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: JANUARY 4, 2021

RE: MEETING NOTICE

The next scheduled meeting of the Planning Committee of the Common Council will be held on Thursday, January 7, 2021 at 7:00pm. To allow public access, anyone may access a meeting by telephone, Zoom, and/or the City of Norwalk YouTube channel. Specific instructions and links can be found at www.norwalkct.org/meetings.

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

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

Members of the public who wish to view the meeting, but are not participating, can view a live stream on the City of Norwalk YouTube channel. This stream is delayed by approximately 20 seconds. Please find the information using the link above. The meeting recording and minutes will be posted on the City of Norwalk website within seven (7) days after the meeting.

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

PLANNING COMMITTEE OF THE COMMON COUNCIL
REGULAR MEETING
JANUARY 7, 2021
7:00PM

AGENDA

CALL TO ORDER

ROLL CALL

Public Hearing on the draft PY45 (FY19) Consolidated Annual Performance and Evaluation Report (CAPER).

PUBLIC PARTICIPATION

I. ADMINISTRATION

a. Approval of the Minutes of the December 3, 2020 Meeting.

II. NEW BUSINESS

a. Zoning Regulations Update
    1. Forward to the Common Council for its approval, the authorization of the Mayor, Harry W. Rilling, to execute an Agreement with TPUDC to update the Zoning Regulations in an amount not to exceed $190,040.

b. Community Development Block Grant
    1. Advance the PY45 CAPER to the Common Council for its approval and authorization for the Mayor to execute all forwarding documentation required by HUD.

III. OLD BUSINESS

ADJOURNMENT

LEGAL NOTICE

PUBLIC COMMENT PERIOD AND PUBLIC HEARING FOR THE PY45 (FY19) CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT (CAPER) SUBMISSION TO HUD

As the administering agent for the City of Norwalk's Community Development Block Grant (CDBG) Program, the Norwalk Redevelopment Agency (Agency) will submit the Consolidated Annual Performance and Evaluation Report (CAPER) to HUD. This report details the use of CDBG funds over the course of the PY45 (July 1, 2019 through June 30, 2020) grant period. In accordance with the provisions of 24 CFR 91.105(d), a 15-day public comment period on the draft CAPER begins at **2:00pm on Thursday, December 31, 2020 and ends at 2:00pm on Friday, January 15, 2021.**

The draft CAPER will be available to view on Norwalk's website at www.norwalkct.org/Community-Development-Block-Grant. Due to the COVID-19 pandemic, hard copies are available via request only. For information on how to obtain a hard copy, call Stephen Ivan at (203) 854-7810 ext. 46784 or Carly Kramer at (203) 854-7810 ext. 46791.

Public comment must be received by the Agency no later than 1:00pm on Friday, January 15, 2021 and may be emailed to Carly Kramer (ckramer@norwalkct.org) or by mail at the below address.

Carly Kramer
Norwalk Redevelopment Agency
3 Belden Avenue
Norwalk, CT 06850.

A public hearing to receive comments on the draft CAPER will be held on **Thursday, January 7, 2021 at 7:00PM** during the scheduled Planning Committee meeting. Participants may join the meeting via the City's virtual meetings link www.norwalkct.org/1913/Meeting-Notices. Oral language assistance for the hearing may be obtained by calling (203) 854-7810 ext. 46784 at least 48 hours prior to the hearing. Members of the public are invited to attend and are encouraged to speak. Persons unable to attend may submit written comments for the record no later than **12:00PM on Thursday, January 7, 2021** to Carly Kramer at the above address.

Following the public comment period, Agency staff will amend the draft CAPER to reflected citizen participation at the public hearing and during the public comment period. The revised draft will be submitted to the Common Council for approval on **January 26, 2021**. Any comments received during the public comment period and after the January 7 meeting will be documented and presented at the January 26, 2021 Common Council Meeting before submission to HUD on **January 27, 2021**.

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

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

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PLANNING COMMITTEE
REGULAR MEETING
DECEMBER 3, 2020
VIA TELECONFERENCE

ATTENDANCE:	John Kydes, Chair; Thomas Keegan; Thomas Livingston; Lisa Shanahan; Barbara Smyth; George Tsiranides; Darlene Young (7:50 p.m.)
STAFF:	Sabrina Church, Director of Business Development and Tourism; Steve Kleppin, Director of Planning and Zoning
OTHERS:	David Heuvelman, Common Council member

CALL TO ORDER

Mr. Kydes called the meeting to order at 7:02 p.m.

ROLL CALL

Mr. Kydes called the Roll as indicated above.

PUBLIC PARTICIPATION

No members of the public wished to participate.

I. ADMINISTRATION

a. Approval of the Minutes of the November 5, 2020 Meeting

**** MR. LIVINGSTON MOVED TO ACCEPT THE MINUTES AS PRESENTED**
**** MOTION PASSED UNANIMOUSLY BY ROLL CALL VOTE (MR. KEEGAN; MR. KYDES; MR. LIVINGSTON; MS. SHANAHAN; MS. SMYTH; MR. TSIRANIDES)**

II. NEW BUSINESS

a. Planning and Zoning Updates

1. Industrial Zones Study progress report and update.

2. Zoning regulation rewrite update.

3. Zoning permits and development project updates.

Mr. Kleppin provided an update on Planning and Zoning initiatives. He said he sent an e-mail to the Committee members giving them an update on what is going on in Planning and Zoning. He said the map provides a good guide. He noted that some projects can come off the list. Mr. Kleppin said the map is accessible to the public on the website. It is updated every quarter.

Mr. Kleppin said the Zoning Commission is busy; there are a lot of significant applications before the Zoning Commission. He said he is constantly fielding calls. In terms of permitting, they were very busy last year.

The TOD (Transit Oriented District) plan was passed this fall. The next step is to look at parking and the amenity calculator. A consultant was chosen to do that work. In addition, they are working a study of the City's industrial zone. Mr. Kleppin said they are reaching out through every channel they can think of to get input by using a survey. This will be an on-going dialogue.

The consultant will hold interviews with stakeholders over the next few weeks. They will then work on a broader public meeting.

Mr. Kydes asked about the Rich project on Water Street. Mr. Kleppin said they hope to be finished with some of the units soon and wrap up the project during the first quarter. Mr. Kydes asked about the project off of Willard Road. Mr. Kleppin shared his screen showing the project. Mr. Kydes noted that the building is very large. Ms. Smyth agreed. Mr. Kleppin explained there are 219 dwellings as well as a storage facility. He described the site.

Mr. Kydes asked about the East Norwalk TOD. Mr. Kleppin explained that once they get the Zoning consultant, they will do a review of the parking and amenities. Once that is done, the plan will go out for public comment.

Mr. Keegan asked about Norden Place. He asked if they could halt the discussion on the distribution center until they hear from the neighbors and stakeholders. Mr. Kleppin explained that a moratorium was put in place for contractor yards, but not for warehouse and distribution facilities. Any moratorium placed now would not apply, because an application was already filed.

Mr. Kleppin said the Zoning Commission is meeting on Monday at 6:00 p.m. Mr. Kydes asked Mr. Kleppin to send a link to the full Common Council. He said he plans to speak at that meeting.

Mr. Kleppin said the Planning Commission received a Bronze accreditation. He anticipates they will look at Silver accreditation and will identify initiatives.

Mr. Kleppin reported that one hearing was held on the application and a second is scheduled for next Wednesday. Hi staff and the Redevelopment Agency staff have been working with the architect for the project. Those changes will be revealed next week. He said he anticipates a vote at the January 7th meeting of the Planning Commission.

Mr. Kleppin said that everything that has been done to date is on the website. He will send the link to the full Common Council.

Mr. Kydes asked about the Spinnaker project in East Norwalk. Mr. Kleppin said the last conversation he had was that all of the commercial space has been leased. He said he spoke with the folks at BLT and they said their units are leasing very well.

Mr. Kydes asked Mr. Kleppin if he sees any concern with commercial real estate properties. Mr. Kleppin said a lot of tenants are adding employees, but consolidating space. Ms. Church said she is hearing that some businesses have moved to working from home, and others need more space.

Ms. Church said that when talking to some business owners, they saw all their employees come back to the office, when there was a power outage. She said that by the way the lease agreements are written, she does not believe they will see the effects until January. A lot of smaller firms are transitioning to work from home, but there is interest for satellite offices from New York City firms.

Mr. Kydes asked about occupancy percentages. Ms. Church explained it is hard to get in touch with anyone in the large buildings. They rely on real estate firms to provide that information for smaller buildings.

Ms. Smyth told Mr. Kleppin that the update was very helpful. She asked where constituents can find the map. Mr. Kleppin said they are re-doing the website to make it more user friendly.

Ms. Smyth asked about the status of the Main Avenue property. He said that BJ's plans to go forward; however, he has not heard anything recently. He noted that some other retail projects were looking at that site. Some indicated to him that they will know their plans for going forward in December.

Mr. Heuvelman told Mr. Kleppin he received the survey today and that he likes the format a lot.

Mr. Kydes asked Mr. Kleppin if he heard of any projects that were approved and then backed out due to Covid. Mr. Kleppin said he has not heard of any. The people he is talking to are optimistic.

III. **OLD BUSINESS**

a. Update on the Wall Street - West Avenue Enterprise Zone approval.

Ms. Church reported that the last time the Enterprise Zone was in front of this Committee was six to eight months ago. She said the Ordinance was approved and the State replied that they are going to approve it, but they need additional information. She said they need Mylar maps and once they are received the State will sign off and it will be officially the Enterprise Zone.

Mr. Kydes asked Ms. Church if any developers reached out to show interest in the Enterprise Zone. Ms. Church said she received two inquiries from developers on a small scale. She said there is probably another one.

Ms. Church reviewed the approval process for the Enterprise Zone. She said the maps were completed this week and sent to the State. She said she expects to receive approval by mid January.

Ms. Shanahan asked Ms. Church if there was anything else needed from the Ordinance Committee. Ms. Church explained that they just need the maps and the Commissioner's signature.

Mr. Kydes asked Ms. Church about the SoNo Collection. She said it is doing great. They're following social distancing guidelines and really enforcing those guidelines. They may get a tent for outdoor dining for Pinstripes. Ms. Church said the major anchor tenants are doing well and they've adapted very well for the circumstances. She said the Yard House restaurant is moving forward. The restaurants are trying to utilize as much distance as possible and are using outdoor dining if feasible.

Mr. Kydes asked Ms. Church about the lease rate. Ms. Church said she will get back to him with that information.

Ms. Shanahan asked Ms. Church about outdoor dining regulations. Ms. Church said she is working with other departments on that. She said it involved six different departments plus the Mayor's Office.

Ms. Young joined the meeting at 7:50 p.m.

Ms. Smyth asked Ms. Church about the tents for outdoor dining. Ms. Church explained that they have to follow specific ventilation requirements.

ADJOURNMENT

**** MS. YOUNG MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 7:51 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

Memorandum

December 31, 2020

To: **Planning Committee, Common Council**

From: **Steve Kleppin, Planning & Zoning Director**

Re: **TPUDC – Zoning Regulations Rewrite**

One of the major themes that is prominent within the 2019 Citywide Plan (POCD), is the need to overhaul the zoning regulations. The regulations have not seen a complete overhaul in over thirty (30) years. This has resulted in piecemeal changes and has led to structural deficiencies and inconsistencies throughout the document. A complete overhaul is a very time consuming process based on the amount of existing text, the cleanup needed, the structural changes required and the incorporation of changes as a result of the Citywide Plan. We also anticipate the new regulations being in a more user-friendly, web-based format, possibly with a mapping component.

As part of the Planning & Zoning Department's 2020/2021 Capital Budget, we were approved for $200,000 to conduct a comprehensive rewrite of the Building Zone Regulations.

Staff, in conjunction with Zoning Commission put together an RFQ to conduct the rewrite. Four responses were received with 1 being disqualified for not fully complying with the submission requirements. The three remaining firms were interviewed. While all the firms interviewed well, TPUDC stood out based on their well-organized approach and understanding of the project. As part of the interview they stressed that they place a premium on outreach and are always well received in the communities they work. This was confirmed (without asking) as part of the follow-up reference checks I conducted. TPUDC was the unanimous choice of the committee.

As part of the RFQ and as a first step, will be for TPUDC to evaluate the amenity bonus requirements and parking recommendations within the East Norwalk Neighborhood plan. We are currently working on a separate $9,960.^{00} purchase order for that portion of the project. Hopefully that work can begin shortly after the beginning of 2021 and be completed in a month or so while the City finalizes the contract on the broader zoning rewrite. Total completion time for the complete zoning rewrite is approximately 18 months.

I have attached the Scope of Work for the study which was prepared by TPUDC, City staff and the Commission.

I request that the following resolution be forwarded to the full Council for consideration:

Authorize the Mayor, Harry W. Rilling, to execute an Agreement with TPUDC to conduct an update of the Zoning Regulations, in an amount not to exceed $190,040.

Feel free to reach out to me with any questions.

END

O. APPENDICES

APPENDIX A: SCOPE OF SERVICES

PHASE I: PROJECT COORDINATION

TASK 1.1: PROJECT INITIATION MEETING

TPUDC will conduct a goal-setting meeting with City Planning Department Staff to identify and confirm over-arching goals for the Project. This meeting will cover a multitude of topics such as:

- Clarification and creation of Client/Team interface and collaborative structure;
- Project organization;
- Staff coordination;
- Procedures for sharing information;
- Goals based on the Client's perspective;
- Goals based on TPUDC's experience;
- Discussion of Project Schedule;
- Discussion of local initiatives and special interest groups;
- Client aspirations;
- Initial assessment of available and missing data;
- Establishment of measures of success;
- Discussion of outreach objectives and strategy, particularly to ensure an equitable outreach process; and
- Identification of stakeholders

This meeting will be conducted online via Zoom after project contract execution.

TASK 1.2: INTERDEPARTMENTAL MEETING

TPUDC will conduct an Interdepartmental Meeting with representatives of all City agencies/departments relevant to the administration and enforcement of the Building Zone Regulations. While intended to be conducted in-person, these interviews may be conducted online via Zoom or other video conferencing service if necessary.

TASK 1.3: SITE RECONNAISSANCE & CITY TOUR

TPUDC will conduct a reconnaissance tour of the City and its surroundings, with Staff as our guide. If necessary due to Covid restrictions, this Task will occur as a virtual reconnaissance tour using Zoom screen sharing and Google Street View.

TASK 1.4: ELECTED OFFICIAL / POLICY-MAKER INTERVIEWS

TPUDC will conduct interviews with members of the approving bodies involved in the adoption of the new Building Zone Regulations. The Client will arrange all meeting dates, times, and locations in coordination with TPUDC.

Through these interviews, TPUDC will begin to identify any potential barriers and issues that need to be addressed during the code writing process and help TPUDC prepare for public engagement. While intended to be conducted in-person, these interviews may be conducted online via Zoom or other video conferencing service if necessary.

TASK 1.5: STAKEHOLDER INTERVIEWS

TPUDC will conduct up to four individual or group stakeholder interviews as needed. If it is determined that these interviews are needed, TPUDC and the City will work together to determine the list of participants based on who will provide pertinent insights

into the issues related to the Building Zone Regulations. While intended to be conducted in-person, these interviews may be conducted online via Zoom or other video conferencing service if necessary.

TASK 1.6: PROJECT MANAGEMENT PLAN

Following the Project Initiation Meeting, City Staff and the TPUDC will establish a set of Project milestones and further refine the Project Scope set forth in this Proposal. TPUDC will create a Project Management Plan that identifies the roles of all Project Staff and participants and sets out in detail the refined Project Scope and Project Schedule, including all Tasks and major milestones. TPUDC will establish and facilitate meetings and calls with key City Staff to review progress and assess needs as they arise.

TASK 1.7: PUBLIC OUTREACH & ENGAGEMENT PLAN

Working with City Staff, TPUDC will craft an Outreach and Engagement process that is accessible to the entire community regardless of planning knowledge.

TASK 1.8: ONGOING PROJECT MANAGEMENT

TPUDC will continue to work closely with City Staff and the Project Team to ensure on-time and on budget delivery of all work products. The TPUDC Project Manager will be responsible for regular project check-ins, file management, invoicing, and other project-related responsibilities.

PHASE 2: PROJECT KICK-OFF

TASK 2.1: PROJECT BRANDING

TPUDC will work with City Staff to develop a Project brand to ensure the community knows about the Building Zone Regulations update project and actively participates in the process.

TASK 2.2: WEBSITE

TPUDC will create a website for the project and provide content for the site. TPUDC will provide training to City Staff so that they may administer the website too.

TASK 2.3: MEDIA COVERAGE, PRINT & SOCIAL MEDIA CAMPAIGNS

TPUDC will work with City Staff to help initiate the social media campaign using the tools agreed upon and identified during the completion of the Outreach & Engagement Plan. This first round of media outreach will be used to bring awareness of the Project and build excitement. Printed materials will also be developed to make a first connection with stakeholders that do not have an online presence. The Client will be responsible for printing and delivery of materials created by the TPUDC.

TASK 2.4 PUBLIC KICK-OFF EVENT

TPUDC will facilitate a public presentation and discussion that will serve as the initial introduction of the Project to the community. It will be used to provide a brief overview of the coding process, generate, and share ideas, build excitement, and give the community an understanding of the Project. TPUDC will work with City Staff to identify a suitable location for this and all subsequent outreach events. The Client will be responsible for securing the location for all events. This event may also be held virtually if physical distancing requirements restrict in-person events.

TASK 2.5: ONGOING PROJECT MANAGEMENT

Project management will continue throughout Phase 2.

PHASE 3: PREPARATION & ANALYSIS

TASK 3.1: REVIEW DRAFT EAST NORWALK NEIGHBORHOOD TOD PLAN

TPUDC will conduct a peer review of the Draft East Norwalk Neighborhood TOD Plan (Updated 6-16-20). Our review will focus on the proposed amenity structure and parking recommendations, per the RFP. Close attention will be given to the regulations as they relate to the existing Building Zone Regulations.

TASK 3.2: REVIEW EXISTING DOCUMENTS

Current and completed planning documents and studies will be inventoried and reviewed to ensure that the TPUDC's work builds upon existing knowledge.

Documents to be reviewed include, but are not limited to:

- Existing Building Zone Regulations
- Building Zone Map
- Citywide Plan
- Industrial zone study
- Building Zone Regulations Update, Evaluation & Recommendations report (Planimetrics)

TPUDC will evaluate current standards and administrative policies to inform the creation of the new Building Zone Regulations and review other relevant sections of the City Code and Ordinances to understand their relationship to the new Building Zone Regulations.

TASK 3.3: ZONING DIAGNOSTIC REPORT REVIEW

TPUDC will review the Building Zone Regulations Update, Evaluation & Recommendations Report. This document will serve as a checklist to begin the Building Zone Regulations update. The City will provide TPUDC with a clear and concise summary of known issues with the current Building Zone Regulations, including any barriers to development, unclear procedures, a list of desired updates to the existing Regulations and additional components of the new Building Zone Regulations previously contemplated.

By reviewing this information, opportunities for improvement and elements that work well and should be kept as part of the updated Building Zone Regulations will be identified. TPUDC's independent review of the existing Regulations will identify any inconsistencies, barriers to quality development, clarity, ease of use, efficient process, and organization. Formatting and other factors affecting usability will also be addressed.

TPUDC will have a telephone conference with Staff to discuss the findings of the Building Zone Regulations, Evaluation & Recommendations and to review and gather any additional input from Staff regarding possible improvements to the regulatory framework.

TASK 3.4: COMMUNITY FORM & CHARACTER ANALYSIS

TPUDC will conduct an analysis of the historic architectural and development patterns of Norwalk, including the existing residential neighborhoods and the City's major corridors. TPUDC will work with the City to identify any areas that may require the development of context-sensitive regulations, those that may be appropriate for hybrid or form-based zoning as described in the Citywide Plan, and those that may retain Euclidean, or conventional use-based standards.

TPUDC will analyze existing conditions and collect field data and measurements by conducting Synoptic Surveys of representative exemplary locations in the City, as identified by Staff and citizens. By documenting the measurable dimensions and observable character of these areas, TPUDC will identify desirable future character and codify the results. These detailed surveys will allow TPUDC to catalog the range of urban forms present in Norwalk and will provide the baseline for the metrics of new zoning districts incorporated into the Building Zone Regulations. Information gathered will include observations and measurements of the public space, street character, building form, and land uses.

TASK 3.5: ONGOING PROJECT MANAGEMENT

Project management will continue throughout Phase 3.

PHASE 4: PLANAPALOOZA™

TASK 4.1: GENERATE NECESSARY BACKGROUND MAPS

TPUDC will work with City Staff to prepare base mapping for use during community outreach sessions, and as the base for any planning and mapping work. TPUDC will work closely with the City to obtain available GIS base layers including environmental constraints (floodplains, wetlands, hazardous material sites, community impacts, special flood hazard areas, and historic properties) identified on local and State databases, as well as parcel lines, existing buildings, roads, and other pertinent data layers that will be needed by TPUDC.

TASK 4.2: PRINT, SOCIAL MEDIA & MEDIA CAMPAIGNS

The print and media campaign will continue during Phase 4, inviting stakeholders to participate in the planning process and provide their input. Social media outlets will be populated regularly with information on upcoming meetings as well as planning best practices to educate the citizens and develop a common language that everyone understands.

TASK 4.3: PUBLIC DESIGN WORKSHOP / PLANAPALOOZA™

TPUDC will conduct a four-day Planapalooza™ workshop for the project. The schedule will include multiple presentations, technical roundtable discussions, public input sessions and client meetings. There will be multiple opportunities and methods for the public to provide ideas and feedback and to comment on the revisions to the ordinance and future planning concepts for the City. Additionally, based on the local political process, a strategy will be developed to include the regulatory agencies and approving officials in the Planapalooza™ process. The Planapalooza can be conducted virtually if physical distancing and limitations on group gatherings is required at the time of Phase 4.

- #### SUB-TASK 4.3.A: PUBLIC PRESENTATION & HANDS-ON CITIZEN WORKSHOP

  On the first evening, TPUDC, will deliver an introductory presentation on the principles of good planning, sustainable growth, and other topics relevant to the Project, and will outline the process moving forward. This portion of the meeting will also provide an opportunity for the public to ask questions. Comment cards will be available at the meeting as an option for those who may not be comfortable speaking in front of a large group.

  Following the presentation, TPUDC will facilitate a hands-on workshop where the public will be invited to go over the current vision and contribute their ideas, working over base maps to discuss how the Building Zone Regulations can build on that vision and any other concerns or ideas they may have relating to the Building Zone Regulations, or development in the City. All meetings will be open to the public for those interested in the future of growth and development in Norwalk. The Client will be responsible for securing the event location and assist with table facilitation during the workshop.

- #### SUB-TASK 4.3.B: TECHNICAL MEETINGS

During the first days of the Planapalooza, open meetings on relevant topics will be held with various agencies, stakeholder groups and the general public in attendance. Meeting will cover topics such as preservation, redevelopment and infill, economic development, neighborhood character, building type and placement, and any other critical topics determined in collaboration with the City. Specific discussion will be included in the conversations related to economic development; multi-modal transportation; sustainability and climate change resiliency; housing opportunity and affordability; equity and transparency; character and historic heritage. The input gathered from these meetings will build on the inventory and assessment of issues and opportunities in Norwalk and help inform the generation of the revised standards. Our land use and coding expert, Bill Wright, will meet with the City Attorney as part of this Sub-Task.

- ### SUB-TASK 4.3.C: OPEN STUDIO

  Over the course of the Planapalooza™, TPUDC and participating City Staff will work from a space centrally located within the City, such as a first-floor vacant storefront or municipal building. This space will function as our office, meeting room, gallery and studio. The public will be able to drop in on their lunch hour, after work, or even late in the night, to ensure that everyone has an opportunity to participate in the process. TPUDC team members will be available to engage with the community, answer questions, and accept feedback and ideas, and in turn make "real time" changes to our work products based on public input. The Client will be responsible for securing the studio space and all associated expenses, as well as providing materials and office supplies/furniture such as tables, chairs, printers, and such. The Client is also expected to be present for the larger part of the Planapalooza™, helping field questions from the public and participating in meetings and events.

- ### SUB-TASK 4.3.D: PLANNING AND ILLUSTRATIONS

  TPUDC will work with the community to further develop specific visions for the districts that will be regulated under the Building Zone Regulations. This work will inform preparation of the Building Zone Map and the Building Zone Regulations and will provide a framework for promoting high quality infill and redevelopment, clearly illustrating community goals and strategies, and laying the groundwork for new investment and development in Norwalk. During the Planapalooza, TPUDC will work with Staff to review and discuss the proposed outline and organizational structure of the Building Zone Regulations. To help clarify the implications of the updated Regulations for the public, TPUDC will use a variety of illustrative techniques, including models and renderings.

- ### SUB-TASK 4.3.E: WORK-IN PROGRESS CLOSING PRESENTATION

  On the final evening of Planapalooza™, TPUDC will give a presentation that describes the process to date, explains the vision and designs, and presents other findings and products developed during the Planapalooza. This is another opportunity for the public to provide feedback and shape the direction of the vision.

- ### SUB-TASK 4.3.F: CLIENT MEETING

  Following the Planapalooza closing presentation, TPUDC will meet with City Planning Staff to debrief on the Planapalooza, receive additional feedback on the vision and Building Zone Map, and to confirm the proposed organizational structure of the Building Zone Regulations. TPUDC will work with the City to reconfirm the schedule for the last phases of work and to strategize on any issues that may arise during the Planapalooza.

TASK 4.4: ZONING COMMISSION UPDATE

TPUDC will attend one virtual meeting with the Zoning Commission either before or after Planapalooza to provide them with a project update. If travel and meetings schedules allow it, this meeting may take place in-person in conjunction with Planapalooza trip.

TASK 4.5: ONGOING PROJECT MANAGEMENT

Project management will continue throughout Phase 4.

PHASE 5: DRAFTING THE BUILDING ZONE REGULATIONS

TASK 5.1: CLIENT REVIEW DRAFT OF REGULATIONS

TPUDC, will begin to prepare a Client Review Draft of the Building Zone Regulations in conjunction with the planning work at the Planapalooza. In this way, the Regulations will be informed by the planning and visioning work as it progresses, as well as input received from community participation, discussions with City Staff and elected officials, and review of existing studies. The new Regulations will be written to align with the recommendations in the City-wide Plan.

Working in collaboration with the City Attorney, TPUDC will seek to ensure that the Norwalk Building Zone Regulations are in compliance with all local and state laws. TPUDC will work with City Planning Staff to determine the format of the new Regulations and what elements should be included.

TPUDC will calibrate standards for the initial areas that will be covered by the Building Zone Regulations, reflecting the unique character of those areas. The Regulations will include the requirements and metrics necessary to guide development in Norwalk so that it is in keeping with the City's vision. The Building Zone Regulations will be graphically based and will include diagrams and illustrations for its concepts and standards. While the specific content of the Building Zone Regulations document will be finalized during the Project, it will likely include portions of the following:

- Overview / General Provisions;
- Building Zone Map
- Illustrations (bird's eye views, street-level renderings, and/or "before and after" illustrations) to enhance usability;
- Building and Lot Standards, including Building Form and Height standards, Setbacks, Building Types and Green Building standards;
- Private and Public Frontage Types
- Use Regulations
- Civic Space standards;
- Public Frontage (Thoroughfare) standards;
- Parking and Access standards;
- Signage and Lighting Standards;
- Definitions

The Building Zone Regulations will include a user's guide for City staff, property owners and developers. This information can be provided within the Regulations, or can be developed as a separate handbook. It will include an explanation of Building Zone Regulations utilization procedures, provide sample application forms, and illustrate application processes using flowcharts and diagrams.

TASK 5.2: PRESENTATION OF CLIENT DRAFT BUILDING ZONE REGULATIONS

After delivery of the Client Review Draft of the Building Zone Regulations, TPUDC will give an orientation walk-through of the document to City Staff.

* CLIENT TASK: CLIENT REVIEW PERIOD

Planning Staff and the City Attorney will review the Client Review Draft for a period of up to 30 days. At the end of that review period, Planning Staff will provide a single set of consolidated requested revisions to TPUDC. The Client Review Draft will be provided in PDF format to Planning Staff, and any comments on the draft shall be provided to TPUDC using Adobe's commenting tools, which TPUDC can demonstrate if necessary. Revisions will be limited to scriveners' errors or oversights related to topics and items previously agreed upon, and signed off on by the Planning Staff ("Minor Revisions"). If any other revisions are requested other than Minor Revision, these will be considered an Additional Service.

TASK 5.3: REVIEW & ADDRESS REVISIONS ON CLIENT DRAFT BUILDING ZONE REGULATIONS (PREPARE PUBLIC DRAFT CODE)

TPUDC will review the revision requests provided by Planning Staff and the City Attorney at the end of the Client Review Period and discuss any questions about the revisions with Staff. TPUDC will then incorporate Staff's requested revisions into the Public Draft of the Building Zone Regulations to create the Public Draft.

TASK 5.4: ONGOING PROJECT MANAGEMENT

Project management will continue throughout Phase 5.

PHASE 6: REFINING THE BUILDING ZONE REGULATIONS

TASK 6.1: PRESENTATION OF PUBLIC DRAFT BUILDING ZONE REGULATIONS

Upon delivery of the Public Draft of the Building Zone Regulations, TPUDC will return to Norwalk to present the Draft Code at a public meeting of residents, property owners, policymakers, stakeholders, and City Staff. During this meeting, TPUDC will give an orientation of the new Building Zone Regulations and provide opportunities for input and comments from the public.

TASK 6.2: PRINT, SOCIAL MEDIA & MEDIA CAMPAIGNS

The Media Campaign will continue during Phase 6, inviting the public to review the Public Draft of the Building Zone Regulations and provide feedback.

* CLIENT TASK: PUBLIC REVIEW PERIOD

City Staff will receive comments on the Public Draft of the Building Zone Regulations over a 30-day review period. Planning Staff will review and vet the public comments. At the end of the Public Review Period, Planning Staff will provide TPUDC a consolidated set of specific revisions to be incorporated into the next draft of the document based on the public comments received.

TASK 6.3: ADDRESS COMMENTS ON PUBLIC DRAFT OF BUILDING ZONE REGULATIONS (PREPARE ADOPTION DRAFT)

TPUDC will review the consolidated set of specific revisions provided by Staff at the end of the Public Review Period and discuss any questions it has about them with Staff. TPUDC will then make the requested revisions to the Public Draft of the Building Zone Regulations, creating the Adoption Draft, which will be ready for the adoption process.

TASK 6.4: ADDITIONAL DRAFTS, PRESENTATIONS OF CODE, AND/OR MEETINGS WITH STAKEHOLDERS

If additional drafts, presentations, or meetings are requested after the Adoption Draft is delivered, but before the commencement of the approval process under Phase 7, TPUDC would be pleased to provide those as an Additional Service.

TASK 6.5: ONGOING PROJECT MANAGEMENT

Project management will continue throughout Phase 6.

PHASE 7: BUILDING ZONE REGULATIONS ADOPTION

TASK 7.1: TECHNICAL ASSISTANCE & PRESENTATIONS

During the approval process, TPUDC will provide technical assistance as needed by creating audience-specific presentations and consulting and strategizing with Staff. TPUDC will make one formal in-person presentation of the Building Zone Regulations to the Zoning Commission. At that meeting, City Staff will collect comments, questions, and suggestions for refinements to the Building Zone Regulations and consolidate them into a set of specific revision to be provided to TPUDC. If additional presentations are requested, they will be considered an Additional Service.

TASK 7.2: PUBLIC HEARING REVISIONS

TPUDC will make one round of additional minor edits as requested by the approving authorities.

TASK 7.3: ONGOING PROJECT MANAGEMENT

Project management will continue throughout Phase 7.

APPENDIX B: RATE SCHEDULE

Where this Agreement provides for Client's payment to Consultant of compensation on an hourly or daily basis, professional fees shall accrue, and compensation shall be paid in accordance with the following hourly and daily rate schedule:

Position	Hourly Rates
Principal	$200
Director of Coding	$200
Director of Implementation	$165
Urban Designer	$150
Graphic Designer	$90
Illustrator	$150
Administrative/Coordinator	$60

Consultant reviews its hourly rates each calendar year and reserves the right to modify its rate schedule at such time. Consultant will provide Client with written notification in advance of any such change.

APPENDIX C: BACKGROUND INFORMATION

The Consultant must receive the information listed below, to the extent it is currently available, and any other relevant information requested by the Consultant, at least four weeks prior to the Planapalooza. It is essential that this information be thorough and accurate, as it will form the basis for the Deliverables. All documents shall be provided in searchable PDF format if possible, with text documents provided in MS Word format if available. Mapping information will be provided as native GIS files. The Consultant will create a Client Dropbox folder as a repository for all background information.

1. **Mapping and GIS Information**, including, but not limited to the following elements:
   a. Georeferenced aerial photography
   b. Municipal boundary;
   c. Zoning;
   d. Current and future land uses;
   e. Existing thoroughfares (edge of pavement and right-of-way);
   f. Parking;
   g. Driveways;
   h. Existing sidewalks, walkways and paths;
   i. Existing water bodies, shorelines and streams;
   j. Existing property lines;
   k. Building footprints;
   l. Historic building footprints;
   m. Civic building footprints;
   n. Building heights;
   o. Lot coverage percentage;
   p. Building age;
   q. Historic or other district boundaries;
   r. Topography;
   s. Existing drainage information;
   t. Existing utility information;
   u. Tree Masses;
   v. Parks and open spaces;
   w. Existing physical or environmental constraints;
   x. Any other significant features both above and below the ground and water.

   Mapping information should be provided in GIS format, with elements symbolized using color and line weight protocols to be proved by the Consultant. The Consultant should also be provided with contact information and access to the City's GIS supervisor or consultant. We understand that the Client may not have some data sets on this list. If this is the case, the Client and Consultant will work together to determine if the missing data is available from other sources or if the Client can create it.

2. **List of Variances**, from the past 5 to 10 years in a Microsoft Excel spreadsheet, organized by topic.

3. **List of known Issues with existing ordinance,**

4. **Published Comments,** as available, of local government officials and administrators, which relate to zoning, land use, or development issues or projects relevant to the study area or Project.

5. **Relevant Site Studies,** including but not limited to:
   a. Previous zoning, land use or development related studies;
   b. Soils maps/reports;
   c. Topographic analysis;
   d. Environmental studies or mitigation plans;
   e. Traffic studies;
   f. Infrastructure studies;

g. Market feasibility studies.
h. Any other relevant site studies.

6. **Current & Long-Range Planning Documents** including but not limited to:
   a. Master Plans;
   b. Future Land Use Plans;
   c. Zoning Maps;
   d. Any other relevant planning documents

7. **Other appropriate documentation** related to the Project, including but not limited to:
   a. Historical timeline of growth and development;
   b. Business composition, including major employers and emerging markets;
   c. Economic development initiatives currently in place;
   d. Summary of local regulations and policies that affect housing;
   e. Composition of current housing stock;
   f. Listing of local housing organization;
   g. Schedule for planned investment in road improvements;
   h. Current status of City perspective on passenger rail discussion;
   i. Inventory, and description, of current public / civic spaces;
   j. Listing of all open space and trail management organizations;
   k. Map of existing and proposed trail system;
   l. Description of threats to water quality and quantity and existing water protection and preservation measures;
   m. Inventory of critical natural resource and scenic areas;
   n. Inventory of historic and archaeological resources;
   o. Existing policies, standards, and organizations in place to protect historic and archaeological resources;
   p. Description of any forest or agricultural resources and current steps being taken to promote local farms and woodlots;
   q. Description of issues relating to stormwater management, public water & sewer, septic tanks, utilities, emergency response, solid waste, communications, health care, municipal government, and school locations and capacity;
   r. Schedule of planning investment in facilities and service improvements;
   s. Description of fiscal issues, including tax revenue as compared to planned and needed expenditures, anticipated changes in the tax base, capacity and strategies to fund capital investments, the City's current borrowing capacity, and opportunities for sharing with neighboring communities;
   t. List of pending development applications or other anticipated projects.

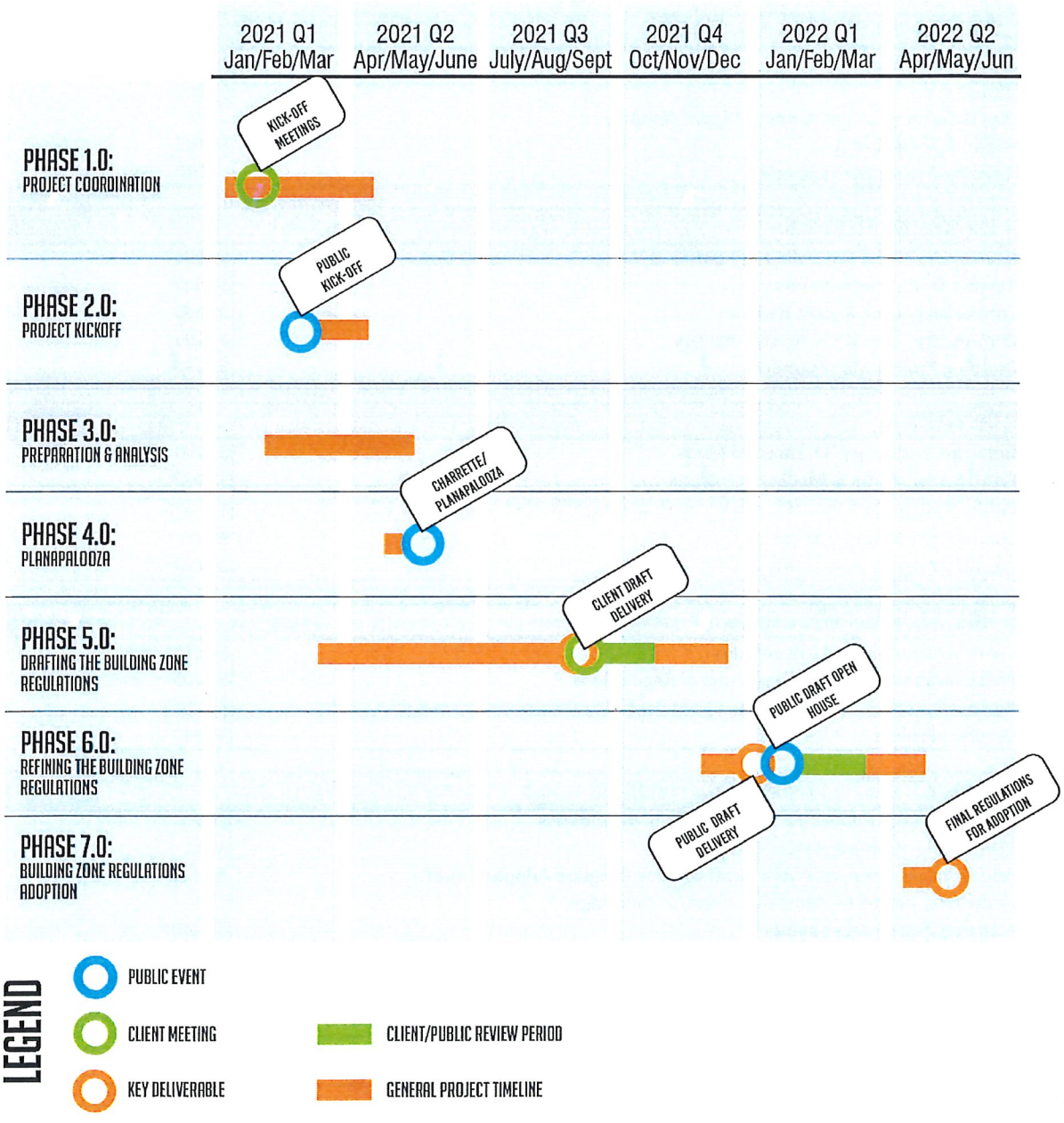
APPENDIX D: FEE SCHEDULE

		Subtask Total	Phase Total
PHASE 1: PROJECT COORDINATION			**$8,030**
1.1	Project Initiation Meeting	$1,100	
1.2	Interdepartmental Meeting	$700	
1.3	Site Reconnaisance & Village Tour	$700	
1.4	Elected Official/Policy-Maker Interviews	$2,000	
1.5	Stakeholder Interviews	$800	
1.6	Project Management Plan	$300	
1.7	Public Outreach & Engagement Plan	$300	
1.8	Ongoing Project Management	$2,130	
PHASE 2: PROJECT KICK-OFF			**$16,020**
2.1	Project Branding	$1,060	
2.2	Website	$9,900	
2.3	Media Coverage, Print & Social Media Campaigns	$840	
2.4	Public Kick-Off Event	$2,180	
2.5	Ongoing Project Management	$2,040	
PHASE 3: PREPARATION & ANALYSIS			**$27,600**
3.1	Review Draft East Norwalk Neighborhood Village District Regulations	$9,960	
3.2	Review Existing Documents	$6,600	
3.3	Zoning Diagnostic Report Review	$6,600	
3.4	Community Form & Character Analysis	$2,200	
3.5	Ongoing Project Management	$2,240	
PHASE 4: CHARRETTE			**$54,110**
4.1	Generate Necessary Background Maps	$1,200	
4.2	Print, Social Media & Media Campaigns	$1,020	
4.3	Public Design Workshop/Planapalooza (Including Sub-Task 4.3.A - Task 4.3.F)	$48,550	
4.4	Zoning Commission Update	$700	
4.5	Ongoing Project Management	$2,640	
PHASE 5: DRAFTING THE BUILDING ZONE REGULATIONS			**$74,240**
5.1	Client Review Draft of Regulations	$49,100	
5.2	Presentation of Client Review Draft of Regulations	$2,200	
5.3	Review & Address Comments on Client Draft Regulations (Prepare Public Draft)	$21,000	
5.4	Ongoing Project Management	$1,940	
PHASE 6: REFINING THE BUILDING ZONE REGULATIONS			**$12,040**
6.1	Presentation of Public Draft Building Zone Regulations	$4,200	
6.2	Print, Social Media & Media Campaigns	$480	
6.3	Address Comments on Public Draft of Code (Prepare Adoption Draft)	$5,920	
6.4	Additional Drafts, Presentations, and/or Meetings	TBD	
6.5	Ongoing Project Management	$1,440	
PHASE 7: CODE ADOPTION			**$7,960**
7.1	Technical Assistance & Presentations	$5,160	
7.2	Public Hearing Revisions	$1,960	
7.3	Ongoing Project Management	$840	
		TOTAL FEE	**$200,000**

APPENDIX E: Project SCHEDULE

SCOPE OF SERVICES | WORK SCHEDULE

The following proposed timeline is based on the project approach described in the Scope of Services. We plan for the Building Zone Regulations Update to be completed in approximately 18 months. The timeline below assumes a start date in the first quarter of 2021.



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: **BRIAN BIDOLLI, EXECUTIVE DIRECTOR**

RE: **PY45 CONSOLIDATED ANNUAL PERFORMANCE AND EVALUATION REPORT**

DATE: **JANUARY 7, 2021**

Norwalk's Consolidated Annual Performance and Evaluation Report (CAPER) is a review of the CDBG program for Program Year 45 (July 1, 2019 - June 30, 2020). In keeping with the City's *Citizen Participation Plan,* the CAPER has been made available for public comment between December 31, 2020 and January 15, 2021. On January 7, 2021 the Redevelopment Agency will hold a public hearing for the CAPER at the Planning Committee meeting for public participation. Comments received after the January 7 meeting will be documented and presented at the January 26, 2021 Common Council meeting.

Program Beneficiaries

The City made $1,046,185 in funds available for its PY45 Community Development Block Grant Program. During the PY45 year, 1214 people benefited from services provided by the CDBG grants. 3 public facilities, 4 owner occupied housing units, 28 renter occupied housing units were rehabilitated. Modernization improvements were made to 3 parks. 35 persons received employment training.

Achieving ConPlan Objectives and Strategies

After the final year of the five-year period (PY41-PY45), the city has achieved the following goals:

- Basic Services: 162%
- Code Enforcement: 1000%
- Community Cleanups – Public Facility/Infrastructure: 196%
- Community Cleanups – Public Service Activities: 43%
- Community Cleanups – Brownfield Remediation: 213%
- Economic Development: Technical Assistance: 350%
- Employment Training: 79%
- Health & Mental Health Services: 502%
- Housing Services – Public Facilities: 27%
- Housing Services – Homelessness Prevention: 538%
- Improve Public Infrastructure: 209%
- Public Facility Rehabilitation: 77%
- Residential Rehab – Public Facility or Infrastructure: 100%
- Residential Rehab – Rental Units: 70%
- Residential Rehab – Homeowner Units: 103%

ATTACHMENT: PY45 CAPER - http://norwalkct.org/1412/Community-Development-Block-Grant

ACTION REQUESTED: Advance the PY45 CAPER to the Common Council with authorization for the Mayor to sign all forwarding documentation required by HUD.

PY2019 Consolidated Annual Performance and Evaluation Report (CAPER)

DRAFT

Norwalk Redevelopment Agency
3 Belden Avenue
Norwalk, CT 06850

OMB Control No: 2506-0117 (exp. 09/30/2021)

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CR-05 - Goals and Outcomes

Progress the jurisdiction has made in carrying out its strategic plan and its action plan. 91.520(a)

This could be an overview that includes major initiatives and highlights that were proposed and executed throughout the program year.

Program Year 2019 (PY2019), July 1, 2019 - June 30, 2020, marked the fifth and final year of the City of Norwalk's 2015-2019 Consolidated Plan for Housing and Community Development (ConPlan). The City worked towards accomplishing goals identified in the 2019 Annual Action Plan (AAP), and these accomplishments are summarized below:

Affordable Housing

The City assisted 4 single-unit and 28 multi residential units for low- and moderate-income households with housing rehabilitation through its CDBG Housing Rehab Program. Rehab activities included lead and asbestos abatement, installation of energy efficient HVAC systems, window replacement, septic and sewer replacement, and emergency roof repairs. There were also 583 persons who were assisted through emergency financial assistance to avoid utility shut-off, security deposits to obtain suitable housing and eviction. Through code enforcement activities the City assisted 100 households with inspections, followup on blight complaints and bringing the property into compliance.

Public Facilities and Infrastructure Improvements

The City made improvements to neighborhood facilities that had an areawide benefit to 10,769 persons in LMI areas. These activities included various improvements at the Keystone Foundation facility, gymnasium renovations at the Carver Foundation facility and HVAC improvements at the Norwalk Senior Center. There was an areawide benefit of 5,005 who were assisted with facility modernization activities through improvements to public parks and rec facilities at the locations of Ryan Park, Freese Park and Klondike Park. Community cleanup of a contaminated site within the City Neighborhoods area had an areawide benefit to 2,985 persons for the purpose of developing a public park.

Public Services &

The City supported public services that improved the quality of life of residents. Basic services for the elderly and youth programs benefitted 1,214 LMI persons. For the elderly, assistance was provided by Senior Services Coordinating Council. Services for youth included enrichment and

education and were provided by the East Norwalk Library Association, Higher Ed Literacy Professionals, Saturday Academy, and the SAVE Check and Connect program. Mental health services benefitted 500 LMI persons and services were provided by the Child Guidance Center and the Domestic Violence Crisis Center.

Economic Development

There were 35 LMI persons that benefitted from employment training services at the Open Door Shelter Jobs Program located at the new Smilow Life Center. The job training program provides job skills training, coaching and job placement for homeless individuals and youth living in poverty.

Comparison of the proposed versus actual outcomes for each outcome measure submitted with the consolidated plan and explain, if applicable, why progress was not made toward meeting goals and objectives. 91.520(g)

Categories, priority levels, funding sources and amounts, outcomes/objectives, goal outcome indicators, units of measure, targets, actual outcomes/outputs, and percentage completed for each of the grantee's program year goals.

Goal	Category	Source	Indicator	Unit of Measure	Expected – Strategic Plan	Actual – Strategic Plan	Percent Complete	Expected – Program Year	Actual – Program Year	Percent Complete
Basic services	Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1500	2423	161.53%	250	1214	485.60%
Code enforcement	Affordable Housing	CDBG	Housing Code Enforcement/Foreclosed Property Care	Household Housing Unit	10	100	1,000.00%	10	100	1,000.00%
Community cleanups	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	3125	6110	195.50%	5357	2985	55.70%
Community cleanups	Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	12000	5185	43.20%			
Community cleanups	Non-Housing Community Development	CDBG	Brownfield acres remediated	Acre	8	17	212.50%			
Economic development: technical assistance	Non-Housing Community Development	CDBG	Jobs created/retained	Jobs	0	0		5	0	0.00%

Economic development: technical assistance	Non-Housing Community Development	CDBG	Businesses assisted	Businesses Assisted	20	70	350.00%			
Employment training	Non-Housing Community Development	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	100	79	79.00%	175	35	20.00%
Health & mental health services	Homeless Non-Homeless Special Needs	CDBG	Public service activities other than Low/Moderate Income Housing Benefit	Persons Assisted	200	1004	502.00%	186	500	268.82%
Housing services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	1000	265	26.50%			
Housing services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG	Tenant-based rental assistance / Rapid Rehousing	Households Assisted	0	67				
Housing services	Affordable Housing Public Housing Homeless Non-Homeless Special Needs	CDBG	Homelessness Prevention	Persons Assisted	400	2151	537.75%	285	583	204.56%
Improve public infrastructure: modern & safe	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	15000	31377	209.18%	0	5005	100.00%

Public facility rehabilitation	Non-Housing Community Development	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	50000	38346	76.70%	9523	10769	113.08%
Public facility rehabilitation	Non-Housing Community Development	CDBG	Homeless Person Overnight Shelter	Persons Assisted	0	0				
Residential rehabilitation	Affordable Housing	CDBG	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit	Persons Assisted	0	40	100.00%	0	40	100.00%
Residential rehabilitation	Affordable Housing	CDBG	Rental units rehabilitated	Household Housing Unit	400	280	70.00%	26	28	107.69%
Residential rehabilitation	Affordable Housing	CDBG	Homeowner Housing Rehabilitated	Household Housing Unit	30	31	103.33%	9	4	44.44%
Residential rehabilitation	Affordable Housing	CDBG	Housing for Homeless added	Household Housing Unit	0	0		0	0	
Residential rehabilitation	Affordable Housing	CDBG	Housing for People with HIV/AIDS added	Household Housing Unit	0	0		0	0	

Table 1 - Accomplishments – Program Year & Strategic Plan to Date

Assess how the jurisdiction's use of funds, particularly CDBG, addresses the priorities and specific objectives identified in the plan, giving special attention to the highest priority activities identified.

The following high priority Goals, as identified in the 2015-2019 Consolidated Plan for Housing and Community Development, received the following percentage of CDBG funds available during PY2019.

Increase High Quality and Affordable Housing Opportunities: The high priority Residential Rehabilitation goal received 61% of the CDBG funds available and provided assistance to 32 LMI housing units.

- Residential Rehab - 61%
- Code enforcement - 3%

Modernize Public Facilities and Infrastructure: The high priority Public Facility Rehabilitation goal received 22% of funds available, and activities included various improvements such as the improvements at the Keystone Foundation facility, gymnasium renovations at the Carver Foundation facility and HVAC improvements at the Norwalk Senior Center. Modernization improvements to public parks and rec facilities were made at Ryan Park, Freese Park and Klondike Park.

- Public facilities rehabilitation & Community cleanups - 22%

Increase Available Social Services: The City supported public services that improved the quality of life of residents. Basic services for the elderly and youth programs benefitted 1,214 LMI persons. Mental health services benefitted 500 LMI persons. There were also 583 persons who were assisted through emergency financial assistance to avoid utility shut-off, security deposits to obtain suitable housing and eviction.

- Basic services (elderly and youth sevices) - 3%
- Health and mental health services - 4%
- Housing services (emergency assistance) - 2%

Expand Economic Opportunities: There were 35 LMI persons that benefitted from employment training services.

- Employment training - 3%

CR-10 - Racial and Ethnic composition of families assisted

Describe the families assisted (including the racial and ethnic status of families assisted). 91.520(a)

	CDBG
White	1,240
Black or African American	1,095
Asian	65
American Indian or American Native	16
Native Hawaiian or Other Pacific Islander	11
Total	2427
Hispanic	892
Not Hispanic	1,535

Table 2 – Table of assistance to racial and ethnic populations by source of funds

Narrative

Data Note: The Table above does not include a category for people of "other" or "multiple races" or people who "refused to answer either racial or ethnic information" therefore the reported numbers above do not necessarily match the number of people actually served through City programs. As well, the total number assisted are measured by people assisted and others by households assisted and does not include the beneficiaries of projects determined to have an "area benefit" to the community, such as the rehabilitation of a community center, park and/or street improvements or projects which were measured by other means. This also does not include projects with assumed beneficiaries such as senior centers and handicapped facilities.

According to the 2015-2019 American Community Survey 5-Yr Estimates, white persons were 72.4% of the total population followed by black persons with 14.7% and Asian persons with 5.5%. Those who identified ethnically as Hispanic were 27.7%. In 2019, the City of Norwalk CDBG programs assisted by race whites with 51%, blacks with 45% and Asians with 2.7% of CDBG funds. Hispanic households were assisted with 36.7% of CDBG funds.

In comparing the beneficiary outcomes to the City demographic profile, the City has sufficiently assisted black and Hispanic households, however there is a need to identify Asian households who may be in need of assistance.

The Needs Assessment in the 2015-2019 Consolidated Plan, assesses if any racial/ethnic group by income category has a disproportionate need in the area with regards to housing problems, severe housing problems and cost burden. Households with housing problems are those that reside in units lacking complete kitchen and plumbing facilities as well as overcrowding (more than one person per room) and cost burden (spending 30% or more of income on housing per month). Households with severe housing

problems are those that reside in units lacking complete kitchen and plumbing facilities as well as severely overcrowded homes (more than 1.5 person per room) and severe cost burden (spending 50% or more of income on housing per month).

According to the Needs Assessment, several minority race groups have a disproportionate need with housing problems across several income categories. Asian households however have a disproportionate need across all lower income groups. For severe housing problems, Black and Asian households and have a disproportionate need. Asian households have a disproportionate need in the 0-30% AMI level. Black households have a disproportionate need in the 50-80% AMI level. For housing cost burden, with the exception of American Indian/Alaskan Native households, nearly all minority race groups have a disproportionate need from being cost burdened (having 30% or more of income going towards housing costs).

In comparing the disproportionate needs of certain race/ethnic groups as described by the Needs Assessment to the beneficiary outcomes provided by City programs, there is a need for the City to sufficiently serve Asian households.

CR-15 - Resources and Investments 91.520(a)

Identify the resources made available

Source of Funds	Source	Resources Made Available	Amount Expended During Program Year
CDBG	public - federal	1,046,185	1,104,563
Other	public - local	0	N/A

Table 3 - Resources Made Available

Narrative

In PY2019, the total resources made available to the City was $1,046,185 which included the 2019 HUD CDBG allocation of $845,023 and program income of $186,206. There was also prior year resources of $14,955 to be used in the program year. The City expended $1,104,563 during the program year and funds were used to increase quality and decent affordable housing through housing rehab, expand economic opportunities with job training, modernize public facilities and infrastructure, and increase available social services to the residents of Norwalk.

Identify the geographic distribution and location of investments

Target Area	Planned Percentage of Allocation	Actual Percentage of Allocation	Narrative Description
Citywide	72	100	Citywide Low/Mod or by eligibility
South Norwalk	26		
Wall Street	3		

Table 4 – Identify the geographic distribution and location of investments

Narrative

The City amended its PY2019 AAP and does not allocate funding based solely on geographic requirements. When projects or planned activities are intended to serve individuals or households directly, those individuals or households must meet income qualifications, as well as residency requirements, in order to receive assistance from the program. In these instances, City staff and/or one of its partner agencies shall complete an in-take and eligibility status review of the applicant individual, or household, before the project/activity is initiated.

Additionally, the City has identified infrastructure and public facility improvement activities. In which case, the planned activities will serve a community, neighborhood or “area”. These projects (or activities) are said to have an “area-wide” benefit. Per HUD requirements, these areas must be within an eligible Census Tract, as defined by HUD-CDBG regulations, whereby the majority of the residents are low to moderate-income.

Leveraging

Explain how federal funds leveraged additional resources (private, state and local funds), including a description of how matching requirements were satisfied, as well as how any publicly owned land or property located within the jurisdiction that were used to address the needs identified in the plan.

The City awarded a portion of its annual CDBG allocation as grants to local organizations through a competitive process and recommended applicants provide matching funds, $2/$1 match for public service programs and a $1/$1 match for all other programs. Organizations in receipt of these grants received support from an array of public and private sources to provide high quality and innovative programming in service of the community. The Norwalk Redevelopment Agency (Agency) worked strategically so that federal funds attract additional funding and spur private development to meet the needs of the community.

HUD awarded a $30 million Choice Neighborhood (CN) Implementation grant to the Norwalk Housing Authority and the Agency in 2014. This transformational project has leveraged approximately $120 million dollars from private, federal and state resources, which consists of approximately $95 million in housing resources, over $8 million for Critical Community Investments and about $16.4 million for the delivery of social services. Funding sources for Critical Community Investments include CDBG, private developers, the City of Norwalk's Capital Budget, the State of Connecticut Departments of Transportation and Housing and the Connecticut Housing Finance Authority. The CN Initiative project will rebuild the outdated 136-unit Washington Village public housing development into a new 273-unit mixed-income development on two city-owned vacant properties. These critical community improvements will create additional affordable housing, preserve multi-family housing in the area, improve Ryan Park, promote walkability through the Complete Streets initiative, enhance residential façades, and strengthen public safety.

The Agency has continued to administer the CN Residential Façade Grant Improvement Program in PY2019. The original 8 properties were completed in PY43 (PY2017), the second tranche of 3 properties was completed in PY44 (PY2018), and the 3rd tranche underwent development in PY45 (PY2019). Funding had been increased for the CNI component by $125,000 to $500,000. There was 4 additional properties selected and developed in PY44 (PY2018). Additional funds are being sought from 2 other sources including $375,000 from CHFA and $850,000 from DOH.

The program, since its launch in PY42 (PY2016), has enhanced 11 properties that serve as the gateway to the CNI revitalization project and has improved the streetscape and neighborhood environment tremendously.

The Agency also continued to administer the South Norwalk Renovations Program. The first project of the program was completed and sold in PY42 (PY2016) to a moderate income, first-time home buyer family. The rental unit was leased to a family at 50% of the median income of Norwalk which was leveraged with CFHA funds. The second home was completed in PY43 (PY2017) and was closed in PY44

(PY2018).

The Norwalk Redevelopment Agency also received a $2,000,000 DECD Brownfields grant in 2017 to assist in the remediation of Ryan Park. Ryan Park, a community park adjacent to the Washington Village CNI project, is being redesigned to be more responsive to community needs and underwent environmental remediation. This project was completed in August in the 2019 program year.

CR-20 - Affordable Housing 91.520(b)

Evaluation of the jurisdiction's progress in providing affordable housing, including the number and types of families served, the number of extremely low-income, low-income, moderate-income, and middle-income persons served.

	One-Year Goal	Actual
Number of Homeless households to be provided affordable housing units	301	583
Number of Non-Homeless households to be provided affordable housing units	19	32
Number of Special-Needs households to be provided affordable housing units	0	0
Total	**320**	**615**

Table 5 – Number of Households

	One-Year Goal	Actual
Number of households supported through Rental Assistance	285	583
Number of households supported through The Production of New Units	0	0
Number of households supported through Rehab of Existing Units	35	32
Number of households supported through Acquisition of Existing Units	0	0
Total	**320**	**615**

Table 6 – Number of Households Supported

Discuss the difference between goals and outcomes and problems encountered in meeting these goals.

In PY2019 the City of Norwalk exceeded its goals established in the 2019 AAP of affordable housing assistance for City residents. The activities included emergency assistance to avoid homelessness and residential rehab for single-unit and multi-unit residential housing.

The City helped fund Person to Person, a local nonprofit, to assist with emergency assistance for low- and moderate-income (LMI) individuals and their families to avoid homelessness. There were 583 persons assisted through emergency financial assistance to avoid utility shut-off, security deposits to obtain suitable housing and eviction.

The Residential Rehabilitation Program assisted 32 LMI households with residential rehab. Four were for single-unit housing and 28 were for multi-unit housing. Rehab activities included lead and asbestos abatement, installation of energy efficient HVAC systems, window replacement, septic and sewer

replacement, and emergency roof repairs.

Discuss how these outcomes will impact future annual action plans.

The City successfully completed the intended outcomes of the PY2019 AAP, which is the final year of the 2015-2019 Consolidated Plan. As a result, the City does not anticipate an impact to future Annual Action Plans and will continue to address the need for emergency financial assistance for housing affordability activities and the need for residential rehab in the community.

Include the number of extremely low-income, low-income, and moderate-income persons served by each activity where information on income by family size is required to determine the eligibility of the activity.

Number of Households Served	CDBG Actual
Extremely Low-income	568
Low-income	33
Moderate-income	10
Total	**611**

Table 7 – Number of Households Served

Narrative Information

Data Note: There were 615 total individuals and families assisted however one was Non Low/mod Income and there were three assisted without income documentation in the reporting, which resulted in a total of 611 assisted in the above table. Beneficiaries were assisted through single-unit rehab (4 households), multi-unit housing rehab (28 households) and emergency financial assistance to avoid utility shut-off, security deposits to obtain suitable housing and eviction (583 assisted).

Of the total of 615 assisted there were 611 who reported LMI income and are reported in the table above. There was 1 was non-LMI and 3 did not report income. The breakdown of LMI assisted with CDBG affordable housing programs were 568 who were extremely low-income or 93%. Low income assisted were 5%, moderate-income were 2% and there was one non-low/mod assisted (less than 1%).

Of the 611 assisted who reported income 299 were white (49%) and 253 were black (44%) with all other races making up the rest (7%). By ethinicity, Hispanic individuals and families reported 355 assisted or 58%.

Those with worst case needs are indivuduals and families who are extremely low-income and are in need of emergency assistance to avoid homelessness. The City worked with nonprofit organization Person to Person to assist 583 persons to avoid homelessness with emergency financial assistance to avoid utility shut-off, security deposits to obtain suitable housing and eviction. There were 549 persons assisted that were extremely low income (94%). By race 253 were black individuals (43%) and by ethnicity 355 were Hispanic (61%).

CR-25 - Homeless and Other Special Needs 91.220(d, e); 91.320(d, e); 91.520(c)

Evaluate the jurisdiction's progress in meeting its specific objectives for reducing and ending homelessness through:

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

In southwestern Connecticut, all state-operated mental health authorities are represented by collaborative outreach and engagement programs. In addition, daily homeless outreach occurs via 3 PATH funded agencies (Projects for Assistance in Transition from Homelessness), Catholic Charities, Open Door Shelter, and Pacific House to ensure services are provided to street homeless and that providers are familiar with the unsheltered. DMHAS also funds a homeless outreach team in Bridgeport under the Greater Bridgeport Community Mental Health Center (GBCMHC). Homeless outreach teams are comprised of individuals with expertise in mental health, substance abuse, housing and vocational services.

Outreach teams visit locations where homeless individuals are known to congregate such as abandoned cars, rail stations, temporary outdoor encampments, food pantries, soup kitchens and homeless drop-in centers, to ensure that any newly unsheltered household is identified as soon as possible. Services begin with triage via the VI-SPDAT (Vulnerability Index--Service Prioritization Decision Assistance Tool), and all data on outreach activities and enrollments are documented in HMIS. Case managers record entry and exit destinations to determine the effectiveness of outreach efforts, and all households are added and prioritized appropriately on the regional housing registry for housing resource assignment. All are referred to Community Care Teams, which are collaborations of all the agencies that provide services to the homeless, for follow up to ensure safety, track hospital/emergency room visits and prepare them for assignment to permanent housing. Multiple referrals are made for primary health care, job training, and educational services and relevant supports are identified to secure housing. According to the 2018 PIT Count conducted by the CT Coalition to End Homelessness, in Norwalk on the night of January 23, 2019 there were 158 people experiencing homelessness and 36 were children.

Since 2014, the VI-SPDAT has been used by all projects funded by the Connecticut Department of Housing, as the front door triage instrument for housing assistance in addressing immediate barriers to housing access. To assign resources appropriately and efficiently, the tool enables staff to define the level of housing or services each household needs (e.g., community resources, rapid rehousing, permanent supportive housing), as indicated by the results of the survey's assessment. In addition to assessing individual needs, the VI-SPDAT has also enabled the Fairfield County region to initiate a by-name registry, prioritized by the unique vulnerability each household presents. This process ensures that housing is assigned to those who are most in need and who are most likely to perish on the streets without the appropriate housing and service interventions.

Addressing the emergency shelter and transitional housing needs of homeless persons

All housing resources, including emergency shelter and transitional housing, are assigned via a front door system which begins with a call to the housing unit of the 211 system. Each person who connects with the 211 system is assessed by a housing specialist, and if the information shared by the caller confirms a housing or homeless crisis, the caller is connected to one of the 8 Coordinated Access Networks (CAN) for an appointment with a local community navigator. If the call originates from the Norwalk area the caller is connected to the Fairfield County CAN. During the CAN appointment, the Navigator assesses the crisis with the individual/family and collects and documents information unique to their situation to determine if an impending homeless episode can be avoided. CAN staff initially make efforts to divert households from routinely entering an emergency shelter through mediation or reasonable minimum financial support which can be used to absolve debt for utilities, back rent to a landlord, or remittance for other types of debt, allowing the residents to remain in their current housing.

If a homeless episode is unavoidable, the CAN Navigator further assesses the household using the VI-SPDAT and if a solution for housing is available at the appointment, such is offered. In most cases, the household is placed onto the Fairfield County CAN by name list to be prioritized for the appropriate level of housing as soon as a solution is available; if shelter is requested and no beds are available, the household is placed on the regional shelter wait list. A by name list, primarily populated by those identified as chronically homeless, is used to prioritize resources for rapid rehousing, permanent supportive housing or transitional housing, if that level of care is determined as an appropriate intervention. Access to all temporary and/or permanent housing resources is consolidated by these CoC-wide lists, prioritized by acuity and living situation. (ODFC operates using *HUD CPD-14-012*: Notice on Prioritizing Persons Experiencing Chronic Homelessness and Other Vulnerable Homeless Persons in Permanent Supportive Housing and Recordkeeping Requirements for Documenting Chronic Homeless Status.) Thus, the CoC's policy on prioritization is based on vulnerability, not first come first served.

Households are connected to resources in priority order, and those in need of emergency shelter are added to the prioritized list for shelters. Homeless and chronically homeless households are routinely placed on the registry and while they wait for a placement they are offered resources that increase community integration. Referrals are given to each household to connect them with services appropriate to respond to their assessed needs, and to increase opportunities to resolve the issues that led to the current crisis. If a household is placed into emergency shelter or on the by name list with a refusal of shelter, all efforts are made by the community navigator to collect required documentation necessary to enter into a lease for permanent housing and the household is case conferenced by a housing placement team to ensure consideration for a reported project vacancy.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: likely to become homeless after being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and

institutions); and, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs

Below is a list of services and activities that helped to assist LMI individuals and families avoid homelessness, including those that may become homeless after being discharged from institutions or systems of care.

1. ODFC implemented various prevention and diversion strategies in an effort to reduce first-time homelessness. 211 call specialists are prepared to identify resources outside of the shelter system to resolve the crisis and to connect those in crisis with appropriate community resources. A second level attempt of diversion is completed to extend support to maintain housing. If no alternatives are possible, issues that contributed to the housing crisis are addressed.
2. 211 data indicates that 2/3 of homeless and at-risk households originate from doubled up housing situations. In response, the CoC has partnered with the CT Coalition to End Homelessness (CCEH) to raise diversion funds in support of these households. In 2017 CCEH was awarded $97,000 in diversion funds from Synchrony Bank with a renewable option based on performance and utilization specifically to divert homeless families from entering an emergency shelter.
3. As re-entry from institutions was also identified as a risk factor for homelessness, community response efforts include weekly community care team meetings in each of the sub-regions of the CoC to track high public resource utilizers and coordination with hospitals, the Dept of Children and Families and the Dept of Corrections to develop exit planning for community returns.
4. Households connecting with CAN staff develop plans identifying prevention options via natural resources and supports to encourage community connections, preventing re-entry into homelessness. The case manager routinely re-engages with households if destabilization occurs, as follow up tracks exits for stability in housing in HMIS for a period of 9 months. The VI-SPDAT identifies the appropriate housing intervention.
5. ODFC Economic Security workgroup tracks CoC housing stability outcomes to ensure coordination between resources and projects that address benefits and employment for homeless. The committee participates in a statewide project, “Secure Jobs Initiative” which created a vocational triage team that works through workforce development services to address barriers to employment. Partners in this effort with ODFC include the Dept of Labor, The Workplace, DCF, DSS, and others who represent the region’s Workforce Investment system.
6. The ODFC region has a regional SOAR (SSI/SSDI Outreach Access and Recovery) lead to increase outcomes in connecting households with the disability income and benefits they need. For those who have a mental illness, chronic health conditions and other barriers to employment, access to benefits is a critical first step in recovery and housing stability. The SOAR lead is certified in applying for benefits and also coordinates training and tracking opportunities for local service providers to streamline applications.
7. Stable Families program offers those in the ODFC region support in accessing mainstream resources, entitlements, access to physical and behavioral health services and increased housing stability by connections to income supports.

8. CAN community navigators connect clients with information on opportunities to increase housing stability through training and income via the American Jobs Center, Dept. of Labor and DSS. CAN specialists connect clients with information on: TANF, JFES, and other income increase opportunities. American Jobs and Workplace staff can also connect with follow up consultations with the Bureau of Rehab or other benefit specialists and special needs providers for clients in rapid re-housing, transitional housing and emergency shelter or once placed into permanent housing with resources to increase income and housing stability.

Helping homeless persons (especially chronically homeless individuals and families, families with children, veterans and their families, and unaccompanied youth) make the transition to permanent housing and independent living, including shortening the period of time that individuals and families experience homelessness, facilitating access for homeless individuals and families to affordable housing units, and preventing individuals and families who were recently homeless from becoming homeless again

Below is a list of services and activiries that help to assist individuals and families experiencing homelessness to make the transition to permanent housing or independent living.

1. The CoC's common assessment tool, VI-SPDAT, assigns housing resources based on assessed needs to ensure transition into housing options and housing stability once housed. The tool not only considers the unique barriers of each household to indicate the service needs for all, but also sorts for length of homelessness and in consideration of the HUD policies (HUD CPD 14012), the assessment at-risk in resource prioritization. HMIS supplements other household specific data, ensuring that the housing assignments for all on the registry are appropriate.
2. Housing stability rates have increased via use of VI-SPDAT as resource allocation transitioned from 1st come 1st served and not routinely assigning most intensive, costliest intervention. HMIS retention data from FY16 indicates rates of 88%, 93% & 99% respectively for TH, RRH & PSH over 2 year span respectively. FY17 data indicates 83%, 97% & 98% retention for the same program type. The VI-SPDAT acts as a tie breaker to fill slots for households with equal scores in PSH or rapid rehousing and informs a household’s vulnerability specifics, while housing specialists who attend the regional housing placement meetings also advocate for the most appropriate and/or most vulnerable client to fill a particular vacancy based on historical personal information. Regional data is enhanced by 211, enabling the CoC to create system wide dashboards on all elements of homelessness and to efficiently engage providers representing each sub-population of homeless to ultimately close the side doors, ensuring that all who enter the system are appropriately triaged and assigned. Upshots of system change include better familiarity of providers with all homeless households residing in the region, better follow through and follow up on every single case, and improved housing stability for those exiting homelessness.
3. The CoC’s regional by name list is used by FC CAN’s four Housing First (HF) teams who house the chronically homeless who present with incredibly diverse barriers to success in independent housing. Community Care Teams and homeless outreach workers ensure that the HF team leaders have updated contact information for people in crisis also reflected in HMIS records, and

community wide efforts exist to de-duplicate these lists amongst CoC partnerships for providers who serve the domestic violence cohort. All related strategies ensure that those housed are appropriately identified and that each household is supported with the services they need to increase their housing security and stability.

4. Weekly housing placement meetings, ongoing case conferencing on households on the by name list and system enhancements (which include adding navigators to the crisis response infrastructure to rapidly house the homeless via document readiness and application processing for available subsidies), have reduced the wait for housing. Better familiarity through connecting households with case management which begins at the CAN intake has created smoother transitions for households exiting homelessness, and better tracking and follow through on households when destabilization occurs has improved the stability of all subpopulations in housing, effectively reducing the returns to homelessness.
5. CoC models like Critical Time Intervention for case management by HF placements, rapid rehousing and permanent supportive housing have resulted in system return reductions. The case manager develops a plan identifying prevention via natural resources and encourages community connections, preventing, or at least reducing, re-entry into homelessness.

CR-30 - Public Housing 91.220(h); 91.320(j)

Actions taken to address the needs of public housing

The Norwalk Housing Authority (NHA), the principal provider of assisted housing in the City, has 1,131 public housing units and 680 housing choice vouchers. The NHA forms strategic partnerships with the City and nonprofits to serve its residents. As well, the City will continue to work with the NHA to work on solutions for affordable housing for City residents.

The NHA proposed in it's FY2019 Annual Plan, that it intends to explore all opportunities including Project-Based Vouchers & Supportive Housing, Demolition and/or Disposition, and improvements to 20 West Avenue and Roodner Court. These activities support their #1 Goal: Transformation Initiatives which focuses on creating and sustaining more high-quality public housing units throughout the City.

Actions taken to encourage public housing residents to become more involved in management and participate in homeownership

The NHA has a resident advisory board (RAB) with a membership of 18 to 22 people. On occasion, a member resigns or leaves the NHA and a volunteer member is recruited to fill the vacancy. The RAB meets at least quarterly and is briefed by the NHA staff on changes to policy and improvements to the housing developments. In addition to the RAB, the NHA Board of Directors has a resident representative, and each development has a resident group that meets three to four times a year or as needed. Each of these groups participated in the formulation of the Five Year Plan for the NHA which was completed in 2014 as well as the FY2019 Annual Plan.

Goal #4 of the NHA's FY19 Annual Plan is to "Improve Opportunities for Residents". The NHA works to encourage self-sufficiency, reduce dependency and help break the cycle of poverty. The NHA has over 130 participants in the targeted Family Self-Sufficiency program. This program serves a range of households with programs ranging from managing finances to establishing careers and improving employment.

For the City Neighborhoods Initiateive (CNI), the NHA and its consultants reached out to Washington Village residents to keep them engaged in the development of the replacement units. The NHA will implement a general "people plan" that includes a broad network of community partners. The total CNI funded commitment for the "people plan" is over $4 million, leveraging over $18 million. For instance, the Norwalk Community College and Workforce Inc. will provide educational and workforce training opportunities to Washington Village residents that could lead to an income level that would support homeownership.

Supported by the CNI, the NHA will help Washington Village residents become economically self-sufficient and more able to meet their personal wellness goals. Key partners include Norwalk Community College, Career Resources, Inc., Norwalk Community Health Center, Day Street Health Center and Norwalk Hospital.

Other goals of the NHA's FY19 Annual Plan are to "Improve the Wellbeing of Residents", "Increase Assisted Housing Choices", "Breaking the Cycle of Poverty", and "Promote Fair Housing". In fulfilling these goals, the NHA encourages residents to become more involved in management and participation in homeownership.

Actions taken to provide assistance to troubled PHAs

The Norwalk Housing Authority is not designated as troubled.

CR-35 - Other Actions 91.220(j)-(k); 91.320(i)-(j)

Actions taken to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment. 91.220 (j); 91.320 (i)

The Agency recently edited and amended the South Norwalk Transit Oriented District Redevelopment Plan. The purpose of the Plan is to improve the conditions of the South Norwalk area by encouraging the development of complete, compact neighborhoods that draw new residents and businesses within a socially and economically diverse district centered on the South Norwalk Metro-North Railroad Station. The neighborhoods within the district should be of moderate scale, be both mixed-use and mixed-income and have adequate amenities for circulation, public safety and open space. Equitable development combines both people-based and place-based strategies and the city's economic development tools, land use policies and regulations to create a thriving city based on a mutually supportive relationship between neighborhoods and commercial districts and to achieve the following principles:

- Create stable socially and economically diverse neighborhoods that are sustained by minimizing the neighborhood transition costs impacting existing low/moderate income (LMI) residents.
- Provide for LMI residents to establish equity in the revitalization by becoming investors in the redevelopment goals and objectives, not disaffected by them.

The Agency also recently updated the Wall Street/West Avenue redevelopment plan. The Agency retained the Regional Plan Association that developed a new plan that encourages mixes of uses in these areas, high density, and affordability. Accompanying zoning is also being amended to allow more flexibility in size, parking requirements, and uses which can encourage additional affordability within these communities.

Additionally, the Agency worked closely with the Department of Planning and Zoning in updating the Plan of Conservation and Development for Norwalk. The plan looks at Norwalk as a whole and address topics such as zoning, land use, affordability, density, and circulation. The plan and the redevelopment plans will be compatible with one another to promote the same goals and objectives.

Actions taken to address obstacles to meeting underserved needs. 91.220(k); 91.320(j)

The City of Norwalk continued to work to meet the needs of the community, including continued implementation of its Language Access Plan. The Human Relations and Fair Rent department began a review of the Language Access Plan and the Language Resource Guide used by City staff when providing services.

Actions taken to reduce lead-based paint hazards. 91.220(k); 91.320(j)

The Norwalk Health Department conducts lead poisoning prevention and control efforts through its Housing Program. The Housing Section uses trained and certified staff to conduct epidemiological investigations and lead inspections.

All health care providers in Connecticut are required to conduct universal blood lead testing annually in children younger than 3 years old. Typically, most providers test at 12 months and 24 months of age during well-child visits. If children were not previously tested, providers will test children between 3 and 6 years old, regardless of risk. Providers also test those children older than 6 years old if they have developmental delays. Once the Health Department receives notification of a child with an elevated blood lead level (5 mcg/dL [micrograms per deciliter] or more), staff will send the parents/guardians an informational packet along with a letter explaining retesting requirements.

If a child has a confirmed blood lead level of 20 mcg/dL or more OR two confirmed blood lead levels between 15-19 mcg/dL taken 90 days apart, the Health Department will conduct an epidemiological investigation and paint sampling from all deteriorated and/or accessible surfaces in a home. These samples are then submitted to the Connecticut Department of Public Health for laboratory analysis.

As part of routine housing code inspections or as a result of a complaint investigation, the Health Department will also conduct lead inspections in homes where children younger than 6 years old reside. The Department also provides educational material about lead upon request.

Norwalk Housing Authority (NHA) addresses lead based paint (LBP) hazards and increase access to housing without LBP hazards through the replacement of all 136 units of Washington Village apartments. When Washington Village was built in the late 1930s, lead paint was still in use. The Agency is rehabilitating units in the South Norwalk area, many of which were built prior to 1978. When these affordable housing units are finished, they will be free of LBP hazards. All housing developments supported by the Agency, in South Norwalk or elsewhere in the City, will be without LBP hazards.

Actions taken to reduce the number of poverty-level families. 91.220(k); 91.320(j)

The City of Norwalk's poverty reducing goals, programs and policies aim to increase the incomes of City residents and reduce the number of people who are living in poverty by moving them toward self-sufficiency. Increased income makes housing more affordable by reducing housing cost burden and by increasing the number of people who can afford to purchase or rent units produced by the Choice Neighborhoods Initiative and Norwalk Redevelopment Agency's (NRA) housing rehabilitation and new construction programs. The Norwalk Housing Authority (NHA) helps residents receiving housing assistance transition to independently maintaining their homes through their family self-sufficiency and educational programs.

The Choice Neighborhood Initiative (CNI) provides intensive case management to connect residents of the

NHA with services and programs that will help achieve their goals. Key partners include Norwalk Community College, Career Resources, Inc., Norwalk Community Health Center, Day Street Health Center and Norwalk Hospital. The plan also includes educational improvements and reforms. The NHA's scholarship program assists NHA residents to continue their education after high school.

The NRA provided technical assistance to area businesses and employment-training programs, which together strengthen and grow the job market by developing a qualified workforce. The Open Door Shelter Jobs Program located at the Smilow Life Center helped with job training, coaching and job placements.

Actions taken to develop institutional structure. 91.220(k); 91.320(j)

Opening Doors of Fairfield County Continuum of Care (CoC) provides structure to the organizations which comprise the homeless institutional delivery system. The merger of Norwalk/Fairfield County CoC, Stamford/Greenwich CoC and the Bridgeport CoC greatly expanded the capacity of the CoC.

Actions taken to enhance coordination between public and private housing and social service agencies. 91.220(k); 91.320(j)

The Choice Neighborhood Initiative significantly enhanced coordination between public and private housing as the development included replacement public housing units, workforce housing units and market rate units mixed together with all units designed to the same standards, regardless of the resident's income level.

The City partners with the CoC, and the CoC continues to be the main organization by which social service agencies coordinate and collaborate.

Identify actions taken to overcome the effects of any impediments identified in the jurisdictions analysis of impediments to fair housing choice. 91.520(a)

In January 2015, the Mayor of the City of Norwalk recognized the receipt of the document, "Analysis of Impediments to Fair Housing, An Update to the 2010 Analysis of Impediments." The document is available on the City's website and posted on the Norwalk Redevelopment Agency's website (www.norwalkct.org/1412/Community-Development-Block-Grant) in both English and Spanish.

The Fair Housing Officer is responsible for reporting the collective fair housing accomplishments of the City to the Common Council and the Mayor's Office. In accordance with the Analysis of Impediments, the Redevelopment Agency assisted DPW in a SoNo Streetscapes program to enhance accessibility in the urban core, implemented and administered the Residential Facade Improvement Grant Program, and worked in partnership with HDF to provide housing counseling to prevent foreclosures.

CR-40 - Monitoring 91.220 and 91.230

Describe the standards and procedures used to monitor activities carried out in furtherance of the plan and used to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements

The Norwalk Redevelopment Agency (Agency) ensures compliance with federal CDBG regulations through a comprehensive monitoring process. The Agency monitors sub-recipients and completed CDBG funded projects for compliance with related Federal requirements.

An executed written agreement outlining the scope of activities, performance criteria and length of funding period is required. Contracts for construction projects include all necessary information for Davis Bacon. Additionally, information is provided regarding compliance with HUD's Section 3 requirements and competitive contractor selection.

Attendance at a "Pre-Award Conference" is required for all new sub-recipients. The Agency reviews program and record keeping requirements with the entity receiving Federal funding.

Payment requests must be submitted with supporting documentation which may include time sheets, certified payroll records, affordable housing restrictions, income documentation, corresponding bills and/or cash receipts. Payment requests must include beneficiary information collected through household information sheets.

Quarterly reports are required to be submitted for each funding allocation. Such reports include information on the number of beneficiaries served, the status of the project, challenges and successes in the quarter and expectations for the upcoming quarter. Although a site-visit may be requested at any time, sub-recipients may request one when submitting their report.

The Agency conducts on-site monitoring by request and as needed during the program year. These visits are prioritized, by determining if any organizations are considered high risk. Sub-recipient's files are reviewed for compliance with all regulations governing its administrative, financial, procurement and programmatic operations and that it is achieving its performance objectives.

Any construction work has periodic and final inspections. Proper documentation of expenditures, appropriate wages and satisfactory completion of work must be submitted prior to the expenditure of CDBG funds for facility improvements.

Recipients of HUD funds in excess of $200,000 and individual contracts or subcontracts in excess of $100,000 are subject to Section 3. Any contract in excess of $100,000 requires a Section 3 plan from the contractor and the Agency monitors that plan to ensure that businesses used and individuals hired are used to the greatest extent possible as delineated in that plan. The Agency furthers this effort by requiring all construction contracts using CDBG monies have at minimum 25% of the contract award go to Section 3 based businesses, Small Business Enterprises, Minority Based Enterprises and Woman-Owned

Enterprises.

Norwalk has also adopted a Conflict of Interest Policy for the CDBG Program that is in compliance with the U.S. Code of Federal Regulations Title 24, Part 570.11.

The City also understands its obligation to Affirmatively Further Fair Housing. The Norwalk Analysis of Impediments was updated in 2015. The Norwalk Fair Housing Officer is charged with ensuring education about fair housing is conducted and with managing complaints which might be received. In their applications for CDBG funding, all sub-recipients must submit their organization's Language Access Plan which ensures organizations supported by federal funding offer meaningful access to all persons, regardless of their ability to speak English.

Citizen Participation Plan 91.105(d); 91.115(d)

Describe the efforts to provide citizens with reasonable notice and an opportunity to comment on performance reports.

The Consolidated Annual Performance and Evaluation Report (CAPER) was made available for public comment for over 15 days and was also the subject of a public hearing at Common Council. A City Planning Committee meeting was held on January 7, 2020 to approve the CAPER. Legal notice alerting the public of the availability of the CAPER for review and notifying the public of the associated public hearing was published on the City's website on December 31, 2020.

The Public Comment Review Period ran from December 31, 2020 until January 15, 2021 and the Public Hearing at Common Council was held on January 7, 2021. Comments received after the January 7 hearing were documented and presented at the January 26, 2021 Common Council meeting.

The draft CAPER was available electronically from the City's website (www.norwalkct.org/Community-Development-Block-Grant). Interested participants are invited to attend the meeting via Zoom. https://www.norwalkct.org/1913/Meeting-Notices is a link to the City's webconferencing page. Information on the public hearing is available at: https://www.norwalkct.org/1074/Actions-Agendas-and-Minutes.

CR-45 - CDBG 91.520(c)

Specify the nature of, and reasons for, any changes in the jurisdiction's program objectives and indications of how the jurisdiction would change its programs as a result of its experiences.

In response to the COVID-19 worldwide pandemic, the Federal Coronavirus Aid, Relief and Economic Security Act (CARES Act) was signed into law to assist communities in their efforts to prevent, prepare for and respond to the coronavirus. The CARES Act included formula grant allocation funding through HUD for entitlement cities, including the City of Norwalk. These funds were awards in three rounds, of which the City as a CDBG-CV recipient was awarded funds in Round 1 and Round 3 of the grant allocations. To facilitate this, the City amended it's 2019 AAP to include CDBG-CV funds to address the pandemic. CDBG-CV funds were directed towards vital public services such as cleaning and sanitation, PPE assistance, meal delivery services, and other relief services that would help to assist LMI persons and households who were negatively affected by the pandemic. Funds also went towards job retention activities for businesses and workers affected by the pandemic. CDBG-CV funds are required to be tied to activities that prevent, prepare and respond to COVID-19.

Does this Jurisdiction have any open Brownfields Economic Development Initiative (BEDI) grants?

No

[BEDI grantees] Describe accomplishments and program outcomes during the last year.

N/A