



**City of Meriden, Connecticut  
Program Year 45 Annual Action Plan  
Year Five of Five-Year Consolidated Plan (2015-2019)**

Prepared by the Economic Development Department

(Includes CARES Act Substantial Amendment from June 2020)

Amended on June 30, 2020 to add CDBG CARES Act funds to the PProgram Year 45 Annual Action Plan

Annual Action Plan  
2019

1

# Executive Summary

## AP-05 Executive Summary - 24 CFR 91.200(c), 91.220(b)

### 1. Introduction

The City of Meriden's (the "City") Program Year 45 Annual Action Plan (the "Plan") is the fifth plan created under its 2015-2019 Consolidated Plan for Housing and Community Development, and offers strategies and anticipated outcome indicators to address housing and non-housing community development needs, principally of low- and moderate-income persons. The goal of the Consolidated Plan and subsequent Annual Action Plans is to achieve viable community development by providing decent housing; a suitable living environment; and expanded economic opportunities for primarily low- and moderate-income persons. The Consolidated Plan promotes citizen participation and collaboration while consolidating planning, application and reporting requirements for the City's U.S. Department of Housing and Urban Development ("HUD") entitlement programs.

The Economic Development Department is the lead agency in Meriden's consolidated planning process and is also responsible for the formulation, preparation and development of each year's Annual Action Plan. Meriden's City Council has the ultimate responsibility for the allocation of Community Development Block Grant ("CDBG") Program funds. 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 Council of Neighborhoods coordinates various neighborhood association activities referenced in this plan. The Community Development Manager and Grant Administrator is responsible for coordinating the CDBG activities and gathering information and data from all of the organizations and City departments involved in the City's housing and community development activities.

Low- and moderate-income definitions used in this Plan are determined by HUD and are subject to change from program year to program year. Households with income less than 80% of the area median income ("AMI") fall within the "target income" for purposes of the goals, objectives, and strategies of the Plan. In addition, census block groups where 51% or more of the households have income less than 80% of AMI are referred to as "CDBG target areas" for purposes of the CDBG program.

### 2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

The City's Program Year 45 Annual Action Plan was developed through collaboration with housing, health and social service providers and public agencies, and other entities, including those focusing on

services to children, elderly persons, persons with disabilities, homeless and chronically homeless persons, as well as businesses, developers and community organizations. A local survey conducted as part of the Consolidated Plan process provided insight into community priorities. Overall, youth services, economic development, quality of life improvement and poverty reduction were identified as priority issues. Priority needs related to housing included single-family housing, homeless emergency shelters, energy assistance, and first-time homebuyer assistance. For economic development, job retention or creation and employment training were rated as important. For community service needs, youth, poverty reduction and anti-crime programs were rated the highest. In terms of infrastructure, flood control and street improvements were the key issues. Lastly, for special needs services, neglected/abused children, the mentally disabled, domestic violence victims and substance abusers were identified as target populations. These issues and needs, along with others, are discussed below.

The Program Year 45 Annual Action Plan was also amended in June of 2020 in order to address the public health emergency caused by the novel coronavirus and the associated COVID-19 pandemic. This amendment was completed in order to take advantage of special funds allocated to the City through the passage of the Coronavirus Aid, Relief, and Economic Security Act (CARES Act). Specifically, the City was allocated CDBG-CV funds to provide funding for activities that prevent, prepare for, and respond to the coronavirus. The Program Year 45 Annual Action Plan, as amended, covers these activities as well. Any future rounds of funding provided for, or changes in allocations for projects related to the pandemic response will also be done to this plan per HUD guidance.

In this Plan, “very low-income” refers to households earning 0% - 30% of the median family income; “low-income” refers to households earning more than 30% and less than 50% of the median family income; and “moderate-income” refers to households earning between 50% and 80% of the median family income. Based on the five year American Community Survey (ACS) data from 2011 - 2015, of Meriden’s total households, approximately 34 % were very-low or low income and approximately 16% were moderate-income. Indeed, on a city-wide basis, 51.26% of all households in Meriden are considered Low and Moderate Income Households based on the same 5 year ACS data. The City will direct its Community Development Block Grant funding to implement and support programs that serve the moderate-, low- and very low-income households and areas in the City, as well as its other most vulnerable citizens.

Meriden continues to experience a number of housing problems, notably “cost burdened” households. Households with “moderate” cost burden pay between 30% and 50% of their income for housing costs, and households with “severe” cost burden pay over 50% of their income. This phenomenon is particularly acute in the inner-city/downtown area of Meriden. Indeed, In Census tract 1702, which comprises much of the Colony Street and West Main Street downtown core, 46.34% of households are considered cost burdened.

### **3. Evaluation of past performance**

This is an evaluation of past performance that helped lead the grantee to choose its goals or projects.

The City of Meriden made significant progress toward meeting its strategic plan objectives during Program Year 43 (Program Year 44 is still ongoing at the time of submission of this Plan). During Program Year 43, the City spent approximately \$206,000 on public services and facilities, \$326,000 on housing related activities, and \$116,000 on administration. Limited financial resources make it difficult to address all community needs and strategic plan objectives in one program year. In allocating its CDBG resources, the City of Meriden prioritizes its funding to support projects that benefit its low- and moderate-income target areas; low- and moderate-income households most in need of public services; and its youth and elderly populations. During Program Year 43 (and in the ongoing Program Year 44) Meriden funded projects that directly addressed several specific strategic plan objectives, including housing, suitable living environment, and economic opportunity.

#### **4. Summary of Citizen Participation Process and consultation process**

Summary from citizen participation section of plan.

The City met citizen participation requirements in drafting its Annual Action Plan by conducting public outreach and encouraging citizen comment, including: a request for funding proposals document published on the City's website detailing key dates, past use of CDBG funds by the City of Meriden, and Consolidated Plan goals/outcome indicators; offering scheduled technical assistance sessions (as needed and requested by applicants) during the CDBG application process; the provision of public hearings, held on March 6, 2019, March 27, 2019 and April 24, 2019 allowing citizens and community stakeholders to comment on the allocation of funding and the CDBG process in Program Year 45; a 30-day public comment period on the PY45 Action Plan; City Council testimony on and approval of the proposed program of activities and the final budget for PY45; and public comment on the City's program performance. As part of the Plan development process and as part of on-going housing and community development efforts, the City coordinates with local non-profits, state agencies and other organizations in the implementation of its programs to ensure the greatest impact in addressing community needs.

The City also amended its Citizen Participation Plan in June of 2020 in order to establish expedited citizen participation processes as allowed by the CARES Act and subsequent HUD waivers. These expedited processes allow for the City of Meriden to prevent, prepare for and respond to the Coronavirus quickly by providing flexibility surrounding statutory and regulatory comment periods, in-person public hearings, and other Citizen Participation requirements as they relate to drafting, proposing, or amending Consolidated Plans and Annual Plans. As such, the City held an abbreviated 5 day comment period from June 25 to June 30, 2020 and a virtual public hearing on June 30, 2020 regarding the amendments to both the Citizen Participation Plan and the Program Year 45 Annual Action Plan.

## **5. Summary of public comments**

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Comments were received at the three public hearings held through the months of March and April. These comments are summarized in Section AP-12 Participation – 91.105.

Written comments that were received during the 30-day Public Comment period are included in the Citizen Participation Comments attachment to this Annual Plan. Comments received provided support and additional information for the Our House Meriden activity and for the Meriden Soup Kitchen activity. All comments were passed along to the City Council for their review and consideration prior to their action on the Program Year 45 Annual Plan.

Comments that were received during the Citizen Participation Plan and Program Year 45 Annual Action Plan substantial amendment processes, including the virtual public hearing, are summarized in Section AP-12 Participation – 91.105. Any comments received are included in the Citizen Participation Comments attachment.

## **6. Summary of comments or views not accepted and the reasons for not accepting them**

All written comments that were received were sent to the City Council for their review prior to their action on the Program Year 45 Annual Plan.

## **7. Summary**

The City of Meriden, through its City Council, public participation process, and non-profit community partners, has crafted an Annual Action Plan for Program Year 45 that seeks to provide residents of the City of Meriden – especially those who are the most vulnerable – with access to services and programming that offer a better quality of life, and that will build capacity in the programs being funded.

**PR-05 Lead & Responsible Agencies – 91.200(b)**

**1. Agency/entity responsible for preparing/administering the Consolidated Plan**

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	MERIDEN	Economic Development Department

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The designated lead agency for overseeing the development and implementation of the Consolidated Plan and Annual Action Plans is the City’s Economic Development Department. The Community Development Manager and Grants Administrator is primarily responsible for coordinating services of public, private, and non-profit entities, and activities related to housing and community development.

Meriden’s City Council has responsibilities for the administration and allocation of CDBG funds. Two committees of the Meriden City Council oversee the implementation of projects related to housing and community development: Economic Development, Housing, and Zoning; and Human Services. The Meriden Housing Authority has the authority and responsibility for coordinating and implementing public housing projects referenced in this Plan. The Council of Neighborhoods coordinates various neighborhood association activities.

The Community Development Manager and Grants Administrator of the City of Meriden is responsible for the coordination, oversight and general monitoring of all activities funded with CDBG. In addition, the CDBG program is staffed with an Administrative Secretary who assists in application intake, contract management, financial management and general file maintenance. The Economic Development Director also assists with administration of specific CDBG funded activities and overall program compliance issues as necessary. The Neighborhood Preservation Specialist is also involved with the administration of the CDBG funded Neighborhood Preservation Program by reviewing applications, determining eligibility of applicants and projects, drafting contracts and loan documents, tracking projects, and ensuring adherence to all lead paint, procurement, and other HUD requirements for homeowner rehabilitation projects. As administrator of the CDBG funds, the Community

Development Manager and Grants Administrator ensures compliance with Federal regulations through review of grant application funding requests, recipient contracts, quarterly performance reports, and subgrantee monitoring. All financial transactions are conducted through the City's Finance Department, and are subject to the annual audit of the City's municipal finances.

### **Consolidated Plan Public Contact Information**

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## **AP-10 Consultation – 91.100, 91.200(b), 91.215(I)**

### **1. Introduction**

The Citizen Participation Plan (included in the Appendix) sets forth the City's policies and procedures for citizen participation in the development of Meriden's Consolidated Plan and Annual Plan documents.

#### **Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))**

Several steps were taken to ensure coordination between public and private housing, health, and social service agencies during the current program year. Each of these steps helped facilitate the exchange of information between the City and those providing critical services. The following details the planning process to enhance coordination amongst agencies and the City:

- The Community Development Manager and Grants Administrator met with sub-recipients in person during the program year. Sub-recipients are required to attend the initial CDBG public hearing at which all sub-recipients present a summary of their programs and activities, thereby providing a forum for organizations and City stakeholders to be informed as to programs and activities carried out by non-profit applicants/service providers.
- The Community Development Manager and Grants Administrator participated in and monitored several ongoing activities resulting in enhanced cooperation and coordination between the City and private and non-profit entities working to promote and develop affordable and special needs housing.
- City staff and members of the City Council review, assess and make funding determinations based on need, as determined by the community, and allocate funds in a manner that aims to avoid duplication and connect eligible individuals and households with the specific services they need.

#### **Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.**

Through its applicant organizations, the City aims to provide social and supportive services that address the needs of persons at risk of homelessness. Specifically, the Women and Families Center's "Project REACH" program targets runaway, homeless and at-risk youth throughout the City of Meriden and offers services aimed to get them off the streets and into safe, stable living environments. The Meriden Soup Kitchen also addresses immediate needs of the homeless and those at-risk of homelessness by connecting them with critical services. Programs like the Change the Play Meals, New Opportunities Security Deposit Program, and the Salvation Army Comprehensive Emergency Assistance Program aim

to assist low- and moderate-income persons and families who are one financial setback away from homelessness. The New Opportunities Shelter Now program also provides shelter to homeless individuals in the community, including potential spaces for families in need.

**Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS**

Not applicable as Meriden does not receive ESG funds.

**2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities**

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**Table 2 – Agencies, groups, organizations who participated**

1	<b>Agency/Group/Organization</b>	Meriden City Council
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Non-Homeless Special Needs Economic Development
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	The Economic Development Department relies heavily on the City Council, through its Human Services Committee, to guide the annual allocation process. Through public meetings and hearings, the Human Services Committee directs resources to the areas of greatest need.

**Identify any Agency Types not consulted and provide rationale for not consulting**

Not applicable.

**Other local/regional/state/federal planning efforts considered when preparing the Plan**

<b>Name of Plan</b>	<b>Lead Organization</b>	<b>How do the goals of your Strategic Plan overlap with the goals of each plan?</b>
Continuum of Care		

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Choice Neighborhood Plan	Meriden Housing Authority and City of Meriden	Similar goals, only with a limited geographic scope. The area covered by the Choice Neighborhood Plan is focused on downtown Meriden and is an area with higher rates of unemployment & poverty when compared to the City as a whole or the State of CT. This same area makes up a large portion of the Low/Mod census tracts within the City. A major portion of this Plan focuses on providing services to the residents of the Choice Neighborhood. Many of the organizations receiving funding in this Annual Action Plan are providing needed services to these residents and were instrumental in the creation of Choice Neighborhood Plan.
City of Meriden Plan of Conservation & Development	City of Meriden	Goals are more comprehensive in scope as they address the entire City, but there are many common themes, including promoting economic/transit oriented development and preserving and enhancing existing housing. CDBG staff are also involved in the required update of this plan that is currently ongoing in 2019.
Come Home to Downtown, Act II	City of Meriden & CT Main Street Center	The Come Home to Downtown plan is focused primarily on attracting and supporting businesses to a key corridor in the City's downtown. This planning effort informed the public facilities portion of the Strategic Plan.

**Table 3 – Other local / regional / federal planning efforts**

**Narrative (optional)**

## **AP-12 Participation – 91.105, 91.200(c)**

### **1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting**

The City followed its Citizen Participation Plan (included in the Action Plan as "Appendix B") in soliciting citizen input for its Program Year 45 Annual Action Plan. Three public hearings were conducted so that the applicant organizations and members of the public could offer input into how proposed programming fit with the City's Consolidated Plan. A 30-day Comment period was also held during which citizens were able to submit written comments on the draft Annual Action Plan. The City received 3 written comments, which were then forwarded to the City Council prior to adoption of the Annual Action Plan. These comments are included as an attachment to this plan. Members of the public were also invited to share their thoughts and ideas as to how Meriden's CDBG funding could best serve the community and its needs.

The City also amended its Citizen Participation Plan in June of 2020 in order to establish expedited citizen participation processes as allowed by the CARES Act and subsequent HUD waivers. The City held an abbreviated 5 day comment period from June 25 to June 30, 2020 and a virtual public hearing on June 30, 2020 regarding the amendments to both the Citizen Participation Plan and the Program Year 45 Annual Action Plan.

**Citizen Participation Outreach**

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
1	Newspaper Ad	Interested potential applicants and City residents interested in participating in planning process	39 Total applications were received.	No comments received, other than the individual requests for funding included in the applications.	Not applicable as no comments were received.	<a href="http://www.meridenbiz.com/resources/community-development-block-grant/">http://www.meridenbiz.com/resources/community-development-block-grant/</a>

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
2	Public Hearing	Non-targeted/broad community	Mandatory public hearing for all CDBG applicants held at the Meriden Senior Center on March 6, 2019. 31 applicant speakers; 5 City Council members; 4 City staff present. Public Hearing was advertised in the Meriden Record Journal Newspaper and on several City websites.	Applicants explained their proposals for PY 45 and also answered questions from City Council members that were present; No other comments were received.	Not applicable.	<a href="http://www.meriden2020.com/news/cdbg-public-hearing-on-march-6-2019/">http://www.meriden2020.com/news/cdbg-public-hearing-on-march-6-2019/</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
3	Public Hearing	Non-targeted/broad community	<p>Public Hearing held on March 27, 2019 at Meriden City Hall with City staff and City Council members and City residents interested in offering input PY45 AAP; 3 City Council members, 3 City staff, and 5 members of the public attended. The Public Hearing was also advertised in the Meriden Record Journal newspaper and on several City websites.</p>	<p>The comments received were in favor of specific applications submitted by Franciscan Home Care, Joy Unlimited Ministries, Meriden Children First, Meriden Farmers Market, and Springwall Learning Solutions.</p>	<p>Not applicable.</p>	<p><a href="http://www.meriden2020.com/news/cdbg-public-hearing-on-march-27-2019/">http://www.meriden2020.com/news/cdbg-public-hearing-on-march-27-2019/</a></p>

4	Internet Outreach	Non-targeted/broad community	<p>30 Day Comment Period on Draft Annual Action Plan from April 5 to May 5, 2019. A summary of the draft plan and allocations was published in the Meriden Record Journal on April 4, 2019. The Draft Plan was also placed online on various City websites and was also printed out and left for review in the City Manager's Office.</p>	<p>Three comment letters were received in support of specific applications, including the Our House Meriden - Phase One and the Meriden Soup Kitchen. These letters are included as an attachment. The letters were forwarded to the Human Services Committee and the City Council prior to voting and approval of the Annual Action Plan.</p>	<p>A Freedom of Information (FOI) request regarding the address of the Change the Play organization was received from a Meriden Citizen on April 4, 2019. This request was sent to the Grants Administrator, City Manager, and several members of the City Council. Staff responded to the FOI request on April 5th. After receiving the information, the citizen responded that they didn't wish to submit written comments on the Draft Annual Plan</p>	<p><a href="http://www.meriden2020.com/news/proposed-annual-action-plan-cdbg-py-45/">http://www.meriden2020.com/news/proposed-annual-action-plan-cdbg-py-45/</a></p>
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
					for Program Year 45.	

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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
5	Public Hearing	Non-targeted/broad community	Public Hearing held on April 24, 2019 at Meriden City Hall with City staff and City Council members and City residents interested in offering input PY45 AAP; 4 City Council members, 4 City staff, and 2 members of the public attended. The Public Hearing was also advertised in the Meriden Record Journal newspaper and on several City websites.	The comments received were in favor of specific applications submitted by Franciscan Home Care and Joy Unlimited Ministries.	Not applicable	<a href="http://www.meriden2020.com/news/cdbg-public-hearing-on-april-24-2019/">http://www.meriden2020.com/news/cdbg-public-hearing-on-april-24-2019/</a>

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
6	Public Meeting	Non-targeted/broad community	Public Meeting of the Meriden City Council on May 20, 2019 to approve the Program Year 45 Annual Action Plan.	No comments received.	No comments received.	

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7	Internet Outreach	Non-targeted/broad community	<p>5 Day Comment Period on Draft Substantial Amendment and on the amended Citizen Participation Plan from June 25 to June 30, 2020. A summary of the substantial amendment and citizen participation plan amendment was published in the Meriden Record Journal on June XX, 2020. The Drafts of both documents were also placed online on various City websites.</p>	TBD	TBD	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (If applicable)
8	Public Hearing	Non-targeted/broad community	Virtual public hearing was held on June 30, 2020 regarding the substantial amendment and the Citizen Participation Plan Amendments.	TBD	TBD	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

### AP-15 Expected Resources – 91.220(c)(1,2)

#### Introduction

Expected annual allocations for Program Year 45 have been confirmed as HUD made available municipal entitlement award amounts on the HUD Exchange. The City also received a formal allocation letter dated April 15, 2019. Any changes in funding levels after City Council Adoption as a result of learning the actual entitlement from HUD were done so in accordance with the Allocation Contingency Plan (included as Appendix C).

#### Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	1,056,363	0	98,065	1,154,428	0	Expected amount available for the remainder of the ConPlan is estimated to be zero as program year 45 is the 5th year of the City current Five Year Consolidated Plan. The actual amount of funding available is \$1,154,427.65. IDIS automatically rounded this amount to \$1,154,428.

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
Other	public - federal	Housing	216,756	0	0	216,756	0	This is our Neighborhood Preservation Program (NPP) Revolving Loan Fund (RLF). The amount listed is the amount that is in the RLF as of submission of this plan. The actual amount in the account is 216,756.39. See Discussion for more information. The amount expected for the remainder of the Consolidated Plan is estimated to be zero as program year 45 is the 5th year of the City current Five Year Consolidated Plan.
Other	public - federal	Other	648,003	0	0	648,003	0	CDBG-CV funds are to be used to prevent, prepare for, and respond to the Coronavirus.

Table 5 - Expected Resources – Priority Table

**Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied**

The City makes efforts to leverage federal and state agency resources to meet the needs identified in its Consolidated Plan. The City has secured a Section 108 Loan of \$1,500,000 to leverage a \$300,000 DECD Brownfields Pilot grant and \$400,000 in U.S. EPA Brownfields funds to complete demolition and environmental remediation of the former Insilco Factory H building at 77 Cooper and 104 Butler Streets. Redevelopment of the Meriden Green, Meriden Transit Center, and Factory H areas are projects that are being or were facilitated with HUD Challenge Grant funding as well as significant investment by the State of Connecticut. Additionally, the City has received a \$2,000,000 grant and \$2,000,000 loan from the Connecticut Department of Economic and Community Development, and a \$200,000 EPA Brownfields Grant for the remediation of the vacant

Meriden Wallingford Hospital at 1 King Place. This structure is slated to be turned into mixed-use market rate development, with funds for the conceptual site reuse plan coming from a \$100,000 DECD Brownfield Area-wide Revitalization Planning Grant. The City also received a \$2,000,000 grant from the Connecticut Department of Economic and Community Development for demolition of the Mills Public Housing Project in downtown Meriden so that it can be turned into an extension of the Meriden Green. The relocation of Mills residents, as part of the overall housing and development plans for the TOD district in Meriden, has also resulted in millions of dollars of private investment in mixed use projects such as 24 Colony Street, Meriden Commons 1 & 2, and 11 Crown Street.

Several activities, including the Rental Assistance/Security Deposit Program run by New Opportunities, have also been able to leverage additional grant funds as a result of the CDBG funds allocated to them in the past.

The City leverages other sources of funding when possible to supplement CDBG projects and provide maximum assistance in meeting community needs.

**If appropriate, describe publically owned land or property located within the jurisdiction that may be used to address the needs identified in the plan**

The City has limited developable land, thus greatly affecting the ability to construct new affordable housing units. The City is actively involved in redevelopment efforts in its downtown that will provide new affordable housing as part of mixed-use development centered on an updated transit hub. Brownfield sites and vacant buildings – including 116 Cook Avenue, 1 King Place, 69 East Main Street, 11 Crown Street, and 121 Colony Street Rear – are being or have been assessed for environmental contaminants, remediated, repurposed and transferred to private partner organizations to be developed into usable, mixed-used developments with housing and economic development opportunities. The City is also assisting in completing site re-use planning projects by working with landowners of vacant or underutilized parcels in the downtown area.

**Discussion**

The "other funding source" is our Neighborhood Preservation Program (NPP) Revolving Loan Fund (RLF). The amount listed is the amount that is in the RLF as of submission of this annual plan. It is funding that is used solely for NPP, which provides low-interest, forbearance loans for owner occupied rehabilitation projects. This fund is administered by the Rehabilitation Administration activity, as well as the general CDBG administration activity. The amount in the account is subject to change unexpectedly based on when new applications for loans are approved or when properties that received loans are transferred, hence triggering repayment. The RLF was initially capitalized with CDBG funds. All accomplishments are reported under IDIS Activity 622, NPP Loans 2011.

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Increase supply of decent and affordable housing	2015	2019	Affordable Housing Homeless	Central Downtown Area Meriden - Citywide	Housing	CDBG: \$377,750 Revolving Loan Fund: \$216,756	Homeowner Housing Rehabilitated: 5 Household Housing Unit Housing Code Enforcement/Foreclosed Property Care: 7000 Household Housing Unit

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
2	Create Suitable Living Environment	2015	2019	Non-Housing Community Development	Central Downtown Area Meriden - Citywide	Public Facilities Community Services Infrastructure Special Needs Services Business and Job Support	CDBG: \$470,004 CDBG-CV: \$348,003	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 16250 Persons Assisted Public service activities other than Low/Moderate Income Housing Benefit: 2541 Persons Assisted Homeless Person Overnight Shelter: 170 Persons Assisted Homelessness Prevention: 444 Persons Assisted
3	Provide Economic Opportunity	2015	2019	Non-Housing Community Development	Central Downtown Area Meriden - Citywide	Community Services	CDBG: \$53,852 CDBG-CV: \$300,000	Public service activities other than Low/Moderate Income Housing Benefit: 733 Persons Assisted Jobs created/retained: 43 Jobs Businesses assisted: 50 Businesses Assisted
4	Administration/Other/Loan Repayment	2015	2019	Administration	Central Downtown Area Meriden - Citywide	Administration/Other	CDBG: \$252,821	Other: 2 Other

**Table 6 – Goals Summary**

Annual Action Plan  
2019

## Goal Descriptions

1	<b>Goal Name</b>	Increase supply of decent and affordable housing
	<b>Goal Description</b>	
2	<b>Goal Name</b>	Create Suitable Living Environment
	<b>Goal Description</b>	
3	<b>Goal Name</b>	Provide Economic Opportunity
	<b>Goal Description</b>	
4	<b>Goal Name</b>	Administration/Other/Loan Repayment
	<b>Goal Description</b>	Administrative and planning costs related to carrying out Program Year 45 Annual Action Plan, including costs associated with hiring a consultant to assist in the drafting of the 2020-2025 Consolidated Plan.

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

Projects to be carried out in Program Year 45 are listed below. Please see Appendix A for list of funded activities associated with the original Program Year 45 annual plan projects. Activities to be funded with the CDBG-CV funds will be identified at a later date via subsequent application periods and review.

### Projects

#	Project Name
1	Public Service
2	Public Facilities
3	Housing
4	Administration
5	Section 108 Repayment
6	Economic Development

Table 7 - Project Information

### Describe the reasons for allocation priorities and any obstacles to addressing underserved needs

All funding allocations have been made consistent with priority needs in the City of Meriden pursuant to the Consolidated Plan, Citizen Participation Plan, Annual Plan Allocation Process, and the Allocation Contingency Plan. The Citizen Participation Plan and the Allocation Contingency Plan can be found in the Appendices. Every effort was made to ensure that the most vulnerable residents of Meriden (youth, elderly, disabled, homeless/at-risk of homelessness, non-English speakers, individuals and families battling substance abuse, individuals/families experiencing domestic abuse) are the beneficiaries of Program Year 45 CDBG funding. Unfortunately, the amount of funds requested for activities significantly exceeds the amount of funds available. Indeed, the total of all funding requests was approximately \$330,000 more than the amount of the City's entire allocation from HUD.

With the infusion of CDBG-CV funds coming to the City of Meriden from the CARES Act, the City has allocated money to projects that will hopefully assist businesses and citizens of the City deal with coronavirus. As Connecticut is one of the more acutely afflicted states from this pandemic, with over 40,000 confirmed cases and nearly 4,000 deaths, including 755 cases in Meriden and 62 deaths as of 5/29/20, providing as much support to the community as possible is of vital importance. Indeed, according to the "Roadmap for Reopening Connecticut", as many as 35,000 businesses have closed and 531,000 residents have filed for unemployment in the state. In order to alleviate some of the pain caused by the coronavirus, and to provide a lifeline to businesses and residents, the City has allocated

money to provide emergency grants to small businesses, and allocated significant funding to public services that assist those in need in the City during the pandemic.

DRAFT

**AP-38 Project Summary**  
**Project Summary Information**

DRAFT

1	<b>Project Name</b>	Public Service
	<b>Target Area</b>	Central Downtown Area Meriden - Citywide
	<b>Goals Supported</b>	Create Suitable Living Environment Provide Economic Opportunity
	<b>Needs Addressed</b>	Community Services Special Needs Services Business and Job Support
	<b>Funding</b>	CDBG: \$220,000 CDBG-CV: \$348,003
	<b>Description</b>	Public Service activities carried out in Program Year 45, include, but are not limited to: arts/culture; youth programming; literacy training; employment services; programming for non-English speakers; homelessness prevention/outreach; nutrition; service referrals; and mentoring. Full list of activities can be found in Appendix A. Full list of activities funded with the Program Year 45 annual allocation during the annual plan process can be found in Appendix A. Public Services that are specifically geared towards preparing for, preventing, or responding to the coronavirus that are to be funded with the CDBG-CV funds will be determined via a supplemental application process.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that approximately 3,800 individuals will benefit from the public service activities. Additionally, an estimated 29,000 meals will be served at the Meridne Soup Kitchen activity and about 11,000 individuals are eligible to benefit from the Meriden Farmers Market Doubling Dollars Program.
	<b>Location Description</b>	Citywide, with a focus on downtown/Choice Neighborhood Area.
	<b>Planned Activities</b>	Public Service activities carried out in Program Year 45, include, but are not limited to: arts/culture; youth programming; literacy training; employment services; programming for non-English speakers; homelessness prevention/outreach; nutrition; service referrals; educational opportunities; and mentoring. Full list of activities funded during the Annual Plan Process can be found in Appendix A. CDBG-CV funds will also be used for public services that prepare, prevent, or respond to the coronavirus.
2	<b>Project Name</b>	Public Facilities
	<b>Target Area</b>	Central Downtown Area

	<b>Goals Supported</b>	Create Suitable Living Environment
	<b>Needs Addressed</b>	Public Facilities Infrastructure
	<b>Funding</b>	CDBG: \$303,856
	<b>Description</b>	Public facility activities carried out in Program Year 45 will consist of sidewalk construction carried out by the City of Meriden. The commercial facade rehabilitation program will also continue to be carried out but is being funded with previous allocations.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	It is estimated that 16,250 individuals will receive an area-wide benefit through the Inner City Sidewalks program.
	<b>Location Description</b>	Downtown TOD target area/Choice Neighborhoods Area and CDBG-eligible census tracts identified in Consolidated Plan.
	<b>Planned Activities</b>	Public facility activities carried out in Program Year 45 will consist of sidewalk construction carried out by the City of Meriden. The true allocation for the sidewalk construction in program year 45 will be \$303,856.40. The commercial facade rehabilitation program will also continue to be carried out but is being funded with previous allocations.
<b>3</b>	<b>Project Name</b>	Housing
	<b>Target Area</b>	Central Downtown Area Meriden - Citywide
	<b>Goals Supported</b>	Increase supply of decent and affordable housing
	<b>Needs Addressed</b>	Housing
	<b>Funding</b>	CDBG: \$377,750 Revolving Loan Fund: \$216,756
	<b>Description</b>	Housing activities carried out in Program Year 45 include code enforcement and the administration of the Neighborhood Preservation Program, including the issuance of forbearance loans to qualifying households.
	<b>Target Date</b>	6/30/2020

	<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p> <p>It is estimated that 7,000 households will be inspected/re-inspected and that 5 households will receive assistance through the NPP program.</p>														
	<p><b>Location Description</b></p> <p>Citywide, with a focus on downtown, Choice Neighborhood area, and qualifying low/mod census tracts.</p>														
	<p><b>Planned Activities</b></p> <p>Housing activities carried out in Program Year 45 include code enforcement and the administration of the Neighborhood Preservation Program (Rehab Administration), including the issuance of forbearance loans to qualifying households. The Housing Code Enforcement Activity pays 75% of the salaries of 4 housing code inspectors and 50% of the salary of the Clerk that helps with the daily operations of the Housing Code Division. The Rehab Administration activity will pay for 25% of the salary of the ED Specialist salary which will administer the day-to-day activities of the program as well as supplies, training, and potential consultants, as needed. Also, it will pay for approximately 6.25% of the Grants Administrator position's salary for that employee's work conducting environmental reviews for a given project and overall compliance with CDBG regulations. The actual expected resources/allocations for these activities are \$377,750 for Housing Code Enforcement and Rehab Administration and \$216,756.39 for the NPP program from the City's RLF. The numbers are slightly different in the "Expected Resources" section as IDIS only allows whole numbers to be entered into that field.</p>														
<p><b>4</b></p>	<table border="1"> <tr> <td data-bbox="233 1255 529 1314"><b>Project Name</b></td> <td data-bbox="529 1255 1430 1314">Administration</td> </tr> <tr> <td data-bbox="233 1314 529 1409"><b>Target Area</b></td> <td data-bbox="529 1314 1430 1409">Central Downtown Area Meriden - Citywide</td> </tr> <tr> <td data-bbox="233 1409 529 1467"><b>Goals Supported</b></td> <td data-bbox="529 1409 1430 1467">Administration/Other/Loan Repayment</td> </tr> <tr> <td data-bbox="233 1467 529 1526"><b>Needs Addressed</b></td> <td data-bbox="529 1467 1430 1526">Administration/Other</td> </tr> <tr> <td data-bbox="233 1526 529 1585"><b>Funding</b></td> <td data-bbox="529 1526 1430 1585">CDBG: \$150,000</td> </tr> <tr> <td data-bbox="233 1585 529 1713"><b>Description</b></td> <td data-bbox="529 1585 1430 1713">Administrative and planning costs related to carrying out Program Year 45 Annual Action Plan and completing the 2020-2025 Consolidated Plan update.</td> </tr> <tr> <td data-bbox="233 1713 529 1768"><b>Target Date</b></td> <td data-bbox="529 1713 1430 1768">6/30/2020</td> </tr> </table>	<b>Project Name</b>	Administration	<b>Target Area</b>	Central Downtown Area Meriden - Citywide	<b>Goals Supported</b>	Administration/Other/Loan Repayment	<b>Needs Addressed</b>	Administration/Other	<b>Funding</b>	CDBG: \$150,000	<b>Description</b>	Administrative and planning costs related to carrying out Program Year 45 Annual Action Plan and completing the 2020-2025 Consolidated Plan update.	<b>Target Date</b>	6/30/2020
<b>Project Name</b>	Administration														
<b>Target Area</b>	Central Downtown Area Meriden - Citywide														
<b>Goals Supported</b>	Administration/Other/Loan Repayment														
<b>Needs Addressed</b>	Administration/Other														
<b>Funding</b>	CDBG: \$150,000														
<b>Description</b>	Administrative and planning costs related to carrying out Program Year 45 Annual Action Plan and completing the 2020-2025 Consolidated Plan update.														
<b>Target Date</b>	6/30/2020														

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Citywide.
	<b>Planned Activities</b>	<p>Administrative costs covering three (3) staff members and all other related expenses connected to planning and implementing Program Year 45 Annual Action Plan. Costs include covering 75% of the salary of the Grants Administrator/Community Development Manager and 10% of the salary of the Administrative Secretary, as well as supplies, professional subscriptions/memberships, costs affiliated with training, advertising and other administrative costs, as applicable. It will also cover 10% of the Economic Development Director’s salary for purposes of general CDBG program oversight and participation in certain CDBG funded tasks, such as the Meriden Match program.</p> <p>Additionally, funds will be used to pay for a consultant to complete the 2020-2025 Consolidated Plan. This plan will need to be adopted prior to the end of Program Year 45 as it will be the basis for the City’s CDBG program and the individual Annual Action Plans for Program Years 46 – 50.</p>
5	<b>Project Name</b>	Section 108 Repayment
	<b>Target Area</b>	Central Downtown Area
	<b>Goals Supported</b>	Administration/Other/Loan Repayment
	<b>Needs Addressed</b>	Administration/Other
	<b>Funding</b>	CDBG: \$102,821
	<b>Description</b>	Repayment of the Section 108 loan in connection with demolition/remediation at Factory H site.
	<b>Target Date</b>	6/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Downtown. The loan payment is for a Section 108 Loan that was used to demolish the Factory H building in downtown Meriden.

	<b>Planned Activities</b>	Repayment of Section 108 loan in connection with demolition/remediation at Factory H site. The amount to actually be repaid, and hence the amount allocated to this project, is \$102,821.25. The amount was rounded in the "expected resources" field to account for IDIS whole number entry.
6	<b>Project Name</b>	Economic Development
	<b>Target Area</b>	Meriden - Citywide
	<b>Goals Supported</b>	Provide Economic Opportunity
	<b>Needs Addressed</b>	Business and Job Support
	<b>Funding</b>	CDBG-CV: \$300,000
	<b>Description</b>	Economic Development project for business support to assist with preparing for, preventing, or responding to the coronavirus.
	<b>Target Date</b>	
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
	<b>Planned Activities</b>	The City will create a small business emergency grant program to assist businesses in Meriden as they cope with the hardships, including financial, of preparing for, preventing, and responding to the coronavirus.

## **AP-50 Geographic Distribution – 91.220(f)**

### **Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed**

CDBG investment in Meriden is targeted primarily in its downtown neighborhoods, which contain low- to moderate-income households, sub-standard housing conditions, and a concentration of vacant or underutilized properties. The City recognizes that the revitalization of its downtown neighborhoods is linked to the revitalization of its economy as a whole. This is also the area of focus for the Meriden Choice Neighborhood Plan, the Connecticut Main Street Center “Come Home to Downtown, Act II” program, portions of the Meriden Plan of Conservation and Development, and the cooperative efforts of the Meriden Economic Development Corporation, the Midstate Chamber of Commerce, City Staff, and other local funders as expressed through the “Making Meriden Business Center”. This joint venture provides a visible presence in the downtown and seeks to link prospective businesses to available business development programs and potential properties. This Annual Plan supports these goals to revitalize the downtown neighborhoods and the local economy while also allowing for services to be provided to income-eligible recipients in other parts of the City as needed.

CDBG allocations provide support for activities that benefit low- to moderate-income households, as well as the City’s minority population, concentrated in the following census tracts: 1701, 1702, 1703, 1706, 1707 1708, 1709, 1710, 1711, 1713, 1714, and 1715. These areas comprise a large portion of the central downtown area. Eligible census tracts have been determined as those having greater than 51% of households with an income less than 80% of HAMFI. This data is based on the 2011-2015 American Community Survey information compiled by HUD on the HUD exchange website as part of CPD Notice 19-02.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Central Downtown Area	72
Meriden - Citywide	28

**Table 8 - Geographic Distribution**

### **Rationale for the priorities for allocating investments geographically**

The City has several mechanisms in place to ensure that funds go to the neediest individuals. First, City Code Enforcement activities funded by CDBG are limited to the low-income census tracts outlined above. Moreover, the Rehabilitation Administration activity administers the NPP program which provides low-interest loans to qualifying low income individuals/households, with funding targeted at the central downtown area & low-income census tracts. Additionally, all sub-grantees under the Public Services category must document that the service being provided benefits low and moderate income families. Finally, geographic investment in the downtown area helps to leverage much need public and

private funding as Meriden revitalizes this critical target area. Such CDBG funded investment includes the Inner City Sidewalks activity. Additionally, the City has been able to obtain millions of dollars in grants/loans from the CT Department of Economic & Community Development and the US Environmental Protection Agency for brownfield remediation projects that encourage future economic development and quality of life in central downtown area.

It is expected that the Economic Development Project to be funded with CDBG-CV funding will be predominantly focused on the Central Downtown area. This is because the project is focused on assisting small/micro businesses weather the financial impacts of the coronavirus. The majority of businesses in this geographical area are small/micro businesses that may not be able to access other forms of financial assistance, such as SBA loans or the Paycheck Protection Program. Thus the City expects the greatest need for assistance to be in this region of the City.

### **Discussion**

Percentage of funds shown in the geographic distribution table is an approximation for the Program Year 45 Annual Allocation. Included in the Central Downtown area funds are the Public Facilities, Housing, and the Section 108 repayment projects. Also included are several Public service activities that are specifically located in the downtown, or predominantly serve the residents of downtown. The projects that are to be funded with CDBG-CV funds are not included in this calculation.

# Affordable Housing

## AP-55 Affordable Housing – 91.220(g)

### Introduction

Applications supporting affordable housing include New Opportunities security deposit program; Salvation Army Comprehensive Emergency Assistance Program; housing rehabilitation administration; and City code enforcement staff.

In addition to direct assistance to homeowners and renters, the City plans to allocate critically needed funding to organizations working to address homelessness, and support those in the community who are at risk of homelessness. The New Opportunities Shelter Now Program offers emergency shelter and referrals to approximately 170 individuals, while Project Reach will connect with approximately 200 youth who are at risk of homelessness, or are living in unstable housing situations.

One Year Goals for the Number of Households to be Supported	
Homeless	0
Non-Homeless	0
Special-Needs	0
Total	0

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	40
The Production of New Units	0
Rehab of Existing Units	5
Acquisition of Existing Units	0
Total	45

Table 10 - One Year Goals for Affordable Housing by Support Type

### Discussion

## **AP-60 Public Housing – 91.220(h)**

### **Introduction**

The Housing Authority of 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. MHA is an autonomous corporation which is allowed to act as a municipal entity and participate in municipal benefits. The City's Economic Development Department and the MHA operate independently, and therefore the Economic Development Department's direct role in providing public housing is very limited.

### **Actions planned during the next year to address the needs to public housing**

Need: Shortage of affordable housing for all eligible populations

**Strategy #1:** Maximize the number of affordable units available to the MHA within its current resources by:

- Reducing turnover time for vacated public housing units;
- Seeking replacement of public housing units lost to the inventory through mixed-finance development;
- Maintaining or increasing Section 8 lease-up rates by establishing payment standards that will enable families to rent throughout the jurisdiction;
- Undertaking measures to ensure access to affordable housing among families assisted by MHA, regardless of unit size required;
- Maintaining or increasing Section 8 lease-up rates by marketing the program to owners, particularly those outside of areas of minority and poverty concentration; and
- Participating in the Consolidated Plan development process to ensure coordination with broader community development strategies.

**Strategy #2:** Increase the number of affordable housing units by:

- Applying for additional Section 8 units should they become available;
- Leveraging affordable housing resources in the community through the creation of mixed - finance housing;
- Pursuing housing resources other than public housing or Section 8 tenant-based assistance;
- Implementing project-based Section 8 voucher program consistent with revised statutes; and
- Amending Section 8 Administrative Plan to allow and promote use of project-based vouchers in neighborhoods that are under a comprehensive revitalization and at other mixed-finance

developments.

Need: Specific Family Types: Families at or below 50% of Median Area Income

- Adopt rent policies to support and encourage work

Other Housing Needs & Strategies:

The MHA will continue to implement a project-based Section 8 Program (PBV) track designed to work in tandem with other sources of affordable housing finance.

Given the historic under-funding of modernization, the MHA will be looking at ways to leverage resources to redevelop its public housing portfolio. Re-establishing a stable and viable housing portfolio is a major priority for the MHA over the development of incremental units but will not preclude supporting opportunities to assist other entities in the expansion of affordable housing in Meriden.

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

MHA conducted a series of meetings with residents and management staff. These meetings brought up two main areas of concern voiced by residents: safety and security, and major repairs or replacement. With a list of specific resident concerns, the MHA can continue to work with residents to address concerns.

**If the PHA is designated as troubled, describe the manner in which financial assistance will be provided or other assistance**

Not applicable as the PHA is not designated as troubled.

**Discussion**

## **AP-65 Homeless and Other Special Needs Activities – 91.220(i)**

### **Introduction**

The City intends to allocate \$30,000 in Program Year 45 funds to two separate organizations (New Opportunities and the Women and Families Center) that provide services to homeless individuals and families, as well as youth that are at risk of homelessness. Through its public services grants, the City supports the operations of several private non-profit organizations whose mission is to provide temporary housing and other related counseling services for the homeless in Meriden. During the 2019-2020 program year the City of Meriden will implement projects that impact homelessness and relieve the cost burden on special needs populations. The City also intends to allocate \$15,000 for security deposit and rent assistance that is intended to keep families and individuals who cannot afford to make an initial security deposit or who run into temporary difficulty making a rent payment from falling into homelessness.

### **Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including**

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

To address its homelessness objectives, the City will allocate resources towards the provision of housing and counseling services to individuals who are either homeless or are at risk of becoming homeless. The Women and Families Center's "Project Reach" directly benefits runaway, homeless and at-risk youth ages 12-24 by seeking out youth where they congregate and providing supportive services to build self-sufficiency and identify stable, long-term housing. The program also provides transitional housing services to young adults, economic training, and independence through job readiness programs and education. Also, the Shelter Now activity provides shelter to homeless persons while also supporting a portion of the full-time case management position. This position provides support and coordinates service assistance for Shelter residents. Services including implementing individual evaluations, working with participants to develop activities to reach their goals, providing necessary intervention and cultivating and maintaining program links with area social service agencies, medical providers and appropriate support programs, helping to get residents into treatment, securing a job and enrolling in

school

## **Addressing the emergency shelter and transitional housing needs of homeless persons**

The following organizations specifically address the homeless needs identified in the Consolidated Plan:

- Joy Unlimited Outreach Ministries - Breaking of Bread
- Meriden-Wallingford Chrysalis, Inc. Self Sufficiency Program
- New Opportunities Security Deposit Program
- New Opportunities Shelter Now Program
- Meriden Soup Kitchen
- Child Guidance Clinic
- Women and Families Center – Project Reach
- The Salvation Army Comprehensive Emergency Assistance Program

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 with 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.

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

To end chronic homelessness, the City intends to support public service projects that provide counseling and support services to the homeless. These programs include the Meriden-Wallingford Chrysalis, Inc. Self Sufficiency Program, Shelter NOW, and Women and Family Center - Project Reach. In addition, the City will support the Child Guidance Clinic and Project Reach, which provide counseling to at-risk youth in order to alleviate future behavioral and other developmental problems that could lead to chronic

homelessness.

**Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.**

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. The Meriden Housing Authority will secure additional Section 8 Housing Assistance vouchers as they become available so that more individuals can be served. Project Reach will also play a critical role in identifying youth who are in unstable living environments and are at risk of becoming homeless in order to divert them from the shelter system. Advocacy Academy will also receive support for its programming to provide necessary services to Spanish-speaking families, with a focus on families and children with mental health disabilities. The Salvation Army Emergency Assistance Program and the New Opportunities Rental Assistance/Security Deposit Program can also provide payments directly to landlords or utility companies to assist renters in jeopardy of becoming homeless due to a financial emergency.

## **Discussion**

## **AP-75 Barriers to affordable housing – 91.220(j)**

### **Introduction:**

Meriden's downtown area contains high concentrations of low- and moderate-income and minority households and much of its older housing stock. In Meriden's downtown neighborhoods, many residents frequently experience cost burden problems and homeowners struggle to maintain their properties. Indeed, in many of the previously identified census tracts from Section AP-50, the percent of households that are housing cost burdened ranges from approximately 30% to greater than 58% of households depending on the census tract.

An Analysis of Impediments to Fair Housing Choice (AI) is required by HUD from jurisdictions receiving Community Development Block Grant (CDBG) funding. The overall goal of the AI is to review and assess impediments to fair housing within Meriden. According to HUD, impediments to fair housing choice are:

- Any actions, omissions, or decisions taken because of race, color, religion, sex, disability, familial status, or national origin that restrict housing choice or the availability of housing choices.
- Any actions, omissions, or decisions that have the effect of restricting housing choices or the availability of housing choices on the basis of race, color, religion, sex, disability, familial status, or national origin.

The AI report was developed in conjunction with this Consolidated Plan. It evaluates Meriden's current fair housing legal status, and its and public and private fair housing programs and activities, and provides recommendations for fair housing initiatives critical to ensuring equal housing opportunity within the City.

### **Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment**

With Neighborhood Stabilization Program (NSP) program funds, the City acquired, rehabilitated and resold homes to low and moderate income households, including minority households, in the downtown area. Although the funding for this program has been exhausted, the City will continue to monitor the properties for program compliance, including affordability restrictions and the submission of required reporting.

Similarly, the objective of the Meriden Neighborhood Preservation Program is the recovery of the downtown neighborhoods through housing rehabilitation. Using its NPP Revolving Loan Fund and other public subsidies, the City provides below market interest rate loans to low to moderate income property owners (living within designated "Neighborhood Strategy Areas") for housing rehabilitation. These loans

are aimed specifically at helping fund emergency repairs, such as sewer line replacements or roof repairs that would otherwise be a danger to occupants of a given household. Other necessary household repairs are also considered, depending on the project. The administration of this program is paid in part by the Housing Rehab Administration activity.

The City also undertakes Code Enforcement activities targeted at the downtown area and surrounding low/moderate income households. This activity help maintain properties in a livable condition. Often, it is through the work of the City's code enforcement officers that potential projects for the NPP program are identified.

In addition to the activities undertaken by the City, the Meriden Housing Authority addresses barriers to affordable housing by providing economic subsidies. 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 crease additional housing opportunities." Toward 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.

**Discussion:**

## **AP-85 Other Actions – 91.220(k)**

### **Introduction:**

The projects included in the Program Year 45 Annual Action Plan were chosen for the range and quality of services and programs geared toward the most vulnerable Meriden residents, and for their alignment with the priorities detailed in the City's Consolidated Plan. These projects will address a number of the planning objectives of the City of Meriden to: address obstacles to meeting underserved needs; foster and maintain safe and affordable housing; reduce the number of poverty-level families; develop institutional structure; and enhance coordination between public and private housing and social service agencies.

### **Actions planned to address obstacles to meeting underserved needs**

The allocation of funding in Program Year 45 aims to provide Meriden's special needs populations, including the elderly, the poor, non-native english speakers, and the handicapped, access to services used by the public at large. Projects will provide a suitable living environment by making services accessible to needy individuals. Examples include:

- Youth sports, arts, after school, and empowerment activities.
- Literacy training and translation services for residents who do not speak English as their first language, including those needing mental health counseling.
- Employment and entrepreneurship training.
- Employment opportunities for mentally disabled adults.
- Homelessness prevention and outreach.
- Emergency shelter and referral services.
- Homecare for the elderly.
- Outreach, education and treatment related to the opioid crisis.

Program Year 45 will also include funding to continue the City's Inner City Sidewalk program. This project will remove deteriorated sidewalks and provide a safer walking environment for the residents of the targeted inner-city neighborhoods in the qualifying census tracts in Meriden. The City has seen improvements in these neighborhoods where the City has invested in new sidewalks.

Program Year 45 will also include continued implementation of the Meriden Match Facade Rehabilitation program, which helps create a suitable living environment for underserved populations and the community at large in the targeted downtown area. This activity received CDBG funds in both Program Year 43 and 44, with funds remaining to be spent.

Program Year 45 will also include creation and implementation of a small/micro business emergency grant program to be funded with CDBG-CV funds. This program will seek to assist businesses with the financial hardship they are experiencing due to mandated business closings as a result of the

coronavirus. Businesses will be able to apply to the program for grants that will allow them to pay for rent, mortgage, utilities, and other allowable business expenses. This will ideally serve as bridge funding, permitting the targeted businesses to stay afloat and prevent further layoffs until they are allowed to reopen for business as usual. This will help create a suitable living environment for underserved populations and the community at large in the targeted downtown area and will also aid in job retention in the City.

### **Actions planned to foster and maintain affordable housing**

The City of Meriden will provide low-interest forbearance loans for single-unit and multi-unit residential rehabilitation projects within the target area. This includes continuation of the Neighborhood Preservation Program to increase affordable, decent housing in the City center. This program is administered as part of the Rehabilitation Administration Activity, with the loans to be funded by the NPP program's Revolving Loan Fund. The New Opportunities Security Deposit Program will also provide residents who otherwise would not be able to afford an apartment with the assistance needed to gain entry to the rental market. Salvation Army's Emergency Assistance Program will also aid renters who may otherwise have to make the nearly impossible choice of whether to pay rent or buy food/pay bills.

### **Actions planned to reduce lead-based paint hazards**

Funding provided to City staff through the Housing category will in part cover housing inspections throughout targeted geographic areas in Meriden, and will address lead paint hazards as needed. Homes issued CDBG-backed loans through the Neighborhood Preservation Program with children younger than six years old residing in them will be tested for lead based paint hazards if any work is to be performed that would pose a potential hazard to occupants.

### **Actions planned to reduce the number of poverty-level families**

Provide those in need of temporary housing and counseling services, including adults and children who are victims of domestic violence and sexual abuse, access to needed services in Meriden. Projects will provide a suitable living environment by making services accessible to needy individuals. Further, employment training, entrepreneurship programming, literacy training for both children and non-English speakers are all designed to provide residents with the skills and knowledge to improve the quality of their life as well as their families.

### **Actions planned to develop institutional structure**

CDBG administrative funds will contribute to the administration of the CDBG Program and help ensure that the City meets the statutory and regulatory objectives outlined as a condition of participation in the program. The Community Development Manager and Grants Administrator will take the following actions to ensure that needed services are coordinated between the City, subrecipient organizations

carrying out CDBG activities, and the public who benefit from the CDBG-funded activities:

- Post CDBG Program materials and announcements, such as the availability of the Annual Plan, CAPER, and RFP documents in the local newspaper and on the City's website [www.cityofmeriden.org](http://www.cityofmeriden.org).
- Distribute copies of all materials to the general public, non-profit organizations, and elected officials when available or requested.
- Hold one-on-one meetings with sub-recipients to discuss quarterly report accomplishments and overall programming, as needed.
- Provide referrals to appropriate City departments and local organizations, such as the Neighborhood Preservation Program and the Meriden Housing Authority.

The Community Development Manager/Grants Administrator will also begin working on the required update to the City's 5 year Consolidated Plan. The current Consolidated Plan will expire at the end of Program Year 45. Thus, a new plan with all required outreach will need to place for adoption by the City for Program Year 46, which begins July 1, 2020. A RFP requesting consulting services to assist in the Consolidated Plan update is expected to be issued in early summer of 2019, with the Consultant expected to be paid out of the Administration activity.

### **Actions planned to enhance coordination between public and private housing and social service agencies**

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. The Economic Development Department will work with developers of new rental housing construction in the targeted TOD area to ensure that historic tax credits and other state and federal programs leverage adequate affordable housing opportunities for residents.

### **Discussion:**

## Program Specific Requirements

### AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

#### Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

#### Community Development Block Grant Program (CDBG)

##### Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
<b>Total Program Income:</b>	<b>0</b>

#### Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	80.00%

For the purposes of this PY 45 Annual Action Plan, the Revolving Loan Fund (RLF) for the Neighborhood Preservation Program (NPP) was not entered as program income. The rationale behind this is that since the RLF was set up specifically for the NPP program, and since the funds are held in a separate account, the funds are designated for use in the NPP program only. The RLF and its associated funds were not set up to be used to fund different activities. Thus it does not have the same flexibility of use that traditional program income does. Additionally, the fund doesn't need to be spent entirely prior to spending money on other activities per CDBG regulations.

## Attachments

DRAFT

## Citizen Participation Comments

### Citizen Participation Comments

#### Introduction

Per the requirements of the City's Citizen Participation Plan, a draft of the Annual Action Plan is published in the *Record Journal* and on the City of Meriden website. Once it is published, written comments from the public are accepted during a 30-day public comment period.

The City received three written comments during the 30-day comment period on the proposed Program Year 45 Annual Plan. These comments were then forwarded along to the City Council for their consideration prior to acting on the annual plan and allocations. The text of the three submissions are attached.

**Matthew Sarcione**

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**From:** cdelbuono <cdelbuono@yahoo.com>  
**Sent:** Thursday, April 11, 2019 4:49 PM  
**To:** Matthew Sarcione  
**Subject:** Re: Proposed CDBG Annual Action Plan - PY45  
**Attachments:** UNIFLOW\_JohnBarry\_MainofficeCopyRoom8585\_0285\_001 (1).pdf

I meant to attached. Sorry. Here it is.

Cat Del Buono  
www.ourhousemeriden.com  
917-806-5770

On Thursday, April 11, 2019, 4:25:05 PM EDT, Matthew Sarcione <msarcione@meridenct.gov> wrote:

Cat,

Did you mean to attach a letter or are you mailing it in?

Matt

---

From: cdelbuono <cdelbuono@yahoo.com>  
Sent: Thursday, April 11, 2019 1:39 PM  
To: Matthew Sarcione <msarcione@meridenct.gov>  
Subject: Re: Proposed CDBG Annual Action Plan - PY45

Hi Matthew, I am submitting a letter from John Barry School that shows their support and interest in partnering Our House Meriden's after-school arts program. I look forward to working with them.

Thanks,

Cat Del Buono  
[www.ourhousemeriden.com](http://www.ourhousemeriden.com)  
917-806-5770

On Friday, April 5, 2019, 4:11:46 PM EDT, Matthew Sarcione <[msarcione@meridenct.gov](mailto:msarcione@meridenct.gov)> wrote:

Good Afternoon,

Please find below a link to information regarding the 30 day comment period on the Draft Annual Plan for CDBG Program Year 45. The allocations included in the draft plan are subject to change prior to approval.

A third and final public hearing will also be held at which point the Human Services Committee will vote on allocations, which are then forwarded to the full City Council for final approval. This Human Services Committee meeting is tentatively scheduled for April 24, 2019.

Please let me know if you have any questions and have a good weekend.

Matt

Link: <http://www.meridenbiz.com/resources/community-development-block-grant/>

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## JOHN BARRY Elementary School

Daniel Crispino, Principal  
Kimberly Goldbach, Assistant Principal

124 Columbia Street, Meriden, CT 06451  
Phone (203) 237-8331 Fax (203) 650-4212

---

Dear Catherine DelBuono,

John Barry is excited to begin a partnership that supports our most at risk students in the area of arts and crafts. As you know John Barry is considered a 90/90 school which means that 90% of school population is classified as minority and greater than 90% of our school population is eligible for free lunch. Our students would benefit from an after school arts program to foster innovation, creativity, self expression and overall confidence. I look forward to hearing from you so that we can determine next steps.

Sincerely,

Daniel Crispino  
Principal

**Matthew Sarcione**

---

**From:** cdelbuono <cdelbuono@yahoo.com>  
**Sent:** Saturday, April 20, 2019 10:17 PM  
**To:** Matthew Sarcione  
**Subject:** Re: Proposed CDBG Annual Action Plan - PY45  
**Attachments:** Our House Meriden.pdf

Hi Matthew, I would like to add this letter as well.  
Thank you!

Cat Del Buono  
www.ourhousemeriden.com  
917-806-5770

On Friday, April 5, 2019, 4:11:46 PM EDT, Matthew Sarcione <msarcione@meridenct.gov> wrote:

Good Afternoon,

Please find below a link to information regarding the 30 day comment period on the Draft Annual Plan for CDBG Program Year 45. The allocations included in the draft plan are subject to change prior to approval.

A third and final public hearing will also be held at which point the Human Services Committee will vote on allocations, which are then forwarded to the full City Council for final approval. This Human Services Committee meeting is tentatively scheduled for April 24, 2019.

Please let me know if you have any questions and have a good weekend.

Matt

Link: <http://www.meridenbiz.com/resources/community-development-block-grant/>

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Our House Meriden, Inc.  
17 North Street  
Meriden, CT 06451  
(203) 424-0101

Our House Meriden is a newly founded nonprofit 501c3 organization located at the childhood home of the founder, Catherine Del Buono. The house had been donated to Mt. Carmel Church 20 years ago. And in a complete surprise, the church gave the house back to the Del Buono family last summer. This unexpected act inspired Ms. Del Buono to use the house to give back to the community, her old neighborhood. As an artist and community organizer, and through advice from friends who work with the state of Connecticut, the idea of a free after-school arts program came to be.

Our House Meriden is looking for funding to help us through Phase One of the after-school arts program for underprivileged children and community garden for neighborhood. We will cater to children from low-income families who would not normally have access to a quality arts program during after school hours. We plan on starting the community garden this June with arts classes beginning during the fall school semester. The arts classes will be held two or three times a week, serving 18 children at first. With city and school budgets cutting out the arts, this organization will fill an important void and provide a safe space and creative outlet during after school hours.

The children will be found in conjunction with local schools who will give recommendations regarding which kids would most benefit from the free program. The first school we will work with is John Barry.

Studies show that children who have access to art and after-school programs benefit from a boost in academic performance, reduction in risky behaviors, and promotion of better physical health. Just one of numerous studies done by a large range of organization, The Office of Research and Analysis at the National Endowment for the Arts put out a study led by Melissa Menzer, PhD that focuses on social and emotional outcomes of children who participated in the arts. Findings show the arts improved social skills, and reduced anxiety and aggression.

Arts and after-school programs also provide a safe environment for many working parents, whose children would otherwise have to fend for themselves for a three-hour gap—or longer. The Our House Meriden program can fill that time with creativity, whether through gardening or arts and crafts.

We have a lineup of diverse and experienced teachers ready to work with us as soon as we get up and running. Our arts teachers and garden experts believe in the mission and will help improve the community by starting with our kids. This is our purpose and with your help, we hope to get started right away.

Catherine Del Buono  
Founder, Our House Meriden  
[www.ourhousemeriden.com](http://www.ourhousemeriden.com)



**Meriden Soup Kitchen, Inc.**

P.O. Box 2138  
Meriden, CT 06450  
meridensoupkitchen@gmail.com  
www.meridensoupkitchen.org



April 17, 2019

Dear Ladies and Gentlemen,

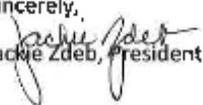
After reviewing the proposed annual plan for PY 45, I realized that the Meriden Soup Kitchen grant money was reduced by \$2,600.00. That concerned me. I spoke with some board members, only to learn that the CDBG money is only used for purchasing hamburger, and sausage.

Looking back at year PY 44, I realized that I reported to you that I submitted a repair for the soup kitchen, which we did need, but that money came from another donation. We only use CDBG money for purchasing meats, hamburger and sausage, as mentioned above.

I would appreciate it if you would consider looking at the Meriden Soup Kitchen request for money again and consider that we serve over 38,000 meals a year, by all volunteers, with no paid staff.

Thank you for your time and consideration,

Sincerely,

  
Jackie Zdeb, President / volunteer

Meriden Soup Kitchen is a nonprofit 501(c)3 organization

**Grantee Unique Appendices**

**Appendix A**  
**Activities Awarded Funding During Annual Planning Process - Program Year 45 (July 1, 2019 – June 30, 2020)**

<b>A. Public Services</b>	
Advocacy Academy - Center for Students with Disabilities	\$6,000.00
Augusta Curtis Cultural Center - Summer Music Program	\$3,000.00
Beat the Street Community Center, Inc. - Beat the Street After School Program	\$11,551.00
Boys & Girls Club of Meriden - Club Kids Membership Assistance	\$10,000.00
Boys & Girls Club of Meriden - Summer Basketball League	\$3,551.00
Casa Boricua de Meriden, Inc - Program Services	\$4,500.00
Catholic Charities Archdiocese of Hartford - Meriden Family Center	\$5,000.00
Change the Play - Change the Play Summer Meals	\$11,000.00
Change the Play – CTP Clubhouse	\$4,250.00
Change the Play - Job Training, Life Skills, Dropout/Failure Intervention	\$3,000.00
Child Guidance Clinic for Central CT Inc. - Child/Adolescent Psychiatric Access Coordination & Resource Guide	\$10,650.00
Construction Workforce Initiative 2, Inc. - COMET	\$7,051.00
Franciscan Home Care & Hospice Care - Mental Health Social Services	\$10,000.00
Gallery 53 - Mosaic for TOD	\$3,800.00
Girls, Inc of Meriden - National Identity Programming for Girls	\$8,851.00
Joy Unlimited Outreach Ministries - Breaking of Bread	\$3,000.00
Kuhn Employment Opportunities - City Parks Litter Patrol	\$8,000.00
Literacy Volunteers - Empowering Meriden Adults with Basic Literacy & ESOL	\$4,000.00
Meriden Children First - Family Zone Parent Engagement	\$8,051.00
Meriden Children First - Summer Discovery Program	\$11,551.00
Meriden Farmers Market - Doubling Dollars Program	\$4,000.00
Meriden Soup Kitchen, Inc. - Feed the Hungry	\$6,000.00
Meriden-Wallingford Chrysalis Domestic Violence Self-Sufficiency Program	\$7,794.00
Middlesex Community College - Academic Success & Job Readiness Initiative	\$4,000.00
New Opportunities, Inc - Rental Assistance/ Security Deposit Program	\$10,000.00
New Opportunities, Inc. - Shelter NOW	\$13,000.00
Nutmeg Big Brothers Big Sisters - Community Based Mentoring	\$4,000.00

Our House Meriden - Our House Phase One	\$2,900.00
Rushford Meriden Youth Coalition - Students Against Destructive Decisions (SADD)	\$6,500.00
Salvation Army - Comprehensive Emergency Assistance Program	\$5,000.00
Springwall Learning Solutions - STAR RISE STEM Innovation Outreach	\$3,000.00
Women and Families Center - Open DOHR Employment Training Program	\$7,000.00
Women and Families Center - Project Reach: Robyn's House	\$10,000.00
<b>PY 45 Public Services Total Allocations</b>	<b>\$ 220,000.00</b>
<b>B. Public Facilities</b>	
Department of Public Works – Replacement of Deteriorated Sidewalks	\$ 303,856.40
<b>PY45 Public Facilities Total Allocations</b>	<b>\$ 303,856.40</b>
<b>C. Housing</b>	
Department of Development & Enforcement - Code Enforcement Staff	\$ 331,650.00
Department of Economic Development - Rehabilitation Administration	\$ 46,100.00
<b>PY45 Housing Total Allocations</b>	<b>\$ 377,750.00</b>
<b>D. Administration &amp; Planning</b>	
Department of Economic Development - Administration	\$ 150,000.00
<b>PY45 Administration Total Allocations</b>	<b>\$ 150,000.00</b>
<b>E. Section 108 Loan for Demolition of Factory H</b>	
	\$ 102,821.25
<b>PY45 Section 108 Total Allocations</b>	<b>\$ 102,821.25</b>
<b>TOTAL CDBG FUNDING AVAILABLE</b>	<b>\$ 1,056,363.00</b>
<b>REPROGRAMMED FUNDS</b>	<b>\$ 98,064.65</b>
<b>TOTAL CDBG FUNDING AVAILABLE DURING PROGRAM YEAR 45</b>	<b>\$ 1,154,427.65</b>

**Appendix B**  
**City of Meriden Citizen Participation Plan**

**Citizen Participation Plan**  
**ANNUAL HUD CDBG ALLOCATION – SUBMITTED WITH ANNUAL PLAN**

**Introduction**

The City of Meriden shall follow this 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 documents in accordance with 24 CFR §91.105. The Annual Plan and Consolidated Plan are planning documents that the City of Meriden submits to the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan includes Meriden's housing strategy and its community development plan. The Annual Plan serves as an application for Community Development Block Grant funding. 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.

**Public Hearings**

The City of Meriden will hold three (3) public hearings annually to obtain citizens' views and to respond to proposals and questions. These public hearings will be held in locations convenient to residents of low/moderate income areas where program funds are proposed to be used. Two (2) public hearings will be held before the proposed Annual Plan and/or Consolidated Plan is published for comment. At these public hearings, 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 (1) public hearing 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 Request for Proposal and 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 hearing 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 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 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, or included as part of, the Final Consolidated Plan and/or 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**

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 to HUD an annual performance report on the progress it has made in carrying out its Consolidated Plan and Annual Action Plan. This document is the Consolidated Annual Performance and Evaluation Report (CAPER). The City will submit its CAPER to HUD no later than ninety (90) days after the end of each program year. Availability of the CAPER for public review and comment will be made via a display advertisement in the *Record Journal* at least fifteen (15) days before it is submitted to HUD. A copy of the CAPER will be available for review in the Community Development Office and online at the Economic Development Department website. A summary of comments or views and a summary of any comments or views not accepted and the reasons therefore, will be attached to the CAPER upon submission to HUD.

#### **Complaints**

The City of Meriden will respond to all written complaints or grievances regarding the CDBG program. The City of Meriden will provide a timely, substantive written response to every written citizen complaint within 15 working days of receipt of the complaint, where practicable. Written complaints or grievances must be sent to the Grants Administrator via standard mail or email, at the contact information provided below.

#### **Contact Information**

All correspondence, comments, complaints, questions or requests for information regarding the Consolidated Plan and/or the CDBG programs should be directed to:

Matthew Sarcione, Grants Administrator

City of Meriden  
142 East Main Street, Meriden, CT 06450  
P. 203 630 4105 | F. 203 630 4274  
msarcione@meridenct.gov

DRAFT

## **Citizen Participation Plan**

### **ANNUAL HUD CDBG ALLOCATION – DRAFT AMENDED FOR REVIEW**

#### **1. Introduction**

The City of Meriden shall follow this 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 documents in accordance with 24 CFR §91.105. The Annual Plan and Consolidated Plan are planning documents that the City of Meriden submits to the U.S. Department of Housing and Urban Development (HUD). The Consolidated Plan includes Meriden's housing strategy and its community development plan. The Annual Plan serves as an application for Community Development Block Grant funding. 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.

#### **2. Public Hearings**

The City of Meriden will hold three (3) public hearings annually to obtain citizens' views and to respond to proposals and questions. These public hearings will be held in locations convenient to residents of low/moderate income areas where program funds are proposed to be used. Two (2) public hearings will be held before the proposed Annual Plan and/or Consolidated Plan is published for comment. At these public hearings, 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 (1) public hearing and a 30-day public comment period will be held after the proposed Annual Plan and/or Consolidated Plan is published for comment.

#### **3. Annual Proposals for Funding**

The City will accept written proposals for CDBG funding in the manner prescribed by the City of Meriden in the Request for Proposal and 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.

**4. 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.

**5. Public Comment**

One public hearing 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 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.

**6. Citizen Comments**

The City of Meriden will consider all comments and/or views of citizens received in writing or orally at public 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, or included as part of, the Final Consolidated Plan and/or to the Annual Action Plan.

**7. 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) and will hold a public hearing during the comment period. 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.

**8. 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 in the *Record Journal* for a fifteen (15) day comment period prior to submitting to HUD. A public hearing will be held during the comment period.

**9. Expedited Processes Related to Flexibility Provided by the CARES Act**

The Coronavirus Aid, Relief, and Economic Security Act (CARES Act) has provided additional CDBG-CV funds and other program waivers/flexibilities to allow for the City of Meriden to prevent, prepare for and respond to the Coronavirus in Fiscal Years 2019 and 2020. Specifically, it has allowed for waivers to statutory and regulatory comment periods, in-person public hearings, and other Citizen Participation requirements as they relate to drafting, proposing, or amending Consolidated Plans and Annual Plans. In line with these waivers, the City of Meriden will follow these processes outlined below.

Public Hearings & Comment Period

The City of Meriden will hold three (3) public hearings annually to obtain citizens' views and to respond to proposals and questions. Two (2) public hearings will be held before the proposed Annual Plan and/or Consolidated Plan is published for comment and one (1) public will be held after it is published for comment. The Public Comment period will be thirty (30) days in length and 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 Annual Plan in the *Record Journal* 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.

While National, State, or Local Health authorities recommend social distancing and limiting of public gatherings for public health reasons, these public hearings will be held virtually. Notification of the date of the virtual hearing will be placed in the *Record Journal* and on the City's website. Information related to accessing the virtual hearing and how the public can participate will be placed on the City's website as well.

Citizen Comments

The City of Meriden will consider all comments and/or views of citizens received in writing or orally during the comment period or at virtual public hearings, in preparing the Final Consolidated Plan, Annual Plan, or substantial amendments thereto. The preferred method of submitting written comments will be electronically at the email address listed in Section 12 of this Plan. A summary of comments or views, and a summary of any comments or views not accepted and the reasons therefore, will be attached to, or included as part of, the Final Consolidated Plan, Annual Action Plan, or amended various thereof.

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. Actions that will be deemed a substantial amendment are detailed in Section 7 of this Plan. Prior to implementing any substantial amendment, the City of Meriden will publish 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 a five (5) day comment period for citizens to submit written comments or views on the proposed amendment(s) and will also hold a virtual public hearing. Notification of the date of the virtual hearing will be placed in the *Record Journal* and on the City's website.

Substantial Amendments to the Annual Plan

A substantial change to the allocation of funds in the Annual Plan requiring an amendment will be defined in accordance with Section 8 of this Plan. If such an amendment is required, a notice stating the reason, amounts and projects to be effected will be published in the *Record Journal* and on the City website for a five (5) day comment period prior to submitting to HUD. The City will also hold a virtual public hearing during the comment period. Notification of the date of the virtual hearing will be placed in the *Record Journal* and on the City's website.

**10. Performance Reports**

The City of Meriden must submit to HUD an annual performance report on the progress it has made in carrying out its Consolidated Plan and Annual Action Plan. This document is the Consolidated Annual Performance and Evaluation Report (CAPER). The City will submit its CAPER to HUD no later than ninety (90) days after the end of each program year. Availability of the CAPER for public review and comment will be made via a display advertisement in the *Record Journal* at least fifteen (15) days before it is submitted to HUD. A copy of the CAPER will be available for review in the Community Development Office and online at the Economic Development Department website. A summary of comments or views and a summary of any comments or views not accepted and the reasons therefore, will be attached to the CAPER upon submission to HUD.

**11. Complaints**

The City of Meriden will respond to all written complaints or grievances regarding the CDBG program. The City of Meriden will provide a timely, substantive written response to every written citizen complaint within 15 working days of receipt of the complaint, where practicable. Written complaints or grievances must be sent to the Grants Administrator via standard mail or email, at the contact information provided below.

**12. Contact Information**

All correspondence, comments, complaints, questions or requests for information regarding the Consolidated Plan and/or the CDBG programs should be directed to:

Matthew Sarcione, Grants Administrator  
City of Meriden

142 East Main Street, Meriden, CT 06450  
P. 203 630 4105 | F. 203 630 4274  
msarcione@meridenct.gov

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**Appendix C**  
**City of Meriden Allocation Contingency Plan**

**Contingency Plan for Annual Action Plan Allocation**  
**ANNUAL HUD CDBG ALLOCATION**

**Introduction**

Pursuant to 24 CFR 91.15(a)(1), each CDBG entitlement community is to submit its consolidated plan and annual action plan to the U.S. Department of Housing and Urban Development (HUD) at least 45 days before the beginning of its program year. The earliest date on which HUD will accept a consolidated plan or annual action plan submission is November 15<sup>th</sup> and the latest date it will accept a submission is August 16<sup>th</sup>. However, in most years HUD does not receive its annual appropriation until several months into the federal fiscal year (between December and April). In order to comply with citizen participation requirements with respect to the annual action plan, entitlement communities were submitting their plans to HUD prior to the start of their program year, and then revising/amending/resubmitting them to HUD after entitlement allocations were published. Because of the burden this practice created for both HUD and Community Planning and Development grantees, HUD issued revised procedures governing the submission and review of consolidated plans and annual action plans (CPD-19-01: *Guidance on Submitting Consolidated Plans and Annual Action Plans for Fiscal Year (FY) 2019*).

To comply with Section IV of CPD-19-01, the City of Meriden (the City) has updated its Contingency Plan for Annual Action Plan Allocation detailing how it will adjust its proposed consolidated plan/annual action plan to match its actual allocation amount once said amount becomes known to the City's Economic Development Department. This plan is applicable to all consolidated plan and annual action plan submissions to HUD until it is superseded by updated HUD guidance.

**Procedures**

The City of Meriden begins each program year on July 1<sup>st</sup>. The annual local CDBG allocation process typically begins in February and concludes in mid-May so that the annual action plan can be submitted to HUD for its 45-day review period, allowing, under ideal circumstances, the action plan to be approved on or around the start of the program year. As the City typically has not been informed of its annual CDBG entitlement allocation by February, the allocation process is to commence assuming level funding from the prior program year.

Should the City's annual CDBG allocation be decreased from the prior funding year, all City proposals, including program administration and Housing Division staffing, will be funded at the levels approved by the City Council during the local allocation process. The funding decrease will be divided among approved public service activities, with each approved activity receiving a percentage decrease equal to that of the City's decrease from the prior program year. If a funding decrease is significant enough to put the City's approved administration request over the twenty percent (20%) HUD-mandated cap, the administration request will be adjusted so that it is in compliance with HUD regulations.

Should the City's annual CDBG allocation be increased from the prior funding year, all City program administration and Housing Division staffing proposals will be funded at the levels approved by the City Council during the local allocation process. The funding increase will be divided among approved public service activities, with each approved activity receiving a percentage increase equal to that of the City's increase from the prior program year. Public service activities that have been awarded the entire amount of their initial request by City Council will not see an increase in funding, unless the City's increase in CDBG funding is great enough to fund all approved activities at their requested amount. Should the CDBG allocation be great enough to fund all public service activities at the amount requested, or should the public services cap be reached, remaining funds will be divided, proportional to the percentage increase from the prior year, among public facility activities that do not include a fixed cost for the activity (i.e. façade improvement program, inner city sidewalk repair).

In either a decrease or increase funding scenario, decimals will be rounded to the nearest whole dollar as required to completely and accurately allocate all available funding.

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