

**City of Danbury**

**2016**

**Community Development Block Grant**

**Annual Action Plan**

**August 12, 2016**

**Mark D. Boughton**

**Mayor**

Application for Federal Assistance SF-424		
<b>* 1. Type of Submission:</b>		
<input type="checkbox"/> Preapplication		
<input checked="" type="checkbox"/> Application		
<input type="checkbox"/> Changed/Corrected Application		
<b>* 2. Type of Application:</b>		<b>* If Revision, select appropriate letter(s):</b>
<input checked="" type="checkbox"/> New		<input type="text"/>
<input type="checkbox"/> Continuation		<b>* Other (Specify):</b>
<input type="checkbox"/> Revision		<input type="text"/>
<b>* 3. Date Received:</b>	<b>4. Applicant Identifier:</b>	
<input type="text"/>	<input type="text"/>	
<b>5a. Federal Entity Identifier:</b>	<b>5b. Federal Award Identifier:</b>	
<input type="text"/>	<input type="text"/>	
<b>State Use Only:</b>		
<b>6. Date Received by State:</b>	<b>7. State Application Identifier:</b>	
<input type="text"/>	<input type="text"/>	
<b>8. APPLICANT INFORMATION:</b>		
<b>* a. Legal Name:</b> <input type="text" value="City of Danbury"/>		
<b>* b. Employer/Taxpayer Identification Number (EIN/TIN):</b>		<b>* c. Organizational DUNS:</b>
<input type="text" value="06-6001868"/>		<input type="text" value="0721232500000"/>
<b>d. Address:</b>		
<b>* Street1:</b>	<input type="text" value="155 Deer Hill Avenue"/>	
<b>Street2:</b>	<input type="text"/>	
<b>* City:</b>	<input type="text" value="Danbury"/>	
<b>County/Parish:</b>	<input type="text"/>	
<b>* State:</b>	<input type="text" value="Connecticut"/>	
<b>Province:</b>	<input type="text"/>	
<b>* Country:</b>	<input type="text" value="USA: UNITED STATES"/>	
<b>* Zip / Postal Code:</b>	<input type="text" value="06810-7726"/>	
<b>e. Organizational Unit:</b>		
<b>Department Name:</b>	<b>Division Name:</b>	
<input type="text" value="Finance"/>	<input type="text"/>	
<b>f. Name and contact information of person to be contacted on matters involving this application:</b>		
<b>Prefix:</b>	<input type="text" value="Mr."/>	<b>* First Name:</b> <input type="text" value="David"/>
<b>Middle Name:</b>	<input type="text"/>	
<b>* Last Name:</b>	<input type="text" value="St. Hilaire"/>	
<b>Suffix:</b>	<input type="text"/>	
<b>Title:</b>	<input type="text"/>	
<b>Organizational Affiliation:</b>		
<input type="text"/>		
<b>* Telephone Number:</b>	<input type="text" value="203-797-4652"/>	<b>Fax Number:</b> <input type="text" value="203-796-1526"/>
<b>* Email:</b>	<input type="text" value="d.sthilaire@danbury-ct.gov"/>	

**Application for Federal Assistance SF-424**

**\* 9. Type of Applicant 1: Select Applicant Type:**

City or Township Government

Type of Applicant 2: Select Applicant Type:

Type of Applicant 3: Select Applicant Type:

\* Other (specify):

**\* 10. Name of Federal Agency:**

U.S. Department of Housing and Urban Development

**11. Catalog of Federal Domestic Assistance Number:**

14.218

CFDA Title:

Entitlement Grant

**\* 12. Funding Opportunity Number:**

B-16-MC-09-0005

\* Title:

CDBG

**13. Competition Identification Number:**

Title:

**14. Areas Affected by Project (Cities, Counties, States, etc.):**

Add Attachment

Delete Attachment

View Attachment

**\* 15. Descriptive Title of Applicant's Project:**

Annual Community Development Block Grant Entitlement

Attach supporting documents as specified in agency instructions.

Add Attachments

Delete Attachments

View Attachments

**Application for Federal Assistance SF-424**

**16. Congressional Districts Of:**

\* a. Applicant

\* b. Program/Project

Attach an additional list of Program/Project Congressional Districts if needed.

**17. Proposed Project:**

\* a. Start Date:

\* b. End Date:

**18. Estimated Funding (\$):**

* a. Federal	<input type="text" value="574,854.00"/>
* b. Applicant	<input type="text"/>
* c. State	<input type="text"/>
* d. Local	<input type="text"/>
* e. Other	<input type="text"/>
* f. Program Income	<input type="text"/>
* g. TOTAL	<input type="text" value="574,854.00"/>

**\* 19. Is Application Subject to Review By State Under Executive Order 12372 Process?**

- a. This application was made available to the State under the Executive Order 12372 Process for review on
- b. Program is subject to E.O. 12372 but has not been selected by the State for review.
- c. Program is not covered by E.O. 12372.

**\* 20. Is the Applicant Delinquent On Any Federal Debt? (If "Yes," provide explanation in attachment.)**

Yes  No

If "Yes", provide explanation and attach

21. \*By signing this application, I certify (1) to the statements contained in the list of certifications\*\* and (2) that the statements herein are true, complete and accurate to the best of my knowledge. I also provide the required assurances\*\* and agree to comply with any resulting terms if I accept an award. I am aware that any false, fictitious, or fraudulent statements or claims may subject me to criminal, civil, or administrative penalties. (U.S. Code, Title 218, Section 1001)

\*\* I AGREE

\*\* The list of certifications and assurances, or an internet site where you may obtain this list, is contained in the announcement or agency specific instructions.

**Authorized Representative:**

Prefix:  \* First Name:   
Middle Name:   
\* Last Name:   
Suffix:

\* Title:

\* Telephone Number:  Fax Number:

\* Email:

\* Signature of Authorized Representative: 

\* Date Signed:

## CERTIFICATIONS

In accordance with the applicable statutes and the regulations governing the consolidated plan regulations, the jurisdiction certifies that:

**Affirmatively Further Fair Housing** --The jurisdiction will affirmatively further fair housing, which means it will conduct an analysis of impediments to fair housing choice within the jurisdiction, take appropriate actions to overcome the effects of any impediments identified through that analysis, and maintain records reflecting that analysis and actions in this regard.

**Anti-displacement and Relocation Plan** --It will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended, and implementing regulations at 49 CFR 24; and it has in effect and is following a residential antidisplacement and relocation assistance plan required under section 104(d) of the Housing and Community Development Act of 1974, as amended, in connection with any activity assisted with funding under the CDBG or HOME programs.

**Anti-Lobbying** --To the best of the jurisdiction's knowledge and belief:

1 No Federal appropriated funds have been paid or will be paid, by or on behalf of it, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

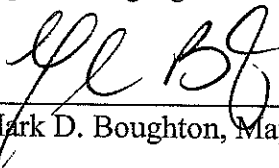
2 If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, it will complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions; and

3 It will require that the language of paragraph 1 and 2 of this anti-lobbying certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

**Authority of Jurisdiction** --The consolidated plan is authorized under State and local law (as applicable) and the jurisdiction possesses the legal authority to carry out the programs for which it is seeking funding, in accordance with applicable HUD regulations.

**Consistency with plan** --The housing activities to be undertaken with CDBG, HOME, ESG, and HOPWA funds are consistent with the strategic plan.

**Section 3** --It will comply with section 3 of the Housing and Urban Development Act of 1968, and implementing regulations at 24 CFR Part 135.

  
\_\_\_\_\_  
Mark D. Boughton, Mayor

8-12-16  
\_\_\_\_\_  
Date

## Specific CDBG Certifications

The Entitlement Community certifies that:

**Citizen Participation** --It is in full compliance and following a detailed citizen participation plan that satisfies the requirements of 24 CFR 91.105.

**Community Development Plan** --Its consolidated housing and community development plan identifies community development and housing needs and specifies both short-term and long-term community development objectives that provide decent housing, expand economic opportunities primarily for persons of low and moderate income. (See CFR 24 570.2 and CFR 24 part 570)

**Following a Plan** --It is following a current consolidated plan (or Comprehensive Housing Affordability Strategy) that has been approved by HUD.

**Use of Funds** --It has complied with the following criteria:

1 Maximum Feasible Priority. With respect to activities expected to be assisted with CDBG funds, it certifies that it has developed its Action Plan so as to give maximum feasible priority to activities which benefit low and moderate income families or aid in the prevention or elimination of slums or blight. The Action Plan may also include activities which the grantee certifies are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community, and other financial resources are not available);

2 Overall Benefit. The aggregate use of CDBG funds including section 108 guaranteed loans during program year(s) 2013, 2014, 2015 (a period specified by the grantee consisting of one, two, or three specific consecutive program years), shall principally benefit persons of low and moderate income in a manner that ensures that at least 70 percent of the amount is expended for activities that benefit such persons during the designated period;

3 Special Assessments. It will not attempt to recover any capital costs of public improvements assisted with CDBG funds including Section 108 loan guaranteed funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements.

However, if CDBG funds are used to pay the proportion of a fee or assessment that relates to the capital costs of public improvements (assisted in part with CDBG funds) financed from other revenue sources, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds.

The jurisdiction will not attempt to recover any capital costs of public improvements assisted with CDBG funds, including Section 108, unless CDBG funds are used to pay the proportion of fee or assessment attributable to the capital costs of public improvements financed from other revenue sources. In this case, an assessment or charge may be made against the property with respect to the public improvements financed by a source other than CDBG funds. Also, in the case of properties owned and occupied by moderate-income (not low-income) families, an assessment or charge may be made against the property for public improvements financed by a source other than CDBG funds if the jurisdiction certifies that it lacks CDBG funds to cover the assessment.

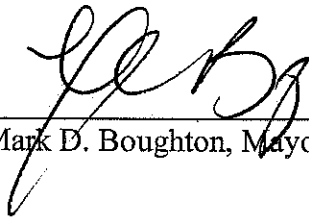
**Excessive Force** --It has adopted and is enforcing:

1. A policy prohibiting the use of excessive force by law enforcement agencies within its jurisdiction against any individuals engaged in non-violent civil rights demonstrations; and
2. A policy of enforcing applicable State and local laws against physically barring entrance to or exit from a facility or location which is the subject of such non-violent civil rights demonstrations within its jurisdiction;

**Compliance With Anti-discrimination laws** --The grant will be conducted and administered in conformity with title VI of the Civil Rights Act of 1964 (42 USC 2000d), the Fair Housing Act (42 USC 3601-3619), and implementing regulations.

**Lead-Based Paint** --Its activities concerning lead-based paint will comply with the requirements of 24 CFR Part 35, subparts A, B, J, K and R;

**Compliance with Laws** --It will comply with applicable laws.



\_\_\_\_\_  
Mark D. Boughton, Mayor

8-12-16

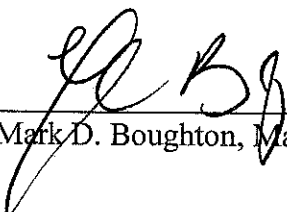
\_\_\_\_\_  
Date

OPTIONAL CERTIFICATION CDBG

Submit the following certification only when one or more of the activities in the action plan are designed to meet other community development needs having a particular urgency as specified in 24 CFR 570.208(c):

The grantee hereby certifies that the Annual Plan includes one or more specifically identified CDBG-assisted activities which are designed to meet other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community and other financial resources are not available to meet such needs.

NOT APPLICABLE

  
\_\_\_\_\_  
Mark D. Boughton, Mayor

8-12-16  
\_\_\_\_\_  
Date

### Specific HOME Certifications

The HOME participating jurisdiction certifies that:

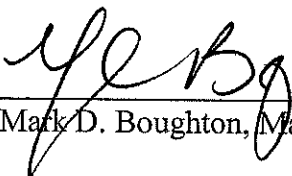
**Tenant Based Rental Assistance** --If the participating jurisdiction intends to provide tenant-based rental assistance:

The use of HOME funds for tenant-based rental assistance is an essential element of the participating jurisdiction's consolidated plan for expanding the supply, affordability, and availability of decent, safe, sanitary, and affordable housing.

**Eligible Activities and Costs** --it is using and will use HOME funds for eligible activities and costs, as described in 24 CFR § 92.205 through 92.209 and that it is not using and will not use HOME funds for prohibited activities, as described in § 92.214.

**Appropriate Financial Assistance** --before committing any funds to a project, it will evaluate the project in accordance with the guidelines that it adopts for this purpose and will not invest any more HOME funds in combination with other Federal assistance than is necessary to provide affordable housing;

NOT APPLICABLE

  
\_\_\_\_\_  
Mark D. Boughton, Mayor

8-12-16  
Date

## ESG Certifications

The Emergency Solutions Grants Program Recipient certifies that:

**Major rehabilitation/conversion** – If an emergency shelter's rehabilitation costs exceed 75 percent of the value of the building before rehabilitation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed rehabilitation. If the cost to convert a building into an emergency shelter exceeds 75 percent of the value of the building after conversion, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 10 years after the date the building is first occupied by a homeless individual or family after the completed conversion. In all other cases where ESG funds are used for renovation, the jurisdiction will maintain the building as a shelter for homeless individuals and families for a minimum of 3 years after the date the building is first occupied by a homeless individual or family after the completed renovation.

**Essential Services and Operating Costs** – In the case of assistance involving shelter operations or essential services related to street outreach or emergency shelter, the jurisdiction will provide services or shelter to homeless individuals and families for the period during which the ESG assistance is provided, without regard to a particular site or structure, so long the jurisdiction serves the same type of persons (e.g., families with children, unaccompanied youth, disabled individuals, or victims of domestic violence) or persons in the same geographic area.

**Renovation** – Any renovation carried out with ESG assistance shall be sufficient to ensure that the building involved is safe and sanitary.

**Supportive Services** – The jurisdiction will assist homeless individuals in obtaining permanent housing, appropriate supportive services (including medical and mental health treatment, victim services, counseling, supervision, and other services essential for achieving independent living), and other Federal State, local, and private assistance available for such individuals.

**Matching Funds** – The jurisdiction will obtain matching amounts required under 24 CFR 576.201.

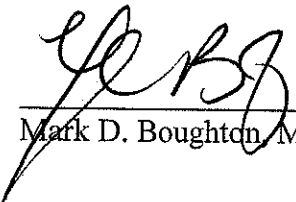
**Confidentiality** – The jurisdiction has established and is implementing procedures to ensure the confidentiality of records pertaining to any individual provided family violence prevention or treatment services under any project assisted under the ESG program, including protection against the release of the address or location of any family violence shelter project, except with the written authorization of the person responsible for the operation of that shelter.

**Homeless Persons Involvement** – To the maximum extent practicable, the jurisdiction will involve, through employment, volunteer services, or otherwise, homeless individuals and families in constructing, renovating, maintaining, and operating facilities assisted under the ESG program, in providing services assisted under the ESG program, and in providing services for occupants of facilities assisted under the program.

**Consolidated Plan** – All activities the jurisdiction undertakes with assistance under ESG are consistent with the jurisdiction's consolidated plan.

**Discharge Policy** – The jurisdiction will establish and implement, to the maximum extent practicable and where appropriate policies and protocols for the discharge of persons from publicly funded institutions or systems of care (such as health care facilities, mental health facilities, foster care or other youth facilities, or correction programs and institutions) in order to prevent this discharge from immediately resulting in homelessness for these persons.

NOT APPLICABLE

  
\_\_\_\_\_  
Mark D. Boughton, Mayor

8-12-16  
Date

## HOPWA Certifications

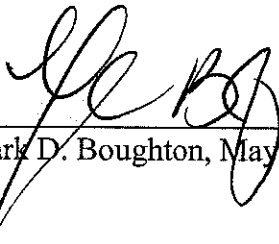
The HOPWA grantee certifies that:

**Activities** --Activities funded under the program will meet urgent needs that are not being met by available public and private sources.

**Building** --Any building or structure assisted under that program shall be operated for the purpose specified in the plan:

- 1 For at least 10 years in the case of assistance involving new construction, substantial rehabilitation, or acquisition of a facility,
- 2 For at least 3 years in the case of assistance involving non-substantial rehabilitation or repair of a building or structure.

NOT APPLICABLE



\_\_\_\_\_  
Mark D. Boughton, Mayor

8-12-16

\_\_\_\_\_  
Date

## APPENDIX TO CERTIFICATIONS

### INSTRUCTIONS CONCERNING LOBBYING:

#### A. Lobbying Certification

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

## Executive Summary

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

#### 1. Introduction

The 2016 Annual Action Plan is for Year Four of the FY2013-2018 Five Year Consolidated Plan for the City of Danbury, CT. The Plan identifies the needs during this fiscal year, establishes goals and includes activities to be undertaken with the \$574,854 of 2016 funding. The AAP also reflects the citizen outreach process and collaborations during the review and development of the Plan and how CDBG funds will be allocated for the program year August 1, 2016 through July 31, 2017. The City is an entitlement community for CDBG funds but is not a grantee under the Federal HOME, ESG or HOPWA programs.

#### 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.

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 of this Plan include the use and allocation of available CDBG funds from its 2016 HUD allocation as well as available funds from prior years to meet community needs for numerous activities which will benefit a variety of groups including the homeless, those with special needs, LMI youth, literacy programs, the elderly, transitional housing for LMI households through the Housing Authority as well as security deposit program for LMI families needing to access the private rental market. Annual outcomes will improve accessibility and safety for those with special needs by improving three (3) group homes, encourage employment through literacy training, create two (2) new units of affordable housing for LMI households, provide energy and related improvements to 98 units of affordable Senior housing, provide security deposit assistance to up to fifteen (15) LMI households in order to access private rental housing, improve counseling, outreach, and nutrition services to over 300 persons with HIV/AIDS and improve services for youth and the elderly. Five year goals can be found at SP-45 and 2016 Annual goals can be found at AP-20.

Refer to AP-2016 Projects for a list and brief description of projects to be funded this year.

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

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

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

Over the past year the City has continued to incorporate new Program regulatory changes required by HUD which serve to enhance and strengthen the City's ability to administer, report, monitor and achieve effectiveness and timely performance. Continued improvement in using the Integrated Disbursement and Information System (IDIS) serves to better assist the City and its staff with program delivery, expenditure rates, reductions in non-compliance and streamlining of program management and monitoring so that the benefit of CDBG funds can be maximized to benefit our citizens in need. The City's CDBG Program was monitored in June 2016 by HUD and found to be satisfactorily managed with effective program implementation. The City will continue its Consultant Administrator approach, using a third party contractor to carry out many of the day-to-day project management and coordination activities, while the City maintains budgetary control and oversight as well as all financial recordkeeping and disbursement functions. Program management reviews of programs and projects are carried out on an on-going basis during the Program year. The City anticipates continuing this approach since it has proven to be efficient and cost effective for over twenty (20) years. More definitive separation of general administration and program delivery costs have been incorporated into this year's budget pursuant to HUD's prior advice and guidance. Overall Program goals and projects are based primarily on needs identified by the 2013-2018 ConPlan and targeted based on specific activities proposed in 2016 that are "ready to go" and have the subrecipient capacity to carry out activities to meet their goals.

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

Summary from citizen participation section of plan.

The City of Danbury followed its adopted citizen participation plan that addressed each of the following elements in the preparation of this Annual Action Plan. The Citizen Participation Plan was designed to address each of the following groups of interested parties and potential participants: Citizens, Non-profit organizations, Social Service providers, Governmental entities, business groups and other interested parties. The City has evaluated the impact of its existing Plan and, with few exceptions, has elected to sustain the basic principles adopted in that prior plan. During the 2016 Plan development, the CDBG Administrator met and discussed the program with numerous groups and individuals to clarify eligibility issues, provided technical assistance for proposers and served as a resource to assist organizations with potential requests.

A publically advertised pre-application workshop was also held to review specific Program requirements and provide detailed guidance on eligible activities and the overall Program process. This was attended by over 14 people representing a variety of groups and organizations.

## 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.

There were no public comments submitted or provided as a result of the outreach/publication process of the AAP.

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

The City held two (2) public hearings which were posted and scheduled in a manner to encourage input of low/moderate citizens and/or organizations or groups representing them as to the types of projects selected and how funds are allocated. Public hearings were each noticed twice in the Danbury News Times a local daily newspaper of community wide publications, placed on the City's web-site, with additional direct mailings to individuals, groups and organizations representing or dealing with CDBG eligible populations and the community at large. All notices contained the date, time, location and subject matter of the meeting and are published in the legal section of the newspaper. All public notices also include language for those requiring special needs and a contact person for special assistance to comment or attend if needed.

There were no public comments submitted or provided as a result of the outreach/publication process of the AAP.

## 7. Summary

Public hearings were held and noticed in a manner to gather input for the City's low and moderate income citizens and citizen groups both City wide and located in lower income neighborhoods of the City in which the entitlement funds could be directed. Public hearings are announced through the publication of at least two public hearing notices for each hearing, which contain date, time, location and the subject matter of the public hearings and are published in the legal section of the Danbury News-Times. Notices of public hearings are also posted on the City's website calendar as well and included in the CDBG Program calendar which is made available to all potential applicants as well as others interested in the Program. The RFP to solicit grant requests and the Pre-Application workshop for potential grantees are also put on-line at the City's website and direct mailed to a list of interested individuals and organizations throughout the community to promote broader exposure and includes additional program information for the public/community. The City of Danbury has provided citizens, public agencies and other interested parties with reasonable and timely access to local meetings relating to the development of the 2016 Action Plan. These meetings are held at City Hall and are fully accessible to persons with disabilities. Each public meeting notice references that *"If anyone requires special assistance in attending this session (e.g., language, sign language, interpretation and/or mobility assistance), please advise the Director of Finance, Mr. David St. Hilaire, (203) 797-4652 at Danbury City Hall at least 3 days prior to the meeting so that such accommodations can be arranged in advance"*. Equal Opportunity Employer/Affirmative Action" and are

directed to make their needs known to the specific individual identified in the Notice. Provisions are made available at all meeting places for people with disabilities, and for those persons who do not speak English. Translators are provided through requests made in advance of the hearings. No requests were made during any of the public participation process hearings by persons requiring translators or individuals with disabilities.

**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	DANBURY	
CDBG Administrator	DANBURY	Finance Department
HOPWA Administrator		
HOME Administrator		
HOPWA-C Administrator		

Table 1 – Responsible Agencies

**Narrative (optional)**

The Finance Department of the City of Danbury is the lead agency responsible for preparing the Consolidated Plan and each Annual Action Plan and has direct oversight of all administrative operations and financial management of the City's CDBG funding. During the City's review process a CDBG (Policy Committee) comprised of City staff, public representatives and City Elected Officials review projects for eligibility and consistency with City policy, feasibility, past performance, etc. prior to submission and publication of the final draft Action Plan for adoption. The City has contracted a third party Consultant/Administrator to provide certain services to support the Program including project compliance and monitoring, DBRA and Section 3 compliance, sub-recipient monitoring, environmental evaluations, etc. in order to maximize program compliance and effectiveness. Each subrecipient is required to execute a written agreement with the City to establish and maintain records relative to the activity receiving funding: administrative records; financial records; program delivery records; personnel files; property or program management files; and general program files. City agencies will be required to sign a Memorandum of Agreement covering the same general issues as sub-recipients. With adequate record-keeping and quarterly reporting, the City is better able to monitor and evaluate performance against contracts and provide adequate management support to the subrecipients for the grant funds expended.

**Consolidated Plan Public Contact Information**

David St. Hilaire, Finance Director, City of Danbury, (203) 797-4652

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

### **1. Introduction**

The 2016 Year Action Plan reflects citizen collaborations during the planning process and how Community Development Block Grant (CDBG) funds will be allocated for the period starting August 1, 2016 and ending July 31, 2017.

**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))**

The CDBG Program and its CDBG Administrator will continue to work closely with other City departments, public and private affordable housing developers, and local private and non-profit agencies to both access housing needs and to serve those who need housing services. This Program will continue to work with the Danbury Housing Authority (DHA) to assure the preservation of its critical housing resources through the provision of CDBG federal funds when available for capital improvements. In 2016 the City's CDBG Program will continue its support to the Danbury Housing Authority (DHA) by providing \$171,898 for the renovation of two (2) existing vacant housing units for use as transitional housing and rehabilitation of Wooster Manor a ninety-eight (98) unit senior housing complex which needs renovation/rehabilitation to provide energy efficient accessible housing. The City's 2016 Annual Action Plan also includes \$10,000 to support The Bridge to Independence and Community Opportunity (TBICO) to allow this organization to provide financial counseling and security deposit assistance to fifteen (15) LMI households seeking to access the private rental market. Collaborations and financial support this year will continue to organizations including Interfaith Aids (to operate a Food Bank for those with HIV/AIDS), ARC (which serves as the Point of Contact for the City's 10 year Plan to End Homelessness) and other organizations such as Ability Beyond which provides services and housing to those with special needs and other groups which assist the disabled, seniors, illiterate, minority populations and the homeless.

In addition, the City has on-going connections and involvement with social service providers as part of its 10 year Plan to End Homelessness and provides support to the regional Continuum of Care activities for those with housing and other needs.

**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.**

The City of Danbury and the Danbury Housing Partnership previously developed and are implementing a Ten Year Plan to End Chronic Homelessness for the Greater Danbury Region. The plan focuses on four major areas: increase income & Economic Security, Improve Health Outcomes & Effective Use of Health Services, increase the Supply of Supportive & Affordable Housing and Plan Implementation &

Performance Monitoring. The CoC and the Danbury Housing Partnership in partnership with Danbury Hospital, implement a local Community Care Team to coordinate healthcare, housing and other supports to persons who are homeless and are high utilizers of ED/crisis services and/or medically vulnerable and disconnected from healthcare. The DHP Housing Committee is working with area landlords to increase the supply of permanent supportive housing to address the housing and support needs of persons experiencing chronic homelessness as well as increase the supply of affordable housing to low income and extremely low income households. The Income Committee is working on strategies that will lead to increased income and economic security for persons who experience chronic homelessness. The Danbury Housing Partnership is the designated oversight and performance monitoring committee for the plan.

Approximately \$50,000 or 8.5% of the City's 2016 public service CDBG dollars have been allocated to the 10 Year Plan to End Homelessness and provided to ARC for staff funding for referral and case management to compliment and supplement other projects to end homelessness.

**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**

The Balance of State (BoS) Continuum of Care has set policies and procedures to establish standards for all programs that work with those experiencing homelessness. The Danbury City Shelter has complied with all core policies. In September 2014, the city's shelter began the policy of reserving beds for individuals for a minimum of thirty days moving away from the practice of asking individuals to line up every night to secure a bed. This change was instituted to comply with the Continuum of Care's Coordinated Access system.

The City of Danbury is in full compliance with HMIS requirements and leads the area shelters in this practice. The City of Danbury also funds the Point of Entry as the area's lead HMIS and Coordinated Access agency. This funding assists Danbury with data compliance and will ensure that the Coordinated Access system is operated efficiently and effectively. In coordination with BoS and the local Continuum of Care, the City of Danbury develops and fine tunes the policies and procedures of homeless services and their interaction with the HMIS system.

**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	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></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>ARC DREAM HOMES COMMUNITY CENTER</p> <p>Services-homeless Neighborhood Organization</p> <p>Housing Need Assessment Homeless Needs - Families with children</p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
2	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></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>Danbury Youth Services, Inc.</p> <p>Services-Children</p> <p>Homelessness Needs - Unaccompanied youth</p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
3	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Hispanic Center of Greater Danbury, Inc.</p> <p>Housing Services-Health Services-Education Services-Employment Service-Fair Housing</p> <p>Housing Need Assessment Economic Development Anti-poverty Strategy</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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
4	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></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>INTERFAITH AIDS MINISTRY INC.</p> <p>Services-Persons with HIV/AIDS</p> <p>Non-Homeless Special Needs</p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
5	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></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>Literacy Volunteers of America Danbury Inc.</p> <p>Services-Education</p> <p>Services-Employment</p> <p>Homelessness Strategy</p> <p>Non-Homeless Special Needs</p> <p>Economic Development</p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
6	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p>	<p>THE BRIDGE TO INDEPENDENCE AND CAREER OPPORTUNITIES, INC. (TBICO)</p> <p>Services - Housing</p> <p>Business and Civic Leaders</p>

	<b>What section of the Plan was addressed by Consultation?</b>	Housing Need Assessment
	<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 was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.
7	<b>Agency/Group/Organization</b>	Ability Beyond
	<b>Agency/Group/Organization Type</b>	Services-Persons with Disabilities Regional organization
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs
	<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 was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.
8	<b>Agency/Group/Organization</b>	DANBURY HOUSING AUTHORITY
	<b>Agency/Group/Organization Type</b>	PHA
	<b>What section of the Plan was addressed by Consultation?</b>	Public Housing Needs
	<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 was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.
9	<b>Agency/Group/Organization</b>	AIDS Project Greater Danbury
	<b>Agency/Group/Organization Type</b>	Services-Persons with HIV/AIDS Health Agency
	<b>What section of the Plan was addressed by Consultation?</b>	Non-Homeless Special Needs

	<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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
10	<p><b>Agency/Group/Organization</b></p>	<p>AMOS HOUSE</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Services-homeless</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Homeless Needs - Families with children</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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
11	<p><b>Agency/Group/Organization</b></p>	<p>BETHEL</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Other government - Local</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment Economic Development</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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
12	<p><b>Agency/Group/Organization</b></p>	<p>CATHOLIC CHARITIES</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Services-homeless Regional organization</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Homelessness Strategy Non-Homeless Special Needs</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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
13	<p><b>Agency/Group/Organization</b></p>	<p>CDBG Policy Committee</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Other government - Local</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment Market Analysis Economic Development</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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
14	<p><b>Agency/Group/Organization</b></p>	<p>DANBURY NON-PROFIT HOUSING CORPORATION</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Housing Private Non Profit</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></p>	<p>Housing Need Assessment Market Analysis</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>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
15	<p><b>Agency/Group/Organization</b></p>	<p>HOUSATONIC HABITAT FOR HUMANITY</p>
	<p><b>Agency/Group/Organization Type</b></p>	<p>Housing Business and Civic Leaders</p>

	<p><b>What section of the Plan was addressed by Consultation?</b></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><b>Anti-poverty Strategy</b></p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
16	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p>	<p>Danbury Health and Human Services Department</p> <p>Services-homeless Services-Health Health Agency</p>
	<p><b>What section of the Plan was addressed by Consultation?</b></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>Homeless Needs - Chronically homeless Anti-poverty Strategy Lead-based Paint Strategy</p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>
17	<p><b>Agency/Group/Organization</b></p> <p><b>Agency/Group/Organization Type</b></p> <p><b>What section of the Plan was addressed by Consultation?</b></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>Department of Elderly Services Services-Elderly Persons Non-Homeless Special Needs Anti-poverty Strategy</p> <p>This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.</p>

18	Agency/Group/Organization	UNITED WAY - NON-PROFIT RESOURCE CENTER
	Agency/Group/Organization Type	Regional organization Business and Civic Leaders
	What section of the Plan was addressed by Consultation?	Housing Need Assessment Market Analysis Economic Development Anti-poverty Strategy
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This organization was consulted based on their involvement and interaction with the community and targeted population groups. Results of the consultation identified areas of need and improved the City's ability to target funding.

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

The City believes its outreach of the organizations and entities listed above represents a cross section of the City's housing and community development needs.

**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		Reduce homelessness, provide support services and coordination of available resources.

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Regional Housing	Housatonic Valley Council of Elected Officials (HVECO)	As part of regional efforts, the HVECO completed a Regional Housing Assessment Study in 2008. This study identified housing needs as well as resources and suggested several ways to improve/enhance the availability of affordable housing. Danbury has included several of the housing recommendations in its prior and current CDBG funding and addressed needs identified in that report by improving services to the homeless, those with special needs and public housing. A full copy of the report can be found at <a href="http://www.hvceo.org">www.hvceo.org</a> under Housing. The HVCEO will participate in the development of the City's AFFH due in the Fall of 2017.
Danbury Plan of Development	City Planning Department	The Plan encompasses a variety of goals in its Vision Statement including the 1) enhancement of the downtown, 2) improvements of public facilities, 3 improvement of residential neighborhoods and availability of decent housing. The City has included a variety of activities in its 2016 AAP which directly addresses these goals and a variety of programs to support and increase affordable housing such as TBICO and ARC to coordinate the City's 10 Year Plan to End Homelessness. A full copy of the City's Plan is located on the City's website, <a href="http://www.ci.danbury.ct.us">www.ci.danbury.ct.us</a> under the Planning & Zoning Department.
Mayor's Task Force to End Homelessness	ARC (Association of Religious Communities, Inc.)	This plan proposed to coordinate and increase services and programs to the homeless and/or those at risk of homelessness by improving and coordinating available and accessing additional resources to meet the need. The City has and will continue in 2016 to fund ARC which acts as the Point of Contact for homeless since efforts and other related organizations such as TBICO, security deposit assistance. A copy of the Plan is located at the City's website at <a href="http://www.danburyhousingpartnership.org/filestorage/51/homelessnessfinalreport.pdf">http://www.danburyhousingpartnership.org/filestorage/51/homelessnessfinalreport.pdf</a>

Table 3 – Other local / regional / federal planning efforts

### **Narrative (optional)**

The Danbury CoC along with Opening Doors of Fairfield County has developed a Coordinated Assessment Process. The State of Connecticut has developed a statewide point of access for homeless services thru info line 211. All calls/inquires regarding emergency shelter for single and families are directed to 2-1-1 (day or night). 211 assesses callers for emergent need or shelter. Callers needing emergency shelter are referred to the local point of access. The lead agency in Danbury responsible for the coordination of the Coordinated Access Process is the Association of Religious Communities (ARC). ARC is the point of entry for homeless services in Danbury and has a long history in providing homeless services and assessments for Danbury homeless residents. Danbury Coordinated Access Network (CAN) is housed at the City of Danbury Homeless Shelter and ARC. Intakes for singles are done at the City of Danbury Shelter. Intakes for families are done at the Association of Religious Communities. Once there, clients meet with staff individuals. Staff provides an intake and assessment of the person's/families' needs including completing a vulnerability index and service prioritization assessment. Clients are assessed on their housing and service needs. Staff assists in diverting clients from emergency shelters as often as possible. Clients needing emergency shelter are referred to the appropriate shelter in the City. If there are no beds available the staff member works with other CAN's in the state to find shelter. Clients are also referred to all available and eligible programs including rapid re-housing, permanent supportive housing and transitional housing. Clients are placed on the permanent housing registry according to their score on the vulnerability index. Clients who are most vulnerable and who have been homeless the longest are prioritized for permanent supportive housing placement. The Danbury area is the recipient of two Permanent Supportive Housing Grants that will house 20 single individuals who are chronically homeless, the longest homeless and have the highest service needs.

Catholic Charities of Fairfield County also has a long history of providing outreach and assessment services to the shelters and streets of the Greater Danbury area including New Milford. As the contract agency for PATH, Catholic Charities outreach workers have developed a very strong linkage to local shelters, police and health care providers in this area. The team outreaches to all individuals where they are homeless and provides case management services and assists in linking with all needed services.

Danbury has also created a Danbury Housing First Collaborative. The Collaborative was created to address the persistent problems of homelessness and extreme vulnerability in the Danbury area. The ultimate goal is to end all chronic homelessness in the region by 2016. The Danbury Housing First Collaborative members are Center for Human Development (CHD), Catholic Charities of Fairfield County (CCFC), New Reach, Inc., Supportive Housing Works, Inc., Housing Authority, City of Danbury and the Association of Religious Communities. The Danbury CoC utilizes

the Housing First Model in housing individuals and families with the most service needs. Housing is not contingent on compliance with services. Once housed, services are provided to ensure housing stability.

## **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 of Danbury followed its adopted citizen participation plan that addressed each of the following elements in the preparation of this Annual Action Plan. The Citizen Participation Plan was designed to address each of the following groups of interested parties and potential participants: Citizens, Non-profit organizations, Social Service providers, Governmental entities, business groups and other interested parties. The City has evaluated the impact of its existing Plan and, with few exceptions, has elected to sustain the basic principles adopted in its prior plan. During the Plan development, the CDBG Administrator met and discussed the program with numerous groups and individuals to clarify eligibility issues, provide technical assistance for proposals and serve as a resource to assist organizations with potential requests.

A publically advertised pre-application workshop was also held to review specific Program requirements and provide detailed guidance on eligible activities and the overall Program process. This was attended by over 14 people representing a variety of interest groups and organizations.

**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	Internet Outreach	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing LMI Persons 0-80% AMI	No comments received	No comments received	No comments received	

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	Newspaper Ad	Minorities Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing LMI Persons 0-80% AMI	No comments received	No comments received	No comments received	
3	Newspaper Ad	Minorities Persons with disabilities Residents of Public and Assisted Housing	Approximately 14 people attended workshop	Variety of questions/queries on eligible/ineligible activities, technical assistance provided after workshop with one-on-one follow-up to interested groups/organizations	N/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)
4	Public Hearing	Persons with disabilities Non-targeted/broad community Residents of Public and Assisted Housing Groups/organizations representing LMI persons	Notice of Public Hearing attached	An attendee requested a detailed explanation of the CDBG Program which was provided at the hearing.	N/A	

Table 4 – Citizen Participation Outreach

## Expected Resources

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

#### Introduction

Resources for 2016 include the current program year grant of \$574,854.

#### Priority Table

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1			Narrative Description	
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$		Total: \$
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	574,854	0	0	574,854	Expected amount available assumes a similar annual allocation over the remaining program year.
						574,854	

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 received and utilizes a variety of other resources including general and capital funds to either directly or indirectly meet its housing and community development needs. In some instances, where appropriate, federal CDBG funds are used to leverage private resources, local funding and other resources for specific projects and help the City maximize program assistance to some of its lowest income residents. The implementation of the Fourth Year Action Plan activities and additional funds received in subsequent years will leverage matching funds from a variety of sources either directly or indirectly to meet community needs whenever possible. The City also provides a variety of services and assistance to the Program from municipal staff and departments. All financial recordkeeping and disbursement functions are provided by the City at no cost to the Program through its Finance Dept. Building Dept., inspectors are provided at no cost for relevant projects and engineering staff and construction management staff are likewise available at no cost to provide design or inspection of infrastructure projects when needed.

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

No publically owned land anticipated or planned to be used to address the needs identified in this plan.

**Discussion**

## Annual Goals and Objectives

### AP-20 Annual Goals and Objectives - 91.420, 91.220(c)(3)&(e)

#### Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Provide Affordable Rental Opportunities	2013	2018	Affordable Housing Public Housing Homeless Non-Homeless Special Needs Special Needs	Citywide	Provide Affordable Rental Housing	CDBG: \$243,998	Rental units rehabilitated: 118 Household Housing Unit
2	Address Homelessness with Housing & Services	2013	2018	Homeless	Citywide	Provide Supportive Services to Homeless at Risk	CDBG: \$50,000	Homelessness Prevention: 330 Persons Assisted
3	Support and Promote Supportive Housing Services	2013	2018	Non-Homeless Special Needs Non-Housing Community Development	Citywide	Support and Promote Supportive Housing Services	CDBG: \$30,000	Public service activities other than Low/Moderate Income Housing Benefit: 185 Persons Assisted
4	Support Administrative & Planning Activities	2013	2018	General Administration	Citywide	General Administration	CDBG: \$100,000	Other: 1 Other
5	Contingency	2013	2018	Contingency	Citywide	Contingency	CDBG: \$25,000	Other: 1 Other

Table 6 -- Goals Summary

## Goal Descriptions

1	Goal Name	Provide Affordable Rental Opportunities
	Goal Description	
2	Goal Name	Address Homelessness with Housing & Services
	Goal Description	
3	Goal Name	Support and Promote Supportive Housing Services
	Goal Description	
4	Goal Name	Support Administrative & Planning Activities
	Goal Description	
5	Goal Name	Contingency
	Goal Description	

Table 7 – Goal Descriptions

**Estimate the number of extremely low-income, low-income, and moderate-income families to whom the jurisdiction will provide affordable housing as defined by HOME 91.215(b):**

Homeless related activities are estimated to assist 330 LMI persons. Public Service activities are estimated to benefit 185 persons. The Housing Authority will create two (2) rental units for transitional housing through rehabilitation of an existing building and will also use CDBG funds to provide energy improvements and upgrade an emergency generator at Wooster Manor, a 98 unit elderly housing complex. TBICO will assist up to fifteen (15) LMI households with access to private rental housing through downpayment assistance. Literacy Volunteers will provide ESL classes to sixty (60) LMI persons. The Hispanic Center estimates it will provide assistance to approximately 350-400 LMI persons with counseling, referral and case management. ARC will directly assist thirty (30) homeless households obtain housing.

## AP-35 Projects – 91.220(d)

### Introduction

#	Project Name
1	ARC Dream Homes
2	Danbury Youth Services
3	Hispanic Center
4	Interfaith Aids
5	Literacy Volunteers
6	TBICO
7	Ability Beyond
8	Danbury Housing Authority
9	General Administration
11	Section "108" Loan Repayment
12	Contingency

Table 8 – Project Information

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

Allocations for funding specific activities were based on consistency with the City's 2013-2018 ConPlan as well as an evaluation of the specific needs addressed and the projects "ready-to-go" status.

# Projects

## AP-38 Projects Summary Project Summary Information

Table 9 – Project Summary

<b>1</b>	<b>Project Name</b>	ARC Dream Homes
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Address Homelessness with Housing & Services
	<b>Needs Addressed</b>	Provide Supportive Services to Homeless at Risk
	<b>Funding</b>	CDBG: \$30,000
	<b>Description</b>	Homeless case management referral
	<b>Target Date</b>	7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	35 unique households
	<b>Location Description</b>	325 Main Street, Danbury, CT
	<b>Planned Activities</b>	Sustain the Case Management Program at the City's Point of Entry and advance the City's Plan to End Homelessness by ending or preventing homelessness for 35 unique households.
<b>2</b>	<b>Project Name</b>	Danbury Youth Services
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Support and Promote Supportive Housing Services

	<b>Needs Addressed</b>	Support and Promote Supportive Housing Services
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Mentoring Program for LMI Youth
	<b>Target Date</b>	7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Five (5) low-income households will benefit through participation in Danbury Youth Services One-On-One mentoring program.
	<b>Location Description</b>	91 West Street, Danbury, CT
	<b>Planned Activities</b>	Provide staff support/coordination to increase the number of client's assisted
3	<b>Project Name</b>	Hispanic Center
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Address Homelessness with Housing & Services Support and Promote Supportive Housing Services
	<b>Needs Addressed</b>	Support and Promote Supportive Housing Services
	<b>Funding</b>	CDBG: \$20,000
	<b>Description</b>	Bilingual Case Management/Referral
	<b>Target Date</b>	7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	350 Persons assisted with case management/referral services
	<b>Location Description</b>	4 Harmony Street, Danbury, CT

4	<b>Planned Activities</b> Provide case management/referral services to primarily LMI Hispanic households to improve delivery of a variety of services and programs on evenings/weekend hours.	<b>Project Name</b> Interfaith Aids
		<b>Target Area</b> Citywide
		<b>Goals Supported</b> Support and Promote Supportive Housing Services
		<b>Needs Addressed</b> Support and Promote Supportive Housing Services
		<b>Funding</b> CDBG: \$10,000
		<b>Description</b> "The Living Pantry" Nutrition Program for HIV/AIDS Persons
		<b>Target Date</b> 7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b> Interfaith Aids Ministry projects to serve 120 families	
	<b>Location Description</b> 54 Main Street, Suite C, Danbury, CT	
5	<b>Planned Activities</b> Support "The Living Pantry" food bank for HIV/AIDS persons to improve nutrition and quality of life	<b>Project Name</b> Literacy Volunteers
		<b>Target Area</b> Citywide
		<b>Goals Supported</b> Support and Promote Supportive Housing Services
		<b>Needs Addressed</b> Support and Promote Supportive Housing Services
		<b>Funding</b> CDBG: \$10,000
		<b>Description</b> Adult Literacy Program
		<b>Target Date</b> 7/31/2017

	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	The Program will provide classes for sixty (60) persons that are not able to access jobs or services due to lack of English.
	<b>Location Description</b>	248 Main Street, Danbury, CT
	<b>Planned Activities</b>	Program to focus on employment skills and activities for illiterate adults
6	<b>Project Name</b>	TBICO
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Provide Affordable Rental Opportunities
	<b>Needs Addressed</b>	Provide Affordable Rental Housing
	<b>Funding</b>	CDBG: \$10,000
	<b>Description</b>	Security Deposit Assistance Program for LMI households
	<b>Target Date</b>	7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	15 LMI households
	<b>Location Description</b>	22 Eagle Road, Danbury, CT
	<b>Planned Activities</b>	Provide up to two (2) months security deposit and financial counseling to assist LMI households access to private rental housing
7	<b>Project Name</b>	Ability Beyond
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Support and Promote Supportive Housing Services

<b>Needs Addressed</b>	Provide Affordable Rental Housing
<b>Funding</b>	CDBG: \$62,500
<b>Description</b>	Housing renovations to two (2) group homes
<b>Target Date</b>	7/31/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Two (2) households
<b>Location Description</b>	Two (2) site locations both in Danbury, CT
<b>Planned Activities</b>	Housing renovations to two (2) group homes
<b>Project Name</b>	Danbury Housing Authority
<b>Target Area</b>	Citywide
<b>Goals Supported</b>	Provide Affordable Rental Opportunities
<b>Needs Addressed</b>	Provide Affordable Rental Housing
<b>Funding</b>	CDBG: \$171,898
<b>Description</b>	Housing rehabilitation at two (2) locations. Wooster Manor - a 98 unit Senior Housing Complex will receive three (3) new boilers and an upgrade to the existing generator to increase capacity in emergencies. 98 Elm Street - an existing wood frame building in the City's Spring Street target area will be rehabilitated for two (2) units of transitional housing for families.
<b>Target Date</b>	7/31/2017
<b>Estimate the number and type of families that will benefit from the proposed activities</b>	Housing rehabilitation at two (2) locations. Wooster Manor - a 98 unit Senior Housing Complex will receive three (3) new boilers and an upgrade to the existing generator to increase capacity in emergencies. 98 Elm Street - an existing wood frame building in the City's Spring Street target area will be rehabilitated for two (2) units of transitional housing for families.

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	<p><b>Location Description</b></p> <p>Housing rehabilitation at two (2) locations. Wooster Manor - a 98 unit Senior Housing Complex will receive three (3) new boilers and an upgrade to the existing generator to increase capacity in emergencies. 98 Elm Street - an existing wood frame building in the City's Spring Street target area will be rehabilitated for two (2) units of transitional housing for families.</p>	
	<p><b>Planned Activities</b></p> <p>Housing rehabilitation at two (2) locations which will include interior &amp; exterior renovations, boiler replacement and generator upgrades</p>	
9	<p><b>Project Name</b></p> <p>General Administration</p>	
	<p><b>Target Area</b></p> <p>Citywide</p>	
	<p><b>Goals Supported</b></p> <p>Support Administrative &amp; Planning Activities</p>	
	<p><b>Needs Addressed</b></p> <p>General Administration</p>	
	<p><b>Funding</b></p> <p>CDBG: \$100,456</p>	
	<p><b>Description</b></p> <p>General Administration Costs</p>	
	<p><b>Target Date</b></p> <p>7/31/2017</p>	
	<p><b>Estimate the number and type of families that will benefit from the proposed activities</b></p> <p>N/A</p>	
	<p><b>Location Description</b></p> <p>City-wide</p>	
	<p><b>Planned Activities</b></p> <p>Provide general administrative support and program delivery services during program year.</p>	
10	<p><b>Project Name</b></p> <p>Section "108" Loan Repayment</p>	
	<p><b>Target Area</b></p> <p>Citywide</p>	
	<p><b>Goals Supported</b></p> <p>Support Administrative &amp; Planning Activities</p>	
	<p><b>Needs Addressed</b></p> <p>General Administration</p>	

	<b>Funding</b>	CDBG: \$125,000
	<b>Description</b>	Repayment of Section 108
	<b>Target Date</b>	7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	Income Eligible Census Tracts
	<b>Planned Activities</b>	Repayment of "108" Loan
11	<b>Project Name</b>	Contingency
	<b>Target Area</b>	Citywide
	<b>Goals Supported</b>	Contingency
	<b>Needs Addressed</b>	Contingency
	<b>Funding</b>	CDBG: \$25,000
	<b>Description</b>	Contingency
	<b>Target Date</b>	7/31/2017
	<b>Estimate the number and type of families that will benefit from the proposed activities</b>	N/A
	<b>Location Description</b>	N/A
	<b>Planned Activities</b>	N/A



## **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**

Activities proposed for funding in this Annual Action Plan have not been specifically distributed geographically.

Projects have been selected primarily based on needs and priorities identified in the 2013-2018 ConPlan.

### **Geographic Distribution**

<b>Target Area</b>	<b>Percentage of Funds</b>
Citywide	

Table 10 - Geographic Distribution

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

The activities proposed for funding in this Annual Action Plan have not solely been specifically selected geographically. Decisions as to the funding of specific activities have been based upon an evaluation of which ones best meet identified needs and CDBG eligibility requirements and National Objectives.

The two (2) activities in the Spring Street area to rehabilitate existing housing for LMI occupancy and upgrade the energy efficiency of the 98 unit Senior housing were selected based on need but will support and compliment the City's effort to revitalize the Spring Street area.

### **Discussion**

The funding of specific activities is based upon an evaluation of which ones best meet identified needs within the community for LMI persons.

# Affordable Housing

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

### Introduction

Over the upcoming Program Year, as shown in the tables below, the City of Danbury has established housing goals to be met with its federal CDBG allocations. In terms of goals for households to be supported, homeless households include both single person and family households receiving emergency shelter, homelessness prevention and public housing rehabilitation.

One Year Goals for the Number of Households to be Supported	
Homeless	330
Non-Homeless	185
Special-Needs	2
Total	517

Table 11 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	15
The Production of New Units	0
Rehab of Existing Units	100
Acquisition of Existing Units	0
Total	115

Table 12 - One Year Goals for Affordable Housing by Support Type

### Discussion

The Danbury Housing Authority is the main provider of affordable rental assistance to households in the City through their Housing Choice Voucher Program and existing Public Housing complexes.

They have aggressively sought out new projects and substantial rehabilitation funding for existing complexes pursuing a variety of Federal/State funding in prior and current year.

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

### **Introduction**

The Danbury Housing Authority is the primary provider of housing to very low income households in the City. The HACD receives funding on an annual basis from HUD to support the provision of housing, to make repairs on its existing properties and to provide programs and supportive services to public housing residents.

The 2016 CDBG Program continues to support the Authority's efforts.

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

The PHA's Annual Plan outlines actions to be taken over the upcoming program year with the funds they receive. These actions are outlined in the PHA's Public Housing Authority (PHA) Annual Plan.

Projects include 1) renovation of an existing building on Elm Street in the City's Target Spring Street area to provide two (2) units of transitional housing for LMI households, and 2) energy and related improvements to Wooster Manor a 98 unit complex for LMI Seniors.

The City has directly allocated \$171,898 or approximately 29% of its 2016 funding to support this effort.

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

To promote self-sufficiency and asset development of assisted households the Danbury Housing Authority employs a Resident initiatives Coordinator to work with clients to ensure that they receive the support and services they need to succeed. The HACD also offers a Family Self-Sufficiency Program to help families move from publically assisted housing to homeownership. These programs are outlined in the PHA's Public Housing Authority (PHA) Plan.

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

The Authority is not listed as a "troubled" project by HUD.

CDBG funds will be provided by the City through an executed Subrecipient Agreement which will require the PHA submit approved invoices for work completed for direct payment to vendors. The City will review and approve contract documents and the procurement process to insure compliance with CDBG



requirements.

**Discussion**

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

### **Introduction**

The City has allocated over \$50,000 or approximately 8.5% of its 2016 annual allocation to support homeless activities including referral and case management services, rehabilitation of existing homeless facilities, creation of housing for homeless, references and related programs providing services to this population.

### **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 Association of Religious Communities (ARC) is the designated "Point of Contact" for the City's 10 Year Plan to End Homelessness and is being supported this year with funding to continue to provide intake, referral and case management for approximately 35 homeless households. This organization coordinates closely with other providers in the Continuum of Care and others including the City's Shelter and support groups such as TBICO and the Housing Authority. Refer to AP10 for additional information on the coordination and outreach of the Continuum of Care and the City's involvement in that process.

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

The Danbury CoC along with Opening Doors of Fairfield County participates in the Coordinated Assessment Process (CAN). The State of Connecticut has developed a statewide point of access for homeless services thru info line 211. All calls/inquiries regarding emergency shelter for singles and families are directed to 2-1-1 (day or night). 211 assesses callers for emergent need or shelter. Callers needing emergency shelter are referred to the local point of access. The lead agency in Danbury responsible for the coordination of the Coordinated Access Process is the Association of Religious Communities (ARC). ARC is the point of entry for homeless services in Danbury and has a long history in providing homeless services and assessments for Danbury homeless residents. Danbury Coordinated Access Network (CAN) is housed at the City of Danbury Homeless Shelter and ARC. Intakes for singles are done at the City of Danbury Shelter. Intakes for families are done at the Association of Religious Communities. Once there, clients meet with staff individually. Staff provides an intake and assessment of the person's/families' needs including completing a vulnerability index and service prioritization assessment. Clients are assessed on their housing and service needs. Staff assists in diverting clients from emergency shelters as often as possible. Clients needing emergency shelter are referred to the appropriate shelter in the City. If there are no beds available the staff member works with other CAN's in the state to find shelter. Clients are also referred to all available and eligible programs including rapid re-housing, permanent supportive housing and transitional housing. Clients are placed on the permanent housing registry according to their score on the vulnerability index. Clients who are most vulnerable and

who have been homeless the longest are prioritized for permanent supportive housing placement. The Danbury area is the recipient of two Permanent Supportive Housing Grants that will house 20 single individuals who are chronically homeless, the longest homeless and have the highest service needs.

Catholic Charities of Fairfield County also has a long history of providing outreach and assessment services to the shelters and streets of the Greater Danbury area including New Milford. As the contract agency for PATH, Catholic Charities outreach workers have developed a very strong linkage to local shelters, police and health care providers in this area. The team outreaches to all individuals where they are homeless and provides case management services and assists in linking with all needed services.

Danbury has also created a Danbury Housing First Collaborative. The Collaborative was created to address the persistent problems of homelessness and extreme vulnerability in the Danbury area. The ultimate goal is to end all chronic homelessness in the region by 2016. The Danbury Housing First Collaborative members are Center for Human Development (CHD), Catholic Charities of Fairfield County (CCFC), New Reach, Inc., Supportive Housing Works, Inc., Housing Authority, City of Danbury and the Association of Religious Communities. The Danbury CoC utilizes the Housing First Model in housing individuals and families with the most service needs. Housing is not contingent on compliance with services. Once housed, services are provided to ensure housing stability.

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

The City of Danbury and the Danbury Housing Partnership have recently developed a Ten Year Plan to End Chronic Homelessness for the Greater Danbury Region. The plan focuses on four major areas: increase income & Economic Security, Improve Health Outcomes & Effective Use of Health Services, increase the Supply of Supportive & Affordable Housing and Plan Implementation & Performance Monitoring. The CoC and the Danbury Housing Partnership in partnership with Danbury Hospital implement a local Community Care Team to coordinate healthcare, housing and other supports to persons who are homeless and are high utilizers of ED/crisis services and/or medically vulnerable and disconnected from healthcare. The DHP Housing Committee is working with area landlords to increase the supply of permanent supportive housing to address the housing and support needs of persons experiencing chronic homelessness as well as increase the supply of affordable housing to low income and extremely low income households. The Income Committee is working on strategies that will lead to increased income and economic security for persons who experience chronic homelessness. The Danbury Housing Partnership is the oversight and performance monitoring committee for the plan.

Approximately 8.5% of the City's 2016 public service CDBG dollars have been allocated to the 10 Year Plan

to End Homelessness and provided to ARC for staff funding for referral and case management to compliment and supplement other available resources.

**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.**

In addition to the information outlined above, the City is funding in its 2016 CDBG Program several agencies and organizations providing supportive services to LMI households and others to avoid homelessness.

These include the Hispanic Center, which will provide referral and counseling to primarily Hispanic persons. Funding has also been allocated to an HIV/AIDS Program of the "The Living Pantry" which provides food and nutritional counseling to this population, TBICO which provides downpayment assistance to LMI households to access the private rental market and literacy programs at Literacy Volunteers of America to target those illiterate needing English language proficiency in order to access employment or to better access community services.

**Discussion**

N/A

<b>One year goals for the number of households to be provided housing through the use of HOPWA for:</b>
Short-term rent, mortgage, and utility assistance to prevent homelessness of the individual or family
Tenant-based rental assistance
Units provided in housing facilities (transitional or permanent) that are being developed, leased, or operated
Units provided in transitional short-term housing facilities developed, leased, or operated with HOPWA funds
Total

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

### **Introduction**

There are a limited amount of local public policies that serve as barriers to affordable housing.

**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**

Barriers to affordable housing include a variety of issues such as lack of available funding to meet market demand for affordable housing, availability of resources and lack of priority of State funding to the City to assist in affordable housing development/rehabilitation. Recent Planning & Zoning revisions in the Plan of Development encourage a more positive approach to affordable housing on both a City-wide and regional basis.

The City's proposed AFFH will include the review and discussion of these items as part of its analysis of Fair Housing actions and policies.

### **Discussion**

Barriers to affordable housing include a variety of issues such as lack of available funding to meet market demand for affordable housing, availability of targeted financial resources and lack in priority for State funding to the City to assist in housing development/rehabilitation.

The City has also identified the lack of institutional capacity in the development of affordable housing since there are few local non-profits capable of actually developing or managing affordable housing.

During this ConPlan period, the City provided technical assistance to Habitat to build five (5) new construction units for LMI families but this by itself does not meet the needs. Habitat chose not to utilize CDBG funding due to its programmatic constraints.

The City continues to provide support to local non-profits for affordable housing construction or rehabilitation and will continue to seek out partnerships and opportunities in this area.

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

### **Introduction**

The Strategic Plan addresses the issue of meeting underserved needs through a variety of initiatives. Several of these initiatives are proposed for funding in this Annual Plan. As has been the situation in the past and most likely in the future, the primary obstacle to these actions is a lack of funding.

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

The coordination of actions and pursuit of additional resources will form the basis of actions.

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

The City will pursue additional state and federal resources as well as encourage creative financing with CDBG funds to leverage other resources.

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

The City will continue to implement its lead safe policies and require lead safe compliance on CDBG funded projects.

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

The City will continue to pursue an improvement in the local economy and increase income producing employment opportunities. This will include brownfields remediation, education initiatives and economic development marketing.

The City's recent completion of a \$6 million Head Start facility on the former Emmanuel Lutheran School site on Foster Street in one of the City's highest LMI percentage neighborhoods (61.7%) integrates these improved educational facilities with neighborhood infrastructure improvements and housing investments the City has made with its Section 108 Foster Street Reconstruction project in this neighborhood.

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

The current institutional structure is considered satisfactory but the City will continue to monitor and revise as necessary.

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

The Continuum of Care, ARC and the City's Policy Advisory Committee (CAC) will continue to assist the

City to coordinate public and private housing and social service agencies.

**Discussion**

N/A

## 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. | 100.00% |

## **Discussion**

The Years covered in the four year period that include this Annual Action Plan are 2013, 2014, 2015 & 2016.

Ability Beyond  
4 Berkshire Road  
Bethel, CT 06801

Advent Christian Church  
101 Pembroke Road  
Danbury, CT 06813

AIDS Project of Greater Danbury  
30 West Street  
Danbury, CT 06810

Alternative Center for Education  
26 Locust Avenue  
Danbury, CT 06810

American Red Cross of CT Region  
7 Park Lawn Drive  
Bethel, CT 06801

AmeriCares  
88 Hamilton Avenue  
Stamford, CT 06902

Gladys McFarland  
Amos House  
34 Rocky Glen Road  
Danbury, CT 06810

Rev. Phyllis Leopold  
ARC  
325 Main Street  
Danbury, CT 06810

Assumption Greek Orthodox Church  
30 Clapboard Ridge Road  
Danbury, CT 06810

Claire Batchler  
Birthright of Greater Danbury  
238 White Street  
Danbury, CT 06810

Catholic Family Services  
Case Management Program  
24 Grassy Plain Street  
Bethel, CT 06801

Mark Grasso  
Catholic Charities of Fairfield County  
405 Main Street  
Danbury, CT 06810

Catholic Family Services  
30 Main Street, Suite 503  
Danbury, CT 06810

Center for Human Development  
5 Scuppo Road, Apt. 303  
Danbury, CT 06811-5249

Central Christian Church  
71 West Street  
Danbury, CT 06810

Samaha  
CHI  
33 Junction Road  
Brookfield, CT 06804

Cherry Street Association, Inc.  
8 Dr. Aaron Samuels Blvd.  
Danbury, CT 06810

Church of Nazarene  
103 Park Avenue  
Danbury, CT 06810

PJ Prunty  
City Center Danbury  
186 Main Street  
Danbury, CT 06810

City of Danbury  
City Engineer – Farid Khouri  
155 Deer Hill Avenue  
Danbury, CT 06810

Susan Tomanio  
Coalition of Agencies Relating to  
Elderly Services  
10 Elmwood Place  
Danbury, CT 06810

Colonial Hills Baptist Church  
40 Stadley Rough Road  
Danbury, CT 06810

Phyllis Kinlow  
Community Action Committee  
66 North Street  
Danbury, CT 06810

Sue C. Tenorio  
Community Resource Center  
1 School Ridge Road  
Danbury, CT 06811

Richard Bilangi  
Connecticut Counseling Center  
60 Beaver Brook Road  
Danbury, CT 06810

James Maloney  
Connecticut Institute for Communities  
7 Old Sherman Turnpike, Suite 207  
Danbury, CT 06810

Danbury Board of Education  
63 Beaver Brook Road  
Danbury, CT 06810

Linda Kosko  
Danbury Children First  
80 West Street  
Danbury, CT 06810

Lance Brevard  
Danbury Guardians Assoc., Inc.  
C/O Danbury Police Department  
375 Main Street  
Danbury, CT 06810

Danbury High School  
43 Clapboard Ridge Road  
Danbury, CT 06810

Danbury Hospital c/o Human Resource  
Department  
24 Hospital Avenue  
Danbury, CT 06810

Mark Hasskarl  
Danbury Public Library  
170 Main Street  
Danbury, CT 06810

City of Danbury  
Department of Health & Humans  
Services  
155 Deer Hill Avenue  
Danbury, CT 06810

City of Danbury  
Department of Public Works  
155 Deer Hill Avenue  
Danbury, CT 06810

Susan Giglio  
Families Network of Western CT  
5 Library Place  
Danbury, CT 06810

First Church of Christian Scientist  
145 Deer Hill Avenue  
Danbury, CT 06810

HART  
62 Federal Road  
Danbury, CT 06810

Hispanic Center of Greater Danbury  
87 West Street  
Danbury, CT 06810

Holy Trinity Russian Orthodox Church  
74 Joe's Hill Road  
Danbury, CT 06810

Fran Norman, Executive Director  
Housatonic Habitat for Humanity  
51 Austin Street  
Danbury, CT 06810

Danbury Museum & Historical Society  
43 Main Street  
Danbury, CT 06810

Danbury VNA  
4 Liberty Street  
Danbury, CT 06810

Dorothy Day Hospitality House  
PO Box 922  
Danbury, CT 06810

Family & Children's Aid, Inc.  
75 West Street  
Danbury, CT 06810

First Congregation Church of Danbury  
164 Deer Hill Avenue  
Danbury, CT 06810

Lenin Alfaro  
HDF's Housing Resource Center  
Initiative  
2 West Street  
Danbury, CT 06810

Hispanic United Church of Christ  
164 Deer Hill Avenue  
Danbury, CT 06810

Linda Cochrane  
Hopeline Pregnancy Center  
PO Box 2981  
Danbury, CT 06810

Housing Authority of the City of  
Danbury  
2 Mill Ridge Road  
Danbury, CT 06811

Danbury Police Athletic League, Inc.  
35 Hayestown Road  
Danbury, CT 06810

Danbury Youth Services  
91 West Street  
Danbury, CT 06810

City of Danbury  
Department of Planning & Zoning  
155 Deer Hill Avenue  
Danbury, CT 06810

Deborah Channing  
Escape to the Arts/YMCA  
293 Main Street  
Danbury, CT 06810

City of Danbury  
Fire Department  
19 New Street  
Danbury, CT 06810

Bill Curtis  
Harambee Center for Youth  
54 West Street  
Danbury, CT 06810

Henry Abbott Regional Technical  
School  
21 Hayestown Avenue  
Danbury, CT 06810

Christina Kazanas  
HK Consulting Group  
277 Fairfield Avenue, 4<sup>th</sup> Floor  
Bridgeport, CT 06604

Housatonic Area Regional Transit  
65 Federal Road  
Danbury, CT 06810

Housing Development Fund  
8 West Street  
Suite 202-204  
Danbury, CT 06810

Immaculate High School  
73 Southern Boulevard  
Danbury, CT 06810

Immanuel Lutheran Church  
18 Clapboard Ridge Road  
Danbury, CT 06811

Michael Aiello  
Independent Living Options  
76 Old Country Road  
Oxford, CT 06478

Interfaith AIDS Ministries of Greater  
Danbury  
39 Rose street  
Danbury, CT 06810

Karen Thompson  
Interfaith Social Action Corporation  
119 Osborne Street  
Danbury, CT 06810

JAM Associates  
PO Box 2361  
Danbury, CT 06810

Jehovah's Witnesses  
48 Payne Road  
Danbury, CT 06810

King Street United Church of Christ  
201 South King Street  
Danbury, CT 06810

Laborers International Union of N.A.,  
Local 675  
7 Harmony Street  
Danbury, CT 06810

Literacy Volunteers of America  
248 Main Street  
Danbury, CT 06810

Long Ridge United Methodist Church  
23 Orchard Street  
Danbury, CT 06875

MCCA  
38 Old Ridgebury Road  
Danbury, CT 06810

Trisha Palmer  
Mental Health Association of CT  
345 Main Street  
Danbury, CT 06810

Mt. Pleasant AME Zion Church  
69 Rowan Street  
Danbury, CT 06810

Rev. Henry White  
New Bethel Church of God in Christ  
PO Box 301  
Danbury, CT 06813

Man Center  
7 Eighth Street  
Danbury, CT 06810

Mark Nolan  
Nolan Enterprises  
323 Main Street  
Danbury, CT 06810

Planned Parenthood  
44 Main Street  
Danbury, CT 06810

City of Danbury  
Police Department  
375 Main Street  
Danbury, CT 06810

Terri Eberle Katz, J.D.  
Director of Development  
Regional Hospice of Western CT  
30 Milestone Road  
Danbury, CT 06810

Regional Y of Western CT  
246 Federal Road  
Brookfield, CT 06804

Sacred Heart of Jesus Christ  
12 Cottage Street  
Danbury, CT 06810

Salvation Army  
129 Main Street  
Danbury, CT 06810

Karen Messina  
Shelter of the Cross, Inc.  
18 Aaron Samuels Blvd.  
Danbury, CT 06810

Greater Danbury Mental Health  
Authority  
Single Room Occupancy House  
98 Elm Street  
Danbury, CT 06810

St. Anthony's Maronite Rite Church  
17 Granville Avenue  
Danbury, CT 06810

St. George Antiochian Orthodox Church  
125 Kohanza Street  
Danbury, CT 06810

St. Gregory the Great Church  
Great Plain Road  
Danbury, CT 06810


St. James African Methodist Episcopal  
Church  
47 William Street  
Danbury, CT 06810

St. James Church  
25 West Street  
Danbury, CT 06810

St. Joseph's Church  
8 Robinson Avenue  
Danbury, CT 06810

St. Paul's Lutheran Church ECLA  
45 Spring Street  
Danbury, CT 06810

St. Peter's Church  
104 Main Street  
Danbury, CT 06810



Michael Carter  
Studio for Extraordinary Training  
10 Federal Road  
Danbury, CT 06810

TBICO  
22 Eagle Road  
Danbury, CT 06810

The Baptist Church of Greater Danbury  
14 Granville Avenue  
Danbury, CT 06810

Rev. Bobby Gardner  
The Gardner Ministry  
7 Butternut Lane  
Danbury, CT 06811

United Way  
85 West Street  
Danbury, CT 06810

City of Danbury  
Mayor's Office  
c/o Veterans Affairs  
155 Deer Hill Avenue  
Danbury, CT 06810

Patti Cohen-Hecht  
Volunteer Center Serving Western CT  
58 Division Street  
Danbury, CT 06810


Western CT State University c/o  
Office of the President  
181 White Street  
Danbury, CT 06810

Women's Center of Greater Danbury  
2 West Street  
Danbury, CT 06810

Adriano Echavarria  
6 Whitlock Road  
Danbury, CT 06810

Joe DiSilva  
288 Main Street  
Danbury, CT 06810

Judy McAvoy  
27 Topfield Road  
Danbury, CT 06810



Hyman  
601 Village Street  
Danbury, CT 06810

Judit DeStefano  
12 Horseshoe Ridge Rd.  
Sandy Hook, CT 06482

Comm. Health Center of Danbury  
8 Delay Street  
Danbury, CT 06810  
Attn: Adele Gordon

Women's Business  
Dev. Council  
c/o HK Consulting  
285 Fairfield Avenue  
Bridgeport, CT 06604

Hillside Food Outreach  
c/o Bruce Taylor  
39 Old Ridgebury Rd., Suite 16  
Danbury, CT 06810

Mr. Jason Ward  
WeCAHR  
325 Main Street  
Danbury, CT 06810



# CITY OF DANBURY

## **City Taking Applications For Block Grant Funding:**

The City of Danbury is accepting applications for funding under its 2016 Community Development Block Grant Program for projects which assist low/moderate income families and individuals, eliminate slum and blight conditions or meet urgent needs which affect public health and safety within the City.

A pre-application workshop will be held on Wednesday, January 7, 2016 at 9:30 a.m. in the Danbury City Hall, Council Chambers, 3<sup>rd</sup> Floor, 155 Deer Hill Avenue, Danbury, CT to review and discuss the Application process, eligibility requirements and other issues regarding this years funding. It is strongly suggested that potential applicants attend.

Applications are due no later than Thursday, February 25, 2016 by 3:00 p.m. at: L. Wagner & Associates, 51 Lakeside Blvd. East, Waterbury, CT. 06708 or the City Finance Dept., 2<sup>nd</sup> Floor City Hall.

For further information, please call (203) 573-1188 or visit the City's website at [www.ci.danbury.ct.us](http://www.ci.danbury.ct.us)

Equal Opportunity/Fair Housing

To: Applicants for City of Danbury 2016 CDBG Funding  
From: Laurence E. Wagner, Danbury CDBG Program Administrator  
Subject: 2016 Annual Action Plan Preparation  
Date: December 4, 2015

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Today the City starts the beginning of its 2016 CDBG Annual Action Plan process. While HUD has not yet officially provided the City with the specific allocation amount for its 2016 year funding, we are proceeding based on an estimated allocation of approximately \$636,000 from last year's amount. Approximately \$100,000 of that will be available for social/public service project funding.

Funds are available for projects/programs in the areas of housing, community facilities, economic development, and public services for activities which will either 1.) Benefit low/moderate income persons, 2.) Eliminate slum and blight, or 3.) Resolve an imminent threat to public health or safety. Start date is approximately August 1, 2016 based upon receipt of Federal funds, and applicants will need to evidence their ability to proceed quickly upon project approval.

An original and six (6) copies of your completed Applications with supporting documentation must be received at our office, L. Wagner & Associates, Inc. 51 Lakeside Blvd. East, Waterbury, CT. 06708 or may be delivered to the Finance Office at City Hall, 2<sup>nd</sup> Floor, no later than 3:00 p.m. on Thursday, February 25, 2016. Please do not submit applications by fax or e-mail.

We urge you to call if you have any questions or would like to discuss your project in more detail.

There will be an Application Workshop on Thursday, January 7, 2016 at 9:30 a.m. in the Danbury City Hall, City Council Chambers, 3<sup>rd</sup> Floor, 155 Deer Hill Avenue, Danbury, CT. to review and discuss the 2016 Application process, eligibility requirements and other issues regarding this years funding. **It is strongly suggested that all potential applicants attend.**

You will need to submit your proposal with a sufficient level of detail and an adequate level of supporting documentation, so that the City can review and evaluate your request. Applications which are vague, do not provide adequate supporting material, or raise questions such as the availability of other funding, or it's "ready-to-go" status will delay your project's review and may inhibit funding approval.

Priority will be given to projects which are "ready-to-go" and which can document the current availability of any other financial resources required for the project. If your project requires architectural or engineering plans or specs, they should be submitted with the Application (1 copy) if available.

If you have received funds in prior years, the status and progress of your prior project(s) will be considered in the 2016 award decisions.

In prior years, more requests for funding have been received then there have been funds available, so the quality of your proposal and the degree to which it addresses community needs identified in the City's 5-Year Consolidated Plan is critical.

We look forward to hearing from you.

**SUBRECIPIENT APPLICATION & INFORMATIONAL  
MATERIAL**

**FOR**

**DANBURY, CT**

**2016**

**COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM**

*Mayor Mark D. Boughton*

*David W. St. Hilaire  
Director of Finance*

*December 4, 2015*

*CDBG Program Administrator  
L. Wagner & Associates  
51 Lakeside Blvd East  
Waterbury, CT 06708  
(203) 573-1188*

CITY OF DANBURY  
SUBRECIPIENT APPLICATION FORM 2016 CDBG PROGRAM YEAR

APPLICATIONS NEED TO BE AS COMPLETE AS POSSIBLE WITH ALL SUPPORTING DOCUMENTATION ATTACHED. **AN ORIGINAL AND SIX (6) COPIES** NEED TO BE SUBMITTED. ALL APPLICATIONS MUST BE SIGNED AND DATED BY APPROPRIATE OFFICIAL.

THE FOLLOWING ITEMS MUST BE ADDRESSED/INCLUDED WITH YOUR APPLICATION:

√	Data	Description
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Project Summary	A brief project description including: <ul style="list-style-type: none"> <li>• need or problem</li> <li>• describe CDBG eligible populations or persons to be served (be specific)</li> <li>• description of project</li> <li>• timetable (project to be completed no later than 7/31/17 and substantially expended by 6/30/17)</li> <li>• compliance with a CDBG eligibility/National Objective</li> <li>• proposed staffing and administrative capacity</li> <li>• a location map showing project/service site (see attached map; to be used in addition to location map provided by the applicant)</li> <li>• describe outcome measurement system to be used in detail</li> <li>• Explanation if plans/specs are required and how applicant will provide these to City for review on or prior to May 31, 2016.</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Financial	Describe: <ul style="list-style-type: none"> <li>• overall project budget</li> <li>• detailed CDBG budget request with monthly estimated cash needs by major project component (starting 8/1/16 – 7/31/17)</li> <li>• explanation of existing fiscal management system (reporting, records, accounting principles)</li> <li>• commitment of other sources of funding</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Agency Background	<ul style="list-style-type: none"> <li>• years in operation</li> <li>• purpose</li> <li>• type of services provided</li> <li>• number/characteristics of clients served</li> <li>• license to operate</li> <li>• attach any brochures, pamphlets, agency description, etc.</li> </ul>

<input type="checkbox"/>  <input type="checkbox"/>	Personnel	Describe: <ul style="list-style-type: none"> <li>• proposed CDBG funded staff positions with job description(s) if any</li> <li>• EEO policy/procedures (attach copy of current EEO policy statements or AA Plan)</li> </ul>
	Audit Requirements	Organizations receiving \$25,000 or more in total federal financial assistance in a fiscal year <b>must</b> provide a copy of their most recent audit, \$500,000 or non-profit <b>must</b> provide A-133 audit. Organizations requesting any funds less than \$25,000 must submit a certified balance sheet and profit/loss statement.
<input type="checkbox"/> <input type="checkbox"/>	Insurance/Bond/ Worker's Compensation	Provide Certificate of Insurance for: <ul style="list-style-type: none"> <li>• Officers and Directors (O&amp;D)</li> <li>• Liability insurance, payroll taxes and worker's compensation</li> </ul>
<input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/> <input type="checkbox"/>	Standard Organizational Documents for Submission	<ul style="list-style-type: none"> <li>• Articles of Incorporation/Bylaws</li> <li>• IRS Non-profit determination letter</li> <li>• List of Board of Directors</li> <li>• Organizational Chart</li> <li>• Financial Statement, including copy of most recent audit</li> </ul>
	Conflict of Interest	Review the attached "Conflict of Interest" material from HUD and determine if your agency/organization has any potential conflict in receiving or administering these funds. If so, or if you have any questions, please notify the City's CDBG Administration immediately.
	Additional Information	Other pertinent information as requested in the application.

POLICY COMMITTEE USE ONLY:	
<input type="checkbox"/> Social Service	<input type="checkbox"/> Approved
<input type="checkbox"/> Other	

**Community Development Block Grant  
Program  
Subrecipient Application Form  
2016 Program Year**

**Please Type or Print Clearly**

\_\_\_\_\_  
ORGANIZATION NAME

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CONTACT PERSON (NAME/TITLE)

\_\_\_\_\_  
TELEPHONE NUMBER

\_\_\_\_\_  
E-MAIL

\_\_\_\_\_  
FAX NUMBER

Type of Organization (check only one)

Non-Profit

Private

Municipal (City)

Other

Please  
identify: \_\_\_\_\_

**FUNDING INFORMATION:**

Amount of 2016 CDBG Project Funding Requested: \_\_\_\_\_

Applicant's total Proposed CDBG Project Budget for 2016: \_\_\_\_\_

Project Name/Title: \_\_\_\_\_

Project Address/Location: \_\_\_\_\_

**A. PROJECT SUMMARY**

Please explain in detail how these funds will be utilized. If funding is requested for more than one project or activity, please submit each one as a separate application. Please be as clear and specific as possible. Lack of detail or clarity may hamper consideration of your request. Please include a proposed project timetable identifying major project elements and an estimate of monthly expenditures for the period August 1, 2016 through July 31, 2017. Provide a brief project schedule.

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**B. PROJECT/PROGRAM NEEDS**

Please describe in one (1) page quantifiable and measurable terms, the needs your project will address:

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Please indicate which of the following national objectives of the CDBG program the program/activity will meet:  
(check only one)

- \* Benefit to low and moderate income individuals of a limited clientele.
- \* Benefit to low and moderate income families in general.
- \* Benefit to low and moderate income housing stock.
- Elimination of slums and blight in a general area.
- Elimination of slums and blight on a spot basis.
- Elimination of slums and blight as part of an Urban Renewal Project.
- Addressing an urgent need for which other financial resources are not available.
  - \* Current income limits based on household size are attached.

In one (1) page please, explain how the program/activity will meet at least one of the CDBG national objectives selected above and how you will document and maintain records to establish participant benefit and eligibility.

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Please identify which neighborhoods, areas or populations of the City the program(s) or activity (ies) will be served, provide a clear location of the area proposed.

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Please specify the location for the proposed program(s) or activity (ies) to be funded and attach a location map if appropriate:

- Specific Address (es)

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- City-wide (only for projects that will serve all City residents)
- Specific Census Tract and/or Block Group Tract # \_\_\_\_\_  
Block Group # \_\_\_\_\_

**C. PROGRAM BENEFIT**

1. In one (1) page, please clearly describe how the project will serve the population identified above and the number/ characteristics of the clients to be served by the proposed activity:

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2. Social service activities are required to provide and document an outcome measurement system. Please provide the outcome measurement methodology you will use to quantify the accomplishments of your activity?

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3. How will you verify and document that the people who will benefit from the program/activity meet the low and moderate income requirements as required by HUD?

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(Income limits attached)

4. What is the purpose of the project (answer any applicable):

To help prevent homelessness?       Yes  No

To help the homeless?                       Yes  No

To help those with HIV or AIDS?       Yes  No

**D. DEMOGRAPHIC DATA**

HUD has modified the collection of race/ethnicity information required from grantees. HUD now requires the use of ten (10) racial categories and one ethnicity category that is spread across all of the race categories. Of the ten (10) new race categories, five (5) are for a single race:

- White
- Black/African American
- Asian
- American Indian/Alaskan Native

- Native Hawaiian/Other Pacific Islander

Five of the ten (10) new racial categories are for multi-race persons:

- American Indian/Alaskan Native & White
- Asian & White
- Black/African American & White
- American Indian/Alaskan Native & Black/African American
- Other/Multi-Race

“Hispanic” is now an ethnicity category that cuts across all races. Those who are White, Black, Asian, Pacific Islander, American Indian, or a Multi-Race may also be counted as being Hispanic if they report so.

Recipients of 2016 CDBG funds will be required to certify that they have reporting systems in place that will meet HUD requirements, and will provide that data to the City on a quarterly basis in the following format. If this data is available now, provide it with your Application otherwise provide an estimate of the participants ethnic and racial composition.

Racial Classifications	Total #	# Hispanic or Latino
1. White		
2. Black/African American		
3. Asian		
4. American Indian/Alaskan Native		
5. Native Hawaiian/Other Pacific Islander		
6. American Indian/Alaskan Native & White		
7. Asian & White		
8. Black/African American & White		
9. American Indian/Alaskan Native & Black/African American		
10. Other Multi-Racial		
<b>Totals</b>		

**E. AGENCY BACKGROUND**

Please describe existing Agency/organization, structure, staff size, years in operation, programmatic background, and include information on current or proposed activities relevant to your request.

Mission of Agency

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Please attach a copy of any brochures, licenses, or permits needed to carry out project if applicable.

Describe Key Project Staff Positions and Qualifications:

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Describe any proposed new positions to be funded with CDBG funds and attach job description.

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Applicant's EEO Policy and Procedures: (attach EEO statement and Affirmative Action Plan of Applicant)

**AUDIT REQUIREMENTS**

Organizations receiving \$25,000 or more in total federal financial assistance in a fiscal year must provide an audit. Please attach your most recent audit if this applies. Subrecipients receiving \$500,000 or more of any Federal funds including CDBG in a fiscal year must submit an A-133 audit. Organizations requesting less than \$25,000 must submit a certified financial statement with their Application.

## INSURANCE/BOND/WORKERS COMPENSATION

Submit:

	<u>Attached</u>
Officers and Directors insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Liability insurance?	<input type="checkbox"/> Yes <input type="checkbox"/> No
Pay payroll taxes and workers compensation?	<input type="checkbox"/> Yes <input type="checkbox"/> No

## STANDARD DOCUMENTATION FOR SUBMISSIONS

Please attach the following as appropriate for your Program:

- 1) Articles of Incorporation/Bylaws
- 2) Non-profit determination - Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service and State Department of Revenue Services.
- 3) List of Board of Directors - A list of the current Board of Directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member, and must identify the principal officers of the governing body. Is the Applicant aware of any conflicts of interest or direct familiarity or business relationship with any officials, representatives or employees of the City? If so, please contact the Program Administrator for clarification.
- 4) Authorization to Request Funds - Documentation must be submitted of the governing body's authorization to submit the funding request and authorizing the designated representative. Documentation of the requirement consists of a copy of the minutes of the meeting in which the governing body's resolution, motion or other official action is recorded, and the individual authorized to submit the Application.
- 5) Organizational Chart - An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure and which identifies any CDBG funded staff positions or shared responsibility.
- 6) Financial Statement - Describe the agency's current fiscal management system including disbursement methods, financial reporting, and record keeping.

**F. ADDITIONAL INFORMATION**

Please list the name of the person(s) who will be responsible for administration of the funds and compliance with CDBG Program Guidelines and Requirements during the course of your project.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Telephone Number

\_\_\_\_\_  
Email

Is this person(s) familiar with the requirements of the CDBG Program?     Yes  No

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Will the Project/Activity be performed in cooperation with any program(s) sponsored by other agencies, non-profit or community organizations?     Yes         No

If yes, please explain.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Please include any additional information that may be helpful to the City in the space provided below or on a separate sheet of paper.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_



CDBG Program  
2016  
Effective 12/01/15  
Until Revised

INCOME LIMITS – DANBURY

	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
30% of Median	23,600	27,000	30,350	33,700	36,400	39,100	41,800	44,500
Very Low Income	39,350	45,000	50,600	56,200	60,700	65,200	69,700	74,200
Low- Income	51,700	59,100	66,350	73,850	79,800	85,700	91,600	97,500

## Danbury, CT 2016 CDBG

### 2016 Notice of Funding Availability

#### General Information

The City of Danbury is allocated funds each year by the U.S. Department of Housing and Urban Development (HUD) through the Community Development Block Grant (CDBG) Program. Danbury will accept proposals for funding from community-based organizations, non-profits, City Departments, and citizens. Please review all of the information in this Notice of Funding Availability so that you understand the process and the requirements for CDBG funding.

Project proposals for 2016 must be submitted on or before **Thursday, February 25, 2016, by 3:00 p.m.**

An original and six (6) copies of the Application Form must be mailed or delivered so it is received no later than the time and date above to:

L. Wagner & Associates, Inc.  
51 Lakeside Blvd. East  
Waterbury, CT. 06708

or

City of Danbury  
Dept. of Finance, 2<sup>nd</sup> Floor  
155 Deer Hill Avenue  
Danbury, CT 06810

Please do not fax or email.

Applications are then reviewed for eligibility and compliance thresholds. Eligible applications are then reviewed by the City of Danbury CDBG Committee.

#### Timeline (tentative)

Applications become available	December 15, 2015
Application workshops	January 7, 2016 at 9:30 a.m. City Council Chambers Danbury City Hall
1 <sup>st</sup> Public Hearing (Prior activity status and review of community needs)	February 9, 2016 at 7:00 p.m. 3 <sup>rd</sup> Floor Conference Room Danbury City Hall
Application Deadline	February 25, 2016 by 3:00 p.m. at L. Wagner & Associates, Inc. or City of Danbury Finance Dept.
2 <sup>nd</sup> Public Hearing (focus on projects funded)	May 17, 2016 at 7:00 p.m. 3 <sup>rd</sup> Floor Conference Room Danbury City Hall

## **Funding Availability**

This year, the City of Danbury estimates it will be receiving approximately \$636,061 in Community Development Block Grant funds based on last years Federal funding allocation.

Based on current Federal budget uncertainties, however, a reduction in this funding level could occur.

## **Projects**

### **Public Service Projects**

Public Service Projects are restricted to no more than 21.96% of the total CDBG funds allocated for this year minus public service carried over funds from prior years. It is estimated that no more than \$100,000 will be available for social services funding in 2016. The City reserves the right to fund a lesser amount if unspent carryovers from prior years are greater than expected or non-social service awards are higher.

### **Development Projects**

Development grants can be used for public facilities and improvements, economic development initiatives, or housing (excluding new construction).

Each application for CDBG funding must comply with the Federal eligibility requirements in CFR 570.201.

## **Eligibility Requirements**

All Applications for CDBG funding must meet the requirements of both Section A (relating to national objectives) and Section B (relating to eligible activities) below. These are Federal requirements prescribed by the Housing and Community Development Act of 1974, as amended, and by the implementing Federal regulations at 24 CFR Part 570.

### **A. Threshold Criteria – National Objectives**

In order for a project to be funded with CDBG funds, it must meet one of the following three national objectives:

1. Benefit low and moderate income persons as per the guidelines established by the U.S. Department of Housing and Urban Development.

Locally, the primary use of CDBG funds is for services and programs for low and moderate income persons. In order to be eligible, the project must either serve persons residing in an eligible geographic area (see attached map) or it must benefit low and moderate income persons directly (through serving a targeted population). A direct benefit to low and moderate income persons may come through services, through housing or through jobs.

If your project falls in the direct benefit category, then at least 51% of the people served by your project/program must be low and moderate income residents.

**You must keep records (i.e., intake form, application, etc.) to verify the income by household size and the residence of all those served by your project/program.** Certain groups of people are presumed by HUD to be principally low/moderate income persons. Those groups include: abused children; elderly persons; battered spouses; homeless persons, adults meeting Bureau of Census' definition of severely disabled persons; illiterate adults; persons living with AIDS; and migrant farm workers. If your project/program exclusively serves one of these groups, you may document the limited nature of your clientele without documenting actual client income. You can use participation in other programs (i.e., JTPA, National School Lunch Program) as a "proxy" for CDBG income-eligibility if the income guidelines for that program are the same or less than CDBG guidelines.

"Moderate income" means a household whose income does not exceed 80% of the median family income for the area.

2. Aids in the prevention or elimination of slums and blight.
3. Meets other community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health and welfare of the community and where other financial resources are not available to meet such needs.

If you are proposing a project under either the "elimination of slums and blight" or the "immediate threat to health and safety" objective, please contact the Grant Administrator prior to completing your application.

## **B. Eligible Activities**

This section describes many of the activities which can be assisted with CDBG funds under the Federal regulations. There are a limited number of additional miscellaneous activities which may be eligible for funding. If you have a question about the eligibility of an activity for which you want to seek funding, please contact Larry Wagner, CDBG Grant Administrator at 203-573-1188 ext. 203.

Eligible activities include:

1. Purchase, sale, lease or other disposition of real property.
2. Clearance, demolition and removal of buildings.
3. Rehabilitation of publicly or privately owned residential property; commercial/industrial property (but if privately-owned, only for exterior improvements and correction of code violations); and nonresidential buildings and improvements owned by a nonprofit. Funding cannot be used for costs of equipment, furnishings or other personal property, or for the labor costs for homeowners to rehabilitate their own property. Funding can be used for:
  - a. Labor, materials and other costs relating to rehabilitation.

- b. Grants, loans, loan guarantees and other forms of assistance for financing rehabilitation.
  - c. Loans for refinancing indebtedness.
  - d. Improvements to increase the energy efficiency of buildings and/or the efficient use of water.
  - e. Installing sprinkler systems, smoke detectors, dead bolt lock and other security devices.
  - f. Connecting residential structures to water or sewer collection lines.
  - g. Initial homeowner warranty premiums and hazard or flood insurance.
  - h. Lead-based paint hazard evaluation and reduction.
  - i. Rehabilitation services (counseling, energy auditing, preparation of work specifications, loan processing, inspections, etc.).
  - j. Historic preservation.
  - k. Converting a closed building from one use to another.
  - l. Removal of architectural barriers to accommodate people with disabilities.
4. Relocation assistance to businesses, individuals, families, and non-profit organizations displaced by CDBG activities, and loss of rental income incurred in connection with the temporary relocation of displaced individuals and families.
  5. Code enforcement.
  6. Homeownership assistance.
  7. Interim assistance either to alleviate an emergency condition or to cover limited, immediately needed improvements to a deteriorating area as a prelude to permanent improvements. These limited improvements can include special neighborhood cleanup campaigns.
  8. Purchase, construction, reconstruction, rehabilitation or installation of public facilities and improvements. Public facilities include schools, libraries, and special needs shelter facilities (nursing homes, hospitals, domestic violence shelters, homeless shelters, halfway houses, group homes, emergency shelters). Public improvements include streets, sidewalks, curbs, parks, playgrounds, water and sewer lines, parking lots, and aesthetic amenities on public property (trees, sculptures, etc.).
    - a. A "public facility" may be owned and operated by a non-profits (i.e., senior centers, neighborhood centers) as long as it is open to the general public.
    - b. Buildings used primarily for the general conduct of government are ineligible.
    - c. Flood and drainage facilities and parks established as a result of reclamation of land near a river are ineligible unless certain requirements are met.
    - d. CDBG funds cannot be used to operate or maintain public facilities/improvements.
    - e. CDBG funds cannot be used to buy construction equipment, to buy furnishings or other personal items, or for new construction of public housing.
  9. Public services, including but not limited to child care, health care, job training, recreation programs, education programs, public safety services, services for seniors, services for the homeless, substance abuse treatment, fair housing counseling, and energy conservation.
    - a. Grants for public services may not exceed 21.96% of the City's total annual CDBG appropriation.

- b. CDBG funds should be substituted for City or State funds supporting public services. The service must be a new service or a "quantifiable increase in the level of service" above that provided by or on behalf of the City through City or State funds.
  - c. Ongoing grants or non-emergency payments to individuals for food, clothing, rent, utilities or other income payments are not eligible activities.
10. Special economic development activities, including:
    - a. Acquisition, construction, reconstruction, rehabilitation or installation of commercial or industrial buildings, structures, and improvements.
    - b. Grants, loans, loan guarantees, interest supplements, and technical assistance to private for-profit businesses.
    - c. Economic development services including outreach efforts to market available forms of assistance; screening of applicants; reviewing and underwriting applications for assistance; preparation of necessary agreements; management of assisted activities; and screening, training, referral, and placement of applicants for employment opportunities generated by CDBG-eligible economic development activities.
  11. Microenterprise assistance in the form of loans, grants, technical assistance and general business support services.
  12. Grants or loans to any qualified Community-Based Development Organization to carry out a neighborhood revitalization, community economic development, or energy conservation project.

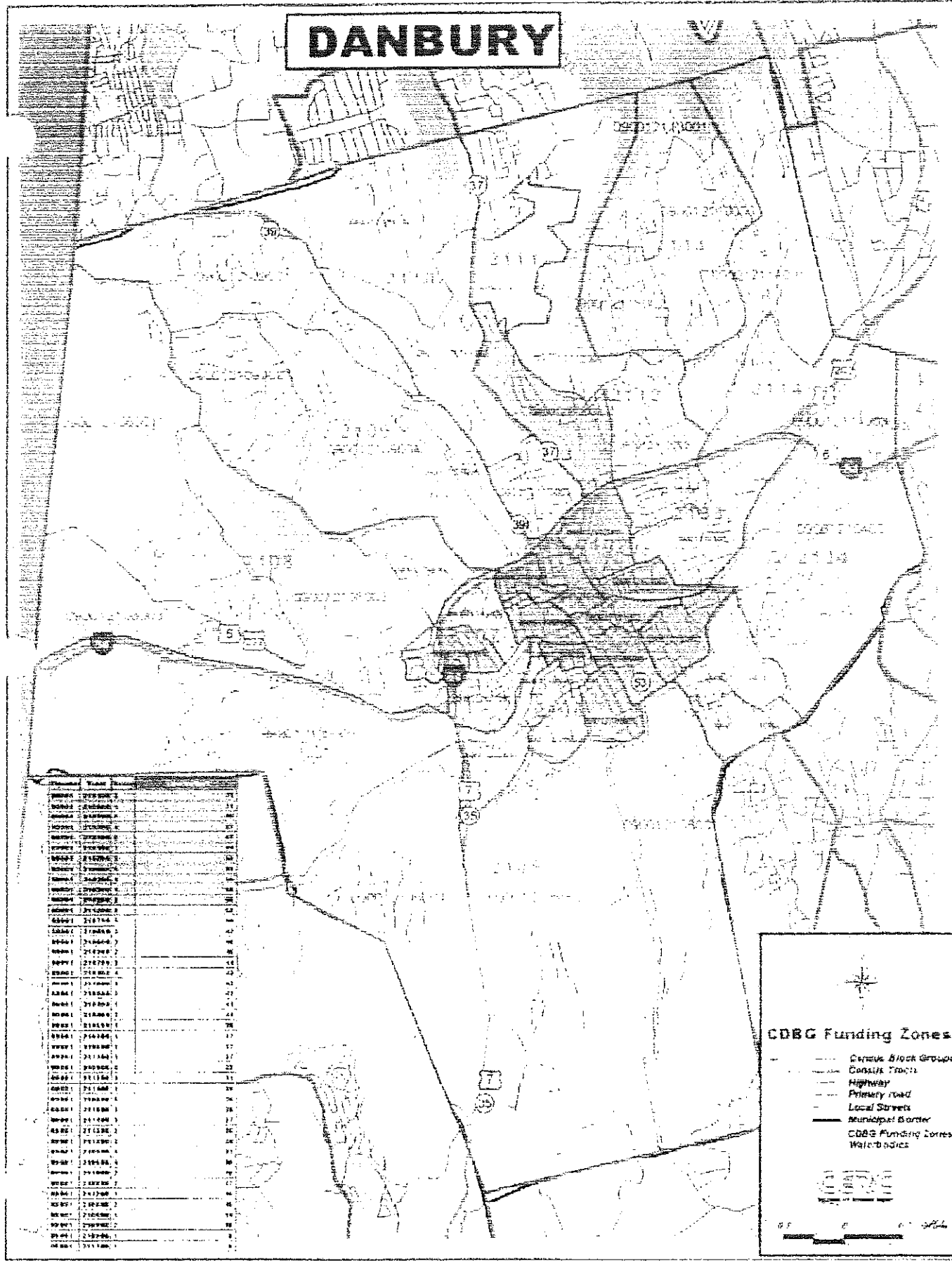
### **Ineligible Activities**

The general rule is that any activity which is not specifically authorized above is ineligible for CDBG funding. There are also some activities which are specifically identified in the Federal regulations as categorically ineligible. These activities cannot be assisted with CDBG funds under any circumstances:

1. Buildings or portions thereof, used predominantly for the general conduct of government, including city halls, jails, police stations, courthouses, and other state and local government buildings. (This does not include removal of architectural barriers or land acquisition costs).
2. General government expenses.
3. Political activities.
4. The following activities are generally ineligible unless authorized as a Special Economic Development Activity or when carried out by a Community-Based Development Organization:
  - a. Purchase of equipment.
  - b. Repairing, operating or maintaining public facilities (streets, parks, playgrounds, water and sewer facilities, parking, neighborhood centers, and similar public facilities).
  - c. New housing construction (with certain exceptions).
  - d. Income payments.

Applicants should be clear as to how they will provide completed architectural/engineering plans or specifications prior to May 31, 2015 at their own expense and be "ready-to-go" when the City receives funding.

# DANBURY



Zone	Area	Value
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**CDBG Funding Zones**

- Census Block Groups
- Census Tracts
- Highway
- Primary road
- Local Streets
- Municipal Border
- CDBG Funding Zones
- Waterbodies

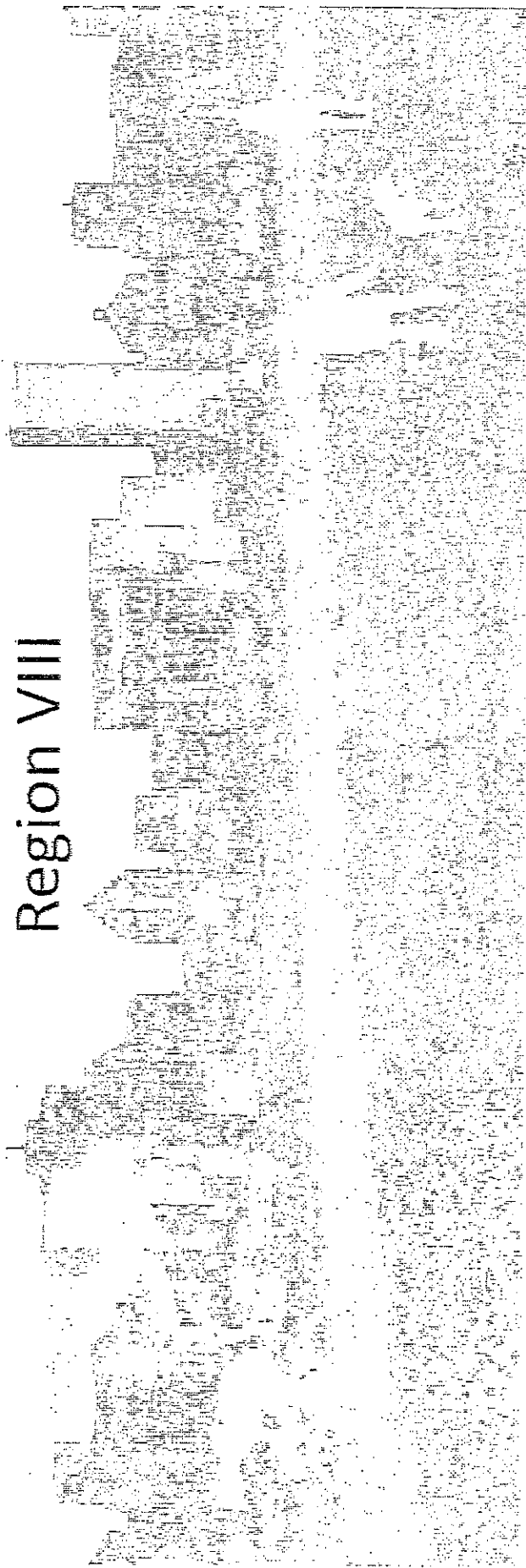


# CONFLICTS OF INTEREST

Presented By:

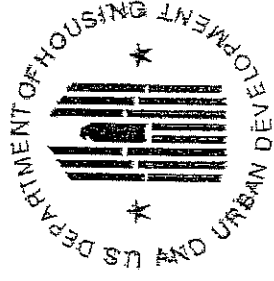
Ellen Dole, Regional Counsel

Region VIII



# Conflicts of Interest: General

- What is a conflict of interest?
  - “A real or seeming incompatibility between one’s private interests and one’s public or fiduciary duties.”
  - Source: Black’s Law Dictionary.



## Conflicts of Interest: General (cont.)

- Two types of conflicts of interest (COLs):
  - Procurement
  - Non-procurement



# Procurement Conflicts of Interest

- Procurement is the process of obtaining any one of the following:
  - Property
  - Supplies/Equipment
  - Services
- Common services include:
  - Employment
  - Construction
  - Engineering/Architecture, etc.
  - Legal





## Procurement COIs (cont.)

- Procurement COIs are governed by 24 C.F.R. Part 85 or 24 C.F.R. Part 84, Program Regulations, NOFAs, state/local law, and Grantees'/Recipients' procurement policies.
- Non-procurement COIs are governed by Program Regulations, Program Specific Contracts (such as ACC, HAP, etc.), NOFAs, state/local law, and Grantees'/Recipients' conflict of interest policies.





## Procurement COIs (Cont.)

- Generally, HUD's regulations at 24 C.F.R. Part 84 and 85 prohibit an employee, officer or agent of the grantee/subgrantee or recipient/subrecipient from participating in the selection, or in the award or administration of a contract supported by Federal funds if a conflict of interest, real or apparent, would be involved.





## Procurement COIs (cont.)

- Such a conflict would arise when:
  - (i) The employee, officer or agent,
  - (ii) Any member of his immediate family,
  - (iii) His or her partner, or
  - (iv) An organization which employs, or is about to employ, any of the above, **has a financial or other interest in the firm selected for award....**





## Procurement COIs (cont.)

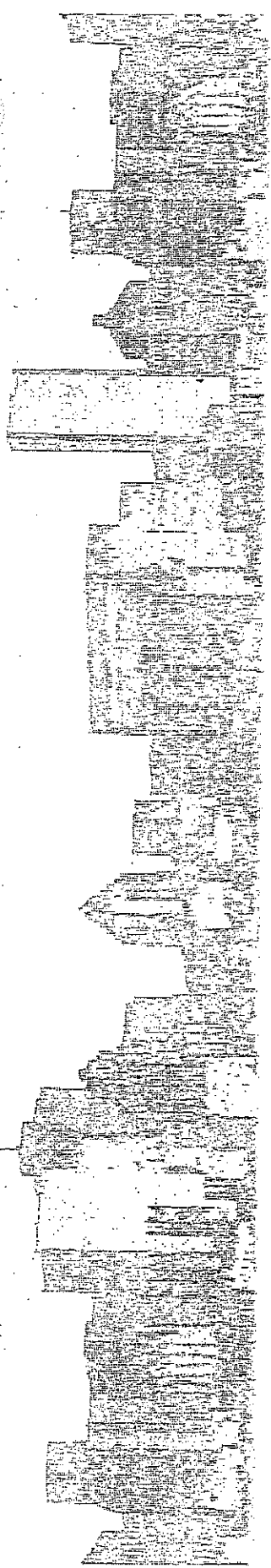
- Note that even *apparent* conflicts of interest are prohibited.
- There are no exceptions for procurement conflicts of interest.
- A request for a regulatory waiver can be submitted pursuant to 24 C.F.R. § 5.110
  - Upon determination of good cause, the Secretary may, subject to statutory limitations, waive any provision of this title and delegate this authority in accordance with section 106 of the Department of Housing and Urban Development Reform Act of 1989 (42 U.S.C. 3535(q)).



# Procurement COI Example

- The State Housing Finance Corporation (SHFC) hired ABC Associates to administer a Homebuyer Assistance Program funded with HUD HOME funds.
  - John is the President and partner of ABC Associates and also serves as the Executive Director of SHFC.
- *Is this a conflict of interest under Part 85?*





## Procurement COI Example (cont.)

Answer: Yes. John has a financial interest in the firm hired to administer the program.


- What's next?
  - The City of Heartland may request a waiver of the prohibition against conflicts of interest in procurement, however regulatory waivers regarding conflicts of interest after the fact are not routinely granted.



# Non-procurement COIs

- Precisely what constitutes a conflict?
  - The answer varies by program.
  - *You must consult program regulations and program-specific guidance.*
- Generally, however, the requirements prohibit employees, board members, etc. of a grantee/recipient from having any personal or financial interest in any transaction funded by the HUD program.





## Non-procurement COIs (cont.)


- Conflicts of interest must be disclosed both publicly and to HUD.
- Upon request, HUD may waive certain conflicts for good cause (only if permitted under state and local law).
- Each program has a different waiver process
  - Some programs have waiver approval at the local level
  - Other programs require submission and consideration of the request by Headquarters.



# Process for Requesting a Waiver or Exception

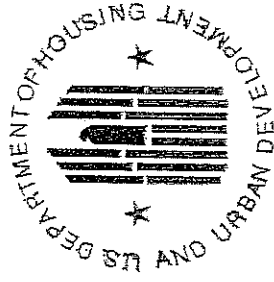
- It is the recipient's/grantee's responsibility to submit a written request for a waiver or exception to its local HUD program office.
- For most programs, a request for a waiver or exception must include:
  - Public disclosure of the conflict (including a description of how the disclosure was made), and
  - An Opinion of grantee's/recipient's attorney that the exception does not violate State or local law.





## Process for Requesting a Waiver or Exception (cont.)

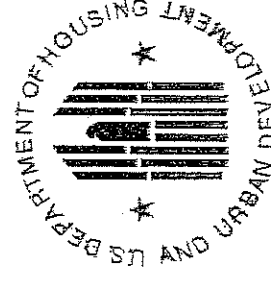
- In the request for a waiver or exception, the grantee/recipient should address any factors for consideration set forth in the relevant program regulations.
- The program office considering the request may ask the grantee/recipient for additional documentation, etc. prior to making a final determination.

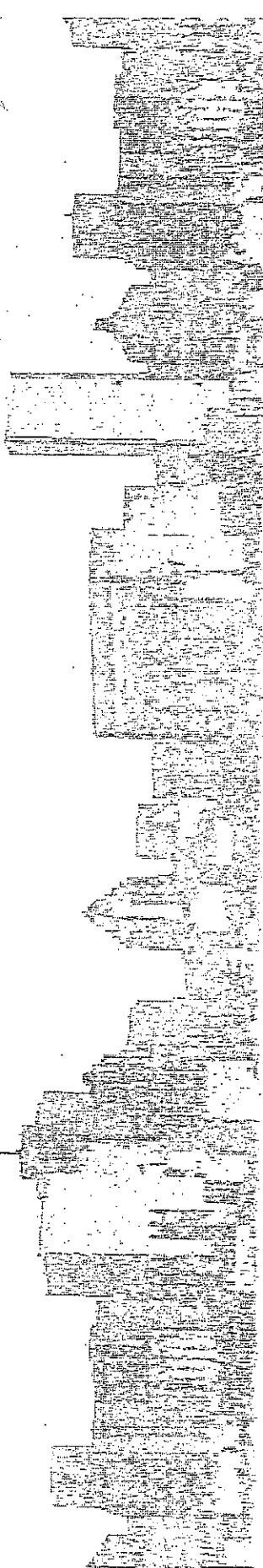




Process for Requesting a Waiver or  
Exception (cont.)

- Generally speaking, HUD must consider whether undue hardship will result, either to the recipient or to the person affected, when weighed against the public interest served by avoiding the prohibited conflict.





## Process for Requesting a Waiver or Exception (cont.)

- **IMPORTANT**
  - Mere submission of a request for a waiver or exception does not authorize a recipient to engage in any activity or enter into any contract that constitutes a conflict.
  - **A waiver or exception is not granted until the recipient receives such determination in writing from HUD.**






## Best Practices

- Recipients should adopt procedures for determining when a conflict of interest exists, for reporting the conflict to HUD, and for disclosing it to the public as required by the applicable program regulations.






## Non-procurement COIs (cont.)

- Examples:
  - Contracts (such as a HAP contract) between a housing authority and a member of the local governing body or other public official.

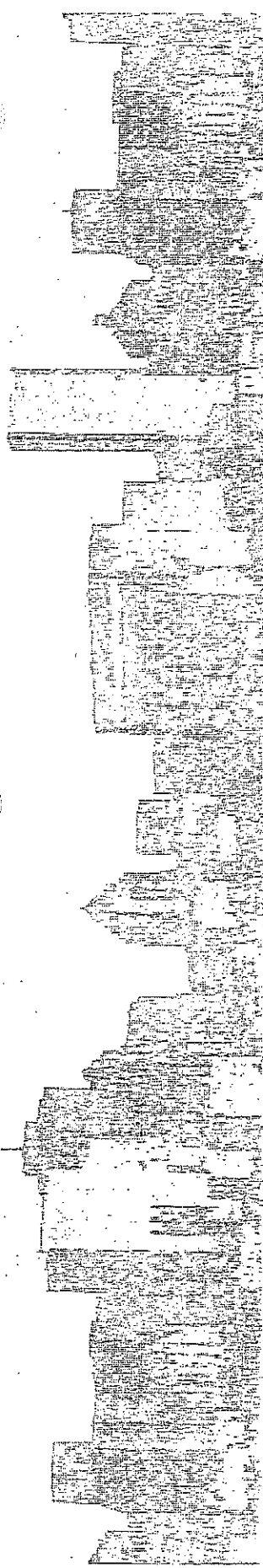




## Non-procurement COIs (cont.)

- Examples:
  - Considering a sibling of an employee of the housing authority/community development office/TDHE for a job opening.

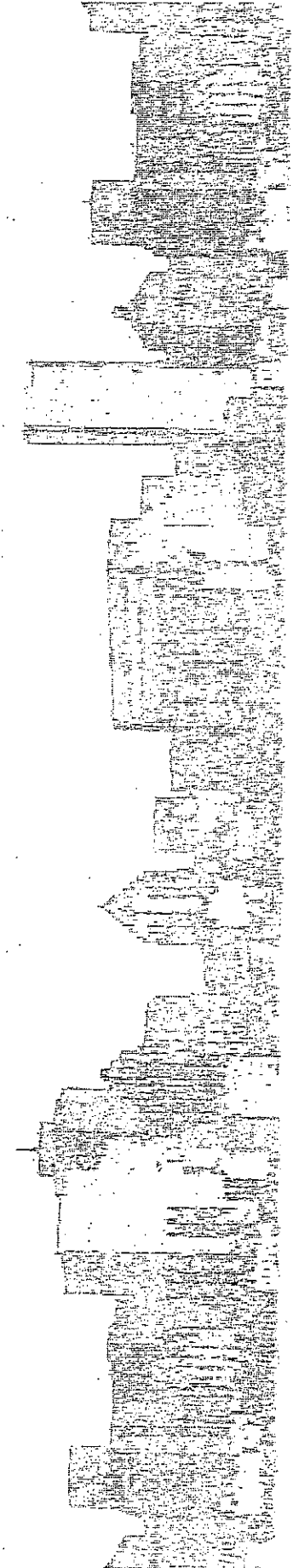




## Non-procurement COIs (cont.)

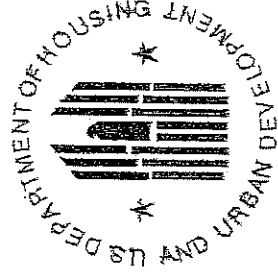
- Examples:
  - Spouse of a PHA employee owns rental properties under a Section 8 HAP contract with the PHA.





## Non-procurement COIs (cont.)

- Although each of the previous examples constitute a prohibited conflict of interest, the grantee/recipient may request that HUD grant an exception to the prohibition for any of these situations.



# Questions?

- As a best practice, always consult your local program office with questions about potential (apparent or real) conflicts of interest.



### Order Confirmation

<u>Ad Order Number</u> 0002130787	<u>Customer</u> DANBURY PURCHASING	<u>Payer Customer</u> DANBURY PURCHASING
<u>Sales Rep.</u> dsettani	<u>Customer Account</u> 129382	<u>Payer Account</u> 129382
<u>Order Taker</u> dsettani	<u>Customer Address</u> 155 DEER HILL AVENUE DANBURY CT 06810 USA	<u>Payer Address</u> 155 DEER HILL AVENUE DANBURY CT 06810 USA
<u>Ordered By</u> lauri	<u>Customer Phone</u> 203-797-4657	<u>Payer Phone</u> 203-797-4657
<u>Order Source</u> E-mail	<u>Customer Fax</u> 203-797-4656	<u>Customer EMail</u> lauri@lwagnerassociates.com
<u>PO Number</u> "Purchase Order 2016-2030203-573-1373"		

Ad Content Proof

**CITY OF DANBURY**

**City Taking Applications For Block Grant Funding:**

The City of Danbury is accepting applications for funding under its 2016 Community Development Block Grant Program for projects which assist low/moderate income families and individuals, eliminate slum and blight conditions or meet urgent needs which affect public health and safety within the City.

A pre-application workshop will be held on Wednesday, January 7, 2016 at 9:30 a.m. in the Danbury City Hall, Council Chambers, 3rd Floor, 155 Deer Hill Avenue, Danbury, CT to review and discuss the Application process, eligibility requirements and other issues regarding this years funding. It is strongly suggested that potential applicants attend.

Applications are due no later than Thursday, February 25, 2016 by 3:00 p.m. at: L. Wagner & Associates, 51 Lakeside Blvd. East, Waterbury, CT. 06708 or the City Finance Dept., 2nd Floor City Hall. For further information, please call (203) 573-1188 or visit the City's website at [www.ci.danbury.ct.us](http://www.ci.danbury.ct.us)

Equal Opportunity/Fair Housing

<u>Tear Sheets</u>	<u>Proofs</u>	<u>Affidavits</u>	<u>Special Pricing</u>	<u>Promo Type</u>
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Order Notes:

Invoice Text:

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<u>Net Amount</u>	<u>Tax Amount</u>	<u>Total Amount</u>	<u>Payment Amt</u>	<u>Amount Due</u>
\$239.58	\$0.00	\$239.58	\$0.00	\$239.58

<u>Ad Number</u>	<u>Ad Type</u>	<u>Ad Size</u>	<u>Pick Up Number</u>
0002130787-01	Legal Liners	1.0 X 38 Li	

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	No	

<u>Color</u>	<u>Production Method</u>	<u>Production Notes</u>
<NONE>	AdBooker	

<u>Product</u>	<u>Placement/Class</u>	<u># Inserts</u>	<u>Cost</u>
<u>Run Dates</u>			
<u>Sort Text</u>			
<u>Run Schedule Invoice Text</u>			

Danbury News-Times:: 12/9/2015	Public Notices	1	\$226.58
CITYOFDANBURYCITYTAKINGAPPLICATIONSFORBLOCKGRANTFUNDINGTHECITYOFDANBL CITY OF DANBURY City Taking Applications For Block Grant Fundin			
newstimes.com:: 12/9/2015	Public Notices	1	\$10.00
CITYOFDANBURYCITYTAKINGAPPLICATIONSFORBLOCKGRANTFUNDINGTHECITYOFDANBL CITY OF DANBURY City Taking Applications For Block Grant Fundin			

	NAME	ORGANIZATION/AGENCY	CONTACT TELEPHONE / E-MAIL ADDRESS
1	T.R. JONES	ST. JAMES AME CHURCH	203-797-9461 WTRJ@AOL.COM
2	Hollis Cotton	" " "	(860) 619-0686 h.cotton@sejgmail.com
3	LEW NEUSOME	DANBURY MUSEUM	203-793-5300 B.C. O'NEILL@DANBURY MUSEUM.ORG
4	Dike Greene	INTERFAITH AIDS MINISTRY	203-748-4077 imminidwardgreene@stc
5	Shnette Proski	Ability Beyond	203-775-4700 shnetteproski@abilitybeyond.org
6	Kathy Foley	Family + Children's Aid	203-910-3580 kfoley@familyandchildrens.org
7	Sike Sweeney	ARC	203-792-9450 dsweeney@arcforpeople.org
8	Karen Failla	APGD	203-778-2437 apgd99@aol.com
9	Christina Salvemini	WCAHR	203-792-3540 csalv@wcahr.org
10	Michelle James	CAHWC	203-748-1952 michelle.james@cahwc.org
11	Andree Longinos	Hispanic Center	203-798-2855 andree@danburycentro.com
12	Danielle Capaldi	Ability Beyond	(203) 826-3174 danelle.capaldi@abilitybeyond.org
13	Susana Tomario	City of Danbury	203-797-4686 stomario@danbury-ct.gov
14	PJ Leopold	ARC	203-792-9450 pj1@arcforpeople.org
15			

Public Hearings were held on Tuesday, February 9, 2016 and Tuesday, May 17, 2016 at City Hall, 155 Deer Hill Avenue, Danbury, CT to review and discuss the City's proposed 2015 Annual Action Plan and specific projects to be funded. No comments either verbal or written were received.

2/16

City of Danbury  
CDBG Public Hearing Minutes  
February 9, 2016  
7:00 p.m.  
Danbury City Hall  
3<sup>rd</sup> Floor Conference Room

The meeting was convened by Mr. Lawrence Wagner, CDBG Program Administrator at 7:00 p.m. Mr. Wagner read the public hearing notice. A member of the public was in attendance and asked numerous questions about the program and how it worked, what could be funded, what projects were eligible etc.

Mr. Wagner explained the program in detail, starting with its inception as a combination of various categorical grants into the current CDBG Program, outlined National Objectives, Eligible Activities and what the application and award process was for this years' funding. The attendant emphasized that she was there to learn about the program. She stated she was a member of the Disability Commission and worked with a local non-profit who might be applying for funding but was not familiar with their specific request.

Mr. Wagner reviewed the application form and explained the type of information and the data required.

The meeting adjourned at 8:20 p.m.

CITY OF DANBURY  
COMMUNITY DEVELOPMENT BLOCK GRANT

Program Year 42 - August 1, 2016-July 31, 2017

	NAME	ORGANIZATION/AGENCY
1	Annie Dance	on behalf of WCAHR
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**LEGAL NOTICE NOTICE OF PUBLIC HEARING THE CITY OF DANBURY**

LEGAL NOTICE NOTICE OF PUBLIC HEARING THE CITY OF DANBURY COMMUNITY DEVELOPMENT BLOCK PROGRAM (CDBG) OPPORTUNITY FOR PUBLIC INPUT/COMMENT The City of Danbury announces the preparation of its Annual Action Plan for 2016. The 2016 CDBG Annual Action Plan will establish priorities and provide information on the activities that may be funded with the City's 2016 Program Year funding allocation of CDBG dollars and the use of other HUD funds including Sec. 108 which are consistent with the priorities and activities included in its 5 year Consolidated Plan. Based on current estimates, approximately \$596,000 will be available on or about August 1, 2016 for 2016 project activities. Projects may be funded in the areas of housing, economic development, community facilities and/or public services which primarily benefit low/moderate income persons, eliminate slum and blight, or resolve an imminent threat to public health or safety. Requests for funding must be submitted by February 25, 2016. You are invited to attend the first of two public hearings on the 2016 Annual Action Plan. At the first hearing, an overview of the City's current 5 Year Consolidated Plan will be presented, and a review of the needs for the Annual Action Plan period will be discussed. The first public hearing is scheduled for: Tuesday, February 09, 2016 7:00 p.m. 3rd Floor Conference Room, City Hall 155 Deer Hill Avenue, Danbury, CT 06810 An opportunity for public comment will be provided for the Annual Action Plan and any comments and/or suggestions pertaining to the needs of the community as they relate to the CDBG funding priorities and specific project proposals will be taken into consideration when deciding which projects will be funded through the 2016 CDBG program year. Once the funding decisions are made, an Annual Action Plan will be prepared, and published for public review and comment and a second public hearing noticed and held. Comments will also be invited at that time. Copies of the draft 2016 Annual Plan will be available at that time at the Finance Department and various locations throughout the City including the Public Library. If you require special assistance in attending these sessions, e.g. sign interpreters, and/or assistance with mobility, please advise Mr. David St. Hilaire, Finance Director at (203) 797-4652. Equal Opportunity Employer/ Affirmative Action

Appeared in: **News-Times** on Friday, 01/22/2016

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Appeared in: **News-Times** on Tuesday, 02/02/2016

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Minutes of Public Hearing #2  
May 17, 2016 7:00 PM  
City Hall – Conference Room 3C

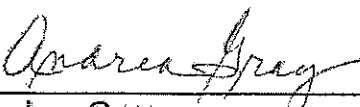
Policy Committee members present: Wagner  
City community development staff present: Gray

Meeting called to order at 7:05 by Larry Wagner, L Wagner & Associates

No one from the public attended this meeting.

There being no public comment the meeting was adjourned at 7:30 PM.

Respectfully submitted,

  
\_\_\_\_\_  
Andrea Gray

/ag

**LEGAL NOTICE OPPORTUNITY FOR PUBLIC INPUT/COMMENT AND**

LEGAL NOTICE OPPORTUNITY FOR PUBLIC INPUT/COMMENT AND PUBLIC HEARING ON 2016 CDBG ANNUAL ACTION PLAN. The City of Danbury, Connecticut announces the availability of its draft 2016 HUD CDBG Annual Action Plan. The City is required to prepare and submit to HUD an Annual Action Plan each year to identify and prioritize its community development needs and resources and provide information on the activities that will be funded by HUD's annual allocation of CDBG dollars. In accordance with the primary objectives of the Housing and Community Development Act of 1987 (as amended) the City of Danbury, Connecticut is awarded Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing and Community Development (HUD). Congress allocates these funds with the condition that recipients give maximum feasible priority to activities that principally benefit persons of low and moderate income, aid in the prevention or elimination of slums and blight or meet urgent needs. An opportunity for public comment is being provided for any comments and/or suggestions pertaining to proposed 2016 Year allocations including the reallocation of prior year funds. Total funds available for 2016 CDBG projects totals \$574,854. Proposed activities for 2016 include the following: 1) ARC Dream Homes - homeless case management/referral - \$30,000; 2) Danbury Youth Services - youth mentoring program - \$10,000; 3) Hispanic Center - bilingual case management - \$20,000; 4) Interfaith Aids - food pantry - \$10,000; 5) Literacy Volunteers - literacy program for adults - \$10,000; 6) TBICO - security deposits for income eligible households - \$10,000; 7) Ability Beyond - rehabilitation of two (2) group homes - \$62,500; 8) Danbury Housing Authority - public housing rehabilitation/modernization - \$172,354; 9) General Administration - \$100,000; 10) Program Delivery cost - \$25,000; 11) Section 108 - \$125,000. You are invited to attend the second of two public hearings on the 2016 Action Plan process. The second public hearing for 2016 will be held on Tuesday, May 17, 2016 at 7:00 p.m. at City Hall, 155 Deer Hill Ave., Danbury, CT 06810 in Conference Room 3C. An overview of the City's 5 Year Consolidated Plan will be presented highlighting the activities that are proposed as priority needs for CDBG funding for the 2016 Program period. This will be followed by a presentation of proposed funding activities for the upcoming 2016 CDBG program year, from August 1, 2016 to July 31, 2017. Copies of the proposed Annual Action Plan activities will be available starting Thursday, April 28, 2016 at the Finance Dept. in City Hall, at the Library and on the City's website. Thursday, April 28, 2016 marks the start of the 30 day comment period for public input/comment on the 2016 Action Plan and project allocations as well as any proposed reallocations from prior years. Any comments and/or suggestions pertaining to the Action Plan or project proposals recommended for funding will be reviewed. If anyone requires special assistance in attending this session (e.g., language, sign language, interpretation and/or mobility assistance), please advise the Director of Finance, Mr. David St. Hilaire, (203) 797-4652 at Danbury City Hall at least 3 days prior to the meeting so that such accommodations can be arranged in advance. Equal Opportunity Employer/Affirmative Action

Appeared In: **News-Times** on Tuesday, 04/26/2016

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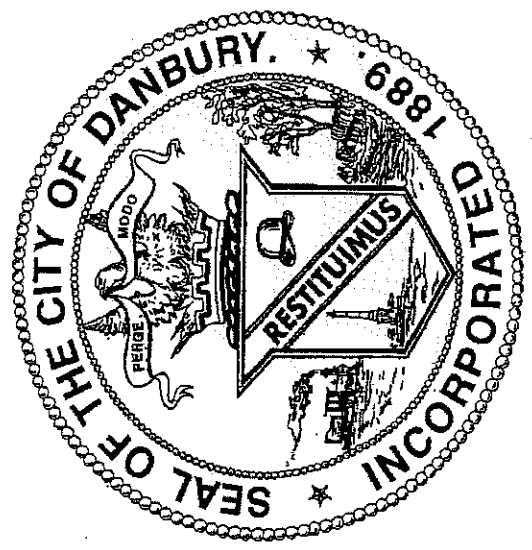
**LEGAL NOTICE OPPORTUNITY FOR PUBLIC INPUT/COMMENT AND**

LEGAL NOTICE OPPORTUNITY FOR PUBLIC INPUT/COMMENT AND PUBLIC HEARING ON 2016 CDBG ANNUAL ACTION PLAN. The City of Danbury, Connecticut announces the availability of its draft 2016 HUD CDBG Annual Action Plan. The City is required to prepare and submit to HUD an Annual Action Plan each year to identify and prioritize its community development needs and resources and provide information on the activities that will be funded by HUD's annual allocation of CDBG dollars. In accordance with the primary objectives of the Housing and Community Development Act of 1987 (as amended) the City of Danbury, Connecticut is awarded Community Development Block Grant (CDBG) funds annually from the U.S. Department of Housing and Community Development (HUD). Congress allocates these funds with the condition that recipients give maximum feasible priority to activities that principally benefit persons of low and moderate income, aid in the prevention or elimination of slums and blight or meet urgent needs. An opportunity for public comment is being provided for any comments and/or suggestions pertaining to proposed 2016 Year allocations including the reallocation of prior year funds. Total funds available for 2016 CDBG projects totals \$574,854. Proposed activities for 2016 include the following: 1) ARC Dream Homes - homeless case management/referral - \$30,000; 2) Danbury Youth Services - youth mentoring program - \$10,000; 3) Hispanic Center - bilingual case management - \$20,000; 4) Interfaith Aids - food pantry - \$10,000; 5) Literacy Volunteers - literacy program for adults - \$10,000; 6) TBICO - security deposits for income eligible households - \$10,000; 7) Ability Beyond - rehabilitation of two (2) group homes - \$62,500; 8) Danbury Housing Authority - public housing rehabilitation/modernization - \$172,354; 9) General Administration - \$100,000; 10) Program Delivery cost - \$25,000; 11) Section 108 - \$125,000. You are invited to attend the second of two public hearings on the 2016 Action Plan process. The second public hearing for 2016 will be held on Tuesday, May 17, 2016 at 7:00 p.m. at City Hall, 155 Deer Hill Ave., Danbury, CT 06810 in Conference Room 3C. An overview of the City's 5 Year Consolidated Plan will be presented highlighting the activities that are proposed as priority needs for CDBG funding for the 2016 Program period. This will be followed by a presentation of proposed funding activities for the upcoming 2016 CDBG program year, from August 1, 2016 to July 31, 2017. Copies of the proposed Annual Action Plan activities will be available starting Thursday, April 28, 2016 at the Finance Dept. in City Hall, at the Library and on the City's website. Thursday, April 28, 2016 marks the start of the 30 day comment period for public input/comment on the 2016 Action Plan and project allocations as well as any proposed reallocations from prior years. Any comments and/or suggestions pertaining to the Action Plan or project proposals recommended for funding will be reviewed. If anyone requires special assistance in attending this session (e.g., language, sign language, interpretation and/or mobility assistance), please advise the Director of Finance, Mr. David St. Hilaire, (203) 797-4652 at Danbury City Hall at least 3 days prior to the meeting so that such accommodations can be arranged in advance. Equal Opportunity Employer/Affirmative Action

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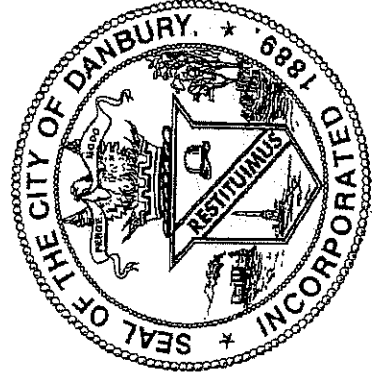
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MAYOR'S TASK FORCE  
TO END  
HOMELESSNESS



# MAYOR'S TASK FORCE TO END HOMELESSNESS

Chairperson  
The Honorable Dianne E. Yamin  
Judge of Probate, City of Danbury



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## TASK FORCE APPOINTEES

### Appointing Authority:

**Mark D. Boughton, Mayor of the City of Danbury**

### Chairperson:

**Honorable Dianne E. Yamin, Judge of Probate,  
City of Danbury**

Richard Antous, Office of the Mayor

Tim Baughman, Vice President of Community  
Impact, United Way of NFC

James V. Bellano, Director City of Danbury  
Department of Economic Development

Chris Brown, Executive Director Housatonik  
Habitat for Humanity

Robert Botelho, Danbury Developer and Landlord

Joan Carty, Executive Director Housing  
Development Fund

Maureen Cassidy, Citizen Representative

Kate Conclatore, Citizen Representative

Dennis Eipern, Director City of Danbury Planning  
Department

Janice Giegler, State of CT House of  
Representatives 138th District

Robert Godfrey, State of CT House of  
Representatives

Jacqueline Hogan, JAM Associates, Inc.

Jack Knapp Jr., Chairman, Planning Commission  
of the City of Danbury

Debra Lajole, RN, Western CT State University  
Reverend Phyllis J. Leopold, Executive Director  
Association of Religious Communities

Deborah Mackenzie, Director City of Danbury  
Department of Social Services

C. Maria Moffett, Commissioner, Housing Authority  
of the City of Danbury

Martin Morgado, Savings Bank of Danbury

Paul M. O'Sullivan, Director of Grants & Special  
Projects, Office of Congresswoman Johnson 5th  
District

Patricia Palmer, Director of Housing Services,  
Mental Health Association of CT

Wanda Payton, former City of Danbury Common  
Council member

Andrea Rynn, Director Government and  
Community Relations, Danbury Hospital

Milena Sangut, Director of Community Programs,  
State DMHAS, GDMHA

Robert Scatzo, Citizen Representative

Paul Schlerloh, Associate Director City of Danbury  
Department of Health and Housing

Kay Schreiber, Executive Director, CityCenter  
Danbury

Carolyn Slistrunk, Executive Director, Housing  
Authority of the City of Danbury

Mary Teicholz, City of Danbury Common Council

Patrick Waldron, Director City of Danbury  
Department of Veteran's Affairs

Rev. Laura Westby, Pastor, First Congregational  
Church of Danbury

LETTER FROM THE GOVERNOR



STATE OF CONNECTICUT  
EXECUTIVE CHAMBERS  
HARTFORD, CONNECTICUT  
06106

M. JODI RELL  
GOVERNOR

January, 2006

Dear Friends:

I am pleased to recognize the efforts of the Danbury Task Force to End Homelessness in preparing your report of strategies that can be undertaken to address homelessness in your community. We in state government recognize that ending homelessness is a tremendous challenge that we cannot do on our own. It will take the combined efforts of all levels of government, business, and the non-profit sector to put an end to this difficult problem that affects our communities.

I commend you on a very well researched and well thought out plan. Your plan recognizes that homelessness is not only encountered by those with mental health and substance use issues, but also by families struggling to make ends meet and by youth transitioning out of the child welfare system. These are the specific populations that the state is attempting to reach through its Next Steps Supportive Housing Initiative. The Next Steps Initiative provides the resources to establish 500 units of supportive housing for chronically homeless individuals, families and youths.

Your report also recognizes that prevention strategies are a key component of any best practices plan to end homelessness. We in state government are working to decrease the likelihood that people leaving our correctional or mental health institutions will become homeless. This includes pre-release application procedures for public benefits and transitional housing approaches.

I welcome your support in this effort. Together we can end homelessness in Connecticut.

Sincerely,

  
M. Jodi Rell  
Governor

LETTER FROM THE MAYOR



## CITY OF DANBURY

OFFICE OF THE MAYOR  
DANBURY, CONNECTICUT 06810

MARK D. BOUGHTON  
MAYOR

(203) 707-4511  
FAX (203) 796-1056

February 2006

Dear Danbury Community Leaders:

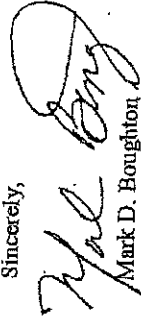
Recognizing the severity of homelessness in our community and working to improve the quality of life in Danbury, I appointed the Mayor's Task Force to End Homelessness. Judge Dianne Yamin agreed to chair this important assignment and I am grateful for her fine leadership. This plan came together with professional support from Debbie Mackenzie, Director of Welfare & Social Services for the City of Danbury and a fine group of volunteers that contributed hundreds of hours to this effort.

The result of the Task Force's work is a multi-faceted plan that embraces the goal that we can *End Homelessness in 10 Years*. It requires that work on all fronts begin and continue simultaneously. It is also a tool for the community to achieve its community development goal, which is adequate and desirable housing for all residents of the city.

My administration will work closely with local, state and federal agencies and funding sources to implement this plan. Our community must work together to embrace this challenge and I feel our plan provides the roadmap for success.

My sincere thanks to everyone involved in developing this plan.

Sincerely,



Mark D. Boughton  
Mayor

## INTRODUCTION

On a given night in January 2005, there were three hundred twenty one (321) homeless individuals or heads of household counted in Danbury. Teens, senior citizens, veterans, the mentally disabled and others were included in the count. Homeless children (of which there were an additional 69) are not reflected in that number.<sup>1</sup> The 321 counted included 47 families; 8 unaccompanied teens under 18 years of age; 17 young adults between the ages of 18-24 and 249 individuals.

The National Alliance to End Homelessness reports that approximately 750,000 people are homeless on any given night in the United States<sup>2</sup> and between 2.5 million and 3.5 million will experience homelessness at some time over the course of a year.<sup>3</sup>

The United States Interagency Council on Homelessness has been supporting and encouraging states and communities across the nation to develop adopt and implement 10 Year Plans to End Homelessness. Connecticut is in line with other States in the nation dedicating resources to End Homelessness. Governor Reil established the Interagency Council on Supportive Housing and Homelessness. Relying on their recommendations, the Governor was able to secure legislative and financial support to move these efforts forward.<sup>4</sup>

Mayor Mark D. Boughton charged a Task Force with creating and presenting a comprehensive plan to end homelessness in 10 years. This proved

to be a great opportunity on many fronts. The multidisciplinary representation allowed the many understandings of homelessness and its solutions to be shared and considered. The plan required examination of the institutional or philosophical beliefs that were useful in managing homelessness but will not move us forward as we strive to end it. The planning process has been cause to assess utilization of resources, explore best practices, develop community-driven strategies and adopt a vision for ending homelessness with stable permanent housing as the goal. The development of the plan also resulted in an understanding that the other planning bodies and planning studies that have been completed seek to create the same opportunities for people while respecting both the natural resources and the distinctive neighborhoods of each of the communities.

The City of Danbury's Plan of Conservation and Development Housing Plan establishes the goal of adequate and desirable housing for all residents of the city. "Major objectives of City government include the protection of existing neighborhoods from deterioration, the encouragement of innovative housing developments, an expansion in the supply of affordable housing, and provision for the housing needs of the elderly, disabled, or homeless."<sup>5</sup>

Going forward required that a decision be made on the scope and focus of the plan. The Task Force

members were adamant that the plan encompasses all homeless populations. The motivations and driving forces behind this diligent effort to develop a plan were so inclusive as to almost prohibit focusing on specific populations. Those motivations were the beliefs of the group that everyone should be housed and that it is good public policy to strive for that success; housing that is affordable attracts employers and their employees; everyone has the ability to be housed and a well balanced community is one that offers housing options for all of its citizens and provides those citizens with the opportunity to live in the same community in which they earn their living. Historically those have been important motivations.

This City's history reflects the forward thinking and strategic planning that has had to occur over and over again to weather economic changes and challenges. Danbury, Connecticut, located in Northern Fairfield County, was originally founded in 1684. The hub city of Western Connecticut's Housatonic Valley Region was later incorporated in 1889. Over the years and through many incarnations, the Danbury economy has remained relatively strong-fueled by its convenient location, abundant resources, and highly skilled, well-educated workforce. For purposes of illustrating these community characteristics, a brief recap of history follows:

1 Greater Danbury Continuum of Care, *Our Community's Homeless Count*, Point-in-Time Count 2005, see appendix 1; Continuum of Care is a community planning body responsible for assessing organizing and delivering services and housing opportunities to persons who are homeless. It is the local vehicle utilized by HUD for the allocation of HUD's Homeless Assistance funding.

2 The Ten Year Planning Process to End Chronic Homelessness in your Community, A Step by Step Guide, United States Interagency Council on Homelessness, p.2

3 Reaching Home, Ending Long Term Homelessness in Connecticut; a Guide for Expanding Supportive Housing in Connecticut, Corporation for Supportive Housing Reaching Home Steering Committee, June 2004

4 Next Steps see appendix 2

5 Plan of Conservation and Development, Section 6: Housing Plan, p. M.36

By J. Danbury, the Hat City was producing more hats than any other city in the United States. The industry continued to grow throughout the 19th century and by 1887, some thirty hat factories were operating within the city—producing over five million hats per year. However, due to the national economic situation, high labor costs and general changes in fashion, in the first half of the 20th century, Danbury witnessed a slow exodus of their famed hat-making industry to other sections of the country. In fact, by 1930, only six hat manufacturers were left in the City. (1940's – 1980's) Anticipating the demise of the hat-making industry, Danbury's business leaders created a blueprint for diversifying the city's economy. With the creation of the Danbury Industrial Corp., land was set aside for corporate and industrial development—setting the stage for the city's next phase of economic growth—one that would last for half a century.

In the period from the Depression to the fall of the Berlin Wall, Danbury's economy again boomed as a center for traditional manufacturing — led primarily by defense-based industries. However, much like the hat-making industry, pressures from high labor costs coupled with the end of the Cold War, had a detrimental effect on the Danbury economy. Once again, manufacturers began moving out of the city. Danbury (1990's – Present) answered the challenges of this economic downturn by further diversifying its economy. Now, in its latest incarnation, the city has become home to a burgeoning high-tech/bioscience sector. From semiconductors to pharmaceuticals, Danbury is again well placed to meet the challenges of competing in the global economy of the 21st century.

Interwoven have been Danbury's efforts to address the condition of homelessness. Some percentage of people in our community has always and will always lose their housing for any number of reasons both within and beyond their control. As long ago as the 1800's this community has assisted those facing housing difficulties. One of the communities "poor houses" was opened in 1869 "where the needed could live in dignity".<sup>6</sup> When some in the 1980's, began experiencing difficulty in finding replacement housing or alternative housing situations, this community as others across the state and the nation began experiencing "a homelessness problem." Danbury took steps to begin taking care of the problem. The General Assistance program began paying actual rents in order to prevent housing loss for people temporarily unemployed or disabled, volunteers opened Dorothy Day Hospitality House to feed people so that money earned could be spent less on food and more on rent, the Community Action Agency and the Housing Authority received funding from the State of Connecticut's to develop housing mediation programs that could provide back rent and mortgage assistance.

These measures could not stem the tide. As more persons became homeless, Dorothy Day opened the door of a homeless shelter. The State of Connecticut began making homeless shelter grant funds available to willing communities and once again Danbury was willing. The Salvation Army opened a shelter for women & children. State Bond money was identified and set aside for future use, and this community was the first to receive funding for a drop in center for homeless persons.

Eventually a second shelter was not only opened but built by local government, using those identified bond funds. While a system of care has been developed, programs have improved, new programs have been developed, Danbury, 20 years later, like the rest of the nation is and has been taking care of the problem instead of preventing the problem from occurring.

Danbury can do what needs to be done to end homelessness. It is evident that the same forces and talent that have been able to keep the Danbury historically resilient will be marshaled to make this plan a reality so that people of all financial means that work here can afford to live here as well.

The result of the work of the Task Force follows. It is a multi-faceted plan that embraces the goal that we can to End Homelessness in 10 years. It requires that work on all fronts begin and continue simultaneously. It is also a tool for the community to achieve its community development goal, which is adequate and desirable housing for all residents of the city.

#### CARDBOARD BOXES

"Homeless people live in cardboard boxes, don't they?"

That's what some kid said to me today.

Then he laughed.

I wanted to hit him.

But I didn't...I laughed too.

Then I went back to the shelter and cried.

Julie, age 13

<sup>6</sup> As We Were

This plan provides the community with four major objectives towards ending homelessness and specific recommendations to achieve those. Those objectives are:

- I. Increase the supply of permanent housing units to meet the projected need of homeless persons.
- II. Keep people housed and reduce the number of people becoming homeless and specifically reduce the number of people being discharged into homelessness by state and local institutions and Agencies.
- III. Ensure that there are adequate, appropriate and sufficient services to assist homeless or at risk persons in accessing and retaining housing.
- IV. Develop a strategy to ensure that the plan is both implemented and monitored to completion.

#### The Work of the Danbury Task Force to End Homelessness

Creating a work structure to develop a plan to prevent, reduce and ultimately End Homelessness in 10 Years required the creation of four subcommittees or work groups (see appendix 4). Workgroups were initially chaired and populated by Task Force members. Chairpersons were urged to include other community members in the work to ensure that community expertise was fully utilized. The work groups met independently and the entire Task Force met periodically to refocus and share information. The Interagency Council on Homelessness website provided the actual plans completed by other cities and counties across the country. Work groups were asked to review several plans and to choose a plan

after which to moderate their work. This was done in hopes of providing an outline and focus.

Following the lead of communities and states across the country, the work groups were organized around the community components recognized as necessary to end homelessness:

- An adequate supply of permanent housing units;
- An effective eviction prevention program;
- Strategic efforts aimed reducing homelessness;
- A responsible discharge planning system;
- An efficient, appropriate and sufficient community-based service system to assist homeless persons in accessing and retaining housing.

An analysis of our community resources by each of the work groups in these areas led to the identification of four major objectives that must be met in order to end homelessness:

- I. Increase the supply of permanent housing units to meet the projected need of homeless persons.
- II. Keep people housed and reduce the number of people becoming homeless and specifically reduce the number of people being discharged into homelessness by state and local institutions and Agencies.
- III. Ensure that there are adequate, appropriate and sufficient services to assist homeless or at risk persons in accessing and retaining housing.
- IV. Develop a strategy to ensure that the plan is both implemented and monitored to completion.

#### THE OBJECTIVES AND RECOMMENDATIONS:

##### I. INCREASE THE SUPPLY OF PERMANENT HOUSING UNITS TO MEET THE PROJECTED NEED OF HOMELESS PERSONS.

The Permanent Housing workgroup was charged with developing a plan to identify permanent housing opportunities for Danbury's homeless population. The proposed plan must take into account the diversity of needs of the city's homeless population and develop a framework that will create solutions appropriate for effectively meeting those needs. In addition, the Committee realizes that any opportunity for permanent housing solutions for ending homelessness are closely tied to the work of the other Task Force committees involved in this process (i.e. reducing homelessness, preventing homelessness, and increasing services and support).

Researching and analyzing these issues required that the workgroup: review and analyze plans from other communities aimed at creating permanent housing solutions to homelessness; review federal and state programs aimed at addressing the issue of homelessness; and compile data from a variety of sources identifying the diversity of Danbury's homelessness population.

Six action areas were identified and recommendations were formulated. They are:

- Creating an entity for facilitating housing development assistance;
- New housing development;
- Preservation of the existing stock;
- Removal of possible barriers to the process;

- Encouraging collaboration with developers, government and funding sources;
- Leveraging existing resources.

#### YEAR ONE

Designate a lead municipal agency responsible for the implementation of this plan.

Establish goals to expand the supply of permanent housing affordable to homeless or at risk individuals and families.

The workgroup is recommending that the commitment be made to develop 15 units of permanent and supportive housing.

Establish a formal relationship with a not-for-profit that is able to provide developers, property owners and landlords with relevant information and the necessary technical assistance to create permanent housing opportunities for or at risk individuals and families.

Request that Housing Authority Commissioners adopt an access preference policy for those persons homeless at the time of application.

Establish working relationship with the Housing Authority of the City of Danbury for current and prospective availability of housing units.<sup>7</sup>

Increase the availability of public housing units by increasing the number of public housing residents who transition to homeownership.<sup>8</sup>

Consider requiring the setting aside of a portion of housing units in a development for long-term retention

as affordable housing through deed restrictions or in lieu thereof, making of payments into a municipal housing trust fund to be used for constructing, rehabilitating or repairing housing affordable to persons and families of low and moderate income.

Recommend Common Council consider reducing sewer and water connection fees to those in effect prior to July 1, 2005 for residential units meeting state definitions of affordability.

Engage philanthropy, governmental entities (state and local) and other funding sources to craft a flexible grant program tied to the development of permanent supportive housing units.

Advocate for increased state and federal subsidies for low and moderate-income housing.

Secure funds through the Governor's Next Step Initiative or new statewide Housing Trust Fund to subsidize development, operations and case management expenses of additional permanent housing.

Establish a communications link on upcoming funding availability.

Engage shelter and transitional housing providers in planning for logical expansion of existing facilities.

Improve outreach and linkages to existing training, education and literacy programs.

#### YEAR TWO

Work with local banks and other area lending

Institutions regarding foreclosure properties available for possible permanent housing opportunities.

Develop 20 units of permanent/permanent supportive housing

Explore and encourage expansion of existing partnerships between non-profit agencies and private developers through workshops to increase awareness of financial incentives and funding availability for permanent housing.

Explore partnerships with educational institutions to offer classes on services and management of supportive housing.

Increase training opportunities for supportive housing providers, landlords and tenants.

Explore models of Urban/Suburban Collaboratives for Social Services.

Recommend that HVCEO hire a consulting firm to determine the fair share of affordable housing for each member municipality based on regional need for the next ten years. Include recommended methods available to require and/or offer incentives for the construction or conversion of dwellings that meet state definitions of affordability (e.g. multi-family zoning, higher densities, accessory apartments, requiring a percentage of units to be affordable, fee-in-lieu of providing affordable units, density bonuses for affordable units, tax credits, utility connection fee reductions).

Recommend Common Council consider providing

<sup>7</sup> Danbury Housing Authority is anticipating selling 9 properties (approximately 22 units). While these will have to be sold at a competitive bidding process, DHA is committed to keeping the properties as "affordable" through deed restrictions. C. Sistrunk, Executive Director of the Housing Authority of the City of Danbury, 2005

<sup>8</sup> "HACD will use private partnerships for the redevelopment of the 60 Unit High Ridge Gardens property. Currently vacant, the property would be transferred to a private entity to develop affordable housing ownership." C. Sistrunk, Executive Director of the Housing Authority of the City of Danbury, 2005

property tax credits to owners of residential property who place long-term binding affordable housing restrictions on such residential property.

Develop Tax Abatement program for landlords who deed restrict affordable units.

Create educational programs for land use officials regarding the removal of barriers to affordable housing.

Develop loan program for small multi-family family properties to upgrade and refurbish rental units.

### YEAR THREE

Develop 30 units of permanent housing each year in years 3 through 10.

### YEARS FOUR THROUGH TEN

Continue aggressive efforts to garner funding and community for housing efforts.

Over the next 10 years, a total of 275 units will be developed. The objective is to create housing opportunities for at least 400 people through the development of 275 units. At least 150 of the units would serve households of 2 or more persons and 125 would serve individuals, targeting chronically homeless and young adults 18-24. To ensure a mixed tenancy at least 60% (165) of the housing units will be targeted to families and individuals facing long-term homelessness. The remaining 40% will target other households that need affordable housing.

## II. KEEP PEOPLE HOUSED AND REDUCE THE NUMBER OF PEOPLE BECOMING HOMELESS AND SPECIFICALLY REDUCE THE NUMBER OF PEOPLE BEING DISCHARGED INTO HOMELESSNESS BY STATE AND LOCAL INSTITUTIONS AND AGENCIES.

Recognizing that this community has developed a sheltering system and a service system of care for persons who are homeless, the time has come for Danbury, like the rest of the nation's communities, to focus its efforts on preventing homelessness. The Workgroup focused on reducing and preventing homelessness identified 5 action areas and formulated their recommendations based on an analysis of existing resources and best practices for housing retention and eviction prevention. The five action areas are:

- Improving the current system of accessing homeless and eviction prevention services;
- Improving the community's ability to identify and provide services to persons and families that are homeless or at risk of becoming homeless;
- Improving the quality and scope of homeless and eviction prevention services;
- Expanding existing and developing additional transitional living<sup>9</sup> situations for very specific at-risk populations and homeless populations;
- Reducing the number of persons discharged into homelessness by State and local institutions and agencies.

### YEAR ONE

The implementation and oversight entity will begin and continue to identify funding sources and grant opportunities that will bring rental subsidies, leasing dollars and case management funds into the region.

Provide Boards of Directors of all agencies serving homeless populations and/or providing beds with a copy of the report and request that they develop strategies to ensure 100% utilization and explore possible expansion of current programs; identify local funding streams.

Request that the Board of Commissioners for the Danbury Housing Authority adopt a policy that gives priority to homeless families and individuals including those homeless linked to the new temporary monthly subsidy program.<sup>10</sup>

Establish a Point of Entry for all referrals that deal with homelessness, homeless prevention and eviction prevention.

Develop strategies to identify and engage those at risk of becoming homeless;<sup>11</sup>

Bring all eviction prevention programs staff together to review identified shortfalls and develop system improvement goals.

Identify additional funding streams for eviction and homeless prevention.

A streamlined application and referral process is developed and is utilized community-wide.

<sup>9</sup> Transitional housing is not permanent housing nor is it emergency housing or emergency shelter. The intent is to provide the time, the services and the training if necessary to persons that are no quite ready to live independently for any number of reasons.

<sup>10</sup> see footnote # 6

<sup>11</sup> See Appendix 3 for preliminary list of at risk groups

Create the opportunity for dialogue with state and local institutions and facilities about the mutual challenges and possible strategies for improved discharge planning.<sup>12</sup>

Create the opportunity for dialogue with state and local institutions and facilities about mutual challenges and develop strategies to create transitional housing opportunities for persons being discharged from correctional facilities and treatment programs.

The local Continuum of Care assumes responsibility for establishing desirable discharge planning outcomes for the community and coordinates those efforts with the point of entry to establish procedures and policies for discharging people from state facilities, hospitals and treatment facilities. The community should see a 10% reduction each year in the number of persons discharged directly to the shelter from state and local institutions.

Veteran's organizations are provided information about the need for permanent and transitional living opportunities for homeless veterans and asked to collaborate in establishing and developing such resources.

Identify and apply for funding to develop transitional housing opportunities for young adults (18-24).

Investigate funding availability and submit grant applications to increase the number of transitional housing beds for individuals with disabilities.

## YEAR TWO

A seamless eviction prevention program is created which keeps people housed and coordinates existing eviction prevention services and implements the identified needed improvements.<sup>13</sup>

Establish Temporary Monthly Rental Subsidies Fund with funds garnered in year one and fund 20 individuals in and 10 families in permanent housing in years 2-6.

Fund, increase and insure continued cash resources for these prevention activities such as back rent, security deposit, housing mediation, temporary monthly rental subsidies<sup>14</sup> and short-term rental and mortgage assistance.

The community and discharging institutions need to adopt a zero tolerance policy for discharge into homeless shelters and homelessness.<sup>15</sup>

Complete Organizational work and applications for funding for veteran's housing opportunities continues.

Investigate funding availability and apply for funds to develop short-term medical respite beds for those that are homeless or will become homeless upon discharge from a medical hospital but need to become medically stable.

Develop 7 units of transitional housing for young adults.

Create Transitional Housing opportunities for 3 additional families.

Develop 10 units of transitional housing for individuals in years 2-6.

## YEAR THREE

Develop transitional housing for veterans with identified funding streams using models best practices that have been established.

Develop Transitional Housing Opportunities for individuals.

<sup>12</sup> The workgroup members strongly stated that discharge planning can only be effective if the recommended transitional housing, medical respite and support programs are in place and run with no or minimal wait lists.

<sup>13</sup> The program will include the development of a system for identifying at risk households and be able to provide or insure that those households will receive on-going case management and services. Services will include timely access to existing community credit/financial service systems. The program will be able to provide available cash assistance and mediation for back rent/mortgage situations and direct access to legal assistance.

<sup>14</sup> The program would need to develop a new component to administer a new fund that would provide short-term rental assistance in the form of a monthly rental subsidy for persons/families who could not otherwise afford to pay full rent. The persons/families would be on waiting list for permanent housing subsidy, would need to be working toward financial independence and be receiving supportive services. The rental subsidy would be time limited with time limits to be determined based on the average wait time for Section 8. The rental subsidy would be considered a grant to the participant. Group recommended that guidelines and prioritization for the money be developed as time progresses. Also to be developed would be a temporary short-term rental and mortgage assistance program (possibly modeled after the community's Key Rings program for security deposits) for those facing temporary unusual or emergency situations.

<sup>15</sup> The Point of Entry agency would be responsible for establishing collaborative working relationships with area hospitals, DCF, Substance Abuse Treatment Facilities, Mental Health Facilities, The State Correctional and Judicial Systems, VA and others to decrease the numbers of persons being inappropriately discharged to the streets and shelters, and develop appropriate discharge plans for individuals being discharged from these institutions. The group recommended that there be a requirement for the discharging facilities to notify the Point of Entry agency of pending discharges in advance and work out appropriate service and housing placements prior to discharge. Group also stated that discharge planning can only be effective if the recommended Transitional Housing, Medical Respite and support programs are in place and run with minimal waiting lists.

Dev. 2-3 short-term medical respite beds for those that are homeless or will become homeless upon discharge from a medical hospital but need to become medically stable.

#### YEARS FIVE THROUGH TEN

Fund 30 individuals and 15 families in permanent housing with the Temporary Monthly Rental Subsidy Fund.

Develop 7 units of transitional housing for young adults.

Develop 10 units of transitional housing for individuals with disabilities.

### III. ENSURE THAT THERE ARE ADEQUATE, APPROPRIATE AND SUFFICIENT SERVICES TO ASSIST HOMELESS OR AT-RISK PERSONS IN ACCESSING AND RETAINING HOUSING.

The services and support workgroup assessed whether the current inventory of community services for the homeless is adequate. If it is accessible and whether or not it can meet an increased demand for services as we seek to end homelessness. It also assessed whether the services are sufficient to assist those homeless and at risk in accessing and retaining housing. Based on their assessments, six action areas were identified and recommendations formulated. The six action areas are:

- Improving the quality and scope of homeless and eviction prevention services;
- Improving the current system of accessing and tracking the availability of homeless and eviction

prevention services,

- Increasing the support services needed for improved self-sufficiency;
- Expanding the array of substance abuse services offered to include detoxification services; improving access to medical and dental services for low income persons;
- Increasing the availability of community case managers;
- Creating emergency shelter services for intact homeless families

#### YEAR ONE

Establish a Point of Entry for all referrals that deal with homelessness, homeless prevention and eviction prevention.

Establish a community wide system of information sharing amongst providers that allows the providers to know which agencies are providing case management and for whom (i.e. a service system access card).

Develop a streamlined application and referral process that is utilized community-wide.

Develop a formal agreement with area town social service departments to provide on-going case management services to residents of their towns that are seeking shelter and services in Danbury.

Assess the community wide need for case managers based on the data gathered by the Point of Entry.

Improve utilization of VA provided substance abuse

treatment and services.

Increase access to drug and alcohol services by improving outreach and transportation services.

Review and revise community case management standards and encourage all agencies to formally adopt them.

Establish a relationship between the local chamber of commerce and the continuum of care.

Identify all statewide publicly funded job training opportunities.

Research best practices available for providing cost effective emergency shelter services for intact families

Identify funding sources for family emergency shelters

#### YEAR TWO

A seamless eviction prevention program is created which keeps people housed and coordinates existing eviction prevention services and implements the identified needed improvements.<sup>16</sup>

Provide community wide access to money management and credit counseling services for low income persons by coordinating and expanding existing programs.

Increase by 20% the number of mental health case managers and case management services, both traditional and assertive, to assure more mental health case management, symptom and medication

<sup>16</sup> The program will include the development of a system for identifying at risk households and be able to provide or insure that those households will receive on-going case management and services. Services will include timely access to existing community credit/financial service systems. The program will be able to provide available cash assistance and mediation for back rent/mortgage situations and direct access to legal assistance.

management, increased education about money management, household management, cooking, shopping, skills of daily living, and in some cases providing for the services of a Representative Payee.

Solicit municipal and united way support in developing a pool of community case managers.

Provide extensive support services for youth ages 18-24 living in or awaiting placement in transitional housing by increasing the availability of community case managers.

Provide on-going information to landlords about services available to their tenants facing any number of difficulties by having such information at the Point-of Entry and via the internet.

Provide on-going information to landlords about services and supports that could be available if they were to rent to section 8 voucher holders or to homeless persons connected to case management services by having such information available at the Point of Entry and via the internet.

Explore funding opportunities for improving medical care to the homeless.

Enhance and coordinate existing local job training programs.

Develop a formal agreement with area town social service departments to provide on-going case management to residents of their towns that are seeking shelter and services in Danbury.

Provide increased access to and information about affordable and safe child care.

Establish emergency shelter beds for intact families.

### YEAR THREE

Provide detoxification services locally.

Create job training programs and employment placement opportunities to provide increased access to livable wages by advocating that the local workforce development board rigorously assess those needs and provide funding for their findings.

Improve access to primary health care/public health services and specialists clinics for homeless persons, including dental services.

### YEARS FOUR THROUGH TEN

Continue aggressive efforts to identify and garner service funding.

Continue tracking client and system needs.

Evaluate effectiveness of efforts.

### IV. DEVELOP A STRATEGY TO ENSURE THAT THE PLAN IS BOTH IMPLEMENTED AND MONITORED TO COMPLETION

The end result of the work of the Task Force is a community Plan to End Homelessness within 10 years. The plan is of no measurable value until it is implemented. There was a group of Task Force members that met to review and expand upon the implementation suggestions that were offered by each of the other workgroups and the Task Force as a whole. There were five action areas identified and again, specific recommendations were formulated.

### LIFE IN A SHELTER

Crowded bedrooms,

Lots of strangers

Too many rules,

Loud, crying babies

People everywhere.

about,

It was better than living in a car.

Justin, age 14

The action areas are:

- Municipal and community endorsement of the plan;
- Municipal assumption of responsibility for implementation and oversight;
- Development of an efficient and effective Point of Entry
- Aggressive identification and procurement of both public and private financial resources for housing and program development and social services;
- Relationship and partnership building with private and non-profit developers;
- Relationship and partnership building with regional and state governments and agencies

## YE. ONE

Prepare and present the draft plan to Mayor Boughton

Submit the draft plan to the Common Council of the City of Danbury for adoption

Present the draft plan to the community via a public informational session

Accept comments and suggestions from the Mayor, the Common Council and the community.

Mayor releases final plan

Housing Partnership is informed of its responsibility for the plan

Mayor begins process of retooling and reorganizing The City of Danbury Housing Partnership;<sup>17</sup>

Mayor identifies the municipal department also responsible for implementing the plan

Mayor funds a part-time position in that department to provide staff support to the Partnership and be the liaison to the community developers, agencies etc.

Point of Entry is established and funded.<sup>18</sup>

Plan is distributed to regional government officials and the Housatonic Valley Council of Elected Officials.

Seek funding for a grant writer.

Grant writing and other fund raising efforts are begun.

## YEAR TWO

Homeless Management Information System is fully utilized by the Point of Entry.

Discussions are held regionally to develop a formal agreements with area town social service departments to provide on-going case management to residents of their towns that are seeking shelter and services in Danbury.

Efforts are continued to identify traditional and non-traditional funding streams.

Point of Entry is able to identify preliminary gaps in services.

## YEARS THREE THROUGH TEN

Monitor and evaluate efforts.

Monitor and evaluate effectiveness of Point of Entry.

## CONCLUSION

On a given night in January 2006, there will be another count of homeless people in our community. In other years the count was done to meet a federal mandate. This year we will meet that same mandate but with a greater sense of community commitment and purpose. With the formulation of this plan we not only have a count to conduct but also a goal to achieve which is to End Homelessness in our community in 10 years.

The Danbury effort to develop a 10 Year Plan to End Homelessness was initiated to coincide

with similar efforts being undertaken nationally. National and statewide organizations; federal and state governments have gathered data; are making projections of need based on facts; are garnering financial and political support; are willing to provide technical assistance and stand ready to assist local communities like ours in accomplishing this goal. These efforts will result in an opportunity for us to become partners in these efforts as well and benefit from the funding resources and policy changes.

In order to take advantage of this opportunity the community must make a commitment to see this plan to fruition. The political will to end homelessness must be furthered by our elected officials; the development of housing must come from public, private and non-profit developers; the social service system must be willing to evaluate and redesign their service delivery systems if necessary and the citizens must support the City's investment in this plan.

"The cost of not acting is high. Long-term homelessness is expensive. Its cost is most acutely felt by the overburdened health and mental health systems. A recent study found that hospitalized homeless people stay an average of more than four days longer than other inpatients, and that almost half of medical hospitalizations of homeless people were directly attributable to their homeless condition and therefore preventable. Conversely, a Connecticut study found that formerly homeless tenants of supportive housing had reduced their use of Medicaid-reimbursed inpatient medical care by 71% after moving into supportive apartments.

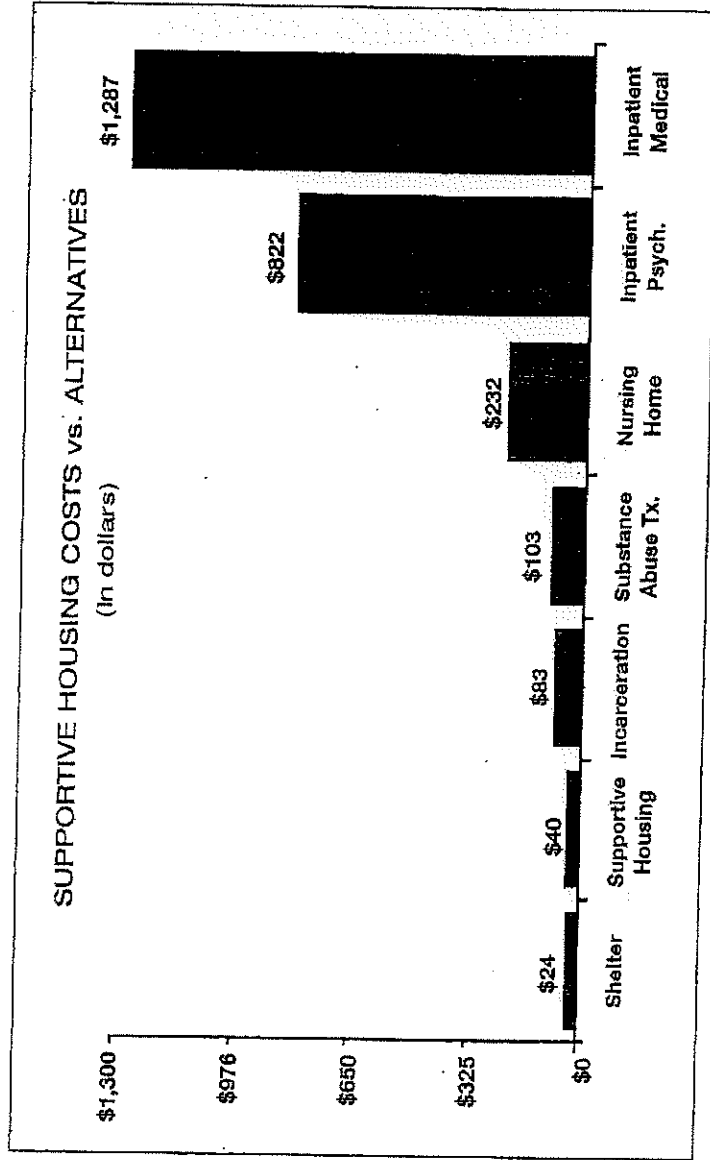
<sup>17</sup> See appendix

<sup>18</sup> See appendix for description of point of entry and agreement to be signed by the city and agency/

This is a significant savings: In Connecticut, inpatient psychiatric care costs an average of \$822 a day, and medical hospitalizations for people with AIDS average over \$1,200 per day. Recent studies have also found that homeless persons are three times more likely to use hospital emergency rooms than the general population, and are at higher risk for emergency department services because of their poor health and elevated rates of injuries...

For children, chronic homelessness can have a particularly devastating effect. The American Academy of Pediatrics has found that homeless children are more likely than other children to experience trauma-related injuries, developmental delays, and chronic disease. Disruptions in education and the effects of living in stressful, chaotic environments can have long-standing effects. Homeless children's academic performance is hampered both by their poor cognitive development and by the circumstances of their homelessness, such as constant mobility. Homeless children are more likely to score poorly on math and reading tests, and are more likely to be held back a year in school. Homeless children are also seven times more likely than other children to be placed in foster care. Children who experience homelessness, foster care or extended stays in institutional settings often return to homelessness as adults. Supportive housing, and the other recommendations contained in this report, offers the chance to address the needs of children who are homeless now, and to prevent their return to homelessness once they become adults."<sup>19</sup>

The City will need to invest its energy and its resources. It is the position of the Task Force that City government has the wherewithal to cause the community to respond to these recommendations but that will require financial commitment to establish a quality point of entry system and adequately fund a partial municipal staff position staff position and make resources available to the Housing Partnership. Committing and positioning ourselves in these ways will move our community towards ending homelessness.



# APPENDICES

AP. .NDIX #1

Our Communities Homeless Count

Greater Danbury Continuum of Care

Point-in-time Count

January, 2005

A community wide effort to identify and count those meeting the federal definition of homelessness in our community was conducted for a 24-hour period from 9 o'clock p.m. on January 25th 2005 until 8:59 pm on January 26th, 2005.

The effort was coordinated by the Greater Danbury Continuum of Care and specifically by the members of the Continuum's count work group. Community agencies in Danbury and the surrounding communities were asked to conduct outreach efforts to their homeless client populations and to request participation in the completion of a specific survey. (It should be noted that we did not have participation by the surrounding towns). The effort resulted in the completion of 321 unduplicated surveys. One survey was completed for each individual or family.

The unduplicated data results follow. Information as it pertains to all surveys collected is presented first.

Specific data as it pertains to chronically homeless persons; families; youth under 18; elderly; young adults and females is presented separately.

Demographics:

Age: 59% of our respondents were between the ages of 30 and 49

<18	8	2
18-20	22	6
21-29	21	6
30-39	79	24
40-49	114	35
50-57	45	14
58-65	16	5
>65	0	
Unknown	16	5

Gender:

While 43% of the total respondents were female, 91% of the families counted were single parent households, headed by females

Male	181	56
Female	137	43
Unknown	3	1

Ethnicity:

White (non-Hispanic)	198	61	110	87	1
Black (non-Hispanic)	64	19	41	23	
Hispanic	38	11	20	18	
Asian/pacific Islander	5	1	4	1	
Native American	5	1			
Other					
Unknown	11	3	4	5	2







### Chronic Homelessness:

Identifying chronically homeless persons in our community would seem to be a relatively easy task. Many of these individuals are the very visible street people. Since we have a day center and moderate numbers

of homelessness, most of the homeless are known to one or more of the professionals working in our homeless services network. We tend to know who has been homeless for a long time or those who seem to continually cycle in and out homelessness. It is much more difficult to count the Chronic Homeless using HUD's definition. The reason we must recognize and count within the parameters of this definition is that when applying for HUD funds we must differentiate between chronic homeless and other homeless.

HUD'S definition is "an unaccompanied homeless individual with a disabling condition who has either been continuously homeless for a year OR has had at least four episodes of homelessness in the past 3 years. A disabling condition is defined as a diagnosable substance use disorder, developmental disability, or chronic physical illness or disability, including the co-occurrence of two or more of these conditions...The term homeless means a person sleeping in a place not meant for human habitation (i.e. the streets) or in an emergency shelter."

Based on the information obtained in the count, the following data is being presented representing our chronic homeless population. There were 40 people who have been homeless more than 3 months and have had 4 or more episodes of homelessness in the past 4 years. These 40 are those that stay on the

streets, in abandoned buildings or in the shelter. None of the 40 was counted twice in any of these categories. All of these 40 either receive or have a need to receive services for a developmental disability, substance use disorders, serious mental illness or a co-occurrence of two or more of these conditions. Social Security disability and /or SSI are the monthly income reported by 12 of them. There were 36 men and 4 women.



**Reasons for Homelessness:**

The number of families reporting that they had lost their housing due to financial reasons or eviction was 25 or 53%. Again, high rents and underemployment seem to be critical factors.

# Reporting	10	2	1	15	13	6			
% Of sample	21	4	2	31	27	12			

**Service Needs:**

46% of the families indicated they did not have service needs other than housing. 22 families report having no service needs, 14 families report they are not receiving services.

# Reporting	13	15	6	10	5	8	17	1	1	0	2	2	2	8	7	9	0		
% Of sample	27	31	10	21	10	17	17	2	2	4	4	4	4	17	14	19	0		

The 69 children living with parents meeting the definition of homeless. There were 24 children under the age of 5; 29 or 61% of the children were between 5-11 years old. There were 45 school aged children. The majority children in these homeless families have been homeless for more than three months and the majority has also experienced other episodes of homelessness.

1 month	1
6 months	2
<b>Subtotal &lt; 1 year</b>	<b>3</b>
1 year	4
2 years	8
<b>Subtotal toddlers</b>	<b>12</b>
3 years	2
4 years	7
<b>Subtotal Pre-school</b>	<b>9</b>
5 years	4
6 years	7
7 years	3
8 years	3
9 years	4
10 years	5
11 years	3
<b>Subtotal 5-11 years</b>	<b>29</b>
<b>Elementary</b>	<b>3</b>
12 years	2
13 years	3
14 years	3
<b>Subtotal 12-14 years</b>	<b>8</b>
<b>Middle School</b>	<b>2</b>
15 years	4
16 years	2
17 years	4
<b>Subtotal 15-17</b>	<b>8</b>
<b>High School</b>	<b>69</b>
<b>Total #</b>	<b>69</b>

### Youth under 18:

The Danbury Public School System is using a combination of McKinney funds and CDBG funds to provide staff resources to homeless families and their children and homeless youth under the age of 18. The system's goal is to ensure educational continuity for children who are homeless. The youth that are reported on in this section, are those youth not living with their families and who report themselves to be homeless. Again, the data shows that even the youth have been homeless for longer periods of time 7 of the 8 have been homeless for more than 3 months with 4 this being their first time homeless and 2 of the young people had experienced other episodes of homelessness.

<b># Reporting</b>	<b>6</b>	<b>2</b>
<b>Income</b>		
Work	1	
State Assistance		1
Social Security	1	
No Income	3	
Other	1	1
<b>Service Needs</b>		
Mental Health	4	1
Medical	1	
Substance Abuse		1
Mental or Physical Abuse		1
Victim of Domestic Violence	1	1
Voc Rehab	1	
Physically disabled		1
<b>Homelessness</b>		
More than 3 months	6	1
Less than 3 months		
First time Homeless	3	1
Homeless Before	2	
<b>Current Housing</b>		
Doubled UP	2	1
Street	2	
Hospital /Treatment		1
Supportive housing	1	
Transitional		1



**Youth Adults**

Locally, statewide, and nationally, emergency shelter systems; soup kitchens and day centers for the homeless are encountering increasing numbers of young people aged 18-24. Whether they are aging out of the foster care system, leaving home voluntarily or under duress they are seeking shelter services.

Our count identified 13 people between the ages of 18 and 23 and an additional 6 people 24 and 25 years of age. This seemingly random split in the age groups is based on a couple of factors.

The first being that the State of Connecticut identified and is targeting 18-23 year olds in their efforts to end homelessness and the current budget proposal by our governor includes funding for services and housing for this targeted group. The second being that our local Continuum of Care has been gathering data on 18-24 year olds for the past 2 planning years via a specific work group charged with data gathering, planning and outreach. The third factor is that this year's work group, as result of a series of focus groups, expanded their outreach efforts to include 25 year olds. The point-in-time count data will be presented for these 3 groups by subtotalling the data accordingly.

18	5	4	1	5	2	1	5
19	3	3		2	2	0	3
20	0						
21	2	2	2	2	2	0	2
22	1	1	1	Release from treatment facility		0	1
23	2	2		Financial reasons	2	0	
24	4	1	3	Release from treatment	1	2	1
25	2	1	1	Release from treatment/jail	2	2	2

Most responded that the reason they are homeless or their previous permanent housing situation was "other". The count survey choices did not give this younger population choices involving family. The second predominant reason is release from either a treatment program or jail. The data also illustrates that while they may be seeking shelter beds they are not seeking or receiving services despite the need. Substance abuse, mental health and medical care are the most frequently identified needs along with vocational training.

## Veterans

The point-in time count identified Veterans by their service needs and/or by the services that they indicated they need. In reviewing the survey document after the fact it was noted that we did not ask the question specifically as to whether or not the homeless person was a veteran. We received responses from 10 different individuals indicating that they needed services from the Veteran's Administration and were not receiving any at the time of the survey. The common needs, in addition to the VA services, were substance abuse treatment and medical care. We received responses from an additional 9 people indicating that they were already receiving services from the VA and did not need further veteran-specific services. The 19 people who responded to either of these questions were all male, representing 10% of the homeless male population surveyed and 5% of the total population.

## Female's

There were 95 females surveyed that identified themselves as either not having children or that their minor children were not living with them. While 56% of the homeless persons surveyed were men, these 95 females were 29% of the respondents.

Ethnicity was varied but respondents were predominantly Caucasian (67/95 or 70%), 3 were Asian Pacific Islanders, 16 Black, 5 Hispanic, 1 Native American and 3 females did not identify their ethnic background.

The six young females under 18 represent 6% of the single females counted and 20% of the single females under the age of 30. Females between 30 & 57 years of age totaled 69 (72%) with the largest # of individual females between 40 and 49 years of age (38%).

Whether the females were living on the streets, in the emergency shelters or in transitional housing one of the primary reasons they became homeless was due to financial issues or eviction.

Less than 18	6
18-23	4
24-25	4
26-29	6
30-39	16
40-49	37
50-57	16
58-65	4
Unknown	2

Emergency Shelter/Streets	23	9	3	11
Temporarily with family & friends	19	7	2	10
In the Hospital/Treatment Facility	7	2	1	4
Hotel/Motel	1			1
Transitional Housing	21	7	9	5
Permanent Supportive Housing	18	10	7	1

Only 2 of the women reported themselves working and another receiving unemployment compensation. There were 33 females that indicated they had no source of income and another 23 that reported receiving monthly Supplemental Security Income (SSI) benefits or Social Security Disability benefits.

**Beyond the Count**

The count was done, the data is presented here and in another 2 years we will count again. In the meantime, what will happen? As a community we are developing a 10 Year Plan To end Homelessness. We are improving our continuum of care services to assist those who are and those who will become homeless. We join forces with all those communities as they try to use their point-time count data to inform our governments, our neighbors and anyone who will listen that our community's homeless do indeed count.

## AF. NDIX #2 Connecticut "Next Step" Initiative 2005

Within our state there are two efforts taking place simultaneously and in conjunction with each other, one led by the Corporation for Supportive Housing (CSH) and the other in State Government under the leadership of Governor Jodi Rell. These efforts will result in an opportunity for our region to become partners in these efforts as well and benefit from the funding resources and policy changes.

In 2002, a delegation of twenty supportive housing funders, advocates, and experienced providers from Connecticut attended the Corporation for Supportive Housing's first national leadership summit on supportive housing. The purpose of the summit was to issue a national challenge to end chronic homelessness in America and to create 150,000 units of supportive housing nationwide as the primary means to get there. The Connecticut delegation came back inspired and committed to launch a campaign to end long-term homelessness in Connecticut within 10 years. Through months of focused work, the group grappled with refining estimates of homelessness in Connecticut, developed supportive housing production targets, compiled data on supportive housing's effectiveness, and designed informational pieces. The outcome has formed the basics of a campaign - known as "Reaching Home" - to create 10,000 units of supportive housing within the next ten years to end homelessness as we know it in our state.

The Reaching Home Campaign comes at a critical time in Connecticut as communities struggle to respond to rising homelessness among adults and families. In a year's time, over 32,000 different people - including 13,000 children - experience homelessness in Connecticut. Emergency shelters in the state report substantial increases in the numbers of people seeking shelter, and a 141% increase in the number of times people are being turned away. Close to 3,000 single adults and families have been homeless at least a year or more, or experience repeated episodes of homelessness. This number is expected to double within the next ten years. The Reaching Home plan calls for creating supportive housing units incrementally over the 10-year-period until the 10,000-unit goal is reached.<sup>20</sup>

The estimates of homelessness by region provides a basis for estimating the number of supportive housing units needed in each region of the state over the next ten years. The Danbury area is estimated to need a total of 436 total units within the next ten years to house homeless individuals and families. Of those, 242 would house individuals facing long term homelessness and 194 would be targeted for families facing long-term homelessness. Of the 436 total units, 180 would be garnered through the use of existing housing stock and 256 would be garnered through housing development.<sup>21</sup>

In recognition of the significant impact of homelessness on Connecticut residents and to improve the state's ability to prevent homelessness and help homeless individuals obtain and maintain themselves in permanent housing, Governor's

Executive Order #34 was issued on April 7, 2004 establishing an Interagency Council on Supportive Housing and Homelessness.

The mission of the Council is to develop and implement strategies and solutions to address the problem of homelessness, including the development of supportive housing options and other measures designed to:

1. Reduce the number of Connecticut individuals and families that experience homelessness;
2. Reduce the inappropriate use of emergency health care, shelter, chemical dependency, corrections, foster care, and similar services; and
3. Improve the health, employability, self-sufficiency, and other social outcomes for individuals and families experiencing homelessness.

The duties of the Council are twofold. The major priority of the Council has been to develop a plan for the development of additional 900-1,000 units of permanent supportive housing. The new supportive housing effort will build on past and current statewide initiatives to enable residents to obtain and keep permanent housing, increase their job skills and income, and achieve family stability.

A secondary focus of the Council has been to identify needed policy reforms, programs, and program expansions to decrease homelessness in the state. The Council recommendations are to:

- Remove the barriers to effective discharge

20 The first increment in the plan is the completion of the remaining 350+ units under the Supportive Housing Pilots Initiative. These housing units are currently under development in thirteen communities including #7 Danbury and will be completed in 2004 and 2005.

21 Partnership for Strong Communities Reaching Home Campaign

planning from state-operated or financed Institutions such as hospitals and correctional facilities; and

- Expand the supply of affordable housing as a means to prevent and respond to homelessness among very low income individuals and families.<sup>22</sup>

At the same time, the State of Connecticut has begun planning for the "next step," which is the creation of 1,000 new units of supportive housing to be produced over the next three years. Once implemented, this Next Step Initiative will combine resources from public and private sources to finance the creation of permanent supportive housing for adults and families experiencing persistent or chronic homelessness.<sup>23</sup>

The Initiative will be designed to respond to these populations:

- **Families** are the fastest growing segment of the homeless population, and very few supportive housing units currently exist in Connecticut to serve families with multiple challenges. This Initiative calls for a creation of 350 units of affordable service-supported rental housing for families in the next three years.
- **Adults** with mental illness, substance addiction and/or other disabling health conditions represent the largest percentage of households experiencing long-term homelessness. Of particular concern are adults who are frequent users of emergency shelters and those transitioning from foster care or incarceration. This Initiative would create 600 units of supportive housing for adults through

both development of new units and leasing of scattered units.

- **Young Adults** ages 18-23 who are homeless or aging out of the DCF system and who are at risk of homelessness. The causes of homelessness among youth fall into three separate, but related categories: family problems, economic problems, and residential instability. Many homeless youth leave after years of physical or sexual abuse, due to strained relationships, addiction of a family member, or parental neglect. Other youth may become homeless as a result of family economic crises due to factors including lack of affordable housing, unemployment, and inadequate medical or welfare benefits. Residential instability, including a history of foster care placement is the third primary cause of homelessness among young adults. Some youth living in residential or institutional placements are homeless upon discharge, too old for foster care but lacking housing or income support with no access to employment and training skills. This initiative would create 50 units of service supported affordable housing for young adults.

22 Report from the State of Connecticut Interagency Council on Supportive Housing and Homelessness  
23 Ibid

## The Next Step: 1,000 Units of Supportive Housing

The Governor's Interagency Council on Supportive Housing and Homelessness has recommended the creation of 1,000 units of supportive housing over the next four years.

The purpose of the Next Step of 1,000 units is to help end long-term homelessness and make it easier to achieve independence, improved health and jobs for:

- Families with multiple barriers to stable housing and employment.
- Adults recovering from mental illness or chemical dependency who are repeatedly or persistently homeless;
- Young adults, aged 18-28, who are homeless or who are leaving the youth system and are at risk of homelessness.

The Next Step of 1,000 units of permanent supportive housing...

- Will rebuild the lives of thousands of people as it's done for the residents of more than 2,200 existing units around the state.
- Provides a less costly, more effective option for people who must now use crisis and emergency services.
- Uses a proven process of collaboration among state agencies.
- Builds on Connecticut's successful track record in producing supportive housing.
- Allows families and young adults to also benefit from the huge advantages of supportive housing.
- Gets residents back to work through Connecticut's One-Stop Career Centers.
- Will succeed by employing the talents and experiences of seasoned community-based nonprofits to create and operate the housing.
- Will employ focused technical assistance and predevelopment resources.
- Maximizes the use of federal resources for support services and adds state funds to leverage federal, philanthropic, and corporate investment for rent subsidies, predevelopment financing, and construction capital.

How the 1,000 housing units will be created...

- 700 through rehabilitation of existing buildings or new construction, including 350 units for families and 350 units for adults. The housing units will be spread among 25-40 projects developed by experienced, community-based organizations throughout the state. Larger housing developments will have a mix of tenants. Integrating people who have special needs with people who do not prevents stigma and works best for neighborhoods and tenants.
- The remaining 300 supportive housing units for adults will use existing, privately owned apartments. Nonprofit providers will provide rent subsidies and support services to residents of these units.

**Supportive Housing—It Works!**  
*Rebuilding lives, restoring neighborhoods, a cost-effective and prudent investment of public funds.*

Partnership for Strong Communities  
860.244.0066 [www.ctmarkuszhlphousing.com](http://www.ctmarkuszhlphousing.com) 1/10/06

## What is supportive housing?

Supportive housing is a practical, proven and cost-effective solution to the problem of chronic, long-term homelessness. There are two main components to supportive housing. First, it provides safe and secure rental housing that is affordable to people with very low incomes, offers independent apartment units (as opposed to congregate or group living), and is permanent, with occupancy continued as long as the tenant complies with the terms of his or her lease. The other key feature is the provision of support services by skilled staff at or very near the housing site that are designed to be flexible and responsive to the needs of the individual. By providing permanent, affordable housing in conjunction with services that deal with individualized health, support and employment needs, supportive housing addresses homelessness at its root causes.

Supportive housing looks like every other type of housing because it is like other housing. People living in supportive housing have their own apartments, enter into rental agreements and pay their own rent, just as in other rental housing. The difference is that they can access, at their option, support services designed to address their individual needs. These services may include the help of a case manager, help in building independent living skills, assistance with integrating into the community through valued roles and activities, and connections to community treatment and employment services.

Supportive housing has as its primary purpose assisting the individual or family to live independently in the community and to meet the obligations of tenancy. The length of stay is up to the individual or family--there is no time limitation on stay as the tenant is in lease compliance. While participation in services is encouraged, it is not a condition of tenancy. Housing affordability is ensured either through a rent subsidy or by setting rents at affordable levels. Where tenancy is mixed in a single site, all tenants may have access to the on-site service supports regardless of whether or not they have an identified special need.

*By providing permanent, affordable housing in conjunction with services that deal with individualized health, support and employment needs, supportive housing addresses homelessness at its root causes.*

## AF- ANNEX #4

### Preliminary Identification of "At Risk" Populations

The following listings of population groups have been identified as being at risk of becoming homeless.

#### Families

- With Low/Moderate Income who experience job loss or medical crisis.
- Who are displaced due to sale of property, disaster or divorce.
- With very low or low Incomes who do not have subsidized housing.
- Fleeing a domestic violence situation.
- With members involved with the Correctional System.
- With members in need of Substance Abuse treatment.
- With persons with Mental Health disabilities.

#### Young Adults (ages 18-25)

- Aging out of DCF without a discharge plan for housing options.
- Without a high school diploma or its equivalent.
- With undiagnosed or untreated substance abuse treatment needs.
- With undiagnosed Mental Health disabilities.
- Not compliant with treatment for diagnosed medical or mental health problems.
- Without family support (due to past behavioral issues).
- Unemployed.
- With no or very low income.
- Without vocational skills and/or lack of employment experience.
- Involved with the Judicial and/or Correctional system.

#### Individuals

- With low/moderate income that experience job loss or medical crisis.
- Who are displaced due to sale of property, disaster or divorce.
- With severe/chronic mental health disorders.
- With severe/chronic substance abuse histories.
- Without vocational skills and/or a substantial work history.
- Involved with the Judicial and/or Correctional system.
- With Low Income and are not eligible for housing subsidies.
- Who may be fleeing a domestic violence situation.

AF. .NDIX #5

Mayor's Task Force to End Homelessness Committee Members

**Committee on Permanent Housing**

James V. Bellano, City of Danbury Department of Economic Development

Robert Botelho, Danbury Developer and Landlord

Joan Carty, Housing Development Fund

Dennis Eipern, City of Danbury Department of Planning and Zoning

Janice Geigler, State of Connecticut House of Representatives, 138th District

Jacque Hogan, JAM Associates, Inc.

Martin Morgado, Savings Bank of Danbury

Carolyn Sistrunk, City of Danbury Housing Authority

Paul Schlerfloh, City of Danbury Department of Health and Housing

Wayne Shepperd, City of Danbury Department of Economic Development

Mary Teicholz, City of Danbury Common Council

**Committee on Homeless Prevention, Discharge Planning and Transitional Housing Needs**

Tim Baughman, United Way of Northern Fairfield County

Maureen Cassidy, Citizen Representative

Iris Gilligan, Danbury Hospital

Debbie Lajole, RN, Western Connecticut State University

Wanda Payton, City of Danbury Common Council

Milena Sangut, Greater Danbury Mental Health Authority

John Sullivan, Veterans Administration

Sandra Ward, Office of the Public Defender

**Committee on Increasing Availability and Access to Social Services and Supports**

Richard Antous, Jr., Office of the Mayor

Claudette Fogarty, City of Danbury Homeless Services Division

Allison Fulton, Housatonic Valley Coalition Against Substance Abuse

Rev. P.J. Leopold, Association of Religious Communities

Annie Orr, First Congregational Church

Trish Palmer, Mental Health Association of Connecticut

Andrea Rynn, Danbury Hospital

Robert Scalzo, Citizen Representative

Kay Schreiber, City Center Danbury

Jerrilynn Tiso, MCCA

Paul M. O'Sullivan, Office of Congresswoman Johnson 5th District

Laura Tuttle, Danbury Children 1st

Rev. Laura Westby, First Congregational Church

Eileen Walsh, Catholic Family Services

Hon. Dianne Yamin, Judge of Probate

**AF. .NDIX #6**

**CODE OF ORDINANCES**

City of

**DANBURY, CONNECTICUT**

Codified through

Ord. No. 631, enacted Dec. 7, 2004.

(Supplement No. 133, Rev.)

Preliminaries

**CODE OF ORDINANCES**

**CITY OF**

**DANBURY, CONNECTICUT**

**CHARTER AND SPECIAL ACTS and**

**GENERAL ORDINANCES OF THE CITY**

Adopted, November 7, 1961

Effective, December 29, 1961

Published by Order of the Common Council

Published by Municipal Code Corporation

Tallahassee, Florida 1961

**ARTICLE V. DANBURY HOUSING PARTNERSHIP\***

\*Editor's note: Being not specifically amendatory of the Code, the provisions of §§ 1--6 of Ord. No. 371, adopted Nov. 1, 1988, have been included, at the editor's discretion, as a new Art. V, §§ 10-75--10-80, to Ch. 10.

Sec. 10-75. Housing partnership created.

(a) There is hereby created the Danbury Housing Partnership. The partnership shall consist of the mayor and the following members to be appointed by the mayor:

(1) Representatives of the planning commission, zoning commission, environmental impact commission, housing authority and any local community development agency, not to exceed five (5) in number.

(2) Five (5) representatives of the local business community, such as local bankers, realtors and developers, not to exceed five in number.

(3) Representatives of public interest groups, such as housing advocates, members of the clergy, members of local civic groups and representatives of local nonprofit corporations, not to exceed five (5) in number.

(4) The director of the Danbury Planning Department, the associate director for housing of the Danbury Health and Housing Department, the fair housing officer and not more than two (2) additional local urban planning, land use and housing professionals.

(b) A quorum of the partnership shall consist of six (6) members. Except as otherwise provided in

the Danbury Code of Ordinances, Robert's Rules of Order shall govern the conduct of the meetings and the business of the partnership.

(c) During the month of February in each even-numbered year, the members of the Danbury Housing Partnership shall elect from among its members a chairman, a vice-chairman and a secretary, each of whom shall hold office until his or her successor has been elected. In addition to performing the duties imposed upon a chairman by Robert's Rules of Order, the chairman shall represent the Danbury Housing Partnership on the Regional Partnership Forum and shall be responsible for the appointment of all housing partnership committees. The vice-chairman shall assume the duties of the chairman in case of his or her absence or inability.

(d) During the 1992 calendar year the mayor shall appoint five (5) members qualified under the provisions of subsection (a)(2) hereof, three (3) of whom shall serve for terms of three (3) years and two (2) of whom shall serve for terms of two (2) years. During the 1992 calendar year the mayor shall appoint five (5) members qualified under the provisions of subsection (a)(3) hereof, three (3) of whom shall serve for terms of three (3) years and two (2) of whom shall serve for terms of two (2) years. Thereafter, the appointment of all members qualified under the provisions of subsection (a)(2) and (a)(3) shall be for terms of three (3) years. In addition to those qualified by position during the 1992 calendar year, and triennially thereafter, the mayor shall appoint two (2) members qualified under the provisions of subsection (a)(4) who shall not be city employees and who shall serve for terms of three (3) years. The foregoing

provisions of this subsection notwithstanding, all members appointed pursuant to the provisions of subsections (e) hereof shall serve until their successors have been appointed.

(Ord. No. 371, § 1, 11-1-88; Ord. No. 446, 7-7-92; Ord. No. 506, 8-1-95)

Sec. 10-76. Responsibilities of the city.

The responsibilities of the City of Danbury, in order to receive Initial designation under the Connecticut Housing Partnership program, shall include the following:

- (1) Submit evidence to the commissioner of housing that the Danbury Housing Partnership has been formed in accordance with P.A. 88-305; and
- (2) Submit evidence to the commissioner of housing that sufficient local resources have been committed to the Danbury Housing Partnership.

(Ord. No. 371, § 2, 11-1-88)

Sec. 10-77. Duties of Danbury Housing Partnership.

The duties of the City of Danbury Housing Partnership, in order to receive development designation under the Connecticut Housing Partnership Program, shall include the following:

- (1) To examine and identify housing needs and opportunities in the community;
- (2) To explore the availability of any state, municipal or other land that is suitable for the

development of affordable housing;

- (3) To review applicable zoning regulations to determine whether such regulations restrict the development of affordable housing in the community;

- (4) To identify any necessary changes to such regulations;

- (5) To establish priorities and develop a long-range plan to meet identified housing needs in the community consistent with regional housing needs;

- (6) To establish procedures for the development of a written proposal to achieve such priorities in accordance with said plan; and

- (7) To start an activity, development or project designed to create additional affordable housing in Danbury.

(Ord. No. 371, § 3, 11-88)

Sec. 10-78. Conflicting resolutions, orders, rules and regulations suspended.

At all times when any orders, rules and regulations made and promulgated pursuant to this article shall be in effect, they shall supersede all existing resolutions, orders, rules and regulations insofar as the latter may be inconsistent therewith.

(Ord. No. 371, § 4, 11-1-88)

Sec. 10-79. No conflict with state or federal statutes.

This article shall not be construed so as to conflict with any state or federal statute, rule or regulation.

(Ord. No. 371, § 5, 11-1-88)

Sec. 10-80. Expenses of the Danbury Housing Partnership.

No person shall have the right to expend any public funds of the city in carrying out any partnership activities authorized by this article without prior approval by the common council nor shall any person have any right to bind the city by contract, agreement or otherwise without prior and specific approval of the common council.

(Ord. No. 371, § 6, 11-1-88)

Secs. 10-81--10-90. Reserved.

## AF. A. DIX #7

### **An Agreement between the City of Danbury and the Point of Entry as detailed in the 10-Year Plan to End Homelessness**

The City of Danbury's 10 Year Plan to End Homelessness states that identifying, expanding and improving necessary services will occur when there is an entity responsible for making sure it occurs. Improving data collection and analysis is most likely to occur when there is a central location for the data to be collected. People in need of housing and related services will receive appropriate referrals and follow up services when someone is coordinating those efforts. The plan therefore recommends that Point of Entry be established for all persons seeking services because they are homeless, at risk of homelessness or previously homeless and recently housed.

The agency identified as The Point of Entry must establish itself in a manner that will result in an effective central location for services, information, referral, problem solving and collaboration. The point of entry is not expected to provide direct services once data is gathered and needs are determined. Referrals will be made to existing agencies/programs where they will continue to work with people as they do now. These agencies will refer newly identified persons who are about to become homeless or who are homeless to the point of entry so that data can be gathered and other referrals made if necessary.

Based on the needs identified and results desired, the community will expect that the point of entry:

- Will establish and maintain collaborative relationships with all local and area Social Service agencies; faith based agencies which included houses of worship and their programs, such as Jericho Project, parish nurses, and outreach programs; landlords and discharging institutions and the Continuum of Care.
- Will develop a streamlined application and referral process collaboratively with all agencies providing services to the homeless, for use community-wide;
- Will develop follow-up procedures and policies collaboratively with community agencies;
- Will act as a clearing house for the coordination and dissemination of all housing information and housing services for homeless persons by gathering and cataloging such information and maintaining the quality of the data with regularly scheduled updates;
- Will have intake staff available, during all normal weekly working hours, to all persons, families, youth etc. that are homeless. Such persons will be able to walk-in or be referred by area shelters, hospitals, community programs, citizens, business and all other community based agencies.
- Will have staff available to complete intake forms/applications for services and enter such information into the Homeless Information Management System;
- Will make the appropriate referrals to meet the identified needs;
- Will adhere to established follow up policies and procedures to insure that agencies are willing and able to meet the needs of the persons referred;
- Will seek to establish a community wide system of information sharing amongst providers that allows the providers to know which agencies are providing case management and for whom (i.e. a service system access card);
- Will provide on-going information to landlords about services available to their tenants facing any number of difficulties by having such information at the Point-of Entry and via the Internet;
- Will provide on-going information to landlords about services and supports that could be available if they were to rent to section 8 voucher holders or to homeless persons connected to case management services by having such information available at the Point of Entry and via the internet;
- Will work with the Continuum to create the opportunity for dialogue with state and local institutions and facilities about mutual challenges and develop strategies and community protocols for persons being discharged from correctional facilities, hospitals and treatment programs.
- Will be expected to identify gaps in services, to be able to report on numbers, needs and any barriers to services;

- Will be expected to report regularly to the Continuum of Care until that time that a Municipal Agency, Authority or Commission charged with implementation of the 10 year plan is finalized, and will continue to provide information as needed to the Continuum of Care, the CDBG process and other municipal departments.

In support of the 10 year plan, The City of Danbury is willing to commit \$ .00.

These funds will be allocated to \_\_\_\_\_ as the Point of Entry. The signatures below represent an agreement on both sides of the commitment and the expectations.



**CITY OF DANBURY**  
**PLAN of CONSERVATION & DEVELOPMENT**  
**2002, AS AMENDED 2013**

**Mark D. Boughton**  
**MAYOR**

**CITY OF DANBURY**  
**PLANNING COMMISSION**

**Arnold E. Finaldi, Jr., Chairman**  
**Kenneth H. Keller, Vice-Chairman**  
**Fil Cerminara**  
**Helen M. Hoffstaetter**  
**Joel B. Urice**  
**Michael S. Ferguson (Alt.)**  
**Robert Chiochio (Alt.)**

**DEPARTMENT OF PLANNING AND ZONING**

**Dennis L. Elpern, Planning Director**  
**Sharon B. Calitra, Deputy Planning Director**  
**Jennifer L. Emminger, Associate Planner**  
**Timothy J. Rosafi, Assistant Zoning Enforcement Officer**  
**JoAnne V. Read, Planning Assistant**  
**Patricia M. Lee, Secretary**

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City of Danbury · 155 Deer Hill Avenue · Danbury · Connecticut

This Plan of Conservation and Development represents a major departure from past efforts to plan for the future of the City, for although plans were previously adopted in 1958 and later updated in 1967 and 1980, they never played the vital role expected of them. All too often, planning in Danbury has been more of a practice that reacts to change than a process that anticipates and guides it.

The failure of these plans is not unique to Danbury. Historically, other cities and towns throughout the United States have also adopted plans that later proved to be both unrealistic and inflexible. Typically, they ignored the administrative, fiscal, political, and legal constraints that, in the end, undercut their chances of success. Priorities were rarely set among recommended actions and the specific steps necessary to reach their objectives were never fully explored, as though the plans could implement themselves. While they may have pointed their cities and towns in a general direction, the road maps were missing.

This Plan is designed to overcome these deficiencies by integrating it into a broader Comprehensive Planning Program, a program that emphasizes strategies as well as goals, process as well as product. The Program is divided into five major sections: (1) a review of past trends and forecasts for future changes in population, employment, and development patterns of the City, (2) findings of a community attitude survey conducted to assess public opinion on a wide range of planning issues, (3) background studies on eleven planning components, (4) the Plan itself, and (5) an Action Plan to implement it over time.

The Plan of Conservation and Development is the planning component of the Program. It is designed to set direction, establish development policies, and specify intended actions by City government. The Plan is adopted and amended by the Planning Commission pursuant to §8-23 of the Connecticut General Statutes, and is presented in resolution format and divided into eleven plans for each Program component. Each plan contains goals, policies and recommendations designed to address issues previously identified in the Program.

It is intended that the recommendations of the Plan will be implemented through a variety of programs, projects, and regulations, including but not limited to: (1) the capital improvement program and annual budget, (2) the enactment and enforcement of zoning, subdivision, and other regulations and codes, (3) the preparation and implementation of public improvement projects, and (4) the redevelopment of districts and neighborhoods.

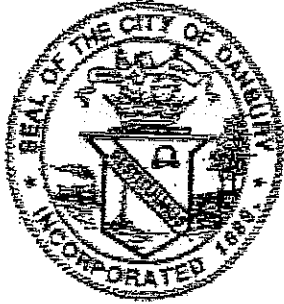
In addition to the goals, policies and recommendations, several maps are included and adopted as part of the Plan of Conservation and Development to illustrate Plan policies.

This approach is needed now more than ever before. Over the past 20 years, the population of Danbury has increased by 23 percent, the number of housing units has climbed by 20 percent, and jobs have grown by 22 percent. The decline of manufacturing and the emergence of Danbury as a corporate office and retail center have changed the complexion of the City and its physical form. The mix of racial and ethnic groups has become richer and the sound of forty-five different languages can now be heard within City schools and on City streets.

Though all of these changes are indicative of a vibrant community, they bring with them an increasing number of growth related issues: traffic congestion, escalating housing costs, ever-expanding service demands, and a continuing loss of open space. Clearly, a new plan is needed to address these immediate concerns as well as to set a direction for the future. But changes in administrative processes are also required to avoid the failings of the past. Plan implementation will need to receive as much attention as plan preparation.

The Plan of Conservation and Development has enough flexibility to address changing priorities while still retaining an underlying foundation of purpose and direction. Nevertheless, adoption of the Plan alone will not guarantee its ultimate success. While city planning can provide a vision of the future, an assessment of needs and available resources, and recommendations for future action, its ultimate success will depend upon a community-wide commitment without which no single plan, no matter how well designed, can fully succeed. In the final analysis, successful city planning requires the confidence to act rather than simply react to change, and summons all of us to express, in our deeds as well as our words, the will and the determination to shape the future of our City. ★

*This Plan, originally adopted by the Planning Commission in 2002, was amended June 12, 2013, effective June 17, 2013 to remain current with City policies and actions and to reflect applicable state and regional planning policies.*



## RESOLUTION

CITY OF DANBURY, STATE OF CONNECTICUT  
MARCH 1, 2002, AS AMENDED JUNE 12, 2013

RESOLVED by the Planning Commission of the City of Danbury:

WHEREAS, the Charter of the City of Danbury and the General Statutes of Connecticut authorize the Planning Commission to prepare a Plan of Conservation and Development for the City; and

WHEREAS, the Planning Commission has determined that such a Plan is necessary to promote the coordinated development of the City and the general welfare and prosperity of its people; and

WHEREAS, the Department of Planning and Zoning, on behalf of the Planning Commission, has conducted studies and prepared a Plan of Conservation and Development as part of its Comprehensive Planning Program; and

WHEREAS, the Planning Commission has received the recommendations of the Department of Planning and Zoning for study and revision; and

WHEREAS, the Planning Commission has referred the proposed Plan of Conservation and Development to the City of Danbury City Council and HVCEO for review and comment pursuant to the General Statutes of Connecticut; and

WHEREAS, the Planning Commission has held a public hearing on the Plan of Conservation and Development pursuant to the General Statutes of Connecticut and has complied with all other laws governing adoption of a Plan of Conservation and Development;

**NOW, THEREFORE BE IT RESOLVED**, by the Planning Commission of the City of Danbury, Connecticut, that the Planning Commission does hereby adopt the following "Plan of Conservation and Development" for the City of Danbury, as amended, including all related information contained herein.

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## PART 1

### GENERAL PROVISIONS

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#### SECTION 1: NATURE AND PURPOSE.

##### 1.1 Definition and Nature of the Plan.

The Plan of Conservation and Development constitutes the planning component of the Comprehensive Planning Program. It is composed of goals, policies and recommendations designed to promote the coordinated development of the City and the general welfare and prosperity of its people, and includes strategies and recommendations for its implementation.

##### 1.2 Purpose of the Plan.

The purpose of the Plan is to:

- guide and coordinate municipal decision making on public matters affecting the future development of the City;
- inject long-range considerations into the determination of short-term actions and the expenditure of public funds;
- balance conflicting needs and desires for public action through a comprehensive planning process;
- provide a mechanism by which community development decisions may reflect accepted principles and practices of city planning; and
- promote the general public interest through the democratic determination and implementation of community development objectives.

##### 1.3 Relationship to the Comprehensive Planning Program.

The Plan of Conservation and Development is based, in whole or in part, upon the findings and recommendations of the Comprehensive Planning Program and subsequent actions of the City. Reference in the Plan to various findings, concepts, principles, standards, and other material found within the Planning Studies chapter of the Program is intended to provide further guidance to the Planning Commission, Zoning Commission and other City agencies in the formation of specific plans, programs, policies, and regulations of the City and in the adoption, administration and enforcement of land use regulations, as permitted by law.

#### SECTION 2: CONTENT.

##### 2.1 Goals, Policies and Recommendations.

The Plan of Conservation and Development includes goals, policies and recommendations for each of the several plan components contained herein. For the purposes of this Plan, goals are defined as general statements of desired future conditions relating to major elements of the Plan; policies are sub-elements of goals that define an approach to be followed in the attainment of a goal; and, recommendations include conduct to be followed or operational actions to be undertaken as part of an overall strategy to implement policies. It is the intent of this Plan of Conservation and Development that each recommendation for operational action will be implemented over time through the Action Plan of the Comprehensive Planning Program, as periodically amended.

## 2.2 Plan of Conservation and Development Maps.

The Plan of Conservation and Development includes several maps that illustrate by colors, symbols, and graphic patterns the conservation and development policies and recommendations of the Plan relating to (1) land development, (2) the Urban Core District, (3) the West Side District, (4) environmental protection, and (5) public improvements and acquisitions. The maps may be amended at anytime by the Planning Commission to reflect changes in public policy, pursuant to provisions of the Connecticut General Statutes. Where there is a conflict between the maps and the goals, policies and recommendations of the Plan, the map designations shall control.

### 2.2.1 Land Use Designations.

Land use designations on the maps include the following predominant land uses. The uses listed below are not intended to be inclusive of every use to be considered for each designation, but rather are presented to indicate major land uses that may be supplemented by other complementary uses. It is intended that these land use designations will be implemented by appropriate zoning districts. These designations do not include floating zones (e.g. PUDs).

**Rural:** Single family homes at a typical density of one unit per 2+ acres; schools, churches, parks and open space for passive recreation (e.g. hiking, picnicking), farming, forest or wildlife reservations, and similar rural uses.

**Single Family:** Single family homes at typical densities ranging from 5 units per acre up to one unit per 2 acres, at locations appropriate for their density; customary neighborhood uses, and parks and recreational facilities (e.g. ballfields and courts, play lots, swimming, picnicking, golf courses, and other similar uses, but excluding all recreational uses operated for profit) in appropriate locations.

**Multi-family Development and 1&2 Family Neighborhoods:** (1) Multi-family developments with typical densities ranging from 4 to 17 units per acre, depending on housing type, at locations appropriate for their use and density, or (2) existing 1 and 2 family neighborhoods with densities up to 8 units per acre; and, assisted living facilities and nursing homes, day care centers, parks and recreational facilities, and other customary neighborhood uses in appropriate locations.

**Mixed Residential & Limited Commercial:** (1) Single or multi-family development with densities up to 17 units per acre, depending on housing type, at locations near the downtown and hospital, (2) planned neighborhood development, or (3) transitional areas with residential uses and commercial uses with limited traffic generation (specifically excluding, among others, fast food restaurants, convenience stores and drive-in facilities); and, customary neighborhood uses.

**Central Business District:** A wide range of retail sales and services, medical facilities, offices, entertainment, residences, and community facilities, but specifically excluding adult business uses.

**Limited Commercial:** Retail sales and services with limited traffic generation (specifically excluding, among others, big box retail, fast food restaurants, convenience stores and drive-in facilities), offices, schools, and churches.

**General Commercial:** A wide range of retail sales and services, offices, medical facilities, entertainment, community facilities, wholesale distribution, assisted living and nursing homes.

**Mixed Light Industry & Office and Transportation:** Airport and related facilities, offices, conference centers, light manufacturing, research and development, printing and engraving, wholesale distribution and warehouses, expressways, railroad freight yards, and bus terminals.

**Heavy Industry:** General manufacturing and assembly, offices, wholesale distribution and warehouses, storage of construction materials, extractive industries, motor vehicle repair, wrecking, and junk yards, truck terminals, and public utilities.

Major Institutions: Public schools, Western Connecticut State University, Danbury Hospital, and the Federal Correctional Institution.

Public Parks and Recreational Facilities: Municipal and state parks and recreational facilities.

Public Open Space: Major land areas left largely undeveloped, including Water Department lands and reservoirs, and lands used for passive recreation (excluding ball fields and courts, golf courses, and similar uses).

Lakes and Rivers: Lakes and the Still River.

Wetlands: Major wetlands.

2.2.2 All maps are compiled from multiple data sources with different scales and projections. They do not meet National Map Accuracy Standards and should only be used for general planning purposes.

## SECTION 3: USE OF THE PLAN OF CONSERVATION AND DEVELOPMENT.

### 3.1 Implementation.

It is the intent of the Planning Commission that the Plan of Conservation and Development will be implemented through a variety of plans, programs, projects, and regulations so recommended herein and included within the Action Plan of the Comprehensive Planning Program, including but not limited to: (1) the capital improvement program and annual budget, (2) the enactment and enforcement of zoning, subdivision, and other regulations and codes, (3) the development and implementation of plans for public improvements, and (4) the redevelopment of districts or neighborhoods.

### 3.2 Zoning Regulations.

3.2.1 Proposed zoning regulations or boundaries or changes thereof to the Zoning Regulations shall be referred to the Planning Commission for a report as specified in §8-3a of the C.G.S. The report shall contain the findings of the Planning Commission on the consistency of the proposed regulation or boundaries or changes with the Plan of Conservation and Development and any other recommendations the Commission deems relevant, and shall include the reasons for the Commission's vote thereon.

3.2.2 In adopting Zoning Regulations or amendments thereto, the Zoning Commission shall consider the Plan of Conservation and Development, as specified in §8-2 of the C.G.S.

### 3.3 Subdivision of Land.

In its review of proposed subdivisions of land, the Planning Commission shall determine that proposed streets are in harmony with existing or proposed principal thoroughfares shown in the Plan of Conservation and Development, especially in regard to safe intersections with such thoroughfares, and so arranged and of such width as to provide an adequate and convenient system for present and prospective traffic needs, as specified in §8-25 of the C.G.S.

### 3.4 Municipal Improvements.

In its review of municipal improvements as provided for in §8-24 of the C.G.S., the Planning Commission may include in its report to City Council a statement as to whether or not the proposed improvements are in accordance with the Plan of Conservation and Development.

### 3.5 Open Space.

In preparing the Plan of Conservation and Development, or amendment thereto, the Planning Commission may designate areas that it recommends for preservation as open space land. Upon approval of such designation by the City Council, land so designated in the adopted Plan may be classified as open space land for purposes of property taxation in accordance with §12-107e of the C.G.S.

## SECTION 4: ACTION PLAN.

### 4.1 Preparation.

To implement the Plan of Conservation and Development, the Planning Commission shall annually prepare and recommend to the Mayor an Action Plan, which Plan shall consist of a Capital Improvement Program and annual Capital Budget which shall include all capital plans, programs, and projects which, in the judgment of the Commission, should be undertaken in the ensuing fiscal year and for the five fiscal years thereafter, the department or agency of the City responsible for each action, the year(s) in which such actions are to be undertaken, and any estimated capital expenditures associated with each action. As part of the Action Plan, regulatory responsibilities of the Department of Planning and Zoning shall be included in their annual budget proposal to City Council.

### 4.2 Revisions.

The Action Plan shall be updated each year to maintain an annual and five-year projected schedule of recommended plans, programs, projects, and regulations. The updated Action Plan, including the CIP, Capital Budget, and departmental budget, shall be submitted each year to the City Council for consideration as required by law.

## PART 2

### GOALS, POLICIES & RECOMMENDATIONS

---

#### *PREFACE*

By the end of the twentieth century, the people of Danbury had every reason to be optimistic about the City's future. Jobs were plentiful, stores were filled with shoppers, crime was low, the housing market was booming, and health, education, and recreational opportunities were widely available. Few could find reason to worry about the future when the present was so promising.

But, the future is not a promise and there are no guarantees that the past will be prologue. Complacency, indifference, and uncertainty can all cause the City to lose its will and lose its way. Numerous cities throughout history have seen their moment in the sun eclipsed.

And, one need not look far to find reasons for concern. The following are very real possibilities for the future, though they can be avoided by taking appropriate action now.

- All roads leading into the City will become more than congested and, as national chains replace local businesses, the City will come to look less and less distinct and more and more like every other place, and no particular place at all.
- As vacant land becomes scarcer, forests will be felled, hillsides leveled, and wildlife habitat lost. Any connection with the natural world will require long trips to distant places.
- The downtown will be largely discarded as a remnant of the past while the older neighborhoods around it become ghettos replete with all the social pathologies of urban poverty. Historic structures, links to the City's past, will be demolished or altered beyond recognition.
- Economic expansion will falter as sites reserved for future industrial and corporate development are lost to the demands of short-term gain.
- And, the response by City government to these challenges will too often be tentative, incremental, and uncoordinated as policies, regulations and management act as though each were separate concerns unrelated to one another.

To avoid these scenarios and to secure the promise of the City for future generations requires a vision of the future and a plan to make it a reality. That vision can be expressed in the following way.

**VISION STATEMENT**  
**PLAN OF CONSERVATION AND DEVELOPMENT**

1. The City will balance growth and development with the protection and enhancement of the quality of life of the community.
2. The downtown will be the primary focus of City life, with a diversity of activities and thriving businesses, high quality housing, exceptional urban design, the preservation of historic buildings, varied entertainment, and a vibrant street life.
3. The West Side will be the focus of future development in the City, hosting new growth industries and creatively designed neighborhoods.
4. The business climate throughout the City will continue to improve, creating jobs, expanding the tax base, and fostering sustainable economic development.
5. The natural environment will be protected for the use and enjoyment of present and future generations and a varied park and open space system will provide for the active and passive recreational needs of people of all ages.
6. Residential neighborhoods will be secure places of nurture, and decent housing will be available for all residents.
7. Important historic and archaeological resources will be preserved and enhanced.
8. Public facilities, schools and utilities will provide excellent service to the community and will continue to be improved to meet the growing and changing needs of the people.
9. A balanced, safe and efficient transportation system will become a reality, one that serves, rather than determines, planned development patterns of the City.
10. And finally, the City will remain the leader of the Housatonic Valley Region and take its rightful place among the vital urban centers of Connecticut and the Tri-State Metropolitan Region.

While none of this will be easy, all of it can be done. Surely, the past should give us confidence in our abilities to meet the challenges of the future. The City could have remained a charred casualty of war after being burned by the British; it could have refused to diversify its economic base; and, it could have given up on its downtown. It could have allowed all of these things to happen, but it didn't.

This Plan of Conservation and Development is designed to meet the problems of the present and to chart a course for the future. With the vision of its people and the wealth of its resources, Danbury can ensure that it not only will endure, but will prevail in the years ahead.

## SECTION 1: LAND DEVELOPMENT PLAN.

The City of Danbury has undergone extensive development during the past fifty years, changing from a rural community surrounding a compact urban core into a city exhibiting all the major features of contemporary urban growth patterns. During this time, the land area devoted to residential uses more than tripled in size, commercial land more than doubled, and industrial land quadrupled. The future development potential of the City will depend on careful planning for the use of ever-limited land resources.

Principles and standards have been developed to guide land use decisions. These relate to location, health and design, and also include performance standards to control nuisances. Development principles have been defined to reduce land use conflicts, mitigate the impact of development on the environment, and to help ensure that road and utility systems are capable of serving new growth.

Land use regulations need to be periodically reviewed and amended to remain current with evolving development patterns and City needs. New methods should be explored to improve efficiencies in the permit process.

### GOAL: DEVELOPMENT PATTERNS THAT ACCOMMODATE GROWTH WITHOUT DIMINISHING THE QUALITY OF LIFE OF THE CITY.

An urban growth management system needs to be maintained that accommodates growth while protecting the environment and residential neighborhoods. Improvements in land development planning requires considered revisions in land use regulations to address changing development practices, streamlining of the permit process, and coordination of land use decisions with plans for improving transportation networks and utility systems.

### POLICIES AND RECOMMENDATIONS.

#### A. Growth Management.

Manage growth and development by following the Plan of Conservation and Development and the future development patterns presented in the Comprehensive Planning Program, as follows.

1. Concentrate future commercial, industrial, and medium to high-density residential development in the Urban Core and Urban Development Areas.
2. Limit development in Suburban Areas to predominantly low-density residential neighborhoods.
3. To protect environmentally sensitive areas, restrict development in Conservation Areas to primarily very low and rural density single family homes and traditional neighborhood and rural uses.
4. Enhance neighborhood centers for the use and enjoyment of the surrounding area.

#### B. Planning and Zoning Coordination.

Ensure that the land use regulations of the City are in accordance with the Plan of Conservation and Development.

1. Amend the land use regulations of the City to be consistent with the Plan of Conservation and Development, including all maps contained herein.
2. Support amendments to the C.G.S. to require zoning regulations be in accordance with the Plan of Conservation and Development.

### C. General Zoning Amendments.

Ensure that the Zoning Regulations meet existing and future needs of the City.

1. Eliminate uses that conflict with or are unrelated to the purpose and intent of the zoning district in which they are allowed.
2. Convert special exception uses to permitted uses when the appropriateness of such uses is not dependent upon site specific considerations.
3. Rezone isolated lots and small remnants of land to be consistent with surrounding zoning districts where such will not create spot zoning.
4. Update the Trip Multiplier Table, as necessary.
5. Update off-street parking and loading space requirements, as necessary, and revise parking lot requirements to ensure safe, attractive, and efficient design.
6. Retain or enact environmental regulations and programs to protect environmentally sensitive areas, including public water supply watersheds, wetlands, floodplains, aquifers, steep hillsides, and extensive woodlands.
7. Encourage improvement in the design of new structures, additions, renovations, and landscaping, and recognize exceptional examples in design.
8. Clarify and strengthen landscaping requirements.
9. Provide buffer yards, as appropriate, to limit land use conflicts; avoid rezonings which will, by their very nature, create such conflicts.

### D. Residential Neighborhoods.

Ensure the proper development and protection of residential neighborhoods.

1. Apply accepted location criteria and the zone change criteria in the Zoning Regulations when reviewing applications for rezonings of land for residential purposes.
2. Require site plans and subdivisions for residential dwellings to meet accepted health and design considerations, as permitted by law.
3. Restrict development in Conservation Areas to primarily very low and rural density single family homes and traditional neighborhood and rural uses.
4. Amend the Zoning Regulations where necessary to protect residential neighborhoods and improve housing design.
5. Where applicable, rezone stable single family neighborhoods to appropriate single family zoning districts.
6. Restrict allowed uses in RA zoning districts to neighborhood residential uses and, where necessary, existing uses of limited number and extent.
7. Continue permitting a planned unit development zoning district as a floating zone in Urban Development Areas that allows neo-traditional development in suitable areas.

### E. Commercial Development.

Improve planning and zoning for commercial development.

1. Apply accepted location criteria and the zone change criteria in the Zoning Regulations when reviewing applications for rezonings of land for commercial purposes.
2. Continue enforcing provisions of the Zoning Regulations to improve the design of commercial development.
3. Refrain from increasing the amount of land zoned for retail development at the expense of other needed land uses located in areas appropriate for their development.
4. Encourage new development in the downtown to follow development standards that promote contextual design and compatible development.
5. Ensure that new shopping centers or expansions to existing shopping centers meet improved planning development standards.

6. Ensure that highway commercial development is designed to prevent the proliferation of driveways and to provide safe, attractive, and efficient parking lot layouts.
7. Maintain regulations to better control the unnecessary proliferation and poor design of signs.
8. Only allow uses in the CL-10 Zoning District that are relatively low traffic generators and, where advisable, rezone CL-10 areas to commercial zoning districts more appropriate to their existing uses.
9. Restrict CN-5 and CN-20 Zoning Districts to designated neighborhood centers and review existing CN-5 and CN-20 zones to determine if more appropriate zoning districts apply.

#### F. Industrial and Corporate Office Development.

Promote orderly and needed industrial and corporate office development.

1. Maintain the supply of land zoned for light industrial and corporate office use, as specified herein and indicated on the *Plan of Conservation and Development Land Development Plan Map*.
2. Apply accepted location criteria and the zone change criteria in the Zoning Regulations when reviewing applications for rezonings of land for industrial and corporate office purposes.
3. Ensure that new office buildings and office parks meet improved planning development standards, as permitted by law.
4. Ensure that proposed industrial districts and parks meet improved planning development standards, as permitted by law.
5. Maintain and enforce performance standards to control nuisances emanating from industries.

#### G. Subdivision Regulations.

Improve subdivision standards and procedures and eliminate unnecessary costs.

1. Continue to review the Subdivision Regulations to promote clarity and ease of use.
2. Review and update standards governing parcels, lot layout, street design, public improvements and utilities, environmental protection, and the dedication of land, as necessary.
3. Continue to review the need for expensive requirements for improvements that exceed reasonable standards necessary for the desirable and adequate development of land.

#### H. Permit Process.

Improve the land development permit process.

1. Continue to explore means of expediting land use reviews and the use of computer technology to facilitate the review and issuance of permits.
2. Continue improvements in management and staff training.
3. Establish quality standards and performance measurements; evaluate personnel and operating procedures to determine necessary changes to the system.

#### I. Transportation and Utilities.

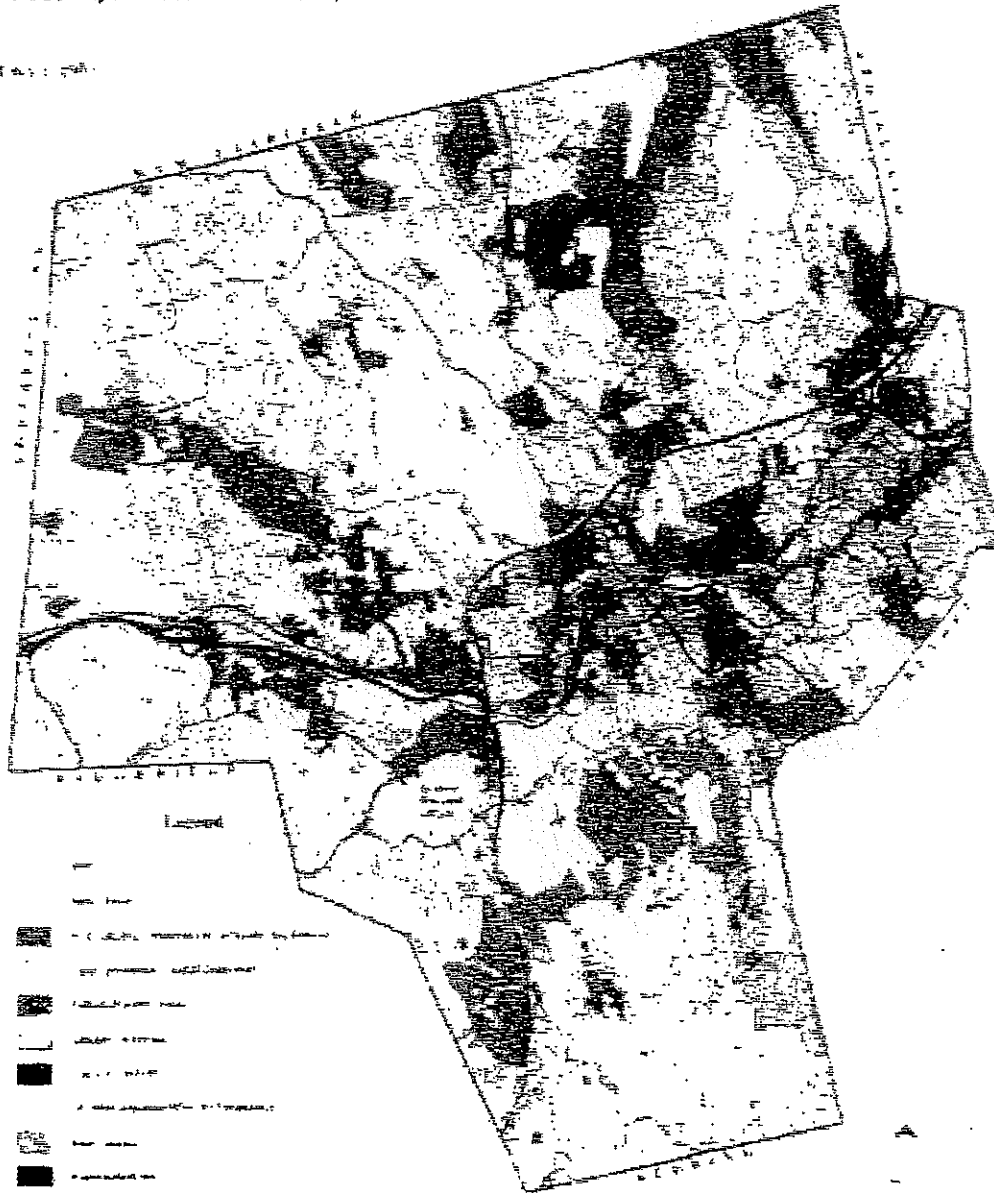
Ensure that proposed land development is capable of being adequately supported by transportation and utility systems.

1. Coordinate land use and transportation decisions to ensure that roads and highways will be capable of accommodating existing and new development without significant declines in traffic safety or efficiency LOS because of traffic generated by new development.
2. Undertake road and highway improvements as proposed in the PCD "Transportation Plan."
3. Extend or upgrade public sewer and water systems within service areas as necessary to support planned development.
4. Undertake utility improvements as proposed in the PCD "Public Facilities and Utilities Plan."

# City of Danbury Plan of Conservation & Development Land Development Plan Map

This is the Plan of Conservation and Development Map, dated 1-15-84, as amended by the City of Danbury Plan of Conservation & Development.

Map No. 1-1984



- Legend**
- City Boundary
  - State Boundary
  - Interstate Highway
  - Major Highway
  - Minor Highway
  - Waterway
  - Wetland
  - Flood Hazard Area
  - Conservation Area
  - Residential
  - Commercial
  - Industrial
  - Office
  - Public Use
  - Open Space
  - Agriculture
  - Forest
  - Wetland
  - Flood Hazard Area
  - Conservation Area
  - Residential
  - Commercial
  - Industrial
  - Office
  - Public Use
  - Open Space
  - Agriculture
  - Forest

Planity Inc.

## SECTION 2: URBAN CORE DISTRICT PLAN.

The Urban Core of Danbury consists of the central business district and surrounding neighborhoods that comprise much of the historic City prior to its consolidation in 1965 with the Town of Danbury. The Core is a diverse area consisting of a mix of different racial and ethnic groups, residential neighborhoods, a dense downtown and adjoining strip commercial development, and neighborhood centers. The downtown has been the focus of major revitalization efforts over the past decades and today serves as the financial, government, and transportation center of the Region. The Urban Core includes the Downtown Revitalization Zone as specified in the report *Downtown Danbury: Issues and Recommendations 2010* prepared by the Main Street Renaissance Task Force.

Continued efforts are needed to promote economic development, maintain and to improve transportation, infrastructure, parking, public facilities, and open space. Urban design principles and standards have been developed for the downtown to maintain coherent and harmonious development.

Areas have been targeted for the removal of blighted houses and the stabilization of residential neighborhoods. Future attention is necessary to continue improvements to the Main Street corridor and other neighborhoods in the Urban Core.

### GOAL: AN URBAN CORE THAT SERVES AS THE PRIMARY FOCUS OF CITY LIFE.

The City should strive to improve and strengthen the Urban Core by increasing the economic vitality of the downtown and neighborhood centers, improving its housing stock, stabilizing neighborhoods, and making the downtown a more attractive place to live and work. Public improvements should support these objectives through the implementation of an overall program designed to improve roads, parks, sidewalks, public facilities, and downtown parking.

### POLICIES AND RECOMMENDATIONS.

#### A. Revitalization of the Urban Core.

Increase the vitality of the Urban Core by managing growth and development and implementing the public improvements indicated herein.

1. Encourage retail development in the downtown center.
2. Maintain efforts to improve neighborhood centers at Wooster Village and "Portuguese Square."
3. Support the restoration of the Palace Theater as a center for the performing arts.
4. Identify brownfield sites and assist in evaluating and remediating soil and/or groundwater contamination on such sites.
5. Continue the prohibition of adult businesses in the C-CBD zoning district.
6. Encourage high density housing in the Main Street corridor; require setbacks sufficient for adequate light and air as required by the building code.
7. Implement the *Downtown Danbury* plan.
8. Prepare a plan for the Main Street South Revitalization Area.
9. Promote safe neighborhood programs where needed.
10. Implement design standards that promote crime prevention in buildings and on sites.

#### B. Housing.

Improve housing in the Urban Core through efforts designed to stabilize neighborhoods.

1. Provide CDBG funding to assist in the rehabilitation of major systems or features, including the window and door replacement pilot program.
2. Acquire abandoned residential properties, as feasible, for subsequent resale and rehabilitation.
3. Study zoning patterns of residential neighborhoods in the Urban Core and take appropriate actions for neighborhood preservation.
4. Continue to assist in the development and implementation of neighborhood plans for the Elm/Beaver, Rowan Street, and Blind Brook neighborhoods.

#### C. Design.

Improve the visual quality of the Urban Core.

1. Promote the use of architectural and urban design guidelines for the downtown.
2. Increase the enforcement of sign regulations to better control the type, number, and placement of commercial signs.
3. Encourage commercial property owners to undertake needed facade renovations.
4. Enhance landscaping at Kennedy Park.
5. Implement provisions of §18-25 of the Code of Ordinances, as necessary, to ensure that a deferral of increases in tax assessments for eligible improvements in the downtown may be granted only when such proposed improvements comply with established urban design guidelines.
6. Consider measures designed to promote historic preservation in the Main Street Historic District.

#### D. Public Improvements.

Improve and expand public improvements as necessary to serve the downtown.

1. Enhance the landscaping of the Delay Street parking lot.
2. Implement needed road and streetscape improvements.
3. Implement needed sidewalk improvements.
4. Undertake drainage improvements to prevent periodic flooding by Blind Brook and the East Ditch.
5. Undertake a comprehensive long-range parking study for the downtown.

#### E. Transportation.

1. Improve roadway and streetscape of Main Street from Boughton Street to the South Street intersections.
2. Improve roadway and streetscape of the West Street and Lake Avenue corridors.
3. Improve roadway and streetscape of the Triangle Street and Coal Pit Hill intersection.
4. Implement sidewalk improvements for general and Walk-to-School activities, where necessary.

City of Danbury  
 Plan of Conservation & Development  
 Urban Core District Plan Map



- Rural
- Suburban
- Medium-Density Residential and Office/Professional
- Mixed-Use/Urban Core

**Land Use**

- General Business District
- General Commercial
- General Commercial
- Medium-Density Residential and Office/Professional
- Heavy Industrial
- Light Industrial

- Public Parks and Recreational Facilities
- Public Open Space
- Light and Heavy
- Wetlands

- Urban Core District Boundary
- Revitalization Areas
- Street Widening
- Intersection Improvements
- Heritage Improvements

**Public Improvements & Acquisitions**

- 1 Blind Brook Park
- 2 Police Station
- 3 Danbury Public Library
- 4 Public Parking Garage



**Planmetrics**

This Plan of Conservation and Development was adopted by the Board of Selectmen of the City of Danbury, Vermont, on the 15th day of June, 2010, as part of the Plan of Conservation and Development.

June 15, 2010

## SECTION 3: WEST SIDE DISTRICT PLAN.

The potential of the West Side District to experience future development has been demonstrated by the rate in which new development has been attracted to the area in recent years. Sizable tracts of undeveloped lands are available. Nevertheless, development potential is not uniform throughout the District and residential neighborhoods, environmental constraints, and the airport protection zone place limits on growth.

The 'Reserve' planned neighborhood district is key to the District meeting its full development potential, though other vacant lands can be found along Kenosia Avenue and Mill Plain Road. Transportation and utility improvements will be needed. But, attention to protecting the environmental and acquiring open space are equally important to ensure balanced growth.

### GOAL: DEVELOPMENT OF THE WEST SIDE DISTRICT AS THE MAJOR GROWTH CENTER IN THE CITY.

The City should actively promote the West Side District as the major center for future economic development. Targeted land development should include future corporate offices, research and development firms, light industry, and housing. Road and utility improvements are necessary to encourage new growth and development. However, future growth needs to be managed and measures taken to protect existing residential neighborhoods and the environment.

#### POLICIES AND RECOMMENDATIONS.

##### A. Land Development.

Promote land development patterns that will encourage future development of the West Side District.

1. Control the unnecessary proliferation and poor design of signs.
2. Implement the land use recommendations of the 1995 Master Plan for the Danbury Municipal Airport relating to land acquisition, control of adjacent land uses, and updating the Airport Protection District regulations.
3. To prevent through traffic, retain the unimproved portion of Briar Ridge Road from the entrance to the Ridgebury Hills subdivision to the vicinity of Rolf's Drive.
4. Require adequate buffers or transitional zones between residential neighborhoods and commercial and industrial development.

##### B. Environment and Open Space.

Protect the environment and expand the amount of public open space.

1. Construct stormwater management structures to provide water quality enhancement of runoff discharged into Lake Kenosia, particularly from the Mill Plain Road sub-watershed.
2. Continue enforcement of the Public Water Supply Watershed regulations.
3. Develop the "West Side Natural Area" lands for passive recreation and source protection of Lake Kenosia.

##### C. Transportation.

Improve traffic safety and reduce congestion on District roads and streets.

1. Support recommendations to improve the capacity and safety of the I-84 corridor where beneficial to the City and the Region.
2. Ensure that highway commercial development is designed to prevent the proliferation of driveways and to provide safe, attractive, and efficient parking lot layouts.

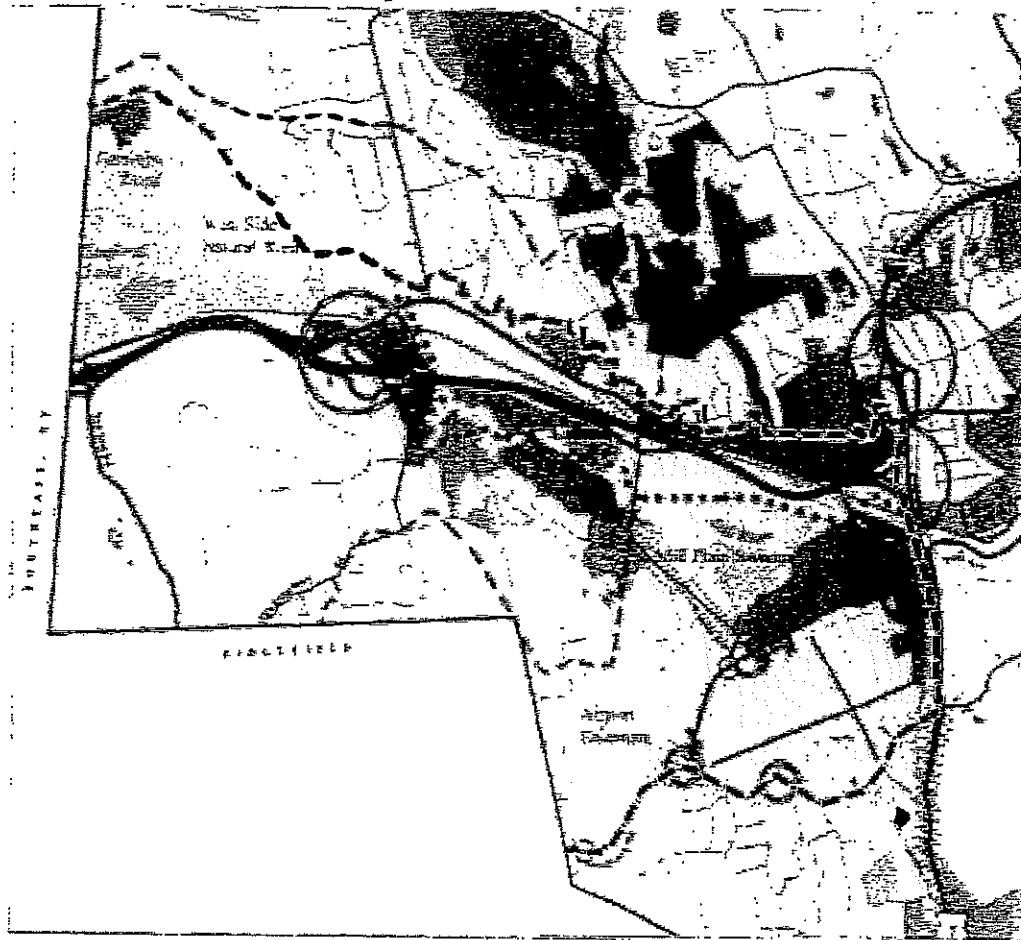
3. Improve traffic conditions on Mill Plain Road by (1) supporting plans to widen the road to four lanes from Mill Ridge Road to Driftway Road, with turning lanes where warranted, (2) enforcing the Curb Cut Control Plan, and (3) adding sidewalks.
4. Widen the western section of Mill Plain Road between Prindle Lane and Old Kidgebury Road intersections.

D. Utilities.

Undertake utility improvements necessary to support future development in the District.

1. Continue construction of the "West Side Sewer Interceptor."
2. Extend sanitary sewer service to the Jensen Trailer Park.

**City of Danbury  
Plan of Conservation & Development  
West Side District Plan Map**



**Land Use**

- |   |  |  |
|---|--|--|
| Rural   | Central Business District                      | Public Parks and Recreational Facilities |
| Single Family   | Limited Commercial                             | Public Open Space                        |
| Multi-Family Development and MLF Family Neighborhoods | General Commercial                             | Lakes and Rivers                         |
| Mixed Residential / Limited Commercial                | Neural L1 Industrial/Office and Transportation | Wetlands                                 |
|   | Heavy Industry                                 |  |
|   | Major Interchanges                             |  |

**Proposed Public Improvements & Acquisitions**

- |                              |  |                           |                      |
|------------------------------|--|---------------------------|----------------------|
| West Side District Boundary  | Class II Public Water Supply Watershed | Intermittent Improvements | <br>0 1000 2000 Feet |
| Land Acquisition or Easement | Strategic Improvements                 | Street Widening           |                      |
|                              | West Side District Watermain           | Planimetrics              |                      |

Tie to the Plan of Conservation and Development map referred to as Part 1, Section 2 of the City of Danbury, Plan of Conservation & Development

Source: Danbury 2007

## SECTION 4: ECONOMIC DEVELOPMENT PLAN.

The City of Danbury enjoys a growing and diverse economy. During the past twenty years, jobs increased by twenty-two percent overall, with substantial growth occurring in wholesale and retail trades and in professional and health services.

Continued economic development is essential for the creation of jobs to meet the needs of a growing population and for the continued expansion of the tax base. While the past witnessed growth with little government assistance, today's more competitive environment will require a more cooperative effort by City government and the private sector to ensure that growth continues in the future.

These efforts include the creation of programs and incentives designed to promote economic development, continued revitalization of the downtown and older City neighborhoods, and the provision of transportation and utility improvements.

### GOAL: A BUSINESS CLIMATE THAT CREATES JOBS, EXPANDS THE TAX BASE, AND FOSTERS SUSTAINABLE ECONOMIC DEVELOPMENT.

An economic development program is coordinated through the Office of Economic Development for the purpose of creating well paying jobs, expanding the tax base, and fostering sustainable economic development through the preparation and implementation of public plans, programs, and projects that are compatible with the social fabric and natural environment of the City. The program is designed to supplement, but not duplicate, the efforts of related business organizations.

#### POLICIES AND RECOMMENDATIONS.

##### A. Economic Development Projects.

Assist businesses and industries in undertaking development projects.

1. Participate and lend support in the implementation of recommendations of the regional economic development plan of the Western Connecticut Economic Development Alliance that promote City goals and policies.
2. Support applications from businesses and developers to state and federal agencies for financial assistance necessary to advance the economic development policies of the City.
3. Retain the Deferral of Assessment Increases program, as amended.

##### B. Downtown Development.

Encourage additional development downtown.

1. Actively promote the private redevelopment of parcels within the Downtown Revitalization Zone in accordance with the *Downtown Danbury Plan* and on other parcels that will help revitalize the downtown.
2. Promote recreational and cultural activities in the downtown.
3. Continue public improvements for roads, sidewalks, parks, and utilities, and expand public parking as needed.

##### C. Permit Process.

Improve the land development permit process.

1. Continue improvements in management and staff training.

2. Establish quality standards and performance measurements; evaluate personnel and operating procedures to determine necessary changes to the system.

#### D. Zoning Regulations.

Ensure that zoning regulations support economic development in ways consistent with other policies and recommendations of the Plan.

1. Maintain an adequate supply of lands zoned for light industrial and corporate office use, as specified herein.
2. Expand the amount of land zoned for commercial uses only where consistent with the location criteria of the Plan, provided such does not reduce the amount of land zoned for multi-family or industrial and corporate office development in areas suitable for such development.
3. Continue a planned unit development zoning district as a floating zone in Urban Development Areas that allows neo-traditional development in suitable areas.

#### E. Housing and Neighborhoods.

Encourage the revitalization of neighborhoods and the provision of affordable housing in suitable locations.

1. In appropriate locations, expand the amount of vacant land zoned for small lot single family development and multi-family development.
2. Review design specifications of improvements to ensure that excessive standards are not being required.
3. Pursue efforts to revitalize neighborhoods, as necessary, in the Urban Core, including housing rehabilitation programs, quality affordable housing, elderly housing, and public improvements.

#### F. Transportation.

Improve highway and public transportation services.

1. Support improvements to the I-84 corridor that are beneficial to the City and the Region.
2. Improve traffic conditions on Mill Plain Road by (1) supporting plans to widen the road to four lanes from Mill Ridge Road to Driftway Road, with turning lanes where warranted, (2) enforcing the Curb Cut Control Plan, and (3) adding sidewalks.
3. Support commuter rail service to New York and expansions in service to meet growing demand; extend service to New Milford.
4. If financially feasible, expand HART transit service to meet growing journey-to-work needs.

#### G. Utilities.

Extend needed utilities to sites available for future development.

1. Continue construction of the "West Side Sewer Interceptor."
2. Extend sewer and water service to areas of the City identified for future urban development.
3. Encourage use of the utility reimbursement ordinance.

## SECTION 5: ENVIRONMENTAL PROTECTION PLAN.

The natural environment provides the setting for all life and the substance upon which our culture depends. The constraints of land, water, and wildlife on human activity constitute a fundamental challenge in guiding growth and development in ways harmonious with nature. Although we are an integral part of the ecology of the City, we possess the ability to alter or destroy it, a power that confers upon us the responsibility of preserving natural systems and protecting living things.

The historic growth of the City depleted much of its most easily developed land, forcing developers, to a greater extent than ever before, to consider lands containing a host of environmental constraints, including wetlands, steep hillsides, and major woodlands. Conversely, as development increasingly altered the landscape, public demand for greater protection of natural resources grew.

While existing policies, programs, and regulatory controls are primarily targeted at protecting or enhancing Danbury's various land and water resources and combating pollution and hazardous materials, greater protection needs to be afforded woodlands, wildlife habitat, and steep hillsides. The preservation of environmentally sensitive lands and continued public education remain integral components of any comprehensive effort to protect the environment.

### GOAL: A NATURAL ENVIRONMENT THAT IS CONSERVED AND PROTECTED FOR THE USE AND ENJOYMENT OF PRESENT AND FUTURE GENERATIONS.

Environmental programs and regulations should be designed and implemented to protect natural resources, improve public health and safety, and prevent degradation of scenic areas and wildlife habitat. But, efforts to protect the environment need not demand a curtailment of future growth and development in the City. Careful management of natural resources and policies that direct development away from environmentally sensitive areas are needed to balance the demands of both economic growth and environmental protection.

### POLICIES AND RECOMMENDATIONS.

#### A. Watersheds and Aquifers.

Protect public water supply watersheds and aquifers from practices that pollute and degrade water resources.

1. Maintain existing regulations governing public water supply resources and aquifers in the Zoning Regulations.
2. Maintain the zoning of vacant land and residential properties in the East Lake and Padanaram watersheds to low density residential districts.
3. Identify strategic land locations within watersheds that should be kept undeveloped and retrofitted for stormwater quality improvement to protect receiving bodies of water.
4. Study the function, water quality, and wildlife habitat of all watersheds to provide a more comprehensive review of the impact of specific development proposals on the watershed.
5. Require an analysis to be submitted with subdivision applications estimating the impact of the proposed development on water quality and quantity and the probability of erosion and other conditions of instability, including proposed means of mitigating such impacts.
6. Purchase public water supply watershed lands or conservation easements where necessary and feasible to protect adjacent public water reservoirs.
7. Implement measures based on DEEP recommendations to protect aquifers.

### B. Wetlands, Lakes and Watercourses.

Maintain and improve the natural ability of wetlands, lakes and watercourses to protect water supplies, provide plant and wildlife habitat, control flooding and drought, and provide recreational opportunity.

1. Map all wetlands and rank them according to ecological importance, with development constraints specified for each ranking.
2. Where feasible, site open space reservations in residential subdivisions where they will provide the greatest protection to water resources.
3. Determine an appropriate performance standard for the percentage of land for each new development that should be devoted to stormwater renovation and consider adoption into the appropriate land use regulation.
4. Require stabilization and revegetation after grading and enact other regulations governing steep slopes to prevent increases of silt and chemicals into surface water reservoirs.
5. Implement recommendations of the *Lake Kenosia Management Plan*.
6. Expand the Blind Brook flood control and drainage study to other flood prone areas of the City.
7. Maintain watershed regulatory strategies to protect water quality in Lake Candlewood.
8. Maintain the Still River Greenway.
9. Maintain the Lake Kenosia buffer gardens and install created wetlands.

### C. Land and Soil Resources.

Protect land and soil resources from abuse.

1. Review the zoning of land on steep slopes to determine if development should be limited to protect hillsides.
2. Require an overlay zoning district to protect hillsides and ridgelines.
3. Continue to require an erosion and sedimentation control permit for single family lots that are not part of an approved subdivision plan where such lots are located on steep slopes or ridgelines.
4. Limit extractive industries to the IG-80 zoning district.

### D. Woodlands and Wildlife.

Promote the protection of major woodland and wildlife habitat areas.

1. Continue controls on clearcutting within regulated areas of the Inland Wetlands and Watercourses Regulations.
2. Encourage the state to enable municipalities to adopt regulations to protect major woodlands from unnecessary and indiscriminate clearcutting.
3. Require submission of a tree cutting plan as part of a site plan, indicating trees to be removed on hillsides and measures proposed to control erosion, as permitted by law.
4. Investigate methods of encouraging the preservation of wildlife habitat.

### E. Pollution and Hazardous Materials.

Maintain existing efforts to control pollution and hazardous materials and develop additional means to mitigate their impact on the environment and public health.

1. Pursue federal and state funding to identify, investigate, and determine clean-up costs of brownfield sites in the City.
2. Develop a public education and outreach program to inform homeowners of maintenance and preventative measures necessary to preserve the integrity of wells and septic systems; provide additional workshops on the design and permit requirements of new systems.
3. Expand restrictions on the use and storage of hazardous substances and chemicals as recommended in the *Danbury Watershed Protection Plan*.

4. Maintain the City's Local Emergency Planning Committee for hazardous materials planning and preparedness planning.
5. Continue hosting household hazardous waste collection events.

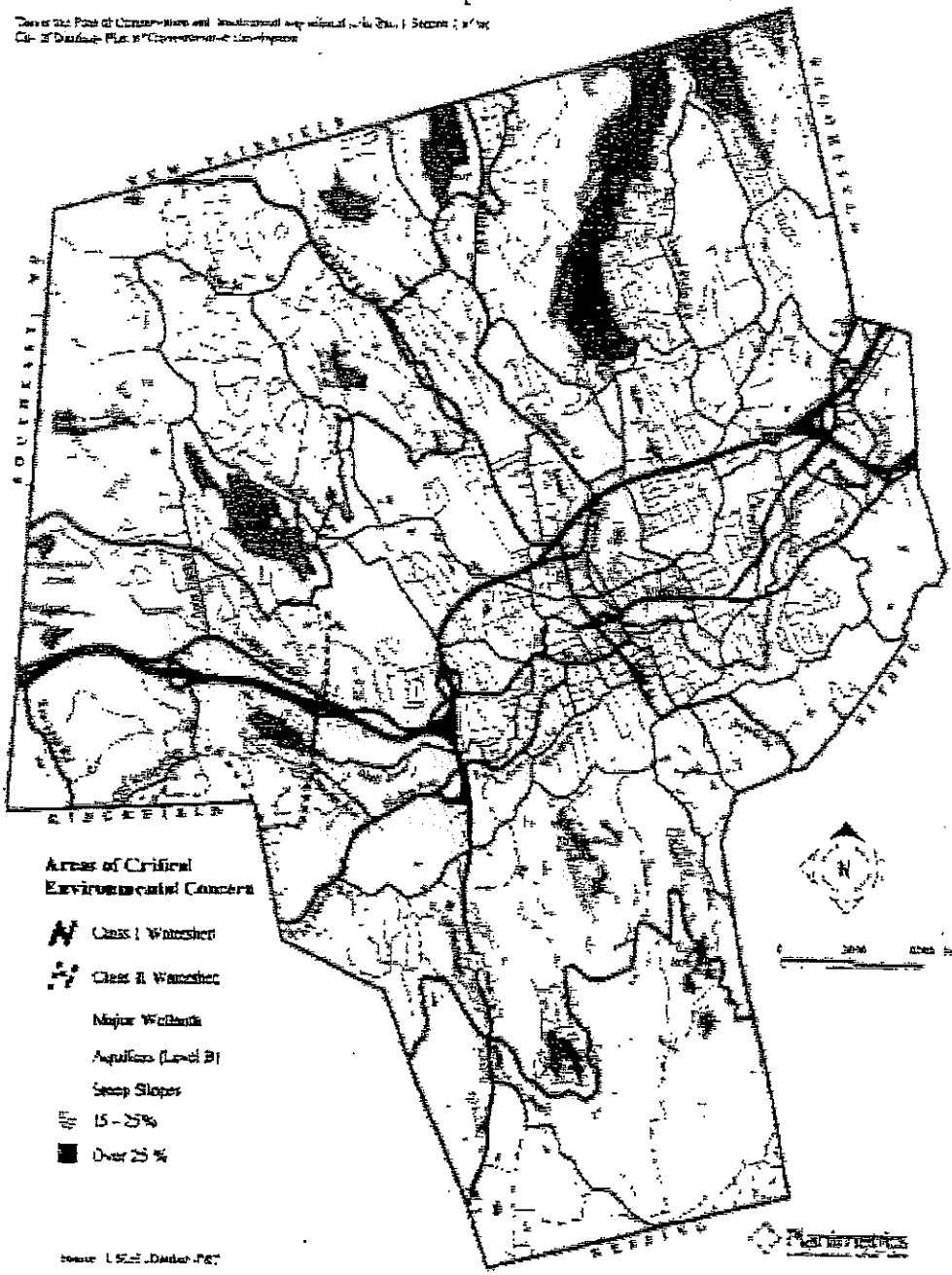
**F. Land Acquisition.**

Purchase lands of significant environmental value for the preservation of open space, recreation and public education.








1. Maintain the survey by the Conservation Commission of open space parcels of significant environmental value.
2. Complete the proposed acquisition of land and development of the Outdoor Environmental Education Laboratory.

# City of Danbury Plan of Conservation & Development Environmental Protection Plan Map

This is the Plan of Conservation and Development map adopted by the City of Danbury, Vermont, on 10/1/88. It is a part of the City of Danbury Plan of Conservation and Development.



### Areas of Critical Environmental Concern

-  Class I Watershed
-  Class II Watershed
-  Major Wetlands
-  Aquifers (Level B1)
-  Steep Slopes
-  15 - 25%
-  Over 25%

Source: USGS, Danbury, VT



Map prepared by  
Danbury, VT

## SECTION 6: HOUSING PLAN.

The housing market in Danbury expanded rapidly from 1998 until the recession began a decade later. Presently, new construction has lagged below historic levels, especially for single family homes.

While most of the housing needs of the City are met solely by the private sector, problems relating to the housing of selected age and income groups remain. A variety of public and non-profit programs have been established to expand housing opportunities. Major objectives of City government include the protection of existing neighborhoods from deterioration, the encouragement of innovative housing developments, an expansion in the supply of affordable housing, and provision for the housing needs of the elderly, disabled, or homeless.

### GOAL: ADEQUATE AND DESIRABLE HOUSING FOR ALL RESIDENTS OF THE CITY.

Adequate and desirable housing is essential not only for the health and welfare of the public but also for the continued economic well-being of the community. A variety of housing types at affordable cost should be available to meet the evolving needs of different socio-economic groups, though it is recognized that Danbury alone cannot and should not be expected to meet all the varied housing needs of the Region. Unless the housing challenge is met, the community will find it increasingly difficult to provide for the vital housing needs of present and future generations. To meet this goal requires a continuing and expanded effort by both government and the housing industry.

### POLICIES AND RECOMMENDATIONS.

#### A. Housing and Neighborhoods.

Improve substandard housing and protect stable neighborhoods from changes that invite deterioration.

1. Eliminate uses allowed in residential zones that do not contribute to neighborhood development.
2. Continue funding City housing rehabilitation activities.
3. Continue efforts by the Danbury Housing Authority to improve the design and functioning of its housing projects.
4. Maintain code enforcement.
5. Maintain standards to ensure adequate light and air and the control of nuisances.

#### B. Design and Cost Efficiency.

Promote creative design and cost-effective housing developments.

1. Continue permitting a planned unit development zoning district as a floating zone in Urban Development Areas that allows neo-traditional development in suitable areas.
2. Through HVCEO, promote a regional strategy for all towns to provide for housing choice based on regional demand.
3. Streamline the permit process for review of housing proposals.

#### C. Affordable Housing.

Undertake actions to expand the supply of affordable housing.

1. Expand the amount of vacant land zoned for small lot single family and multi-family development, where appropriate.
2. Change apartments from special exceptions to permitted uses in multi-family zoning districts where otherwise allowed.

3. Eliminate expensive requirements for improvements that exceed reasonable standards necessary for the desirable and adequate development of land.
4. Provide surplus public lands in appropriate locations to the Housing Authority and other non-profit organizations for the development of affordable scattered site housing.
5. Encourage the state to improve the Affordable Housing Land Use Appeals provisions of the C.G.S.
6. Continue density bonuses in selected multi-family zoning districts for affordable housing.

**D. Special Housing Needs.**

Support actions to help meet the special housing needs of the elderly, disabled, and homeless.

1. Continue implementation of the Consolidated Plan.
2. Implement general objectives to remove barriers and impediments to fair housing choice.
3. Through the Danbury Housing Partnership, continue coordinating and accessing local community programs and support services to assist the homeless population and those at risk of becoming homeless.
4. Encourage affordable housing development with rentals through the assistance of the Danbury Housing Partnership and its four acting committees.

## 5. SECTION 7: HISTORIC PRESERVATION PLAN.

The protection and preservation of buildings and sites of historic and archaeological merit can help stimulate private investment, strengthen the tax base, add to the visual appeal of the City, maintain community identity, and foster interest in local history and culture.

The Danbury Preservation Trust has catalogued over a thousand sites of historic interest and has identified buildings and areas that could be added to the City's inventory of historic sites and districts included on the National Register of Historic Places. The Connecticut State Museum of Natural History has also catalogued ten sites of archaeological interest in the City, ranging from prehistoric Native American camps to 19<sup>th</sup> century industrial sites.

The City should continue and expand its support for the preservation of these and other private properties of historic and archaeological merit. Additional opportunities for direct public involvement in preservation activities relate to land use regulations, tax policy, and funding mechanisms.

### GOAL: THE PRESERVATION AND ENHANCEMENT OF HISTORIC AND ARCHAEOLOGICAL RESOURCES OF MERIT.

Historic and archaeological resources are valuable community assets that should be preserved and enhanced for the benefit of present and future generations. It is recognized that these structures, sites, and districts promote artistic appreciation, enrich urban design, and contribute to a greater understanding of Danbury's culture and history. By saving and restoring these resources, preservation efforts can also help revitalize older areas of the City.

#### POLICIES AND RECOMMENDATIONS.

##### A. Public Recognition.

Increase public recognition and appreciation of historic properties.

1. Complete the *Comprehensive Historical and Architectural Resources Survey* by assisting in securing funding for this purpose.
2. Nominate sites of high merit for inclusion on the National Register of Historic Places.

##### B. Restoration and Protection.

Protect and restore historic and archaeological sites.

1. Initiate archaeological site review.
2. Continue and promote the City's deferral of assessment increases program for the rehabilitation of historically significant properties.
3. Investigate the creation of a revolving fund or other incentives to assist property owners in making facade improvements that meet design standards for historic structures.
4. Review land use regulations and take corrective action to ensure that such regulations are compatible with preservation objectives.
5. Expand the duties of the Historic Properties Commission to promote activities which will further historic preservation.
6. Promote restoration of the murals at the Danbury Music Center.

C. Main Street Historic District.

Protect and improve the appearance and character of the Main Street Historic District.

1. Complete the preparation of facade design sketches to assist property owners in the restoration and renovation of historic structures within the District.
2. Implement needed streetscape improvements in the Urban Core.
3. Enforce sign regulations for the Central Business District and continue support for the Architectural Advisory Committee.
4. Enforce regulations pertaining to the Main Street Historic District.

## SECTION 8: PARKS & OPEN SPACE PLAN.

At one time, land preserved for active and passive recreation was provided primarily by and for the wealthy. Others were unable to participate in recreational pursuits because of long work hours. However, the gradual reduction in work hours and a concomitant increase in leisure time led to growing public demands for greater recreational opportunities. Danbury has been no exception to this trend. Today, the City boasts over 1,200 acres of public parks and open spaces, supplemented by other lands owned by state and private organizations.

The Parks and Recreation Plan was prepared for the City in 2003 and an aggressive program of public improvements is underway at existing parks and recreational facilities. Other efforts have included the purchase of additional lands for recreational and environmental purposes. Major efforts are needed for Tarrywile Park to reach its full potential.

### GOAL: A PARK AND OPEN SPACE SYSTEM THAT PROVIDES FOR THE ACTIVE AND PASSIVE RECREATIONAL NEEDS OF THE COMMUNITY.

The City ought to expand its park and recreational programs to meet the growing and changing needs of the public. In addition to improvements to existing parks, this includes the creation of new parks on existing City land and the expansion of the system through land acquisition, including the expansion of Tarrywile Park.

#### POLICIES AND RECOMMENDATIONS.

##### A. Expansion and Improvements of Parks.

Improve existing City parks and open space.

1. Prepare development plans for the "Dryska" property.
2. Prepare a capital budget for improvements to existing parks.
3. Develop plans for the improvement of Kennedy Park.
4. Complete recommended improvements as specified in the 2008 open space bond.

##### B. Planning for Future Needs.

Satisfy future space needs for parks and open space.

1. Develop the "West Side Natural Area" lands for passive recreational use.
2. Implement the Still River Greenway project.
3. Consider acquisition of land along Padanaram Brook.

##### C. Tarrywile Park.

Expand and improve Tarrywile Park.

1. Implement planned improvements to the park in accordance with the approved Tarrywile Park Master Plan.
2. Investigate potential uses of Hearstone Castle and funding strategies for restoration.
3. Continue maintaining the "Ives Trail" Greenway.

## SECTION 9: PUBLIC FACILITIES & UTILITIES PLAN.

For a city its size, Danbury has an extensive physical plant consisting of City Hall, the Danbury Public Library and Technology Center, police headquarters, fire headquarters and four firehouses, the Senior Center, two parking garages and four lots, various sewer and water facilities, six public works buildings, a homeless shelter, eighteen schools, a golf course, parks and other open spaces, an airport, over 230 miles of local roads, and various other municipal facilities. A significant part of annual City expenditures is directed toward the maintenance and improvement needs of these facilities to meet continued demand and new and broader services.

### GOAL: PUBLIC FACILITY AND UTILITY SERVICES ADEQUATE TO MEET THE FUTURE NEEDS OF THE COMMUNITY.

As the City grows and evolves, continuing expectations and demands for public services require that City government not only maintain existing levels of service adequate to meet current needs, but that it must also be prepared to modify and expand public facilities and utilities where necessary to meet the evolving service needs of the public. Such modifications and expansions must be done in a timely and financially prudent manner.

#### POLICIES AND RECOMMENDATIONS.

##### A. Municipal Buildings and Facilities.

Improve municipal buildings and facilities as necessary to meet the public service needs of the community.

1. Expand the Fire Training Center into a regional facility.

##### B. Danbury Public Schools.

Provide the necessary school facilities to meet the growing and changing educational needs of the Danbury Public Schools.

1. Undertake building improvements at all schools as needed.

##### C. Public Utilities.

Provide public improvements to City sewer and water facilities as necessary to ensure continued high quality service.

1. Continue construction of the West Side Sewer Interceptor.
2. Replace the undersized Westville Avenue sewer.
3. Replace and upgrade the Mill Plain Road pump station.
4. Upgrade the sewer treatment plant to meet evolving needs.
5. Replace water mains as needs dictate.
6. Loop distribution grid lines to improve water flow and quality.
7. Construct storage tanks at Bear Mountain.
8. Upgrade water pumps as needed.
9. Replace water lines and interconnections throughout the low service area, as needed.
10. Replace water lines and interconnections throughout the high service area, as needed.
11. Improve major transmission lines, including the closing of loops and upgrading and enlarging of the system.
12. Expand the capacity of the West Lake and Margerie reservoirs.
13. Develop contingency plans to tap additional water sources at Ball Pond Brook and Lake Candlewood.

14. Upgrade Danbury sewage treatment facility as required to meet phosphorous limits.

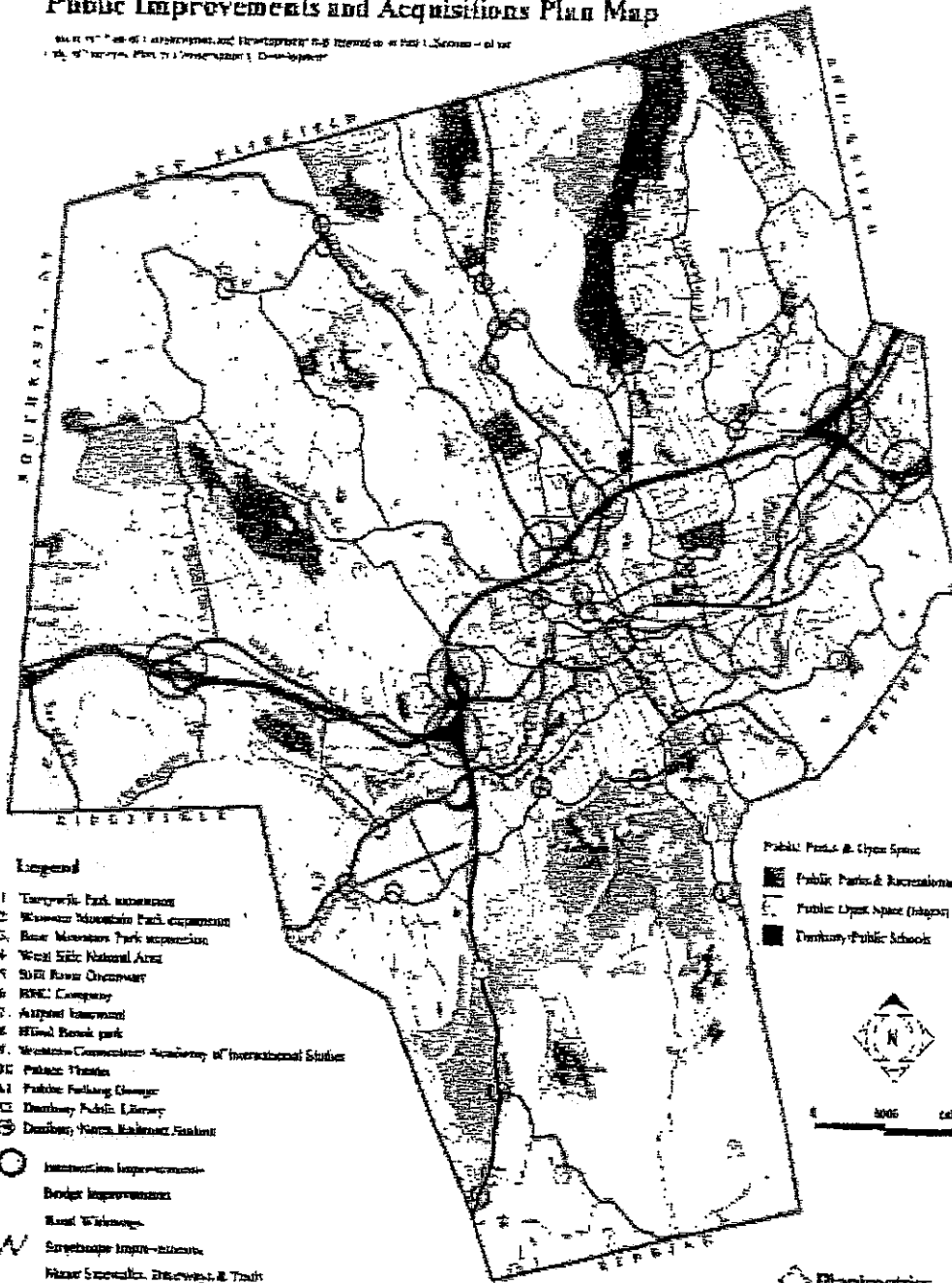
**D. Acquisitions.**

Acquire the land and sites as necessary to meet the future needs of the community.

1. Propose that the state expand Wooster Mountain State Park.

# City of Danbury Plan of Conservation & Development Public Improvements and Acquisitions Plan Map

Map No. 1 of the City of Danbury, Vermont, showing the location of the City of Danbury, Vermont, and the location of the City of Danbury, Vermont, and the location of the City of Danbury, Vermont.



### Legend

- 1 Terryville Park, expansion
  - 2 Wasson Mountain Park, expansion
  - 3 Bear Mountain Park, expansion
  - 4 West Hill Natural Area
  - 5 Still River Overway
  - 6 RMC, Caspary
  - 7 Airport expansion
  - 8 Hesel Park
  - 9 Vermont Commission Academy of International Studies
  - 10 Palace Theatre
  - 11 Public Parking Garage
  - 12 Danbury Public Library
  - 13 Danbury, Vermont, Railroad Station
- Infrastructure Improvements  
 □ Budget Improvements  
 ■ Road Widening  
 N Streetscape Improvements  
 ■ Water Sewerage, Drainage, & Trench  
 ■ West Hill Sewer Interceptor

### Public Parks & Open Space

- Public Parks & Recreational Facilities
- Public Open Space (Adopted)
- Danbury Public Schools



0 2000 4000 Feet

Planimetrics

Scale: 1" = 2000'

## SECTION 10. TRANSPORTATION PLAN.

The transportation system in Danbury is dominated by two major regional highways, Interstate 84 and U.S. Route 7, and a number of major arterial roads that play both regional and local roles, including Federal Road, Newtown Road, Main/South Street, Mill Plain Road, Padanaram/Pembroke Road, and Clapboard Ridge Road.

The highway network is complemented by public transit service, including the Danbury Branch Line of Metro-North and the Housatonic Area Regional Transit (HART) bus system. However, the transportation system is far from a balanced one. The concentration of vehicular travel on major roads during peak hours of the day is largely responsible for traffic congestion and safety concerns. Efforts must continue to be made to improve vehicular travel.

### GOAL: A SAFE AND EFFICIENT TRANSPORTATION SYSTEM THAT PROVIDES CHOICE IN TRAVEL FROM PLACE TO PLACE.

Transportation systems should provide for safe and uncongested travel throughout the City and access to neighboring communities. This requires not only improvements to existing traffic corridors but also efforts to meet future needs. Policies must address means of preventing new problems from occurring and to improve the visual appeal of traffic corridors. But, a balanced transportation system also requires support for public transportation and other modes of travel, including air travel, bicycling, and walking.

### POLICIES AND RECOMMENDATIONS.

#### A. Traffic Safety and Congestion.

Reduce congestion and improve safety on City highways and roads.

1. Support recommendations to improve the capacity and safety of I-84 where beneficial to the City and the Region.
2. Improve the geometry of Backus Avenue and its intersection with Miry Brook Road.
3. Add turning lanes and geometric improvements where needed on Clapboard Ridge Road from Golden Hill Road to Danbury High School; realign and make intersection improvements at East Lake Road, King Street and Padanaram Road.
4. Widen Federal Road where necessary to maintain a consistent four-lane cross section from Brookfield to Starr Road.
5. Expand Main Street to four lanes from Wooster/Center Streets to South Street.
6. Implement plans to widen Mill Plain Road from two to four lanes from Mill Ridge Road to Driftway Road.
7. Widen Newtown Road to four lanes from Plumtrees Road to Old Shelter Rock Road; add turning lanes and make other geometric improvements at Old Newtown Road, Old Shelter Rock Road and Triangle Street.
8. Widen North Street and Padanaram Road to four lanes to Jeanette Street; add turning lanes and other intersection improvements at Barnum Road, Stacy Road, and the Padanaram/Pembroke Road intersection.
9. Add minor capacity improvements to West Street from Main Street to Beaver Street.
10. Add turning lanes and make geometric improvements to White Street where feasible from Federal Road to the downtown to facilitate left turns.
11. Undertake safety and capacity improvements for Pahquioque Avenue, Tamarack Road, and East Hayestown Road.
12. Complete implementation of the *City of Danbury Transportation Plan*.
13. Implement other planned intersection and geometric improvements.
14. Undertake planned bridge repairs.
15. Continue existing City policies regarding private roads.

16. Improve traffic operations on Newtown Road between (1) Old Newtown Road and Plumtrees Road, (2) Eagle Road and Xpect Discount Store, and (3) Old Shelter Rock Road and Old Newtown Road.
17. Improve traffic operations on Route 37 North Street and Padanaram Road between Second Avenue and the northern driveway serving the North Street Shopping Center.
18. Improve traffic operations on Padanaram Road between Stacey Road and Barnum Road.
19. Improve traffic operations on the I-84 Exit 5 ramp to Downs Street.
20. Enhance and expand traffic signal coordination operations, where necessary.

#### B. Land Use and Transportation.

Coordinate land development and transportation demands to prevent future traffic problems.

1. Refrain from rezoning land along transportation corridors that will reduce the level of service to D or less.
2. Update the Trip Multiplier Table, as necessary.
3. Institute traffic calming devices to control traffic where such improvements can be safely instituted.
4. Amend the Zoning Regulations to implement the Curb Cut Control Plans for Route 7, Padanaram and Federal Roads.

#### C. Aesthetics.

Improve the aesthetic quality of transportation corridors.

1. Undertake streetscape improvements for Main Street from Wooster/Center Streets to South Street.
2. Undertake streetscape improvements on West Street from Main Street to Deer Hill Avenue.
3. Add streetscape improvements on White Street from Main Street to the railroad crossing.
4. Amend the Zoning Regulations to strengthen site plan review governing overall site design, parking lots, and landscaping on commercial highways.
5. Consider additional roads to be designated as scenic roads.

#### D. Public Transportation and Other Travel Modes.

Improve public transportation and other modes of travel.

1. Extend the Danbury Branch Line to New Milford and construct an additional railroad station off White Turkey Road Extension.
2. Support proposed improvements to HART bus service.
3. Avoid permitting future land development that invites land use conflicts adjacent to the Airport.
4. Conduct feasibility studies on the following proposed bikeways: (1) the "Two Lakes Bikeway" from the East Lake Reservoir to the Margerie Lake Reservoir, (2) Danbury to Bethel, and (3) Danbury to Brewster.
5. Undertake proposed sidewalk improvements in the Urban Core.
6. Construct a sidewalk along Newtown Road from Triangle Street to Eagle Road and the vicinity of the Berkshire Shopping Center.
7. Maintain the "Ives Trail" Greenway.

## SECTION 11: STATE & REGIONAL PLAN.

While much can be done locally to improve the City, much of its future will also be shaped by state, regional, and metropolitan forces that will ultimately determine the degree to which Danbury succeeds in managing growth, containing sprawl, improving transportation, creating jobs, and extending its quality of life to all people.

Regional planning efforts must be strengthened to protect the environment, expand housing choice in neighboring towns, and improve transportation. In addition, the state must coordinate its planning efforts to ensure that issues of critical statewide concern are addressed in a cooperative fashion among state, regional, and municipal public entities. Legislative mandates for planning and zoning must be updated to promote smart growth throughout the state if it hopes to meet the challenges of the future.

Perhaps most important, the City must take a more active role in securing a vision for the Tri-State Metropolitan Region that maintains its position in the new global order by promoting social equity, protecting the environment, and encouraging sustainable economic growth.

### GOAL: STATE AND REGIONAL COOPERATION THAT ADDRESSES EMERGING CHALLENGES FACING THE CITY AND THE TRI-STATE METROPOLITAN REGION.

There is a need to promote greater consistency among plans serving different levels of government, including the HVCEO and State plans of conservation and development, as amended. Areas of critical state and metropolitan concern, including transportation, environmental protection, housing, and economic development, require a coordinated approach to be effective. A process that coordinates planning at all levels of government is needed, not from the top down, but in a mutually beneficial fashion.

### POLICIES AND RECOMMENDATIONS.

#### A. The Housatonic Valley Region.

Strengthen regional planning efforts within the Housatonic Valley Region.

1. Promote efforts to consider the recommendations of the Special Advisory Committee of the Lake Candlewood Authority regarding protection of water resources in the Lake Candlewood drainage basin.
2. Continue to cooperate with DEEP on measures to protect aquifers.
3. Promote a regional strategy for all towns to provide for housing choice based on regional demand.
4. Support improvements to I-84 as high priorities to transportation services in the Region.
5. Support efforts to upgrade Route 25 to the Greater Bridgeport area.
6. Support efforts to extend rail service to New Milford and expand service to Norwalk.
7. Support the extension of fixed HART route service to Ridgefield, Newtown and New Fairfield and continue efforts to expand journey-to-work service.

#### B. Promote Consistency Between State and Local Planning Efforts.

Improve state planning enabling legislation and consistency between state and municipal planning.

1. Reconcile differences between the City's Plan of Conservation and Development and the Location Guide Map of the *Conservation and Development Policies Plan for Connecticut*, as amended.
2. Promote through area legislators amendments to the Connecticut General Statutes that strengthen planning and zoning.

**C. Planning in the Tri-State Metropolitan Region.**

Improve and strengthen the Tri-State Metropolitan Region to meet emerging demands of the global economy.

1. Advocate improvements to create an "inland corridor" from New York to Boston by widening I-684 and I-84 to at least six lanes within urban centers.
2. Advocate safety and capacity improvements to the I-684 and I-84 intersection.
3. Support efforts to develop a high-speed rail system to connect the Tri-State Metropolitan Region with other major centers of the nation.
4. Support the expansion of air service at Stewart Airport.
5. Promote the development of a regional telecommuting center.
6. Advocate greater coordination of planning efforts at the state, regional, and metropolitan level, including the creation of an interstate transportation commission for the Tri-State Metropolitan Area.

## PART 3

### ENACTMENT

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#### SECTION 1: ADOPTION AND AMENDMENT.

##### 1.1 Powers of the Planning Commission.

The Planning Commission shall have the power to prepare, adopt and amend the Plan of Conservation and Development, in whole or in part, in accordance with §8-23 of the General Statutes of Connecticut.

##### 1.2 Notice of Public Hearing.

Prior to adopting the Plan or any part thereof or amendment thereto, the Planning Commission shall file in the office of the Town Clerk of the City of Danbury a copy of such Plan or part thereof or amendment thereto and shall hold at least one public hearing thereon, notice of the time and place of which shall be published in a newspaper having general circulation in the City at least twice at intervals of not less than two days, the first not more than fifteen days, nor less than ten days, and the last not less than two days prior to the date of each hearing, which notice shall make reference to the filing of such records in said office of the Town Clerk.

##### 1.3 Plan Referrals.

###### 1.3.1 City Council; HVCEO.

At least sixty-five days prior to the public hearing held by the Planning Commission for adoption of the Plan or amendment thereto, a copy of such Plan or part thereof or amendment thereto shall be submitted by the Planning Commission to City Council and the Housatonic Valley Council of Elected Officials for review and comment, pursuant to the General Statutes of Connecticut.

###### 1.3.2 Department of Planning and Zoning.

Prior to the adoption or amendment of the Plan or any part thereof, the Commission may refer said Plan or amendment to the Department of Planning and Zoning for review and recommendation. The Department may include in its report to the Planning Commission a statement of findings on the extent to which the proposed Plan or amendment thereto (1) reflects changing conditions, needs, and public aspirations, (2) is in harmony with other components of the Comprehensive Planning Program, and (3) is or is not consistent with the *Conservation and Development Policies Plan for Connecticut*, as amended.

###### 1.3.3 Office of Mayor and Zoning Commission.

The Planning Commission may submit a copy of such Plan or part thereof or amendment thereto to the Office of the Mayor and the Zoning Commission for review and comment prior to said public hearing held by the Commission.

1.3.4 The validity of the Plan of Conservation and Development, or amendments thereto, shall not be affected by the failure to comply with the requirements of 1.3.2 and 1.3.3 as long as the adoption of the Plan or any amendment thereto complies with the requirements of §8-23 of the C.G.S. as it may be amended from time to time.

1.4 Requirement to File.

Upon adoption by the Planning Commission, the Plan or part thereof or amendment thereto shall be filed in said office of the Town Clerk and shall become effective at a time established by the Commission, provided notice thereof shall be published in a newspaper having general circulation in the City prior to such effective date.

1.5 Plan Review.

At least once every ten years, or otherwise as specified by the C.G.S., the Planning Commission shall prepare or amend and shall adopt a Plan of Conservation and Development and, following adoption, shall regularly review and maintain such Plan, pursuant to the General Statutes of Connecticut.

**SECTION 2: SEVERABILITY.**

Should any section or provision of this Plan of Conservation and Development be declared by the courts to be unconstitutional or invalid, such decision shall not affect the validity of the Plan as a whole, or any part thereof, other than the part so declared to be unconstitutional or invalid.

**SECTION 3: REPEALER; EFFECTIVE DATE.**


All previously received or approved plans of development for the City are hereby repealed or amended, as the case may be, upon the effective date of this Plan of Conservation and Development, as amended.

**PASSED and APPROVED by the City of Danbury Planning Commission February 6, 2002, effective March 1, 2002.**

**AMENDED by the City of Danbury Planning Commission June 12, 2013, effective June 17, 2013.**

**CITY OF DANBURY PLANNING COMMISSION**

  
\_\_\_\_\_  
Arnold E. Finelli, Jr., Chairman

Attest:   
Dennis I. Elpern, Planning Director

# Housatonic Valley Regional Plan of Conservation and Development

ADOPTED EFFECTIVE 7/1/2009

*The regional plan shall be designed to promote with the greatest efficiency and economy the coordinated development of its area of operation and the general welfare and prosperity of its people - CT General Statutes 8-35a*

## CHAPTER 7: MORE AFFORDABLE HOUSING

### 7-1. OVERVIEW

The report of the 2006 Danbury Task Force on Homelessness recommended that HVCEO undertake a regional housing assessment study. The Danbury report saw the lack of affordable housing as a regional problem, where the needed policy direction could best be set by HVCEO as Danbury's regional planning agency.

HVCEO agreed to undertake this work, the result to also serve as background for the housing chapter for this Regional Plan of Conservation and Development.

Due to the length of the separate housing report, a stand alone document entitled **Greater Danbury Housing Market Assessment** is available on hvceo.org and is not reproduced here in its entirety. Components include:

- DATA BASE FOR AREA HOUSING
- POLICY COMPONENTS OF AFFORDABLE HOUSING
- MODIFICATIONS TO 8-30G ZONING OVERRIDE
- HOUSING NEEDS QUANTIFIED
- AFFORDABLE HOUSING MODELS

A highlight from this important research is the table below.

Town	Non-Elderly	Elderly	Total
Bethel	438	369	807
Bridgewater	59	32	91
Brookfield	435	236	671
Danbury	4,304	1,437	5,741
New Fairfield	381	155	536
New Milford	1,303	397	1,700
Newtown	567	220	787
Redding	494	86	580
Ridgefield	628	459	1,087
Sherman	353	70	423
<b>TOTAL</b>	<b>8,962</b>	<b>3,451</b>	<b>12,423</b>

## 7-2. AFFORDABLE HOUSING RECOMMENDATIONS

**GOAL:** Expansion of housing opportunities and design choices to accommodate the region's variety of household types and needs.

1. Municipal planning should strive to balance economic growth with appropriate housing choices for the work force that is part of the local economic base in the municipality.
2. Both housing opportunities and design choices should be expanded in each municipality to accommodate a variety of household types and needs, especially newly forming households and senior citizens.
3. Connecticut's affordable housing land use appeals statute, Chapter 126a, Section 8-30g forcefully overrides local zoning. Yet this law has turned out to be a sprawl inducer, and thus has a significant negative impact upon municipalities. HVCEO will continue to lobby for specific changes to this law as stated below:

**REDUCE MASSIVE DENSITY INCREASE.** At present the increase in density is unplanned, and can be any multiple of what current zoning laws allow. Chapter 126a, Section 8-30g should be amended to moderate this impact to more intelligently tie affordable housing proposals to the preexisting town planning and zoning.

This can be accomplished by limiting the density increases to fifty percent more units than the number that would be permitted by the existing zoning district in which the project is located.

**BETTER MIXING OF MODERATE COST AND MARKET RATE UNITS.** An amendment to this statute is needed to ensure that the affordable dwelling units and lots on which the dwelling units are to be constructed are of comparable size and quality to other dwelling units in the proposed development.

Such mixing was the intent of the original law, but is not followed in practice. Make it a requirement that building permits for the affordable dwelling units be issued in stages in proportion to building permits for the other dwelling units in the proposed development.

**IMPROVE THE ACCURACY OF THE STATISTICAL FORMULA.** The statistical formula for defining affordable housing in Chapter 126a, Section 8-30g determines which municipalities are exempt from the override of local zoning by affordable housing proposals. Unless 10% of a town's housing is affordable, the town cannot deny a developer's proposal for affordable housing without a very compelling reason.

The accounting system for determining the 10% needs to be made more accurate, as follows:

First, the formula has a major deficiency in quantifying the count of presently affordable housing, resulting in the undercounting of housing which qualifies as affordable by state definition. Simply, the current method inadvertently omits all units of low cost privately owned housing.

The State's definition of affordable housing, tied to "persons and families paying thirty percent or less of income, where such income is less than or equal to eighty percent of the median income," should apply to all local units, public and private, as both really exist on the ground and should be part of any objective count.

A 1997 HVCEO 1997 planning study demonstrated that objective criteria from the U.S. Census is available to fairly add qualifying existing low cost private rental units to each town's total. The actual stock of municipal housing can then more fairly be compared to the 10% goal.

And lastly, certain housing improvement grants assist homeowners in mobile home parks to improve their dwellings. Deed restrictions on sales price are then agreed to for periods for five years or other intervals. During such periods, these units are valid affordable housing and should be counted under the formula.

**EXEMPT STATE DEFINED EXISTING AND**

**POTENTIAL WATER SUPPLY WATERSHEDS**

Concerning the ability of 8-30g to induce increased density in the Housatonic Valley Region's existing and potential water supply watersheds, CT DEP has long supported a maximum density of one dwelling unit per two acres in such areas to provide adequate protection of water quality.

The Conservation and Development Policies Plan for Connecticut also recommends a low density role for such sensitive watersheds. Just as a municipality's industrially zoned land is exempt from 8-30g override, its state-defined water supply watershed land should also be exempted. For appeals filed within Connecticut's CT DEP recognized water supply watersheds, allows state courts to take into consideration for their rulings density recommendations for watersheds found in the Conservation and Development Policies Plan for Connecticut.

**USE THIS LAW TO STIMULATE ACCESSORY APARTMENT DEVELOPMENT.** Chapter 126a, Section 8-30g was modified during the 2002 session to allow a town to include "accessory apartments" as part of its 10% affordable housing count. However, under the amended act, accessory apartments must have a 10 year deed restriction committing the owner to rent the apartment at 30% or less of the tenant's income, and to someone whose income is less than or equal to 80% of the area, or the state's median income, whichever is less.

This onerous ten year provision greatly reduces the number of homeowners willing to have their accessory-apartments used to help meet their towns' affordable housing obligations. We need to allow homeowners to use the state formula certifying a unit's affordability on a much more practical annual basis.

As now defined in 8-30g, accessory apartments that "count" must connect by an inside entrance to the main residence. But this automatically excludes from official recognition units in outbuildings like garages or renovated barns. This should be corrected.

In addition, HVCEO supports authorizing any municipality to offer initial and then continuing property tax credits to any residential property owner who certifies the creation of a new accessory apartment and maintains it thereafter, the unit to meet state standards for affordable rent and maximum tenant income.

**4. Housatonic Valley Region Initiatives:**

**Maximize Regional Information Sharing for Affordable Housing Initiatives**

HVCEO should work with the City of Danbury, Dream Homes, the Greater Danbury Continuum of Care, the suburban municipalities in the region and other key stakeholders to create a centralized database of all affordable housing resources available in the region. The existing HVCEO web page on this topic is a good beginning resource.

The 2009 Housing Market Assessment report should be widely disseminated to local groups that can make use of it. All databases included therein should be updated once 2010 Census data becomes available. In doing so, the number of 8-30g affordable housing units within each multi-family housing complex should be quantified.

**Regional Coordination of Payments in Lieu of Affordable Units**

The Towns of Bethel and New Milford adopted ordinances allowing developers the option of paying into a housing trust fund or associated organization in lieu of constructing affordable units within their development. If enough municipalities pass similar ordinances, then some trust fund resources could be pooled for joint affordable housing development if there is mutual advantage.

**Transportation and Housing Linkages Must Be Strengthened**

The economic burdens of the rising cost of energy, the loss of time in traffic congested commutes; and the negative impacts on the environment must be addressed moving into the future. The region has the advantage of the Danbury Line of Metro North providing the basis for a more rational transit based development form.

The efforts to extend regular passenger service north to New Milford should continue to be a key regional initiative. This initiative should be coordinated with Transit Oriented Development (TOD) in communities in the region within which passenger rail service is made available. The relationship between transit and development also should be supported by use of Housatonic Area Regional Transit (HART) for linkages.

**Increased Use of Inclusionary Zoning Within the Region**

The HVCEO Region communities have supported various legislative initiatives to amend Section 8-30g of the Connecticut Statutes in order to more effectively address affordable housing needs. Key issues of concern in the current legislation are the lack of local control as to the location and density of affordable housing proposals and the fact that affordable units found in the marketplace are not considered affordable unless government assisted or deed restricted.

The Blue Ribbon Commission Report in 2003 recommended fiscal incentives to encourage inclusionary zoning and mixed-income developments. Interestingly, some five years later, legislation was approved containing some of these elements.

The Incentive Housing Zone (IHZ) program provides for local control as to the location and density of housing through a process of local planning and adoption of a zone. The density issue is addressed by the provision that an IHZ must increase density by 25% over that currently allowed in the zone. The mixed-income aspect is addressed by the provision that only 20% of the units provided must be affordable.

The fiscal incentive is provided in that planning grants are available from the State Office of Policy and Management. A \$2,000 payment will be made to the community for each unit permitted in the zone and \$2,000 per multi-family unit or \$5,000 per single-family unit for each building permit.

It is recommended that all communities in the region participate in the IHZ program.

#### 5. Local Government Initiatives:

##### **Make Use of Estimates of Housing Need by Municipality**

Within policy documents and grant applications, make use of affordable housing need estimates as summarized above and detailed in the HVCEO's 2008 Housing Market Assessment.

##### **Establish Local Strategies**

Each community should establish strategies to pursue this report's goals and objectives. While the goal is to address affordable housing issues on a regional basis, it must be recognized that the public policy most impacting housing is a community's zoning and subdivision regulations.

As state enabling statutes are not likely to be modified to permit regional zoning in support of responsible growth principles, zoning initiatives must be implemented at the community level. While each individual community's regulations must be examined and possibly modified by the appropriate local commission, there are several zoning and subdivision initiatives which would assist in meeting affordable housing goals.

The recommended initiatives are to be considered, customized and incorporated by each community as appropriate and as consistent with the community's Plan of Conservation and Development. These initiatives are as follows:

##### **Apply for Technical Assistance Grants from the State of Connecticut's Office of Policy and Management**

A top priority for Housatonic Valley Region communities should be to apply for the available technical assistance grants from OPM as part of the Incentive Housing Zone program. With up to \$50,000 available for each municipality, a number of issues that are eligible under the grant guidelines could be studied in detail, as well as potentially funding the actual activities necessary for developing and implementing IHZ regulations.

This funding affords the Housatonic Valley Region communities with the opportunity to not only study their individual affordable housing needs in greater detail, but to also develop a program to address these identified needs.

##### **Utilize Conservation Subdivision Techniques to Protect Open Space While Developing Affordable Units**

Conservation subdivisions with an affordable housing component also could be a zoning option for the lower density communities in the region.

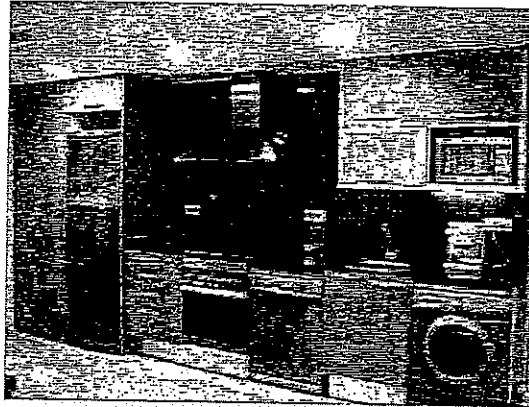
One possible way to utilize this tool would be to require that all new subdivisions over a certain number of housing units must utilize conservation subdivision principles and techniques and require that a certain percentage of housing units (say 10%-20%) be affordable. This strategy would almost certainly require some sort of density bonus or other form of incentive to be realistic.

### ***Increase Accessory Apartments In The Region***

*An increase in the number of accessory apartments should be a primary technique for addressing housing needs for the following reasons:*

*— Declining household sizes, including an increase in the number of one person households will increase the capacity of existing structures to accommodate a second unit.*

*— As the Baby Boomer generation ages and the costs of maintaining a housing unit increase, particularly in terms of energy costs, homeowners will be looking for supplemental income.*



*— In communities without a well-developed infrastructure, existing on-site water and sewer systems can accommodate additional households in an existing structure due to declining household sizes.*

*— Many structures appropriate for accessory apartments are in older developed areas in proximity to rail stations. Accessory apartments in these areas have the potential to reduce traffic and sprawl.*

*Individual towns could create a program to identify and, if necessary, properly permit all existing accessory apartments and obtain deed restrictions to make them affordable so that they can be credited for affordable housing purposes.*

*In addition to the reasons stated in the bullet points above, the development of accessory apartments for singles and the elderly should be encouraged as a small but important component of the affordable housing supply.*

### ***Emphasize and Encourage Neighborhood Center/Local Route Small-Scale Development***

*In the low density areas of the Housatonic Valley Region, affordable housing developments should be encouraged with specific criteria for design, density and location.*

*Towns should encourage small-scale affordable housing developments of 12 units or fewer units along local routes of note or in the "hamlet" type centers that can be found scattered along them. Strict design criteria should be implemented so that these developments fit within the scale and design of these more rural areas.*

### ***Utilize the Strategic Placement of Mixed Use Developments to Develop Affordable Housing***

*In the primary transportation corridor areas (e.g., the Route 7/Route 202 corridor and the I-84 corridor), mixed use developments combining housing with an affordable component with retail, office or institutional uses along major transportation corridors should be encouraged.*

*The housing in these developments can range from single family attached units, condos, cluster housing to traditional multifamily units. Buildings themselves do not need to be mixed, but rather the whole parcel could be a mixed development.*

### ***Encourage Apartments Over Ground Floor Retail/Office Space in More Urbanized Areas***

*These developments are envisioned as more of the "urban/suburban center" variety of mixed use development, consisting of multiple story buildings with ground floor commercial use and apartments on the*

floors above, again located along major transportation corridors.

#### **Use Density Bonuses to Encourage Affordable Housing Development**

Communities should provide a density bonus for affordable housing units in designated areas around existing developed areas and along transportation corridors. Five out of the ten communities in the region already utilize density bonuses; similar density bonuses should be encouraged for the other communities in the region as well.

#### **Employ Transit-Oriented Development (TOD) as a Means of Addressing Affordable Housing Needs**

Encourage individual communities to create overlay zoning districts near transit nodes, in town centers and in areas with underutilized commercial or industrial sites that would permit higher densities of housing in combination with commercial uses and open space.

#### **Create Unique Property Tax Credit Programs to Encourage Deed Restrictions**

A program that should be considered at the municipal level is one in which the annual local property tax on a property is forgiven in exchange for a deed restriction which requires that the property be sold at an affordable price upon the event of the next deed transfer. Such a program might be limited to senior citizens, such as the current "circuit breaker" elderly tax program.

#### **Utilize Existing Home Ownership Programs and Financing**

##### **Options to Develop Affordable Units that are Counted under 8-30g**

Home ownership programs include a wide variety of approaches such as downpayment assistance, FHA/CHFA mortgages, and Community Development Block Grant and HOME program initiatives in several communities in the region.

In the instances where a home ownership program is proposed in a suburban community, it means making home ownership for someone who commutes from Danbury to a retail/service job more of a reality by using the tools mentioned above as well as others to be developed.

#### **Financial Resources For All Initiatives**

A significant potential funding source for housing planning activities is the Community Development Block Grant (CDBG) Program. Currently, the City of Danbury receives funds annually as an entitlement. The remaining communities in the region are eligible to apply annually for CDBG funds administered by the State of Connecticut Department of Economic and Community Development.

The communities could file a joint application and combine the funds with an allocation from the City of Danbury to support regional affordable housing programs and initiatives. The activities of such programs or initiatives would clearly be eligible and appropriate for the use of CDBG funds. There are also HOME funds available from HUD for Danbury as part of the State allocation.

In the same regard, the Greater Danbury Continuum of Care receives federal funds for special needs housing. These funds could be expanded by other towns in the region applying to the State DECD for federal "Balance of State" funds. There are also private funds, financial institution funds, the Federal Home Loan Bank Affordable Housing Program and foundation funds available.

# Housatonic Valley Regional Plan of Conservation and Development

ADOPTED EFFECTIVE 7/1/2009

*The regional plan shall be designed to promote with the greatest efficiency and economy the coordinated development of its area of operation and the general welfare and prosperity of its people - CT General Statutes 8-35a*  
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### **THE POLICY SUMMARY FROM EACH CHAPTER IS SHOWN BELOW:**

#### **CHAPTER 2 FUTURE GROWTH MAP GOALS:**

*Municipalities should balance and complement one another within a regional context as recommended by the Responsible Growth definitions and Future Growth Map categories of this plan.*

#### **CHAPTER 3 WATER SUPPLY GOALS:**

*Encourage efforts to provide adequate, high quality water supplies to the Region.*

- 1. Strongly support the preservation thru land use regulation of existing and potential surface water supply watersheds and subsurface aquifers as vital reserves of future water supply.*
- 2. Encourage efficient interconnections of existing water supply systems and inter-municipal cooperation on water supply.*
- 3. Include in the Plan potential water supply improvements proposed by municipalities, HVCEO or state agencies. This listing is to set the regional planning agenda for upcoming water supply studies and policy formulation.*



- 4. Encourage clean water supplies in developing areas through minimizing development impacts on groundwater recharge.*
- 5. Encourage water conservation improvements such as flow meters, efficient fixtures and usage practices. Promote educational efforts that encourage water conservation.*
- 6. Municipalities in the Housatonic Valley Region should now plan for the fact that upcoming global warming will reduce the expected safe yield of surface reservoir and groundwater aquifer water supplies. Recalculate safe yields using more conservative factors.*

### CHAPTER 3 WATER RESOURCE GOALS:

*Protect the long term health of the region's water resources.*

1. Support the state goal of B quality, appropriate for fishing and swimming, for the region's wastewater receiving streams and the goal of A or AA quality appropriate for all others.
2. Use the HVCEO GIS program to assist with mapping data for municipal stormwater management efforts. Review local zoning regulations to comply with the CT DEP Stormwater Management Plan and the CT DEP Stormwater Manual.

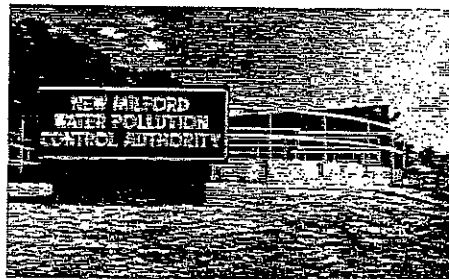


3. Clean up and remove environmental limitations from all brownfield sites in the Region. These are defined as real property, the expansion, redevelopment, or reuse of which may be complicated by the presence or potential presence of a hazardous substance, pollutant, or contaminant.
4. Plan and manage natural resources on the basis of watershed boundaries.
5. Coordinate state and local efforts to improve water quality in the region.
6. Consider downstream water quality impacts when making local land use decisions.
7. Municipal wetland agencies should develop an overall set of policy guidelines that provide performance standards and limitations for all properties in their jurisdictions and that identify the scope of work that is acceptable in and around wetland areas.

### CHAPTER 4 WASTEWATER TREATMENT GOALS:

*Encourage coordination between local water pollution control authorities, which guide the geographic extent of local sewer development, and local planning commissions, as they prepare the municipal plan of conservation and development.*

1. Cite as a good example of internal municipal coordination the New Milford Water Pollution Control Authority, which uses as its expansion guide the future sewer area map adopted by the New Milford Planning Commission in the municipal Plan of Conservation and Development.
2. As HVCEO and state plans recommend areas for sewer expansion and avoidance, consider this input when setting municipal sewer expansion policies in the municipal plan.



*While the HVCEO Future Growth Map for sewer areas is advisory, the state plan map is a very strong influence on CT OPM and CT DEP as their approval is sought for sewer service area expansions. Coordinate local and HVCEO future sewer area policy and then seek to amend the state plan map to conform.*

3. Following the Newtown example, expand the use of community leaching fields to promote creative development and open space preservation.

4. Where planned density does not require sewers, subsurface septic systems are the remaining method for treating wastewater. Encourage conservative design of septic systems such that they function in perpetuity, permanently avoiding the unplanned spread of sewers for remediation of last resort.

5. Encourage periodic septic tank cleaning. Regular septic tank maintenance is the single most important step to extend the life of the system.

6. Continue to support efficient and cost-effective regional treatment of septic tank residue (septage). A regional septage disposal system planned by HVCEO has been operating at the City of Danbury's Water Pollution Control Facility since 1988 and serves Bethel, Bridgewater, Brookfield, Danbury, New Fairfield, Newtown and Redding.

7. Encourage water conservation by businesses and households in order to reduce the amount of wastewater effluent to be treated. Promote the policy that water conservation extends the life of sewage treatment plants and septic systems and helps to protect water quality throughout the region.

#### **CHAPTER 5 TRANSPORTATION GOALS:**

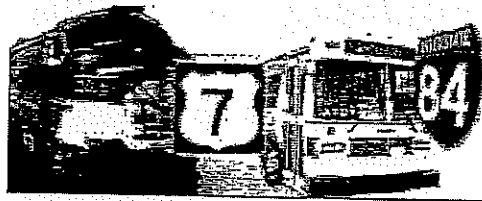
*Develop a transportation network for our growing region that is consistent with well planned patterns of land development and that effectively integrates energy conservation, air quality goals, environmental quality and environmental mitigation.*

1. Implement the detailed recommendations of the HVCEO Regional Transportation Plan.

2. Promote a better balance between transportation modes, such that the share for automobile travel of total travel can decline in the future. Facilitate convenient pedestrian movements, mixed use and transit oriented developments.

3. Consider downstream transportation impacts when making local land use decisions.

4. Use transportation investments to support the economic vitality of the region, especially by enabling business competitiveness, productivity and efficiency. Coordinate the transportation system with local and state goals for enhancing economic vitality.



5. For the Region's transportation system as a whole enhance physical and modal integration and connectivity, increase safety and security, and promote efficient system management and operation.

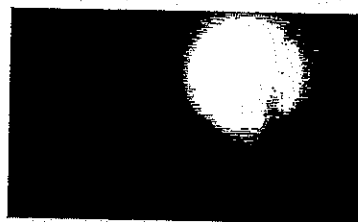
6. Work to maximize the productivity of existing transportation systems before such systems are expanded.

7. Increase accessibility and mobility options for people and freight. Promote a shift away from the one person per car situation and toward increased vehicle occupancy via continuous advocacy of public transit, car and van pooling.

#### **CHAPTER 6 GOALS FOR CURBING GLOBAL WARMING:**

*Update town plans and land use regulations to curb energy use and moderate global warming.*

1. Consider the planning, zoning and LEED (Leadership in Energy and Environmental Design) strategies recommended in this Plan chapter.



2. The Housatonic Valley Region leads Connecticut in the production of "green" hydropower. It is also a leader in fuel cell technology. The Region can build upon this distinction to become a leader in other alternative energy strategies.

#### **CHAPTER 7 AFFORDABLE HOUSING GOALS:**

*Expansion of housing opportunities and design choices to accommodate the region's variety of household types and needs.*

1. *Municipal planning should strive to balance economic growth with appropriate housing choices for the work force that is part of the local economic base in the municipality.*

2. *Both housing opportunities and design choices should be expanded in each municipality to accommodate a variety of household types and needs, especially newly forming households and senior citizens.*



*Single family affordable housing development on Tannery Brook Road in Litchfield, at 6.4 units per acre.*

3. *Connecticut's affordable housing land use appeals statute, Chapter 126a, Section 8-30g forcefully overrides local zoning. Yet this law has turned out to be a sprawl inducer, and thus has a significant negative impact upon municipalities. HVCEO will continue to lobby for specific changes to this law.*

4. *See the text for details on recommended Housatonic Valley Region initiatives.*

5. *See the text for details on recommended Local Government initiatives.*

#### **CHAPTER 8 GOALS FOR SUSTAINING THE REGIONAL ECONOMY:**

*Diversified economic growth producing quality jobs and tax revenue, well coordinated with other Regional Plan elements.*

1. *The Housatonic Region's most important economic resource is its highly skilled workforce. The greatest risks to the regional economy are loss of current skilled employees or an inability to attract more.*

2. *Congestion on I-84 will reach a critical point where the productivity of this interstate, a pillar of the locational advantage of the Housatonic Valley Region, is damaged. The private sector productivity gains of recent decades due to "just in time delivery" and digital inventory control will be dissipated due to traffic congestion. To prevent these problems develop I-84 traffic management and I-84 traffic capacity expansion strategies.*

3. *Encourage plans for affordable housing to match the housing needs of planned economic growth. It is clear that communities must retain a workforce to support the local economy as well as to have households at different points in the life cycle to support overall quality of life. Development decisions cannot be based solely on a "debits and credits" financial ledger approach.*

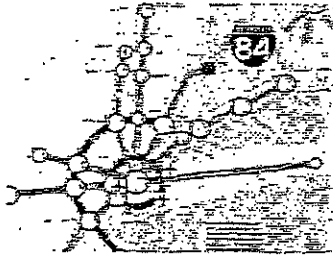
*As the energy and environmental costs of journey to work distances increase, the availability of housing more proximate to employment centers will become a crucial economic and planning determinant in the Region.*

4. *HVCEO will use its federal transportation funding programming powers to assist with economic development, and will continually update traffic improvement planning reports for each community.*

5. *Encourage further investment in established commercial centers at a degree of intensity appropriate to the character of each individual community. Maximize local control of aesthetic design, consider mixed use*

projects, and facilitate pedestrian links within these centers.

6. Market the Region's locational advantages, such as its proximity to both national/international markets (New York City) and important regional markets (Hartford, Hudson Valley, Stamford-Norwalk-Bridgeport).



7. Improved rail connections to Stamford and New York City should be vigorously pursued, coupled with restoration of passenger rail service north to New Milford and the placement of transit oriented development at some rail stations.

8. Foster connectivity between key employment sectors in the Region, such as healthcare and precision manufacturing, with secondary and post-secondary educational institutions to provide a continuous stream of skilled workers for critical industries in the Region.

9. The impacts of federal regulation of the large hydropower industry in the Region remains a significant special issue requiring attention from elected leaders. Seek ways to make hydropower a building block of future economic development.

10. Recognize the region's remaining agricultural areas as viable economic assets.

11. Work with state and federal agencies having authority over the siting of telecommunications, energy facilities and air service routes to achieve a balance between the need for expanded services and preservation of the natural environment and community character.

12. To assist with effective marketing of the region, HVCEO will:

A. Maintain a **demographic and economic overview** and its supporting tables, documenting the high quality of life here. As industries driven by intellectual capital such as research, technology and services still need face to face idea collaboration they can be attracted here by the documented high quality of life.

B. Keep current a web listing of local economic development groups including chambers of commerce, economic development commissions, etc. to facilitate access to local economic development officials.

C. Keep current a list of major employers by municipality to showcase the quality and variety of the regional economy.

#### **CHAPTER 9 OPEN SPACE AND RECREATION GOALS:**

**Preserve ample open space and develop recreational opportunities for the Region's future population.**

1. The Housatonic Council's top regional open space preservation priority is the state purchase of a conservation restriction from Northeast Utilities for Vaughn's Neck in Candlewood Lake.

The Vaughn's Neck and adjacent Candlewood Mountain area comprises 710 acres in New Fairfield and New Milford and is the largest contiguous track of Northeast Utilities property on Candlewood Lake, itself the largest lake in Connecticut.



### *Pristine Vaughn's Neck in Candlewood Lake*

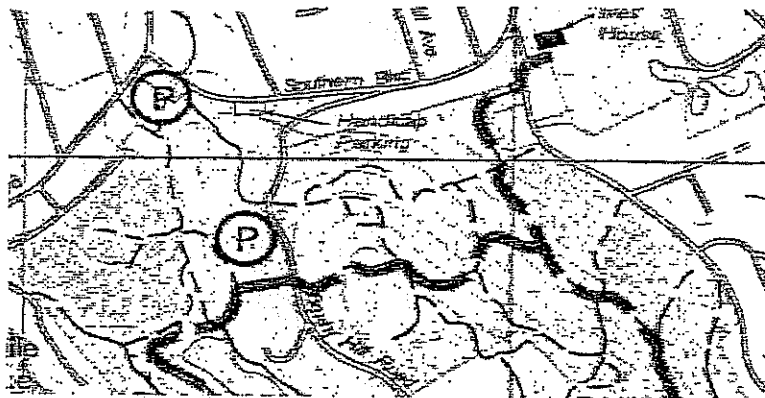
*If the property were to be developed, then the recreational and aesthetic quality of Candlewood Lake would be greatly reduced, affecting property values as well as the enjoyment of thousands throughout the Region and beyond.*

*Also, water quality of one of Connecticut's premier inland water resources could be impaired. Important wildlife habit would be threatened, as well as one of Connecticut's important fisheries.*

*Additional regional open space preservation priorities include:*

*PRESERVE TERRE HAUTE. Complete the process of protecting this attractive wild and scenic area along the Danbury and Bethel border.*

*COMPLETE THE RIDGEFIELD - DANBURY - BETHEL IVES TRAIL. Proceed with the purchase of privately owned properties (or purchase of conservation / public access agreements) that will link the public open space properties along the Ives Trail.*



*Detail of Ives Trail in Danbury  
Courtesy of Rick DeWitt*

*COMPLETE THE DANBURY - BROOKFIELD - NEW MILFORD STILL RIVER GREENWAY AND HOUSATONIC VALLEY RIVER TRAIL. This priority is for the purchase of privately owned properties (or purchase of conservation / public access agreements) that will link public open space properties in Danbury, Brookfield and New Milford to create the regional Still River Greenway.*

- 2. Provide adequate open space in built up areas by providing for small public greens and pocket parks, enhancing existing public greens, and promoting street tree programs.*
- 3. All municipalities should make available the option of cash payment in lieu of open space in traditional residential subdivisions, as authorized by State Statute Chapter 126 Section 8-25b.*

*Such funds received from developers are available for surveys, appraisals and conservation easements, as well as for the more traditional purchase of development rights or full public purchase.*

- 4. Support the use of open space conservation subdivision regulations, which allow a greater percentage of land to be preserved for open space. In doing so use make use of Newtown's leading research on this technique.*

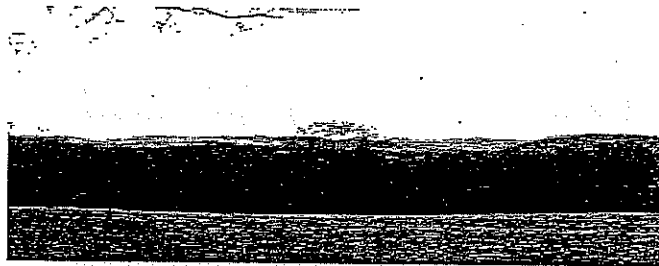
5. Include farmland preservation in open space planning efforts, to retain the region's history of agriculture as well as to provide local produce and educational opportunities.

6. There are two regional recreation features for which HVCEO will provide direct management assistance: 1) HVCEO will provide permanent web site hosting for the Housatonic Valley River Trail. 2) HVCEO will provide permanent web site hosting for the Ives Trail Greenway.

7. HVCEO will maintain a web based inventory of open space and conservation organizations in the region to promote them and to facilitate their interaction.

8. Promote the acquisition of open space land through the DEP Open Space Grant Program. HVCEO staff will provide an individualized letter of support to each applicant.

9. Promote temporary open land protection through tax assessment abatement programs (Public Act 490).



*Thomas Peardon Farm in Bridgewater*

10. Consider viewshed protection, based on examples such as the zoning methodology for protecting viewsheds in Kent, CT or as found in the Woodbury, CT subdivision regulations.

11. Encourage municipalities to create an inventory of conservation easements already existing in their municipality and then map them, thereby enhancing coordinated open space and greenway planning.

12. HVCEO's GIS mapping services will be made available for a) local land preservation efforts, and b) CT DEP's emerging Statewide Trails Database by providing digital input of this area's trails.

13. As noted above, grant applicants to DEP are advised to remind that agency of the way in which statewide open space acquisition policy was organized on a regional basis some years ago:

In DEP's 1987-1992 Statewide Comprehensive Outdoor Recreation Plan (SCORP), land preservation needs were assessed on a planning region by planning region basis.

The SCORP concluded that "a consideration of all the foregoing factors have made acquisition of public open space in the Housatonic Valley Planning Region this SCORP's highest priority among all of the state's planning regions."

#### **CHAPTER 10 MIXED LAND USE GOAL:**

Reintroduce into municipal zoning codes some controlled mixing of compatible land uses in select locations. Use this technique as part of transit oriented development to increase the market for rail passenger service.



*Proposed Brookfield Village mixed use center*

**CHAPTER 11 TRANSIT ORIENTED DEVELOPMENT GOAL:**

*HVCEO's TOD goal is to reinforce, intensify and foster mixed use neighborhoods at existing and proposed passenger rail stations and at HART's central bus transfer station in Downtown Danbury. New mixed use development at those locations should be designed to utilize and benefit from the presence of public transit services.*

**CHAPTER 12 PEDESTRIAN ACCESS GOAL:**

*To significantly increase sidewalk development and improve pedestrian amenities in the Region, especially in coordination with mixed use and transit oriented developments.*



1. *HVCEO should continue to develop pedestrian plans for municipalities.*

**ACKNOWLEDGMENTS**

- Inspiration, formats and policy models borrowed from leading regional plans in Connecticut, especially those of the Council of Governments of the Central Naugatuck Valley, the Capitol Region Council of Governments and the Windham Region Council of Governments.
- Danbury Planning Director Dennis Elpern for valuable advice on plan structure and content as described in his article "Ten Tips for Better Plans."
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