



First Program Year CAPER

The CPMP First Consolidated Annual Performance and Evaluation Report includes Narrative Responses to CAPER questions that CDBG, HOME, HOPWA, and ESG grantees must respond to each year in order to be compliant with the Consolidated Planning Regulations. The Executive Summary narratives are optional.

The grantee must submit an updated Financial Summary Report (PR26).

GENERAL

Executive Summary

This module is optional but encouraged. If you choose to complete it, provide a brief overview that includes major initiatives and highlights that were proposed and executed throughout the first year.

Program Year 1 CAPER Executive Summary response:

The City of Middletown is required to report annually to the U.S. Department of Housing and Urban Development (HUD) on project accomplishments funded through the Community Development Block Grant (CDBG). The Consolidated Annual Performance Evaluation Report (CAPER) is the mechanism the City makes its annual report.

City Residents can also use the CAPER to obtain useful and timely information on the goals and progress of housing and community development project activities underway and funded annually through these grants. It provides a general assessment of activities undertaken during the year in addressing priorities and strategies identified in the Program Year 2005-2010 Consolidated Plan, and specific information on individual project activities.

The CAPER is particularly useful for decision makers such as the Mayor and City Council members in establishing funding priorities and evaluating the success or failure of project activities. The CAPER narrative looks behind the projected goals into the "whys" when projects fail to meet the goals set forth in the annual Action Plans. This is particularly important in determining the City's progress in keeping its Line of Credit fund balance below the HUD prescribed limit of 1.5 program years, by identifying projects that are slow-moving or infeasible given their time frame, overall management, and funding.

The CAPER report plays a useful role in providing useful information on project feasibility and overall progress to guide future funding decision-making. Whenever possible, terms are defined and background is provided on topics that may be unfamiliar to residents, and in some cases, to HUD.

The Community Development Block Grant provides a large share of housing, economic development, and public services funds for the City. The total Consolidated Plan budget for Program Year 2010-2011 was \$586,965.85, including entitlement, revolving funds and program income. The City's funding is determined by a national

formula used by HUD that takes into account poverty, housing affordability, age of housing, overcrowding, and other factors that indicate the need for such funds.

Purpose of the Executive Summary

The CAPER Executive Summary provides a brief overview of the relationship among priorities and strategies adopted through adoption of the 2010-2015 Consolidated Plan, and how they relate to individual project goals and accomplishments. The CAPER complements and reports upon the project activities and goals identified in the previous year's annual Action Plan.

The City received approximately \$454,428.00 in its annual entitlement funding from the U.S. Department of Housing and Urban Development, for the Year 2010-2011. The City also had \$111,535.59 in program income, \$21,002.26 in reprogrammed funds. The city's accomplishments in this period are described and organized in the CAPER according to the three priorities and thirteen strategies established in the 2010-2011 Consolidated Plan. These priorities and strategies complement the HUD Primary Objective of development of viable communities, provision of decent housing and a suitable living environment, and expanding economic opportunities for persons of low- and moderate-income.

The City has three priorities and thirteen strategies that guide how CDBG funds are spent.

Priority One:	Jobs, jobs, jobs!
Priority Two:	Livable neighborhoods!
Priority Three:	Access for All!

Structure of the CAPER

The report consists of the CAPER Narrative, and the Grantee Performance Report, which provides a much higher level of detail on project activities to HUD. This document is the CAPER Narratives portion. The CAPER includes several narrative sections, which provide a summary of the City's overall progress in meeting local priorities and goals, and describes the status of the annual actions taken to address specific areas under the Consolidated Plan.

Included within the City's CAPER report is an Executive Summary and Introduction to the CAPER; the following required narratives:

- Assessment of Strategic Plan Goals and Objectives
- Affirmatively Furthering Fair Housing
- Affordable Housing
- Continuum of Care
- Other Actions
- Leveraging Resources
- Citizen Comments
- Self-Evaluation

Furthermore, the CAPER also includes a program-specific narrative for the Community Development Block Grant (CDBG), a narrative on Program monitoring, and a narrative on Citizen Participation.

CDBG Financial Summary

The City had \$948,473.11 in Community Development Block Grant (CDBG) funds available for Program Year September 1, 2010 to August 31, 2011.

CDBG Financial Summary

CDBG Resources

Reprogrammed funds	\$ 0.00
CDBG Entitlement	\$ 454,439.00
Program Income Received	\$ 14,834.37
<u>Unexpended balance from previous year</u>	<u>\$ 630,439.55</u>
Total Resources	\$ 1,099,701.92

CDBG Expenditures

Total CDBG Expenditures	\$ 462,173.56
Unexpended Balance (August 31, 2011)	\$ 637,528.36

For the 2010 Program Year (September 1, 2010 – August 31, 2011), the City of Middletown:

- Obligated \$60,713.36 on Public Services activities. This represents 12.37% of its funding (the current year’s entitlement, and program income from the preceding year). The City of Middletown is required to spend not more than 15% of its funding on Public Service.
- Spent \$78,580.74 on Planning and Administration; or 16.75% of its funding. This is less than HUD’s requirement that not more than 20% of funds be spent on Planning and Administration.

The City also:

- Expended 100% of its annual CDBG funding to benefit low and moderate-income persons. This exceeds HUD’s requirement that a grantee spend at least 70% of its annual CDBG funding (excluding planning and administration expenses) to benefit low and moderate-income persons over a three-year period. The City has met and exceeded this standard for each year of the 2010-2015 Consolidate Plan.
- The 2010 CDBG year is the first year in a new three-year certification period. For this first year Middletown expended 100% of its annual CDBG funds to low and moderate income eligible projects. For the first year Middletown also expend 100% on low and moderate income eligible projects.

Budgeted CDBG Projects and Programs

Organization	Project Name	Funding Source	Funding	Expended
St. Vincent DePaul	Amazing Grace Food Pantry	Entitlement	\$7,500	\$7,500
Connecticut Legal Services	Housing Legal Aid	Entitlement	\$5,000	\$3,794.11
Russell Library	Job and Career Services	Entitlement	\$13,750	\$13,750
Middlesex Business & Industry Foundation	Worker Preparation Program	Entitlement	\$11,500	\$11,500
Downtown Business	North End Improvements	Entitlement	\$15,581.74	\$10,972.23

District				
Mercy Housing and Shelter Corp	Shepherd Home Bathroom Renovation	Entitlement	\$38,755	\$0.00
Nehemiah Housing Corp.	Ferry Street Improvements	Reprogrammed Fundsd	\$35,000	\$35,000
The Connection Inc	Eddy Shelter Improvements	Entitlement	\$5,630	\$5,000
Gilead Community Services	Liberty Street Acquisition	Entitlement	\$25,000	\$25,000
Gilead Community Services	High Street Window Improvements	Entitlement	\$15,000	\$23,500
Tonia's Tailoring	Business Improvement Grant	Entitlement	\$29,516	\$1,023.99
Middletown Public Schools	Accessibility Project	Program Income	\$82,583	\$0.00
City of Middletown	After-School Scholarship Program	Entitlement	\$27,250	
City of Middletown	Micro-grant/loan program for Seniors	Entitlement	\$10,000	
City of Middletown	Blight Rapid Response Program	Entitlement	\$5,000	\$0.00
City of Middletown	Econ Dev Job Incentive Program	Entitlement	\$75,000	\$0.00
City of Middletown	Small Business Creation/Expansion Incentive	Entitlement	\$60,000	\$24,448.93
City of Middletown	Section 108 Loan Payments	Entitlement	\$55,219.50	\$0.00
City of Middletown	Program Administration	Entitlement, Reprogrammed funds, Program Income	\$80,0000	\$78,580.74
Total			\$586,965.85	\$240,070.00

Performance Measures

In 2005 HUD issued a formal notice in the Federal Register to implement performance measures to help report the relationship between accomplishment and the resources invested in them, and to determine if the funded programs and projects are operating in the most efficient and effective manner. Section XI provides more information on how 2010 grants' outcomes will be measured.

Past Performance

The City of Middletown continues to work at improving its overall performance in address the needs for Middletown's low- and moderate-income residents. The City of

Middletown maintains a record of its past performance going back to 2003 online at <http://www.middletownplanning.com/Committees/CAC/cdbg.html>.

Carry-over Projects

The following project continued from previous grant years:

Activities	CDBG Allocation	Balance at as of Aug 31, 2011	Accomplishments
2003 Middletown Housing Partnership Trust	\$15,000	\$9,484.60	Project Underway
2006 Middletown Harbor Park ADA Dock	\$40,000	\$39,737.50	Project Underway
2007 Middletown Section 108 Loan Repay.	\$45,396	\$0.00	Project Completed
2008 North End Housing Rehab	\$251,101.91	\$26,527.02	Project Underway
2008 North End Housing Relocation	\$158,692.00	\$23,787.15	Relocation Payments underway
2008 Middletown Public Schools Energy Improvements	\$20,000	\$0.00	Project Completed
2009 North End Security Cameras	\$30,000.00	\$30,000.00	Funds to be reprogrammed during 2012 grant year
2009 CHC Friends of McCarthy Park	\$54,052.00	\$3,988.26	Project Completed, balance to be reprogrammed
2009 Godfrey Accessible Entrance	\$35,000.00	\$0.00	Project Completed
2009 Connection Eddy Shelter	\$5,000.00	\$0.00	Project Completed
2009 Middletown Code Enforcement	\$100,000	\$75,686.20	Project Underway
2009 Middletown Section 108	\$45,000	\$18,661.10	Loan Payments Underway

Loan Repay.			
2009 Middletown Program Administration	\$80,000	\$129.72	Funds to be reprogrammed during 2012 grant year
	Total	\$228,001.55	

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.

Summary of Community Development Accomplishments

Several of these projects are still underway, and will be completed in 2011 or early 2012. The status of these in IDIS program is as follows:

Table 1: Project Underway/Completed

Eligibility Category	Projects Underway	Projects Completed	Expended
Acquisition	2	2	\$110,063.70
Administration & Planning	0	2	\$78,580.74
Economic Development	1	2	\$25,755.01
Housing	3	2	\$20,567.99
Public Facilities & Neigh. Improvement	5	7	\$129,957.31
Public Service	3	3	\$60,713.36
Sec. 108 Loan Repayment	2	1	\$36,535.45
Total	16	19	\$462,173.56

Source: HUD Integrated Disbursement and Information System Report C04PR23

Public Services

Public services include counseling, employment and training, recreational, education and cultural services, domestic violence programs, senior citizen programs, drug abuse treatment, health care and child care services, among many other eligible activities. The city cannot spend more than 15% of its annual Community Development Block Grant on these activities.

Middletown funded 7 public service projects. They were:

- St. Vincent DePaul Amazing Grace
- North End Action Team Foreclosure Counseling
- Literacy Volunteers of Central Connecticut Literacy Tutoring
- Middlesex Business and Industry Foundation Worker Prep Program
- Russell Library Job and Career Services Program

- Green Street Arts Center After School Program
- Oddfellows Playhouse At-risk Youth Troupes
- Shiloh Christian Church- Adventures in Learning

Table 2: Number of Persons Receiving Public Services, Program Year 2010-2011 (Underway and Completed)

Category	Actual Number of Persons Served
Public Services - General	789
Senior Services	
Services for Disabled	
Legal Services	6
Youth Services	85
Transportation Services	
Substance Abuse Services	
Battered and Abused Spouses	
Employment Training	158
Crime Awareness/Prevention	
Fair Housing Activities	
Tenant/Landlord Counseling	
Child Care Services	
Health Services	
Abused and Neglected Children	
Mental Health Services	
Screening for Lead	
Housing/Homebuyer Counseling	
Total	1,036

Source: HUD Integrated Disbursement and Information System Report C04PR23

Public Facilities and Improvements

Public facilities and improvements include a wide variety of projects, including the acquisition, construction, reconstruction, rehabilitation and installation of public improvements or facilities, such as community centers, fire stations, playgrounds, street, libraries, and community centers, among many other activities.

The City of Middletown funded four public facility projects:

- Godfrey Library Handicapped Accessibility
- Mercy Housing Shepherd Home Improvements
- Friends of McCarthy Park- McCarthy Park Improvements
- The Connection Inc- Eddy Shelter Security Cameras

Table 3: Public Facilities and Improvements, Program Year 2010-2011

Category	Actual Number of Projects Underway	Actual Number of Project Completed	Disbursed
Public Facilities-General	2	3	\$55,000.00
Senior Centers	0	0	
Centers for the Disabled	0	0	
Homeless Facilities	1	3	\$13,921.34
Youth Centers/Facilities	0	0	

Neighborhood Facilities	0	0	
Parks and Recreation Facilities	1	1	\$50,063.74
Parking Facilities	0	0	
Solid Waste Disposal Facilities	0	0	
Flood and Drainage Facilities	0	0	
Water/Sewer Improvements	0	0	
Street Improvements	1	0	\$10,972.23
Sidewalks	0	0	
Child Care Facilities	0	0	
Tree Planting	0	0	
Fire Stations	0	0	
Health Facilities	0	0	
Facilities for Abused and Neglected Children	0	0	
Asbestos Removal	0	0	
Facilities for AIDS Patients	0	0	
Removal of Architectural Barriers	0	0	
Non-Residential Historic Preservation	0	0	
Total	5	7	\$129,957.31

Source: HUD Integrated Disbursement and Information System Report C04PR23

Economic Development

Economic development activities are those projects that are designed to create jobs or retain existing jobs; attract or retain businesses to an area, provide help to small businesses; acquire, construct, or rehabilitate buildings for businesses; and provide job training, among many other eligible activities.

Funds can also be used to encourage the formation of very small businesses, called micro-enterprises. The purpose of this program is to provide assistance to the City's growing companies with certain target sectors. The program is designed to assist growing companies in enhancing their economic viability, increase revenues and increase operation performance.

The Economic Development Specialist with the Department of Planning, Conservation and Development manages these types of projects and oversees the JOBS loans program, a loan program to available to small businesses for improvements and working capital at a ratio of \$10,000 per new full-time low to moderate-income jobs.

During the 2010 CDBG fiscal year no JOBS loans were given out and no funds were allocated to economic development projects.

Table 4: Number of Businesses and Persons Assisted in Economic Development Activities, Program Yr. 2010-2011

Category	Number of Business Assisted/ Number of New Jobs Created	Number of Low-Moderate Income Persons
Micro-Enterprises	0	0
Direct Business Assistance	12.5	12.5
Comm Acq., Const., and Rehab	1	1
Technical Assistance	0	0
Total	13.5	13.5

Source: HUD Integrated Disbursement and Information System Report C04PR23

Housing Rehabilitation

CDBG funds are used for a wide range of housing activities under the Consolidated Plan grants. Although funds are primarily used to repair and renovation homes and apartments, the city also funds a program operated by Liberty Bank to help first-time buyers achieve ownership and provide minor home repairs.

The City of Middletown did not funded any project for Housing Rehabilitation during the 2010-2011 program year.

Benefit to Low and Moderate Income Persons, Limited Clientele

This table lists all projects undertaken in the last year that meet the HUD National Objective test of what is referred to as "Low and Moderate Income Benefit, Limited Clientele". "Limited Clientele" are those persons for whom it can be assumed are low- to moderate- income or are described in the HUD regulations as persons with special needs, such as abused spouses, the homeless, and the severely disabled. Otherwise, to meet the "limited clientele" test, in most cases, participants must submit documentation for income and family size to assure compliance with HUD regulations.

Projects may also qualify if they are of such a nature and location that it can be reasonably concluded that participants will be primarily low- and moderate-income; for example, a day care center that is designed to serve residents of a public housing complex would meet this test.

In some case HUD has determined whether a certain group can be presumed to be low and moderate-income. Such groups are identified by the parenthesis.

In PY 36, most all funded activities were wither specifically designed and screened for the benefit of low-income persons or were located in low- and moderate-income census tracts. The table below shows low- and moderate-income beneficiaries of this year's funded activities to represent over 100% of all funds allocated.

Table : Low/Mod Benefit calculation

Expended on Low/Mod Non-Housing Benefit \$ 0.00

City of Middletown

Expended on Low/Mod Housing Benefit \$347,057.37
 Total Amount Expended for Low/Mod Activities \$347,057.37

Amount Subject to Low/Mod Benefit \$347,057.37
 Percentage Low/Mod 100%

Table 5: CDBG Allocation benefiting Low- and Moderate-income Residents

PY 36 Activities	CDBG Allocation	CDBG Expended	#Low/Mod	#Total	% LMA	Notes
St. Vincent DePaul- Amazing Grace Food Pantry	\$7,500	\$7,500	789	789	100%	People
Connecticut Legal Services- Housing Legal Aid	\$5,000	\$3,794.11	6	6	100%	People
Russell Library- Job and Career Services	\$13,750	\$13,750	80	110	73%	People
Middlesex Business & Industry Foundation- Worker Preparation Program	\$11,500	\$11,500	48	48	100%	People
Downtown Business District- North End Improvements	\$15,581.74	\$10,972.23	2,583	3588	72%	Census Tract 5416
Mercy Housing and Shelter Corporation- Shepherd Home Bathroom Renovation	\$38,755	\$0	89	89	100%	Homeless Individuals
Nehemiah Housing Corporation- Ferry Street Improvements	\$35,000	\$35,000	0	0	0%	2 units of L/M housing to be built
The Connection Inc.- Eddy Shelter Improvements	\$5,630	\$5,000	218	218	100%	Homeless Individuals
Gilead Community Services- Liberty Street Acquisition	\$25,000	\$25,000	6	6	100%	People
Gilead Community Services- High Street Window Improvements	\$15,000	\$15,000	2	2	100%	Households
Tonia's Tailoring- Business Improvement Grant	\$29,516	\$5,306.08	1	1	100%	Jobs
Middletown Public Schools- Accessibility Project	\$82,583	\$0	35	69	50.7%	Homeless Individuals
Middletown- After-School Scholarship Program	\$27,250	\$23,500	50	50	100	Children
Middletown- Micro-grant/loan program for Seniors	\$10,000	\$1,023.99	2	2	100%	Households
Middletown- Blight	\$5,000	\$0	Census Tract			Program

City of Middletown

Rapid Rapid Response Program			5411, 5416 & 5417			Funds to be reprogrammed
Middletown-Economic Dev Job Incentive	\$75,000	\$0	0	0	0%	Program Funds to be reprogrammed
Middletown- Small Business Creation/Expansion Incentive	\$60,000	\$20,448.93	12.5	12.5	100%	Jobs
Middletown-Section 108 Loan Repayment	\$55,219.50	\$0	NA	NA	NA	NA
Middletown-Program Administration	\$80,000	\$78,580.74	NA	NA	NA	NA
Total	\$597,285	\$256,376				

Each year a number of projects are not completed within the one year grant period from Sept 1st to August 31st. The following table lists project that have been carried over from last year and their current status as well as projects from 2010 that have not been completed yet and will carry over to the 2011 grant year.

For 2010 grant projects, five projects needed extensions. They are the Mercy Housing Shepherd Home, The Connection Eddy Shelter, Middletown Police North End Security Cameras, Godfrey Library Handicapped Accessible Entrance, and CHC Friends of McCarthy Park Improvements. All of these projects are construction projects and are expected to be completed by the end of March 2011, or the organizations risk having their funding reprogrammed.

Table 6: Carry-Over Projects

Activities	CDBG Allocation	Balance at as of Aug 31, 2011	Accomplishments
2003 Middletown Housing Partnership Trust	\$15,000	\$9,484.60	Project Underway
2006 Middletown Harbor Park ADA Dock	\$40,000	\$39,737.50	Project Underway
2007 Middletown Section 108 Loan Repay.	\$45,396	\$0.00	Project Completed
2008 North End Housing Rehab	\$251,101.91	\$26,527.02	Project Underway
2008 North End Housing Relocation	\$158,692.00	\$23,787.15	Relocation Payments underway
2008 Middletown Public Schools Energy	\$20,000	\$0.00	Project Completed

Improvements			
2009 North End Security Cameras	\$30,000.00	\$30,000.00	Funds to be reprogrammed during 2012 grant year
2009 CHC Friends of McCarthy Park	\$54,052.00	\$3,988.26	Project Completed, balance to be reprogrammed
2009 Godfrey Accessible Entrance	\$35,000.00	\$0.00	Project Completed
2009 Connection Eddy Shelter	\$5,000.00	\$0.00	Project Completed
2009 Middletown Code Enforcement	\$100,000	\$75,686.20	Project Underway
2009 Middletown Section 108 Loan Repay.	\$45,000	\$18,661.10	Loan Payments Underway
2009 Middletown Program Administration	\$80,000	\$129.72	Funds to be reprogrammed during 2012 grant year
	Total	\$228,001.55	

The following table is a list of all the strategies from the 2010-2015 Consolidated Plan and it lists the accomplishments achieved or proposed for each grant year.

- b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.

For the 2010 Program Year (September 1, 2010 – August 31, 2011), the City of Middletown obligated \$60,550.75 on Public Services activities. This represents 12.4% of its funding (the current year’s entitlement, and program income from the preceding year). The City of Middletown is required to spend not more than 15% of its funding on Public Service. The 12.4% is in compliance with the 15% cap. \$1,205.89 from Connecticut Legal Services program was spent during the grant year but drawn down in the 2011 grant year and has designated as an unliquidated 2010 distribution.

List of 2010 Public Service Expenditures

St. Vincent DePaul- Amazing Grace Food Pantry	\$7,500
Connecticut Legal Services- Housing Legal Aid	\$3,794.11
Russell Library- Job and Career Services	\$13,750
Middlesex Business & Industry Fndtn.- Worker Preparation Prog.	\$11,500
Middletown- After-School Scholarship Program	\$23,500
Sub-Total	\$60,044.11

List of 2010 Unliquidated Distributions	
Connecticut Legal Services- housing Legal Aid	\$ 1,205.89
Shiloh Christian Church Summer Program-	\$ -699.25
Sub-Total	\$ 506.64
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Total	\$60,550.75

The City of Middletown also spent \$78,580.74 on Planning and Administration; or 16.75% of its funding. This is less than HUD's requirement that not more than 20% of funds be spent on Planning and Administration.

List of Planning and Administration Expenditures
Program Administration- \$78,580.74

- c. If applicable, explain why progress was not made towards meeting the goals and objectives.

The City of Middletown considering a number of changes to its program, partly as a result of this year, but more significantly as a part of the new Consolidated Plan that is currently being developed for the next 5-year period (2010-2015). Briefly, changes include:

- Reducing the scope of what Community Development Block Grant funds spending is directed to in order to maximize the effectiveness of these dollars. The current 5 year consolidated plan that covered 2005-2010, had five priorities and 39 strategies. The Committee reduced these to three priorities and 13 strategies.
- More focus will be place of directing grants to a specific strategy through the annual solicitation process. The Citizen Participation plan will be amended to provide a hybrid selection process, with much of the entitlement being offered in a request for proposals process directly tied to goals and strategies laid out in the Consolidated Plan. Current the Citizen Participation Plan has an open call for proposals, and while it is requested that organization try and meet the needs laid out in the Consolidated Plan it has not been effective in directing CDBG funds to priority areas.
- Creating partnerships will be a key having a successful Community Development Block Grant program. Working Groups will be developed around the priority areas that will allow organizations to be involved with the City throughout the funding process, in the evaluation of how projects are faring and in developing new projects in line with the Consolidated Plan.
- There will be a better framework develop to determine if programs are effective through a two layer performance measurement system. The first layer would assess where Middletown is trending as a whole and by census tracts or planning districts. This information would be used to see if the overall plan is effective or needs to be reassessed or if new strategies need to be developed to meet new threats or opportunities. The second layer would direct measure the impact of projects and programs and will use client surveys, neighborhood surveys, and a range of easily accessible statistics to measure if the funded projects are effective and producing what was envisioned.

2. Describe the manner in which the recipient would change its program as a result of its experiences.

See answer 1c

3. Affirmatively Furthering Fair Housing:
 - a. Provide a summary of impediments to fair housing choice.
 - b. Identify actions taken to overcome effects of impediments identified.

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

During 2010-2011, the City Fair Housing Officer played a critical role for the City with regard to ensuring the City's fair housing policy is enforced. The City of Middletown has been and continues to be committed to affirmatively furthering fair housing. Fair Housing activities to overcome barriers to fair during this first year of this new Five Year Plan (2010-2015) will include:

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

The "Analysis of Impediments to Fair Housing Choice" report identifies a number of actions the City can take in order to affirmatively further fair housing. The City's Fair Housing Action Plan will address and mitigate some impediments to fair housing choice that exist in the City of Middletown. The plan has been carried out by the Department of Planning, Conservation and Development during this first year (2010-2011) of the Five Year Plan, and the following actions had been taken:

Impediment 1- Administrative Policies and Programs

The City of Middletown is in a period of housing choice policy transition. In 2009-2010 the City ended its two decade long down payment assistance and closing cost grant program and residential rehabilitation loan program. The City has implemented new programs and this transition period has been a possible impediment to fair housing choice.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- finishing and implementing the recommendation of its Housing Study
- preparing a proposed licensing program for review in 2011.

Impediment 2- Zoning

The City's Zoning Code, which acknowledges the historic, organic patterns of development in Middletown, does not deter the construction of affordable or alternative housing in Middletown. However, the City is nearly fully developed and the high costs of housing production- often on marginal and previously undeveloped land- is the greatest impediment to the construction of housing for any income group. This impediment is balanced with opportunities to renovate and rehabilitate existing housing.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- finished the Housing Study
- and is implementing the recommendation of its Housing Study.

Impediment 3- Rental Market, Section 8 and public housing

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- finished the Housing Study
- implementing the recommendation of its Housing Study.
- meeting with the Middletown Housing Authority to hear and offer updates on each others on programs and develop areas for partnership.
- meeting with local housing groups should meet to explore opportunities to create efficiencies and savings through roundtable discussions as part of the CDBG outreach efforts.

Impediment 4- Homeownership Opportunities

While housing prices have decreased recently, buying a home is still a significant investment for low and moderate income residents. The City of Middletown ended its Down Payment Assistance Program and is working on replacement program. However, without assistance low and moderate income residents will find it a challenge to buy a home and neighborhoods that have low homeownership are seeing those percentages of homeownership decrease.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- finished the Housing Study
- implementing the recommendation of its Housing Study.

Impediment 5- Banking Practices and Predatory Lending

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- working with local lenders to address the investment gap between wealth and less wealth sections of the City through roundtable discussions as part of the CDBG outreach efforts.

Impediment 6- Challenges facing Affordable Units

There were four CDBG funded project during grant year 2010. They were:

Gilead Community Services- Liberty Street Acquisition \$25,000

Gilead Community Services is pursuing the purchase of residential property located at 169 Liberty Street. Once purchased, the property will allow low income housing for five residents who receive supportive case management services from Gilead Community Services. The current purchase price is \$175,000. Gilead Community Services is required to put down \$43,750 toward the purchase of the house in order to get a mortgage. Gilead is requesting \$25,000 in CDBG funding to put toward this down payment. Gilead has received \$5,000 from the Liberty Bank Foundation and Gilead will fund the remaining \$13,750. Gilead Community Services will also make numerous exterior improvements to the Liberty Street property once it is purchased. These improvements will include: siding, trim, windows, porch renovations, landscaping and a paved driveway. The estimated costs of these improvements is \$50,000

Gilead Community Services- High Street Window Improvements \$15,000

Gilead Community Services provides residential and mental health rehabilitative services to nine Middletown residents at 451-453 High Street, also known as Gilead I. Gilead I is a home that was modified from a two-family house into a licensed group home. Individuals living in the home pay rent to Gilead. the current windows are wooden double hung windows. Gilead would like to replace them with new vinyl, double hung, tilt windows with Energy Star rated LoE insulated glass. We anticipate saving up to 35% on our heating expenses.

The Connection- Eddy Shelter Improvements \$5,630

The Eddy Shelter provides 24-hour access to emergency shelter for adult females and males over the age of 18. The purpose of the Eddy Shelter is to engage each resident through comprehensive case management and provide access to substance abuse treatment, healthcare, employment assistance, housing and mental health services in an effort to end homelessness in Middlesex County. The Connection Inc. is also proposing the installation of new tile flooring for the Shelter Hallway areas. The previous flooring was ripped out due to an asbestos issue that was remedied by the State of CT. The area does not have any flooring on it since the remediation. The entire project will enhance the comfort and health of all residents and staff.

Mercy Housing – Shepherd Home Bathroom Renovation \$38,755

This project will enhance environmental and health code compliance and improve the sanitation, functionality and efficiency of the restroom facilities at Shepherd Home, a 70-bed long-term transitional residential facility for homeless men and women working toward self-sufficiency and permanent housing. This proposed project will include renovations of 4 resident restrooms and 1 handicapped restroom. Each of the restrooms has 3 toilets, 2 showers, 2 sinks, 1 exhaust fan. The ceilings and walls in these rooms are of varying materials. All surfaces are chipped and cracked, therefore

they retain moisture and have developed mildew problems thereby producing health and sanitation issues. Moisture and mildew have taken a toll on each of the restrooms. Surface areas will be replaced with either tile or cement board which better stands up to humidity and moisture. The exhaust fan in the handicapped restroom will be replaced.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- finished the Housing Study
- implementing the recommendation of its Housing Study.

Impediment 7- Cost-Burden and Employment

In 2000, unemployment in the Downtown and North End was at least double the rate for the rest of the City and minority unemployment was over 8% or three times the City rate of unemployment. Using these ratios for 2010, the downtown could currently have an unemployment rate of 18.5% and minorities in Middletown could have an unemployment rate as high as 22%.

Addressing the economic situation as well as addressing the affordability of housing will help address the cost burden for Middletown residents in achieving housing choice.

There were two CDBG funded project during grant year 2010.

Russell Library- Job and Career Services \$13,750

Russell Library Job and Career Services provides services to meet the needs of unemployed and underemployed residents through a comprehensive program to help prepare individuals for work, find employment, stay employed, become more financially literate and learn about small business.

Middlesex Business and Industry Foundation- Worker Preparation Program \$11,500

The Middletown Worker Preparation Program has been a valuable asset to the Middletown community since 1991. The primary mission of the program is to help unemployed and displaced workers in the City of Middletown find employment. The program's goal has always been to put the people of Middletown in the best possible position to secure employment and earn wages that will allow them to provide for their family and contribute to the fabric of the Middletown Community. We like to describe our role as being a "bridge between job seekers and employers." As a business organization, the Chamber has strong links to a wide range of employers in Middletown and the Greater-Middletown area. One of the Chamber's main functions, therefore is to help its members as they seek to hire quality employees. Before beginning the job search, Chamber staff members help clients to create effective resumes and prepare for job interviews while providing job coaching with both clients and employers to foster the best possible environment for not only placement into employment, but long-term job retention as well.

Impediment 8- Land Resources and Site Selection

The available land for development are locations that have a variety of site constraints, including steep slopes, ledge, tidal wetlands and infrastructure. Development of these sites raises a number of environmental sustainability issues, largely related to carrying capacity and appropriate density. When permitted, the higher cost of developing a sensitive site often exceeds that of a more typical suburban location.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- using resources that it has available through a US EPA Brownfield grant will develop a database of sites that are appropriate for infill development.
- maintaining the inventory of historic properties on its website to allow developers and property owners to know when they have a historic structure that it eligible for reuse and reduced zoning requirements.

Impediment 9- Environmental Constraints

Although the City is fortunate to have many older structures, 7,708 residential units built before 1980 and there are 1,159 buildings listed on the local historic inventory. These buildings have a high probability of containing hazardous materials such as lead-based paint and asbestos. Cost considerations for clean-up and abatement impact financial feasibility.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- using resources that it has available through a US EPA Brownfield grant to investigate sites for hazardous materials and provided the results to the owners and the public.

Impediment 10- Public Transportation

The City is well served by its public transportation system, with all major apartment complexes low income neighborhoods located on bus routes. Concerns have been raised about the need for improved mass transportation both within the region. One cited example was the availability of jobs in Southern Middlesex County, yet public transportation to this area from Middletown is impractical and since there is very little affordable housing in South Middlesex County there is a disconnect when it relates to housing for low income individuals and jobs for low income workers. More dependable and varied bus routes throughout the region would help with both employment and housing choices to residents of all income levels.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- supporting expansion of services or collaboration with adjacent public transit systems to create services to meet economic opportunities, through its representation on the Middletown Area Transit Board.
- participating with the MidState Regional Planning Agency and where appropriate neighboring regional organizations to develop regional solutions to transportation problems.

Impediment 11- Regional Issues

Suburban responses to the development of affordable housing (except for elderly housing) often meet with regulatory or public opposition. While low mortgage rates have encouraged affordable homeownership – particularly in the inner suburbs – there are few opportunities for affordable rents in the communities surrounding Middletown.

Affordable housing remains an integral component to the city’s housing strategy. However, in order to meet the increasing demand for affordable units, the strategy must be a regional approach.

There were no CDBG funded project during grant year 2010.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- will participate with the MidState Regional Planning Agency and where appropriate neighboring regional organizations to develop regional solutions to the affordable housing problems.

Impediment 12- Accessibility

There was one CDBG funded project during grant year 2010.

City of Middletown- Micro-grant/loan program for Seniors \$10,000

Seniors and the disabled can be forced to leave the home they love, not because they can no longer care for themselves by aspects of their home have become a barrier to living independently. This program would provide either grants or loans to seniors and the disabled to make simple modifications to their homes. Grants would be available of up to \$1,000. The City's ADA Coordinator will assist in the identifying and correcting accessibility issues.

Efforts not funded by CDBG to reduce accessibility impediments during the 2010 grant year included:

- continuing to support the efforts of the City’s ADA Coordinator the Commission on Persons with Disabilities.
- extending the Audio-voice crosswalks for the visually impaired all along Main Street, south end, central and north end;
- working on revising the Design Guidelines for City reviewed private projects or City public works projects to implement universal design through out the City.

4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

During Program Year 2010, the City worked to reduce the number of households living in poverty. Key components to the City's strategy included:

1. Jobs, Jobs, Jobs!;
2. Livable Neighborhoods!;
3. Access for All!;

The City addresses homelessness through two existing networks, Balance of State Continuum of Care and the Middlesex County 10 year plan to end homelessness. The Continuum of Care is a coordinated system for providing housing and supportive services to help homeless City residents become more self-sufficient. The Continuum is supported by a wide variety of existing public and private organizations providing outreach, intake and assessment, prevention, emergency shelter, transitional housing, permanent supportive housing and supportive services.

The Middletown Housing Authority continued to operate the Section 8 Rental Assistance Program where approximately 700 vouchers are distributed annually.

5. Leveraging Resources

- a. Identify progress in obtaining "other" public and private resources to address needs.
- b. How Federal resources from HUD leveraged other public and private resources.
- c. How matching requirements were satisfied.

Program Year 1 CAPER General Questions response:

This section provides an overview of leveraging of Consolidated Plan funds from project activities. Leveraging of resources means that the city, whenever possible, identifies and uses other public and private funds, which, together with federal housing and community development funds better increases the amount of money that the city can commit to complete a project.

The Consolidated Plan regulations specify that, wherever possible, grantees shall attempt to obtain other public and private funds to pay for projects identified in the Consolidated Plan. And the CAPER must include an explanation of how HUD resources leveraged public and private funds. This section will set forth how city departments and subrecipients identified and used other funds to leverage funding through the CDBG program.

Background

The City uses a variety of public and private resources to fulfill HUD's National Objectives; that is, to provide decent housing, a suitable living environment, and expanded job opportunities for residents. Community Development Block Grant resources provide most of the funds for housing, community development, and economic revitalization activities. However, no one source can meet all of the needs within the city, and federal money often cannot cover the cost of projects alone. Funds appropriated by Congress for cities and counties continue to shrink, due to a greater number of governments participating in federal grant programs.

Advantage of Leveraging

A broad-based pool of money allows flexibility, and permits the city to leverage Consolidated Plan funds with other dollars. The table below summarizes the sources and amounts of leveraged funds for Program Year 2010-2011 activities.

The table and graph below show CDBG funds as a portion of total budget for each subgrantee's CDBG-funded activity. While the task of determining the exact leveraging role of the CDBG funds for each activity is a subtle one, it is plain to see a wide range with respect to the portion of their total budget comprised by the CDBG funds. In total, PY36's \$596,965.85 was pooled with an additional \$599,786 to fund 17 activities, or almost three times the CDBG portion. On average, activities' budgets only 41% of the funding come from CDBG grants.

Table 8: Leveraging of CDBG Funds by Other Sources

Organization	Project Name	CDBG Funding	Other Funding	Total Expended	% CDBG
St. Vincent DePaul	Amazing Grace Food Pantry	\$7,500	\$155,123	\$162,623	5%
Connecticut Legal Services	Housing Legal Aid	\$5,000	\$15,000	\$20,000	25%
Russell Library	Job and Career Services	\$13,750	\$25,484	\$39,234	35%
Middlesex Business & Industry Foundation	Worker Preparation Program	\$11,500	\$0	\$11,500	100%
Downtown Business District	North End Improvements	\$15,581.74	\$10,319.32	\$25,901	60%
Mercy Housing and Shelter Corp	Shepherd Home Bathroom Renovation	\$38,755	\$0	\$38,755	100%
Nehemiah Housing Corp.	Ferry Street Improvements	\$35,000	\$236,700	\$271,700	13%
The Connection Inc	Eddy Shelter Improvements	\$5,630	\$0	\$5,630	100%
Gilead Community Services	Liberty Street Acquisition	\$25,000	\$2,160	\$27,160	92%
Gilead Community Services	High Street Window Improvements	\$15,000	\$150,000	\$165,000	9%
Tonia's Tailoring	Business Improvement Grant	\$29,516	\$0	\$29,516	100%
Middletown Public Schools	Accessibility Project	\$82,583	\$5,000	\$87,583	94%
City of Middletown	After-School Scholarship Program	\$27,250	\$0	\$27,250	100%

City of Middletown	Micro-grant/loan program for Seniors	\$10,000	\$0	\$10,000	100%
City of Middletown	Blight Rapid Response Program	\$5,000	\$0	\$0	100%
City of Middletown	Econ Dev Job Incentive Program	\$75,000	\$0	\$75,000	100%
City of Middletown	Small Business Creation/Expansion Incentive	\$60,000	\$0	\$60,000	100%
City of Middletown	Section 108 Loan Payments	\$55,219.50	\$0	55,219.50	100%
City of Middletown	Program Administration	\$80,000	\$0	80,000	100%
Total		\$596,965.85	\$599,786	\$1,197,072	49%

Source: 2010 Subgrantee Accomplishments Reports

Managing the Process

1. Describe actions taken during the last year to ensure compliance with program and comprehensive planning requirements.

Program Year 1 CAPER Managing the Process response:

This section of the CAPER describes the process whereby the city includes residents in the review of the completeness and adequacy of the CAPER document. HUD requires resident participation at every level of the grant process. A Citizen Participation Plan is a precondition for funding through the Consolidated Plan.

The Citizens' Advisory Committee for the City of Middletown is an advisory board that provides an important forum for review of the Consolidated Plan and the CAPER. Requirements for membership of the Citizens' Advisory Committee are designed to encourage participation by low-and moderate-income persons, particularly those living in slum and blighted areas; and in areas of Middletown where use of CDBG funds are needed. The composition of the Citizens' Advisory Committee represent the following interest groups: 2 members of the Common Council (one from each political party), 2 At-Large members, a Middletown Housing Authority member, a Planning and Zoning Commission member, a Low/Moderate Income member, an Elderly member, a Disabled member, 2 members representing Census Tracts 5412, 5413, 5414, 2 members representing Census Tracts 5411, 5415, 5416, 5417, and 2 members representing Census Tracts 5418, 5419, 5420, 5421, 5422.

One highlight of the Citizens' Advisory Committee was the creation and adoption of a Monitoring Protocol. This item will be discussed in further detail in the Monitoring section of the CAPER.

The Citizens' Advisory Committee meets monthly, on the third Wednesday of each month. The Community Development Specialist staffs this committee and provides

the committee with pertinent information on a timely basis and records and carries out all Committee decisions.

The Citizens' Advisory Committee meeting agenda and minutes are publicized on Middletown's Department of Planning, Conservation, and Development website at the following address: www.middletownplanning.com/cac.html.

Public notices for substantial amendments to the Consolidated Plan are published in the Middletown Press and the Hartford Courant.

The draft CAPER was presented to the Citizens' Advisory Committee at their October meeting. Each member was given a copy to review.

To encourage public comment examination copies were provided to the Middletown Public library, the Department of Planning, Conservation, and Development, and on the Department's website. A notice of availability of the CAPER for community review was published in the Hartford Courant on October 6, 2011. A copy of the proof of publication for the public notice is provided in the appendix of the CAPER.

The Citizens' Advisory Committee held a public hearing on the CAPER on November 16, 2011.

The Committee received the following comments from the public: No comments received from the public.

Questions regarding the CAPER Narrative or associated reports may be address to the following:

Michiel J. Th. Wackers
Deputy Director of Planning, Conservation, and Development
City of Middletown, PO Box 1300
245 DeKoven Drive
Middletown, CT 06457

Phone calls are welcomed at 860-344-3425.

Email may be sent to michiel.wackers@cityofmiddletown.com.

Citizen Participation

1. Provide a summary of citizen comments.
[No comments were received from the public.](#)
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may

also be satisfied by specifying the census tracts where expenditures were concentrated.

*Please note that Citizen Comments and Responses may be included as additional files within the CPMP Tool.

Program Year 1 CAPER Citizen Participation response:

The City had \$1,099,701.92 in Community Development Block Grant (CDBG) funds available for Program Year September 1, 2010 to August 31, 2011.

The breakdown of the sources of funds is as follows:

CDBG Resources

Reprogrammed funds	\$	0.00
CDBG Entitlement	\$	454,439.00
Program Income Received	\$	14,834.37
<u>Unexpended balance from previous year</u>	<u>\$</u>	<u>630,439.55</u>
Total Resources	\$	1,099,701.92

CDBG Expenditures

Total CDBG Expenditures	\$	462,173.56
Unexpended Balance (August 31, 2011)	\$	637,528.36

The following maps show the geographic location of programs and projects funded, some public service projects, are show by where they are organization operates from, but served the a neighborhood or the City as a whole.

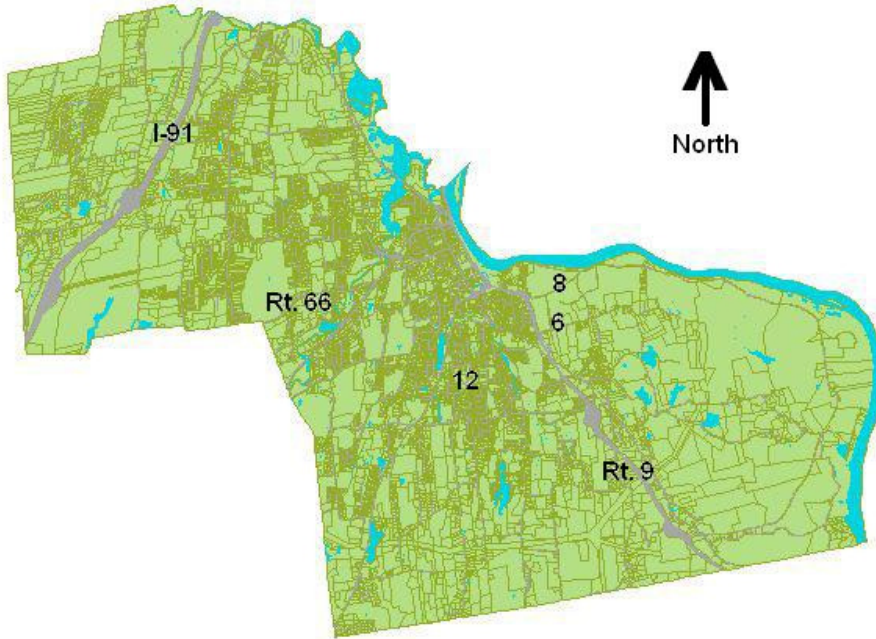
Table 9: Map Key

Number	Organization	Project Name	Funding
1	St. Vincent DePaul	Amazing Grace Food Pantry	\$7,500
2	Connecticut Legal Services	Housing Legal Aid	\$5,000
3	Russell Library	Job and Career Services	\$13,750
4	Middlesex Business & Industry Foundation	Worker Preparation Program	\$11,500
5	Downtown Business District	North End Improvements	\$15,581.74
6	Mercy Housing and Shelter Corp	Shepherd Home Bathroom Renovation	\$38,755
7	Nehemiah Housing Corp.	Ferry Street Improvements	\$35,000
8	The Connection Inc	Eddy Shelter Improvements	\$5,630
9	Gilead Community Services	Liberty Street Acquisition	\$25,000
10	Gilead Community Services	High Street Window Improvements	\$15,000
11	Tonia's Tailoring	Business Improvement Grant	\$29,516
12	Middletown Public Schools	Accessibility Project	\$82,583
13	City of Middletown	After-School Scholarship Program	\$27,250
14	City of Middletown	Micro-grant/loan program for Seniors	\$10,000
15	City of Middletown	Blight Rapid Response Program	\$5,000
16	City of Middletown	Econ Dev Job Incentive	\$75,000

City of Middletown

		Program	
17	City of Middletown	Small Business Creation/Expansion Incentive	\$60,000
18	City of Middletown	Section 108 Loan Payments	\$55,219.50
19	City of Middletown	Program Administration	\$80,000

Map 1- Middletown Map



Map 2- Downtown Middletown Map

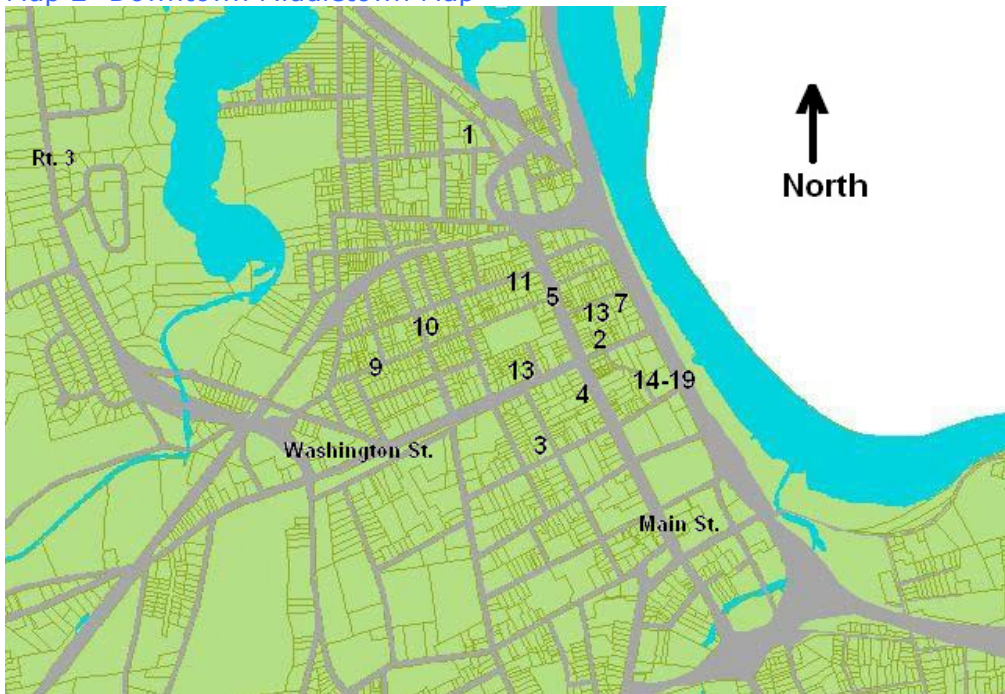
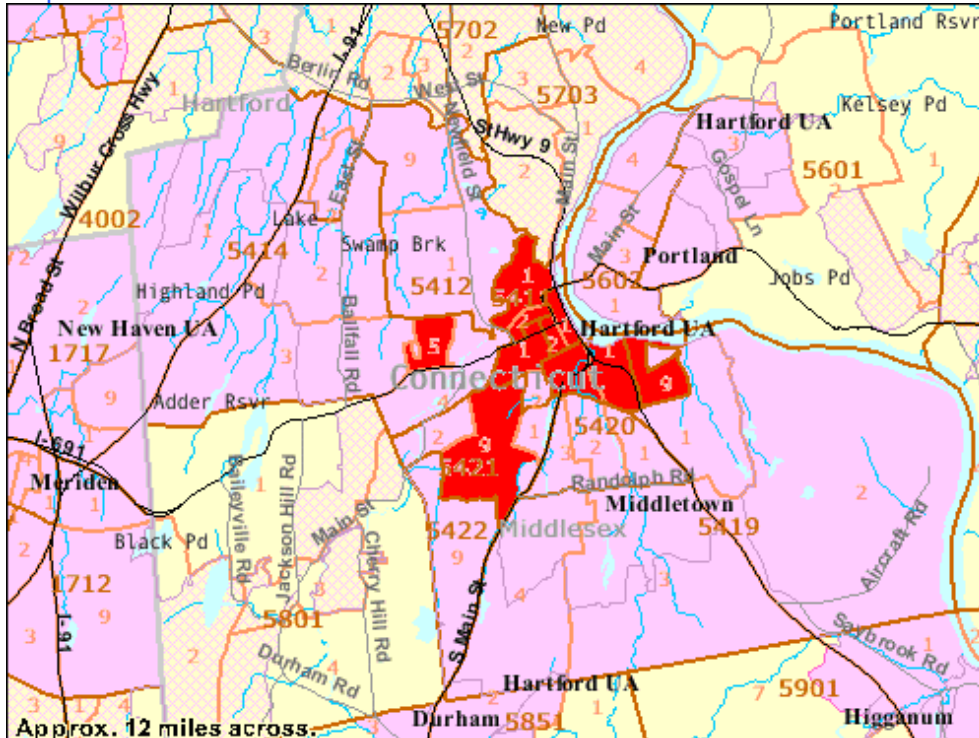


Table 10: Low- and Moderate-income Census Blocks

Low & Mod Residents	Total Population	Low & Mod Percentage	Census Tract	Census Block
874	1220	71.64%	5411	1
742	1130	65.66%	5411	2
1639	3456	47.42%	5412	1
155	1016	15.26%	5412	9
688	2523	27.27%	5413	1
736	3426	21.48%	5413	2
136	1189	11.44%	5414	1
335	1875	17.87%	5414	2
186	1149	16.19%	5414	3
983	2060	47.72%	5414	4
821	1199	68.47%	5414	5
575	972	59.16%	5415	1
346	761	45.47%	5415	2
652	779	83.70%	5416	1
331	459	72.11%	5416	2
808	1449	55.76%	5417	1
1049	1543	67.98%	5417	2
47	47	100.00%	5418	9
326	852	38.26%	5419	1
772	1265	61.03%	5419	2
434	1920	22.60%	5419	3
636	1582	40.20%	5419	4
313	1142	27.41%	5420	1
631	1698	37.16%	5420	2
642	1468	43.73%	5420	3
351	804	43.66%	5421	1
460	1011	45.50%	5421	2
855	1667	51.29%	5421	9
259	1630	15.89%	5422	9

Map 3- Low and Moderate Income Census Tracts



The following table breaks down CDBG funded activities by Census Tract.

Table 11: Spending in Low Income Census Tracts

Number	Organization- Project Name	Funding
Census Tract 5411		
9	Gilead Community Services- Liberty Street Acquisition	\$25,000
10	Gilead Community Services- High Street Window Improvements	\$15,000
15	Middletown- Blight Rapid Response Program	\$5,000
<i>Total</i>		<i>\$45,000</i>
Census Tract 5414 Block Group 5		
No Projects for 2010		\$0.00
Census Tract 5415 Block Group 1		
No Projects for 2010		\$0.00
Census Tract 5416		
2	Connecticut Legal Services	\$5,000
3	Russell Library- Job and Career Services	\$13,750
4	Middlesex Business and Industry Foundation- Worker Prep Program	\$11,500
5	Downtown Business District	\$15,000
7	Nehemiah Housing Corp	\$5,000
11	Tonia's Tailoring- Business Improvement Grant	\$29,516
13	Middletown- After-School Scholarship Program	\$27,250
15	Middletown- Blight Rapid Response Program	\$5,000
<i>Total</i>		<i>\$112,016</i>
Census Tract 5417		
1	St. Vincent DePaul- Amazing Grace Food Distribution	\$7,500
15	Middletown- Blight Rapid Response Program	\$5,000
<i>Total</i>		<i>\$12,500</i>
Census Tract 5418		
6	Mercy Housing- Shepherd Home Bathroom Improvements	\$38,755
8	The Connection Inc.- Eddy Shelter Improvements	\$5,630
<i>Total</i>		<i>\$44,385</i>
Census Tract 5419 Block group 2		
No Projects for 2009		\$0.00
Census Tract 5421 Block Group 9		
No Projects for 2010		\$0.00
Other Census Tracts		
12	Middletown Public Schools- Accessibility Project	\$82,583
Citywide		
14	Middletown- Micro-grant/loan program for Seniors	\$10,000
16	Middletown- Econ Dev Job Incentive Program	\$75,000
17	Middletown- Small Business Creation/Expansion Incentive	\$60,000
<i>Total</i>		<i>\$145,000</i>

Institutional Structure

1. Describe actions taken during the last year to overcome gaps in institutional structures and enhance coordination.

Program Year 1 CAPER Institutional Structure response:

In the past year, Middletown has

Monitoring

1. Describe how and the frequency with which you monitored your activities.
It is important that city residents, as well as HUD be assured that federal housing and community development funds are safeguarded through procedures that regulate how funds are spent. Federal requirements prohibit expenditures for certain things, such as political activities. Accounting and budget systems must be in place to account for federal funds, and assure that they are being spent only on eligible project activities.

To meet this objective, the City has revised its monitoring protocol, which among other things formalizes "triggering events" that require Middletown staff to conduct thorough financial and programmatic monitoring annually. A copy of this Monitoring protocol can be found in the Appendix. The monitoring process utilized is based on in-house assessment of all materials that the City has related to the specific project being investigated, followed by an on-site inspection. This system is designed to incorporate a variety of monitoring techniques and approaches to ensure that all funded activities receive an appropriate level of review.

When problems arise, corrective action plans are initiated, and the Citizens' Advisory Committee is notified of the situation. Should improvements not materialize, the City exercises its contractual options, through the Citizens' Advisory Committee, to safeguard the expenditure of funds.

The Community Development Specialist is responsible for monitoring the Community Development Block Grant programs, with the Finance Department acting as a second tier for detecting problems concerning use and expenditure of CDBG funds.

The Community Development Specialist carried out ten monitoring visits and in large part all the subgrantees were in compliance with their responsibilities under the Community Development Block Grant program. Any issues that did arise were able to be resolved within 30 days.

2. Describe the results of your monitoring including any improvements.
The majority of reports submitted and site visits found that program requirements were being complied with.

Programs that had a monitoring visit conducted were Mercy Housing, Russell Library, Middletown Public Schools Downtown Business District and Gilead Community Services.

3. Self Evaluation

- a. Describe the effect programs have in solving neighborhood and community problems.

Middletown has made significant gains in solving neighborhood and community problems, especially in dealing with housing and quality of life issues in the North End, priority number one in our Consolidated Plan. While Middletown's block grant funding provided key seed money that provided confidence to other funders that the City was a serious partners in major projects undertaken since 2005. For example, roughly \$300,000 in CDBG funds used for acquisition and relocation costs associated with Wharfside Commons development allowed the developer to secure an additional \$20 million private dollars to construct 96 units of affordable rental apartments. The same is true for the North End Homeownership development. This was a difficult project, but the \$720,000 in CDBG funds kept people and funders involved in the process for six years and now we expect this project to become reality in 2010.

CDBG funds paved the way for these two projects and other private projects. Recent, a private developer built the first new commercial building on Main Street since the 1930s, in part because of the improved housing built in the vicinity. This development attracted It's Only Natural food store and a magazine publisher. Other organizations in the North End are discussing major expansion, something that has not been heard of in decades. The City believes that CDBG funds help take the first steps the biggest risks, to make a positive investment where it was needed.

- b. Describe progress in meeting priority needs and specific objectives and help make community's vision of the future a reality.

Priority One: Jobs, Jobs, Jobs!

Priority Two: Livable Neighborhoods!

Priority Three: Access for All!

- c. Describe how you provided decent housing and a suitable living environment and expanded economic opportunity principally for low and moderate-income persons.

See comments from previous sections A and B.

- d. Indicate any activities falling behind schedule.

In 2010, two activities were not completed on time. Theses were Mercy Housing Shepherd Home Bathroom Renovation and Middletown Public Schools Accessibility project.

Both projects requested in writing an extension to their projects and the Citizens' Advisory Committee granted a one month extension to Mercy Housing and a two month extension for Middletown Public Schools.

- e. Describe how activities and strategies made an impact on identified needs.
See comments from previous sections A and B.

- f. Identify indicators that would best describe the results.

The City of Middletown has tried in this 5-year plan to measure the effectiveness of its CDBG activities through quarterly reports provided by the subgrantees and

answering some basic questions about outcome such as if homeowners spending 30% or less on housing, did an client find employment, or was a facility made more accessible.

In the future the City is looking to create a more comprehensive evaluation framework that depends not only on subgrantee quarterly reports, but also client surveys, neighborhood surveys and data provided by the City's code enforcement officials and police department. This new performance measurement system has been slowly developed as part of the new 5-year Consolidated Plan for 2010-2014 and took effect in September 2010.

- g. Identify barriers that had a negative impact on fulfilling the strategies and overall vision.

As always, because there is just so much to do, limited dollars inhibit our ability to complete our goals.

There is also a divergence of efforts between city, foundations, banks and other that need to be focused on similar aims and objectives.

Finally, limited staffing is an issue, given the small size out our entitlement; it can only fund one full-time position to manage the Community Development Block Grant Program.

All these issues are being study as part of the development of a new 5-year Consolidated Plan for 2010-2014.

- h. Identify whether major goals are on target and discuss reasons for those that are not on target.

The discussion in preceding section A, highlights the on target goals for the North End. The discussion in preceding section B, highlights the reasons for those that are not on target.

- i. Identify any adjustments or improvements to strategies and activities that might meet your needs more effectively.

See comments in preceding sections A, B, F, and G.

Program Year 1 CAPER Monitoring response:

Lead-based Paint

1. Describe actions taken during the last year to evaluate and reduce lead-based paint hazards.

Program Year 1 CAPER Lead-based Paint response:

The City of Middletown monitor's elevated blood lead levels (EBLL) in children in Middletown. Follow up on EBLL's are followed up on by a contractual agreement we have with Middlesex Home Care. Middlesex Home Care deals with all the medical and epi aspects of these cases.

The Middletown Health Department also followed up on confirmed EBLL's by looking into sources and then taking necessary enforcement action for abatement and or

management plans as well as removal of the elevated child from the premises until such time the unit is declared safe.

In addition the Middletown Health Department works with the hospital and conduct regular screenings of school age children by way of clinics we run through out the year at the schools in the city. At these clinics the Middletown Health Department provides education as well as medical screenings.

HOUSING

Housing Needs

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

1. Describe Actions taken during the last year to foster and maintain affordable housing.

Program Year 1 CAPER Housing Needs response:

HUD requires that the city provide an update on its efforts to provide new affordable housing, and maintain the city's existing affordable housing inventory. These two themes are combined in this section of the CAPER report, and both topics will be discussed to provide residents and HUD with an understanding of the types of programs funded through the four Consolidated Plan grants in meeting this critically important need.

In fostering and maintaining affordable housing, Middletown must provide the majority of affordable housing and human services for the entire region's poor and less fortunate. Settled in 1651, the City, once a major port and later, a manufacturing center, no longer has a significant role as a hub or distribution center. Now, the City's major employers are Wesleyan University, two insurance companies [Aetna/Healthcare and Middlesex Mutual], a defense industry company [United Technologies: Pratt and Whitney], and two hospitals [CT Valley Hospital, CT's primary long term mental health facility and Middlesex Hospital, the county's general hospital]. The insurance companies and the defense industry employer have downsized dramatically in the past few years. Middletown's downtown commercial area, which encompasses the greatest concentration of low/moderate housing, while improving, remains economically distressed. Outside of downtown, statistical concentrations of poverty are skewed by the existence of such institutions as Wesleyan University, Connecticut Valley Hospital and Connecticut Juvenile Training Center (the sole juvenile offender institution under the auspices of the CT Department of Children and Family Services) where residents have virtually no incomes.

Middletown's affordable housing stock is located in two areas: either in aging or deteriorating housing stock near the central city, or in over-built condominiums at the periphery, separated from many of the services and amenities located downtown. One concentration of low-income housing is in the city's North End, and is being studied by private developers for substantial redevelopment and replacement

with improved affordable housing. But this may further put a strain on the supply of affordable rents for low and extremely low-income residents.

Last year, Middletown funded one projects with CDBG funds to address affordable housing.

Broad Park North End Homeownership Project- Phase II: Ferry Street Demolition- The developers, Broad Park Development Corporation and Nehemiah Housing Corporation, secured the seven (7) properties that are being targeted for homeownership redevelopment. In the 2009 CDBG year the developer secured a \$3 million grant from the Connecticut Department of Economic and Community Development from state HOME funds and commenced construction on 15 of the 17 units. The City has completed the relocation of seven households using CDBG funds. The developer is working to begin an abatement and selective demolition phase. Once the project is completed, there will be 17 affordable homeownership units.

To overcome gaps in institutional structures, the Middletown, Connecticut area has been involved in a coordinated effort to address homelessness and housing needs since late 1992. Through a Supportive Housing Coalition, over fifteen different service or municipal agencies have marshaled forces to expand the resources available to the area's homeless population. Through both public and private support, the community service agencies, public officials and business representatives have developed an array of housing and support services for the homeless. The Supportive Housing Coalition, with federal, state, local and private dollars has expanded the availability of permanent housing with support services for the area's homeless. Current needs assessments indicate that homelessness is still a significant problem in the Middletown area. There remain gaps in the continuum of care that require attention. The Supportive Housing Coalition also has targeted its support to maintaining critical components of services within this community for renewal funding.

Public housing and resident initiatives during PY36 followed much the same pattern as they did PY35. No public housing was demolished during the program year, although they have taken steps to comply with the new lead-based paint hazard reduction regulation (24 CFR 35) which went into effect at the start of PY26.

Compliance with and monitoring of the Consolidated Plan is becoming easier as the department streamlines the application process and proactively seeks requests for subgrant proposals consistent with the Consolidated Plan. Discussions within the Citizens' Advisory Committee, committee members' exposure to other entitlement communities CDBG practices, and the new lead-based paint hazard reduction regulation have all precipitated these changes during PY27 to make compliance to the new Consolidated Plan integral to the application for and allocation of CDBG funds.

In the city's ongoing effort to reduce the number of families in poverty, it continues to implement its ongoing integrated approach aimed at leaving no one behind: providing a safety net of housing, transitional housing, treatment centers, and shelters; providing youth development programs to ensure that upcoming generations are well prepared to succeed in school and the workplace; and providing job training and job placement programs to develop a capable and competitive workforce.

Throughout year 2010, the only goals that have been addressed is number 4 to support groups that provide opportunities to educate low income Middletown residents. The North End Action Team provides training and advocates for residents on housing issues and Liberty Bank has provided first-time homebuyer seminars.

The Citizens' Advisory Committee is looking to reevaluated these goals as part of Middletown's a new Consolidated Plan for 2010-2015.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households comparing actual accomplishments with proposed goals during the reporting period.
2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.
3. Describe efforts to address "worst-case" housing needs and housing needs of persons with disabilities.

Program Year 1 CAPER Specific Housing Objectives response:

The City of Middletown and its partners continue to work at implementing the North End Homeownership project. The developers, Broad Park Development Corporation and Nehemiah Housing Corporation, secured the seven (7) properties that are being targeted for homeownership redevelopment. In the 2009 CDBG year the developer secured a \$3 million grant from the Connecticut Department of Economic and Community Development from state HOME funds and commenced construction on 15 of the 17 units.. The City has completed the relocation of seven households using CDBG funds. The developer is working to begin an abatement and selective demolition phase. Once the project is completed, there will be 17 affordable homeownership units. It is expected that these units will be available in 2010 or 2011. The purchase prices will be made affordable for people earning 60% of median income.

No actual accomplishments in providing affordable housing were achieved in grant year 2010. All fifteen units in the North End Homeownership project have received their certificate of occupancy during grant year 2010. There have been no sales yet of the condos.

Public Housing Strategy

1. Describe actions taken during the last year to improve public housing and resident initiatives.

Program Year 1 CAPER Public Housing Strategy response:

All federally sponsored units are in standard condition for 30-year-old buildings. All are on a standard maintenance schedule in order to prevent emergency repairs. Resident complaints are addressed in approximately 24-hours. The Middletown Housing Authority did not need the use of CDBG funds for the Project Year 36 for renovation or revitalization of existing project units.

However, Middletown Housing Authority has been undertaking at least three projects during 2010:

- Sbona Tower Elevator replacement- \$352,777
- Maplewood Terrace Improvements- \$715,000
- Walnut Street Improvements- \$490,000

The City of Middletown assisted in performing the environmental reviews required by NEPA regulations.

The City of Middletown Housing Authority provides many services and programs to and for its residents. All homebound public housing and Section 8 residents meeting specific criteria are eligible for Meals on Wheels, Visiting Nurse Services and VNA Homemakers programs. Legal services are made available to all public housing and Section 8 residents through the Legal Service Office. Elementary school aged children meeting specific criteria are eligible for an After-school Program hosted at the City Library.

All public housing residents who meet specific criteria are eligible for the School-to-Work and Family Support/Parent Skills programs at Traverse Square and Maple Terrace. Adult Basic Education and Drug Outreach and Prevention programs are available to all eligible public housing and section 8 residents at the Adult Ed Center and Rushford Center respectively. Thirty (30) Section 8 families are involved in a Family Self-Sufficiency program.

Economic Development Grant funding is used to provide job training, counseling, and outfitting of the learning centers in Traverse Square and Maplewood Terrace.

The Maplewood Terrace and Traverse Square developments have Tenant Councils with 3 elected officers each. They meet at least once a week to discuss any and all issues involving the development and its residents. At least one of the officers meets monthly with the Housing Authority director.

Barriers to Affordable Housing

1. Describe actions taken during the last year to eliminate barriers to affordable housing.

Program Year 1 CAPER Barriers to Affordable Housing response:

In 2010, the City of Middletown continued to work at eliminating barriers to affordable housing. The most notable example has been the large investment in the North End through our North End Homeownership project.

Broad Park North End Homeownership Project- The developers, Broad Park Development Corporation and Nehemiah Housing Corporation, secured the seven (7) properties that are being targeted for homeownership redevelopment. In the 2009

CDBG year the developer has secured a \$3 million grant from the Connecticut Department of Economic and Community Development from state HOME funds. The City has completed the relocation of seven households using CDBG funds. The developer is working to begin an abatement and selective demolition phase. Once the project is completed, there will be 17 affordable homeownership units. Four units were completed in 2009-2010.

Senior Micro grants for ADA accessibility

Gilead Community Services Liberty Street Acquisition

Gilead Community Services High Street Window replacement

Another action taken by the City of Middletown has been the efforts of the City of Middletown office of Human Relations. This office handles landlord and tenant housing complaints and works to resolve issues of discrimination and housing. This office also receives approximately \$50,000 to \$70,000 from a trust, called the Jonas Fund, to provide one-time emergency assistance to Middletown residents. This assistance can come in the form of providing a month's rent. A security deposit, or paying delinquent utilities bills provided that the assistance will lead to a resolution of the problem and allow the resident to continue independent without assistance. Roughly 60 to 70 residents are help through this program each year, with the majority of the cases helping to keep people in their own homes.

HOME/ American Dream Down Payment Initiative (ADDI)

1. Assessment of Relationship of HOME Funds to Goals and Objectives
 - a. Evaluate progress made toward meeting goals for providing affordable housing using HOME funds, including the number and types of households served.
2. HOME Match Report
 - a. Use HOME Match Report HUD-40107-A to report on match contributions for the period covered by the Consolidated Plan program year.
3. HOME MBE and WBE Report
 - a. Use Part III of HUD Form 40107 to report contracts and subcontracts with Minority Business Enterprises (MBEs) and Women's Business Enterprises (WBEs).
4. Assessments
 - a. Detail results of on-site inspections of rental housing.
 - b. Describe the HOME jurisdiction's affirmative marketing actions.
 - c. Describe outreach to minority and women owned businesses.

Program Year 1 CAPER HOME/ADDI response:

Not Applicable, Middletown does not receive HOME/ADDI funding.

HOMELESS

Homeless Needs

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

1. Identify actions taken to address needs of homeless persons.
2. Identify actions to help homeless persons make the transition to permanent housing and independent living.
3. Identify new Federal resources obtained from Homeless SuperNOFA.

Program Year 1 CAPER Homeless Needs response:

Annually, the city is required to report on progress of the Continuum of Care, a comprehensive approach to identifying and solving the problems of homelessness.

The lead agency address issues of chronic homelessness, homelessness and homelessness prevention is the Middlesex Continuum of Care.

The Middlesex Continuum of Care is a partnership of 10 core organizations with participation of up to 25 interested stakeholders. Continuum of Care is a mandate from the U.S. Department of Housing and Urban Development to address the needs of the homeless and at-risk of being homeless. The primary intent of the partnership is to be able to access federal funding. For fiscal year 2009, the Middlesex Continuum of Care received a total of \$929,351 in funding:

- Middletown Shelter + Care PRA- \$167,280
- Middletown Shelter + Care SRA- \$138,552
- Middletown Shelter + Care TRA- \$222,900
- Shepherd Home Transitional Living Program- \$241,190
- Supportive Housing Program- \$23,789
- Transitional Housing Program- \$135,640

The Middlesex Continuum of Care is also a key component to implementation of the 10-year plan to end homelessness. The 10 year plan has a goal to end chronic homelessness in Middlesex County by 2017.

The Continuum conducts an annual Homeless count. This year on January 28, 2009 approximately 215 people were found experiencing homelessness. In 2007, 246 people were found to be experiencing homelessness.

National studies in multiple communities have shown that when people who are homeless, or at-risk of being homeless, move in to supportive housing experience:

- 85% reduction in emergency detoxification services
- 50% decrease in incarceration rate
- 50% increase in earned income
- 40% rise in rate of employment when employment services are provided
- and a significant decrease in dependence on entitlements – a \$1,448 decrease per tenant each year

The Continuum believes that there is a significant need for funding to be directed at:

- Prevention activities, such as payment of utilities, rent or mortgage to keep someone in their home.

- Deal with the overflow from emergency housing during winter months.
- Employment training for homeless and those at-risk

The Middlesex Continuum of Care is looking to accomplish the following over the next five years:

- Have a staff person to direct and coordinator the day-to-day activities of the Continuum of Care.
- Implement goals for years 3 through 8 on the 10-year plan for Homelessness.
 - Housing
 1. Develop project based and scattered site permanent supportive housing units through new development and the rehabilitation of existing units throughout Middlesex County
 2. Develop 50 Housing First modeled permanent supportive housing units needed to effectively end homelessness for the most chronically homeless in Middlesex County
 3. Ensure the preservation of the existing inventory of housing for people experiencing homelessness
 4. Expand the existing development capacity in Middlesex County
 5. Ensure that the affordable housing crisis in Middlesex County is comprehensively addressed
 6. Eliminate the barriers and provide incentives for the development of affordable and supportive housing
 7. Sustain and expand annual state and federal investments for the expansion of affordable and supportive housing
 - Prevention
 1. Establish flexible, immediately available and adequate supply of funds, in a coordinated county-wide accessible pool to address risk of homelessness
 2. Make existing resources widely known among residents, community-based case managers and communities in Middlesex County
 3. Create appropriate financial supports to stabilize low-income families
 4. Eliminate financial illiteracy and increase housing law understanding
 5. Create structure to review 2-1-1 call data to identify the most needed services and those that are under-funded; re-orient funds and services accordingly
 6. Create after-care case management with an emphasis on strengthening positive landlord/tenant relationships
 - Services
 1. Make harm-reduction-modeled services available to facilitate the continued engagement of people experiencing chronic homelessness
 2. Develop seamless service delivery system and continuity in care for people experiencing homelessness
 3. Access to healthcare and dental care for everyone in Middlesex County experiencing homelessness
 4. Develop 50 Housing First modeled housing units to house people experiencing chronic homelessness and move them directly from the streets into housing
 5. People at-risk of homelessness will receive assistance and access to appropriate permanent housing upon being discharged from institutions and facilities
- Employment
 1. Build a seamless, integrated system for people experiencing homelessness to access mainstream employment services, which links homeless service providers, workforce development and the mainstream service system

2. Increase and expand strategies for people experiencing homelessness who become employed to retain and maintain employment
3. Increase access to higher education opportunities for people experiencing homelessness
4. Through advocacy and training, utilize existing resources to make sure daily impediments to employment are removed
5. All individuals and families experiencing homelessness will access the income and entitlements for which they are eligible
6. Ensure people who are homeless have accessible transportation options available to them to obtain and retain employment

In the 2009 grant year, the Middlesex Continuum of Care have succeed in developing one additional unit of transitional housing which was called for in the Middlesex 10-year plan to end homelessness.

The following Gaps Analysis table summarizes Middletown's continuum of care for area homeless, and other special needs persons. The Supportive Housing Coalition, a local coalition of social service providers and advocates for the homeless, is analyzing the data of a homeless count last winter, the results of which will be used to update this three year old table. Obstacles to serving many of the needs in the table are listed below.

Table 12: HUD Table 1A- Gaps Analysis

	Type of Assistance/Clients	Estimated Need	Current Inventory	Unmet Need/Gap	
Individuals Beds/Units	Emergency Shelter	101	101	0	
	Transitional Housing	129	129	0	
	Permanent Supportive Housing	126	53	73	
	Total	356	283	73	
Families with Children Beds/Units	Emergency Shelter	49	49	0	
	Transitional Housing	51	51	0	
	Permanent Supportive Housing	108	33	75	
	Total	208	133	75	
Homeless Population		Sheltered		Unsheltered	Total
		Emergency	Transitional		
	Homeless Individuals	101	129	32	262
	Homeless Families with Children	9	15	1	25
	Persons in Homeless Families with Children	38	52	4	94
	Total	148	196	37	381
Estimated Sub-Populations		Sheltered	Unsheltered	Total	
	Chronically Homeless	21	27	48	
	Seriously Mentally Ill	64			
	Chronic Substance Abuse	106			
	Veterans	10			
	Persons with HIV/AIDS	10			
	Victims of Domestic Violence	24			
Youth	4				

Source: Five Year Consolidated Plan 2005-2010 City of Middletown

Housing Obstacles

- Meeting mortgage qualification standards

- Political Opposition to increasing affordable rental stock
- Lack of willing developers for increasing affordable rental stock
- Lack of available staff time for improving upon Fair Housing Plan
- Difficulty in locating and acquiring sites for Habitat-style development
- Lack of owner matching funds for Housing rehab loan program
- Lead-based paint contamination and regulation for rehab loan program

Other Community Development Obstacles

- Brownfields issues at old industrial sites when attempting reuse
- Structural deterioration when attempting modernization
- DSL cable installation when attempting high-tech downtown development
- Changing census data in Enterprise Zone (EZ) when attempting EZ business location
- Displacement regulations when attempting redevelopment

Specific Homeless Prevention Elements

1. Identify actions taken to prevent homelessness.

Program Year 1 CAPER Specific Housing Prevention Elements response:

Middlesex County Ten Year Plan to End Homelessness lays out the strategy for homeless prevention, which includes:

- Prevention
- Establish flexible, immediately available and adequate supply of funds, in a coordinated county-wide accessible pool to address risk of homelessness
- Make existing resources widely known among residents, community-based case managers and communities in Middlesex County
- Create appropriate financial supports to stabilize low-income families
- Eliminate financial illiteracy and increase housing law understanding
- People at-risk of homelessness will receive assistance and access to appropriate permanent housing upon being discharged from institutions and facilities
- Build a seamless, integrated system for people experiencing homelessness to access mainstream employment services, which links homeless service providers, workforce development and the mainstream service system
- Increase and expand strategies for people experiencing homelessness who become employed to retain and maintain employment
- Increase access to higher education opportunities for people experiencing homelessness
- Through advocacy and training, utilize existing resources to make sure daily impediments to employment are removed
- All individuals and families experiencing homelessness will access the income and entitlements for which they are eligible
- Ensure people who are homeless have accessible transportation options available to them to obtain and retain employment

In grant year 2010, Mercy Housing has been managing a Housing Prevention and Rapid Re Housing Program associated with the Federal economic stimulus program. They served 100 households.

Emergency Shelter Grants (ESG)

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.
 - b. Detail how ESG projects are related to implementation of comprehensive homeless planning strategy, including the number and types of individuals and persons in households served with ESG funds.
3. Matching Resources
 - a. Provide specific sources and amounts of new funding used to meet match as required by 42 USC 11375(a)(1), including cash resources, grants, and staff salaries, as well as in-kind contributions such as the value of a building or lease, donated materials, or volunteer time.
4. State Method of Distribution
 - a. States must describe their method of distribution and how it rated and selected its local government agencies and private nonprofit organizations acting as subrecipients.
5. Activity and Beneficiary Data
 - a. Completion of attached Emergency Shelter Grant Program Performance Chart or other reports showing ESGP expenditures by type of activity. Also describe any problems in collecting, reporting, and evaluating the reliability of this information.
 - b. Homeless Discharge Coordination
 - i. As part of the government developing and implementing a homeless discharge coordination policy, ESG homeless prevention funds may be used to assist very-low income individuals and families at risk of becoming homeless after being released from publicly funded institutions such as health care facilities, foster care or other youth facilities, or corrections institutions or programs.
 - c. Explain how your government is instituting a homeless discharge coordination policy, and how ESG homeless prevention funds are being used in this effort.

Program Year 1 CAPER ESG response:

[Not Applicable, Middletown does not receive ESG funding.](#)

COMMUNITY DEVELOPMENT

Community Development

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

1. Assessment of Relationship of CDBG Funds to Goals and Objectives

- a. Assess use of CDBG funds in relation to the priorities, needs, goals, and specific objectives in the Consolidated Plan, particularly the highest priority activities.

The city of Middletown has identified five priorities and thirty-nine strategies that are directly related to approve CDBG project activities. These priorities and strategies are described in the introductory section of the CAPER. All proposed projects reviewed for potential inclusion in the list of recommendations to the mayor and common council must meet one or more of the priorities and strategies, and must address one or more needs or objectives.

Table 13: Accomplishments by Priority

Priorities	Funds	Persons	Households	Projects
Priority One: Jobs, Jobs, Jobs!	\$ 189,766	161.5	0	5
Priority Two: Livable Neighborhoods!	\$ 178,165	3,663	2	6
Priority Three: Access for All!	\$ 18,200	1212	2	6
Non-Priority Spending	\$135,219.50			2

CDBG funds for Program Year 2010-2011 amounted to \$454,439.00.

The bulk of CDBG funds have been allocated to economic development. This is a high priority for the city in order to insure that low- and moderate-income residents economic opportunities. These spending initiatives demonstrate a commitment to increasing the quality of life for Middletown’s residents.

Table 14: Allocation of Consolidated Plan Funds by Activity Category

Category	2010-2011	2011-2012	2012-2013	2013-2014	2014-2015
Administration & Planning	\$80,000.00	\$76,000.00	\$0.00	\$0.00	\$0.00
Economic Development	\$164,516.00	\$237,323.95	\$0.00	\$0.00	\$0.00
Homeless	\$44,385.00	\$0.00	\$0.00	\$0.00	\$0.00
Housing	\$85,000.00	\$24,000.00	\$0.00	\$0.00	\$0.00
Neighborhood Improvements	\$60,000.00	\$15,000.00	\$0.00	\$0.00	\$0.00
Public Facilities	\$15,581.74	\$60,738.42	\$0.00	\$0.00	\$0.00
Public Services	\$65,000.00	\$57,040.00	\$0.00	\$0.00	\$0.00
Slum and Blight	\$5,000.00	\$0.00	\$0.00	\$0.00	\$0.00
Other	\$54,900.50	\$0.00	\$0.00	\$0.00	\$0.00
Total	\$596,965.85	\$470,983.80	\$0.00	\$0.00	\$0.00

- b. Evaluate progress made toward meeting goals for providing affordable housing using CDBG funds, including the number and types of households served.

The progress made towards meeting the goals of affordable housing during 2010, have been largely put on hold due to two events affecting three of Middletown affordable housing programs.

The first has been the delay in securing the \$3 million HOME grant from the Connecticut Department of Economic and Community Development (DECD) for the City’s North End Homeownership project. Most of the delay has been cause by a reassessment of DECD’s policies in the wake of the weakening housing market. However, many of the new requirements were complied with or resolved in 2008 and the project is moving toward sign an agreement with DECD in November or December of 2009. The City expects to have 17 new units of affordable housing developed in 2010 or 2011.

The second event has been a request by HUD to review the effectiveness of Middletown’s revolving loan fund programs, Down Payment Assistance Loan Program and the Residential Rehabilitation Loan Program. The City has issued few and few loans in recent years, partly to the fact that before the weakening economy credit was readily available to Middletown residents. In the wake of the weakening economy, Middletown residents are avoiding taking on new debt or applicants do not meet the requirements of the program due to unemployment or underemployment. The City is therefore in the process of redesigning these programs, most likely as a grant program, during the development of new 5-year Consolidated Plan for 2010-2014.

- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.

Programs that primarily benefited extremely low-income residents were:

- Connecticut Legal Services- housing Legal Aid
- The Connection Inc- Eddy Shelter Improvements
- Mercy Housing- Shepherd Home Bathroom Improvements
- Green Street Arts Center- After School Program
- Gilead Community Service Liberty Street Acquisition
- Gilead Community Services High Street Acquisition
- Middlesex Business and Industry Foundation- Worker Preparation Program
- Russell Library- Job and Career Services
- Middletown After-School Scholarships

Programs that primarily benefited low-income residents were:

- Downtown Business District North End Improvements
- Middlesex Business and Industry Foundation- Worker Preparation Program
- Russell Library- Job and Career Services
-

Programs that primarily benefited moderate-income residents were:

- Russell Library- Job and Career Services
- St. Vincent DePaul Amazing Grace
- Middletown Small Business Creation and Expansion Grants
- Nehemiah Housing Corporation Ferry Street Project

Table 15: Project Accomplishments by Income Categories

Organization- Project Name	Funding	Extremely Low Income	Low Moderate Income	Moderate Income	Non Low Moderate Income	% Low/ Mod
St. Vincent DePaul- Amazing Grace Food Pantry	\$7,500	0	0	789	0	100%
Connecticut Legal Services- Housing Legal Aid	\$5,000	6	0	0	0	100%
Russell Library- Job and Career Services	\$13,750	38	19	24	29	73.6%
Middlesex Business & Industry Foundation- Worker Preparation Program	\$11,500	25	22	1	0	100%
Downtown Business District- North End Improvements	\$15,581.74	0	0	2,597	3,588	72.4%
Mercy Housing and Shelter Corporation- Shepherd Home Bathroom Renovation	\$38,755	89	0	0	0	100%
Nehemiah Housing Corporation- Ferry Street	\$35,000	0	0	2	0	100%

City of Middletown

Improvements						
The Connection Inc.- Eddy Shelter Improvements	\$5,630	287	0	0	0	100%
Gilead Community Services- Liberty Street Acquisition	\$25,000	6	0	0	0	100%
Gilead Community Services- High Street Window Improvements	\$15,000	2	0	0	0	100%
Tonia's Tailoring- Business Improvement Grant	\$29,516	0	0	1	0	100%
Middletown Public Schools- Accessibility Project	\$82,583	134	0	0	0	100%
Middletown- After-School Scholarship Program	\$27,250	34	7	9	0	100%
Middletown- Micro-grant/loan program for Seniors	\$10,000	2	0	0	0	100%
Middletown- Blight Rapid Response Program	\$5,000	0	0	0	0	Reprog.
Middletown- Economic Dev Job Incentive	\$75,000	0	0	-	0	Reprog.
Middletown- Small Business Creation/Expansion Incentive	\$60,000	0	0	12.5	0	100
Middletown- Section 108 Loan Repayment	\$55,219.50	NA	NA	NA	NA	NA
Middletown- Program Administration	\$80,000	NA	NA	NA	NA	NA
Total		623	48	3,435.5	1020	80%
Percentage		12%	1%	67%	20%	

2. Changes in Program Objectives

- a. Identify the nature of and the reasons for any changes in program objectives and how the jurisdiction would change its program as a result of its experiences.

The city has adhered closely to implementation of both HUD Primary Objective and the priorities and strategies set forth in the Consolidated Plan. There have been no major changes in program objectives. However, during the Program Year 2009-2010 period the Citizen's Advisory Committee has been developed a new Consolidated Plan to govern CDBG allocations for the 2010-2015 timeframe. This new Plan has afforded Middletown the opportunity to overhaul and streamline its procedures for carrying out the CDBG program. Greater awareness and emphasis on monitoring, reporting, spending down CDBG funds previously allocated to slow-moving projects, and complying fully with CDBG regulations. The Citizen's Advisory Committee has also implemented an RFP approach to allocating CDBG funds, which would dramatically enable the City to accomplish its Consolidated Plan goals.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan. Analysis by staff and the resulting project assessments contained within the CAPER report reveal that the City closely adhered to planned actions and project activities described in the Annual Action Plan, and that it is following the current HUD-approved Consolidated Plan.

The City received approximately \$61,617,545 in federal, state and local resources during project year 2010, as recorded in the City's Grants confirmation request database. Please see the appendix for copies of the Federal and State Single audit and a list of local grants.

The City of Middletown is following its current HUD approved Consolidated Plan. The City pursued all resources it intended to pursue.

- b. Indicate how grantee provided certifications of consistency in a fair and impartial manner.

The city of Middletown was required to provide any certifications of consistency for one organization within the City Middletown. One organization was the Nehemiah Housing Corporation for their North End Homeownership Project. The North End Homeownership project will provide 17 units of affordable homeownership to low and moderate home buyers.

- c. Indicate how grantee did not hinder Consolidated Plan implementation by action or willful inaction.

The City of Middletown did not knowingly hinder Consolidated Plan implementation by action or willful inaction, and affirmatively pursued the goals, priorities, and strategies outlined in the Consolidated Plan. The City adhered to all requirements and certifications contained within the grant agreement executed with HUD for the four grants comprising the Consolidated Plan.

4. For Funds Not Used for National Objectives

- a. Indicate how use of CDBG funds did not meet national objectives.
- b. Indicate how did not comply with overall benefit certification.

Consolidated Plan funds were used only in connection with the three National Objectives set forth in the regulations governing the CDBG grant, and the city fully complied with the requirement to expend at least 70% of federal funds received to benefit low- to moderate-income persons over a three-year period. Approximately 100% of CDBG funds received by the City were used to benefit low and moderate-income persons during the 2010-2011 program year.

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
- b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
- c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.

In project year 2010, the City of Middletown did not fund any programs that required relocation or put tenants or businesses at risk of being displaced. The City continues to evaluate the impact of Community Development Block Grant projects and Uniform Relocation Act during the Environmental Review process required by NEPA.

6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons

- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.

- b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
- c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.

In project year 2010, the City of Middletown did not fund any programs that required relocation or put tenants or businesses at risk of being displaced. The City continues to evaluate the impact of Community Development Block Grant projects and Uniform Relocation Act during the Environmental Review process required by NEPA.

- 7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
 - a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.

The City of Middletown collects quarterly reports from its subgrantees, to determine if programs are serving the clients that they intended to. This year all programs were able to document that they served at least 51% of their clients as low- and moderate-income.

The following programs were categorized as Low/Mod limited clientele activities: Programs that primarily benefited extremely low-income residents were:

- Connecticut Legal Services- housing Legal Aid
- The Connection Inc- Eddy Shelter Improvements
- Mercy Housing- Shepherd Home Bathroom Improvements
- Green Street Arts Center- After School Program
- Gilead Community Service Liberty Street Acquisition
- Gilead Community Services High Street Acquisition
- Middlesex Business and Industry Foundation- Worker Preparation Program
- Russell Library- Job and Career Services
- Middletown After-School Scholarships
- Downtown Business District North End Improvements
- St. Vincent DePaul Amazing Grace
- Middletown Small Business Creation and Expansion Grants
- Nehemiah Housing Corporation Ferry Street Project

Table 15: Project Accomplishments by Income Categories

Organization- Project Name	Funding	Extremely Low Income	Low Moderate Income	Moderate Income	Non Low Moderate Income	% Low/ Mod
St. Vincent DePaul- Amazing Grace Food Pantry	\$7,500	0	0	789	0	100%
Connecticut Legal Services- Housing Legal Aid	\$5,000	6	0	0	0	100%
Russell Library- Job and Career Services	\$13,750	38	19	24	29	73.6%
Middlesex Business & Industry Foundation- Worker Preparation Program	\$11,500	25	22	1	0	100%
Downtown Business District- North End Improvements	\$15,581.74	0	0	2,597	3,588	72.4%
Mercy Housing and Shelter Corporation- Shepherd Home Bathroom Renovation	\$38,755	89	0	0	0	100%
Nehemiah Housing Corporation- Ferry Street	\$35,000	0	0	2	0	100%

City of Middletown

Improvements						
The Connection Inc.- Eddy Shelter Improvements	\$5,630	287	0	0	0	100%
Gilead Community Services- Liberty Street Acquisition	\$25,000	6	0	0	0	100%
Gilead Community Services- High Street Window Improvements	\$15,000	2	0	0	0	100%
Tonia's Tailoring- Business Improvement Grant	\$29,516	0	0	1	0	100%
Middletown Public Schools- Accessibility Project	\$82,583	134	0	0	0	100%
Middletown- After-School Scholarship Program	\$27,250	34	7	9	0	100%
Middletown- Micro-grant/loan program for Seniors	\$10,000	2	0	0	0	100%
Middletown- Blight Rapid Response Program	\$5,000	0	0	0	0	Reprog.
Middletown- Economic Dev Job Incentive	\$75,000	0	0	-	0	Reprog.
Middletown- Small Business Creation/Expansion Incentive	\$60,000	0	0	12.5	0	100
Middletown- Section 108 Loan Repayment	\$55,219.50	NA	NA	NA	NA	NA
Middletown- Program Administration	\$80,0000	NA	NA	NA	NA	NA
Total		623	48	3,435.5	1020	80%
Percentage		12%	1%	67%	20%	

8. Program income received

- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.

The City received \$ 30,916.46 in program income for program year 2010. These funds were collected from out revolving loan programs: Down Payment Assistance Loan Program and Residential Rehabilitation Program.

- b. Detail the amount repaid on each float-funded activity.

The City did not float-fund any activities this year.

- c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other.

There were no other loan repayment than what is reported in 8(a).

- d. Detail the amount of income received from the sale of property by parcel.

The City did not sell any properties associated with the Community Development Block Grant Program.

9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information:

- a. The activity name and number as shown in IDIS;
- b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;
- c. The amount returned to line-of-credit or program account; and

- d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.

The City of Middletown was not required to reimburse the CDBG program or return funds to the line-of-credit in 2010.

10. Loans and other receivables

- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.

The City did not float-fund any activities this year.

- b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
- c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.

Loans in Repayment -----

	# of Loans	Principal Balance at end of Grant Year
Down Payment Assistance	15	\$111,226.79
Residential Rehab	3	\$35,000
JOBs Loans	0	\$0
Total	16	

Deferred Loans-----

	# of Loans	Principal Balance at end of Grant Year
Down Payment Assistance	0	\$0
Residential Rehab	14	\$252,010
JOBs Loans	0	\$0
Total	14	\$252,010

Total-----

	# of Loans	Principal Balance at end of Grant Year
Down Payment Assistance	15	\$111,226.79
Residential Rehab	17	\$287,010
JOBs Loans	0	\$0
Total	32	\$398,236.79

The residential rehab loans were given out in the 1980s and 1990s with a interest free deferral until transfer of the property. Since many are occupied by homeowners, who have no immediate needs to sell or move, these loans will be recaptured slowly over time.

- d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.

There were no loans that have had balances forgiven or written off during the reporting period for 2010.

There are five loans that have gone into default and the primary goal is to get these borrowers back in to a repayment of their loans. However if repayment becomes unlikely, the Citizens' advisory Committee, Mayor and City Attorney will determine the correct course of action in dealing with these loans.

- e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.

There were no parcels owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds that have been available for sale as of the end of the reporting period.

The City is partnered with Nehemiah Housing Corporation and BroadPark Development Corporation to develop 15 units of affordable condo homeownership on Ferry Street, Green Street and Rapallo Avenue. The same project will also be selling a parcel to Northern Middlesex Habitat for Humanity to develop 2 units of affordable homeownership on Ferry Street. All these units are now available for sale in 2010 or 2011. The list of properties involved in this project are:

- 47 Rapallo Avenue
- 41 Green Street
- 37 Green Street
- 51-55 Ferry Street
- 49 Ferry Street
- 47 Ferry Street
- 25-27 Ferry Street

11. Lump sum agreements

- a. Provide the name of the financial institution.
- b. Provide the date the funds were deposited.
- c. Provide the date the use of funds commenced.
- d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.

The City did not have any lump sum agreements for 2009.

12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year

- a. Identify the type of program and number of projects/units completed for each program.

The City funded one project that involved housing rehabilitation, the North End Homeownership project, which involves 17 units of new affordable condo homeownership to be developed at seven sites on Green Street, Ferry Street and Rapallo Avenue. The project is still working to secure funding through the State HOME program.

- b. Provide the total CDBG funds involved in the program.

Middletown has contributed a total of \$720,000 to the project over multiple years. 2008 was the final CDBG contribution of \$224,363.63. The project made use of these

funds during the 2009 grant year. The project will likely be completed during the 2010 grant year.

c. Detail other public and private funds involved in the project.

The North End Homeownership project secured a \$3 million grant from the Connecticut Department of Economic and Community Development from state HOME funds.

13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies

a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Program Year 1 CAPER Community Development response:

Neighborhood revitalization efforts are focused on the City's North End, which has been identified as a historically economically distressed district, which has fallen into disrepair. Recent efforts by an independent community group, the North End Action Team (NEAT) has been the key to a number of successful initiatives over the past year.

In evaluating all efforts in the area, it has become clear that in order for the North End to make the next step in securing previous successes, greater risks need to be taken by the City, private developers, and private businesses. The emphasize should not be on pumping more CDBG dollars into the area, but to market its successes and create interest among those who can build new safe and affordable housing and employment opportunities.

- Broad Park North End Homeownership Project- The developer secured the seven (7) properties that are being targeted for homeownership redevelopment. In the 2009 CDBG year the developer secured a \$3 million grant from the Connecticut Department of Economic and Community Development from state HOME funds. The City has completed the relocation of seven households using CDBG funds. The developer is working to begin an abatement and selective demolition phase. Once the project is completed, there will be 17 affordable homeownership units.
- North End Action Team- This program continued to improve the leadership base from within the North End in order to increase indigenous ownership of problems and solutions to critical community issues. The North End Action Team has worked to involve local residents in identifying and presenting code enforcement issues at monthly meetings with the city officials and neighborhood residents. This program runs numbers meetings and opportunities to involve the neighborhood in such as monthly organizational meetings, the Erin Street Community garden, planning for a new Ferry Street Garden, trail hiking club for youth, and many more. All of these programs are gear to encouraging participation in the neighborhood and speaking up for the neighborhood when it is most needed.

There are two needs that are addressed under this heading and they are elimination of Blight and training the unskilled and increasing employment opportunities.

Antipoverty Strategy

1. Describe actions taken during the last year to reduce the number of persons living below the poverty level.

Program Year 1 CAPER Antipoverty Strategy response:

In PY 2009, the city continued to work to implement the following actions in an attempt to reduce the overall number of persons living in poverty in Middletown:

- St. Vincent DePaul Amazing Grace
- North End Action Team Foreclosure Counseling
- Literacy Volunteers of Central Connecticut Literacy Tutoring
- Middlesex Business and Industry Foundation Worker Prep Program
- Russell Library Job and Career Services Program
- Green Street Arts Center After School Program
- Oddfellows Playhouse At-risk Youth Troupes

Through the development of the new 5-year Consolidated Plan for 2010-2014, the city promoted and continued to emphasize the need for greater coordination between all of the agencies active in Middletown so as to minimize the duplication of efforts. Cooperative efforts in applying for available funds were initiated between public and private housing providers so as to maximize the potential for being awarded funds by the State and Federal Government. Efforts to enhance coordination between the public and private sector will insure that needs are being properly addressed and that resources are being maximized.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

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

1. Identify actions taken to address special needs of persons that are not homeless but require supportive housing, (including persons with HIV/AIDS and their families).

Program Year 1 CAPER Non-homeless Special Needs response:

In 2009, the City of Middletown funded three programs that address special needs of persons that are not homeless but require supportive housing.

These were:

- Godfrey Library Handicapped Accessibility

The City of Middletown partners with and supports various housing efforts of local non-profit and public housing agencies with respect to supportive needs of non-homeless as opportunities arise.

The City of Middletown continued to support the efforts of various non-profit agencies, housing authority and our local Community Housing Development

Organization, Nehemiah Housing Corporation, to provide affordable housing opportunities and supportive services for special needs populations.

City staff will be available to assist in identifying potential funding sources, provide technical assistance within staff capacity, and remain receptive to forming partnerships with other entities to assure vulnerable populations are able to reside in decent, safe housing.

The City of Middletown continues to support Middlesex Coalition to End Homelessness, the lead agency responsible for implementing the 10-Year Homeless Housing Plan to eliminate chronic homelessness within the next 10 years. In 2009, staff actively attended Coalition monthly meetings.

Specific HOPWA Objectives

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:
 - a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
 - a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS

- (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
- ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds
 - (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
 - iii. Barriers or Trends Overview
 - (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
 - i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

Program Year 1 CAPER Specific HOPWA Objectives response:
[Not Applicable, Middletown does not receive HOPWA funding.](#)

OTHER NARRATIVE

Include any CAPER information that was not covered by narratives in any other section.

Program Year 1 CAPER Other Narrative response:

Middletown CAPER
PY2010

 15 Number of existing owner rehabilitation completed .

 0 Dollars invested in public housing units.

 0 Number of new rental units created.

 0 Number of rehabilitated rental units completed).

12.5 Number of new jobs created or retained.

 0 Number of individuals/families who received housing counseling.

 0 Number of individuals/families who received downpayment assistance and are new homeowners.

Outcome Measures

Outcome measures, also known as performance measures, assist in gathering information to determine how well programs and projects are meeting needs, and then using that information to improve performance that better target resources.

In 2003, HUD issued Community Planning and Development Notice 03-09 to begin to the process of developing outcome measures to be used by State and Local CDBG jurisdictions.

Program performance reporting is not new to CDBG grantees. Grantees regularly monitor their out puts and report them. These are often measured in terms of how much money is spent and show what is produced, (i.e. housing units, jobs created, loans processed). The inclusion of outcome measures allows grantees to examine the relationship between their accomplishments and the resources invested in them. Without an analysis of these relationships, it is impossible to know if programs are operating at the most efficient and effective level.

HUD has also designated specific outcome indicators for block grant programs. Table 18 lists the 9 outcome measures used by HUD.

Table 17: HUD Outcome Measures

	Availability/Accessibility	Affordability	Sustainability
Decent Housing	DH-1	DH-2	DH-3
Suitable Living Environment	SL-1	SL-2	SL-3
Economic Opportunities	EO-1	EO-2	EO-3

Table 19 shows the corresponding measure for the grants that the City of Middletown has allocated for the 2010 grant year.

Table 18: 2010 Grants and Outcome Measures

Organization	Project Name	Funding	Measure
St. Vincent DePaul	Amazing Grace Food Pantry	\$7,500	EO-1
Connecticut Legal Services	Housing Legal Aid	\$5,000	EO-1
Russell Library	Job and Career Services	\$13,750	EO-1
Middlesex Business & Industry Foundation	Worker Preparation Program	\$11,500	SL-1
Downtown Business District	North End Improvements	\$15,581.74	DH-2
Mercy Housing and Shelter Corp	Shepherd Home Bathroom Renovation	\$38,755	SL-1
Nehemiah Housing Corp.	Ferry Street Improvements	\$35,000	SL-1
The Connection Inc	Eddy Shelter Improvements	\$5,630	SL-1
Gilead Community Services	Liberty Street Acquisition	\$25,000	SL-1
Gilead Community Services	High Street Window Improvements	\$15,000	DH-3
Tonia's Tailoring	Business Improvement Grant	\$29,516	SL-3
Middletown Public Schools	Accessibility Project	\$82,583	DH-3
City of Middletown	After-School Scholarship Program	\$27,250	SL-1
City of Middletown	Micro-grant/loan program for Seniors	\$10,000	NA
City of Middletown	Blight Rapid Response Program	\$5,000	SL-3
City of Middletown	Econ Dev Job Incentive Program	\$75,000	NA
City of Middletown	Small Business Creation/Expansion Incentive	\$60,000	NA
City of Middletown	Section 108 Loan Payments	\$55,219.50	
City of Middletown	Program Administration	\$80,000	

Table 19- 2009 CDBG Grants and Outcome Measures Breakdown

	Availability/Accessibility	Affordability	Sustainability	Total
Decent Housing	0	2	1	3
Suitable Living Environment	6	0	2	8
Economic Opportunities	3	0	0	3
Total	9	2	3	14

Table 20- 2009 Grants and Outcome Indicators

Organization	Project Name	Indicators
St. Vincent DePaul	Amazing Grace Food Pantry	Number of persons assisted with improved access to a service.- 44 people
Connecticut Legal Services	Housing Legal Aid	Number of persons assisted with improved access to a service.- 329 people
Russell Library	Job and Career Services	Number of persons assisted with improved access to a service.- 57 people
Middlesex Business & Industry Foundation	Worker Preparation Program	Number of persons assisted with improved access to a service.- 51 people
Downtown Business District	North End Improvements	Number of persons assisted with improved access to a service.- 150 people
Mercy Housing and Shelter Corp	Shepherd Home Bathroom Renovation	Number of persons assisted with improved access to a service.- 40 people
Nehemiah Housing Corp.	Ferry Street Improvements	Number of persons assisted with improved access to a service.- 35 people
The Connection Inc	Eddy Shelter Improvements	Number of persons assisted with improved access to a service.- 218 people
Gilead Community Services	Liberty Street Acquisition	Number of persons assisted with improved access to a facility or infrastructure benefit.- Not completed
Gilead Community Services	High Street Window Improvements	Number of persons assisted with improved access to a facility or infrastructure benefit.- Not completed
Tonia's Tailoring	Business Improvement Grant	Number of persons assisted with improved access to a facility or infrastructure benefit.- Not completed
Middletown Public Schools	Accessibility Project	Number of persons assisted with improved access to a facility or infrastructure benefit.- Not completed
City of Middletown	After-School Scholarship Program	Number of persons assisted with improved access to a facility or infrastructure benefit.- Not completed
City of Middletown	Micro-grant/loan program for Seniors	NA
City of Middletown	Blight Rapid Response Program	Number of persons assisted with improved access to a facility or infrastructure benefit.- Not completed
City of Middletown	Econ Dev Job Incentive Program	NA
City of Middletown	Small Business Creation/Expansion Incentive	NA
City of Middletown	Section 108 Loan Payments	
City of Middletown	Program Administration	

Performance Report Completeness Screening

I. Submission

1. **Was the report received on time?**
90 day after end of Project Year is November 29th.
2. **Is the report properly authorized by the chief executive or designee?**
Yes, see page 4 for Mayor's signature
3. **Is there evidence that the 15 day comment period for citizens was provided?**
Yes, see page 48 for legal notice, and page 16 for narrative-
Published Sept. 28, 2009
Public hearing- Oct. 20, 2009
Comments accepted until Nov. 29, 2009
4. **Does the report cover the appropriate program year?**
Yes, Program Year 2009, PY 35

II. Contents

1. **Does the report cover all known federal/HUD resources made available to the grantee, including homeless SuperNOFA awards?**
CDBG- entire report
Section 108- CPMP Charts
Continuum of Care Homeless- page 46-50
2. **Using IDIS and any supplemental information, has the grantee identified:**
 - a. **Total amount of funds for each formula grant program committed during the reporting period?**
Yes, Narrative on pages 8-24 & 32 and in IDIS report in appendix.
 - b. **Total amount of funds expended for each formula grant program during the reporting period?**
Yes, Narrative on pages 8-24 & 32 and in IDIS report in appendix
 - c. **Program Income?**
Yes, Narrative on pages 8-24 & 32 and in IDIS report in appendix
3. **Using maps, narratives, or other descriptions, has the grantee described the geographic distribution and location of investments?**
Yes, Narrative and maps on pages 33-36.
4. **Using IDIS or other supplemental information, does the summary of accomplishments identify the following categories of persons assisted with housing:**
 - a. **number of extremely low-income (0-30% of MFI) renter households assisted?**
Yes, IDIS and pages 52-54.
 - b. **number of extremely low-income (0-30% of MFI) owner households assisted?**
Yes, IDIS and pages 52-54.

- c. **number of extremely low-income (31-50% of MFI) renter households assisted?**
Yes, IDIS and pages 52-54.
 - d. **number of extremely low-income (31-50% of MFI) owner households assisted?**
Yes, IDIS and pages 52-54.
 - e. **number of extremely moderate-income (51-80% of MFI) renter households assisted?**
Yes, IDIS and pages 52-54.
 - f. **number of extremely low-income (51-80% of MFI) owner households assisted?**
Yes, IDIS and pages 52-54.
 - g. **Number of homeless persons assisted?**
Yes, graph on pages 46-50.
 - h. **Number of non-homeless persons with special needs assisted?**
Yes, table on pages 46-50.
5. **Does the summary of community development accomplishments include:**
- a. **Accomplishments for each priority need designated in the Consolidated Plan?**
Yes, table on page 52.
 - b. **For public services, the number of persons served during reporting period?**
Yes, table on page 12.
 - c. **For public facilities, the number of projects assisted and completed during reporting period?**
Yes, table on page 13.
 - d. **For economic development, the number of:**
 - Business assisted during reporting period?**
Yes, table on pages 13-14, no activities to report.
 - Jobs create/retained during reporting period?**
Yes, table on pages 13-14, no activities to report.
 - **Extremely low-, low and moderate-income persons assisted during reporting period?**
Yes, table on pages 13-14, no activities to report.
6. **Does the report include a summary of the racial/ethnic status of persons assisted with formula grant funds?**
Yes, IDIS report in appendix

III. Narrative Statements

1. **Is there a form or other submission that describes actions taken to affirmatively further fair housing?**
Yes, narrative on pages 24-25

Does it include information regarding the analysis of impediments?
Yes, narrative on pages 25-28

Does it include a summary of impediments?

Yes, narrative on pages 25-28

Does it include actions taken to overcome impediments?

Yes, narrative on pages 25-28

2. Does the report address the strategies described in the grantee's Consolidated Plan?

a. Continuum of Care for the homeless?

Yes, narrative on pages 46-50.

b. Special needs of persons that are not homeless but require supportive housing?

Yes, narrative on page 50.

c. Obstacles to serving underserved needs?

Yes narrative on page 28.

d. Foster and maintain affordable housing?

Yes, narrative on page 41.

e. Eliminate barriers to affordable housing?

Yes, narrative on pages 44-45.

f. Overcome gaps in institutional structures?

Yes, narrative on pages 36-37.

g. Public housing and residents initiatives?

Yes, narrative on pages 43-44.

h. Lead-based paint hazards?

Yes, narrative on page 40.

i. Compliance and monitoring?

Yes, narrative on page 37.

j. Reduce number of families in poverty?

Yes, narrative on pages 61.

k. Other?

Yes, narrative on page 64.

3. Is there a summary of progress in providing affordable housing, including a comparison of actual accomplishments against purposed goals for the reporting period?

Yes, CPMP project workbooks.

4. Is there an assessment of relationships of CDBG funds to the high priority needs/objective in the plan, including an evaluation of the extent to which CDBG was used to benefit LMI persons?

Yes, narrative on page 52 and 54.

5. Is there an explanation of any changes in the program and indications of how the grantee would change its program in the future?

Yes, narrative on pages 38-40

6. Is there a description of leveraging of other public and private resources as indicated in the Plan?

Yes, narrative on pages 28-30.

7. As appropriate does the report indicate how matching fund requires were satisfied (ESG, HOME programs)?

Not applicable

8. Is there a narrative or information that indicates:

a. the grantee pursued all resources it indicated it would?

Yes, narrative on page 55 and appendix State and Federal Single Audits and List of Local resources.

b. Certifications for consistency were provided for other HUD programs?

Yes, narrative on page 55.

c. Did not hinder plan implementation by action or willful inaction?

Yes, narrative on page 55.

9. Is the summary of citizen comments included?

Yes, narrative on page 30-32.

IV. Self-Evaluation

1. Does the report include a self-evaluation?

Yes, narrative on pages 38-40.

V. Citizen Report

1. Has the grantee submitted to HUD all documents it made available to the public?

Yes.

2. For grantees using IDIS for a portion of the report, is there evidence that all program year information was made available to the public in some format?

Yes, appendix the CAPER.

3. Did the grantee include a listing of reports that will be made available to interested parties?

Yes, appendix.