

Attachment 1-1

STONINGTON CITIZEN PARTICIPATION PLAN COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

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SECTION 1. INTRODUCTION

The Town of Stonington has designed this community-wide Citizen Participation Plan to provide for and encourage citizen participation in the Community Development Block Grant (CDBG) program. This Plan is an essential element of Stonington's present and future community development process and has been developed to comply with the regulations and requirements of the CDBG program as administered by the Connecticut Department of Housing (DOH) and the U.S. Department of Housing and Urban Development (HUD). This Plan supersedes all other Citizen Participation Plans which may have been adopted by the Town of Stonington.

The primary goal of this Citizen Participation Plan is to provide all citizens of the community with adequate opportunity to participate in an advisory role in the planning, implementation, and assessment of Stonington's CDBG program(s). The Plan sets forth policies and procedures for citizen participation, which are designed to maximize the opportunity for citizen participation in the community development process. Special emphasis has been placed on encouraging participation by persons of low and moderate incomes, residents of blighted neighborhoods, and residents of areas where community development funds are utilized.

Citizens are encouraged to participate in all phases of the CDBG program(s) and will be provided full access to program information. However, final responsibility and authority for the development and implementation of CDBG program(s) will lie with the Town of Stonington.

SECTION 2. SCOPE OF PARTICIPATION

The Town of Stonington will make reasonable efforts to provide for citizen participation during the community development process and throughout the planning, implementation and assessment of all CDBG program(s) undertaken by the Town. Local officials will make every effort to involve citizens in all phases of the development, implementation and assessment of community development programs including, but not limited to, the following phases:

- a. identification and assessment of housing and community development needs; determination of CDBG project(s) and documentation; and the development of CDBG application(s);
- b. changes and/or amendments to approved CDBG projects; and,
- c. assessment of CDBG program performance.

All phases of the community development process will be conducted by local officials in an open manner. Citizens of the Town of Stonington are encouraged to participate at all levels and will be given access to program information during each phase of any CDBG program as outlined herein.

SECTION 3. CITIZEN PARTICIPATION CONTACT PERSON

Leanne Theodore, or her designee, has been designated Citizen Participation Coordinator by Rob Simmons, First Selectman and will serve as the contact person for all matters concerning citizen participation activities. This person shall be responsible for overseeing citizen participation throughout the community development process and the implementation of all citizen participation activities and functions, except those which may be specifically delegated to other parties by this Plan.

The specific duties and responsibilities of the Citizen Participation Coordinator shall include, but not necessarily be limited to: disseminating information concerning proposed projects and the status of current project activities; coordinating various groups which may be participating in the community development process; receiving written comments; serving as a vehicle by which ideas, comments, and proposals from local residents may be transmitted to local officials and/or program staff; and, monitoring the citizen participation process and proposing such amendments to the Citizen Participation Plan as may be necessary.

The Citizen Participation Coordinator may be contacted at the Stonington Department of Human Services, 860-535-5015 during regular business hours. All questions concerning citizen participation in the community development process should be addressed to the Citizen Participation Coordinator.

SECTION 4. TECHNICAL ASSISTANCE

The staff of the Town of Stonington shall provide technical assistance to individual citizens and citizen groups, especially those groups representative of persons of low or moderate income, as may be required to adequately provide for citizen participation in the planning, implementation and assessment of CDBG program(s).

Such technical assistance is intended to increase citizen participation in the community development decision making process and to ensure that such participation is meaningful. Technical assistance shall also be utilized to foster public understanding of CDBG program requirements.

Technical assistance shall be provided on request and may include, but not necessarily be limited to: interpreting the CDBG program and its rules, regulations, procedures and/or requirements; providing information and/or materials concerning the CDBG program; and, assisting low and moderate income citizens, and residents of blighted neighborhoods to develop statements of views, identify their needs, and to develop activities and proposals for projects which, when implemented, will resolve those needs. Technical assistance may be obtained by contacting the First Selectman, Danielle Chesebrough of the Town of Stonington or the Citizen Participation Coordinator.

SECTION 5. PUBLIC HEARINGS

Citizen participation in the community development process will be conducted on a community-wide basis and will actively involve the views and proposals of all citizens, especially low- and moderate-income persons and residents of areas where CDBG activities are proposed or on-going.

Public hearings will be held during all phases of the community development process, as outlined herein, to allow citizens to voice opinions and offer proposals concerning the development and performance of CDBG programs. Local officials or its designee will respond to questions and proposals from citizens at each public hearing. Any questions that citizens may have concerning a program will be answered and their comments, suggestions, and/or proposals will be received. Citizens may also express comments and views concerning the community development process or any specific CDBG project to the governing body at any regularly scheduled meeting.

5.1 Public Hearing Times and Locations

All public hearings will be held at times and locations which will be accessible to all citizens, especially persons of low and moderate incomes, and residents of blighted neighborhoods and CDBG project areas.

Public hearings will be scheduled for convenient times as determined by the Town of Stonington's Board of Selectmen. Public hearings may be held at any site which, in the opinion of the Town, provides adequate access for citizen participation.

Hearings will normally be held at the Stonington Police Station. This site is centrally located and generally accessible to all citizens. This building is also accessible to persons with disabilities. Hearings may, however, at the option of the Town, be held at an alternate location to be specified in the public hearing notice(s).

5.2 Application Public Hearing

At least one public hearing shall be held during any CDBG program fiscal year prior to the submission of an application to the DOH for CDBG assistance. The primary purposes of the public hearing shall be to present for public comment and review the program activities, which have been selected by the Town of Stonington as the most critical needs to be addressed by the CDBG program.

An application public hearing will be held during the initial stage of program development to discuss items regarding community development and housing needs, the CDBG program, and the application process. The objective of citizen participation at this stage is to provide meaningful, community-wide citizen input into the decision-making process during the assessment of community needs associated with the development and submission of a CDBG application. Local officials or its designee will

also entertain proposals and comments from citizens concerning the community development activities at this hearing.

This hearing will normally serve to discuss and review the information appropriate for all CDBG applications submitted by the Town of Stonington during any fiscal year. Substantial changes in community development or housing needs in the community as determined by local officials may necessitate another hearing to fulfill the role of the first public hearing prior to the submission of other CDBG applications late in the fiscal year.

Citizens will be provided with information concerning the CDBG program at this public hearing. Such information shall include, but not necessarily be limited to: the goals and objectives of the CDBG program; the total amount of CDBG funds available; the role of citizens in program planning, implementation, and assessment; the range of activities which may be undertaken; the process to be followed in developing a CDBG application; the application timetable(s); the application rating process; the schedule of meetings and hearings; activities previously funded in the Town of Stonington through the CDBG program; and, an identification of projects which could result in the relocation of area residences or businesses; and the actions that would be undertaken if such relocation were necessary. Furthermore, the effectiveness of the Citizen Participation Plan in allowing citizen participation in the community development process and potential changes and/or amendments to the Plan will also be discussed at this meeting.

The Town of Stonington may, at the option of local officials, review multiple CDBG project applications at one hearing when more than one application is to be submitted during the same fiscal year. Each such hearing shall be held prior to, and in preparation for, the application's approval by the Board of Selectmen.

A second objective of citizen participation during this stage is to inform citizens of the proposed project activities to be included in a CDBG application(s) and to solicit comments from citizens concerning these activities.

Citizens attending this hearing will be provided with information concerning the CDBG project(s) proposed including, but not necessarily limited to: the project application(s) to be submitted and the applicable CDBG fund; specific project activities to be included; the location of the project activities; the approximate cost estimate for the proposed activities; the estimate of local match required; the impact of the project on low and moderate income persons; and, the approximate application submittal date.

5.3 Amendment Public Hearings

The Town of Stonington will assure the opportunity for citizen participation during the implementation of any CDBG program(s) when changes to the project are under consideration by the Town. Citizen participation shall be obtained and considered in any amendments to a CDBG program which involves changes in dollar amount spent

on any activity, changes in program beneficiaries, changes in the location of approved activities, addition to or deletion of project activities, and major budget shifts between approved activities.

To ensure adequate opportunity for citizen participation during CDBG programs, the Town of Stonington shall hold a public hearing on all formal amendments which require the DOH approval. For "local" amendments (as defined by the DOH) and changes for which the DOH approval is not required, input from citizens concerning changes or amendments will be received at regularly scheduled Board of Selectmen meetings where such changes or amendments are considered.

5.4 Assessment of Performance Public Hearings

Citizens of the Town of Stonington will be provided with the opportunity to comment on the performance of local officials, the Town staff, consultants, engineers, and contractors, and the actual use of CDBG funds during the implementation of a CDBG program. Citizens will also be requested to assess the performance of the Town in resolving identified community development and housing needs, and in achieving its community development goals and objectives. On-going community assessment of the effectiveness of the community development process is considered essential to the success of the CDBG program.

At the conclusion of each CDBG project, a public hearing will be held to review program activities and to assess program performance. This hearing shall be held prior to the submission of the Performance Assessment Report and any other required closeout documents to the DOH for a CDBG project. This hearing will be used to ensure community-wide participation in the evaluation of the CDBG program.

5.5 Additional Hearings

Other public hearings may be held as deemed necessary by the Board of Selectmen in order to inform citizens of community development project(s) and activities, and to solicit citizen opinions and comments. All additional hearings shall comply with the requirements set forth in this Plan.

5.6 Limited English Proficiency Residents

The Town of Stonington has followed the guidance provided in the DOH's Language Access Plan to determine the need to undertake reasonable actions to facilitate the participation of persons with Limited English Proficiency. Local officials will undertake all reasonable actions necessary to allow such persons to participate in the community development process. Such actions may include the provision of an interpreter and/or the provision of materials in the appropriate language or format for persons with Limited English Proficiency.

5.7 Public Hearing Notice

Notice of public hearings will be published in a local newspaper at least fourteen (14) days prior to the hearing date. The Town may waive hearing notice requirements in cases where unusual circumstances justify alternative means of notifying the general public. In such situations, shorter notice may be given, and public notices posted in public places may be used in place of a notice published in the newspaper. Each notice of a hearing shall include the time, date, place, and topics and procedures to be discussed. Notices for public hearings may be run or posted, separately or together, as may be deemed necessary by the First Selectman of the Town of Stonington.

5.8 Accessibility to Low and Moderate Income Persons and Minority Persons

The public hearing procedures outlined herein are designed to promote participation by low and moderate income citizens and minority citizens, as well as residents of blighted neighborhoods and CDBG project areas in any public hearing(s). Local officials may take additional steps to further promote participation by such groups, or to target program information to these persons should officials feel that such persons may otherwise be excluded or should additional action be deemed necessary. Activities to promote additional participation may include: posting of notices in blighted neighborhoods and in places frequented by low and moderate income persons and minority persons, and holding public hearings in low and moderate income neighborhoods or areas of existing or proposed CDBG project activities.

5.9 Accessibility to Persons with Disabilities

The locations of all public hearings as described herein shall be made accessible to persons with disabilities. The Town of Stonington shall provide a sign language interpreter whenever the Citizen Participation Coordinator is notified in advance that one or more deaf persons will be in attendance. The Town shall provide a qualified reader whenever the Citizen Participation Coordinator is notified in advance that one or more visually impaired persons will be in attendance. Additionally, the Town shall provide reasonable accommodations whenever the Citizen Participation Coordinator is notified in advance that one or more persons with mobility or developmental disabilities will be in attendance.

SECTION 6. PROGRAM INFORMATION

Citizens will be provided full access to CDBG program information during all phases of a CDBG project. Local officials of the Town of Stonington shall make reasonable effort to assure that CDBG program information is available to all citizens, especially those of low and moderate incomes and those residing in blighted or Limited English Proficiency neighborhoods and/or CDBG project areas.

To facilitate citizen access to CDBG program information, the Citizen Participation Coordinator will keep all documents related to a CDBG program on file at the Department of Human Services. Information from the project files shall be made available for examination and duplication, on request, during regular business hours. CDBG program information and materials, concerning specific CDBG projects will be available and distributed to the public at the regularly scheduled public hearings as outlined in this Plan. Furthermore, information concerning any CDBG project will be available at regularly scheduled council meetings where the program is discussed.

Materials to be made available shall include, but are not necessarily limited to: the Citizen Participation Plan; records of public hearing; mailings and promotional materials; prior CDBG program applications; letters of approval; grant agreements; the environmental review record; financial and procurement records; project design and construction specifications; labor standards materials; performance and evaluation reports; other reports required by the DOH and/or the HUD; proposed and approved CDBG program application(s) for the current year or project; written comments or complaints received concerning the community development program, and written responses from the Town of Stonington; and, copies of the applicable Federal and State rules, regulations, policies, requirements and procedures governing the CDBG program.

In no case shall the Town of Stonington disclose any information concerning the financial status of any program participant(s) which may be required to document program eligibility or benefit. Furthermore, the Town shall not disclose any information which may, in the opinion of the First Selectman, be deemed of a confidential nature.

SECTION 7. PROCEDURES FOR COMMENTS, OBJECTIONS AND COMPLAINTS

The public hearings scheduled, as described in this Citizen Participation Plan, are designed to facilitate public participation in all phases of the community development process. Citizens are encouraged to submit their views and proposals on all aspects of a community development program at the public hearings. However, to ensure that citizens are given the opportunity to assess and comment on all aspects of the community development program on a continuous basis, citizens may, at any time, submit written comments or complaints to the Town of Stonington.

Any citizen or citizen's group desiring to comment or object to any phase of the planning, development or approval of the application for CDBG funds, or to the implementation of any CDBG program, should submit such comments or objections in writing to the First Selectman. Should, after a reasonable period, a party believe that his/her comment or complaint has not been properly addressed or considered by the First Selectman, then the aggrieved may appeal his/her case to the Board of Selectmen.

Local officials shall make every effort to provide written responses to citizen proposals or complaints within fifteen (15) working days of the receipt of such

comments or complaints where practicable. Should the Board of Selectman be unable to sufficiently resolve an objection or complaint, it may be forwarded by the aggrieved party to the DOH.

Citizens may, at any time, contact the DOH and/or the HUD directly to register comments, objections or complaints concerning the Town of Stonington's CDBG application(s) and/or program(s). Citizens are encouraged, however, to attempt to resolve any complaints at the local level as outlined above prior to contacting the DOH or the HUD.

All comments or complaints submitted to the DOH or HUD shall be addressed in writing to:

Connecticut Department of Housing
Attn: CDBG Small Cities Program
505 Hudson Street
Hartford, Connecticut 06106-7106

Or:

U.S. Department of Housing and Urban Development
Attn: Community Planning and Development Division
One Corporate Center
20 Church Street, 10th Floor
Hartford, Connecticut 06103-3220

Records of all comments, objections and/or complaints by citizens concerning the Town of Stonington's CDBG program and subsequent action taken in response to those comments shall be maintained on file at the Department of Human Services and shall be made available for public inspection upon request.

SECTION 8. AMENDMENTS

The Town of Stonington may, from time to time, modify the provisions outlined herein through amendment to this Citizen Participation Plan. It shall be the policy of the Town to periodically review and discuss the effectiveness of this Citizen Participation Plan in allowing citizen participation in the community development process and in helping to meet the community development needs and goals identified by the citizens of the Town. To this end, the effectiveness of the Plan will be discussed at public hearings held in conjunction with the community development program as discussed herein, and potential amendments to the Plan will be reviewed at this time.

Amendments to the Plan will be made as necessary. All amendments shall be approved by resolution of the Board of Selectmen and shall be incorporated into this Plan.

SECTION 9. AUTHORITY

No portion of this Citizen Participation Plan shall be construed to restrict the responsibility and authority of the elected officials of the Town of Stonington in the development, implementation and execution of any Community Development Block Grant program.

APPROVED this, the 25th day of March, 2020.

Danielle Chesebrough, First Selectman

TOWN OF STONINGTON

SELECTMAN'S OFFICE

Danielle Chesebrough

FIRST SELECTMAN

152 Elm Street, Stonington, Connecticut 06378
(860) 535-5050 Fax (860) 535-1046

TOWN OF STONINGTON CERTIFICATION TO AFFIRMATIVELY FURTHER FAIR HOUSING

The Town of Stonington does hereby state and certify that it shall affirmatively further fair housing in the Town of Stonington and at facilities related to homeless diversion and emergency youth outreach in conformity with its Fair Housing Action Plan and the Fair Housing Policy Statement submitted herewith and in accord with all applicable laws and regulations of the State of Connecticut.

Danielle Chesebrough, First Selectman

March 25, 2020
Date

**STATE OF CONNECTICUT DEPARTMENT OF HOUSING
SMALL CITIES CDBG PROGRAM
FINANCING PLAN & BUDGET**

Name of Applicant: Town of Stonington	Contract Number: SC
Name of Project: Eastern CT CAN Homeless Diversion Program	(Complete Amendment No. & Date only for contract amendments)
NEW _____ CDBG Funds Requested: \$350,000	
Original Date: From: _____ To: _____	Amendment: _____ Budget Extension: _____ From: _____ To: _____

PART A: SUMMARY OF PROJECT ACTIVITIES (SOURCES & USES)					
LINE ITEM / ACTIVITY	SMALL CITIES HARD COSTS (A)	SMALL CITIES PROGRAM COSTS (B)	SMALL CITIES TOTAL ACTIVITY COSTS (A + B) = (C)	ALL OTHER COSTS FUNDED BY OTHER SOURCES (D)	TOTAL ACTIVITY COSTS (Sum of SC Total Activity Costs + All Other Costs) (C + D) = (E)
1. COMMUNITY FACILITIES AND IMPROVEMENTS					
a. Senior Centers	0.00	0.00	0.00		0.00
Town/City					
Professional Service Provider					
b. Removal of Architectural Barriers	0.00	0.00	0.00		0.00
Town/City					
Professional Service Provider					
2. STREETS					
a. Street Improvements	0.00	0.00	0.00		0.00
Town/City					
Professional Service Provider					
b. Sidewalk / Pedestrian Malls / Streetscape	0.00	0.00	0.00		0.00
Town/City					
Professional Service Provider					
3. REHABILITATION, PRESERVATION, AND HOUSING ACTIVITIES					
a. Public Housing Modernization	0.00	0.00	0.00		0.00
Town/City					
Professional Service Provider					
b. Rehabilitation of Private Residential Structures	0.00	0.00	0.00		0.00
Town/City					
Professional Service Provider					
4. ECONOMIC DEVELOPMENT ACTIVITIES					
a. Job Creation/Retention for Private For-Profit/Non-Profit Corporation	0.00	0.00	0.00	0.00	0.00
Town/City					
Professional Service Provider					
b. Microenterprise Loan Program	0.00	0.00	0.00	0.00	0.00
Town/City					
Professional Service Provider					
5. OTHER: Public Services	0.00	318,500.00	318,500.00	50,000.00	368,500.00
Town/City					
Professional Service Provider		318,500.00		50,000.00	
6. SUBTOTAL A (Sum of Lines 1-5)	\$ -	\$ 318,500.00	\$ 318,500.00	\$ 50,000.00	\$ 368,500.00
1. GENERAL ADMINISTRATION					
a. General Management, Oversight, and Coordination		28,500.00	28,500.00	0.00	28,500.00
Town/City					
Professional Service Provider					
b. Other: Application Development		3,000.00	3,000.00	0.00	3,000.00
Town/City					
Professional Service Provider		3,000.00			
2. SUBTOTAL B	\$ -	\$ 31,500.00	\$ 31,500.00	\$ -	\$ 31,500.00
TOTAL (Sum of Subtotals A & B)	\$ -	\$ 350,000.00	\$ 350,000.00	\$ 50,000.00	\$ 400,000.00

PART B: BLOCK GRANT RESOURCES FOR PROJECT ACTIVITY COSTS			
1. Small Cities Grant Amount ("Small Cities Total Project Costs" from "Total" Line of Part A)		\$	350,000.00
2. Program Income		\$	-
3. TOTAL BLOCK GRANT RESOURCES (Sum of Lines 1 & 2 of Part B)		\$	350,000.00

PART C: IDENTIFICATION OF OTHER FUNDING SOURCES			
NAME OF ALL OTHER FUNDING SOURCES	CASH	IN-KIND SERVICES	TOTAL
1. All social service providers contributing \$10,000 each	\$ 50,000.00		\$ 50,000.00
2.		\$ -	\$ -
3.	\$ -	\$ -	\$ -
4. TOTAL ALL OTHER FUNDING SOURCES (Sum of Lines 1-3 of Part C)	\$ 50,000.00	\$ -	\$ 50,000.00

I request approval of the Small Cities Finance Plan & Budget:

Signature of Authorized Agent of Grantee / Sponsor

March 25, 2020

Date

Danielle Chesebrough, First Selectman
(TYPE or PRINT) Name and Title

Approved by:

Seila Mosquera-Bruno
Commissioner
Department of Housing

Date

FOR JOINT COMMUNITY APPLICATION
COOPERATION AGREEMENT

**CONNECTICUT SMALL CITIES COMMUNITY DEVELOPMENT BLOCK
GRANT PROGRAM**

This agreement entered into on the 28th day of June, 2019 by and between The Town of Stonington and the United Way of SE CT, Inc.

WITNESSETH:

WHEREAS, The Town of Stonington has identified need in the Eastern Connecticut CAN regions to provide homeless diversion activities, and

WHEREAS, The Town of Stonington contemplates submitting, with the United Way of SE CT, Inc acting as Grant Administrator, an application for single purpose Block Grant funds under the Small Cities Program of the Connecticut Department of Housing for the purpose of meeting such needs, and

WHEREAS, The Town of Stonington and the United Way of SE CT, Inc. understand that the Town of Stonington will act as the applicant and will have the ultimate responsibility to assume all obligations under terms of the grant including assuring compliance with all applicable laws and program regulations and performance of all work in accordance with the contract.

WHEREAS, it is understood that the Town of Stonington and DOH have access to all participants' community development block grant records and authority to monitor all activities.

THEREFORE, pursuant The Town of Stonington and The United Way of SE CT, Inc agree to cooperate in the submission of an application for such Block Grant Funds, and agree to cooperate in implementation of the submitted Small Cities Program, as approved by the Department of Housing.

Nothing contained in this agreement shall deprive any municipality of any power or zoning, development control or other lawful authority which it presently possesses.

ADOPTED on this 25th day of March, 2020.

ATTEST: _____
(Clerk)

The above Cooperation Agreement has been authorized by the governing body of
The Town of Stonington Connecticut, dated March 25, 2020.

On behalf of the Town of Stonington _____:

Danielle Chesebrough, First Selectman

(SEAL)

REPEATED FOR EACH PARTY TO THE AGREEMENT

TOWN OF STONINGTON

SELECTMAN'S OFFICE
Danielle Chesebrough
FIRST SELECTMAN

152 Elm Street, Stonington, Connecticut 06378
(860) 535-5050 Fax (860) 535-1046
dchesebrough@stonington-ct.gov

Resolution #: _____

Date Passed: March 25, 2020

CERTIFIED RESOLUTION OF THE TOWN OF STONINGTON

SMALL CITIES PROGRAM

I, Cynthia Ladwig, Town Clerk of the Town of Stonington, Connecticut, do hereby certify that the following is a true and correct copy of Resolution # _____, duly adopted at a meeting of the Board of Selectmen of the Town of Stonington, Connecticut on March 25, 2020, at which meeting a duly constituted quorum of the Board of Selectmen was present and acting throughout and that such Resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLUTION AUTHORIZING THE SUBMISSION OF A SMALL CITIES COMMUNITY DEVELOPMENT BLOCK GRANT APPLICATION FOR THE HOMELESS DIVERSION AND EMERGENCY YOUTH HOUSING PROGRAMS

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Stonington make application to the State in an amount of \$350,000 in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement therefore, should one be offered.

NOW, THEREFORE, BE IT RESOLVED BY the Town of Stonington:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,
2. That the filing of an application by the Town of Stonington in an amount of \$350,000 is hereby approved, and that Danielle Chesebrough, First Selectman is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an

Exhibit G2

Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Stonington.

IN WITNESS WHEREOF, the undersigned has affixed her signature and the corporate seal of the Town of Stonington this _____ day of March, 2020.

Cynthia Ladwig
Town Clerk

Date Certified

CERTIFICATION BY APPLICANT

It is hereby represented by the applicant (undersigned) as an inducement to the Department of Housing to consider the financial assistance requested herein, that to the best of my knowledge and belief no information or data contained in the application or in the attachments are in any way false or incorrect, that no material information has been omitted, including the financial statements and that the document has been duly authorized by the governing body of the applicant and the applicant will comply with all program requirements for any approved activity. The applicant agrees that banks, credit agencies, the Connecticut Department of Labor, the Connecticut Department of Revenue Services, the Connecticut Department of Energy and Environmental Protection, and other references are hereby authorized now, or any time in the future, to give the Department of Housing any and all information in connection with matters referred to in this application. In addition, the applicant agrees that any funds that may be provided pursuant to this application will be utilized exclusively for the purposes represented in the application, as may be amended.

Certifying Representative:

1. Type Name and Title: Danielle Chesebrough, First Selectman
2. Signature: _____
3. Date: March 25, 2020

TOWN OF STONINGTON

SELECTMAN'S OFFICE

Danielle Chesebrough

FIRST SELECTMAN

152 Elm Street, Stonington, Connecticut 06378

(860) 535-5050 Fax (860) 535-1046

dchesebrough@stonington-ct.gov

Resolution #: _____

Date Passed: March 25, 2020

CERTIFIED RESOLUTION OF THE TOWN OF STONINGTON

Fair Housing Resolution

I, Cynthia Ladwig, Town Clerk of the Town of Stonington, Connecticut, do hereby certify that the following is a true and correct copy of Resolution # _____, duly adopted at a meeting of the Board of Selectmen of the Town of Stonington, Connecticut on March 25, 2020, at which meeting a duly constituted quorum of the Board of Selectmen was present and acting throughout and that such Resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLUTION ACKNOWLEDGING FAIR HOUSING PRACTICES

WHEREAS, All persons are afforded a right to full and equal housing opportunities in the neighborhood of their choice; and

WHEREAS, Federal fair housing laws require that all individuals, regardless of race, color, religion, sex, handicap, familial status or national origin, be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, Connecticut fair housing laws require that all individuals, regardless of race, creed, color, national origin, ancestry, sex, marital status, age, lawful source of income, familial status, learning disability, physical or mental disability, sexual orientation, or gender identity or expression be given equal access to all housing-related opportunities, including rental and homeownership opportunities, and be allowed to make free choices regarding housing location; and

WHEREAS, The Town of Stonington is committed to upholding these laws and realizes that these laws must be supplemented by an Affirmative Statement publicly endorsing the right of all people to full and equal housing opportunities in the neighborhood of their choice.

NOW THEREFORE, BE IT RESOLVED, That the Town of Stonington hereby endorses a Fair Housing Policy to ensure equal opportunity for all persons to rent, purchase, obtain financing and enjoy all other housing-related services of their choice on a non-discriminatory basis as provided by state and federal law; and

BE IT FURTHER RESOLVED, That the chief executive officer of the Town of Stonington or his/her designated representative is responsible for responding to and assisting any person who alleges to be the victim of an illegal discriminatory housing practice in the Town of Stonington and for advising such person of the right to file a complaint with the State of Connecticut Commission on Human Rights and Opportunities (CHRO) or the U.S. Department of Housing and Urban Development (HUD) or to seek assistance from the CT Fair Housing Center, legal services, or other fair housing organizations to protect his or her right to equal housing opportunities.

Adopted by the Town of Stonington on March 25, 2020.

Cynthia Ladwig, Town Clerk

Town Seal

Housing Rehab Program Waiting List

Provide the name, address, size of household, and income level of each applicant on the Town's waiting list for the proposed activity.

Name	Address	Size of Household	Household Income Level (≤30%, ≤50%, ≤80% AMI)
See Attached			

The following documents are recommended to be collected for every member of each household at the time of application intake:

- ☐ The most recent tax returns (Form 1040)
- ☐ Six (6) to 8 weeks' worth of the most recent pay stubs
- ☐ Social Security benefit statements
- ☐ Pension benefit statements
- ☐ Unemployment compensation statements
- ☐ Child support documentation
- ☐ Alimony documentation
- ☐ Three (3) most recent bank statements

X Other: *Homeless diversion activities fall under the very low income "presumed" benefit and therefore documentation is not collected under this program*_____

I, the undersigned, hereby acknowledge that the information provided here is true and accurate. The documents checked off above have been collected and are available to the State for review.

Signature of Authorized Official of Grantee

3/25/2020
Date

Danielle Chesebrough, First Selectman
(TYPE or PRINT) Name and Title

Stonington Housing Authority

Edythe K. Richmond Homes
45 Sisk Drive
Pawcatuck, CT 06379



Waitlist As Of 3/23/2020					
Applicant Number	Date of Application	Family Size	Initial Notification	Place on Waitlist	Move In Date Comments
2018.07	10/3/2017	1	3/9/2018	7	
2019.15	9/7/2018	1	2/28/2019	15	
2019.18	5/2/2018	1	2/28/2019	18	
2019.20	8/30/2018	1	2/28/2019	20	
2019.21	9/19/2018	1	2/28/2019	21	
2019.22	1/14/2019	1	2/28/2019	22	
2019.23	8/1/2018	1	2/28/2019	23	
2019.25	12/1/2018	2	2/28/2019	25	
2019.26	8/30/2018	1	2/28/2019	26	
2019.27	7/12/2018	1	2/28/2019	27	
2019.28	3/17/2018	1	2/28/2019	28	
2019.30	9/7/2018	1	2/28/2019	30	
2019.31	9/28/2018	1	2/28/2019	31	
2019.32	8/21/2018	1	2/28/2019	32	
2019.33	12/31/2018	1	2/28/2019	33	
2019.34	8/30/2018	1	2/28/2019	34	
2019.35	10/29/2018	1	2/28/2019	35	
2019.36	11/13/2018	1	2/28/2019	36	
2019.37	5/11/2018	1	2/28/2019	37	
2019.38	11/13/2017	1	2/28/2019	38	
2019.39	8/27/2018	1	2/28/2019	39	
2019.40	1/7/2019	1	2/28/2019	40	
2019.41	8/17/2018	1	2/28/2019	41	

**STATE OF CONNECTICUT
DEPARTMENT OF HOUSING
SMALL CITIES PROGRAM
GUIDEFORM**

Certification of Compliance with the Requirements of 24 CFR 570.606 and the Residential Anti-Displacement and Relocation Assistance Plan Required by 24 CFR 42.325

This is to certify that the Town of Stonington will comply with the requirements of 24 CFR 570.606 with respect to the displacement, relocation, acquisition, and replacement of housing. The Town of Stonington will take the following actions to comply with these requirements:

Minimizing Displacement

Consistent with the goals and objectives of 24 CFR part 570, the Town will take the following steps to minimize displacement of persons (families, individuals, businesses, nonprofit organizations, and farms) as a result of activities assisted under that part:

- 1) Require public service agencies to maintain minimum contracted services through the contract/grant period.
- 2) Schedule outreach activities performed by contracted public service agencies at time typical and practical to those benefiting from the CDBG funded services.
- 3) Ensure contracted public service agencies are knowledgeable of the requirements of 24 CFR 570.606.

The Town of Stonington will review all projects funded by its CDBG grant for potential displacement impact.

If a potential displacement impact is identified, the Town of Stonington will provide adequate funds and resources either through CDBG funds or other means to meet the requirements of 49 CFR, part 24 (URA) or 24 CFR, part 42 (Section 104 (d), as applicable. The provisions of 49 CFR, part 24 (URA) and 24 CFR, part 42 (Section 104 (d)) are further described and clarified in HUD Handbook 1378.

The Town of Stonington will maintain written documentation detailing its review of all projects undertaken with CDBG funds with respect to displacement and/or relocation and will set forth the reason for its determinations in accordance with this Plan.

The Town of Stonington will ensure that the initial rent charged for a unit that is rehabilitated with CDBG funds is limited to an amount that will prevent the tenant's monthly cost for rent and utilities from exceeding the greater of:

Exhibit General 3

1. The tenant's monthly rent and estimated average monthly utility costs before the rehabilitation, or
2. Thirty percent (30%) of the tenant's average monthly gross household income.

The initial rent charged after the rehabilitation is completed must be limited to this amount for at least one (1) year or the end of the lease term, whichever is greater.

The Town of Stonington will also ensure that the rent charged for a unit that is rehabilitated with CDBG funds is limited to the appropriate Fair Market Rent (minus any applicable utility allowance) for at least five (5) years after the completion of rehabilitation.

These requirements will be incorporated into a written agreement between the owner of the residential rehabilitation units and the Town of Stonington. The agreement will contain penalties for noncompliance.

Relocation Assistance for Displaced Persons

The Town of Stonington will provide relocation assistance to displaced persons in accordance with the provisions of 49 CFR, part 24 (URA) or 24 CFR, part 42 (Section 104 (d)), as applicable. The provisions of 24 CFR, part 42 (Section 104 (d)) apply only to the displacement of any lower income person as a direct result of the demolition of any housing unit or the conversion of occupied or vacant occupiable low/moderate-income housing to a use other than low/moderate-income housing. A lower income person who qualifies under 24 CFR, part 42 (Section 104 (d)) may choose to receive relocation assistance at either the URA or Section 104 (d) levels. The provisions of 49 CFR, part 24 (URA) and 24 CFR, part 42 (Section 104 (d)) are further described and clarified in HUD Handbook 1378.

One-for One Replacement of Lower-Income Dwelling Units

The Town of Stonington will replace all occupied and vacant occupiable lower-income dwelling units demolished or converted to a use other than lower income housing as a direct result of activities assisted with funds provided under the Housing and Community of 1974, as amended, as described in 24 CFR 42.375.

The replacement units must initially be made available for occupancy at any time during the period beginning 1 year before the recipient makes public the information required below and ending 3 years after the commencement of the demolition or rehabilitation related to the conversion. Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Stonington will make public and submit in writing to the Department of Housing the following information:

- 1) A description of the proposed assisted activity;

Exhibit General 3

- 2) The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than lower-income dwelling units as a direct result of the assisted activity;
- 3) A time schedule for the commencement and completion of the demolition or conversion;
- 4) The location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units. If such data are not available at the time of the general submission, the submission shall identify the general location on an area map and the approximate number of dwelling units by size, and information identifying the specific location and number of dwelling units by size shall be submitted and disclosed to the public as soon as it is available;
- 5) The source of funding and a time schedule for the provision of replacement dwelling units;
- 6) The basis for concluding that each replacement dwelling unit will remain a lower-income dwelling unit for at least 10 years from the date of initial occupancy; and
- 7) Information demonstrating that any proposed replacement of dwelling units with smaller dwelling units (e.g., a 2-bedroom unit with two 1-bedroom units) is consistent with the housing needs of lower-income households in the municipality's jurisdiction.

(Signature of Authorized Official)

First Selectman, Town of Stonington
(Title of Authorized Official)

March 25, 2020
(Date)

Applicant/Recipient Disclosure/Update Report

U.S. Department of Housing
and Urban Development

OMB Approval No. 2510-0011 (exp. 10/31/2014)

Instructions. (See Public Reporting Statement and Privacy Act Statement and detailed instructions on page 2.)

Applicant/Recipient Information

Indicate whether this is an Initial Report ☒

or an Update Report ☐

1. Applicant/Recipient Name, Address, and Phone (include area code):

Town of Stonington, 152 Elm Street, Stonington, CT 06378

2. Social Security Number or
Employer ID Number:

06-6002101

3. HUD Program Name

CDBG Small Cities

4. Amount of HUD Assistance
Requested/Received

350,000

5. State the name and location (street address, City and State) of the project or activity:

Eastern Connecticut CAN

Part I Threshold Determinations

1. Are you applying for assistance for a specific project or activity? These terms do not include formula grants, such as public housing operating subsidy or CDBG block grants. (For further information see 24 CFR Sec. 4.3).

☒ Yes

☐ No

2. Have you received or do you expect to receive assistance within the jurisdiction of the Department (HUD), involving the project or activity in this application, in excess of \$200,000 during this fiscal year (Oct. 1 - Sep. 30)? For further information, see 24 CFR Sec. 4.9

☒ Yes

☐ No.

If you answered "No" to either question 1 or 2, **Stop!** You do not need to complete the remainder of this form. **However,** you must sign the certification at the end of the report.

Part II Other Government Assistance Provided or Requested / Expected Sources and Use of Funds.

Such assistance includes, but is not limited to, any grant, loan, subsidy, guarantee, insurance, payment, credit, or tax benefit.

Department/State/Local Agency Name and Address	Type of Assistance	Amount Requested/Provided	Expected Uses of the Funds
State of CT DOH, 505 Hudson Street, Hartford	Grant	350,000	Homeless Diversion

(Note: Use Additional pages if necessary.)

Part III Interested Parties. You must disclose:

- All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
- any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Alphabetical list of all persons with a reportable financial interest in the project or activity (For individuals, give the last name first)	Social Security No. or Employee ID No.	Type of Participation in Project/Activity	Financial Interest in Project/Activity (\$ and %)
Always Home	06-1536185	Diversion	\$63,700
New London Homelss Hospitality Center	20-5606908	Diversion	\$63,700
Thames River Family Program	22-3096914	Diversion	\$63,700
Noank Community Services		Diversion	\$63,700
Access Agency		Diversion	\$63,700
The United Way		Diversion Admin	\$31,500

(Note: Use Additional pages if necessary.)

Certification

Warning: If you knowingly make a false statement on this form, you may be subject to civil or criminal penalties under Section 1001 of Title 18 of the United States Code. In addition, any person who knowingly and materially violates any required disclosures of information, including intentional non-disclosure, is subject to civil money penalty not to exceed \$10,000 for each violation.

I certify that this information is true and complete.

Signature:

Date: (mm/dd/yyyy)

X

March 25, 2020

Public reporting burden for this collection of information is estimated to average 2.0 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a valid OMB control number.

Privacy Act Statement. Except for Social Security Numbers (SSNs) and Employer Identification Numbers (EINs), the Department of Housing and Urban Development (HUD) is authorized to collect all the information required by this form under section 102 of the Department of Housing and Urban Development Reform Act of 1989, 42 U.S.C. 3531. Disclosure of SSNs and EINs is voluntary. HUD is authorized to collect this information under the Housing and Community Development Act of 1987 42 U.S.C. 3543 (a). The SSN or EIN is used as a unique identifier. The information you provide will enable HUD to carry out its responsibilities under Sections 102(b), (c), and (d) of the Department of Housing and Urban Development Reform Act of 1989, Pub. L. 101-235, approved December 15, 1989. These provisions will help ensure greater accountability and integrity in the provision of certain types of assistance administered by HUD. They will also help ensure that HUD assistance for a specific housing project under Section 102(d) is not more than is necessary to make the project feasible after taking account of other government assistance. HUD will make available to the public all applicant disclosure reports for five years in the case of applications for competitive assistance, and for generally three years in the case of other applications. Update reports will be made available along with the disclosure reports, but in no case for a period generally less than three years. All reports, both initial reports and update reports, will be made available in accordance with the Freedom of Information Act (5 U.S.C. §552) and HUD's implementing regulations at 24 CFR Part 15. HUD will use the information in evaluating individual assistance applications and in performing internal administrative analyses to assist in the management of specific HUD programs. The information will also be used in making the determination under Section 102(d) whether HUD assistance for a specific housing project is more than is necessary to make the project feasible after taking account of other government assistance. You must provide all the required information. Failure to provide any required information may delay the processing of your application, and may result in sanctions and penalties, including imposition of the administrative and civil money penalties specified under 24 CFR §4.38.

Note: This form only covers assistance made available by the Department. States and units of general local government that carry out responsibilities under Sections 102(b) and (c) of the Reform Act must develop their own procedures for complying with the Act.

Instructions

Overview.

A. Coverage. You must complete this report if:

- (1) You are applying for assistance from HUD for a specific project or activity **and** you have received, or expect to receive, assistance from HUD in excess of \$200,000 during the fiscal year;
- (2) You are updating a prior report as discussed below; or
- (3) You are submitting an application for assistance to an entity other than HUD, a State or local government if the application is required by statute or regulation to be submitted to HUD for approval or for any other purpose.

B. Update reports (filed by "Recipients" of HUD Assistance):

General. All recipients of covered assistance must submit update reports to the Department to reflect substantial changes to the initial applicant disclosure reports.

Line-by-Line Instructions.

Applicant/Recipient Information.

All applicants for HUD competitive assistance, must complete the information required in blocks 1-5 of form HUD-2880:

1. Enter the full name, address, city, State, zip code, and telephone number (including area code) of the applicant/recipient. Where the applicant/recipient is an individual, the last name, first name, and middle initial must be entered.
2. Entry of the applicant/recipient's SSN or EIN, as appropriate, is optional.
3. Applicants enter the HUD program name under which the assistance is being requested.
4. Applicants enter the amount of HUD assistance that is being requested. Recipients enter the amount of HUD assistance that has been provided and to which the update report relates. The amounts are those stated in the application or award documentation. **NOTE:** In the case of assistance that is provided pursuant to contract over a period of time (such as project-based assistance under section 8 of the United States Housing Act of 1937), the amount of assistance to be reported includes all amounts that are to be provided over the term of the contract, irrespective of when they are to be received.
5. Applicants enter the name and full address of the project or activity for which the HUD assistance is sought. Recipients enter the name and full address of the HUD-assisted project or activity to which the update report relates. The most appropriate government identifying number must be used (e.g., RFP No.; IFB No.; grant announcement No.; or contract, grant, or loan No.) Include prefixes.

Part I. Threshold Determinations - Applicants Only

Part I contains information to help the applicant determine whether the remainder of the form must be completed. **Recipients filing Update Reports should not complete this Part.**

If the answer to **either** questions 1 or 2 is No, the applicant need not complete Parts II and III of the report, but must sign the certification at the end of the form.

Part II. Other Government Assistance and Expected Sources and Uses of Funds.

A. Other Government Assistance. This Part is to be completed by both applicants and recipients for assistance and recipients filing update reports. Applicants and recipients must report any other government assistance involved in the project or activity for which assistance is sought. Applicants and recipients must report any other government assistance involved in the project or activity. Other government assistance is defined in note 4 on the last page. For purposes of this definition, other government assistance is expected to be made available if, based on an assessment of all the circumstances involved, there are reasonable grounds to anticipate that the assistance will be forthcoming.

Both applicant and recipient disclosures must include all other government assistance involved with the HUD assistance, as well as any other government assistance that was made available before the request, but that has continuing vitality at the time of the request. Examples of this latter category include tax credits that provide for a number of years of tax benefits, and grant assistance that continues to benefit the project at the time of the assistance request.

The following information must be provided:

1. Enter the name and address, city, State, and zip code of the government agency making the assistance available.
2. State the type of other government assistance (e.g., loan, grant, loan insurance).
3. Enter the dollar amount of the other government assistance that is, or is expected to be, made available with respect to the project or activities for which the HUD assistance is sought (applicants) or has been provided (recipients).
4. Uses of funds. Each reportable use of funds must clearly identify the purpose to which they are to be put. Reasonable aggregations may be used, such as "total structure" to include a number of structural costs, such as roof, elevators, exterior masonry, etc.

B. Non-Government Assistance. Note that the applicant and recipient disclosure report must specify all expected sources and uses of funds - both from HUD **and any other source** - that have been or are to be, made available for the project or activity. Non-government sources of

funds typically include (but are not limited to) foundations and private contributors.

Part III. Interested Parties.

This Part is to be completed by both applicants and recipients filing update reports. Applicants must provide information on:

1. All developers, contractors, or consultants involved in the application for the assistance or in the planning, development, or implementation of the project or activity and
2. any other person who has a financial interest in the project or activity for which the assistance is sought that exceeds \$50,000 or 10 percent of the assistance (whichever is lower).

Note: A financial interest means any financial involvement in the project or activity, including (but not limited to) situations in which an individual or entity has an equity interest in the project or activity, shares in any profit on resale or any distribution of surplus cash or other assets of the project or activity, or receives compensation for any goods or services provided in connection with the project or activity. Residency of an individual in housing for which assistance is being sought is not, by itself, considered a covered financial interest.

The information required below must be provided.

1. Enter the full names and addresses. If the person is an entity, the listing must include the full name and address of the entity as well as the CEO. Please list all names alphabetically.
2. Entry of the Social Security Number (SSN) or Employee Identification Number (EIN), as appropriate, for each person listed is optional.
3. Enter the type of participation in the project or activity for each person listed: i.e., the person's specific role in the project (e.g., contractor, consultant, planner, investor).
4. Enter the financial interest in the project or activity for each person listed. The interest must be expressed both as a dollar amount and as a percentage of the amount of the HUD assistance involved.

Note that if any of the source/use information required by this report has been provided elsewhere in this application package, the applicant need

not repeat the information, but need only refer to the form and location to incorporate it into this report. (It is likely that some of the information required by this report has been provided on SF 424A, and on various budget forms accompanying the application.) If this report requires information beyond that provided elsewhere in the application package, the applicant must include in this report all the additional information required.

Recipients must submit an update report for any change in previously disclosed sources and uses of funds as provided in Section I.D.5., above.

Notes:

1. All citations are to 24 CFR Part 4, which was published in the Federal Register. [April 1, 1996, at 63 Fed. Reg. 14448.]
2. Assistance means any contract, grant, loan, cooperative agreement, or other form of assistance, including the insurance or guarantee of a loan or mortgage, that is provided with respect to a specific project or activity under a program administered by the Department. The term does not include contracts, such as procurements contracts, that are subject to the Fed. Acquisition Regulation (FAR) (48 CFR Chapter 1).
3. See 24 CFR §4.9 for detailed guidance on how the threshold is calculated.
4. "Other government assistance" is defined to include any loan, grant, guarantee, insurance, payment, rebate, subsidy, credit, tax benefit, or any other form of direct or indirect assistance from the Federal government (other than that requested from HUD in the application), a State, or a unit of general local government, or any agency or instrumentality thereof, that is, or is expected to be made, available with respect to the project or activities for which the assistance is sought.
5. For the purpose of this form and 24 CFR Part 4, "person" means an individual (including a consultant, lobbyist, or lawyer); corporation; company; association; authority; firm; partnership; society; State, unit of general local government, or other government entity, or agency thereof (including a public housing agency); Indian tribe; and any other organization or group of people.

LOCAL ASSURANCES**The applicant hereby assures and certifies that:**

- (a) It possesses the legal authority to apply for the grant, and to execute the proposed program.
- (b) Its governing body has duly adopted or passed as an official act, a resolution, motion or similar action authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act as the connection with the application and to provide such additional information as may be required.
- (c) It has submitted, for comment, a copy of its application to its Regional Planning Agency.
- (d) It is following a detailed citizen participation plan that:
 - (1) provides for and encourages citizen participation, with particular emphasis on participation by persons of low and moderate income who are residents of slum and blighted areas and of areas in which funds are proposed to be used;
 - (2) provides citizens with reasonable and timely access to local meetings, information, and records relating to the state's and the municipality's proposed method of distribution, as required by regulations of the Secretary, and relating to the actual use of funds under Title I of the Housing and Community Development Act of 1974, as amended;
 - (3) provides for technical assistance to groups representative of persons of low and moderate income that request such assistance in developing proposals with the level and type of assistance to be determined by the grantee;
 - (4) provides for public hearings to obtain citizen views and to respond to proposals and questions at all stages of the community development program, including at least the development of needs, the review of proposed activities, and review of program performance, which hearings shall be held after adequate notice, at times and locations convenient to potential or actual beneficiaries, and with accommodations for the handicapped;
 - (5) provides for a timely written answer to complaints and grievances, within 15 days where practicable; and
 - (6) identifies how the needs of non-English speaking residents will be met in the case of public hearings where a significant number of non-English speaking residents can be

reasonably expected to participate and has in a timely manner:

- (7) furnished citizens information concerning the amount of funds available for proposed community development and housing activities and the range of activities that may be undertaken, including the estimated amount proposed to be used for activities that will benefit persons of low and moderate income and the plans of the municipality for minimizing displacement of persons as a result of activities assisted with such funds and to assist persons actually displaced as a result of such activities;
 - (8) published a proposed application in such manner to afford citizens an opportunity to examine its content and to submit comments on the proposed activities and on the community development plan of the municipality;
 - (9) held one or more public hearings to obtain the views of citizens on community development and housing needs;
 - (10) made the final application available to the public.
- (e) It has developed a community development plan that identifies community development needs and specifies both short and long term community development objectives that have been developed in accordance with the primary objective and requirements of Title I of the Housing and Community Development Act of 1974, as amended.
 - (f) It will provide access to records on past use of Small Cities Community Development Block Grant funds.
 - (g) The Small Cities Community Development Project has been developed so as to give maximum feasible priority to activities which will benefit low and moderate income families or aid in the prevention or elimination of slums or blight. (This certification will not preclude the municipality from submitting application where the applicant certifies and the Commissioner of Housing determines, that all or part of the Small Cities Community Development Activities are designed to meet other community development needs having a particular urgency as specifically explained in the application.)
 - (h) It will comply with:
 - (1) Title VI of the Civil Rights Act of 1964 (P. L. 88-352), and the regulations issued pursuant thereto (24 CFR Part 1), which provides that no persons in the United States shall on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and will immediately take any measures necessary to effectuate this assurance. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real

property or structure is used for a purpose for which Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits.

- (2) Title VIII of the Civil Rights Act of 1968 (P. L. 90-284), as amended, administering all programs and activities relating to housing and community development in a manner to affirmatively further fair housing; and will take action to affirmatively further fair housing in the sale or rental of housing, the financing of housing, and the provision of brokerage services.
- (3) Section 109 of the Housing and Community Development Act of 1974, which provides that no person in the United States shall, on the grounds of race, color, national origin, or sex, be excluded from participation in, or be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with funds provided under this part.
- (4) Executive Order 11063 which provides that no person shall on the basis of race, color, religion, sex or national origin be discriminated against in the sale or rental of housing built with Federal assistance, and will take affirmative steps to further fair housing.
- (5) Executive Order 11246, and the regulations issued pursuant (24 CFR Part 130 and 41 CFR Chapter 60), which provides that no person shall be discriminated against on the basis of race, color, religion, sex or national origin in all phases of employment during the performance of Federal or federally assisted construction contracts. Contractors and subcontractors on Federal and federally assisted construction contracts shall take affirmative action to insure fair treatment in employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination, rates of pay or other forms of compensation and selection for training and apprenticeship.
- (6) It will comply with the requirements of Connecticut Executive Order No. Three of Governor Thomas J. Meskill which states that a State contract can be canceled, terminated or suspended by the State Labor Commissioner if the Labor Commissioner determines that contract provisions concerning nondiscrimination have not been complied with.
- (7) It will comply with the requirements of Connecticut Executive Order No. Seventeen of Governor Thomas J. Meskill which states that a State contract can be canceled, terminated or suspended by the State Labor Commissioner or the Commissioner of Housing if an agency assisted through the contract fails to list all employment opportunities with the Connecticut State Employment Service.
- (8) It will comply with the requirements of the Age Discrimination Act of 1975, as amended, which provides that no person shall be excluded from

participation, denied program benefits, or subjected to discrimination on the basis of age under any program or activity receiving Federal funds.

(9) It will comply with the Rehabilitation Act of 1973, Section 504 as amended, which provides that no otherwise qualified individual shall, solely by reason of his or her handicap be:

- Excluded from participation (including employment)
- Denied program benefits
- Subjected to discrimination under any program or activity receiving Federal funds.

10) It will comply with the requirements of the Armstrong/Walker "Excessive Force" Amendment (P.L. 101-144) as found in Section 519 of the Department of Veteran Affairs and Housing and Urban Development, and Independent Agencies Appropriation- Act of 1990, which provides that law enforcement agencies within its jurisdiction will prohibit the use of excessive force against any individuals engaged in nonviolent civil rights demonstrations.

(i) It will require that, to the greatest extent feasible, opportunities for training and employment be given to lower-income residents of the project area, and contract for work in connection with the project be awarded to eligible business concerns which are located in, or owned in substantial part by, persons residing in the area of the project by adopting a Plan in accordance with Section 3 of the Housing and Urban Development Act of 1968.

(j) It is following a residential antidisplacement and relocation assistance plan and that it will comply with the acquisition and relocation requirements of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 as required under 570.496a(a) and HUD implementing regulations at 24 CFR 42; the requirements in 570.496a(b) governing the residential antidisplacement and relocation assistance plan under section 104(d) of the Housing and Community Development Act of 1974; the relocation requirements of 570.496a(c) governing displacement subject to section 104(k) of the Act; and the relocation requirements of 570.496a(d) governing optional relocation assistance under section 105(a)(11) of the Act.

(1) It will comply with the other provisions of the Act and with other applicable laws.

(k) It will comply with Section 110 of the Housing and Community Development Act and the regulations issued pursuant to 24 CFR, Part 570, Section 570.496 (c), regarding the payment of prevailing wage rates.

(l) It will, in connection with its performance of environmental assessments under the National Environmental Policy Act of 1969, comply with the requirements of 24 CFR,

and Section 104(f) of Title I of the Housing and Community Development Act.

(m) It will comply with Section 121 of Title I of the Housing and Community Development Act by:

- (1) Consulting with the State Historic Preservation Officer to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR, Part 800.8) by the proposed activity, and
- (2) complying with all requirements established by the Connecticut Department of Housing to avoid or mitigate adverse effects upon such properties.

(n) It will not attempt to recover any capital costs of public improvements assisted in whole or in part with Community Development Block Grant funds by assessing any amount against properties owned and occupied by persons of low and moderate income, including any fee charged or assessment made as a condition of obtaining access to such public improvements, unless:

- (1) CDBG funds are used to pay the proportion of such fee or assessment that relates to the capital costs of such improvement that are financed from revenue sources other than Title I funds or;
- (2) for purposes assessing any amount against properties owned and occupied by persons of low and moderate income who are not persons of very low-income, the municipality certifies to DOH that it lacks sufficient Title I funds to comply with the requirements of clause (1).

(o) It will comply with the requirements of 24 CFR Part 35 Lead Based Paint and the State of Connecticut Lead-Based Statute (Public Act 87-394) which prohibits the use of lead-based paint in residential structures and governs the removal of lead based paint in all residential structures in Connecticut.

(p) It will comply with all other provisions of the Housing and Community Development Act of 1987 and with other applicable laws and statutes.

Date _____, 20____

AUTHORIZED SIGNATURE & TITLE

TOWN OF STONINGTON

SELECTMAN'S OFFICE Danielle Chesebrough FIRST SELECTMAN

152 Elm Street, Stonington, Connecticut 06378
(860) 535-5050 Fax (860) 535-1046

Fair Housing Policy Statement

It is the policy of the Town of Stonington to promote fair housing opportunities and to encourage racial and economic integration in all its programs and housing development activities.

Programs funded and administered by this, the Town of Stonington must comply with the provisions of Section 46a-64c of the C.G.S., and with related state and federal laws and regulations that prohibit discriminatory housing practices.

The Town of Stonington or any of sub-recipient of the Town of Stonington will carry out an affirmative marketing program to attract prospective buyers or tenants of all majority or minority groups, without consideration of race, color, religion, sex, national origin, ancestry, creed, sexual orientation, gender identity or expression, marital status, lawful source of income, disability, age or because the individual has children in all programs and housing development activities funded or administered by the Town of Stonington.

The municipality's First Selectman is responsible for the enforcement and implementation of this policy. The First Selectman may be reached at 860-535-5050 or selectman@stonington-ct.gov.

Complaints pertaining to discrimination in any program funded or administered by this Town of Stonington, may be filed with the Vincent Pacileo, III, Director of Administrative Services. The municipality's Grievance Procedure will be utilized in these cases.

Complaints may also be filed with the Commission on Human Rights and Opportunities, Special Enforcement Unit, 21 Grand Street, Hartford, CT 06106, Telephone (860) 541-3403 within 180 days of the alleged violation by submitting a notarized complaint and/or the Boston Regional Office of FHEO, U.S. Department of Housing and Urban Development, Thomas P. O'Neill, Jr. Federal Building, 10 Causeway Street, Room 321, Boston, MA 02222-1092, Telephone (617) 994-8300 or 1-800-827-5005, TTY (617) 565-5453. A complaint may be filed with HUD within one year after an alleged violation. Additionally, an individual may file suit, at his/her expense, in Federal District Court or State Court within two years of an alleged violation. If the individual cannot afford an attorney, the Court may appoint one. A suit can be brought even after filing a complaint, if the complaining party has not signed a conciliation agreement and an Administrative Law Judge has not started a hearing. A court may award actual and punitive damages and attorney's fees and costs.

A copy of this policy statement will be given annually to all Town of Stonington employees and they are expected to fully comply with it. In addition, a copy will be posted throughout the Town of Stonington.

March 25, 2020
Date

Danielle Chesebrough, First Selectman

THIS STATEMENT IS AVAILABLE IN LARGE PRINT OR ON AUDIO TAPE by contacting Vincent Pacileo, III, 152 Elm Street, Stonington, CT 06378, 860-535-5000.

FOUR-FACTOR ANALYSIS FOR LIMITED ENGLISH PROFICIENCY PERSONS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM

TOWN OF STONINGTON

Purpose: In compliance with Executive Order 13166, Town of Stonington has developed the following Language Access Plan (LAP) for Limited English Proficiency (LEP) persons.

History: Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Town of Stonington Four-Factor Analysis: The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the Town of Stonington will undertake to guarantee access to the Town of Stonington Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

County Name utilized Census 2000 Special Tabulation 194 and Table 4, Table 4, Language Spoken at Home and Ability to Speak English for Population 5 Years and Over. Based on this data, County Name does/does not meet the 1,000 or 5% LEP persons threshold for any languages or Language(s) identified.

2. The frequency with which the LEP persons come into contact with the program.

The proposed project does include acquisition, relocation, housing rehabilitation, and/or water/sewer hookups. Therefore, residents are likely to have considerable direct contact with the program and its staff.

3. The nature and importance of the program, activity, or service provided by the program.

The proposed project does provide direct assistance to project area beneficiaries related to housing/hookups/acquisition; therefore, the nature of the activity or service is of significant importance to the proposed project area(s) residents.

4. The resources available and costs to the recipient.

Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to Community Name.

Certification: Based on the above Four-Factor Analysis, the Town of Stonington is not required to develop a LAP. However, the Town of Stonington will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.

Danielle Chesebrough, First Selectman

March 25, 2020
Date

PROGRAM INCOME PLAN

Town of Stonington

Date of this Plan March 25, 2020

A Reuse Plan Governing Program Income from CDBG-Assisted Activities

The purpose of this plan is to establish guidelines on the policies and procedures for the administration and utilization of program income (PI) received as a result of activities funded under the State Community Development Block Grant Program.

Need for Plan Governing Reuse of Program Income

This Plan is intended to satisfy the requirements specified in Federal statute and regulation at Section 104 (j) of the Housing and Community Development Act ("the Act"), as amended in 1992 and 24 CFR 570.489 (e) (3). These statutory and regulatory sections permit a unit of local government to retain program income for CDBG-eligible community development activities. Under federal guidelines adopted by the State of Connecticut's CDBG program, local governments are permitted to retain program income so long as the local government has received advance approval from the state of a local plan that will govern the expenditure of the program income. This plan has been developed to meet that requirement.

Program Income Defined

Program Income is defined in federal regulation at 24 CFR 570.489 (e) which specify that program income is the gross income received by the jurisdiction that has been directly generated from the use of CDBG funds. (For those program income-generating activities that are only partially funded with CDBG funds, such income is prorated to reflect the actual percentage of CDBG participation). Examples of program income include: payments of principal and interest on housing rehabilitation or business loans made using CDBG funds; interest earned on program income pending its disposition, and interest earned on funds that have been placed in a revolving loan account; net proceeds from the disposition by sale or long-term lease of real property purchased or improved with CDBG funds; income (net of costs that are incidental to the generation of the income) from the use or rental of real property that has been acquired, constructed or improved with CDBG funds and that is owned (in whole or in part) by the participating jurisdiction or sub recipient.

If the total amount of income (from all sources) generated from the use of CDBG funds (and retained by the Town) during a single program year (July 1 through June 30) is less than \$35,000, then these funds shall not be deemed to be program income and shall not be subject to these policies and procedures. However, any program revenue, regardless of the amount, generated from a Revolving Loan Fund is considered PI and is not subject to the \$35,000 limitation. In addition, Quarterly Reports must be submitted regardless of whether the \$35,000 threshold is reached or not. Costs incurred that are incidental to the generation of Program Income may be deducted from the gross program revenue to determine the net Program Income amount.

General Administration (GA) Cost Limitation

Program income is subject to an 8% limit on administration costs and a 12% limit on program costs per the amount of PI allocated toward a specific activity.

Reuses of Program Income

Program income must be: a) disbursed for an activity funded under an existing open grant prior to drawing down additional Federal funds (i.e. disbursed to an amount that is \$25,000 or less); b) forwarded to the State of Connecticut Department of Housing (the Department); c) with DOH's permission, apply to a future grant or (d) distributed according to this Program Income Plan that has been approved by the Department. The Town's program income will be used to fund eligible CDBG activities that meet a national objective. Eligible activities and national objective requirements are specified in federal statute at Section 105(a) and in federal regulations at 24 CFR 570.482 and 24 CFR 570.483.

The Town reserves the option of utilizing program income to fund/augment a CDBG funded activity (that is different from the activity that generated the PI) included in a grant agreement. The Town must first follow the citizen participation process, provide for public disclosure (public notice), obtain a governing body resolution, and obtain approval from the State CDBG Program.

Planning Activities

The Town reserves the option of utilizing program income, within the 16 percent general administration annual cap, to fund planning for CDBG-eligible activities. Such planning activities may include environmental reviews or other studies necessary for CDBG-eligible projects or programs or application preparation for CDBG or other grants/loans to supplement funding for CDBG-eligible activities. The costs of such planning activities may be charged to a Revolving Loan Account (RLA) if the planning is for the same activity as the RLA. Otherwise, PI may only be expended on planning activities in conjunction with an existing open CDBG Planning grant.

Distribution for Reuse of Program Income

The Town's program income that has not been committed to an existing open grant will be distributed, as follows:

Forwarded to the State of Connecticut Department of Housing

Reporting and Federal Overlay Compliance

The Town shall comply with all State CDBG reporting requirements, including submission of a quarterly report on all PI. The Town shall ensure that the use of program income under this PI Reuse Plan complies with all CDBG program requirements, including citizen participation, environmental review, equal opportunity, Section 3 employment, lead-based paint, labor standards, procurement, property management, and maintenance of adequate accounting and recordkeeping systems. To ensure ongoing compliance with CDBG requirements, the Town shall utilize the latest available State CDBG Program Grant Management Manual for guidance on

compliance procedures and policies. The Town shall obtain the Department's written approval before proceeding with any PI-funded activity.

Maximum Funds in Revolving Loan Accounts

Program Income received by the RLA during the program year (July 1 through June 30) shall be substantially expended by the end of the program year (June 30). At any given time, the funding balance for either of the RLA should not exceed \$25,000.

Revising This Plan

The Town has the authority to amend this document with a properly noticed Council/Board meeting and approval by the State Department of Housing (DOH).

Revolving Loan Account

The purposes and allowed uses of funds under this RLA is, as follows:

Administration and Oversight of CDBG Public Services for Homelessness Diversion

This fund will be used to disburse Program Income to continue the administration and oversight of CDBG public services for homelessness diversion program that can document the need for CDBG assistance that will be principally benefit members of households which have an annual income that is 80 percent or less than the area's median household income, adjusted for size. No more than 8 percent of the total PI expended during a PY may be used for CDBG general administration (GA) expenses and no more than 12 percent may be used for program costs.

Because the activities funded under the RLA are for the same activities as those funded under an open State CDBG grant agreement, then the funds available in this RLA shall be actually expended prior to drawing down funds from the State CDBG program.

All assistance provided to activities under this RLA shall be made for activities that are located within the Town's jurisdiction, Eastern CT Coordination Access Network, and as described in the Assistance Agreement funding the existing open grant.

Signature of Authorized Official

March 25, 2020
Date

Danielle Chesebrough, First Selectman
Name and Title of Authorized Official