rather than using lap tops or commute from home was not a good idea.

Ms. Lauricella then spoke about the Redevelopment Agency and how the lighting should not be funded. She said that she supports the arts, but it should be put on hold at this time.

Ms. Christie Pope then responded to Ms. Lauricella's comments regarding the necessity of a generator for City Hall and noted that the Social Service Operations Committee had used the community room in the days following Hurricane Sandy.

Ms. Pope said that she was present to address the Redevelopment Agency's request for affordable housing. The Redevelopment Agency has been working very hard on this but a significant number of affordable housing was lost during Sandy when illegal apartments were not able to be re-occupied. She also noted that many residents are unable to get the cash together for the security deposits when moving into new apartments and noted that the Redevelopment Agency had for the past few years used Capital Budget Affordable Housing funds to support Christian Community Action's security deposit assistance program which she administered.

Mr. John Alridge, the president of Hilltop Homes, came to speak in favor of the Redevelopment Agency's request for affordable housing. With the Agency's assistance, there has been housing available for the elderly and handicapped so that these residents can remain in Norwalk.

There was no one else present who wished to address the Committee at this time. Mr. Kydes closed the Public Hearing on The Planning Committee's Capital Budget Review.

RECESS

Mr. Kydes announced a recess at 8:25 p.m. He reconvened the meeting at 8:30 p.m.

CALL TO ORDER

Mr. Kydes called the meeting to order at 8:35 p.m. He then called the roll and announced that a quorum was present.

APPROVAL OF MINUTES

January 29, 2013

**** MR. MCCARTHY MOVED THE JANUARY 29, 2013 MINUTES.**

**** THE MOTION TO APPROVE THE JANUARY 29, 2013 MINUTES AS SUBMITTED PASSED UNANIMOUSLY.**

City of Norwalk
Planning Committee of the Common Council
Public Hearing
March 7, 2013

February 6, 2013

**** MR. MCCARTHY MOVED THE FEBRUARY 6, 2013 MINUTES.**

**** ** THE MOTION TO APPROVE THE FEBRUARY 6, 2013 MINUTES AS SUBMITTED PASSED WITH FOUR IN FAVOR (KYDES, HEMPSTEAD, HILLIARD, AND MCCARTHY) AND ONE ABSTENTION (MIKLAVE).**

Mr. Miklave stated that he was not present for the January 29th meeting.

BUSINESS

PLANNING COMMITTEE CAPITAL BUDGET REVIEW

Mr. Kydes suggested that the Committee members should have some time to digest the information that they had just received.

**** MR. MIKLAVE MOVED TO TABLE DISCUSSION.**

**** THE MOTION PASSED UNANIMOUSLY.**

WASHINGTON VILLAGE TRANSFORMATION PLAN REVIEW

Review and consider the Washington Village/South Norwalk Choice Neighborhoods Transformation Plan

Mr. Hempstead said that there was no one to give a presentation. Mr. Sheehan said that HUD had granted an extension on the plan until June. The consultants and the Housing Authority send their apologies, but there were travel issues related to the weather. Mr. Hempstead suggested that the Committee take a walk around the area. Mr. Sheehan will coordinate this with the staff when the weather gets better.

CDBG

1. Review and consider the Phase II CDBG Applications

2. Approve for incorporation into the draft Annual Action Plan those CDBG proposals which the Planning Committee recommends for funding in the CDBG Program Year beginning July 1, 2013 and ending June 30, 2014 in an amount totaling \$1,226,036 or less with proportional cuts to be made to each allocation, commensurate with any cuts in the City's estimated Entitlement grant from HUD.

3. Authorize staff to develop a draft Annual Action Plan consistent with the Planning Committee's funding recommendation and to publicly post such Plan for a 30 day public comment period

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4. Approve advancing Language Access Plan to Common Council for Review and Adoption

Mr. Sheehan said that the program had been oversubscribed this year, meaning that requests were far higher than available resources. Due to this, the Agency suggested that some of the applicants shift part of their requests to other funding sources (or in the case of one public service request, to the CDBG Administration category which is not subject to the same cap as the public service category). All the applicants that had been approached had been willing to shift categories/funding sources except for the Fair Housing Advisory Committee. Based on the level of concern expressed by the Chairman of the Fair Housing Committee and the Fair Housing Officer, the staff is recommending that the application be considered along with all other public service requests which could be funded in an amount not to exceed \$129,527.

The annual plan has to be approved today so that the 30 day comment period can start on time.

**** MR. HEMPSTEAD MOVED TO APPROVE THE FOLLOWING ITEMS AS REQUESTED:**

**REDEVELOPMENT AGENCY CITY NEIGHBORHOODS
NORWALK ACCESSIBILITY PROJECT – HUMAN RELATIONS
HOUSING AUTHORITY INSTALLING WIRING FOR GENERATORS
DOMESTIC VIOLENCE SAFE HOUSE REHABILITATION
MS. L. RAYMOND HOMES BOILER REPLACEMENT
OPEN DOOR SHELTER ROOFING PROJECT
WOODWARD CLIFF MUTUAL HOUSING – MUTUAL HOUSING ASSOC.
CARVER FOUNDATION FACILITIES PROJECT
NHA IMPROVEMENT TO UNITS & COMMON AREAS @ 20 WEST
BROAD RIVER HOMES ROOF REPLACEMENT**

AND TO ALLOCATE \$94,208.00 TO THE SOUTH NORWALK COMMUNITY CENTER FACILITY IMPROVEMENTS.

Discussion followed.

**** THE MOTION FAILED TO PASS WITH TWO IN FAVOR (MCCARTHY, HEMPSTEAD); THREE AGAINST (MIKLAVE, PEÑA, & KYDES) AND ONE ABSTENTION (HILLIARD).**

Mr. Miklave asked Mr. Sheehan whether the Redevelopment Agency could absorb a reduction in its City Neighborhoods request assuming that the Agency's Affordable Housing Capital Budget request would be recommended for funding at an amount above the Finance Department's recommended \$250,000 in order to compensate for this loss.

**** MR. MIKLAVE MOVED TO APPROVE REDEVELOPMENT AGENCY CITY NEIGHBORHOODS REQUEST AT \$454,245 AND THE FOLLOWING ITEMS AS REQUESTED:**

**NORWALK ACCESSIBILITY PROJECT – HUMAN RELATIONS (\$10,950)
HOUSING AUTHORITY INSTALLING WIRING FOR GENERATORS (\$17,710)
DOMESTIC VIOLENCE SAFE HOUSE REHABILITATION (\$25,000)
MS. L. RAYMOND HOMES BOILER REPLACEMENT (\$60,000)
OPEN DOOR SHELTER ROOFING PROJECT (\$19,500)
SOUTH NORWALK COMMUNITY CENTER FACILITY PROJECT (\$100,000)
WOODWARD CLIFF MUTUAL HOUSING – MUTUAL HOUSING (\$20,000)
CARVER FOUNDATION FACILITIES PROJECT (\$55,000)
NHA IMPROVEMENT TO UNITS & COMMON AREAS @ 20 WEST (\$8,510)
BROAD RIVER HOMES ROOF REPLACEMENT (\$65,000)
WOMEN’S BUSINESS DEV. CENTER MICRO ENTERPRISE ASSIST. (\$40,000)**

Mr. Sheehan reminded everyone that the City receives the grant and it is the City's prerogative to use it as the City sees fit.

**** THE MOTION PASSED WITH FIVE IN FAVOR (MCCARTHY, HEMPSTEAD, MIKLAVE, PEÑA, & KYDES) AND ONE ABSTENTION (HILLIARD).**

**** MR. MIKLAVE MOVED TO APPROVE THE ITEMS LISTED IN THE NON-CDBG CATEGORY BE FUNDED FULLY FOR THE AMOUNT \$290,000.**

Discussion followed.

**** MR. KYDES MADE A FRIENDLY AMENDMENT TO LEAVE THE FUNDING AS PROPOSED IN THE NON-CDBG CATEGORY FOR \$304,000.**

**** THE MOTION TO AMEND PASSED WITH FIVE IN FAVOR (MCCARTHY, HEMPSTEAD, MIKLAVE, PEÑA, & KYDES) AND ONE ABSTENTION (HILLIARD).**

It was noted that there was a math error on the summary sheet under the “total amount requested line”, but that the subtotals were accurate.

****MR. MIKLAVE WITHDREW HIS ORIGINAL MOTION AND MOVED IT TO FUND THE FOLLOWING ITEMS WITH A COMBINATION OF NON-CDBG AND CDBG ADMINISTRATION FUNDING IN THE FOLLOWING AMOUNTS:**

**PERSON TO PERSON EMERGENCY FINANCIAL ASSISTANCE
FAIR HOUSING LAW SEMINAR
CHECK AND CONNECT DROPOUT PREVENTION
FIRST TIME HOME BUYERS COUNSELING
SAFE HOUSE REHABILITATION**

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**OPEN DOOR SHELTER ROOF PROJECT
NHA IMPROVEMENT TO UNITS & COMMON AREAS @ 20 WEST
LANDLORD ENTREPRENEURSHIP & AFFORDABILITY (LEAP)**

A lengthy discussion followed regarding the allocations. Mr. Miklave moved the question.

**** THE MOTION TO FUND THE FOLLOWING ITEMS IN THE FOLLOWING AMOUNTS:**

**PERSON TO PERSON EMERGENCY FINANCIAL ASSISTANCE (\$10,000)
FAIR HOUSING LAW SEMINAR (\$14,000)
CHECK AND CONNECT DROPOUT PREVENTION (\$20,000)
FIRST TIME HOME BUYERS COUNSELING (\$20,000)
SAFE HOUSE REHABILITATION (\$50,000)
OPEN DOOR SHELTER ROOF PROJECT (\$50,000)
NHA IMPROVEMENT TO UNITS & COMMON AREAS @ 20 WEST (\$40,000)
LANDLORD ENTREPRENEURSHIP & AFFORDABILITY (LEAP) (\$100,000)**

PASSED WITH FIVE IN FAVOR (MCCARTHY, HEMPSTEAD, MIKLAVE, PEÑA, & KYDES) AND ONE ABSTENTION (HILLIARD).

**** MR. MIKLAVE MOVED TO APPROVE THE FOLLOWING ITEMS IN PUBLIC SERVICE CATEGORY WITH AN EQUAL PROPORTIONAL CUT TO CAP THE RECOMMENDED FUNDING ALLOCATION TO THE \$129,527 ESTIMATED AVAILABLE:**

**NORWALK HOSPITAL SERVICE NAVIGATOR COORDINATOR TEAM (\$23,907)
DOMESTIC VIOLENCE PREVENTION THROUGH EFFECTIVE COMMUNITY POLICING (\$24,731)
CHILD GUIDANCE CENTER TRAUMA BEHAVIORAL THERAPY (\$20,609)
LIBERATION PROGRAMS SUBSTANCE ABUSE EDUCATION (\$6,183)
NORWALK PAL CRIME PREVENTION (\$2,803)
FAMILY AND CHILDREN AGENCY CHILD FIRST (\$12,366)
PERSON TO PERSON EMERGENCY FINANCIAL ASSISTANCE (\$4,946)
SUMMER YOUTH EMPLOYMENT (\$16,487)
NEIGHBORHOOD IMPROVEMENT COORDINATOR (\$17,496)**

**** THE MOTION PASSED WITH FIVE IN FAVOR (MCCARTHY, HEMPSTEAD, MIKLAVE, PEÑA, & KYDES) AND ONE ABSTENTION (HILLIARD).**

OLD BUSINESS

There was no old Business to discuss at this time.

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ADJOURNMENT

**** MR. MCCARTHY MOVED TO ADJOURN.**

**** THE MOTION PASSED WITH FIVE IN FAVOR (MCCARTHY, HEMPSTEAD, MIKLAVE, PEÑA, & KYDES) AND ONE ABSTENTION (HILLIARD).**

The meeting adjourned at 9:45 p.m.

Respectfully submitted,

Sharon L. Soltes
Telesco Secretarial Services

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: TIMOTHY T. SHEEHAN, EXECUTIVE DIRECTOR
SUSAN SWEITZER, SENIOR PROJECT MANAGER

RE: SOUTH NORWALK RAILROAD STATION AREA TRANSIT
ORIENTED DEVELOPMENT STRATEGY & SOUTH NORWALK
URBAN RENEWAL PLAN AREAS

DATE: MARCH 25, 2013

In October 2011, the Common Council approved the South Norwalk Railroad Station Area Transit Oriented Development Strategy Master Plan (South Norwalk TOD Master Plan). The Plan identified a TOD District boundary that extends approximately ½ mile from the South Norwalk Station (see attached map) and established that this area would benefit from strategic redevelopment and infrastructure improvements that will reposition the neighborhood using TOD as a catalyst. In order to unlock investment in these improvements within the District, the Plan identified specific recommendations:

- Zoning changes to support TOD neighborhoods
- Design Guidelines to inform future development
- Circulation and transportation recommendations to improve pedestrian corridors, streetscaping, bicycle use and vehicular traffic

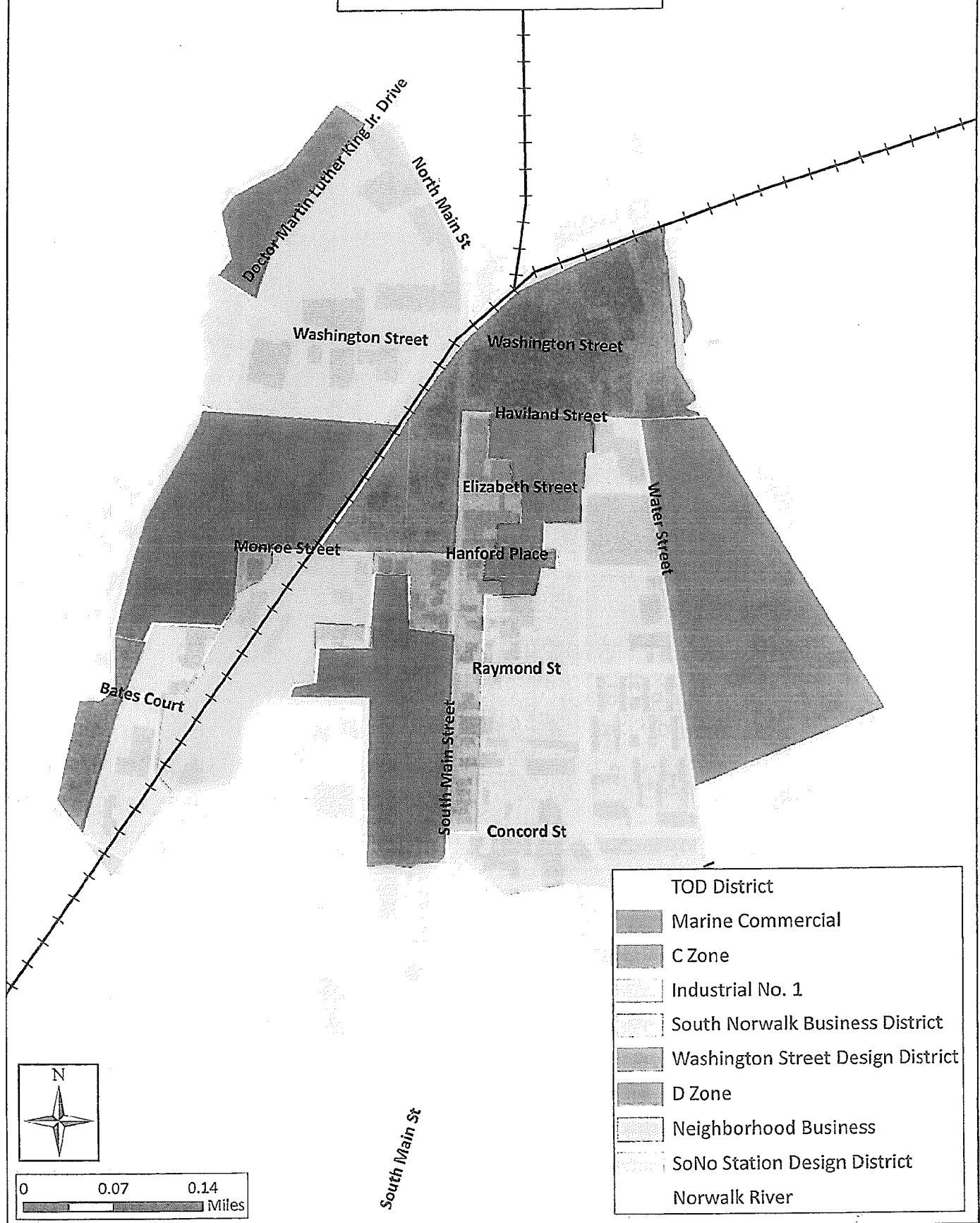
The implementation of these goals is currently challenged by the fact that the TOD District encompasses three existing Urban Renewal Areas: South Norwalk Urban Renewal Plan Area I (1962), Washington-South Main St Improvement Area II (1981) and the South Main Corridor Urban Renewal Plan (1990). In addition, within the TOD District and those existing three Urban Renewal Areas, there are eight different active zoning designations (see attached map) most of which have overlapping permitted land uses, densities and parking requirements.

Adoption of the South Norwalk TOD Master Plan signaled the City's commitment to the community goals and objectives identified therein. Therefore, in order to follow through on that commitment, there needs to be discussion of how the consolidation of urban renewal areas and current Zoning distinctions can support and concentrate resources behind that effort. As referenced previously, there are substantive commonalities within the existing urban renewal area controls and design guidelines (although several plans are very dated). In addition, most of the existing Zoning categories include common permitted uses, densities and parking requirements.

The District consolidation is intended to establish a single District-wide Urban Renewal Plan with uniform Zoning criteria through-out that support the South Norwalk TOD Master Plan objectives of encouraging moderate scale, mixed-use and mixed-income neighborhoods with adequate circulation amenities, public safety and open space. District consolidation would not substantially expand the current Urban Renewal Area coverage at the northern, western and southern boundaries and would expand the coverage to the east by including the Norwalk Riverfront area

ACTION REQUESTED: AUTHORIZATION TO ADVANCE THE TRANSIT-ORIENTED DEVELOPMENT DISTRICT CONSOLIDATION OF URBAN RENEWAL PLAN AREAS AND UNIFORM ZONING TO THE COMMON COUNCIL

Existing Zoning Conditions
Norwalk, Connecticut



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: MARYGRACE WEBER
SPECIAL PROJECTS MANAGER
RE: CDBG DISASTER RECOVERY FUNDS FOR HURRICANE SANDY
DATE: MARCH 27, 2013

In response to the damage caused by Hurricane Sandy, Congress has appropriated approximately \$16 billion in funding through the Department of Housing and Urban Development's (HUD) CDBG program for long-term community recovery in the states most heavily impacted by the storm.

CDBG Disaster Recovery (CDBG-DR) funds for Hurricane Sandy are being allocated by HUD in three separate pools. Each of the three pools will have a different stated use, which fall into one of the following three categories: housing recovery, infrastructure or mitigation.

Already, HUD has allocated a pool of \$5.4 billion (or approximately one-third of all available funding) to be used exclusively on housing recovery. Approximately \$72 million of this pool was allocated to the State of Connecticut's Department of Economic and Community Development (DECD) which will be responsible for administering the funding. At least 80% of the overall funding must be expended in Fairfield and New Haven counties, which bore the brunt of the storm's damage in Connecticut. DECD is currently in the process of developing an Action Plan which will define the housing recovery programs and sub-allocations which will be made to fund those programs.

The Redevelopment Agency, on behalf of the City, has submitted a summary of damages incurred in Norwalk as gleaned from FEMA data and information provided by City Departments, as well as a detailed summary of the flooding damage at Washington Village. The Agency will continue to provide feedback to the State and will keep the Planning Committee apprised as information regarding the State's draft Action Plan is made available.

The remaining two-thirds of Congress' \$16 billion CDBG-DR allocation is anticipated to be allocated before the end of this year.

NO ACTION IS BEING REQUESTED AT THIS TIME

**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: MARYGRACE WEBER
SPECIAL PROJECTS MANAGER
RE: CDBG PY39 DRAFT ANNUAL ACTION PLAN
DATE: MARCH 27, 2013

A public hearing of the Planning Committee is scheduled for 6:30PM on April 4th to offer the public an opportunity to comment in-person on the draft Annual Action Plan for CDBG Program Year 39, which outlines anticipated available resources and recommended funding allocations for the year beginning July 1, 2013 and ending June 30, 2014 (summary of recommended allocations attached).

A public comment period on this draft document began on March 15th, 2013 and will end on April 15th, 2013. The draft is available at the following link on the City of Norwalk website: <http://norwalkct.org/DocumentCenter/View/4350>. It is available in hard copy at NEON, the Norwalk Housing Authority, the Main and South Norwalk branches of the Norwalk Public Library and the Redevelopment Agency. No public comment has been received to date.

Should written public comment be received prior to the close of the public comment period, CDBG staff will forward this comment for the Planning Committee's review and for consideration as to the necessity of scheduling a special meeting of the Planning Committee ahead of the Common Council's review and prospective approval of the draft Annual Action Plan on April 23rd, 2013.

REQUESTED ACTIONS:

1. Consider public comment on draft Annual Action Plan for CDBG Program Year 39
2. Advance a request to the Common Council to review and adopt the Annual Action Plan for CDBG Program Year 39 which outlines those CDBG proposals which the Planning Committee has recommended for funding in the CDBG Program Year beginning July 1, 2013 and ending June 30, 2014, with proportional cuts to be made to each allocation commensurate with any cuts in the City's estimated Entitlement grant from HUD. (The draft Annual Action Plan will be subject to additional Planning Committee revisions should the Planning Committee wish to amend this draft prior to the Common Council meeting on April 23rd in response to public comment received before the close of the public comment period on April 15th, 2013.)
3. Advance a request to the Common Council to approve the Mayor to execute all documents associated with submission of the approved PY39 Annual Action Plan to HUD and with administration of the CDBG program for the July 1, 2013 to June 30, 2014 period.

Activity Type	#	Pages	Project Title	Organization	Funding Recommended	Funding by Category	Cumulative Recommended by Category	Cash Match	Cash Match Ratio (x:1)	ConPlan Strategy	Secondary ConPlan Strategies	Benefit Type	Proposed Number of Benefit	% of Benefit to be Low/Mod	Received in Past 5 years?	Applied for Grant Agency Funding?	Agency Staff Phase I Score	Agency Staff Phase II Score	Combined Score
Category: Economic Development/ Housing Rehabilitation/ Public Facilities/ Planning and Capacity Building	20	41-42	City Neighborhoods	Norwalk Redevelopment Agency	\$ 454,245	Total Non-Admin/ Non-Public Service Funding Available: \$875,915 Total Recommended: \$875,915	\$ 454,245	\$ 5,400,000	11:1	Multiple furthering of all ConPlan objectives	Including: Preservation	All urban core residents	Area Benefit (11,522)	80%	Yes	No	95 ^A	97 ^B	192
	21	43-44	Norwalk Accessibility Project	City of Norwalk, Human Relations and Fair Rent Department	\$ 10,950		\$ 465,195	\$ 251,084	23:1	Public Infrastructure Improvements		All Library users	28,499 (min. 100 documented)	70%	No	No	80	100	180
	22	45-46	Install Wiring to Connect External Generators	Housing Authority of the City of Norwalk	\$ 17,710		\$ 482,905	\$2,000 (less than minimum Requests requirement to be waived)	11:1	Housing Rehabilitation		Public Housing Residents	Area Benefit (2,186)	100%	Yes	No	80	100	180
	23	47-48	SafeHouse Rehabilitation	Domestic Violence Crisis Center*****	\$ 25,000		\$ 507,905		0:1	Housing Rehabilitation	Domestic Violence Prevention	Victims of domestic violence	245 (min. 50 document)	90%	Yes	No	75	100	175
	24	49-50	Miss Laura M. Raymond Homes Boiler Replacement	Miss Laura M. Raymond Homes	\$ 60,000		\$ 567,905	\$ 120,000	2:1	Energy Efficient Renovations	Preservation	Elderly/ Disabled	52	100%	Yes	No	75	100	175
	25	51-52	ODS Roofing Project	Open Door Shelter****	\$ 19,500		\$ 587,405	Requests requirement to be waived	0:1	Housing Rehabilitation	Basic services, Placement Services	Homeless	2,500 (min. 100 documented)	90%	Yes	\$ 75,000	75	100	175
	26	51-52	South Norwalk Community Center Facility Improvements	South Norwalk Community Center	\$ 100,000		\$ 687,405	\$25,000, Requests minimum requirement (1:1) to be waived	23:1	Public Infrastructure Improvements	Literacy/GED/ Customized Job Training, Healthy/Wanted Health Services, After-School Programming, Basic Services	All neighborhood residents	Area Benefit (5,458)	65%	No	No	75	100	175
	27	53-54	Woodward Cliffs Mutual Housing	Mutual Housing Association of Southwestern Connecticut	\$ 20,000		\$ 707,405	\$ 41,400	2:1	Energy Efficient Renovations, Housing Renovations	Preservation	Low/mod income renters	12	100%	No	No	83	90	173
	28	55-56	Facilities Project	Carver Foundation	\$ 55,000		\$ 762,405	\$ 55,000	1:1	After-School Programming		Youth	380 (min. 100 documented)	85%	Yes	\$ 55,000	70	100	170
	29	57-58	Improvements to Dwelling Units and Common Areas at 20 West Ave	Norwalk Housing Authority*****	\$ 8,510		\$ 770,915	\$ 50,000	1:1	Housing Rehabilitation	After-School Programming	Public Housing Residents	189 (document 100)	100%	Yes	No	70	100	170
	30	59-60	Roof Replacement for Building's Main Roof (Center)	Broad River Homes	\$ 65,000		\$ 835,915	\$ 65,000	1:1	Energy Efficient Renovations, Housing Rehabilitation	Preservation	Elderly/ Disabled	50	100%	Yes	No	65	100	165
	31	61-62	Microenterprise Assistance Program	Women's Business Development Council	\$ 40,000		\$ 875,915		1:1	Literacy/GED/ Customized Job Training		Prospective entrepreneurs	25	65-75%	Yes	\$ 40,000	57	100	157

Non-CDBG Funding Source	7	13-14	Person-To-Person Emergency Financial Assistance	Person-To-Person	\$ 10,000	Total Non-CDBG Funding: \$304,000	\$ 10,000	\$ 39,965	2.5:1	Tenant-based Rental Assistance		Low/moderate income households	40 HH	100%	Yes	No	82	100	182
	12	23-24	Fair Housing Law Seminars	City of Norwalk Fair Housing Advisory Commission*****	\$ 14,000		\$ 24,000	\$ 40,000	2:1	Goal 1 and 3; no specific strategy		All Norwalk residents	Area Benefit** (125)	100%	No	No	75	100	175
	16	31-32	Check & Connect Dropout Prevention Program	Serving All Vessels Equally (SAVE)	\$ 20,000		\$ 44,000	\$ 40,000	2:1	After-School Programming	Summer Youth Employment	High School Students	20	70%	Yes	No	67	100	167
	20	35-36	First Time Homebuyers Counseling and Technical Assistance Program	Housing Development Fund*****	\$ 20,000		\$ 64,000	\$26,000 (less than minimum cash match)	1:1	First-time Homeowners		Prospective Homebuyers	60	100%	Yes	No	65	100	165
	23	47-48	SafeHouse Rehabilitation	Domestic Violence Crisis Center*****	\$ 50,000		\$ 114,000	Requests requirement to be waived	0:1	Housing Rehabilitation	Domestic Violence Prevention	Victims of domestic violence	245 (min. 50 document)	90%	Yes	No	75	100	175
	25	51-52	ODS Roofing Project	Open Door Shelter****	\$ 50,000		\$ 164,000	Requests requirement to be waived	0:1	Housing Rehabilitation	Basic services, Placement Services	Homeless	2,500 (min. 100 documented)	90%	Yes	\$ 75,000	75	100	175
	29	57-58	Improvements to Dwelling Units and Common Areas at 20 West Ave	Housing Authority of the City of Norwalk*****	\$ 40,000		\$ 204,000	\$ 50,000	1:1	Housing Rehabilitation	After-School Programming	Public Housing Residents	189 (document 100)	100%	Yes	No	70	100	170
	31	61-62	Landlord Entrepreneurship and Affordability Program (LEAP)	Housing Development Fund	\$ 100,000		\$ 304,000	\$ 100,139	1:1	Housing Rehabilitation	First-time Homewownership	Prospective Homebuyers	15	100%	Yes	No	75	90	165

ConPlan Strategies In bold, blue font are currently unmet strategies.

*City Neighborhoods' score was calculated by outside housing and community development experts not affiliated with the Agency

****Open Door Shelter's Roofing Project original request was for \$69,500

*****Fair Housing Advisory Commission's original request was for \$19,670. The proposed non-CDBG funding of \$14,000 would need to meet an agreed upon project scope between the Norwalk Redevelopment Agency and the Fair Housing Advisory Commission.

*****Housing Development Fund's original request was for \$26,000

*****Domestic Violence Crisis Center's original request was for \$75,000

*****Housing Authority of the City of Norwalk's original request was for \$48510

*****Person-to-Person's original request was for \$16,000

Proposed for funding through non-PY39 CDBG funds administered by Redevelopment
Total request to be partially funded with funds administered by Redevelopment

Summary of PY39 Phase II Applications Adjusted

Activity Type	#	Pages	Project Title	Organization	Funding Recommended	Funding by Category	Cumulative Recommended by Category	Cash Match	Cash Match Ratio (x:1)	ConPlan Strategy	Secondary ConPlan Strategies	Benefi. Type	Proposed Number of Benefi.	% of Benefi. to be Low/Mod	Received In Past 5 years?	Applied for Grant Agency Funding?	Agency Staff Phase I Score	Agency Staff Phase II Score	Combined Score
Category: Public Services	1	1-2	Services Navigator, Creation of a Coordinated Care Team	Norwalk Hospital Foundation	\$ 23,907	Total Recommended \$129,527 Total Requested: \$297,993 Total Public Service Funding Available: \$129,527	\$ 23,907	\$ 96,000	3:1	Health/Mental Health Services		Homeless	100 (min. 50 documented)	100%	No	No	100	100	200
	2	3-4	Domestic Violence Prevention through Effective Community Policing	Domestic Violence Crisis Center	\$ 24,731		\$ 48,638	\$ 90,000	3:1	Domestic Violence Prevention		Victims of domestic violence	75 families	72%	Yes	No	95	100	195
	3	5-6	Trauma Focused Cognitive Behavioral Therapy (TF-CBT)	Child Guidance Center of Mid-Fairfield County	\$ 20,609		\$ 69,247	\$ 172,770	7:1	Health/Mental Health Services		Trauma Victims age 0-19	50	98%	Yes	\$ 15,000	85	100	185
	4	7-8	Substance Abuse-Education, Prevention, Wellness	Liberation Programs	\$ 6,183		\$ 75,430	\$ 72,500	10:1	Drug Prevention Education	Health/Mental Health Services	High School Students	500 (min. 50 documented)	50-75%	No	No	85	100***	185
	5	9-10	Norwalk Police Activities League Crime Prevention Series	Norwalk Police Activities League	\$ 2,803		\$ 78,232	\$ 6,800	2:1	Drug Prevention Education	Domestic Violence Prevention	5th-12th grade students	Area Benefit** (300)	64%	No	No	85	100	185
	6	11-12	Child First	Family & Children's Agency	\$ 12,366		\$ 90,598	\$ 45,000	3:1	Health/Mental Health Services		Children, prenatal to 6 Low/moderate income households	30 families (100 over 3 year)	100%	Yes	No	82	100	182
	7	13-14	Person-To-Person Emergency Financial Assistance*****	Person-To-Person	\$ 4,946		\$ 95,544	\$ 39,965	2.5:1	Tenant-based Rental Assistance			40 HH	100%	Yes	No	82	100	182
	8	15-16	Summer Youth Employment	City of Norwalk	\$ 16,487		\$ 112,031	\$ 80,000	4:1	Summer Youth Employment		Youth	100	100%	Yes	No	80	100	180
	9	17-18	Neighborhood Improvement Coordinator	City of Norwalk	\$ 17,496		\$ 129,527	\$ 68,525	3:1	Public Infrastructure Improvements		All urban core residents	Area Benefit (28,295)	100%	Yes	\$ 68,525	80	100	180
	10	19-20	Drug Prevention Education for After School Programs	Courage to Speak	\$ 15,200		\$ 144,727	\$ 30,580	2:1	Drug Prevention Education	After-School Programming	Stdts grades 4-8, parents & Elderly/Disabled	130 (min. 50 documented)	100%	Yes	No	80	100***	180
	11	21-22	ElderHouse Transportation Program	ElderHouse	\$ 10,000		\$ 154,727	\$ 42,000	4:1	Health/Mental Health Services			75	60%	Yes	\$ 9,600	80	100	180
	12	23-24	Fair Housing Law Seminars	City of Norwalk Fair Housing Advisory Commission*****	\$ 5,670		\$ 160,397	\$ 40,000	2:1	Goal 1 and 3; no specific strategy		All Norwalk residents	Area Benefit** (125)	100%	No	No	75	100	175
	13	25-26	Improving the Mental Health of Isolated Seniors Through Regular Telephone Contact	Senior Services Coordinating Council, Inc.	\$ 9,500		\$ 169,897	\$ 19,000	2:1	Health/Mental Health Services		Seniors	50	100%	Yes	No	72	100	172
	14	27-28	Food Bank of Lower Fairfield County	Food Bank of Lower Fairfield County, Inc.	\$ 25,000		\$ 194,897	\$ 100,453	4:1	Basic Services		Low/mod income households	3,000 (min. 300 documented)	100%	Yes	No	71	100	171
	15	29-30	TeMPEST	The Maritime Aquarium at Norwalk, Inc.	\$ 15,000		\$ 209,897	\$ 33,282	2:1	After-School Programming	Literacy/GED/Customized Job Training	High School Students	40	80%	Yes	No	70	100	170
	17	33-34	Expanded DARE Program	Norwalk Police Department	\$ 4,500		\$ 214,397	\$ 9,000	2:1	Drug Prevention Education		Youth	Area Benefit** (464)	62%	No	No	75	90***	165
	20	35-36	First Time Homebuyers Counseling and Technical Assistance Program	Housing Development Fund*****	\$ 6,000		\$ 220,397	\$26,000 (less than minimum cash match)	1:1	First-time Homeowners		Prospective Homebuyers	60	100%	Yes	No	65	100	165
	18	37-38	Travis Simms Foundation Youth Boxing	Travis Simms Foundation	\$ 20,000		\$ 240,397	\$ 40,000	2:1	After-School Programming		Youth	200 (min. 100 documented)	95%	No	No	70	90	160
	19	39-40	Empower thru Education and Employment	Norwalk Economic Opportunity Now, Inc. (NEON)	\$ 30,000		\$ 270,397	\$ 78,975	2.5:1	Literacy/GED/Customized Job Training		Workforce development clients	40	100%	Yes	\$ 1,301,950	67	90	157

ConPlan Strategies in bold, blue font are currently unmet strategies.
** The number of beneficiaries required to be documented will be determined by the Area Benefit.
*** Services may overlap with those provided by Courage to Speak, D.A.R.E. and Liberation Programs but duplication can be avoided with sufficient coordination.
*****Fair Housing Advisory Commission's original request was for \$19,670
*****Housing Development Fund's original request was for \$26,000
*****Person-to-Person's original request was for \$16,000

Proposed for funding through non-PY39 CDBG funds administered by Redevelopment
Total request to be partially funded with funds administered by Redevelopment
Public service requests #1-9 were each cut by 17.5633%

Category: Administration	33	n/a	CDBG Program Administration	Norwalk Redevelopment Agency	\$ 220,121	\$220,121	\$ 220,121	n/a	n/a	n/a	n/a	All CDBG beneficiaries	n/a	n/a	Yes	No	n/a	n/a	n/a
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**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: MARYGRACE WEBER
SPECIAL PROJECTS MANAGER
RE: MEDIAN PLANTING ON WEST AVENUE
DATE: MARCH 27, 2013

The Redevelopment Agency is preparing to undertake improvements to the medians on West Avenue, just north and just south of I-95 overpass. These medians were constructed during the ramp improvements and lane-widening that was completed in 2012, however they were not landscaped at that time.

The plans for landscaping the medians are consistent with the draft Landscape Design Plan for the West Avenue Corridor which has been reviewed by the Committee and workshopped by the public, and which will be presented to the public for final review on April 10th.

The bidding process for the medians is anticipated to begin in late April, with Council consideration of prospective proposals in June. Planting is anticipated by the Fall.

THIS MEMORANDUM IS FOR INFORMATIONAL PURPOSES ONLY – NO ACTION IS BEING REQUESTED AT THIS TIME

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: MARYGRACE WEBER
SPECIAL PROJECTS MANAGER
RE: NEIGHBORHOOD ASSISTANCE ACT TAX CREDIT PROGRAM FOR 2013
DATE: MARCH 27, 2013

Applications are now available for Connecticut's Neighborhood Assistance Act Tax Credit Program (NAA-TCP), which provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies (informational publication attached). The community programs must be approved by both the municipality in which the programs are conducted and by Connecticut's Department of Revenue Services. The purpose of this memorandum is to apprise Planning Committee members of the schedule and their required actions associated with application approvals, as well as to request that a public hearing be scheduled ahead of the upcoming Planning Committee meeting to be held on May 2nd, 2013.

Anticipated Timeline

Monday, April 22nd – Deadline for tax exempt organizations to submit 2013 proposals to Agency

Thursday, May 2nd – Tentative Planning Committee public hearing on NAA-TCP requests

Thursday, May 2nd – Planning Committee review and tentative advancement of 2013 proposals to full Common Council

Tuesday, May 14th – Common Council review and approval of programs for inclusion in Norwalk's list of Neighborhood Assistance Act Tax Credit Program activities

Wednesday, May 15th – Advancement of list of approved projects for participation in 2013 NAA-TCP program

REQUESTED ACTION: Approve scheduling a public hearing on NAA-TCP applications to be held during the regularly scheduled meeting of Planning Committee taking place on Thursday, May 2nd at 7:30PM

INFORMATIONAL PUBLICATION

The Connecticut Neighborhood Assistance Act Tax Credit Program

Purpose: This Informational Publication explains the Connecticut Neighborhood Assistance Act (NAA) Tax Credit Program

Effective Date: upon issuance.

Statutory Authority: Conn. Gen. Stat. §12-630aa et. seq.

Definitions: For purposes of the NAA tax credit program:

Business firm means any business entity authorized to do business in the state and subject to the tax due under the provisions of Chapter 207, 208, 209, 210, 211, 212 or 213a. For purposes of a business entity subject to the provisions of Chapter 213a, the tax credit earned by such entity may be used by the members or partners of such entity that are subject to the Corporation Business tax under Chapter 208.

Donation of money to an open space acquisition fund means money contributed to an open space acquisition fund of any political subdivision of the state or any nonprofit land conservation organization.

The money must be used for the purchase of land, interest in land, or permanent conservation restriction on land to be permanently preserved as protected open space.

Energy conservation projects means programs to promote energy conservation that are directed toward properties where at least 75% of occupants are at an income level not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted or at properties owned or occupied by charitable corporations, foundations, trusts, or other entities. Such projects include, but are not limited to:

- Energy conserving modification or replacement of windows and doors;
- Caulking and weather-stripping;
- Insulation;
- Automatic energy control systems;

- Hot water systems;
- Equipment required to operate variable steam, hydraulic, and ventilating systems;
- Replacement of burners, furnaces, or boilers;
- Electrical or mechanical furnace ignition systems; or
- Replacement or modification of lighting fixtures.

The Connecticut Neighborhood Assistance Act Tax Credit Program: The NAA Tax Credit Program provides a tax credit to business firms that make cash investments in qualifying community programs conducted by tax exempt or municipal agencies. Such tax credit may be applied against the taxes due under the provisions of chapter 207, 208, 209, 210, 211, or 212. The community programs must be approved by both the municipality in which the programs are conducted and by the Department of Revenue Services (DRS).

Community Programs That Qualify for the NAA Tax Credit Program: Listed below are examples of the types of programs that qualify for the NAA tax credit and the amount of the available credit.

A tax credit equal to 100% of the cash invested is available to business firms that invest in energy conservation projects.

A tax credit equal to 60% of the cash invested is available to business firms that invest in programs that provide:

- Neighborhood assistance;
- Job training;
- Education;
- Community services;
- Crime prevention;
- Construction or rehabilitation of dwelling units for families of low and moderate income in the state;
- Donation of money to an open space acquisition fund;
- Child day care facilities;
- Child care services;

- Employment and training programs directed at handicapped persons;
- Employment and training programs for unemployed workers who are 50 years of age or older;
- Education and employment training programs for recipients in the temporary family assistance program;
- Community-based alcoholism prevention or treatment;
or
- Any other program which serves a group of individuals where at least 75% of the individuals are at an income not exceeding 150% of the poverty level for the year immediately preceding the year during which the tax credit is to be granted.

Obtaining Approval for the NAA Tax Credit Program:

Tax-exempt entities and municipal agencies desiring to obtain benefits under the NAA must complete **Form NAA-01, Connecticut Neighborhood Assistance Act Program Proposal**, Parts I, II, and III and submit the form to the municipal agency overseeing the implementation of the proposal. The overseeing municipal agency then completes Part IV of Form NAA-01 and submits the form to DRS on or before July 1 of each year. Prior to submitting Form NAA-01 to DRS, each municipality must hold a public hearing on all program applications. The governing body of the municipality must vote to approve the programs. Copies of the public hearing notice and minutes of the meeting approving the programs must be submitted by the municipality to DRS with the approved program proposals.

Limits on the Amount of Contributions That May Be Made or on the Amount of Tax Credit Available: The NAA Tax Credit Program has several statutory limits which must be observed, including the following:

- A business firm is limited to receiving \$150,000 in tax credits annually; however, the amount of tax credit allowed any business firm for investments in child day care facilities for any income year may not exceed \$50,000.
- The minimum contribution on which a tax credit can be granted is \$250.
- Any organization conducting a program or programs eligible for funding under the NAA is limited to receiving an aggregate of \$150,000 of funding for any program or programs for any fiscal year.

- The total amount of all tax credits allowed in any fiscal year is \$5 million, which, if exceeded, results in prorating the approved tax credits among the approved organizations.
- Effective with the 2011 NAA program, the total charitable contributions of the contributing business firm does not need to equal or exceed its prior year's charitable contributions in order to be eligible for the tax credit.

Business Applications Deadlines: Each business firm requesting a tax credit under the NAA Tax Credit Program must complete a separate **Form NAA-02, Connecticut Neighborhood Assistance Act (NAA) Business Application**, for each program it wishes to sponsor. Form NAA-02 must have an original signature and be mailed or hand-delivered to DRS on or after September 15 but not later than October 1 of each year.

Claiming the Tax Credit: DRS issues an NAA program approval letter to business firms that make cash investments in qualified community programs. The letter indicates the tax credit amount that may be claimed on the applicable business tax return. The tax credit amount must also be entered on **Form CT-1120K, Business Tax Credit Summary**, and/or **Form CT-207K, Insurance/Health Care Tax Credit Schedule**.

Carry Back Provisions: The amount of tax credit that is not taken on the tax return of a business firm for the income year beginning during the calendar year in which the program proposal was approved may be carried back to the two immediately preceding income years (beginning with the earlier of the years). No carry forward is allowed.

Obtaining Additional Information: Direct inquiries to:

Department of Revenue Services
State of Connecticut
Research Unit
25 Sigourney St Ste 2
Hartford CT 06106

Call: 860-297-5687

Email: DRS.TaxResearch@po.state.ct.us

Effect on Other Documents: Informational Publication 2010(22), The Connecticut Neighborhood Assistance Act Tax Credit Program, is superseded and may not be relied upon after the date of issuance of this Publication.

Effect of This Document: An Informational Publication issued by DRS addresses frequently asked questions about a current position, policy, or practice, usually in a less technical question and answer format.

Related Forms and Publications: Request the most recent edition of the following forms: **Form NAA-01**, *Neighborhood Assistance Act Program Proposal*, and **Form NAA-02**, *Neighborhood Assistance Act Business Application*.

For Further Information: Call DRS during business hours, Monday through Friday:

- **1-800-382-9463** (Connecticut calls outside the Greater Hartford calling area only); or
- **860-297-5962** (from anywhere).

TTY, TDD, and Text Telephone users only may transmit inquiries anytime by calling 860-297-4911.

Forms and Publications: Visit the DRS website at www.ct.gov/DRS to download and print Connecticut tax forms and publications.

Paperless Filing/Payment Methods (fast, easy, free, and confidential):

Business and individual taxpayers can use the **Taxpayer Service Center (TSC)** at www.ct.gov/TSC to file a variety of tax returns, update account information, and make payments online.

File Electronically: You can choose first-time filer information and filing assistance or log directly into the **TSC** to file returns and pay taxes.

Pay Electronically: You can pay taxes for tax returns that cannot be filed through the **TSC**. Log in and select the *Make Payment Only* option. Designate a payment date up to the due date of the tax and mail a paper return to complete the filing process.

DRS E-Alerts Service: Get connected to the latest news from DRS. Receive notification by email of changes to legislation, policies, and procedures. **DRS E-Alerts** provide information for employer's withholding tax, News – Press Releases, and Top 100 Delinquency List. Visit the DRS website at www.ct.gov/DRS and select *Sign up for e-alerts* under *How Do I?* on the gold navigation bar..