

# Executive Summary

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

### 1. Introduction

The 2019/2020 Action Plan is being submitted by the City of Middletown to the U.S. Department of Housing and Urban Development (HUD) in accordance with 24 CFR (Code of Federal Regulations) Part 91. This document provides the activities that the City will implement through HUD's federal Community Development Block Grant program (CDBG).

#### Period of Implementation

The period covered by the 45th Year Action Plan is from September 1st, 2019 to August 31st, 2020. This is the fifth year of the City's 2015-2020 five year Consolidated Plan.

#### Funding Sources

The total budget for the 45th Year is estimated at \$593,192.84, as follows:

--CDBG Entitlement- \$452,367.00

--Expected CDBG program income- \$10,963.75

--Reallocation of prior years' funding - \$129,862.09

This budget includes federal entitlements, federal reallocation of prior years' unspent dollars, and program income. The total budget has increased from the 44th Year budget due primarily to the reallocation of prior years' funds. A detailed discussion on funding sources is provided in the Resources section.

### 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.

**Objectives:** The City has 12 objectives it would like to address during the 2019-2020 plan year. These objectives support the priorities set out by the Citizens Advisory Committee which are:

- Reducing Hunger and ending homelessness.

- Programs addressing quality of life issues in neighborhoods and improving parks and public amenities in low and moderate income neighborhoods.
- Eliminating architectural barriers that prevent seniors and the disabled from benefitting from public places.

### **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's Annual Action Plans and associated Consolidated Annual Performance and Evaluation Reports (CAPERs) provide the specifics of projects and programs undertaken by the City. During the program year 2019-2020, the City proposes to continue its investments to address priority needs, ensuring compliant implementation of projects and programs, and achieving anticipated outcomes.

This Annual Action Plan is the fifth year in the five year Consolidated Plan. Part of evaluating past performance will include the City reassessing the needs of the community and how the CDBG program has operated with an emphasis on how to better direct annual entitlement funds to meet the goals set forth in the Consolidated Plan by the Citizens' Advisory Committee.

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

Summary from citizen participation section of plan.

The City began its annual action plan development by requesting proposals from the public, local non-profits, community-based organizations, city departments and other organizations interested in applying for Community Development Block Grant (CDBG) funding. This year applications were made available by January 8, 2019 with public notice in the Hartford Courant on January 8, 2019. Applications were due on February 15th, 2019. The Citizens' Advisory Committee (CAC) scheduled a public hearing on March 20th, 2019 to hear presentations on each proposal and to ask questions of the applicants.

To help increase community input, the City held two seminars on January 30th, 2019 and on February 27th, 2019 to explain the application process. The CAC adopted recommendations for 2019 CDBG funding at a meeting on April 30th, 2019. The City's Common Council reviewed and approved the

recommendations at their meeting held on June 3, 2019. The CAC held a public hearing on the 2019 Annual Action Plan on June 19, 2019 approving the plan with no citizen comment provided.

### Citizen Participation Plan

The Citizens' Advisory Committee (CAC) was established to fulfill the legislative mandate that residents of the community be involved in the Community Development Block Grant Program (CDBG). CAC has provided the overall review and resident input process for the CDBG since 1974. This element of direct resident participation is unique to the process of community development.

The City continuously provides its residents a wide range of opportunities to express their needs and comment on proposed programs. The City Council established Commissions, Advisory Boards and Committees to focus on specific programmatic areas of federal grants. These resident bodies represent a broad segment of the city population and are responsible for providing input on specific community needs, reviewing program policies, funding recommendations and overall program accomplishments for certain programmatic areas like housing, homelessness, as well as public services and economic development.

### Public Meetings

The Citizens' Advisory Committee (CAC) held a public meeting on June 19, 2019 to obtain public input on the Draft Annual Action Plan. The public notice, agenda, and minutes were all available to the public in The Department of Planning, Conservation & Development Office of the Municipal Building. The Draft Annual Action Plan was available on May 15, 2019 and the public comment period of the draft Annual Action Plan was from May 17, 2019 to June 19th, 2019.

### CAC Public Hearing on the Annual Action Plan

The Citizen's Advisory Committee reviewed the Draft Annual Action Plan on June 19th, 2019 and provided an opportunity to receive testimony from residents and agencies. There was no public comment or testimony. A public notice making the Draft Annual Action Plan was published in a local paper on May 17, 2019.

## **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.

The City of Middletown did not receive any public comments on its 2019 Annual Action Plan.

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

The City of Middletown did not receive any public comments on its 2019 Annual Action Plan.

## **7. Summary**

The Annual Action Plan is the outcome of a thorough evaluation of the current opportunities to address the community needs identified within the City's Five Year Consolidated Plan effective

2015-2020. Consistent with the City's Consolidated Plan, the Annual Action plan allocates resources to help the needs of all Middletown Residents by supporting programs that reduce hunger, help to end homelessness, improve neighborhood parks in low to moderate income areas, support quality of life issues and eliminate architectural barriers that prevent seniors and the disabled from benefiting from public facilities.

**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
Lead Agency	MIDDLETOWN	
CDBG Administrator	MIDDLETOWN	Planning, Conservation and Development
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

**Table 1 – Responsible Agencies**

**Narrative (optional)**

The City of Middletown Department of Planning, Conservation and Development (PCD) is the lead agency for Middletown’s Community Development Block Grant Program. The Department of Planning, Conservation and Development handles the Consolidated Plan and Annual Action Plan development process, as well as the Consolidated Annual Performance and Evaluation Report and any sub-grantee monitoring. The Middletown Department of Finance supports the PCD through the processing of payments and program administrative bill paying. In June, the Common Council, with advice and input from the Citizens’ Advisory Committee, approves the allocation of entitlement resources and evaluates entitlement accomplishments.

**Consolidated Plan Public Contact Information**

Lynda MacPherson, Department of Planning, Conservation and Development

245 DeKoven Drive

Middletown, CT 06457

860.638.4840

Email at [Lynda.MacPherson@MiddletownCT.gov](mailto:Lynda.MacPherson@MiddletownCT.gov)

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

### **1. Introduction**

The City of Middletown consulted with local organizations to evaluate the annual action plan for year 2019-2020. In 2019, the CAC conducted meetings seeking input from local organizations. Public notices announcing the CAC meeting dates were posted in the Town Clerk's Office, the PCD Office and on the PCD website. The following groups attended one or more meeting(s): Russell Library, Middlesex Coalition on Housing & Homelessness, North End Action Team (NEAT) and Northern Middlesex YMCA.

### **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(l))**

The City of Middletown published and discussed information for individuals and local public housing providers and mental health service organizations about how to obtain a copy of the 2019-2020 Annual Action Plan and how to submit comments to the Citizens' Advisory Committee. The City of Middletown conducted and staffed meetings to provide an opportunity to local mental health service agencies, organizations and individuals interested in participating in the process and meeting priorities of the Annual Action Plan. The CDBG Coordinator actively participates in the Mayor's Task Force on Homelessness and on the Steering Committee of the Middlesex Coalition on Housing and Homelessness. This participation provides continued opportunities to coordinate efforts with relevant agencies servicing low and moderate income persons in Middlesex County.

### **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.**

- Middletown has increased the number of Permanent Supportive Housing units to 110. New rapid rehousing units total 150. These new resources have led to shorter lengths of stay at our shelter because people are finding housing and services quickly, average length of stay is 79 days. The Middlesex Homelessness Prevention Fund provided assistance to 20 families. It provides immediate assistance to families experiencing a short-term emergency. It is a critical part of the overall plan to end homelessness. The City supports the Coordinated Access Network (CAN), providers work with City agencies to streamline and standardize the process for individuals and families to access assistance. The City continues to make great progress in individualizing housing and related services based on a housing assessment and level of need. New tools include shelter diversion, rapid rehousing, prevention, shared living arrangements and permanent supportive housing. The City sponsors a Warming Center each winter. While the Warming Center offers a warm, safe environment, it operates much differently than a shelter in that there are no beds or cots and sleeping arrangements are not provided. The primary goal of

this initiative is to keep homeless individuals safe from the extreme cold nights during the coldest winter months. Without an option like the Warming Center, Middletown would see an increase in the number of people using the emergency room and other emergency services, increased loitering, disorderly conduct and other similar calls to the police department, and potentially deaths related to exposure to the cold. This project is a cost effective and humane way to care for the homeless during the winter months and averages 19 people per night. The City of Middletown took the lead in redeveloping an abandoned building on State property into 32 units of supportive housing with a preference for veterans. The City developed the reuse concept and created an RFP seeking developers. The City of Middletown is an active participant in the Working Cities Initiative. Residents and business owners work together to improve quality of life for Middletown Residents. The goal of the Working Cities Initiative is to increase prosperity and reduce poverty for Middletown single parent families living at or below the Federal Poverty Level from 35% to 20% by 2028. The City continues to support the Community Care Team (CCT), which plans for frequent users of the Middlesex Hospital Emergency Department. Many of our community members without stable housing, were frequently visiting the emergency department. The City knew that with better care coordination, patients could improve their quality of life, connect to appropriate outpatient services, and reduce the number of emergency department visits among the homeless population. The Mayor's Task Force on Homelessness meets monthly to assess the City's efforts to end homelessness. It is a catalyst for systems change and building the capacity of the City to address homelessness by convening a broad base of community leaders. The Task Force helps solve the issues of housing and homelessness by identifying duplication of efforts and by creating opportunities to share and utilize resources more efficiently. The Task Force is composed of representatives of service provider, civic, municipal, community, business, consumer, non-profit, religious, and other stakeholder groups working collaboratively to identify and take action steps to solve specific and systemic conditions contributing to homelessness. In addition, The Task Force reviews Annual Point in Time Count Data. The City supports these initiatives by providing a staff member to participate in The Coalition on Housing and Homelessness Committee, The Mayor's Task Force on Homelessness and The Working Cities Committee.

**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- Middletown 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**

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

1	<b>Agency/Group/Organization</b>	MIDDLETOWN HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	Housing PHA Services - Housing Services-Elderly Persons Services-Persons with Disabilities Services-homeless Service-Fair Housing
	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment Public Housing Needs Homelessness Strategy Fair Housing
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Discussed affordable housing with the agency. The City will continue to support additional affordable housing opportunities. Continue to support agencies that place homeless people in affordable living arrangements.
2	<b>Agency/Group/Organization</b>	AMAZING GRACE ST. VINCENT DEPAUL
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Elderly Persons Services-Persons with Disabilities Services-Persons with HIV/AIDS Services-homeless
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Reduce Hunger and Quality of Life

<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>The agency shares information on needs required to serve people with food insecurity. They provide the City with information on the number of people attending the soup kitchen and the services they provide to those seeking help. The City will continue to support agencies that help reduce hunger and provide information for people looking for additional services to improve their quality of life.</p>								
<p>3</p>	<table border="1"> <tr> <td data-bbox="247 451 926 508"> <p><b>Agency/Group/Organization</b></p> </td> <td data-bbox="926 451 1940 508"> <p>Middlesex County Coalition on Housing &amp; Homelessness United Way</p> </td> </tr> <tr> <td data-bbox="247 508 926 889"> <p><b>Agency/Group/Organization Type</b></p> </td> <td data-bbox="926 508 1940 889"> <p>Services - Housing            Services-Children            Services-Elderly Persons            Services-Persons with Disabilities            Services-Persons with HIV/AIDS            Services-Victims of Domestic Violence            Planning organization            Business and Civic Leaders            Coordinated Access Network Lead</p> </td> </tr> <tr> <td data-bbox="247 889 926 987"> <p><b>What section of the Plan was addressed by Consultation?</b></p> </td> <td data-bbox="926 889 1940 987"> <p>Homelessness Strategy            Quality of Life</p> </td> </tr> <tr> <td data-bbox="247 987 926 1286"> <p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p> </td> <td data-bbox="926 987 1940 1286"> <p>Discussions concerning how to address homelessness and provide services for the homeless. Providing services to victims of abuse. This agency spearheads the State of Connecticut's Plan of Coordinated Access Network Services. Provides the City with point-in-time counts for homeless people in Middletown. The outcome is anticipated to be the City's continued involvement and support to agencies in the initiative to provide an entire wrap- around service to homeless people, low income people and people affected by domestic violence.</p> </td> </tr> </table>	<p><b>Agency/Group/Organization</b></p>	<p>Middlesex County Coalition on Housing &amp; Homelessness United Way</p>	<p><b>Agency/Group/Organization Type</b></p>	<p>Services - Housing            Services-Children            Services-Elderly Persons            Services-Persons with Disabilities            Services-Persons with HIV/AIDS            Services-Victims of Domestic Violence            Planning organization            Business and Civic Leaders            Coordinated Access Network Lead</p>	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Homelessness Strategy            Quality of Life</p>	<p><b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b></p>	<p>Discussions concerning how to address homelessness and provide services for the homeless. Providing services to victims of abuse. This agency spearheads the State of Connecticut's Plan of Coordinated Access Network Services. Provides the City with point-in-time counts for homeless people in Middletown. The outcome is anticipated to be the City's continued involvement and support to agencies in the initiative to provide an entire wrap- around service to homeless people, low income people and people affected by domestic violence.</p>
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4	<b>Agency/Group/Organization</b>	Middlesex County Chamber of Commerce
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Planning organization Business and Civic Leaders Private Sector Banks
	<b>What section of the Plan was addressed by Consultation?</b>	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>	This organization is consulted as part of an ongoing dialogue of opportunities for economic expansion in Middletown, CT. The focus is on job creation and economic development. The anticipated outcome is continued collaboration with all members of the organization to advancing economic opportunities in Middletown and Middlesex County.
5	<b>Agency/Group/Organization</b>	City of Middletown-Economic Development Commission
	<b>Agency/Group/Organization Type</b>	Other government - Local Planning organization
	<b>What section of the Plan was addressed by Consultation?</b>	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>	Reviews annual allocation as approved by Citizens Advisory Committee. Provides suggestions on utilizing CDBG dollars to promote Economic Development.
6	<b>Agency/Group/Organization</b>	City of Middletown-Public Works Dept.
	<b>Agency/Group/Organization Type</b>	Other government - Local

	<b>What section of the Plan was addressed by Consultation?</b>	Improve Public Amenities in Low Mod Areas
	<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 agency was consulted as part of inter-departmental coordination meetings. The focus is on improving public facilities in low to moderate income areas and on improving public facilities for ADA Compliance and senior access. An anticipated outcome is the improvement of streets, sidewalks, parks, lighting and other infrastructure in CDBG eligible areas.
7	<b>Agency/Group/Organization</b>	City of Middletown-Health Dept.
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy Livable Neighborhoods
	<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 City Department was consulted regarding ongoing needs of homeless individuals and also on responding to areas of blight particularly in low to moderate areas. Anticipated outcomes include continued coordination to ensure that these initiatives continue to be supported.
8	<b>Agency/Group/Organization</b>	City of Middletown-Parks & Recreation Dept
	<b>Agency/Group/Organization Type</b>	Other government - Local
	<b>What section of the Plan was addressed by Consultation?</b>	After school scholarships

	<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 City Department was consulted as part of an ongoing effort to improve quality of life for residents. The focus is on providing summer scholarships to families of low and moderate income. Anticipated outcomes include allocating CDBG funds to leverage access to youth programs.
9	<b>Agency/Group/Organization</b>	Middlesex Community College
	<b>Agency/Group/Organization Type</b>	Services-Education Services-Employment Other government - State Major Employer
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs Anti-poverty Strategy
	<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 school was consulted as part of on-going activities on regional training and employment efforts. Focus was on pathways to employment and job training. Anticipated outcome is linking job creation activities to MXCC programs.
10	<b>Agency/Group/Organization</b>	Middletown Board of Education
	<b>Agency/Group/Organization Type</b>	Services-Children Services-Education Other government - Local Major Employer
	<b>What section of the Plan was addressed by Consultation?</b>	After School Programs from scholarships
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Ongoing conversations with the school district to provide information on the needs of children attending Middletown schools. Anticipated outcomes include opportunities for programs for Middletown's most venerable youth.

11	<b>Agency/Group/Organization</b>	Mayor's Task Force on Homelessness
	<b>Agency/Group/Organization Type</b>	Services-homeless Other government - Local Planning organization Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Homeless Needs - Chronically homeless Homeless Needs - Families with children Homelessness Needs - Veterans Homelessness Needs - Unaccompanied youth Homelessness Strategy
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	Attend once a month meeting to discuss Middletown's homeless and their unmet needs. Warming Center outcomes and objectives are also discussed. Homeless resident provide their input. Continue to provide support for agencies as they strive towards reducing and ending homelessness.
12	<b>Agency/Group/Organization</b>	Middletown Works
	<b>Agency/Group/Organization Type</b>	Planning organization Business and Civic Leaders
	<b>What section of the Plan was addressed by Consultation?</b>	Anti-poverty Strategy Quality of Life Issues
	<b>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</b>	This agency is embarking on an initiative to help single family parents move out of poverty. They will be providing training and educational opportunities for these individuals. Once a month meetings were attended to meet these individuals and listen to their concerns. Provide leveraged support to this agency in their initiative to improve the quality of life for residents of Middletown.

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

In accordance with HUD’s guidelines, the City undertook an extensive effort to obtain input on community needs and how to improve on services provided to people who are disabled, seniors, veterans or are have low to moderate income.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	CT Dept of Economic Development CT Housing Finance Authority	Addressing housing needs by assisting in the construction of the Shepherd Home, a 32 unit housing complex for Veterans.

**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 Citizens' Advisory Committee (CAC) scheduled and broadly advertised public meetings announcing the availability of funds and the application process. A public meeting was held to allow applicants to explain their application and allow the CAC to ask questions. The public notice, agenda, and minutes are all available in the Department of Planning, Conservation & Development office. The public comment period for review of the draft Annual Action Plan was May 17, 2019 to June 18, 2019 and notice of such was advertised in the local newspaper. The CAC conducted a final Public Hearing on the Annual Action Plan on June 19, 2019 to provide an opportunity to receive testimony from residents and agencies. There was no public or agency input. The CAC reviewed and approved the Annual Action Plan on June 19, 2019. The public notice for the meeting was published on May 17, 2019

## 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	Public Hearing	Non-targeted/broad community	The City of Middletown conducted CAC meetings on January 16, 2019 and March 20, 2019 regarding the 2019/2020 Annual Action Plan. All meetings were posted in the offices of the Town Clerk and Planning Department as well as posted on the City of Middletown internet website.	There were no members of the public that spoke on the Annual Action Plan and there were no comments received.	No Comments Received	
2	Public Meeting	Non-targeted/broad community	A technical assistance workshop was held on January 30, 2019 and on February 7, 2019 and was attended by two participants.	Participants raised questions regarding the procurement process and infrastructure programs.	All comments were accepted	

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 Meeting	Non-targeted/broad community	<p>The allocation plan was approved by The Common Council on June 3, 2019. A portion of the Agenda includes a public comment section of which no comments pertained to the Annual Plan and Allocation. Notice of the Public Hearing on the Draft Annual Action Plan was placed in a local paper on May 17, 2019. A public hearing on the draft Annual Action Plan was held on June 19, 2019.</p>	No comments were received.	NA	

**Table 4 – Citizen Participation Outreach**

## Expected Resources

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

#### Introduction

The City received notification of the 19/20 allocation on April 19, 2019. The City was allocated \$452,367. In addition to this allocation, the City reprogrammed \$129,862.09 of prior year unexpended funds and had program income of \$10,963.75. The total amount available for projects is \$593,192.84.

#### 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	452,366	10,964	129,862	593,192	0	

Table 1 - 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**

Entitlement funds will be used to further the goals of the plan and may include private foundations, organizations and individuals. The following leveraged resources are anticipated during this annual action plan period:

**City General Fund:** The annual City budget includes resources to improve public parks, facilities and infrastructure.

**Affordable Housing Resources:** Section 8 is administered by the Middletown Housing Authority and provides rental assistance.

**Ending Hunger and Homelessness Resources:** United Way, Contributions from Faith Based Agencies, Local Companies and other private donators. In addition, the City's General Fund includes a contribution to the Warming Center.

**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 of Middletown is committed to improving and maintaining City parks and public facilities that serve low and moderate income persons.

**Discussion**

The priorities identified in the plan are a result of a comprehensive and community wide effort to identify needs. The availability of resources is analyzed to determine the best way to meet these needs.

## 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
2	J-2 Multi Year Grants for Career and Job Services	2015	2019	Non-Housing Community Development	City of Middletown-Community-wide	JOBS, JOBS, JOBS	CDBG: \$8,000	Other: 50 Other
7	LN-4 Support Programs Addressing Quality of Life I	2015	2019	Non-Housing Community Development	Downtown Middletown-5416 City of Middletown-Community-wide	Access for All	CDBG: \$15,000	Other: 400 Other
8	LN-5 Improve Public Amenities in Low/Mod Areas	2015	2019	Non-Housing Community Development	Downtown Middletown-5416 City of Middletown-Community-wide	Access for All	CDBG: \$387,015	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 20000 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
11	AA-3 Middlesex 10 Year Plan to End Homelessness	2015	2019	Homeless	Downtown Middletown-5416 City of Middletown-Community-wide	Access for All	CDBG: \$25,000	Homeless Person Overnight Shelter: 250 Persons Assisted
12	AA-4 Accessible Public Facilities	2015	2019	Non-Housing Community Development	Downtown Middletown-5416 City of Middletown-Community-wide	Access for All	CDBG: \$47,849	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 4000 Persons Assisted
13	AA-5 Reducing Hunger Grants	2015	2019	Non-Housing Community Development	Downtown Middletown-5416 City of Middletown-Community-wide	Access for All	CDBG: \$19,855	Public service activities for Low/Moderate Income Housing Benefit: 4000 Households Assisted

Table 2 – Goals Summary

**Goal Descriptions**

2	<b>Goal Name</b>	J-2 Multi Year Grants for Career and Job Services
	<b>Goal Description</b>	

7	<b>Goal Name</b>	LN-4 Support Programs Addressing Quality of Life I
	<b>Goal Description</b>	
8	<b>Goal Name</b>	LN-5 Improve Public Amenties in Low/Mod Areas
	<b>Goal Description</b>	
11	<b>Goal Name</b>	AA-3 Middlesex 10 Year Plan to End Homelessness
	<b>Goal Description</b>	
12	<b>Goal Name</b>	AA-4 Accessible Public Facilities
	<b>Goal Description</b>	
13	<b>Goal Name</b>	AA-5 Reducing Hunger Grants
	<b>Goal Description</b>	

# Projects

## AP-35 Projects – 91.220(d)

### Introduction

The City of Middletown adopted 12 projects that it will fund and carry out during the 2019 Entitlement grant year. Ten of the projects will be carried out by sub-recipients, totaling \$293,192.84 of the resources available for this program year. These projects were selected because the CAC determined that they met local goals and objectives. Given the City's past experience with timeliness, the committee wanted to ensure that they supported projects that they knew would be completed within a year and were in the "Ready to Proceed" stage. The CAC decided to fund the handrail installation project at Harbor Park in the amount of \$300,000. Not only was this project in the "ready to proceed" stage, but it would address ADA Compliance and improve a park that is located in the City's Downtown Area (a low to moderate income area).

Projects

### Projects

#	Project Name
1	Planning and Admin
2	Public Services
3	Public Facilities & Improvements

**Table 3 - Project Information**

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

Once projects were selected and identified as eligible, funding allocation for projects was formulated by the CAC based upon HUD threshold limits pertaining to the funding of Public Services.

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

1	<b>Project Name</b>	Planning and Admin
	<b>Target Area</b>	City of Middletown- Community-wide
	<b>Goals Supported</b>	J-2 Multi Year Grants for Career and Job Services LN-4 Support Programs Addressing Quality of Life I LN-5 Improve Public Amenties in Low/Mod Areas AA-3 Middlesex 10 Year Plan to End Homelessness AA-4 Accessible Public Facilities AA-5 Reducing Hunger Grants
	<b>Needs Addressed</b>	JOBS, JOBS, JOBS Livable Neighborhoods Access for All
	<b>Funding</b>	CDBG: \$90,473
	<b>Description</b>	Funding necessary to properly administer the CDBG program
	<b>Target Date</b>	9/30/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	<b><u>N/A -Program Administration</u></b>
	<b>Location Description</b>	NA
	<b>Planned Activities</b>	
2	<b>Project Name</b>	Public Services
	<b>Target Area</b>	Downtown Middletown- 5416 City of Middletown- Community-wide
	<b>Goals Supported</b>	LN-4 Support Programs Addressing Quality of Life I LN-5 Improve Public Amenties in Low/Mod Areas AA-3 Middlesex 10 Year Plan to End Homelessness AA-5 Reducing Hunger Grants
	<b>Needs Addressed</b>	Livable Neighborhoods Access for All
	<b>Funding</b>	CDBG: \$67,855
	<b>Description</b>	Public service activities include, but are not limited to, homelessness prevention and outreach; nutrition for homeless and low to moderate income people; services to support and enhance skills for job readiness and an assualt crisis center.
	<b>Target Date</b>	8/31/2020

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	Community Wide with an emphasis on the City's North End where many low to moderate income people reside.
	<b>Planned Activities</b>	Amazing Grace-Food Pantry; Overnight Center during winter months for homeless; Community Food Market; Assault Crisis Center for abused women and their families; and a career readiness program.
<b>3</b>	<b>Project Name</b>	Public Facilities & Improvements
	<b>Target Area</b>	Downtown Middletown- 5416 City of Middletown- Community-wide
	<b>Goals Supported</b>	LN-4 Support Programs Addressing Quality of Life I LN-5 Improve Public Amenties in Low/Mod Areas AA-4 Accessible Public Facilities
	<b>Needs Addressed</b>	Livable Neighborhoods Access for All
	<b>Funding</b>	CDBG: \$434,864
	<b>Description</b>	Public facility activities will consist of: Installation of handrails at Harbor Park; Replacement of flooring at the Russell Library; HVAC project at the YMCA; ADA accommodations at a Senior Housing Facility and funding for construction of a new soup kitchen.
	<b>Target Date</b>	8/31/2020
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	
	<b>Location Description</b>	
<b>Planned Activities</b>	Replacing a floor at the Russell Library; Installing handrails at Harbor Park; Replacement of a boiler in the YMCA Gym; Renovations to a new soup kitchen facility; ADA accommodations at a senior living complex.	

## 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 Funds will be directed to programs that serve low to moderate clientele. Funding is also provided for infrastructure projects to improve low to moderate census tract areas and that serve people who live in those areas. Harbor Park is located in the downtown area of Middletown. The total for this project is \$300,000 which comprises 50% of the total CDBG amount available to spend in the 2019 Program Year. The rest of the projects serve to assist the entire Middletown Community.

### Geographic Distribution

Target Area	Percentage of Funds
North End Redevelopment Area	
Downtown Middletown- 5416	50
Middletown Enterprise Zone	
South End- 5417	
Miller Bridge Redevelopment Area	
North End Industrial Redevelopment Area	
North End Neighborhood Housing Redevelopment- 5411	
City of Middletown- Community-wide	50

Table 4 - Geographic Distribution

### Rationale for the priorities for allocating investments geographically

Projects in the 45th Year Action Plan are primarily distributed on the basis of need and the impact on low- and moderate-income persons. The City's policy is to direct Consolidated Plan resources wherever possible to areas of the city that are experiencing the highest rate of poverty, substantial unemployment, substandard or overcrowded housing, known gaps in public services, crime, or ideal project location. This is based upon a variety of sources of statistical and demographic data provided by various city departments or local organizations. As a result the geographic distribution of resources reflects a focus on community development in the downtown area and on community wide initiatives that help low to moderate income individuals, seniors and handicapped individuals. This downtown area of the city continues to host the majority of Middletown's low-income population as well as many of the social services that this population utilizes. It is also where there is the largest concentration of minorities in the City.

### Discussion

Projects in the 45th Year Action Plan are primarily distributed on the basis of need and the impact on

low- and moderate-income persons. The City's policy is to direct Consolidated Plan resources wherever possible to areas of the city that are experiencing the highest rate of poverty, substantial unemployment, substandard or overcrowded housing, known gaps in public services, crime, or ideal project location. This is based upon a variety of sources of statistical and demographic data provided by various city departments or local organizations.

# Affordable Housing

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

### Introduction

The City of Middletown addresses issues of housing in Middletown with priorities that deal with specific housing objectives.

- Livable Neighborhoods.
- Access for all to the services that residents need to live productive independent lives.

These priorities are paired with 2 objectives it would like to address during 2015-2020 Consolidated Plan to address special housing needs.

- Correct physical problems which limit the housing market in the Downtown and surrounding neighborhoods through targeted investment and proper project design.
- Support the Middlesex County 10-year plan to end homelessness.

For the 2019 Annual Action Plan year the City is funding an HVAC Project at the Northern Middlesex YMCA in the amount of \$70,000. Since this YMCA has a men’s residence section that provides 62 low income housing units, there is a componet of this project that support the City's goals to reduce the homeless population.

One Year Goals for the Number of Households to be Supported	
Homeless	62
Non-Homeless	40
Special-Needs	0
Total	102

**Table 6 - One Year Goals for Affordable Housing by Support Requirement**

One Year Goals for the Number of Households Supported Through	
Rental Assistance	62
The Production of New Units	0
Rehab of Existing Units	40
Acquisition of Existing Units	0
Total	102

**Table 7 - One Year Goals for Affordable Housing by Support Type**

### Discussion

The City of Middletown continues to dedicate resources to address issues of affordable housing with priorities of livable neighborhoods and providing housing access to the services needed by residents to live independent and productive lives. This year's CDBG Funding provides support to an elderly, low-

income housing complex so that handicap swing door accessories can be installed. In addition, the funding provided to the YMCA HVAC project supports reducing homelessness as the building includes 62 low income housing units. The low income affordability provided by these housing units has a direct affect on reducing the number of individuals who would otherwise not be able to afford rent.

## AP-60 Public Housing – 91.220(h)

### Introduction

The Middletown Housing Authority (MHA) did not seek any CDBG funds for the 2019 year.

The Middletown Housing Authority will be utilizing federal funds during the grant year.

As of March 31st, 2019 the Middletown Housing Authority manages 899 active Housing Choice Vouchers.

The following is a summary of the types of vouchers managed and the monthly costs of each:

<b>Standard</b>	<b>Tenant Protection</b>	<b>Ported Out</b>	<b>Non-Elderly</b>	<b>Disabled</b>
<b># of Vouchers</b>	741	59	50	49
<b>Monthly Cost/Voucher</b>	\$775	\$600	\$865	\$665
<b>Total Monthly Cost</b>	\$575,000	\$35,400	\$69,200	\$32,585

The average monthly tenant contribution to rent by Middletown Housing Authority voucher holders is \$275.00 and the average monthly HUD expenditure per voucher holder was \$775.

The City of Middletown will reach out to the Middletown Housing Authority through its Consolidated Plan development process to determine their needs for the next five years and how CDBG funds can

help address those needs.

Maplewood Terrace (47 units); Traverse Square (60 units); Sbona Tower (126 units) and Monarca Place (16 units).

The Housing Authority will address capital needs in new roofs, windows, brick repointing, painting, HVAC improvements, fire doors, carpeting, security systems, boiler and hot water replacements.

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

The Middletown Housing Authority will be replacing a roof and refurbishing the elevator at Sbona Tower in the coming year. Also, brick repointing and exterior water proofing will proceed.

Replacing windows and Replacing porches and doors is planned for Maplewood Terrace.

Replacing the hot water tank at Maplewood Terrace.

Parking lot resurfacing and sidewalk repairs are planned for Traverse Square and Monarca Place.

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

The Middletown Housing Authority's primary objective is to provide safe, decent and sanitary housing for low to moderate income households. Our outreach efforts to residents are a daily function with management/maintenance personnel meeting and available to residents. The Director tours properties each day and is available to meet with residents with or without an appointment.

The Director meets with the neighborhood representatives on a regular basis to both listen to the concern of residents and to discuss upcoming events. The Director also meets with the Resident Commissioner frequently.

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

The Middletown Housing Authority is not a troubled a PHA.

### **Discussion**

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

### **Introduction**

Middlesex County Coalition on Housing and Homelessness works with the City of Middletown to address the systemic issues that lead to homelessness. The Coalition, in partnership with the City of Middletown, is a catalyst for systems change and building the capacity of the region to address homelessness by convening a broad base of community leaders. This partnership maximizes the region's capacity to solve the issues of housing and homelessness by identifying duplication of efforts and by creating opportunities to share and utilize resources more efficiently.

The City of Middletown is the only urban area in Middlesex County and serves as the main social service center for the region. The City participates in the local Coordinated Access Network (CAN). Through the CAN, service providers work together to streamline and standardize the process for individuals and families to access assistance. The CAN continues to make great progress in individualizing housing and related services based on a housing assessment and level of need. New tools include shelter diversion, rapid rehousing, prevention, shared living arrangements and permanent supportive housing. Case managers are now laser-focused on assisting clients with the housing search. Case managers are trained to make referrals to other necessary mainstream services, such as health care and employment services, instead of re-creating these services within the shelter system. These changes have led to a dramatic decrease in chronic homelessness among individuals in the region.

### **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**

The Mayor's Task Force on Homelessness will continue to meet monthly with a broad base of community leaders to ensure the homeless response system increases its effectiveness. The City will continue to support the Coordinated Access. Access to emergency housing and related services begins with a call to 2-1-1. It is the statewide system to access, assess and assign services for people who are experiencing a housing emergency. The CAN provides an efficient, centralized and regionalized system of assessment and service planning to access shelter and/or referral to other appropriate services, including homelessness prevention, rapid rehousing, transitional housing, shelter diversion, permanent

supportive housing and other related services for an individual or family facing a housing crisis.

After dialing 2-1-1, people seeking shelter or experiencing a housing crisis are connected with trained Housing Specialists. The Specialist will perform an initial assessment, make referrals as needed to help avoid homelessness, and when appropriate, schedule a community-level appointment with a designated case manager. This service does not guarantee immediate shelter or housing placement, but links to a wide variety of community partner and housing resources that can best assist the individual's housing needs.

In addition, local community providers have street outreach staff to identify families and individuals who have not connected with mainstream services. Outreach workers assist people in making the 2-1-1 call and assist with follow up to any and all referrals. In addition, the Community Care Team at Middlesex Hospital will continue to meet weekly to create care plans for frequent users of the emergency department. Approximately half of these patients are homeless or have unstable housing.

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

- Utilize a variety of tools to prevent and end homelessness, customized to meet the individual needs of the client. Tools include supportive housing, rapid rehousing, shelter diversion and prevention fund assistance.
- Decrease the length of stay in shelters by quickly connecting people to a housing resource.
- Increase project based and scattered site permanent supportive housing units through new development and the rehabilitation of existing units throughout Middlesex County.
- Participate in the State's effort to expand Medicaid to include housing services for people experiencing homelessness that are high utilizers of Medicaid services.
- Increase shelter diversion rates by creating a shared housing model and facilitating family mediation strategies.
- Manage the Middletown Warming Center from November 15 through March 31.
- Through the Mayor's Task for on Homelessness, identify gaps in services and convene community providers to find solutions.
- Maintain and coordinate flexible Homelessness Prevention Funds and increase coordination of a variety of prevention funds available across the region.
- Eliminate the barriers and provide incentives for the development of affordable and supportive housing.
- Support for affordable housing at the local level. Encourage community members to advocate for affordable housing projects. Encourage developers to propose housing that includes affordable units.
- Implement a community outreach plan including the development of key messages for key target audiences to increase public awareness of housing and homelessness issues, utilizing community members with lived experience, community advocates and volunteers.
- Sustain and expand annual state and federal investments for the expansion of affordable and

supportive housing by involving our elected officials.

- Increase access to healthcare and dental care for everyone in Middlesex County experiencing homelessness through the Middlesex Hospital Community Care Team.
- Build a seamless, integrated system for people experiencing homelessness to access mainstream employment services, which links homeless service providers, workforce development and the mainstream service system.

Increase access to income and entitlements for individuals and families experiencing homelessness by referring individuals to SOAR specialists.

**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**

Answered in reaching out to homeless persons section and addressing transitional housing needs.

**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.**

Answered in reaching out to homeless persons section and addressing transitional housing needs.

## **Discussion**

See above

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

### **Introduction:**

The Department of Planning, Conservation and Development and the Office of Equal Opportunity and Diversity Management (OEODM) administers the City of Middletown's Fair Housing Program. The Fair Housing Officer is responsible for enforcement of the City and Federal Fair Housing Laws; processing alleged cases of housing discrimination; conducting education sessions; and providing assistance on fair housing issues. The fair housing policy of the City of Middletown is in accordance with provisions of section 46a-64c of Connecticut General Statutes and related Federal Housing Laws.

During PY 45, the City's Fair Housing Officer will play an important role for the City with regard to ensuring that the City's Fair Housing Policy is properly enforced. The City of Middletown is committed to affirmatively furthering fair housing. Fair Housing activities to overcome barriers to fair housing shall include:

- Continue to provide technical assistance and provide fair housing information for all City of Middletown residents.
- Continue to process and resolve cases of housing discrimination.
- Continue to provide emergency financial assistance to alleviate housing hardships through the Walter C. Jones Fund.

### **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**

The "Analysis of Impediments to Fair Housing Choice" report identifies a number of actions the City can take in order to affirmatively further fair housing. The City's Fair Housing Action Plan (FHAP) will address and mitigate some impediments to fair housing choice that exist in the City of Middletown. The FHAP will be carried out by the Department of Planning, Conservation and Development during the Five Year Plan by performing the following:

- The City of Middletown will implement the recommendation of its Housing Study.
- The City and local housing groups will meet to explore opportunities to create efficiencies and savings.
- The City of Middletown will partner with local lenders to address the investment gap between wealthy and less wealthy sections of the City.
- The City of Middletown will fund its Community Development Block Grant job programs.
- The City will use resources that it has available through a US EPA Brownfield grant to develop a database of sites that are appropriate for infill development.
- The City will continue to maintain the inventory of historic properties on its website to allow developers and property owners to know when they have a historic structure that is eligible for

reuse and reduced zoning requirements.

- The City will use resources that it has available through a US EPA Brownfield grant to investigate sites for hazardous materials and provide the results to the owners and the public.
- The City of Middletown, through its representation on the Middletown Area Transit, will support expansion of services or collaboration with adjacent public transit systems to create services to meet economic opportunities.
- The City of Middletown will participate with the Mid State Regional Planning Agency and, where appropriate, neighboring regional organizations to develop regional solutions to transportation problems.
- The City of Middletown will participate with the Mid State Regional Planning Agency and, where appropriate, neighboring regional organizations to develop regional solutions to affordable housing problems.

### **Discussion:**

The City of Middletown has determined that it is in compliance with requirements to affirmatively further fair housing. A continuation of existing programs and the development of new methods to improve housing choice will ensure continued compliance with the requirements in Section 808(e)(5) of the Fair Housing Act and the regulatory requirements of the CDBG program. Improvements to the City's Fair Housing policies and programs will be made as needed in response to improved outreach and education, regional coordination and planning activities, and public input and criticism. The Analysis to Impediments supporting documentation will be kept current to ensure continued compliance and improvement.

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

### **Introduction:**

The City of Middletown will continue to address obstacles in order to better meet the needs of the underserved. The activities selected for funding in this program year are projects that meet a priority need and those that provide immediate benefits for low and moderate individuals. Eligible activities were prioritized and then selected by the Citizen's Advisory Committee.

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

The City will continue to partner with local agencies to remain involved supporting the needs of underserved. By actively participating in the Middlesex County Coalition on Housing and Homelessness, The Mayor's Taskforce on Homelessness, Middletown Works and other committees, The City will be able to hear and help address the issues facing this population. Monthly meetings provide first-hand information on the issues these residents are facing. The Mayor's Taskforce is attended by homeless people who often discuss the problems they encounter and what type of supports they need.

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

The City of Middletown is committed to affirmatively furthering affordable housing and activities to overcome barriers to affordable housing. The City of Middletown has a Fair Housing Officer on staff and continues to dedicate resources to address issues of housing in Middletown by addressing the following:

- Provide Livable Neighborhoods
- Provide access for all to the services that residents need to live productive independent lives.
- Correct physical problems which limit the housing market in the Downtown and surrounding neighborhoods through targeted investment and proper project design
- Support the Middlesex County 10-year plan to end homelessness.

For the 2019 Annual Action Plan year the City is funding the replacement of the HVAC Unit in the YMCA Gymnasium. The YMCA provides 62 low income housing units.

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

No applications seeking funding to address lead-based paint hazards were received. The City monitors lead-based hazards through the City Health Department on a continuous basis to identify and correct lead-based paint hazard issues. The City shall continue its effort of addressing lead-based paint reduction through code enforcement. When activities disturb lead-based paint, and they become a hazard either through risky building practices or property neglect, the City requires the property owners

to correct the situation according to state and federal standards.

- Russell Library- Job and Career Services- \$8,000-Services prepare unemployed & underemployed individuals for the modern job search.
- SVD Amazing Grace Food Pantry- \$10,000-The pantry is opened four days a week where recipients "shop" and receive approximately three days' worth of nutritious meals determined by the size of their family.
- Housing & Homelessness Warming Center- \$25,000- The Warming Center provided overnight shelter during the winter months to over 400 individuals.
- North End Action Team Food Initiative- \$10,000- Also known as the North End Farmer's Market, the Food initiative serves individuals within the North End and seniors. The Community Food Initiative currently includes: (1) The North End Farmers Market, which runs June to November annually. (2) The North End Kids Market at the North End Farmers Market, a program that connects hundreds of youth and families with CT Grown food and products, and (3) Four community gardens that are used to build community as an educational tool for youth and neighborhood groups, to prevent neighborhood deterioration and to provide food to our kids and resident gardeners. The project will have a high community impact by improving healthy food access, providing unique educational programming, and beautifying public community gardens that serve as green spaces in a predominantly urban area.
- Middlesex Comm. College Magic Food Bus IV-\$9,855-The Magic Food Bus will provide free food to more than 1,600 individuals to share with their families.

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

The residents of Middletown and the U.S. Department of Housing and Urban Development have an interest in seeing that the Consolidated Plan programs and projects are implemented in a timely manner and information is provided to all in a timely manner.

A strong institutional structure with the ability to develop and share data on the progress and status of beneficiaries through the development of integrated and formalized system of obtaining information and disbursing information for evaluation and decision-making benefits all stakeholders.

The Citizens' Advisory Committee has identified procedures to ensure that the Consolidated Plan can be implemented.

- The City of Middletown changed from an annual reporting process to a quarterly reporting process, where sub-recipients are required to provide a progress report detailing accomplishments and spending.
- A Community Development Specialist position was approved by the City as a new position. This will ensure that the CDBG Program is closely monitored. The individual started at the end of October, 2018, The CAC and the City of Middletown are continuing to study ways in which the CBDG program can be better managed and implement those that will yield results.
- The City of Middletown will begin to perform on-site inspections to ensure that sub-grantees are being reviewed in a timely manner to ensure that all sub-grantees are on track or implement procedures to prevent the need for extensions.

- The CAC has reviewed of how extensions are granted to sub-grantees. Sub-grantees previously were only required to submit a letter requesting an extension and when it expected to use their unused funds. Now sub-grantees will be required to submit a plan that provides a timetable and benchmarks, so the CAC can evaluate if the sub-grantee is indeed following through on its obligations.

The Citizens' Advisory Committee will continue to seek ways to increase the timeliness and problem solve slow moving projects sooner rather than later.

The Citizens' Advisory Committee also seeks to increase cooperation and information sharing with stakeholders in the community through staff and correspondence. Staff meets with the Middletown Housing Authority, Middlesex Continuum of Care, North End Action Team, The Connection Inc, Mercy Housing and others to advise these groups on CDBG funding possibilities. Staff also hold seminars to educate groups and organizations about applying for Community Development Block Grant funds and to educate sub-grantees on recent changes in the regulations. Staff provide technical assistance to those interested in applying for CDBG funds.

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

Success of a planned coordination between public and private social service agencies requires the support and determination of stakeholders. People and the organizations they are a part of are critical for this five year plan to succeed. A significant new component to Middletown's Community Development Block Grant program is the creation of working groups to disseminate information, seek buy-in, critically review the plan's progress and outputs, and form partnerships to better leverage CDBG, private and other public resources.

### **Discussion:**

Federal community development funds are safeguarded through procedures that regulate how funds are expended. Accounting and budget systems must be in place to account for federal funds, and assure that they are being spent only on eligible project activities. To meet this objective, the city, through the Community Development Specialist and the Citizens Advisory Committee conducts thorough financial and programmatic monitoring annually. A formal monitoring process has been developed to insure that projects are receiving timely inspections and oversight.

# Program Specific Requirements

## AP-90 Program Specific Requirements – 91.220(l)(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(l)(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	10,964
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>10,964</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.	75.00%



