

# Memorandum



**TO:** Mayor Dominique S. Thornton and Citizens Advisory Committee

**FROM:** Department of Planning, Conservation & Development  
Community Development Division  
Barbara D. Santangelo

**DATE:** January 13, 1999

**RE:** Next Meeting

**Date: Wednesday, January 20, 1999**  
**Time: 5:00 p.m.**  
**Place: Room 208 of the Municipal Building**

## AGENDA

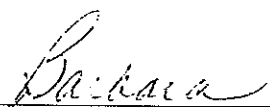
- A. Call to Order
- B. Public Session
- C. Minutes
  - 1. December 16, 1998 - enclosed
- D. Project Status
  - 1. Financial Report - enclosed
- E. Reports of Committees and Correspondence
  - 1. Applications Review Committee
  - 2. NCDA Newsletters - For your information only
  - 3. New Members to the Citizens Advisory Committee
  - 4. Handbook for Citizens Advisory Committee Members
- F. Old Business
  - 1. Program Income

**G. New Business**

1. Election of Officers
2. Review of Bylaws - enclosed
3. Review of JOBS Loan Program
3. Citizens Participation Plan - enclosed
4. 1999 Entitlement Program

**H. Other**

**I. Adjournment**



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Barbara D. Santangelo

cc: William Warner  
Town Clerk  
Media

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Applications Review Committee

The Applications Review Committee will also be responsible for the Neighborhood Rebuilders Fund as well as the Residential Rehabilitation Loan Program. The Committee will be meeting within the next month to review the revised guidelines for Residential Rehabilitation and will also receive their first application for funds from the Neighborhood Rebuilders Fund.

NCDA Newsletter

Enclosed is the December 21, 1998 NCDA Newsletter and the January 5, 1999 Community Development Digest for your information.

New Members to the Citizens Advisory Committee

Two new members were appointed at the January 4, 1999 Common Council meeting. They are:

- ▶ Heather Denehy, replacing Lalanie Moore-Perry, representing the Youth
- ▶ Ronnie Bantam, replacing Idella Howell, representing the Elderly

Handbook for the Community Development Block Grant Program

Per your request at the last meeting, please find enclosed in this packet a handbook that I've prepared for you. The Handbook contains:

- ▶ a glossary of terms
- ▶ an overview of the program - this section was taken from a booklet I received at a CDBG training session during this past Summer. I think it will be very helpful to you.
- ▶ list of eligible activities - this is 24 CFR Part 570.200-209 of the Final Rule for the CDBG Entitlement Program.
- ▶ brief guidelines for the Residential Rehabilitation Program
- ▶ brief guidelines for the JOBS Loan Program
- ▶ brief guidelines for the Neighborhood Rebuilders Program
- ▶ brief guidelines for the Down Payment/Closing Cost Assistance Program for single family units
- ▶ brief guidelines for the Down Payment/Closing Cost Assistance Program for multi-family units
- ▶ income guidelines chart
- ▶ bylaws of the CAC
- ▶ Citizen Participation Plan

I do hope that this handbook is helpful to you. If you feel that you would like to see other information in it, please let me know.

### Program Income

With the appropriation in the amount of \$100,000 for Residential Rehabilitation loans that was voted on last month, there remains a balance of \$38,278.32 that will be available to add to the new Entitlement round.

The \$88,080.05 that was received in program income from the JOBS Loan program cannot be used at this time. The JOBS Loan guidelines state that any program income that is generated from JOBS loans will go back into the JOBS Loan Program. The guidelines will need to be changed in order for the funds to go to another use. I've got a question into the City Attorney's office on how to proceed with this.

### Election of Officers/Review of Bylaws

According to the Bylaws, your annual organizational meeting is held in January. At this organizational meeting, the Bylaws are also reviewed for any amendments. I've gone through the Bylaws and the only thing that I see that will need to be amended is on page 1, Article III, Office of Committee:

The Committee shall designate the *Community Development Division of the Department of Planning, Conservation and Development*, Municipal Building, as its office.

The Bylaws are included in the handbook.

### Review of the JOBS Loan Program

Per your request, Bill Warner, Director of the Department of Planning, Conservation and Development, will attend the meeting in order to answer any questions that you might have concerning the JOBS Loan Program and existing JOBS loans that have been made and those which are delinquent.

The JOBS Loan Program, since its inception in 1994, has generated fifteen (15) loans totaling \$385,000 through to July 1997. Since that date, there have been inquiries, but no new applications received. In 1997, the CAC approved anticipated funds in the amount of \$104,000 be appropriated to the JOBS Loan Program at the end of the program year which was August 31, 1998. That anticipated amount was not received. JOBS Loan repayments totaled \$88,080.05 to that time.

Although no new applications were received, several inquiries have been made. It was suggested last month to keep \$50,000 available for anticipated loan applications. As you may recall, the Committee tabled this item to the January meeting. At this time \$43,453.88 remains unspent in the line item. If you desire to do so, the Committee could recommend an additional \$6,546.12 be appropriated to that line item in order to have a total of \$50,000 available for anticipated JOBS loan applicants.

### Citizens Participation Plan

The Citizens Participation Plan sets forth procedures for the Community Development Block Grant Program and the role of the Committee to oversee that program. .

If amendments are required to the Citizen Participation Plan, then a public hearing is required. This can be combined with the public hearing for the Entitlement funds the same way we do with the Consolidated Plan. Then the Plan is submitted to the Common Council for final approval.

The Citizen Participation Plan is included in the handbook. I will go through the Plan for review at the February meeting so that it could be part of the public hearing process in March.

### 1999 Entitlement Program

Enclosed, you will find a memo that I sent to the Mayor notifying her of this year's round of funding. The City is receiving \$510,000 from the Entitlement Program and an additional \$4,510 from 1998 reallocated funds for a total of \$514,510.

As reported earlier in this memo, there is also available \$38,278.32 from the Revolving Fund Residential Rehabilitation Loan Program which can be combined with the Entitlement funds.

Following is a report on funds that have not been spent in a timely manner.

- ▶ 1993 Entitlement Program, under Shepherd Home Kitchen Improvements: \$125.80 is available for reprogramming.
- ▶ Funds will also be available from the 1997 Entitlement Program for the CAGMC/Child Development Day Care Roof Renovation Project to reprogram. That work is expected to be complete by the end of this month. I spoke with CAGMC and they have a contract amount of \$12,430 to complete the tile work. That leaves \$12,456 to be reprogrammed with the 1999 Entitlement funds.
- ▶ As you will probably notice, there has been no activity on the Shiloh Baptist Church Predevelopment Study which funds were allocated from program income with the 1996 Entitlement Program. Payment was made in the amount of \$10,191.76 in March 1998. I recently spoke with Mitch Ward who is an officer of the Development Board of Shiloh Baptist Church and he said that plans were being prepared and the funds will be used. The contract's term of performance is from July 1, 1996 through to September 1, 1999.
- ▶ You will also notice that Great Strides has not used their 1997 funding as of yet. I spoke with Diane Mrozowski last November and she is still going to be using the funds to better handicap accessibility at the Therapeutic Riding Center. She also inquired about the possibility of using CDBG funds to purchase a horse. I checked into that with HUD. A horse would be an allowable expense as it is equipment that is an integral part of the

service that is being provided. On the other hand, if the purchase of the horse is for Diane's benefit for profit and not for the benefit of the people that are being served by the program, then second thoughts would have to be given to allow the purchase of a horse. The contract's term of performance is July 1, 1998 to June 30, 1999.

- ▶ The North End Industrial Area Project is moving along. I'm anticipating a bill in the amount of \$30,000+ within the next week.

The funds that are available for the 1999 Entitlement public hearing are:

Entitlement funds:		\$510,000.00
Reallocated funds:		4,510.00
Reprogrammed funds:	1993	125.80
	1997	12,456.00
Program income:		38,278.32
Total:		\$565,370.12

Following is a recommended schedule for your approval to complete the 1999 Entitlement Program public hearing process:

- ▶ January 20: approve a public hearing date for March 17, 1999;
- ▶ January 25: a notice will appear in the Hartford Courant on Monday, January 25, 1999 for the public hearing;
- ▶ February 1: during this week, press release on CDBG funds available for funding;
- ▶ February 15: deadline for application packets be returned to this office by 4:00 p.m.;
- ▶ February 17: the packets will be mailed out to the Committee that week for your review ;
- ▶ March 10: staff will also review applications and prepare a worksheet for the Committee on the applications that were received;
- ▶ March 17: Public Hearing
- ▶ April 21: review the applications and make recommendations for the May 3, 1999 Common Council meeting;
- ▶ July 18: Annual Plan is prepared and submitted to HUD prior to July 18, 1999.