



## DRAFT Action Plan (CD 37) FOR PUBLIC COMMENT 5-18-2011

The CD 37 Annual Action Plan includes the [SF 424](#) and Narrative Responses to Action Plan questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

### Narrative Responses

#### GENERAL

#### **Program Year 2 Action Plan Executive Summary**

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##### A. Housing and Community Development Objectives and Priorities

The City of Meriden intends to utilize \$845,026 of Community Development Block Grant funding to improve the housing conditions, improve the living environment, and provide economic opportunities in Meriden's inner-City neighborhoods during the 2011-2012 program year.

Meriden's inner-City neighborhoods contain its housing stock most in need of attention, its neediest residents, its least-utilized economic development potential, and numerous institutions that provide social services. Meriden's inner-City area contains high concentrations of low and moderate income and minority households, a high percentage of renters, and much of its older multi-family housing stock. Meriden's inner-City neighborhoods, which were most severely affected by the recession and housing market collapse of the early 90's and 2008, have experienced the City's highest levels of disinvestment and decline in owner occupancy. These are also the most densely populated areas of the City that historically exhibit the City's highest unemployment levels. In Meriden's inner-City neighborhoods, many residents frequently experience cost burden problems and homeowners struggle to maintain their properties. Further, all Public Housing Developments, except one in South Meriden, most of its privately managed assisted housing and most of the City's social service providers and religious institutions are located in the inner-City. These same areas contain the City's State Enterprise Zone area, two brownfield sites (Factory H and the HUB) the former VMMC hospital, the Lewis Avenue Corridor, Colony Street, and West Main Street. These areas have been identified as needing economic development and revitalization efforts to foster economic growth. Flooding of Harbor Brook has also had a negative effect on the inner-City. Periodic and seasonal flooding over the years has driven businesses out of the area. The City of Meriden is considered a "distressed" community under Section 32-9j of the Connecticut General Statutes.

## B. Goals and Objectives of the City of Meriden Consolidated Plan for Housing and Community Development

**GOAL:** To regenerate the City of Meriden from within by revitalizing its inner-City neighborhoods and maximizing the economic development potential of the area and the residences contained therein.

### OBJECTIVES:

#### 1) To Provide Decent Housing

- To maintain and rehabilitate its existing housing stock both privately and publicly owned
- To retain its housing stock in a standard, livable condition
- To reduce and eliminate slum and blighting influences
- To reduce severe cost burden problems of rental households
- To promote development and expand homeownership opportunities
- To reduce isolation and increase housing choice for lower income persons
- To reduce and prevent lead poisoning
- To provide for the housing needs of the homeless, victims of domestic violence, the emotionally challenged, and other special populations
- To upgrade and improve the local infrastructure

#### 2) To Provide a Suitable Living Environment

- To improve safety and security
- To reduce youth gang involvement and provide other needed youth services
- To promote and develop neighborhood and tenant association organizations and cohesion to empower such residents
- To provide and expand needed day care services
- To establish efficient, cost effective, safe and economically production transportation networks and systems serving the City and the region
- To reduce incidence and effects of child abuse and neglect and sexual assault and abuse
- To provide services that enable Hispanic persons participate in economic and housing opportunities available within the community
- To promote and assist energy conservation in public and private facilities
- To reduce substance abuse and teen pregnancy
- To reduce illiteracy
- To increase access to medical care
- To create, promote and expand the arts, entertainment and recruitment venues and opportunities within the City
- To provide and assist services that enable persons to maintain an independent living status
- To ensure needed behavioral health services are maintained

#### 3) To Create Economic Opportunities

- To redevelop underutilized or vacant properties

- To promote the growth of small business and entrepreneurial enterprises
- Retain and expand existing industries
- To recruit and attract new industries and businesses
- To develop and/or adapt the skills of the local labor force to meet business needs and ensure worker future employability
- To expand employment opportunities for economically disadvantaged, long-term unemployed and special needs population through work training, supportive services and life skill training
- To empower and attain self sufficiency for persons residing in public housing and/or receiving Section 8 assistance
- To improve the transportation corridors, hubs and gateways of the City to improve its image
- To establish an economically stable, vibrant and sustainable downtown.

Evaluation of Past Performance

The City allocates its CDBG funds to activities that primarily benefit low, very low and extremely low income residents. CDBG funds are used to address the needs of special needs residents, including the homeless, those at risk of becoming homeless, the disabled, the poor, and the elderly. Specific totals of residents served by the CDBG and City programs, which meet the goals and objectives of the City’s five-year Consolidated Plan are summarized annually in its Consolidated Annual Performance Evaluation Report (CAPER) Reports. These reports are available for download on the City’s Office of Community Development webpage, located at [http://www.cityofmeriden.org/CMS/default.asp?CMS\\_ArealD=76](http://www.cityofmeriden.org/CMS/default.asp?CMS_ArealD=76).

C. Overview of Projects

The projects listed for implementation are intended to meet one of more of the sub-objectives identified in the areas of decent housing, suitable living environment, and economic opportunities. The City of Meriden intends to utilize \$845,026 of Community Development Block Grant funding to improve the housing conditions, improve the living environment, and provide economic opportunities in Meriden’s inner-city neighborhoods during the 2011-2012 program year.

<b>Project Objectives:</b>		<b>% of total grant</b>
<b>Decent Housing</b>	\$348,000.00	41%
<b>Suitable Living</b>	\$233,836.00	28%
<b>Economic Development</b>	\$100,000.00	12%
<b>Administration</b>	\$163,190.00	19%
<b>HOMELESS</b>	\$47,565.00	6%
<b>NON HOMELESS SPECIAL NEEDS</b>	\$34,777.00	4%
<b>YOUTH</b>	\$74,713.00	9%

#### Activities furthering the provision of Decent Housing

The City will use \$348,000 during the program year for strategies to provide decent housing in Meriden's low income areas. Projects include: 1) Housing Code Enforcement and 2) Legal Services related to Code Enforcement. Prior year CDBG funds and revolving loan funds may also be used to further decent housing goals in Meriden during the program year. These activities will be primarily focused in US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715. The City estimates that the percentage of funds benefiting low-income households will be consistent with the number of low-income households living in the targeted census tracts. Currently, the population of the targeted census tracts is 28954 and the aggregate percentage of low-income households in these census tracts is 61.7%. Therefore, the City expects that at least 61.7% of funds allocated for decent housing programs funds will assist low-income households.

#### Activities furthering the provision of Suitable Living Environments

The City will use \$233,818 during the program year for strategies to provide a suitable living environment in Meriden's inner-City. Projects include: 1) housing for the homeless and victims of domestic violence; 2) economic opportunities for the mentally challenged; 3) activities for at-risk youth; 4) literacy training; 5) child advocacy training; 6) general public services for special needs populations; 7) job training; 8) legal counseling; and 9) inner-city sidewalk improvement. Specific groups that will benefit include renters with severe cost burden, the homeless, elderly, the disabled, persons living in poverty, and at-risk youth. These activities will be primarily focused in US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715 where at least 61.7% of the households are low- and moderate-income income.

#### Activities furthering Economic Opportunities

The City will allocate \$100,000 in CD-37 funds for the repayment of a Section 108 Loan for the Demolition of Factory H, a blighted, brownfields site located in Census Tract 1709. The Economic Development Director will manage the project with assistance provided by private consultants. The Economic Development Task Force, the Blight and Brownfields Committee, and the Economic, Housing and Zoning Committee will also oversee the project. Specific plans for the use of \$100,000 annually for the repayment of a Section 108 Loan to demolish Factory H is included in the *City of Meriden Section 108 Loan Application for Demolition of Factory H*. Co-funding for this project is also provided by the US Environmental Protection Agency.

#### Administration

The City will use \$163,190 in CDBG funds for administrative costs. Administrative costs are used to support the following positions working CDBG-related activities: Grants Administrator, Administrative Secretary, NPP/NSP Specialist, which are all under the direction of the City Manager; and Director of Development and Enforcement, and an Administrative Secretary to the Department of Development and Enforcement.

#### D. Coordination

Meriden's City Council has the ultimate responsibility for the allocation of CDBG funds and the City's local resources associated with the implementation of projects and activities referenced in this plan. Overseeing the implementation of projects related to housing and community development are two committees of the Meriden City Council: 1) Economic Development, Housing and Zoning, and 2) Human Services. The Meriden Housing Authority has the authority and responsibility for coordinating and implementing Public Housing projects referenced in this plan. The Grant Administrator, housed within the City Manager's office, is responsible for coordinating the activities and gathering the information and data from all of the organizations and City departments involved in the City's housing and community development activities.

#### E. Monitoring

The City of Meriden employs a Grants Administrator who is responsible for the coordination, oversight and general monitoring of all activities funded by CD-37. In addition to the Grants Administrator, the CDBG program is also staffed with an Administrative Secretary. As administrator of the CDBG funds, the Grants Administrator ensures compliance with federal regulations through its review of grant application funding requests, recipient contracts, quarterly performance reports, and through subgrantee monitoring. All financial and purchasing transactions are conducted through the City's Finance Department. All financial transactions are subject to the annual audit of the City's municipal finances. Copies of all financial transactions are maintained in the Community Development office. All information is available to the public by request.

#### F. Anti-Poverty Strategy

An analysis of the US Census tract data shows that as many as 8217 Meriden residents may be living below the federal poverty line. All of the programs outlined in this plan are intended to provide benefits to Meriden residents that are considered low income and/or fall below the federal poverty line.

#### G. Summary of Citizen Participation

The City of Meriden held two public hearings and a 30-day public comment period to solicit the input of the citizenry in regards to funding and program decisions. Notification of all the meetings was made in advance of the meetings through display advertisements in the *Meriden Record Journal*, mailed notices, e-mail notices, and postings on the City website home page and Community Development webpage. A copy of all correspondence received and the public notices that were issued are included as an attachment to this document.

H. Summary of Funding Sources-CD 37

1. Entitlement Grant

CDBG	\$845,026
ESG	\$0
HOME	\$0
HOPWA	\$0

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\$845,026

Prior Years Program Income Not Previously Programmed or Reported

CDBG	\$0
ESG	\$0
HOME	\$0
HOPWA	\$0

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\$0 TOTAL

Reprogrammed Prior Years Funds

CDBG	\$0
ESG	\$0
HOME	\$0
HOPWA	\$0

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\$81,286 TOTAL

Total Estimated Program Income

CDBG	\$0
ESG	\$0
HOME	\$0
HOPWA	\$0

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\$0 TOTAL

Section 108 Loan Guarantee Fund

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\$0 TOTAL

ALL SOURCES	\$845,026
Other funds	\$0
Submitted Projects	\$845,026
Unsubmitted Projects	\$0 TOTAL

## Annual Plan July 1, 2011-June 30, 2012

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### General Questions

1. *Describe the geographic areas of the jurisdiction (including areas of low income families and/or racial/minority concentration) in which assistance will be directed during the next year. Where appropriate, the jurisdiction should estimate the percentage of funds the jurisdiction plans to dedicate to target areas.*

The City of Meriden is a small urban community located in central Connecticut comprised of 58,244 residents. An analysis of the income levels from the 2000 US Census shows that 48.8 percent of the City's residents may be low income. Meriden's low income population is concentrated in US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715. The population of these tracts is 28,954. These areas comprise a large portion of the central downtown area. The City will direct its Community Development Block Grant funding to implement and support programs that serve the very low, low, and moderate income households of the City.

The City of Meriden intends to utilize \$845,026 of Community Development Block Grant funding to improve the housing conditions, improve the living environment, and provide economic opportunities in Meriden's inner-city neighborhoods during the 2011-2012 program year. Forty-one percent of all funds available will be spent on the provision of Decent Housing in Meriden's low income areas (US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715). Twelve percent of all funds available will be spent on the creation of economic opportunities in the City's low income areas. Twenty-eight percent of all funds available will be spent on maintaining a Suitable Living Environment. Nineteen percent of all funds available will be spent on Administration. Nineteen percent of all funds available will be spent on Public Services. The City of Meriden is eligible to allocate up to \$220,000 of its annual entitlement grant towards public services

Several programs specifically address the one-year goals for homeless, non-homeless and special needs households to be provided affordable housing. Specific special needs programs (affordability for homeless, non-homeless, special needs) include:

- \$34,838 will be spent to provide counseling to homeless and near homeless individuals or those at risk of becoming homeless at shelter and counseling facilities in Meriden.
- \$34,777 will be spent on non-homeless special needs projects.

Other programs make access to social services more affordable, thereby reducing the overall cost burden to the low income family.

- \$74,713 will be spent on youth service programs with the goal of reducing the cost burden of these services on low income households.

Table 1 summarizes the expenditure of funds during year 37 by objective category.

Table 1  
City of Meriden-CD 37 Cost Breakdown by Strategy

Project Objectives	CD-37	% of total grant	% Low/Mod benefit
<b>Decent Housing</b>	\$348,000.00	41%	61.7%
<b>Suitable Living</b>	\$233,818.00	28%	100%
<b>Economic Development</b>	\$100,000.00	12%	100%
<b>Administration</b>	\$163,190.00	19%	Not Applicable
<b>HOMELESS</b>	\$47,565.00	6%	100%
<b>NON HOMELESS SPECIAL NEEDS</b>	\$34,777.00	4%	100%
<b>YOUTH</b>	\$74,713.00	9%	100%

Activities to be undertaken with CD-37 Funds

The City of Meriden has incorporated performance measurements into its Annual Plan. This includes the determination of an objective for each activity proposed and an assignment of an outcome for each activity included in the Annual Plan. The three priority objectives are: 1) Decent Housing, 2) Suitable Living Environments, and 3) Creating Economic Development Opportunities. Each proposed activity has been assigned an outcome as follows:

Table 2  
Outcomes & Objectives Matrix

Outcomes→ ↓Objectives	Availability/Accessibility	Affordability	Sustainability
Suitable Living Environment	1. Enhance Suitable Living Environment Through Improved/New Accessibility	2. Enhance Suitable Living Environment Through Improved/New Affordability	3. Enhance Suitable Living Environment Through Improved/New Sustainability
Decent Housing	4. Create Decent Housing with Improved/New Availability	5. Create Decent Housing with Improved/New Affordability	6. Create Decent Housing with Improved/New Sustainability
Economic Opportunity	7. Provide Economic Opportunity through Improved/New Accessibility	8. Provide Economic Opportunity through Improved/New Affordability	9. Provide Economic Opportunity through Improved/New Sustainability

Program Administration-\$163,190

The City of Meriden will use \$163,190 for program administration. The City of Meriden Community Development Office is responsible for the overall administration and implementation of the City’s Community Development Block Grant Program. The program will be administered in accordance with HUD guidelines.

Table 3  
Administration-Proposed Use of Funds CD-37

Objective	Program Title	Other Program Description	HUD Outcome	AMOUNT AND FUNDING SOURCE	HUD Matrix Code/ NOC
Administration	Administration	Administration and implementation of the City's Community Development Block Grant program including, but not limited to, citizen participation, grant administration, project evaluation and monitoring, compliance activities; City-related housing and community development projects, fair housing activities, and affirmative action programs. Administration of the NSP program, including, but not limited to administration and management of all funds, environmental compliance, management of all subcontractors, record keeping, inspection and monitoring of all completed activities. The City of Meriden is the project administrator. Location: 142 East Main Street, Meriden, CT 06450	Administration	\$163,190	21A

TOTAL CD 37: \$163,190

Activities furthering the provision of Decent Housing-\$348,000

The City will use \$348,000 during Program Year 37 for projects aimed at revitalizing Meriden’s inner-city neighborhoods. Projects include: 1) Housing Code Enforcement and 2) Legal Services provided by the City of Meriden Department of Law. Prior year CDBG funds and Revolving Loan Funds may also be used for home rehab loans and for environmental compliance activities. These activities will be primarily focused in US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715 which have above average levels of low and moderate income residents. The projected amount of funding is \$348,000 in CD-37 funds.

Table 4

Decent Housing-Proposed Use of Funds CD-37

Objective	Program Title	Other Program Description	HUD Outcome	Units	AMOUNT AND FUNDING SOURCE	HUD Matrix Code/NOC
Decent Housing	<u>Housing Code Enforcement</u>	Project will provide house inspections within the inner- city target neighborhoods in order to ensure compliance with the City’s Housing Code and Zoning Ordinance and identify housing units suitable for rehabilitation. Estimated 1800 dwelling units will be inspected annually. The Housing Code Division of the City of Meriden will be project administrator.	Create Decent Housing with Improved/ New Sustainability	1800	\$304,500/CD 37	15/LMA
Decent Housing	<u>Housing Legal Services</u>	Project will provide legal services necessary to successfully prosecute major housing code violators. Estimated 50 cases will be undertaken. City of Meriden Legal Department will be project administrator.	Create Decent Housing with Improved/New Sustainability	50	\$43,500/CD 37	15/LMA
Decent Housing	<u>NPP Loans</u>	NPP Revolving Loan funds will be used for Lead Paint Hazard Assessment, Interim Controls, Abatement, and Clearance. NPP Loans may also be used for rehabilitation loans to qualified homeowners.	Create Decent Housing with increased Affordability		Prior year CDBG funds and Revolving Loan Funds.	14A/14B /LMA

TOTAL CD 37: \$348,000

Strategies to Create a Suitable Living Environment-\$233,836

The City will use \$233,836 during Program Year 37 for projects aimed at creating a suitable living environment in Meriden’s inner-city neighborhoods. Projects will enhance a suitable living environment through increased affordability and accessibility for special needs populations, including renters with severe cost burden, the homeless and elderly. Funding will also support youth service projects aimed at reducing youth gang involvement and neighborhood crime, and sidewalk improvements. Projects will be implemented primarily in the target areas (US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715). All funding for these activities comes from CD-37.

Table 5  
Suitable Living Environment-Proposed Use of Funds CD-37

Objective	Program Title	Other Program Description	HUD Outcome	Units or Persons per year	AMOUNT AND FUNDING SOURCE	HUD Matrix Code/NOC
Suitable Living Environment	Arts & Crafts Assoc. of Meriden-Historical Mural Project	Project will create a permanent historical mural painted by a local muralist and art students from the local high schools. The Arts and Crafts Association of Meriden, Inc. (Gallery 53) will be project administrator. Site location - 53 Colony Street.	Enhance Suitable Living Environment through Sustainability	30	\$2349	05D/LMC
Suitable Living Environment	Beat the Street, Community Center, Inc.	Project will provide operational expenses for inner-city youth boxing and after-school club. A minimum of 547 youth will be served. Beat the Street, Inc. will	Enhance Suitable Living Environment through Increased	547	\$12,661	05D/LMC

		be project administrator. Site location – 121 South Colony Street.	Affordability			
Suitable Living Environment	Big Brothers Big Sisters- Mentoring	Project will help vulnerable children avoid destructive behaviors and reach their full potential through creation and maintenance of mentoring relationships. Estimate 35 youth will participate. Nutmeg Big Brothers/Big Sisters will be project administrator. Office location – 30 Laurel St., Suite 3, Hartford.	Enhance Suitable Living Environment through Increased Affordability	35	\$1758	05D/LMC
Suitable Living Environment	Joseph F. Coffee Boys and Girls Club of Meriden Summer Safe Havens	Project will provide a full day summer program for children ages 6-18. Various recreational opportunities offered at Lincoln Street facility including Art, Sports, Outdoor ed., Social Recreation and games. Field trips are also offered to members of the program. Estimate 250 youth will participate. Boys & Girls Club of Meriden will be project administrator. Office location - 15 Lincoln Street.	Enhance Suitable Living Environment through Increased Affordability	250	\$6482	05D/LMC
Suitable Living Environment	Joseph F. Coffee Boys and Girls Club	Project will provide 125 boys and girls from financially challenged families in Meriden	Enhance Suitable Living Environment	125	\$8242	05D/LMC

	“Project Club Kids”	with full access to the Boys & Girls Club and all its “drop-in” and special programs for 12 months. Boys & Girls Club of Meriden will be project administrator. Site location – 15 Lincoln Street.	through Increased Affordability			
Suitable Living Environment	Casa Boricua de Meriden, Inc., Operations	Project will allow the continued development and operations of this local agency which provides a variety of educational, employment, nutritional and service activities directed toward the Hispanic community. CDBG funds will meet certain operational expenses not currently covered by other grant fund sources. Casa Boricua de Meriden will be project administrator. Office location - 204 Colony Street.	Enhance Suitable Living Environment through Improved/New Accessibility	500	\$6264	05/LMC
Suitable Living Environment	Catholic Charities Strengthening Meriden’s Children	Project will provide essential supplies for Catholic Charities school readiness program, which helps low and moderate income children acquire the critical skills (oral language, cognitive, and pre-literacy) that they need to enter school ready to learn and succeed. Estimate up to 50 youth	Enhance Suitable Living Environment through Improved/New Accessibility	50	\$1566	05/LMC

		will be served. Catholic Charities, Inc. Archdiocese of Hartford will be project administrator.				
Suitable Living Environment	Child Guidance Clinic for Central CT, Inc.- Crisis Intervention	Project will provide to both at risk and abused/neglected children and their families a variety of crisis intervention counseling, parenting, and advocacy services. Estimate 300 persons to be served. The Child Guidance Clinic will be the project administrator.	Enhance Suitable Living Environment through Improved/New Accessibility	300	\$4150	50/LMC
Suitable Living Environment	Meriden Children’s First Parent Leadership Training, Inc.	Project will provide parent leadership training to 50 adults to be child advocates. Meriden Children First will be the project administrator. Office location - 105 Miller Street.	Enhance Suitable Living Environment through Sustainability	50	\$9396	5/LMC
Suitable Living Environment	Meriden Children’s First-Children Zone	Project will improve health, early learning and self-sufficiency outcomes for young children and their families in a targeted, lower-income Meriden neighborhood. Estimate 90 people will be served. Meriden Children First will be the project administrator. Office location - 105 Miller Street.	Enhance Suitable Living Environment through Sustainability	90	\$3915	05/LMC
Suitable Living Environment	Connecticut Legal Services-	Project will assist people at risk of homelessness in Meriden	Enhance Suitable Living	28	\$2175	05/LMC

	Legal Support Services Project.	access services and resources in order to stabilize their lives and strengthen their financial security. It will also focus on helping tenants in foreclosure secure the rights and benefits afforded to them under recently enacted legislation. Approximately 28-42 people will be served. CT Legal Services will be project administrator. Office location –62 Washington St., Middletown	Environment through Sustainability			
Suitable Living Environment	Franciscan Home Care and Hospice Care Homemaker/Companion Services for Elderly and Disabled	Project will provide home health care and hospice care services to low-moderate income families in Meriden. Franciscan Home Care and Hospice Care will be project administrator. Office location – 267 Finch Ave., Meriden	Enhance Suitable Living Environment through Improved/New Accessibility	10	\$3915	05B/LMC
Suitable Living Environment	Hebron Comm. Dev. Corp. Summer Youth Chore & Mentor Program	Project will provide work and mentoring for after school youth ages 13-16 citywide in partnership with New Opportunities, Inc. and the Summer Lunch Program. Estimate 25 youth will be served. Hebron Community Development Corporation will be project administrator.	Enhance Suitable Living Environment through Improved/New Accessibility	20	\$2741	05B/LMC

Suitable Living Environment	Kuhn Employment Opportunities, Inc. Mobile Work Crew	Project will provide disabled adults work experience activities for job training and therapy. Estimate 12 persons to be served. The Meriden Parks Department and Kuhn Employment Opportunities, Inc. will jointly administer this project. Office location – 1630 No. Colony Rd.	Enhance Suitable Living Environment through Improved/New Accessibility	12	\$19575	05B/LMC
Suitable Living Environment	Literacy Volunteers of Greater New Haven/Meriden Literacy Tutoring	Project will assist with recruiting and training volunteers to work with adult residents to overcome low literacy skills. Estimate recruiting 20 volunteers to work with at least 160 students in Meriden. Literacy Volunteers of Greater New Haven/Meriden will be project administrator. Site location - 105 Miller Street.	Enhance Suitable Living Environment through Sustainability	180	\$2610	05/LMC
Suitable Living Environment	Meriden Soup Kitchen	Project will provide food and supplies to the local soup Kitchen in order to allow them to continue feeding a mid-day meal to 60-100 local residents per day (approx. 15,600 meals per year). Meriden Soup Kitchen, Inc. will be project administrator. Site location-460 Broad Street, the First Baptist	Enhance Suitable Living Environment through Sustainability	60	\$3301	05/LMC

		Church.				
Suitable Living Environment	Meriden YMCA/Raymond Rodriguez of CT Dojo Goju Karate-Youth Karate	Provide year round Karate, Self Defense and Stranger Danger classes for 5 to 15 year old youth. Estimate 150 youth to be served. YMCA and CT Dojo Goju Karate will jointly administer project.	Enhance Suitable Living Environment through Increased Affordability	150	\$2762	05D/LMC
Suitable Living Environment	Meriden YMCA/Rec Express	Project will bring recreational camp activities to city parks located in low-moderate income neighborhoods. Estimate 200 youth will participate. Meriden YMCA will be project administrator.	Enhance Suitable Living Environment through Increased Affordability	200	\$2512	05D/LMC
Suitable Living Environment	Meriden YMCA-South Meriden Teen Center	Project will provide Friday evening recreational activities for teens in the South Meriden area. Estimate 125 youths per week will participate. YMCA will administer project.	Enhance Suitable Living Environment through Increased Affordability	125	\$6264	05D/LMC
Suitable Living Environment	Meriden YMCA-Camperships	Project will provide scholarships for low/moderate income youth to attend YMCA/Mountain Mist summer camp.	Enhance Suitable Living Environment through Increased Affordability	20	\$3915	05D/LMC
Suitable Living Environment	Meriden-Wallingford Chrysalis, Inc. Child Advocacy	Project will provide free and confidential support, intervention, safety planning, education, parenting	Enhance Suitable Living Environment through	75	\$6264	05G/LMC

	Services	support and education to children who have witnessed or experienced domestic violence through the agency's SafeHouse, transitional Living and Community-Based programs. Estimate 75 individuals will be served. The Meriden-Wallingford Chrysalis, Inc. will be project administrator.	Improved/New Accessibility			
Suitable Living Environment	Meriden-Wallingford Chrysalis, Inc. Domestic Violence Services	Project will provide individual and group support, children's support, court based advocacy and community education through the agency's community based services which are free and confidential. Estimate 1,600 persons will be served. The Meriden-Wallingford Chrysalis, Inc. will be project administrator.	Enhance Suitable Living Environment through Improved/New Accessibility	1600	\$6699	05G/LMC
Suitable Living Environment	My City Kitchen	Project will educate children between 6-17 years of age about healthy eating habits to establish basic life skills and the importance of healthy eating to combat obesity. Estimate 75 youth will be served. My City Kitchen will be	Enhance Suitable Living Environment through Sustainability	75	\$3915	5N/LMC

		project administrator.				
Suitable Living Environment	New Opportunities Inc.- Summer Basketball League	Project will provide summer basketball league to promote positive youth development and improved self-esteem for 250 at-risk youth, 9 - 19 years of age, for six weeks during the summer. New Opportunities will be project administrator.	Enhance Suitable Living Environment through Increased Affordability	250	\$7105	05D/LMC
Suitable Living Environment	New Opportunities, Inc. Chore Project for Elders	Project will provide chore and shopping services for some 100, low-income, minority and at-risk seniors. New Opportunities will be project administrator.	Enhance Suitable Living Environment through Improved/New Accessibility	100	\$5698	05A/LMC
Suitable Living Environment	New Opportunities Inc.-Shelter NOW	Project will provide case management and support services to clients residing in Shelter NOW. Estimate 500 persons to be served. NOW, Inc. will be project administrator. Site location - 43 St. Casimir Drive.	Enhance Suitable Living Environment through Improved/New Accessibility	500	\$6028	05/LMC
Suitable Living Environment	Quinnipiac River Watershed Association-Summer Paddling Program	Project will provide paddling experience for Meriden youth and 4 interns on Hanover Pond and the Quinnipiac River. Estimate 80 youth will be served. Quinnipiac River Watershed will be project administrator.	Enhance Suitable Living Environment through Sustainability	84	\$3045	5d/LMC

Suitable Living Environment	Women and Family Center-Open DOHR Employment and Training	Project will provide employment and training services for four low-income men and women in the Allied Health field including CNA training, Medical Receptionist training, job placement assistance, computer instruction and employment readiness workshops. Meriden WFC will be project administrator. Site location – 169 Colony Street.	Enhance Suitable Living Environment through Sustainability	5	\$6264	5h/LMC
Suitable Living Environment	Women and Family Center-Project Reach (Reaching Every Adolescent to Create Hope)	Project will provide outreach and drop-in services to runaway, homeless, at-risk and street youth through the age of 21, to empower them to make choices in the best interest of their safety, well-being and future selves, through outreach, counseling, education, case management, and service linkages. Estimate 4100 will be served. The WFC will be project administrator. Office location - 169 Colony Street.	Enhance Suitable Living Environment through Sustainability	4100	\$5655	5N/LMC
Suitable Living Environment	Women and Family Center-SACS (Sexual Assault Crisis Services)-	Project offers support for survivors of sexual violence and their loved ones, including individual and group counseling, advocacy and accompaniment	Enhance Suitable Living Environment through Improved/New	500	\$2610	05G/LMC

		<p>services. SACS works to eliminate sexual and other forms of violence by changing the social conditions and beliefs that perpetuate the occurrence of these crimes. Estimate 500 residents will be served. The WFC will be project administrator. Office location – 169 Colony Street.</p>	Accessibility			
Suitable Living Environment	Inner City Sidewalk Improvement	Project will improve sidewalks in inner city residential neighborhoods	Enhance Suitable Living Environment through Improved/New Accessibility	5000-10000 sq feet of sidewalk improvement	\$74,000	03L/LMA
				10,071	233,836	

TOTAL CD 37: \$233,836

TOTAL: \$233,836

2. Describe the basis for allocating investments geographically within the jurisdiction (or within the EMSA for HOPWA) (91.215(a)(1)) during the next year and the rationale for assigning the priorities.

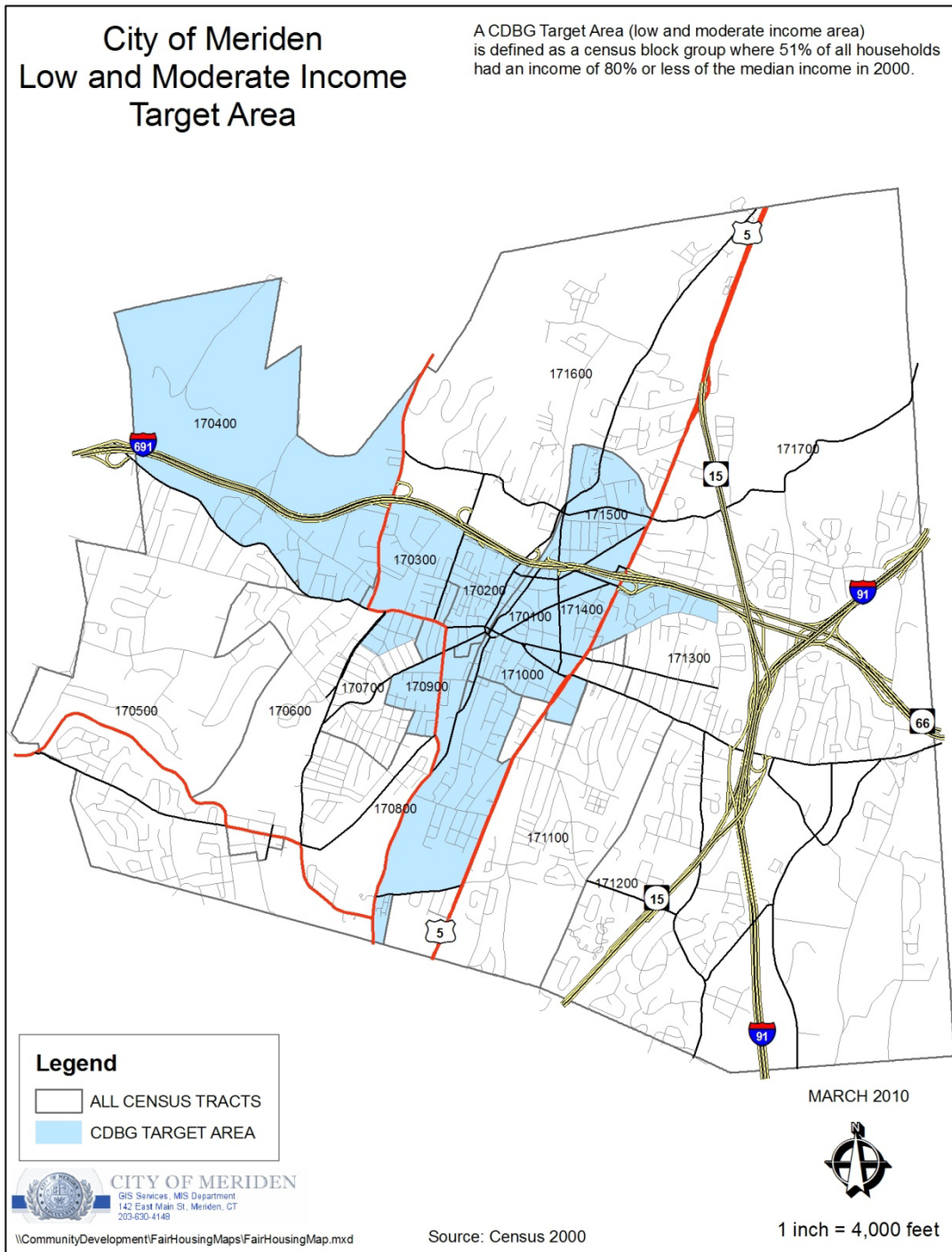
An analysis of the income levels from the 2000 US Census shows that approximately 50 percent of the City’s residents can be classified as extremely low, very low or low income. Meriden’s low income and minority population is concentrated in US Census tracts 1701-1704, 1706, 1708-1710 and 1713-1715. These areas comprise a large portion of the central downtown area. The City will direct its Community Development Block Grant funding to implement and support projects that serve the very low, low, and moderate income households in the City. While the current median income levels for the City of Meriden have changed since 2000, for the purposes of the Action Plan, we will assume that the percentage of minority and low income residents has remained constant since 2000. The assumption will be re-evaluated when new Census data or other information becomes available.

Table 6  
City of Meriden Low Income Census Tracts (2000)

Tract	2000 Pop.	Non-white pop.	Non-white %	Median Household Income	Median Hhold Income (2000)	% of Median Income level	Definition
1702	2,431	946	39%	\$17,411.00	58000	30%	Extremely Low
1710	1,645	500	30%	\$19,196.00	58000	36%	Very Low
1701	1,783	778	44%	\$20,481.00	58000	36%	Very Low
1703	2,368	1,016	43%	\$25,273.00	58000	44%	Very Low
1714	1,994	678	36%	\$36,393.00	58000	61%	Low
1709	1,925	589	31%	\$36,864.00	58000	64%	Low
1708	5,584	1,090	20%	\$38,373.00	58000	66%	Low
1715	3,524	1,459	41%	\$38,527.00	58000	66%	Low
1706	2,452	246	10%	\$40,909.00	58000	71%	Low
1713	3,604	805	22%	\$44,871.00	58000	77%	Low
1704	1,654	225	14%	\$45,450.00	58000	78%	Low
SUBTOTAL	28,954	8,362					

Total City	58,244	11,510		Estd Minority
Extremely Low	2,431		39%	946
Very Low	5,786		39%	2,259
Low	20,737		24%	5,080
Total Low Income	28,954			8285

Figure 1  
 Low Income Census Tracts-Meriden, CT



Source: 2000 Census

The City has several mechanisms in place to ensure that the CD-37 goes to the neediest individuals. First, City Code Enforcement activities funded by CDBG are limited to the low income census tracts outlined above. Second, all subgrantees under the Public Services category must provide documentation that services will be provided to low income families. Finally, US Census data shows that an estimated 50 percent of Meriden’s residents can be classified as low or moderate income. Therefore, the projects in the target low-income census tracts will benefit the City’s low income population by definition. Further, an estimated 28 percent of the low income population in Meriden is minority residents. Therefore, it is assumed for planning purposes that at least 28% of program funds will go to minority households. A complete report of the low and moderate income and minority residents served by the CDBG program funds will be included in the year-end performance report (CAPER).

3. *Describe actions that will take place during the next year to address obstacles to meeting underserved needs.*

The City’s will complete the following activities related to addressing obstacles to meeting underserved needs:

- Continue advocacy with Regional Planning Agency and Department of Transportation for additional resources to enhance local public transportation for persons who need such to obtain employment
- Coordinate referrals concerning housing to City Departments or local agencies
- Review available data pertaining to income levels, labor status, or other economic indicators
- Review City policies regarding the use of federal funds as required
- Seek other federal, state or local funding to augment and support existing programs when feasible
- Support the activities of the Meriden Council of Neighborhoods, including neighborhood organizing, crime awareness and prevention activities, and public safety activities
- Submit on behalf of interested non-profit organizations the City’s application to the state Neighborhood Assistance Act program.

4. *Identify the federal, state, and local resources expected to be made available to address the needs identified in the plan. Federal resources should include Section 8 funds made available to the jurisdiction, Low-Income Housing Tax Credits, and competitive McKinney-Vento Homeless Assistance Act funds expected to be available to address priority needs and specific objectives identified in the strategic plan.*

The following resources are available to address the needs identified in the plan:

Federal Funds:

Community Development Block Grant: The City of Meriden intends to utilize \$845,026 of Community Development Block Grant funding to improve the housing conditions, improve the living environment, and provide economic opportunities in Meriden's inner-City neighborhoods during the 2011-2012 program year.

Neighborhood Stabilization Program: The City of Meriden is in the process of completing its agreement with the State of Connecticut Department of Economic and Community Development to implement \$1,785,000 in programs to alleviate the conditions associated with the home foreclosure crisis. The implementation of the program has generated program income. During the program year, the City expects to allocate approximately \$120,000 in program income that was generated from the NSP activities. All activities are intended to improve housing conditions for low, moderate and median income Meriden residents. Plans for the use of the funds is consistent with the *NSP Local Action Plan* which is available for download from the City's Office of Community Development webpage, located at [http://www.cityofmeriden.org/CMS/default.asp?CMS\\_AreaID=76](http://www.cityofmeriden.org/CMS/default.asp?CMS_AreaID=76).

Meriden Housing Authority (MHA): The MHA anticipates using \$10,000,000 during the program year for public housing. MHA currently provides 361 units of Federal Public Housing at Mills Memorial (140) and Community Towers (221), Chamberlain Heights has been removed from the Federal program for rehabilitation. MHA has received Low Income Housing Tax Credits (LIHTC) for Chamberlain Heights. MHA received 66 new Section 8 vouchers for relocation of the Chamberlain Heights residents. When completed, it will provide affordable housing to residents at the 60%, 50%, and 20% of area median income. It will also have 61 Project Based Vouchers (PBV) and 25 supportive housing units. Currently the MHA assists 722 Section 8 Housing Choice Vouchers (HCV) residents. The Meriden Housing Authority will apply for additional Section 8 Housing Assistance vouchers as they become available so that more families can be served. MHA also has 215 units of State Moderate Income housing at Johnson Farms (52) and Yale Acres (163). MHA has also invested over \$900,000 in modernization upgrades and plan to renovate units as funding becomes available.

US Environmental Protection Agency: \$800,000 million for brownfields projects including grants to complete brownfields assessment and remediation activities at Factory H and the HUB brownfield sites.

HUD Sustainability Challenge Grant: The City of Meriden was recently awarded \$970,000 from HUD for a Sustainability Challenge Grant. Grant funds will be used for land acquisition and planning activities related to development of affordable housing and improved transportation in the downtown Transit Oriented Development Area. The Project will be administered cooperatively with the CT Department of Economic and Community Development. Funding will be drawn down over two years (2011-2013).

Other Federal Opportunities: The City will review opportunities provided by HUD and other Federal resources that are offered for competitive application. Notices of Funding Availability published by the Federal Register will be reviewed regularly by the Grants Administrator. Priority will be given to opportunities for funding in the areas of housing rehabilitation funding, neighborhood, economic development, neighborhood revitalization, brownfields clean up and redevelopment, social services, special needs assistance, energy conservation, and public safety.

#### State Funds:

City of Meriden Department of Health and Human Services: Approximately \$2 million to administer social service projects that benefit Meriden's low income, minority and elderly residents.

Connecticut Department of Economic and Community Development: \$600,000 in State Bond funds to complete the design, engineering and permitting of the Meriden HUB site reuse plan and to complete a traffic study and Transit Oriented Development Plan for the Meriden Transit Center and the one-half mile surrounding it.

#### Local Funds:

City of Meriden: The City of Meriden provides annual operating budget funds, provided primarily through local tax revenue, for general services. Municipal Departments discussed within this Action Plan, such as the Department of Health and Human Services, Planning and Enforcement, Public Works, are primarily funded by the City through this mechanism. Specific projects related to Community Development funded through the General fund include: \$250,000 of General Fund monies to be expended on Building Code compliance activities and \$150,000 of General Fund monies to be expended on Economic Development activities. The City also issues bonds for Capital Improvement needs, such as infrastructure, improvements and public facility construction or renovation.

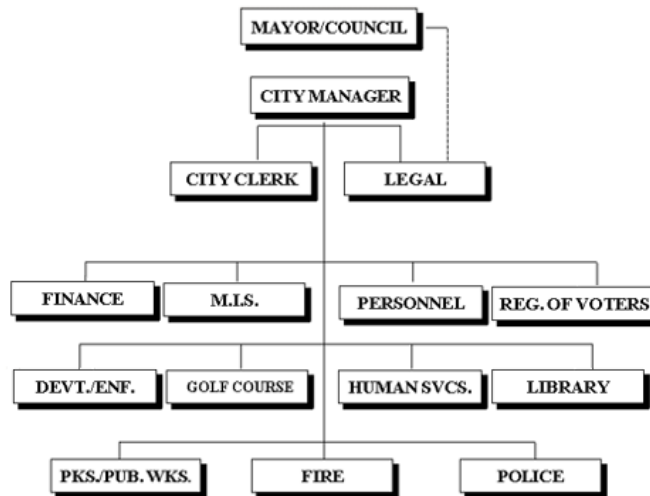
#### Managing the Process

1. *Identify the lead agency, entity, and agencies responsible for administering programs covered by the consolidated plan.*

The City of Meriden has responsibility for administration and allocation of the Community Development Block grant funds. The Meriden City Council, comprised of the Mayor and (12) twelve members, is the legislative and fiscal body of the City of Meriden. There are five Council Standing Committees which conduct the majority of the Council’s activities at regularly scheduled meetings. Comprised solely of Council members, they hold public hearings, review Council referrals, and forward recommendations to the full City Council for its consideration and approval. The Standing Committee that handles the CDBG funds related to public services is the Human Services Committee. The Standing Committee that handles the CDBG funds related to housing initiatives is the Economic Development, Housing and Zoning Committee.

The City Council appoints a City Manager to manage the day to day operations of the City. The Office of Community Development, located within the City Manager’s Office, manages the CD-37 funding. The City employs a Grants Administrator who is responsible for the coordination, oversight and general monitoring of all CD-related activities. In addition to the Grants Administrator, the CDBG program is also staffed with an Administrative Secretary. The CDBG program is also be staffed by an NSP/NPP Program Specialist. The Department of Development, Planning and Enforcement oversees the implementation of the Code Enforcement projects. The City Legal Department conducts the housing legal service activities.

City of Meriden Organizational Chart



As administrator of the CDBG funds, the Grants Administrator ensures compliance with federal regulations through its review of grant application funding requests, recipient contracts, quarterly performance reports, and subgrantee monitoring. All financial and purchasing transactions are conducted through the City’s Finance Department. All financial transactions are subject to the annual audit of the City’s municipal finances. Copies of all financial transactions are maintained in the Community Development office. This information is available to the public upon request.

2. *Identify the significant aspects of the process by which the plan was developed, and the agencies, groups, organizations, and others who participated in the process.*

Each year, the City seeks proposals from City departments and non-profit organizations that provide Community Development-related services in the City of Meriden. In January, 2011, the City distributed a request for proposal (RFP) to nonprofit organizations and City Departments that provide public and community development services. Forty-eight (48) applications were received. The Grants Administrator reviewed each proposal and recommended funding or not-funding each proposal based on several criteria including level of funding requested versus available funds, number of low income and minority residents served, evidence of past success, eligibility of the organization as a non-profit or other qualified organization and compliance with the Comprehensive Plan. Public services proposals are also reviewed by the Meriden Department of Health & Human Services Director. An ad-hoc committee comprised of the Grants Administrator, City Manager, and Chairman of the Human Services Committee work in cooperation to ensure the success of the program. The group assists by identifying needs, advising on program guidelines, ensuring compliance with HUD regulations, overseeing activities funded by the CDBG program and maintaining long term compliance with the Consolidated Plan. The ad-hoc committee also reviews and recommends a budget prior to its submission to the City Council for consideration.

On February 8, 2011 a “Notice of CDBG Public Hearing” was published in the Record Journal newspaper. The public notice was also posted on the Community Development webpage ([http://www.cityofmeriden.org/CMS/default.asp?CMS\\_AreaID=76](http://www.cityofmeriden.org/CMS/default.asp?CMS_AreaID=76)) from February 8, 2011 through March 10, 2011. The public hearing notice invited potential applicants and members of the public to participate in the March 10, 2011 public hearing and to comment on the City’s community development needs.

On March 10, 2011, the City held its first public hearing to solicit input on the proposed use of funds for the 37<sup>th</sup> Program Year. The public hearing was held at the Meriden Senior Citizens Center, Meriden, CT from 6:00-7:30 PM. Over 25 participants representing various non-profit organizations and members of the public were in attendance at the public hearing. Five Council members, who comprise the Council’s Human Services Committee, were also in attendance as were the Grant Administrator and Administrative Secretary.

On April 11, 2011 a “Notice of CDBG Public Hearing” was published in the *Record Journal*. The public hearing notice was also posted on the Community Development webpage beginning April 11, 2011. In the public hearing notice, applicants and members of the public were invited to participate in the May 5th, 2011 public hearing and to comment on the Proposed Use of Funds for the Thirty-Seventh year of the Community Development Block Grant Program (CDBG-37),

On May 2, 2011, a “Summary of the City of Meriden Proposed Annual Plan and Projected

Use of Community Development Block Grant (CDBG) Funds for the 37th Program Year” was published in *Record Journal*. The Plan was also posted on the City website on May 3, 2011. May 2 through June 2, 2011 established as a 30-day public comment period on the Proposed Use of Funds for the 37<sup>th</sup> Program year. The Plan was revised and the public comment period has been extended to June 17, 2011.

On May 2, 2011, recommendations on the Proposed Use of CDBG-37 funding was submitted to City Council. On May 2, 2011 the City Council referred the matter to the Human Services Committee for a meeting to be held on May 5, 2011.

On May 5, 2011, the City held its second public hearing to solicit input on the Proposed Use of funds for the 37<sup>th</sup> Program Year. The comments provided at the public hearing are included as an attachment to this document.

On May 5, 2011, the Human Services Committee was held. At the meeting, the Council members agreed to extend the public comment period so that the public would have the opportunity to comment on the full draft of the Annual Plan for at least 30 days after being made available to the public.

On May 18, 2011, a “Notice of CDBG Public Hearing and Notice of Availability of the CDBG Annual Plan” was published in the *Record Journal*. The Public Notice and Annual Plan was also posted on the City website on May 18. The public comment period on the proposed use of funds and on the Annual Plan was extended through June 17, 2011.

On June 9, 2011, a CDBG Public Hearing and Human Services Committee met to are scheduled. The Committee voted to recommend adoption of the Resolution for CDBG 37 Proposed Use of Funds. The Committee amended the allocation to NOW Circles from \$1,762 to \$0 and voted to reallocate the funds awarded to Circles and the additional CDBG entitlement of \$18, as follows: Meriden Soup Kitchen, \$430; NOW Chore Project, \$675; and NOW Summer Basketball, \$675. Comments received at the CDBG public hearing or during the public comment period will be forwarded to the Council members prior to their expected vote on June 20, 2011.

### KEY DATES CD-37 ANNUAL PLAN

- January-March 2011 City issued a Public Information Document that included a Request for Proposals (RFP) for CD-37. The Document was distributed via regular mail to approximately 100 community organizations, elected officials and City staff, via email to approximately 30 current or former CDBG subgrantees, and posted on the City's Community Development webpage. Forty-eight (48) applications were received.
- February 8, 2011 "Notice of CDBG Public Hearing" (for public hearing scheduled on March 10, 2011) Published in *Meriden Record Journal*.
- March 10, 2011 First CDBG Public Hearing held, 6:30 P.M. Senior Citizens Center, 22 West Main Street, Meriden, CT.
- April 11, 2011 "Notice of CDBG Public Hearing" (for public hearing scheduled on May 5, 2011) Published in *Meriden Record Journal*.
- May 2, 2011 "Summary of the City of Meriden Proposed Annual Plan and Projected Use of Community Development Block Grant (CDBG) Funds for the 37th Program Year" submitted to City Council and published in *Meriden Record Journal*.
- May 3, 2011 "Summary of the City of Meriden Proposed Annual Plan and Projected Use of Community Development Block Grant (CDBG) Funds for the 37th Program Year" posted on Community Development webpage.
- May 2-June 2 Public Comment Period on CDBG 37 Projected Use of Funds (original)
- May 5, 2011 Second Public Hearing on Projected Use of Funds 6PM Meriden City Hall Council Chambers, 142 East Main Street.
- May 5, 2011 Meriden City Council Human Services Committee.
- May 18, 2011 "Notice of CDBG Public Hearing" (for public hearing scheduled on June 9, 2011) and "Notice of Availability of the CDBG Annual Plan and extension of 30 day public comment period" published in Record Journal and on Community Development Website. Notice formally extends public comment period through June 17, 2011.
- May 18-June 17 Public Comment Period on CDBG 37 Annual Plan (extended)
- June 9, 2011 Final CDBG Public Hearing/Human Services Committee
- June 20, 2011 Council action on CDBG 37 Proposed Use of Funds and Annual Plan

Copies of all public notices and written public comments received are included as attachments to the Annual Plan. Summaries of the comments received and the City’s responses are as follows:

June 9, 2011, Public Hearing, Human Services Committee: . Larry Elliot, representing New Opportunities of Waterbury, Inc. spoke. NOW’s Circles Program CDBG proposal was withdrawn due to lack of co-funding. Larry Elliot requested the allocation that was to fund Circles be split between NOW’s Chore Service and Summer Basketball programs.

The Human Services Committee amended the CDBG allocation to NOW Circles from \$1,762 to \$0 and voted to redistribute the funds awarded to Circles. The final CDBG allocation from HUD increased the grant by \$18. The Committee allocated these funds, as follows:

		Total CD 37 Awarded
Meriden Soup Kitchen	\$ 430	\$3,301
NOW Chore Project	675	5,698
NOW Summer Basketball	<u>675</u>	7,105
	\$ 1,780	

Summary of written comments from Colleen Cyr, Resident (June 8, 2011): Ms. Cyr requested that additional funds be allocated to public services that provide employment training. She also suggested that the Human Services committee become more involved in concerns noted by HUD on the City’s CDBG Program. Ms. Cyr suggested that the Plan be updated with current statistical data and the sections for the Meriden Housing Authority and Public Housing. She questioned whether the data for public service program beneficiaries was accurate based on this year’s reduced CDBG entitlement grant. Ms. Cyr also expressed concern that public housing was being privatized; that the Meriden Human Rights Advisory Board had not been consulted on the Analysis of Impediments, and that the CDBG Program’s Grants Administrator position was vacant.

Summary of the City's written response to Colleen Cyr comments (June 16, 2011): The City's Human Services Committee allocated additional funding to programs that meet the basic needs of low- and moderate-income persons, elderly services, and youth programming. The Human Services Committee received a complete copy of Ms. Cyr's comments. The Plan's sections for the Meriden Housing Authority and Public Housing have been updated. All statistical data will be reviewed by the new Grants Administrator during the preparation of the CD 38 Annual Action Plan. The beneficiary data received in each organization's application for funding is based on estimates and may be achievable if other funds are leveraged. The privatization of public housing is a means for making capital improvements in public housing, while maintaining affordability for 30 years or longer. The Meriden Human Rights Advisory Board will be consulted during the July 1, 2011, through June 30, 2012, Program Year for actions to address impediments to Fair Housing Choice identified in the 2010-2015 City of Meriden Consolidated Plan for Housing and Community Development. The City has hired a permanent Grants Administrator with experience in housing and community development programs for low and moderate income persons.

3. *Describe actions that will take place during the next year to enhance coordination between public and private housing, health, and social service agencies.*

Several steps are taken to ensure coordination between public and private housing, health, and social service agencies during the program year. First, new CD proposals are reviewed and critiqued by the Director of Meriden Department of Health & Human Services. Second, the Grants Administrator meets with each subgrantee in person during the program year. Each subgrantee is required to attend a grantee orientation meeting, which is held at the beginning of the program year. Mid- year project review meetings are also held with each subgrantee, as necessary. Each of these steps will help facilitate information exchange between the City and those providing housing, health and social service functions.

***Citizen Participation Response:***

The City of Meriden followed its Citizen Participation Plan that sets forth the City's policies and procedures for citizen participation in the development of Meriden's Consolidated Plan and Annual Plan. This Citizen Participation Plan provides for and encourages citizens to participate in the development of any substantial amendments to the Annual Plan and/or Consolidated Plan and review of performance reports.

**City of Meriden Citizen Participation Plan:**

**PUBLIC MEETINGS**

The City of Meriden will hold two public meetings annually to obtain citizens' views and to respond to proposals and questions. These public meetings will be held in locations convenient to residents of low/moderate income areas where program funds are proposed to be used.

One public meeting will be held before the proposed Annual Plan and/or Consolidated Plan is published for comment. At this public meeting, the City will:

- review program performance
- obtain citizen views on housing and community development needs, including priority non-housing community development needs
- discuss the process/timeline for development of the Consolidated and/or Annual Plan
- discuss requirements/criteria for development of proposed activities to be funded under the Annual and/or Consolidated Plan

The City will also provide the following information to citizens, public agencies, and other interested parties:

- the amount of annual assistance the City expects to receive (including grant funds and program income)
- the range of activities that may be undertaken
- the estimated amount of funds that will benefit persons of low and moderate income

One public meeting and a 30-day public comment period will be held after the proposed Annual Plan and/or Consolidated Plan is published for comment.

#### **ANNUAL PROPOSALS FOR FUNDING**

The City will accept written proposals for CDBG funding in the manner prescribed by the City of Meriden in the Public Information Document. The City will consider funding eligible activities that are consistent with the City's housing and community development objectives. Proposals must be submitted on the City of Meriden CDBG Proposal Forms. Only complete proposals will be considered.

#### **TECHNICAL ASSISTANCE**

The City will provide technical assistance to groups and representatives of persons of low and moderate income that request such assistance in developing proposals for funding assistance under programs covered by the Consolidated Plan.

#### **PUBLIC COMMENT**

One public meeting and a 30-day public comment period will be held after the proposed Annual Plan and/or Consolidated Plan is published for comment. Prior to the public comment period, the City of Meriden will publish a summary of its Proposed Consolidated Plan and/or Annual Plan in the *Record Journal Newspaper* and on the City of Meriden website. The summary will describe the contents and purpose of the Consolidated Plan and/or Annual Plan and will include a list of locations where copies are available. Once approved, copies of the final allocation of funds and annual plan will be made available to the public.

#### **CITIZEN COMMENTS**

The City of Meriden will consider all comments and/or views of citizens received in writing or orally at public meetings or hearings, in preparing the Final Consolidated Plan and/or Annual Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the Final Consolidated Plan and to the Annual Action Plan.

### **SUBSTANTIAL AMENDMENTS TO THE CONSOLIDATED PLAN**

The City of Meriden will provide citizens with the opportunity to comment on substantial amendments to the Consolidated Plan. The City of Meriden will amend its approved Consolidated Plan whenever it makes one of the following decisions:

- to make a change in its allocation priorities or a change in the method of distribution of funds
- to carry out an activity using funds from any program covered by the Consolidated Plan (includes program income) not previously described in its Annual Action Plan, or
- to significantly change the scope, location, or beneficiaries of an activity

Prior to implementing any substantial change, the City of Meriden will provide citizens with information on any proposed amendment(s) by publishing a public notice of the proposed amendments as a display advertisement in the *Record Journal* and by posting a description of the proposed amendment(s) to the City of Meriden website. The City will provide at least 30 days for citizens to submit written or oral comments or views on the proposed amendment(s). The City will consider these comments or views of citizens in preparing the substantial amendment of the Consolidated Plan. A summary of these comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to the substantial amendment of the Consolidated Plan. The City will also comply with any additional actions required by local law.

### **SUBSTANTIAL AMENDMENTS TO THE ANNUAL PLAN**

The City of Meriden will provide citizens with the opportunity to comment on substantial amendments to the Annual Plan. A substantial change to the allocation of funds in the Annual Plan requiring an amendment will be defined as the use of funds for an activity not previously identified, or the increase/decrease by transfer/reallocation of funds in excess of 20% of the original allocation between existing projects and programs. If such an amendment is required, a notice stating the reason, amounts and projects to be effected will be published at least 15 days prior to a public hearing to receive comments on the proposed amendment.

### **PERFORMANCE REPORTS**

The City of Meriden must submit an annual performance report on the progress it has made in carrying out its Annual Action Plan. This document is the Consolidated Annual Performance and Evaluation Report (CAPER). The City will submit an annual performance report to the U.S. Department of Housing and Urban Development (HUD) by **September 28**

**following the end of each program year.** The CAPER will be posted on the City website for public review.

## **TIMELINE OF ACTIVITIES**

The City will establish a timeline of activities to facilitate public review and comment on the Annual Plan and Consolidated Plan. The timeline will be included in the Public Information Document that is distributed.

*Provide a summary of efforts made to broaden public participation in the development of the consolidated plan, including outreach to minorities and non-English speaking persons, as well as persons with disabilities.*

The City completed numerous activities to help foster public participation by minorities, non-English speaking persons, and persons with disabilities. The City held two public forums specifically to receive comments on the City's community development needs and on the proposed use of funds. The March 10, 2011 public hearing was held at the Meriden Senior Center, which is accessible by public transportation and is accessible for persons with disabilities. The public hearing and Human Services Committee held on May 5, 2011 were held at City Hall, which is accessible by public transportation and is accessible for persons with disabilities. All meetings were noticed on in the Meriden *Record Journal* and on the City website. The City website has enabled, for all webpages and .pdf attachments, the *Google Translator* function. Any text or document posted on the City website may be instantaneously translated into one of 36 languages. Public notices regarding the public hearing dates and the availability of the public review documents were posted in English in the Record Journal on February 8, April 11, and May 18, 2011. A final CDBG public hearing on the Annual Plan has been scheduled for June 9, 2011.

*Provide a written explanation of comments not accepted and the reasons why these comments were not accepted.*

All comments received were accepted and included in the Annual Plan.

## Institutional Structure

1. *Describe actions that will take place during the next year to develop institutional structure.*

The CD-37 program will continue to be administered by the Community Development Division which is located with the City Manager's office in the City of Meriden. The Grants Administrator is responsible for managing the CDBG program. The CDBG Secretary has assisted in the administration of the CDBG program for over 20 years. The NPP/NSP Specialist has over 12 years experience in administering CDBG funded home rehabilitation programs.

## *Monitoring*

- 1. Describe actions that will take place during the next year to monitor its housing and community development projects and ensure long-term compliance with program requirements and comprehensive planning requirements.*

The City of Meriden Community Development Office is responsible for the overall administration and implementation of the City's Community Development Block Grant Program. The Community Development Office ensures compliance with federal regulations through its review of grant application funding requests, recipient contracts, quarterly performance reports, and subgrantee monitoring. Further, during the program year, the City will maintain records of the program accomplishments, funding spent, people served, housing units rehabilitated, and other information in the HUD-provided "CPMP" tool to help ensure compliance with the federal regulations. All data will be submitted to HUD on a timely basis. All data will be inputted into the IDIS reporting system on a timely basis.

Per the requirements of 24 CFR Part 91.230, the City monitors all CDBG subrecipients and City Departments to ensure that all activities are carried out in furtherance of the Annual Plan and to ensure long-term compliance with requirements of the programs involved, including minority business outreach and the comprehensive planning requirements. The City gathers relevant data through the required reports and monitoring of these organizations as required by federal regulations. Since Meriden is not a HOME Entitlement Community, these types of funds or other State resources received by local agencies are not directly administered or monitored by the Community Development Office, but rather by the State grantor department. However, local agencies respond to special request from the Community Development Office for information about these State administrated programs. This information is incorporated into the Plan and will be available for assessing progress.

The Grants Administrator has also established a performance based evaluation system to monitor each subgrantee. During the Program year, the City will evaluate the performance of each subgrantee and City Department based on the specific milestones outlined in each project proposal. Progress towards those goals will be reported on a quarterly and on an annual basis. Specifically, each subgrantee and City Department is required to:

- Execute a contract (of Memorandum of Agreement for City Departments) outlining the reporting requirements, project objectives, and relevant federal statues
- Provide quarterly reports that provide documentation of clients served by demographics, including income level, minority, and elderly status
- Provide quarterly narrative reports that provide documentation of outcomes and performance measures.
- Document all expenses incurred, e.g. enrollment logs, receipts, etc.
- In person meetings between Grants Administrator and subgrantees. Meetings include a grantee orientation workshop and an on-site meeting as necessary.

- Document consistency with Consolidated Plan

The purpose of this will be to establish standards that will be used to evaluate grantee performance. Evidence of non-compliance may be used to decrease or eliminate funding awards in subsequent years. In addition, the Grants Administrator conducts annual onsite visits to each CDBG funded Public Service Agency to ensure compliance with applicable regulations and to review progress toward goals outlined in their application for funding.

In addition to the City staff, an ad-hoc committee comprised of the Grants Administrator, City Manager, Chairman of the Human Services Committee and the Mayor; and the Director of the Health and Human Services Department work in cooperation ensure the success of the program. The group assists by identifying needs, advising on program guidelines, ensuring compliance with HUD regulations, overseeing activities funded by the CDBG program and maintaining long term compliance with the Consolidated Plan. The ad-hoc committee also reviews and recommends a budget prior to its submission to the City Council for consideration.

#### *Lead-based Paint*

1. *Describe the actions that will take place during the next year to evaluate and reduce the number of housing units containing lead-based paint hazards in order to increase the inventory of lead-safe housing available to extremely low-income, low-income, and moderate-income families, and how the plan for the reduction of lead-based hazards is related to the extent of lead poisoning and hazards.*

During the Program Year, the City will continue to address and secure lead paint clearance for NPP-funded home rehabilitation loans completed since 2006 per HUD requirements. The City of Meriden is currently implementing the following actions for non-exempt housing units that received NPP Loan funds for home rehabilitation activities since July 1, 2006:

- For properties not exempt in which a child under six did not reside during the rehabilitation work or does not now reside, the City will provide a report to HUD clearing the property from lead hazards. Clearance testing is being performed by two certified organizations in accordance with the regulations.
- For properties not exempt in which a child under six resided during the rehabilitation work or now resides, the City will complete all steps required by the regulations to identify and remediate lead hazards. The City will provide documentation to evidence that the requirements of the regulations were followed and a copy of the clearance report. The City has a Memorandum of Understanding with the Lead Action for Medicaid Primary Prevention (LAMPP) project to assist the City in completing these activities.

In addition to these specific activities, several City Departments also work collaboratively with the LAMPP project to reduce residential lead hazards for low-income children less than six years of age. LAMPP has access to several federal funding programs that will be used to conduct risk assessments and inspections of housing units within targeted communities, provide lead hazard control education to families and property owners within targeted communities and provide property owners with financial assistance to rehabilitate housing units in targeted communities with identified lead hazards. The City of Meriden, CT is one of the target communities for the LAMPP activities. Meriden maintains programs in lead poisoning prevention and regulation enforcement through its Health Department. Meriden supports housing preservation and improvement through enforcement of a housing code and a Certificate of Apartment Occupancy program.

During the program year, the City intends to initiate new NPP home rehabilitation loans using prior year CDBG funds and revolving loan funds. Prior to initiating any new loans, the City will work with HUD to ensure its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R.

## HOUSING

### *Specific Housing Objectives*

*\*Please also refer to the Housing Needs Table in the Needs.xls workbook.*

1. *Describe the priorities and specific objectives the jurisdiction hopes to achieve during the next year.*

The City of Meriden has several objectives in its Consolidated Plan that are specifically related to the provision of affordable housing. These include:

- Affordability for the purpose of provision of decent housing
- Sustainability for the purpose of provision of decent housing
- Availability/Accessibility for the purpose of enhancement of the living environment and quality of life
- Assist Special Needs Populations including renters with severe cost burden, the homeless, and the elderly

The CD-37 Action Plan is intended to make further progress in the provision of decent housing for special needs populations, including the homeless, elderly and homeowners with a severe cost burden by:

- Identify and prosecute housing code violators
- Provide grants to social service organizations that provide temporary housing, transitional housing and counseling services to the homeless population and to those at risk becoming homeless

- Provide grants to social service organizations to help make their services to low income families more affordable, thereby reducing the cost burden
2. *Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

The City will use \$348,000 during Program Year 37 for projects aimed at revitalizing Meriden's inner-city neighborhoods. Projects include: 1) Housing Code Enforcement, and Legal Services. Prior year CDBG funds may also be used for Home Rehabilitation and lead paint compliance activities.

### Housing Code Enforcement

The purpose of the City of Meriden Housing Code enforcement program is to maintain and improve its existing housing stock, proactively enforce local housing, building, health, fire and zoning codes and eliminate and reduce slum and blighting influences in Meriden. CDBG-funded Housing Code enforcement activities are conducted in the City's low moderate income areas, which include Census Tracts 1701, 1702, 1703, 1704, 1706, 1708, 1709, 1710 and 1713, 1714 and 1715 (see map, attached). CDBG funding allows the City to adequately staff the Housing Code Division with Housing Inspectors capable of working with other City Departments to enforce code compliance in targeted geographical areas and to implement programs aimed at further deterioration of the housing stock in the City's most vulnerable areas. The City has as a goal the inspection of 1800 housing units annually. There are 12,853 housing units located in the low moderate income areas. Therefore, as a goal, the City will inspect all housing units every 7 years and housing units will continue to be inspected until all code violations have been corrected.

The Consolidated Plan designates "Meriden's Inner-City area" as the area in which the rehabilitation and maintenance of the housing stock will be undertaken using CDBG funds. The inner City area comprises the low and moderate income census tracts outlined above. Generally, the criteria used by the City to define the CDBG-target area as deteriorated or deteriorating includes: 1) percentage of owner occupied and renter occupied compared to the citywide average, 2) age of the housing units, 3) median value of the owner occupied buildings, 4) median gross rent, 5) percentage of renters paying above 30% and 35% of income for rent, and other key statistics such as minority population, unemployment, median household income, per capita income and poverty rate by census tract compared to the City wide average. All of the Census tracts targeted by the City of Meriden for CDBG-funded Housing Code enforcement activities are low and moderate income Census tracts and have housing and demographic conditions below the Citywide area.

The Housing Code Division includes six staff members who work under the direction of the Director of the Department of Development and Enforcement. Key activities of the Housing Code Division staff personnel include daily housing inspections and maintenance of activity logs, interdepartmental referrals of housing code violations, and the coordination of "Code

Walks”. First, each Housing Inspector is responsible for inspection of rental units within an assigned geographical area to determine compliance with the Housing Code. Housing Code Inspectors respond to complaints from tenants, City departments and social agencies, neighbors and the general public. Second, the Housing Division is the central tracking agency for the referral system currently used by the City of Meriden. Participating Departments include: Development and Enforcement, Law, Health, Police Department, City Manager, Public Works, and Fire Marshal. City personnel that suspect a code violation enforced by another department fill out a referral form. The Housing Division logs, sends referrals to the appropriate Department for action, and regularly monitors the status of these violations. Third, Housing Division staff persons also coordinate monthly “Code Walks”. During the “Code Walks”, various code (housing, health, fire, etc.) inspectors along with department heads, Community Police Officers, and City officials jointly inspect a targeted area to identify any and all code or slum and blighting problems. The Housing Division personnel maintain a summary of the activities for the CDBG program administrator.

During the Program Year, to maintain compliance with HUD regulations related to maintaining Code Enforcement as an eligible activity, the City of Meriden will formally adopt a definition of a “deteriorated” housing structure that is consistent with HUD regulations. Further, each City staff member whose salary and/or benefits are covered by CDBG Code Enforcement funds will be required to provide documentation (in the form of a weekly timesheet) that their activities are eligible under the CDBG regulations. CDBG reimbursements will be reconciled with staff timesheets at least quarterly.

### Housing Legal Services

The purpose of the Law Department’s CDBG funded Housing Legal Services is to assist help the Housing Code Division enforce local housing, building, health, fire and zoning codes and eliminate and reduce slum and blighting influences in Meriden. CDBG-funded Housing Legal Services also allows the City Law Department staff to serves as a clearinghouse for information for members of the general public who have questions regarding housing in Meriden. Code Enforcement Activities completed by the City of Meriden Law Department may include one of more of the following activities:

- Code Drafting and Interpretation: The Law Department may interpret the City Code when required.
- Implementation of Enforcement Procedures: The Law Department worked with the Housing and Building Staff to develop an effective citation process that included hand-delivering citations to property owners.
- Citation Process: This Law Department receives copies of unpaid citations and files them with the Superior court in an effort to obtain judgments.

- Demolition Liens: The Law Department with the Housing & Building staff to file demolition liens on any property which the city expended funds on to make it safe. This process ensures that the City of Meriden would have an opportunity to recoup its expenses.
- Property Maintenance Liens: The Law Department works with the Housing & Building staff to file property maintenance liens on any property which the city expended funds on in order to bring the property into compliance with local or state codes, in accordance with the applicable state statutes. This process ensures that the property was brought into some compliance and that the City of Meriden would have an opportunity to recoup its expenses.
- Anti-blight Liens: This office works with the Housing and Building staff to file the appropriate anti-blight liens in accordance with Meriden's anti-blight ordinance.
- Civil Actions: This office works with the Housing & Building staff to bring civil actions on behalf of the City of Meriden to enforce its orders brought pursuant to the Meriden City Code, to defend appeals from the decision of the Citation Hearing Officer, and to represent the City of Meriden's interests before State Boards and Commissions in Housing matters.
- Foreclosures: This office monitors the foreclosures in which the City of Meriden has an interest, such as a second mortgage, motor vehicle tax liens, compliance orders from the Health Department, Fire Marshal, etc.

Housing Referral Services Completed by the Law Department may include one of more of the following:

- Information Clearinghouse: The Law Department serves as a clearinghouse for information for members of the general public who have questions regarding housing in Meriden.
- Respond to Housing Inquiries: The Law Department responds to both landlords and tenants who contact the City with questions or concerns about housing matters.
- Eviction Information: The Law Department provides information on evictions and the court eviction procedures.
- Staff Liaison to the Human Rights Advisory Board: Every month there is a meeting of the Human Rights Advisory Board. One of their responsibilities is to determine the conditions, needs and problems concerning Human Rights in the City of Meriden, and one of those areas involves housing. See, Section 6150 et seq. of the Meriden City Code;

Chapter 122 of the Meriden City Code. This office works closely with the Human Rights Advisory Board, and serves as its staff liaison.

Each City Law Department staff member whose salary and/or benefits are covered by CDBG Code Enforcement funds will be required to provide documentation (in the form of a weekly timesheet) that their activities are eligible under the CDBG regulations. CDBG reimbursements will be reconciled with staff timesheets at least quarterly.

### Other Programs

The City manages numerous activities funded with both governmental and private funds aimed at arresting the deterioration of Meriden's inner-City area. These are briefly described below.

1. Demolition of Hazardous Vacant Structures. City of Meriden will continue the demolition of hazardous vacant structures which are deemed to be a safety threat and a detriment to the neighborhood. It is estimated two structures per year will require such removal. Demolition activities are managed by the City of Meriden Department of Development and Enforcement using City General Funds.
2. Neighborhood Stabilization Program: City of Meriden has received \$1.785 in NSP funds to purchase, rehabilitate and resell foreclosed home to low and moderate income clients in the "Neighborhood Stabilization Program (NSP)" target areas. Some of the activities are Program Income generating. During the program year, the City projects to spend approximately \$120,000 in NSP Program Income towards additional acquisition and rehabilitation activities.
3. Community Service Initiative: City of Meriden will continue the Community Service Initiative, which provides City staff that is responsible for removing graffiti, maintaining vacant lots, and removing and clean-up litter and trash in inner-City areas. 75 sites per year will be improved. City will also continue the enforcement and removal of abandoned motor vehicles. An estimated 50 vehicles per year will be removed. The City currently provides approximately \$150,000 in City General funds annually. The Community Service Initiative is managed by the City of Meriden Department of Parks, Recreation and Public Buildings.
4. Enforcement of Housing Code and Anti-Blight Ordinance: City of Meriden will continue enforcement of Housing Code and Anti-Blight Ordinance. Participating departments include: Development and Enforcement, Law, Health, Police Department, City Manager, Public Works, and Fire Marshal.
5. Neighborhood Association and City sponsored neighborhood clean-up and anti-litter campaigns: Private and government groups will work together to support at least one neighborhood clean up event per year. Approximately \$15,000 per year from local and private funding sources is raised to support this activity on an annual basis.

6. Lead Paint Abatement: City will continue to work with LAMPP, a statewide Lead Hazard Control program. LAMPP currently has over \$2 million for statewide lead paint abatement activities. It is estimated that approximately \$200,000 of those funds will be spent annually in Meriden to abate four housing units per year. The City of Meriden will also allocate CDBG and NSP funds to lead inspection and abatement work associated with the implementation of the NPP and NSP programs.
7. Sidewalk Improvement: City of Meriden will continue repair and replacement of sidewalks in inner City area. Since 2006, the City of Meriden has improved 11,875 linear feet of sidewalk in Meriden's residential neighborhoods.
8. Fund local infrastructure improvements: City will continue to invest in maintenance of infrastructure in Meriden's inner City areas. Key activities include Harbor Brook Flood Control project, upgrades to West Main Street, and road paving. Resources include State bond funds, state and federal bridge and highway improvement funds, and City Capital Improvement Program (CIP) bond funds. Since 2006, the City has paved over 9 miles of City roads and spent several hundred thousand dollars on flood control planning and engineering. The City currently has \$700,000 in 2007 and 2008 Federal Appropriations and City Bond Funds for improvement of West Main Street, \$1 million in CIP funds for road paving and sidewalk reconstruction in FY 2010, and \$600,000 in State of Connecticut bond funds for flood control permitting and planning at the Meriden HUB site.
9. Redevelop and Reuse underutilized or vacant properties: City will continue efforts to redevelop Factory H and Meriden HUB brownfields sites and redevelop and improve City-owned sites such as 116 Cook Ave. and the Meriden Transit Center. Over \$3.4 million in EPA and State funds has been spent to date for Brownfields remediation. The City recently spent \$750,000 in City Bond funds to acquire 116 Cook Ave and is planning to use a HUD Section 108 loan to demolish and clear the adjacent Factory H site for redevelopment and flood control uses. The City also has \$600,000 in State DECD funds to plan for the reuse of the HUB site and to develop a Transit Oriented Development Plan for the Meriden Transit Center.
10. Community Policing: City will continue to fund the Neighborhood Initiative Police Program wherein officers are assigned to a specific inner-city neighborhood area. Neighborhood Initiative officers work together with Neighborhood Associations, the Housing Code Division staff and other City officials and employees to reduce crime and blight in the inner city area. Costs of the Neighborhood Initiative are paid from the City's General Fund.

### *Needs of Public Housing*

*Describe the manner in which the plan of the jurisdiction will help address the needs of public housing and activities it will undertake during the next year to encourage public housing residents to become more involved in management and participate in homeownership.*

The Meriden Housing Authority (MHA) is responsible for providing decent, safe and sanitary housing for individuals residing in Meriden who have low and moderate incomes. MHA is an autonomous corporation which is allowed to act as a municipal entity and participate in municipal benefits. Therefore the City's Community Development division and the MHA operate independently and therefore the Community Development division's direct role in providing public housing is very limited.

In its five-year plan (2010-2015), the Meriden Housing Authority specifically states the following goal related to encouraging public housing residents to become more involved in management and participate in home ownership:

- *"Increase assisted housing choices by conducting outreach efforts to potential voucher landlords, implementing voucher homeownership program, implement public housing or other homeownership programs, convert public housing to vouchers."*

The City of Meriden, in partnership with the Meriden Housing Authority assists those in public housing move towards home ownership with a program that loans up to \$5000 towards closing costs. Funds for this program were allocated in 2005 under the CD-31 program year. Under this program, MHA provides the first time homeowner a low interest loan for the purposes of purchasing a private home outside of the public housing system. The City has \$45,500 in prior year CDBG funds available for this program during the program year.

*If the public housing agency is designated as "troubled" by HUD or otherwise is performing poorly, the jurisdiction shall describe the manner in which it will provide financial or other assistance in improving its operations to remove such designation during the next year.*

The Meriden Housing Authority is not deemed troubled by HUD and is performing satisfactorily in its responsibilities to provide affordable public housing in Meriden.

### *Barriers to Affordable Housing*

1. *Describe the actions that will take place during the next year to remove barriers to affordable housing.*

Meriden's inner-City neighborhoods contain its housing stock most in need of attention, its neediest residents, and its least utilized economic development potential. Meriden's inner-City area contains high concentrations of low and moderate income and minority households and much of its older housing stock. In Meriden's inner-City neighborhoods,

many residents frequently experience cost burden problems and homeowners struggle to maintain their properties.

During the program year, the City will complete the expenditure of Program Income generated by NSP funds, which the City is using to acquire, rehabilitate and resell homes to low and moderate income buyers. The NSP program is designed make living in Meriden's inner-City residents viable and affordable for low-income residents, including minority households.

The City of Meriden will review the Analysis of Impediments to Fair Housing Choice with the Human Rights Advisory Board to determine what if any steps can be undertaken to address the impediments identified in the updated Analysis of Impediments submitted with the 2010-2015 Consolidated Plan.

In addition to the activities undertaken by the City, the Meriden Housing Authority activities are specifically intended to address the barriers to affordable housing by providing economic subsidies to those most in need of affordable housing. The Meriden Housing Authority states the following goal related to the removal of barriers to affordable housing:

- *“Increase the availability of decent, safe and affordable housing by applying for additional rental vouchers, reducing public housing vacancies, and leveraging private or other public funds to increase additional housing opportunities.”*

Towards this end, the Meriden Housing Authority will continue to reduce the barriers to affordable housing by providing Section 8 vouchers and to provide first time homeowner loan assistance aimed at transitioning residents from public housing into the private housing market.

#### *HOME/ American Dream Down payment Initiative (ADDI)*

- 1. Describe other forms of investment not described in § 92.205(b).*
- 2. If the participating jurisdiction (PJ) will use HOME or ADDI funds for homebuyers, it must state the guidelines for resale or recapture, as required in § 92.254 of the HOME rule.*
- 3. If the PJ will use HOME funds to refinance existing debt secured by multifamily housing that is that is being rehabilitated with HOME funds, it must state its refinancing guidelines required under § 92.206(b). The guidelines shall describe the conditions under which the PJ will refinance existing debt. At a minimum these guidelines must:*
  - a. Demonstrate that rehabilitation is the primary eligible activity and ensure that this requirement is met by establishing a minimum level of rehabilitation per unit or a required ratio between rehabilitation and refinancing.*

- b. *Require a review of management practices to demonstrate that disinvestments in the property has not occurred; that the long-term needs of the project can be met; and that the feasibility of serving the targeted population over an extended affordability period can be demonstrated.*
  - c. *State whether the new investment is being made to maintain current affordable units, create additional affordable units, or both.*
  - d. *Specify the required period of affordability, whether it is the minimum 15 years or longer.*
  - e. *Specify whether the investment of HOME funds may be jurisdiction-wide or limited to a specific geographic area, such as a neighborhood identified in a neighborhood revitalization strategy under 24 CFR 91.215(e)(2) or a Federally designated Empowerment Zone or Enterprise Community.*
  - f. *State that HOME funds cannot be used to refinance multifamily loans made or insured by any federal program, including CDBG.*
4. *If the PJ is going to receive American Dream Down payment Initiative (ADDI) funds, please complete the following narratives:*
- a. *Describe the planned use of the ADDI funds.*
  - b. *Describe the PJ's plan for conducting targeted outreach to residents and tenants of public housing and manufactured housing and to other families assisted by public housing agencies, for the purposes of ensuring that the ADDI funds are used to provide down payment assistance for such residents, tenants, and families.*
  - c. *Describe the actions to be taken to ensure the suitability of families receiving ADDI funds to undertake and maintain homeownership, such as provision of housing counseling to homebuyers.*

The City of Meriden does not participate in the Federal HOME/American Dream Down Payment Initiative program.

## HOMELESS

### *Specific Homeless Prevention Elements*

*\*Please also refer to the Homeless Needs Table in the Needs.xls workbook.*

*Program Year 2 Action Plan Special Needs response:*

1. *Sources of Funds—Identify the private and public resources that the jurisdiction expects to receive during the next year to address homeless needs and to prevent homelessness. These include the McKinney-Vento Homeless Assistance Act programs, other special federal, state and local and private funds targeted to homeless individuals and families with children, especially the chronically homeless, the HUD formula programs, and any publicly-owned land or property. Please describe, briefly, the jurisdiction’s plan for the investment and use of funds directed toward homelessness.*

A portion of the CD-37 funds is specifically designed to address homelessness. Specifically, the City, through its public services grants, supports the operations of several private non-profit organizations whose mission is to provide temporary and transitional housing and other related counseling services for the homeless in Meriden. During CD-37, the City of Meriden will allocate \$33,581 to the implementation of projects that impact homelessness and relieve the cost burden on special needs populations. The following funding allocations specifically address the homeless needs identified in the Consolidated Plan:

- Meriden-Wallingford Chrysalis, Inc. Child Advocacy
- Meriden-Wallingford Chrysalis, Inc. Domestic Violence Services
- Shelter NOW
- Women and Families Center Project REACH
- Women and Families Center SACS
- Connecticut Legal Services
- Child Guidance Clinic

The Meriden Housing Authority (MHA) also works to address homelessness in the City of Meriden. MHA is responsible for providing decent, safe and sanitary housing for individuals residing in Meriden who have low and moderate incomes. The Meriden Housing Authority has the following goals to address homeless needs and to prevent homelessness:

- “Expand the supply of assisted housing”
- “Increase assisted housing choices”
- “Promote self-sufficiency and asset development of families and individuals”
- “Ensure equal opportunity in housing for all Americans”

The Meriden Housing Authority will address homelessness by providing Section 8 vouchers and to provide first time homeowner loan assistance aimed at transitioning residents from public housing into the private housing market. The Meriden Housing Authority will apply if funds are available for new Section 8 Certificates or vouchers for households experience severe cost burden.

2. *Homelessness—In a narrative, describe how the action plan will address the specific objectives of the Strategic Plan and, ultimately, the priority needs identified. Please also identify potential obstacles to completing these action steps.*

Continuum of Care, Inc. estimates that 625 unduplicated persons receive emergency shelter, 38 individuals receive transitional emergency shelter and an additional 40 individuals are unsheltered during the course of a year. The City's Action Plan allocates \$33,581 in CDBG-37 funds towards the provision of housing and counseling services to an estimated 7103 individuals who are either homeless or are at risk of becoming homeless.

3. *Chronic homelessness—The jurisdiction must describe the specific planned action steps it will take over the next year aimed at eliminating chronic homelessness by 2012. Again, please identify barriers to achieving this.*

To end chronic homelessness, the City intends to implement the strategies outlined in its 2010-2015 Comprehensive Plan as well as to support public service projects that provide counseling and support services to the homeless. These programs include the Meriden-Wallingford Chrysalis, Inc. Domestic Violence Services and Child Advocacy programs, Shelter NOW, Women and Family Center-Sexual Assault Crisis Service (SACS), and Women and Family Center-Project Reach. In addition, the City will support the Child Guidance Clinic, which provides counseling to at-risk youth in order to alleviate future behavioral and other developmental problems that could lead to chronic homelessness, and Connecticut Legal Services, which provides legal assistance to Meriden residents facing homelessness.

To address chronic homelessness, the Meriden Housing Authority plans to implement several new activities specifically targeting homeless families. First, MHA has received the Low Income Housing Tax Credits (LIHTC) for Chamberlain Heights. In this project MHA will provide 25 supportive housing units targeting homeless families. They will have supportive services provided by two case managers via Rushford hospital. Additionally, MHA has received 66 new Section 8 vouchers in the past 12 months for relocation of the Chamberlain Heights residents.

4. *Homelessness Prevention—The jurisdiction must describe its planned action steps over the next year to address the individual and families with children at imminent risk of becoming homeless.*

To prevent homelessness, the City intends to implement the strategies outlined in its 2010-2015 Comprehensive Plan as well as to support public service projects that provide counseling and support services to the homeless. These programs include the Meriden-Wallingford Chrysalis, Inc. Domestic Violence Services and Child Advocacy programs, Shelter NOW, Women and Family Center-Sexual Assault Crisis Service (SACS), and Women and Family Center-Project Reach. In addition, the City will support the Child Guidance Clinic, which provides counseling to at-risk youth in order to alleviate future behavioral and other developmental problems that could lead to chronic homelessness, and Connecticut Legal Services, which provides legal assistance to Meriden residents facing homelessness.

The Meriden Housing Authority has found that providing rental subsidies to households below 80% of the median income level for the area is the most cost effective and practical

means to address pending homelessness. MHA currently provides 361 units of Federal Public Housing at Mills Memorial (140) and Community Towers (221). Chamberlain Heights has been removed from the Federal program for rehabilitation. When completed, it will provide affordable housing to residents at the 60%, 50%, and 20% of area median income. It will also have 61 Project Based Vouchers(PBV). Currently the MHA assists 722 Section 8 Housing Choice Vouchers (HCV) residents. That is the number of vouchers MHA currently has been allocated by HUD. MHA is utilizing the HCV program at the 100% level. The Meriden Housing Authority will secure additional Section 8 Housing Assistance vouchers as they become available so that more individuals can be served. MHA also has and 215 units of State Moderate Income housing at Johnson Acres (52) and Yale Acres (163). MHA has also invested over \$900,000 in modernization upgrades.

5. *Discharge Coordination Policy—Explain planned activities to implement a cohesive, community-wide Discharge Coordination Policy, and how, in the coming year, the community will move toward such a policy.*

Specific housing policies are established by the specific service providers including the Meriden Housing Authority, Shelter NOW, and Meriden-Wallingford Chrysalis, Inc.

#### 6. *Emergency Shelter Grants (ESG)*

*(States only) Describe the process for awarding grants to State recipients, and a description of how the allocation will be made available to units of local government.*

This section is not applicable.

## COMMUNITY DEVELOPMENT

### Community Development

\*Please also refer to the Community Development Table in the Needs.xls workbook.

1. *Identify the jurisdiction's priority non-housing community development needs eligible for assistance by CDBG eligibility category specified in the Community Development Needs Table (formerly Table 2B), public facilities, public improvements, public services and economic development.*

2. *Identify specific long-term and short-term community development objectives (including economic development activities that create jobs), developed in accordance with the statutory goals described in section 24 CFR 91.1 and the primary objective of the CDBG program to provide decent housing and a suitable living environment and expand economic opportunities, principally for low- and moderate-income persons.*

*\*Note: Each specific objective developed to address a priority need, must be identified by number and contain proposed accomplishments, the time period (i.e., one, two, three, or more years), and annual program year numeric goals the jurisdiction hopes to achieve in quantitative terms, or in other measurable terms as identified and defined by the jurisdiction.*

The City of Meriden is proposing to use \$159,818 in CD-37 funds for priority community development social service needs during CD-37. Funding will be spent on various public services activities and one public facilities project that correspond to an identified need outlined in the Consolidated Plan. Together, the implementation of the projects will help develop a viable urban community by providing a suitable living environment by improving the safety and livability of neighborhoods, increasing access to quality public and private facilities and services, and reducing the isolation of income groups within a the community. The public services activities included in the Annual Plan address Community Development needs identified in the Consolidated Plan. Some of the Community Development activities simultaneously address the housing needs of the homeless and special needs populations.

The City views the expenditure of funds on public service related programs as a way to create economic opportunity in the community as a means to creating improved self-sufficiency and reduced homelessness over the long term: All activities proposed are consistent with the goals outlined in CFR Title 24 Part 91.1. Specifically, proposed activities will help accomplish the following objectives:

- Provide counseling services to 7103 individuals that are either homeless or at risk of becoming homeless in Meriden during the program year. Programs include MW Chrysalis, Shelter NOW, SACS, and Project Reach, Connecticut Legal Services and Child Guidance Clinic. Project will provide a suitable living environment by making services accessible to needy individuals.
- Provide counseling services to 300 children that are the victims of domestic violence and sexual abuse. Program includes Child Guidance Clinic. Project will provide a suitable living environment by making services accessible to needy individuals.
- Provide 612 special needs residents, including elderly, the poor, and the handicapped, jobs, meals or other daily functions in order to provide a suitable living environment. Programs include Casa, Kuhn, and Chore Service. Project will provide a suitable living environment by making services accessible to needy individuals.

- Provide 2011 low-income Meriden youth access to recreational, job training and other projects aimed at reducing youth violence and crime in order to provide a suitable living environment. Projects include Beat the Street, Summer Basketball, Boys & Girls Club, Summer Safe Havens, Teen Center, Karate, Rec Express, BBBS, QRWA Summer Paddling, Gallery 53, My City Kitchen and Catholic Charities. Project will help create a suitable living environment through provision of affordable services to youth and their families.
- Provide literacy training to 160 adults and train 20 volunteers to help increase literacy over the long term. Project includes Literacy Volunteers. Project will help provide a suitable living environment through the implementation of programs aimed at sustaining learning over the long term.
- Provide employment and training services for 5 low income men and women in the Allied Health field including CAN training, Medical Receptionist training, job placement assistance, computer instruction and employment readiness workshops.

### Antipoverty Strategy

1. Describe the actions that will take place during the next year to reduce the number of poverty level families.

The City recognizes the interrelationship between housing and economic opportunities and the need to pursue both in order to assist households attain self-sufficiency. The City of Meriden recognizes while it has defined three priority strategy areas, that they are not separate or isolated strategies. The City believes these strategies are inter-related and impact, reinforce and contribute to each other to achieve the common goal of a viable, vibrant City. The health of the inner-City, its special needs populations and the community at large cannot be artificially separated as they are an integral part of the whole. The betterment and improvement of any part inevitably contributes to the betterment of the other segments of the community. The City believes the implementation of the housing, neighborhood revitalization, economic development activities and services to special populations outlined in this Plan will help reduce the number of households in poverty. This is due to the interrelationship of suitable, decent housing and an individual's employability.

An analysis of the US Census tract data shows that as many as 8217 Meriden residents may be living below the federal poverty line. All of the programs outlined in this plan are intended to provide benefits to Meriden residents that are considered low income and/or fall below the federal poverty line.

*Non-homeless Special Needs (91.220 (c) and (e))*

*\*Please also refer to the Non-homeless Special Needs Table in the Needs.xls workbook.*

- 1. Describe the priorities and specific objectives the jurisdiction hopes to achieve for the period covered by the Action Plan.*
- 2. Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by this Action Plan.*

The City of Meriden will allocate \$34,777 to non-homeless special needs projects. Projects include: New Opportunities, Inc.-Chore Project for Elders, Casa Boricua de Meriden, Inc., Kuhn Employment Opportunities, Inc.-Mobile Work Crew, Franciscan Home Care and Hospice Care.

*Housing Opportunities for People with AIDS*

*\*Please also refer to the HOPWA Table in the Needs.xls workbook.*

- 1. Provide a Brief description of the organization, the area of service, the name of the program contacts, and a broad overview of the range/ type of housing activities to be done during the next year.*
- 2. Report on the actions taken during the year that addressed the special needs of persons who are not homeless but require supportive housing, and assistance for persons who are homeless.*
- 3. Evaluate the progress in meeting its specific objective of providing affordable housing, including a comparison of actual outputs and outcomes to proposed goals and progress made on the other planned actions indicated in the strategic and action plans. The evaluation can address any related program adjustments or future plans.*
- 4. Report on annual HOPWA output goals for the number of households assisted during the year in: (1) short-term rent, mortgage and utility payments to avoid homelessness; (2) rental assistance programs; and (3) in housing facilities, such as community residences and SRO dwellings, where funds are used to develop and/or operate these facilities. Include any assessment of client outcomes for achieving housing stability, reduced risks of homelessness and improved access to care.*
- 5. Report on the use of committed leveraging from other public and private resources that helped to address needs identified in the plan.*
- 6. Provide an analysis of the extent to which HOPWA funds were distributed among different categories of housing needs consistent with the geographic distribution plans identified in its*

*approved Consolidated Plan.*

7. *Describe any barriers (including non-regulatory) encountered, actions in response to barriers, and recommendations for program improvement.*
8. *Please describe the expected trends facing the community in meeting the needs of persons living with HIV/AIDS and provide additional information regarding the administration of services to people with HIV/AIDS.*
9. *Please note any evaluations, studies or other assessments that will be conducted on the local HOPWA program during the next year.*

The City of Meriden does not participate in the HOPWA program.

#### *Specific HOPWA Objectives*

*Describe how Federal, State, and local public and private sector resources that are reasonably expected to be available will be used to address identified needs for the period covered by the Action Plan.*

Not applicable

#### Other Narrative

*Include any Action Plan information that was not covered by a narrative in any other section.*

Additional background information on the Housing and Community Development needs of the City of Meriden, including significant community issues and priorities related to housing and special needs populations, is included in the 2010-2015 Consolidated Plan for Housing and Community Development. The needs and priorities of the City referenced in the Annual Plan are more fully described in the Consolidated Plan. A copy of the Consolidated Plan is available at City Hall, Community Development Office, 142 East Main Street, Room 218, Meriden, CT 06450.

Attachments to the Annual Plan include:

- SF 474
- Certification forms
- Copies of Public Hearing notices
- Copies of Public Comments Received
- Council Resolutions
- CPMP worksheets