

Executive Summary

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

1. Introduction

West Hartford's 2018 Annual Action Plan will follow the same guidelines and objectives as outlined in its 2015 CON-Plan submission.

The Town of West Hartford's Consolidated Plan for Housing and Community Development Programs was developed in accordance with 24CFR Part 91. 24CFR Part 91 contains the final rule for consolidated submissions of the planning and application aspects of the Department of Housing and Urban Development's (HUD) Community Development Block Grant (CDBG) formula program with the requirements for the Comprehensive Housing Affordability Strategy (CHAS).

A key component of the Five-Year Strategy is the coordination provided by the central administration in the Department of Leisure and Social Services. This results in an efficient leveraging of other Town and State resources to address identified needs. Past experience has shown that collaborative efforts between the Town and local housing and community development non-profits and service providers have been both a cost effective and efficient means to meet the housing and services needs of the community. Because of this, staff coordination and outreach with providers and the community at large is crucial to the success of the CDBG program and the Town's Consolidated Planning process.

The Consolidated Plan includes a description of the Town's housing and community development needs; a five-year strategy and plan which includes goals, priorities and activities to meet its projected needs and a one-year action plan which describes the projected use of funds for the upcoming program year covering the July 1 to June 30-time period. The Town prepares a new Action Plan every year to describe the activities to be funded with its CDBG appropriation.

The overall goal of HUD's community planning and development programs is to develop viable urban communities by providing suitable housing and living environments and expanding economic opportunities principally for low- and moderate-income persons.

2. Summarize the objectives and outcomes identified in the Plan

This could be a restatement of items or a table listed elsewhere in the plan or a reference to another location. It may also contain any essential items from the housing and homeless needs assessment, the housing market analysis or the strategic plan.

West Hartford's 2018 Annual Action Plan will follow the same guidelines and objectives as outlined in its 2015 CON-Plan submission.

The Town of West Hartford has established several broad priorities to meet its identified housing and community development needs. These priorities are included in the Five-Year Strategic Plan along with proposed projects and activities as well as proposed accomplishments and goals. The priorities include:

- Provide affordable rental housing opportunities for extremely low and very-low income renters by increasing the supply and maintaining the availability of affordable rental housing in the Town
- Cultivate affordable homeownership opportunities through the financing of housing for first time homebuyers, the preservation of existing ownership housing through rehabilitation and improving the availability of supportive social services to homeowners
- Maintain the level and delivery of support services to the homeless and those at-risk of becoming homeless
- Support the continuance and/or expansion of existing public service programs including those which provide services to persons with disabilities, youths, seniors and/or substance abusers or which offer transportation services and employment training
- Expand existing efforts to meet the needs of the Town's physically disabled population by supporting projects designed to make current facilities accessible or to provide new ADA compliant facilities/equipment.
- Maintain and improve existing public facilities and encourage the development of upgraded facilities, particularly with regard to parks/recreation facilities and parking facilities serving low-income populations
- Encourage the continued maintenance and improvement of the Town's infrastructure, particularly with regard to street and sidewalk improvements, as well as storm drain improvements
- To enhance and expand other community development efforts, particularly with regard to lead-based paint remediation/education and code enforcement activities
- To continue existing administrative and planning activities necessary for the implementation of the objectives, actions and programs outlined in this Strategic Plan including fair housing counseling, tenant-landlord counseling and/or public awareness

Projected Outcomes for the 2015-2019 Five Year Strategy Period include:

- Rehabilitation of 100 Residential Units
- Continued enforcement of Housing Code, Building Code and Health Code Inspections and

Neighborhood Stabilization Activities (Cumulative goals for Five Year Strategy Period: 1,000 for Health Code and 2,500 for Building Code)

- Provision of various social services programs at the Hillcrest Area Neighborhood Outreach Center serving a projected 1,750 individual clients
- Support of the Volunteer Services program serving 1,125 clients
- Support of the Town's Food Pantry serving a projected 3,625 households
- Provision of Transportation support to the elderly and disabled population through the Dial-A-Ride Program. The Five Year cumulative goal for the program is 500 unduplicated clients
- Provision of 10 Public Facility or Infrastructure Improvements, as part of the Public/ Private Partnerships Program to correct deficiencies in facilities and public improvements serving the Town's lower income populations.

3. Evaluation of past performance

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

West Hartford's 2018 Annual Action Plan will follow the same guidelines and objectives as outlined in its 2015 CON-Plan submission.

Each year the Town is required to report on the progress of its Consolidated Plan in its Consolidated Annual Performance and Evaluation Report (CAPER). The CAPER includes information on CDBG expenditures, program beneficiaries and accomplishment data. The report also includes a narrative requirement that summarizes the Town's accomplishments with its federal resources and a self-evaluation of its program performance. Over the past Consolidated Plan Strategy Period the Town utilized its CDBG allocations to provide a variety of programs and services to the benefit of low- and moderate income persons and households.

With the resources provided, the Town has successfully addressed the needs and met its Measureable Goals as identified in the Strategic Plan portion of its Consolidated Plan 2015-2019 and will do the same in September, 2018 when submitting to HUD its 2017 CAPER.

4. Summary of Citizen Participation Process and consultation process

Summary from citizen participation section of plan.

As required by HUD, the Town of West Hartford has consulted and coordinated with public and private agencies to assure that its Consolidated Plan is a comprehensive document that meets all statutory

requirements. These groups included the local and regional social service and housing providers, the West Hartford Housing Authority, the West Hartford Bloomfield Health District, the Hartford Area Continuum of Care as well as its own departments, elected officials and the public.

5. Summary of public comments

This could be a brief narrative summary or reference an attached document from the Citizen Participation section of the Con Plan.

Public notice was provided through the town web site and through public notice in the Hartford Courant. Citizens were provided the opportunity to participate in public hearings and via phone or email. Concerns and requests included ADA improvements to public facilities (such as automatic door openers for public bathrooms), ADA improvements to facilities run by a private non-profit agency in the community, funds toward cultural celebrations for the entire community, and expansion of the Dial-a-Ride program. For further detail, please refer to attachment in AD-26 entitled "Citizen Participation Comments."

Notice of West Hartford's intent to prepare and submit its 2018 Annual Action Plan were published in the Hartford Courant and also was highlighted on the Town of West Hartford's WEB-Site.

These postings included information describing the annual CDBG budgeting process. It was stated that each year the Town of West Hartford prepares for submission to HUD an Annual Action Plan which provides information on its anticipated resources, its proposed activities and its program for implementation and administration. The Town submits its Annual Action Plan to HUD every year in the late-spring.

West Hartford's 2018 Annual Action Plan provides information on the Town's anticipated resources, proposed activities and funding allocations for the one-year period from July 1, 2018 to June 30, 2019.

In June 2018 the West Hartford Town Council approved its annual budget which includes the appropriation of the Town's HUD appropriation of \$967,061 which is included as part of the proposed Action Plan budget. Two unique public hearings focusing on West Hartford's 2018 Annual Action Plan were conducted.

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

All comments were accepted but all were not qualified. Public services through Hello! West Hartford and International Hartford did not qualify. Appropriate information was not provided nor were some of the activities CDBG eligible or in compliance with the Consolidated Plan. Dial-A-Ride improvements are not CDBG eligible. ADA compliance automatic bathrooms were considered but not funded at this time.

7. Summary

On an annual basis the Town of West Hartford prepares an Annual Action Plan which provides information on its anticipated resources, its proposed activities and its program for implementation and administration. The Town must submit its Annual Action Plan to HUD every year by May 15th - - due to late announcement of CDBE Entitlement Grant Awards this year 2018 AAP will be submitted to HUD on or about July 30, 2018.

In Late-April, 2017 the West Hartford Town Council approved the appropriation of \$879,164 which is included as part of the proposed Action Plan budget. The One Year Action Plan included in this document provides information on the Town's anticipated resources, proposed activities and funding allocations for the one-year period from July 1, 2017 to June 30, 2018.

In order to address the established priorities of increased affordable housing opportunities, neighborhood revitalization, economic development and supportive social service programs outlined above, the activities included in West Hartford's 2018 AAP are proposed for utilization of CDBG funds.

PR-05 Lead & Responsible Agencies – 91.200(b)

1. Agency/entity responsible for preparing/administering the Consolidated Plan

Describe the agency/entity responsible for preparing the Consolidated Plan and those responsible for administration of each grant program and funding source.

Agency Role	Name	Department/Agency
CDBG Administrator	WEST HARTFORD	Department of Social and Leisure Services

Table 1 – Responsible Agencies

Narrative (optional)

In accordance with the Consolidated Plan’s requirements, the Department of Leisure and Social Services, specifically the Department of Social Services, administers the CDBG Program and has been appointed as the Lead Agency for the Town of West Hartford. The broad scope of work undertaken by the Department of Social Services best serves the demands of coordination during the plan development and application process, as well as the on-going management, implementation and administration of the Consolidated Plan. The Department has two key staff members responsible for the day-to-day coordination of the program. The CDBG Coordinator is responsible for day-to-day coordination, project oversight and program monitoring. The Director of Leisure and Social Services provides overall program supervision and serves as a liaison with the Town Manager.

The mission of the Town of West Hartford Department of Social Services is to promote independence, well-being and enhanced quality of life for West Hartford citizens of all ages, through its programs and services and through individualized attention to residents in need. In addition to the coordination and administration of the Consolidated Plan and Community Development Block Grant Program (CDBG), the Town of West Hartford Department of Social Services primarily coordinates and implements a variety of programs and services.

Town social workers provide assessment, case management, and advocacy to youth, adults and the elderly experiencing financial difficulties, family issues, medical conditions, housing issues or other problems (such as restorative justice in the realm of youth). Social Workers make referrals, coordinate services, and offer follow-up and guidance to residents in need of services. The aim is to provide individuals, families and

caregivers with program assessment and implementation in regard to helping residents become or remain productive active and independent citizens and members of the community.

Consolidated Plan Public Contact Information

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

1. Introduction

The Department of Leisure and Social Services coordinates the institutional structure of CDBG programming. The appointment of CDBG administrative responsibilities in the Social Services Department leverages extensive Town investments in services which support CDBG. Through its social capital and its role with members of the community, the Department of Social Services staff members work to increase participation at the neighborhood level, especially among extremely low and very-low income citizens, as well as those traditionally underrepresented in the process; thus, citizen's needs and participation is paramount in the process. The Department assures that information is disseminated through publicity for Consolidated Plan reports and documents, informational meetings and public hearings. Information is also dispersed through announcements and advertisements in the local news media and on the internet.

Provide a concise summary of the jurisdiction's activities to enhance coordination between public and assisted housing providers and private and governmental health, mental health and service agencies (91.215(I))

As the lead agency, The Department of Social Services is responsible for providing the compliance and implementation of the Consolidated Plan, coordination and implementation of the programs and activities that fall under the plan. The department works in a collaborative effort among various departments that provide physical development, economic development, public services, housing production, and planning. Outreach, consultation and coordination with and between the Housing Authority, the Health District, non-profit and for-profit service providers, and other community partners will continue to be part of Plan implementation process.

Describe coordination with the Continuum of Care and efforts to address the needs of homeless persons (particularly chronically homeless individuals and families, families with children, veterans, and unaccompanied youth) and persons at risk of homelessness.

The Department of Social Services receives individuals and families that are homeless. Trained and licensed Social Workers provide access to CAN's – Coordinated Access Network, a standardized assessment and referral process to avail community resources within a geographic region for people experiencing a housing crisis or homelessness. The Manager of Social Services is the designated West

Hartford Representative for the Hartford Area Continuum of Care Planning Committee. Through this involvement, the Town will be assists in discussions on the needs of the homeless and help to formulate methods to address homelessness in the region.

Describe consultation with the Continuum(s) of Care that serves the jurisdiction's area in determining how to allocate ESG funds, develop performance standards for and evaluate outcomes of projects and activities assisted by ESG funds, and develop funding, policies and procedures for the operation and administration of HMIS

Interaction with the Hartford Area Continuum of Care process provides the opportunity to address gaps in the Town's ability to deal with the issue of homelessness in the community.

2. Describe Agencies, groups, organizations and others who participated in the process and describe the jurisdiction's consultations with housing, social service agencies and other entities

Table 2 – Agencies, groups, organizations who participated

1	Agency/Group/Organization	West Hartford Housing Authority
	Agency/Group/Organization Type	PHA
	What section of the Plan was addressed by Consultation?	Public Housing Needs
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	West Hartford Housing Authority and Town of West Hartford have a long history of partnering on projects aimed at increasing the availability of affordable housing and serving other community development needs as applicable. This is accomplished through continuing dialogue on new projects and ideas once identified. It is also accomplished with the partnership between the two entities on the development and continuation of the programs and services of the HANOC community center in West Hartford's lowest-income neighborhood.
2	Agency/Group/Organization	Department of Human and Leisure Services
	Agency/Group/Organization Type	Other government - Local Comprehensive Social Services
	What section of the Plan was addressed by Consultation?	Public services
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	West Hartford Social & Leisure Services is not only the lead agency for administering CDBG programs in West Hartford but also the source of continual consultations of all manner of social service related issues throughout town and the region. This includes expertise on aging and the elderly, rental housing for low and mod-income households, disability issues, youth issues, crisis intervention, etc.
3	Agency/Group/Organization	West Hartford Engineering Department
	Agency/Group/Organization Type	Other government - State Public Facilities

	What section of the Plan was addressed by Consultation?	Public Facilities
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	West Hartford's Engineering Department is consulted on all public facilities improvement projects. That office provides tech support, planning, design and engineering services, and project oversight, as needed.
4	Agency/Group/Organization	West Hartford-Bloomfield Health District
	Agency/Group/Organization Type	Services-Health
	What section of the Plan was addressed by Consultation?	Health, lead paint, relocation, etc.
	Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?	This agency works closely with the Department of Human and Leisure Services both as a recipient of CDBG funding for code enforcement activities and for consultations on a variety of health-related issues; i.e. bed bugs, lead paint, hoarding, unsanitary conditions, uniform relocation assistance, etc.
5	Agency/Group/Organization	Hartford Continuum of Care
	Agency/Group/Organization Type	Services-homeless
	What section of the Plan was addressed by Consultation?	Homeless Needs - Families with children Homelessness Needs - Veterans

<p>Briefly describe how the Agency/Group/Organization was consulted. What are the anticipated outcomes of the consultation or areas for improved coordination?</p>	<p>The Town of West Hartford Social Services division receive individuals and families that are homeless. Trained Social Workers provide access to the standardized, assessment and referral process to access community resources within a geographic region for people experiencing a housing crisis or homelessness, called CAN's Coordinated Access Network. The Social Services Manager, will participate in the Hartford Area Continuum of Care monthly meetings to continue with plan of care for the homeless population. The collaboration with the Hartford Area Continuum of Care and the Town of West Hartford Social Services will reduce potential gaps and improve the seamless process in the assisting homeless individual in crisis.</p>
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Identify any Agency Types not consulted and provide rationale for not consulting

None.

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

Name of Plan	Lead Organization	How do the goals of your Strategic Plan overlap with the goals of each plan?
Continuum of Care	WHSS	

Table 3 – Other local / regional / federal planning efforts

Narrative (optional)

As required by HUD, the Town of West Hartford has consulted and coordinated with public and private agencies to assure that its Consolidated Plan is a comprehensive document that meets all statutory requirements. These groups included the local and regional social service and

housing providers, the West Hartford Housing Authority, the West Hartford Bloomfield Health District, the Hartford Area Continuum of Care as well as its own departments, elected officials and the public.

AP-12 Participation – 91.105, 91.200(c)

1. Summary of citizen participation process/Efforts made to broaden citizen participation Summarize citizen participation process and how it impacted goal-setting

Notice of West Hartford's intent to prepare its 2018 Annual Action Plan were published in the Hartford Courant and also was highlighted on the Town of West Hartford's WEB-Site.

These postings included information describing the annual CDBG budgeting process including the announcement of two public hearings (1) **Tuesday, February 27, 2018, 6:00-7:00 PM, Elmwood Community Center**, and (2) **Wednesday, February 28, 2017, 5:00-6:00 PM, West Hartford Town Hall, Room 217**. In the postings it was stated that each year the Town of West Hartford prepares for submission to HUD an Annual Action Plan which provides information on its anticipated resources, its proposed activities and its program for implementation and administration. The Town submits its Annual Action Plan to HUD every year in the late-spring.

West Hartford's 2018 Annual Action Plan provides information on the Town's anticipated resources, proposed activities and funding allocations for the one-year period from July 1, 2018 to June 30, 2019.

In late-April the West Hartford Town Council approved its annual budget which includes the appropriation of the Town's HUD appropriation of \$967,061 which is included as part of the proposed Action Plan budget. The two unique public hearings described above, focusing on West Hartford's 2018 Annual Action Plan were conducted as planned.

Citizen Participation Outreach

Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
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1	Newspaper Ad	<p>Minorities</p> <p>Persons with disabilities</p>	<p>There were no attendees at the February 27, 2018 public hearing. Twelve people spoke at the February 28, 2018 public hearing. Two residents supported efforts to fund an ADA walkway for Future's Inc. Futures is a non-profit organization who supports individuals with disabilities. The organization moved its headquarters to West Hartford and wants to update its facility to be ADA compliant. The other ten residents came as a group to support Hello! West Hartford in collaboration with International Hartford. This group wants to provide</p>	<p>Four letters or emails were received. Two asked for ADA assistance either for Automatic door buttons for bathroom facilities at The Town Hall and/or Senior Centers. One email asked for improved Dial-A-Ride services for senior citizens in the community.</p>	<p>All comments were accepted but all were not qualified. In regard to public services through Hello!West Hartford and International Hartford, appropriate information was not provided nor were some of the activities CDBG eligible as some activities did not comply with the Consolidated Plan. Dial-A-Ride improvements are not CDBG eligible. ADA compliance automatic bathrooms were considered but not funded at this time.</p>	
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Sort Order	Mode of Outreach	Target of Outreach	Summary of response/attendance	Summary of comments received	Summary of comments not accepted and reasons	URL (if applicable)
			public services to town residents in particular those who are marginalized due to income or immigration status.			

Table 4 – Citizen Participation Outreach

Expected Resources

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

Introduction

West Hartford receives CDBG Program funds on an annual basis through HUD. The table below shows the Town's CDBG allocation for the 2018/2019 Program Year and the expected amount available over the remainder of the Five Year Plan Strategy Period. For purpose of estimation, it was assumed that the annual allocation over the next 3 years will be level with the current year's allocation.

Anticipated Resources

Program	Source of Funds	Uses of Funds	Expected Amount Available Year 1				Expected Amount Available Remainder of ConPlan \$	Narrative Description
			Annual Allocation: \$	Program Income: \$	Prior Year Resources: \$	Total: \$		
CDBG	public - federal	Acquisition Admin and Planning Economic Development Housing Public Improvements Public Services	967,061	50,000	0	1,017,061	967,061	For purposes of estimating expected amount available for the remainder of ConPlan, \$967,061 was used as expected remainder.

Table 5 - Expected Resources – Priority Table

Explain how federal funds will leverage those additional resources (private, state and local funds), including a description of how matching requirements will be satisfied

Each year the Town of West Hartford seeks and receives community development-related funding from several other sources; i.e. State of CT-DOT, DSS, CASAC; Greater Hartford Transit District, private donations. West Hartford will continue to seek opportunities to leverage funds, such as:

- A \$4,000 CDBG grant to the Community Renewal Team, West Hartford was able to leverage the services of one full-time outreach worker stationed in the West Hartford Town Hall, in service specifically to West Hartford residents.
- West Hartford applied for a state of Connecticut grant and a second grant from Greater Hartford Transportation District each providing funding for additional transportation for elderly residents and those with disabilities.

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

West Hartford does not have a land bank program.

Discussion

N/A

Annual Goals and Objectives

AP-20 Annual Goals and Objectives

Goals Summary Information

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
1	Housing Rehabilitation Program	2015	2019	Affordable Housing	West Hartford	Provide affordable rental housing opportunities	CDBG: \$165,000	Rental units rehabilitated: 20 Household Housing Unit
2	Public & Private Partnerships	2015	2019	Non-Housing Community Development	HUD-approved LMI areas	Maintain and improve public facilities	CDBG: \$176,787	Public Facility or Infrastructure Activities other than Low/Moderate Income Housing Benefit: 2 Persons Assisted
3	Volunteer Services	2015	2019	Non-Housing Community Development	West Hartford	Support continuance/expansion of Public Services	CDBG: \$25,911	Public service activities other than Low/Moderate Income Housing Benefit: 225 Persons Assisted
4	Food Pantry	2015	2019	Non-Housing Community Development	West Hartford	Support continuance/expansion of Public Services	CDBG: \$25,910	Public service activities other than Low/Moderate Income Housing Benefit: 725 Persons Assisted

Sort Order	Goal Name	Start Year	End Year	Category	Geographic Area	Needs Addressed	Funding	Goal Outcome Indicator
5	HANOC	2015	2019	Non-Homeless Special Needs Non-Housing Community Development	Hillcrest Avenue neighborhood	Support continuance/expansion of Public Services	CDBG: \$79,848	Public service activities other than Low/Moderate Income Housing Benefit: 350 Persons Assisted
6	Housing & Neighborhood Stabilization	2015	2019	Affordable Housing Non-Housing Community Development	HUD-approved LMI areas	Provide affordable rental housing opportunities Improve Lead-based Paint Education & Remediation Promote ADA Accessibility Improvements	CDBG: \$150,000	Housing Code Enforcement/Foreclosed Property Care: 700 Household Housing Unit
7	Fair Housing Activities	2015	2019	Fair Housing	West Hartford	Continue Administrative/Planning Activities	CDBG: \$7,000	Public service activities other than Low/Moderate Income Housing Benefit: 25 Persons Assisted
8	CDBG Administration	2015	2019	Administration	West Hartford	Continue Administrative/Planning Activities	CDBG: \$158,095	Other: 1 Other

Table 6 – Goals Summary

Goal Descriptions

1	Goal Name	Housing Rehabilitation Program
	Goal Description	Provide affordable rental housing opportunities Cultivate affordable homeownership opportunities Increase Supply of Special Needs Housing Improve Lead-based Paint Education & Remediation Promote ADA Accessibility Improvements
2	Goal Name	Public & Private Partnerships
	Goal Description	During the reporting year West Hartford will complete a minimum of two Public Facility improvement projects under this activity.
3	Goal Name	Volunteer Services
	Goal Description	
4	Goal Name	Food Pantry
	Goal Description	West Hartford's Department of Social Services, specifically the Community Partnerships Division, operates a food pantry to meet the needs of low-income residents with emergency needs. Each year, hundreds of low-income households are assisted through the distribution of approximately 4,000 bags of non-perishable groceries and, in some cases, a grocery store gift certificate to assist with the purchase of perishable food items. Donations of food and money come from a variety of sources: school and church groups, businesses, families, individuals, community organizations, etc. During the five-year period 2015 to 2019 the goals for this activity are: 3,625 households will be served through the Food Pantry. For the current PY the goal is to serve 725 households.

5	Goal Name	HANOC
	Goal Description	<p>The Hillcrest Area Neighborhood Outreach Center (HANOC) is a collaborative effort of the Town of West Hartford, the West Hartford Public Schools, the West Hartford Housing Authority and other community agencies. HANOC serves a culturally diverse, low-income population in the southeastern section of West Hartford. Programs and services assist families of limited economic means to become more financially independent and involved in the schools and community by coordinating resources to meet their needs.</p> <p>HANOC’s community partnership approach provides youths and adults with the opportunity to improve the quality of their lives through educational, social, health and wellness programs in a safe and supportive environment. During the five-year period 2015 to 2019 the goal for this activity are: 1,750 individuals will be served through a variety of adult and youth programming. For PY-2016 the goal is 350 individuals.</p>
6	Goal Name	Housing & Neighborhood Stabilization
	Goal Description	<p>In order to avoid deterioration of West Hartford’s older housing stock and older neighborhoods it is critical to implement strategic stabilization efforts throughout the town, but especially in West Hartford’s older, lower-income neighborhoods. To this end West Hartford uses a significant portion of its CDBG entitlement grant to fund code compliance activity throughout the town’s HUD-Designated LMI neighborhoods, including: (1) the State Health Code (2) West Hartford Property & Maintenance Code and (3) the State Building Code.</p> <p>During the five-year period 2015 to 2019 the goals for this activity are: (1) Health Code Inspections combined with West Hartford Property & Maintenance Code inspections, in HUD-designated LMI areas: 200 per year; cumulative five-year goal is 1,000 inspections and (2) Building Code Inspections in HUD-designated LMI areas: 500 per year; cumulative five-year goal is 2,500.</p>

7	Goal Name	Fair Housing Activities
	Goal Description	<p>Through either community engagement activities, advocacy and support by Department of Social Services licensed social workers, or through workshops offered in the community, West Hartford engages in several ongoing programs targeting the improvement of fair housing conditions. Annually, topics include issues relating to fair housing, including landlord and tenant rights and responsibilities, predatory lending, home ownership opportunities, etc. Trained and licensed Social Workers also coordinate efforts relating to eviction. Each year, evictions are avoided or postponed in many households, lessening the negative impact such an event has on residents. By working with tenants “at-risk” of eviction or for whom final eviction execution papers have been served, licensed Social Workers are often able to mediate a better solution than eviction.</p> <p>West Hartford provides CDBG funding through annual grants to (1) Legal Aid of Greater Hartford (GHLA) for the provision of free legal services to West Hartford residents who are above GHLA’s usual income guidelines but within CDBG guidelines, and (2) to Hartford Education Resource Center (HERC). In addition, access to other resources throughout the state have been initiated in order to provide a plethora of choices. West Hartford will pursue relationships with The Urban League, CT Fair Housing Center and CABHN for the provision of fair housing counseling services, educational programs, housing mobility assistance and fair housing consultation services to West Hartford landlords, tenants and professional personnel.</p> <p>During the five-year period 2015 to 2019 the goals for this activity are: (1) 10 workshops; 2 per year. (2) 30% ratio when comparing eviction execution notices served to evictions that are carried out, (3) GHLA will provide free legal services to 50 clients; 10 per year and (4) HERC will provide services to 75 households; 15 per year.</p>
8	Goal Name	CDBG Administration
	Goal Description	<p>West Hartford has a long-standing tradition of being in compliance with all HUD requirements for CDBG entitlement communities. Over the years a few very minor findings have been issued by HUD CPD staff. During the five-year period 2015 to 2019 the goal for this activity is to have no findings or sanctions issued against West Hartford by HUD.</p>

Projects

AP-35 Projects – 91.220(d)

Introduction

The projects included in West Hartford's 2017 AAP reflect those identified in the 2015 Five-Year CON-Plan.

Projects

#	Project Name
1	CDBG Administration
2	West Hartford Bloomfield Health District
3	Building Code Enforcement
4	Housing Rehab Admin Services
5	Housing Rehab Grants & Loans
6	HANOC
7	Volunteer Services
8	Public/Private Partnerships
9	Food Pantry

Table 7 - Project Information

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

AP-38 Project Summary
Project Summary Information

1	Project Name	CDBG Administration
	Target Area	West Hartford
	Goals Supported	CDBG Administration
	Needs Addressed	Continue Administrative/Planning Activities
	Funding	CDBG: \$165,095
	Description	Funds will be used to cover the cost of the administration of all CDBG funded programs. This includes applications for funding, reporting to HUD on program and expenditure issues etc. These activities are carried out by Town of West Hartford personnel. Funding also includes \$7K to Greater Hartford Legal Aid for fair housing-related services.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This activity is for CDBG Program Administration
	Location Description	Town of West Hartford 50 South Main Street West Hartford CT
	Planned Activities	This activity is for CDBG program admin.
2	Project Name	West Hartford Bloomfield Health District
	Target Area	HUD-approved LMI areas
	Goals Supported	Housing Rehabilitation Program Housing & Neighborhood Stabilization
	Needs Addressed	Improve Lead-based Paint Education & Remediation Support Code Enforcement Efforts
	Funding	CDBG: \$100,000
	Description	Health Code Inspections
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is estimated that West Hartford will assist approximately 200 households per year.
	Location Description	This activity occurs throughout Low Mod income areas in West Hartford.

	Planned Activities	In order to avoid deterioration of West Hartford’s older housing stock and older neighborhoods it is critical to implement strategic stabilization efforts throughout town, but especially in West Hartford’s older, lower-income neighborhoods. To this end West Hartford uses a significant portion of its CDBG entitlement grant to fund code compliance activity throughout the town’s HUD-Designated LMI neighborhoods, including: (1) the State Health Code (2) West Hartford Property & Maintenance Code and (3) the State Building Code.
3	Project Name	Building Code Enforcement
	Target Area	HUD-approved LMI areas
	Goals Supported	Housing & Neighborhood Stabilization
	Needs Addressed	Support Code Enforcement Efforts
	Funding	CDBG: \$50,000
	Description	To support a program where building code inspectors/compliance officers perform initial and follow-up inspections. Eligible property owners are referred to the West Hartford Division of Housing for possible participation in the Housing Rehabilitation Program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	It is expected that 500 families living in low moderate income areas in the community will benefit from this program
	Location Description	This activity occurs throughout the low moderate income areas in the West Hartford community.
	Planned Activities	To support a program where building code inspectors/compliance officers perform initial and follow-up inspections. Eligible property owners are referred to the West Hartford Division of Housing for possible participation in the Housing Rehabilitation Program.
4	Project Name	Housing Rehab Admin Services
	Target Area	HUD-approved LMI areas
	Goals Supported	Housing Rehabilitation Program
	Needs Addressed	Provide affordable rental housing opportunities Improve Lead-based Paint Education & Remediation
	Funding	CDBG: \$178,510

	Description	To provide program delivery and project oversight for West Hartford's residential rehabilitation program.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This account covers administration fees that assist approximately 20 low to moderate income families for housing rehabilitation services. Approximately 500 families in low moderate areas will be assisted with code compliance.
	Location Description	This activity occurs throughout the low to moderate income areas in the West Hartford community.
	Planned Activities	500 code-compliance cases will be completed during PY-2018
5	Project Name	Housing Rehab Grants & Loans
	Target Area	West Hartford
	Goals Supported	Housing Rehabilitation Program
	Needs Addressed	Provide affordable rental housing opportunities Improve Lead-based Paint Education & Remediation Promote ADA Accessibility Improvements
	Funding	CDBG: \$165,000
	Description	Maintaining quality housing is a high priority in West Hartford, and funding to improve residential properties is available to eligible residents through the town's Housing Rehabilitation program. Grants and low interest loans can be obtained to correct housing code violations, to remove hazardous materials from the structure and to eliminate architectural barriers which restrict the mobility of household members with disabilities. Funds are also available to improve energy efficiency.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	This account assists approximately 20 low to moderate income families for housing rehabilitation services
	Location Description	These addresses are located throughout the community.
	Planned Activities	Rehab of 20 LMI housing units.
6	Project Name	HANOC
	Target Area	Hillcrest Avenue neighborhood

	Goals Supported	HANOC
	Needs Addressed	Support continuance/expansion of Public Services
	Funding	CDBG: \$79,848
	Description	HANOC is a neighborhood community center providing a comprehensive array of social, educational and vocational services in West Hartford's lowest income neighborhood. Funding will be utilized to cover the salaries and related expenses of professional social work staff and operating expenses.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 350 persons in this community will benefit.
	Location Description	This project occurs at Hillcrest Avenue Neighborhood Outreach Center 105 Hillcrest Avenue West Hartford CT 06110. This facility is located in West Hartford neediest neighborhood.
	Planned Activities	350 individuals will be served through adult and youth programming.
7	Project Name	Volunteer Services
	Target Area	West Hartford
	Goals Supported	Volunteer Services
	Needs Addressed	Support continuance/expansion of Public Services
	Funding	CDBG: \$25,911
	Description	Volunteer Services provides support services for at-risk residents including the frail elderly and persons with disabilities; educational enrichment services for low income adults and children and manages the Town's food pantry. Services are provided through the provision of screened volunteers who assist with town-wide volunteer programs. Funds will be used to pay for salaries and related expenses of professional social work staff and coordinator of volunteer services.
	Target Date	6/30/2018

	Estimate the number and type of families that will benefit from the proposed activities	This project assists approximately 225 low to moderate income persons annually.
	Location Description	This project, volunteer services for those in need, occurs throughout the community. The food pantry volunteers work out of 50 South Main Street West Hartford 06107. In addition, volunteers will obtain food deliveries from stores and community programs in the town.
	Planned Activities	Volunteer Services provides support services for at-risk residents including the frail elderly and persons with disabilities; educational enrichment services for low income adults and children and manages the Town's food pantry. Services are provided through the provision of screened volunteers who assist with town-wide volunteer programs. Funds will be used to pay for salaries and related expenses of professional social work staff and coordinator of volunteer services.
8	Project Name	Public/Private Partnerships
	Target Area	West Hartford
	Goals Supported	Public & Private Partnerships
	Needs Addressed	Support maintenance/improvement of Infrastructure Promote ADA Accessibility Improvements
	Funding	CDBG: \$176,787
	Description	Public improvement projects including the maintenance and expansion of existing infrastructure, public facilities and/or public improvements as determined by a need-based application process. Projects must benefit LMI populations. Goal is 2 projects.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Two projects are completed annually in the community. Paving of a street in a low mod area benefits approximately 640 persons living in the area. ADA improvements to Cornerstone Aquatic Center, a public facility in West Hartford has the capacity to benefit the approximate 5500 persons with disabilities living in the community. In addition, final completion of paving and handicap accessibility to Elmwood Community Center has the capacity to benefit approximately 1800 individuals who could use the center.

	Location Description	St James Street (paving project) is in a low mod area in West Hartford. ADA improvements: Cornerstone Aquatic Center 55 Buena Vista Drive West Hartford CT 06107 and Elmwood Community Center 1106 New Britain Avenue West Hartford CT 06110
	Planned Activities	To correct deficiencies in facilities and public improvements serving the Town's lower income populations
9	Project Name	Food Pantry
	Target Area	West Hartford
	Goals Supported	Food Pantry
	Needs Addressed	Support continuance/expansion of Public Services
	Funding	CDBG: \$25,910
	Description	West Hartford's Division of Human Services operates a food pantry to meet the needs of low-income residents with emergency needs. Low-income households are assisted through the distribution non-perishable groceries and, in some cases, a grocery store gift certificate to assist with the purchase of perishable food items. Donations of food and money come from a variety of sources; school and church groups, businesses, families, individuals, community organizations, etc.
	Target Date	6/30/2018
	Estimate the number and type of families that will benefit from the proposed activities	Approximately 725 low to moderate income families benefit from this project.
	Location Description	Distribution of this project occur in two locations. Most of the distribution occurs at Town of West Hartford Social Services 50 South Main Street Room 306 West Hartford CT 06107. The second distribution site is located at Hillcrest Area Neighborhood Center 105 Hillcrest Avenue West Hartford CT 06110.

<p>Planned Activities</p>	<p>West Hartford’s Department of Social Services operates a food pantry to meet the needs of low-income residents with emergency needs. Each year, hundreds of low-income households are assisted through the distribution of approximately 4,000 bags of non-perishable groceries and, in some cases, a grocery store gift certificate to assist with the purchase of perishable food items.</p> <p>Donations of food and money come from a variety of sources: school and church groups, businesses, families, individuals, community organizations, etc. During the five-year period 2015 to 2019 the goals for this activity are: 725 households will be served through the Food Pantry.</p>
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AP-50 Geographic Distribution – 91.220(f)

Description of the geographic areas of the entitlement (including areas of low-income and minority concentration) where assistance will be directed

West Hartford's 2018 Annual Action Plan will follow the same guidelines and objectives as outlined in its 2015 CON-Plan submission.

As described in the Needs Assessment section of this Five-Year Consolidated Plan the composition and characteristics of West Hartford's population and its housing stock is very mixed. Persons and families with the lowest incomes and the neighborhoods having the highest numbers of low- and moderate-income households have been designated as the highest priority for the receipt of Consolidated Plan funding in all activity areas. In West Hartford, housing fair-market values are high. It is often difficult for low-mod income households to maintain housing for themselves. The contributing causes of this condition include a short supply of available land for development, a shortage of new housing stock affordable to low-mod households, and a shortage of funds available to assist those in need.

West Hartford prides itself it its unique neighborhoods which includes families from all income levels, age groups, and religious and ethnic backgrounds to name a few. However, the southeast quadrant of town has a pronounced concentration of racial/ethnic minorities living at extremely low and low-income levels. Due to the age of the housing stock and the lack of private funds invested in this area, the Town has made a concerted effort to revitalize these neighborhoods. These efforts will continue throughout the Consolidated Plan strategy period to strengthen the Town as a whole and its low and moderate-income neighborhoods, in particular. These efforts will also ensure that the living environment in the town's most urban areas is meets the standards for safety and quality as is reflected in other parts of the community.

The Hillcrest Avenue neighborhood remains the lowest income neighborhood in West Hartford with the largest percentage of Low and Moderate Income (LMI) households, the largest number of non-white households and the largest number of female head-of- households. The Hillcrest Area Neighborhood Outreach Center (HANOC) assists LMI families residing in the Hillcrest Avenue neighborhood facilitates through programs that facilitate financial independence and to become better integration and engagement into their schools and community. HANOC is the result of a collaborative effort involving a partnership between the Town of West Hartford, the West Hartford Housing Authority and the West Hartford Public School System. Programs provided are designed to offer individuals and families the opportunity to enhance their lives through self-determination, personal responsibility, commitment and collaboration. Services are provided out of a community center purchased by the West Hartford Housing

Authority, leased and operated by the Town of West Hartford.

Geographic Distribution

Target Area	Percentage of Funds
Hillcrest Avenue neighborhood	75
West Hartford	25
HUD-approved LMI areas	

Table 8 - Geographic Distribution

Rationale for the priorities for allocating investments geographically

The geographic areas selected for Consolidated Planning activities are the Town’s low and moderate-income areas. The Town also supports those projects or activities which serve a limited clientele defined as low and moderate-income.

Discussion

None

Affordable Housing

AP-55 Affordable Housing – 91.220(g)

Introduction

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

Table 9 - One Year Goals for Affordable Housing by Support Requirement

One Year Goals for the Number of Households Supported Through	
Rental Assistance	0
The Production of New Units	0
Rehab of Existing Units	20
Acquisition of Existing Units	0
Total	20

Table 10 - One Year Goals for Affordable Housing by Support Type

Discussion

When homeless individuals or households present themselves to the Town in need of shelter assistance they are referred to one of the several area shelters in Hartford or the surrounding municipalities. Hartford based organizations are the lead participants in the Continuum of Care planning and application process. West Hartford has established increased participation in the regional Continuum of Care process as its overall objective to meet its homeless needs. This participation will complement the services provided through the Department of Leisure and Social Services and the Town’s non-profit services providers. The Town participates in the Connecticut Balance of State (BOS) Continuum of Care. As part of its participation, representatives from the Town administration, the West Hartford Housing Authority, the Public School System and the Police Department all participate on the Continuum of Care Planning Committee. The Director of the Division of Human Services serves as the Town of West Hartford’s liaison to the regional Continuum of Care network of providers.

The Housing Rehabilitation Program assists qualified owners to reduce and abate hazardous materials (e.g. lead based paint and asbestos), eliminate health and safety concerns, remove handicapped barriers, and improve the energy efficiency of the structure. Funding is provided in a combination of grant and a low interest loan with a \$25,000.00 cap for a single family home. All programs require that the gross household income be at or below 80% of median income (e.g. family of 3, \$61,200.00) for Hartford PMSA as prescribed by the United States Department of Housing and Urban Development (HUD).

The Elderly Assistance Program is available to qualified owners, age 65 years and older, who own and reside in single-family homes. This streamlined program enables residents to address a *single* failed building system (e.g. leaking roof or heating system replacement) or provide a *single* handicapped accommodation (e.g. access ramp or stair glide). Funding is provided in the form of a grant (50%) and zero percent (0%) interest loan (50%) for the amount of the failed building component or handicapped accommodation.

AP-60 Public Housing – 91.220(h)

Introduction

Effective July 1, 2011, West Hartford Housing Authority completed its re-organization and no longer owned any housing units under the Public Housing program. That being said it is important to point out that West Hartford (especially West Hartford Social Services works closely with the WHHA and each of the management offices in bringing a variety of programs to their sites. This includes holiday gift and meal programs, emergency food deliveries, Rent Rebate, Health screenings, etc.

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

Effective July 1, 2011, West Hartford Housing Authority completed its re-organization and no longer owned any housing units under the Public Housing program.

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

Effective July 1, 2011, West Hartford Housing Authority completed its re-organization and no longer owned any housing units under the Public Housing program.

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

N/A

Discussion

None.

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

Introduction

West Hartford Social Services is the lead agency in town when it comes to dealing with individuals and families who are homeless or at risk of becoming homeless. WHSS has a relationship with the current emergency shelter coordination program - 211-Infoline - and assists those clients needing sheltering services to get connected.

Describe the jurisdictions one-year goals and actions for reducing and ending homelessness including

Reaching out to homeless persons (especially unsheltered persons) and assessing their individual needs

Efficient program models incorporate measures such as: superior performance in integrating and coordinating outreach, emergency shelter, transitional housing, permanent housing and comprehensive support services for homeless persons; developing and maintaining a computerized network that enables providers to track services to homeless individuals or families; and implementing a "one-stop-shopping" approach, through which all essential data is collected at intake, thereby permitting effective and holistic service delivery.

Addressing the emergency shelter and transitional housing needs of homeless persons

The Town of West Hartford has no emergency shelters, transitional housing, permanent supportive housing or permanent housing for homeless persons and/or families within its municipal borders. Like most of the communities within the Capitol Region, West Hartford relies upon homeless facilities and services in the City of Hartford to meet the needs of the homeless population within West Hartford. While it is likely that a small homeless population exists in West Hartford, its size and characteristics are not defined. This lack of definition limits the ability to determine the exact needs of any homeless persons or families in the Town, and to discern whether any additional homeless facilities or services are needed in West Hartford.

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

recently homeless from becoming homeless again

The attainment of permanent housing and self-sufficiency by previously homeless persons or families is the desired goal of all service providers. The need for permanent housing relates to the homeless population in general. Permanent affordable housing options are needed for persons or families to transition to as a step toward self-sufficiency and independence. Rental housing stock is the primary need to achieve this objective although for some families, the move to affordable homeownership models may also be a potential option.

Helping low-income individuals and families avoid becoming homeless, especially extremely low-income individuals and families and those who are: being discharged from publicly funded institutions and systems of care (such as health care facilities, mental health facilities, foster care and other youth facilities, and corrections programs and institutions); or, receiving assistance from public or private agencies that address housing, health, social services, employment, education, or youth needs.

Through active participation in the Continuum and, wherever feasible, the support of programs and projects within its borders that meet the objectives of its Consolidated Plan the Town will work to address the needs of the homeless and near homeless.

Discussion

The Town will work collaboratively with the regional Continuum of Care system of providers to help people who are homeless through a process for prevention; outreach and assessment; and the support of emergency shelter, transitional housing, and permanent supportive housing activities. The Continuum of Care serves as a consortium of agencies working together to provide services for homeless persons and strategies for ending homelessness in the region. West Hartford will participate in the Continuum planning and strategy development process during the Program Year and support its application efforts for competitive funding as appropriate.

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

Introduction:

Within the Town of West Hartford, identified barriers to affordable housing include the cost and availability of land development; high residential development costs in the State of Connecticut; high rehabilitation and code compliance costs; strength of the private market out-pricing affordable housing program efforts; and reductions in funding and limited housing and community development resources. Although the Town does not have the resources on its own to overcome the identified barriers, it will, when practical and in keeping with the Town's long-range plans, encourage, support and assist efforts by others as they address the identified needs.

Actions it planned to remove or ameliorate the negative effects of public policies that serve as barriers to affordable housing such as land use controls, tax policies affecting land, zoning ordinances, building codes, fees and charges, growth limitations, and policies affecting the return on residential investment

When the opportunity presents itself, West Hartford will petition Legislators to support new authorizations of housing development funds; attend and present evidence at budget hearings to increase housing fund allocation; petition DECD (Department of Economic and Community Development) to broaden its pool of housing programs; discuss and offer local assistance on streamlining DECD applicant review process in an effort to reduce processing time and not jeopardize project viability.

Continue to support, create regulatory solutions to broaden affordable housing opportunities with the existing zoning structure of the Town; attend meetings, and present evidence of opportunities available, which are not harmful to the integrity of current zoning standards.

- The Town's older existing housing stock can serve as a resource for affordable homeownership with renovation or rehabilitation.
- Home rehabilitation can span a wide spectrum from minor fix-up, through remodeling and renovation, all the way to total "gut" rehabilitation, with each action presenting technical and financial issues requiring regulatory flexibility. Given the wide range of conditions and choices, home rehabilitation entails difficult regulatory challenges.
- In the past, building codes generally required that when a given percentage of a structure was replaced, the entire building had to be brought up to new construction code requirements.
- New requirements in areas such as lead-based paint abatement, asbestos removal, energy efficiency, fire safety, and protection from natural hazards represent further constraints to cost-effective home rehabilitation.
- Other new requirements involve off-street parking accommodations and zoning restrictions intended for new construction. There are also design rules more appropriately applicable to new construction than rehabilitation. Although many of these requirements protect public health and safety, they can add

to costs, deter rehabilitation, and inadvertently lead to abandonment or disinvestment rather than improvement of existing structures.

- Changing conventional methods of design and building less expensive houses will enable many more low- and moderate-income families to purchase homes.
- Regulatory reforms to allow developers and builders to reduce the costs of land assembly, housing construction, and home rehabilitation, making homeownership more affordable for willing homebuyers who are now priced out of the housing market.
- Across all income levels, African-American and Hispanic American households have lower homeownership rates compared to other groups with comparable incomes. At the same time, low- and moderate- income households are much less likely than higher income households to own homes. Breaking down racial and ethnic barriers and increasing access for other underserved households will extend homeownership opportunities to families and enable minority households to own homes.

In the Town's Plan of Conservation and Development completed and adopted in 2009, the Town set as one of its housing policies to "Encourage the availability of a range of housing types and affordability levels to meet the diverse needs of the community. Under this policy, three (3) actions were listed. They are as follows:

- Consider the establishment of a Housing Trust Fund for the purpose of creating affordable housing.
- Consider revisions to zoning regulations to permit greater diversity of housing types and cost.
- Continue to support the efforts of nonprofit groups and for profit developers to expand housing choice options in the community.

Discussion:

See narrative above.

AP-85 Other Actions – 91.220(k)

Introduction:

The Consolidated Plan refers to needs within the Town which may continue to be underserved. The primary obstacles to meeting all these needs are the fiscal constraints presented by reasonable taxing limitations and lack of other funding sources.

Actions planned to address obstacles to meeting underserved needs

HANOC is a neighborhood community center providing a comprehensive array of social, educational and vocational services in West Hartford's lowest income neighborhood. Funding will be utilized to cover the salaries and related expenses of professional social work staff and operating expenses.

Actions planned to foster and maintain affordable housing

Maintaining quality housing is a high priority in West Hartford, and funding to improve residential properties is available to eligible residents and to investor/owners through the town's Housing Rehabilitation program. Grants and low interest loans can be obtained to correct housing code violations, to remove hazardous materials from the structure and to eliminate architectural barriers which restrict the mobility of household members with disabilities. Funds are also available to improve energy efficiency.

Actions planned to reduce lead-based paint hazards

The Health Code, Housing & Property Code Enforcement project will support a program where health code inspectors/compliance officers perform initial and follow-up inspections. Eligible property owners are referred to the West Hartford Division of Housing for possible participation in the Housing Rehabilitation Program.

Actions planned to reduce the number of poverty-level families

Volunteer Services provides support services for at-risk residents including the frail, elderly and persons with disabilities. Volunteer Services also provides educational enrichment services for low income adults and children and manages the Town's food pantry. Services are provided through the provision of screened volunteers who assist with town-wide volunteer programs. Funds will be used to pay for

salaries and related expenses of professional social work staff and coordinator of volunteer services.

West Hartford's Department of Social Services operates a food pantry to meet the needs of low-income residents with emergency needs. Low-income households are assisted through the distribution non-perishable groceries and, in some cases, a grocery store gift certificate to assist with the purchase of perishable food items. Donations of food and money come from a variety of sources; school and church groups, businesses, families, individuals, community organizations, etc.

Actions planned to develop institutional structure

To ensure the program implementation process continues to meet the needs of the Town's low- and moderate-income constituents, actions will be taken to enhance citizen participation and community outreach and further develop inter-agency or departmental cooperation. Toward this end, the Department of Leisure and Social Services and its staff will:

- provide in-house technical assistance to those participating or those interested in participating in the Consolidated Planning process
- facilitate transparency of information among the various bodies to maintain informed participation
- serve as a liaison between the Town and the public and provide them with support services as appropriate
- facilitate quarterly forums to better coordinate service delivery between/among public and nonprofit agencies

In addition to these actions, if needed over the upcoming strategy period, various actions can be taken to eliminate any gaps that may occur in the Town's service delivery system and/or to strengthen, coordinate or integrate into the institutional structure or into the process. In particular, current service levels can be enhanced if there is an unfulfilled need, and any service gaps that are identified can be addressed.

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

Public improvement projects including the maintenance and expansion of existing infrastructure, public facilities and/or public improvements as determined by a need-based application process. Projects must benefit LMI populations.

Discussion:

The Consolidated Plan refers to needs within the Town which may continue to be underserved. The

primary obstacles to meeting all these needs are the fiscal constraints presented by reasonable taxing limitations and lack of other funding sources.

The allocation of CDBG funds to various activities defined in the Town's Action Plan for the 2017-2018 Program Year Plan will assist the Town in:

- fostering and maintaining affordable housing
- removing barriers to affordable housing
- evaluating and reducing lead-based paint hazards
- reducing the number of poverty level families
- supporting neighborhood revitalization

During FY 2018, the Town will support efforts and funding applications by the West Hartford Housing Authority to foster public housing improvements and resident initiatives.

Through administration of the HUD Programs, the Department of Leisure and Social Services will coordinate activities with other Town departments and between public and private housing and social services.

Monitoring of performance toward meeting the goals and objectives as set forth in the Consolidated Plan will be completed by programmatic and fiscal review of all project expenditures and accomplishments, including all sub-recipient activities.

Program Specific Requirements

AP-90 Program Specific Requirements – 91.220(I)(1,2,4)

Introduction:

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

Community Development Block Grant Program (CDBG)

Reference 24 CFR 91.220(I)(1)

Projects planned with all CDBG funds expected to be available during the year are identified in the Projects Table. The following identifies program income that is available for use that is included in projects to be carried out.

1. The total amount of program income that will have been received before the start of the next program year and that has not yet been reprogrammed	0
2. The amount of proceeds from section 108 loan guarantees that will be used during the year to address the priority needs and specific objectives identified in the grantee's strategic plan.	0
3. The amount of surplus funds from urban renewal settlements	0
4. The amount of any grant funds returned to the line of credit for which the planned use has not been included in a prior statement or plan	0
5. The amount of income from float-funded activities	0
Total Program Income:	0

Other CDBG Requirements

1. The amount of urgent need activities	0
2. The estimated percentage of CDBG funds that will be used for activities that benefit persons of low and moderate income. Overall Benefit - A consecutive period of one, two or three years may be used to determine that a minimum overall benefit of 70% of CDBG funds is used to benefit persons of low and moderate income. Specify the years covered that include this Annual Action Plan.	100.00%

