



Fifth Program Year CAPER

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

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

GENERAL

Executive Summary

The Bristol Development Authority (BDA) administers the City of Bristol's Community Development Block Grant (CDBG) entitlement funds. The BDA is overseen by an appointed nine-member Board of Commissioners who governs economic and community development policies for the City. A Policy Committee of five members selected by the Chair of the BDA Board reviewed funding proposals and recommended activities from these proposals that best met the goals of the City of Bristol's 2010-2015 Consolidated Plan of Housing and Community Development through the Year 40 Annual Action Plan.

Dramatic cuts to federal allocations resulted in the loss of one position in the City of Bristol. Continuing sequestration has also made it difficult to satisfy all the community development goals and objectives for Bristol.

There has been a state-wide consolidation of regional planning agencies from fifteen to nine agencies. Some municipalities formerly represented by the Central Connecticut Regional Planning Authority (CCRPA), such as Bristol, are joining the Naugatuck Valley Council of Governments (NVCOG). The Mayor of the City of Bristol has been elected to an executive board position in the new entity. The NVCOG includes 19 municipalities that were previously in the CCRPA.

The City of Bristol received a \$546,539 Community Development Block Grant entitlement, \$42,102 in Program Income, and \$45,228 to Re-Program for a total of \$633,869. The goal areas in Bristol's 2010-2015 Consolidated Plan for Housing and Community Development are:

- I. Housing Rehabilitation and Preservation: To provide for Decent Housing
- II. Public Services: To provide Suitable Living Environments
 - a) Homelessness
 - b) Special Populations of Youth and Seniors
 - c) Health Related Services
 - d) Financial Stability Related Services
- IIIa. Neighborhood Target Area: West End: To provide for Decent Housing and Suitable Living Environments
- IIIb. Public Housing Modernization: To provide for Decent Housing
- IV. Public Facilities: To provide for Suitable Living Environments
- V. Economic Development, including Commercial Rehabilitation – To provide Economic Opportunities

Year 40 Annual Action Plan's activities recommended by the BDA Board included activities to stabilize affordable housing through a residential rehabilitation grant program, complete economic revitalization through a commercial rehabilitation program, provide support services to low-and moderate-income and homeless persons, and improve the environmental conditions of the city's low-and moderate-income youth in Public Housing. The unusually large amount of Program Income and Re-Program funds allowed the City to approve activities in priorities three through six. All of the Year 40 Annual Action Plan activities met needs and goals identified in the City of Bristol's 2010 - 2015 Consolidated Plan of Housing and Community Development.

Federal funding cuts also impacted the ability to support Public Service programs in general, and fewer special populations as well. For instance, applications for elderly outreach and addiction recovery were not awarded CDBG funds.

The following table summarizes the use of Community Development Block Grant funding during Year 40, July 1, 2014 through June 30, 2015.

General Questions

1. Assessment of the one-year goals and objectives:
 - a. Describe the accomplishments in attaining the goals and objectives for the reporting period.
 - b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective.
 - c. If applicable, explain why progress was not made towards meeting the goals and objectives.

1a. Describe the accomplishments in attaining the goals and objectives for the reporting period

Housing Rehabilitation and Preservation

The City of Bristol continued to operate its very successful Residential Rehabilitation program which assists low/moderate-income renters and homeowners to maintain decent, safe, and sanitary housing along with education and intervention on lead-based paint hazards.

Bristol Projects: 1, 2, 3. Residential Rehabilitation – Single and Multi-Family, and Support Staff, Bristol Development Authority. Objectives (LMH) were to provide decent affordable housing. BDA staff assists low/moderate single and multi-family homeowners to apply for and complete housing rehabilitation projects. For owners of multi-family homes, rehabilitation of occupied properties is scheduled to enable the owner/contractor to perform the necessary work with the least amount of disruption to the tenants. Vacant units are rehabilitated prior to occupancy thus eliminating the need to displace any tenants. The City of Bristol has had no displacement activity this period. A total of 62 units were rehabilitated with CDBG funds.

In the case of multi-family dwellings, the status of the households occupying the building and their needs are determined as follows:

- 1) the owner must fill out an application form that identifies tenants, family size, monthly rent for each unit, and whether or not the owner provides utilities.

- 2) the tenant fills out a "Tenant Income Verification" form that also includes information on number of bedrooms and current monthly rent.
- 3) the owner must sign a Grant Agreement that states: "that no resident shall be displaced as a result of rehabilitation work assisted by the Grantor."
- 4) the owner must also sign an "Agreement with regard to Rents, Rebates and Rebate Reimbursement" which ensures that a majority of the rents are made available to persons with low/moderate-incomes and those rents will not be increased greater than a percentage agreed to.

Public Services

A. Homeless Needs

The Bristol Consolidated Plan indicates the intent to continue support of transitional living programs, and to support Permanent Supportive Housing for chronically homeless individuals and/or families.

The City of Bristol works closely with the St. Vincent De Paul Mission of Bristol, the agency at the forefront of service provision to people who are homeless or at risk of homelessness. The Bristol Development Authority participates directly as a member of Subcontinuum of Care standing committees and activities.

The Bristol Subcontinuum of Care Subcommittee has determined and recommended the goal creating new Permanent Supportive Housing units for chronically homeless persons. A total of 11 units are currently being utilized by the Next Step Program, through a grant from the State of Connecticut Department of Mental Health and Addiction Services. The Subcommittee is waiting for the next round of funding; however, this is subject to State budget conditions. An additional 38 beds are funded through Shelter + Care and Permanent Supportive Housing. The St. Vincent DePaul Mission is closely partnered with CMHA in various programs ensuring the maximum referral of eligible homeless clients to Mental Health and Addiction Services.

Rapid re-housing for Bristol is addressed regionally in Connecticut. Bristol is in the North Central region, served by Community Health Resources. The SVDP Bristol Homeless shelter, the Bristol Community Organization, and Bristol Community Services (City) all make referrals to the Regional Rapid Rehousing Program.

The Bristol Subcontinuum of Care (BCoC) maintains an effective structure and a high level of collaboration throughout the community.

Bristol Project 4: Women with Children Transitional Living, St. Vincent De Paul. Objective (LMC) was to provide decent affordable housing, by providing operating expenses for this program where families can reside for up to two years receiving services such as counseling, case management, life skills training, acquisition of mental health services, substance abuse services and support for job training acquisition. One hundred (100) women and children were assisted through this program.

B. Special Needs

This category of goals and objectives include support services to enable Bristol residents to maintain independent living. At one time, Bristol assisted up to 12

service programs. Annual Action Plans have been adjusted for budgetary cuts by focusing on the most critical programs. Consideration was given to those programs that might have to decrease services or cease providing services completely.

Since 2010, Bristol has been unable to consistently support nine to twelve local agencies providing needed services for middle school students, homebound elderly, victims of sexual abuse and domestic violence, non-English speaking persons with literacy, and tutoring for low-literate residents of Bristol.

Bristol Project 5: Bristol Boys and Girls Club Outreach Program. Objective (LMC) was to create suitable living environments by providing outreach to youth in public housing. The Bristol Housing Authority (BHA) provides the space for this project. One hundred forty nine (149) youngsters were enrolled in varied programming. BHA received Regional Awards of Merit from the New England Council/National Association of Housing and Redevelopment Officials for both Learn for Life Series and Summer Learning programs.

Bristol Project 6: Soup Kitchen/Food Pantry, CFC Storehouse. Objective (LMC) was to create suitable living environments by funding a grocery distribution program and a kitchen that is open on weekends. Two thousand six hundred and ten (2,610) unduplicated people were assisted with groceries during the year. In addition to the pantry, about 420 meals a week are served in the soup kitchen.

Bristol Project 7: Bristol Community Organization Case Management. Objective (LMC) was to create a suitable living environment by assisting persons to access essential benefits from the State of Connecticut Department of Social Services. A prolonged transition to a new computer system resulted in thousands of low-income residents throughout the state unable to make contact. Nine hundred and nine (909) Bristol residents were assisted in this project.

Public Housing Modernization

Bristol Project 8: Fire Alarm Safety Panel Replacement, Bristol Housing Authority. Objective (LMH) was to replace an older system that was operating erratically. The facility has 44 units of state-subsidized congregate housing for frail elderly. The project was completed.

Neighborhood Target Area – West End

Bristol Project 9: Demolition. Objective (LMA) was to create a suitable living environment by removing blighted buildings and improving the neighborhood appearance in the target area. One structure was taken down after June 30, 2015.

Bristol Project 10: Sidewalk Replacement Objective (LMA) was to create a suitable living environment by making sidewalks safe for pedestrian traffic in the neighborhood. The project has been extended to coordinate with a planned State Department of Transportation project.

Bristol Project 11: McCabe-Waters Little League Safety Improvements Objective (LMA) was to create a suitable living environment by installing a support rail between two baseball fields. The project was extended.

Public Facilities

With a larger than usual amount of Program Income and Re-Programming funds, the City was able to assist organizations with bricks and mortar projects.

Bristol Project 12: Bristol ARC Window Replacements. Objective (LMC) was to create suitable living environments by replacing windows in a facility providing services to disabled persons.

Bristol Project 13: Bristol Historical Society. Objective (SBS) was to remove a 20-year old 2,500 gallon underground oil tank. The project was completed and fortunately no environmental hazards were discovered or produced during the project.

Bristol Project 14: New England Carousel Museum HVAC. Objective (SBS) to provide design and engineering services to complement the organization's roof replacement project. The project has been extended into Year 41.

Bristol Project 15: Beulah AME Zion Roof. Objective (SBS) was to participate in a roof replacement project. The project was completed and payment was prorated according to regulations regarding faith-based organizations.

Commercial Rehabilitation – no Year 40 funding

Bristol Development Authority. Objective (LMA) was to create economic opportunities by BDA oversight of exterior renovations to eligible businesses – sustaining commercial opportunities in low- and moderate-income census tracts. One business project was completed with prior year funding. BDA will continue to take applications and consider re-programming funds if deemed appropriate.

1b. Provide a breakdown of the CPD formula grant funds spent on grant activities for each goal and objective. The IDIS Report PR 26 is Appendix A.

The percentages do not include breakdown of Program Income or Re-programming, therefore Public Services and Administration percentages are actually slightly higher. The total allocated is \$633,869.

Housing Rehabilitation

PROGRAM	ALLOCATED	ALLOCATION PERCENTAGE	EXPENDED
Residential Rehab	\$129,478		\$154,396
Support Staff	\$90,016		\$79,309
	\$219,494	34.6%	\$233,705

Public Services

PROGRAM	ALLOCATED	ALLOCATION PERCENTAGE	EXPENDED
Homeless: Transitional Living	\$22,500		\$22,500
Youth Outreach Program	\$30,000		\$30,000
Soup Kitchen/Food Pantry	\$11,000		\$11,000
Case Management	\$24,500		\$24,500
HOMELESS SUB-TOTAL	\$22,500		\$22,500
TOTAL	\$88,000	13.9%	\$88,000

Neighborhood Target Area – West End, and Public Housing Modernization

PROGRAM	ALLOCATED	ALLOCATION PERCENTAGE	EXPENDED
West End Neighborhood Sidewalk Replacement	\$51,150		\$0
West End Demolition	\$90,000		\$6,726
McCabe-Waters Little League	\$10,000		\$0
Public Housing Modernization	\$18,000		\$18,000
TOTAL	\$169,150	26.7%	\$24,726

Public Facilities

PROGRAM	ALLOCATED	ALLOCATION PERCENTAGE	EXPENDED
Bristol ARC (BARC) Windows	\$14,000		\$116.42
Bristol Historical Society Oil Tank	\$10,000		\$10,000
N.E. Carousel Museum HVAC	\$20,000		\$0
Beulah AME Zion Church roof	\$10,000		\$5,767
TOTAL	\$54,000	8.5%	\$15,883

ECONOMIC DEVELOPMENT

PROGRAM	ALLOCATED	ALLOCATION PERCENTAGE	EXPENDED
Commercial Rehabilitation	0	0	\$5,000

Planning and Administration, including Fair Housing	ALLOCATED	ALLOCATION PERCENTAGE	EXPENDED
	\$103,225	16.2%	\$94,553

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

The Public Facilities projects experienced certain delays:

West End Sidewalk Replacement

A roadway project was announced at the beginning of the year. Sidewalks and streetscape areas needing replacement had been identified previously, and are under review.

West End Demolition

One demolition has taken place and will leave a balance. BDA will re-program remaining funds.

McCabe-Waters Little League

There were design difficulties to consider in making the ballfields safer. This project will be completed early in Year 41.

N.E. Carousel Museum

A substantial amendment was approved to change the project from roofing to HVAC. This project will also be completed early in Year 41.

Bristol ARC

Bids received for this project were not realistic, and the project has been re-advertised.

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

The BDA is not recommending any changes at this time.

3. Affirmatively Furthering Fair Housing:

- a. Provide a summary of impediments to fair housing choice.
- b. Identify actions taken to overcome effects of impediments identified.

The Bristol Development Authority updated its Analysis of Impediments to Fair Housing Choice in 2011. BDA will perform another update in 2015/16 as an interim plan, since the new Assessment of Fair Housing process is not due from Bristol until 2017.

Ms. Eileen McNulty, City of Bristol Director of Youth and Community Services is the Fair Housing Officer for the City. The City of Bristol Fair Housing Office, located in the Community Services Department, provides information and referral services on a continual basis for individuals and groups. Most calls received from the public concern landlord/tenant disputes about repairs and evictions. The Fair Housing Officer will meet individually with any resident requesting help or information. If a Bristol resident thinks he/she may have been the victim of housing discrimination, that resident is referred to the CT Fair Housing Center, CT Commission on Human Rights and Opportunities, and/or the US Department of Housing and Urban Development which will investigate the complaint and process accordingly.

The Fair Housing Officer meets with the Bristol Development Authority (BDA) and the Bristol Housing Authority (BHA) to discuss fair housing issues. She participates in a Code Enforcement Committee and provides Relocation Assistance in condemnation circumstances. The Fair Housing Officer attends meetings of the Mayor's Bristol Cares committee, Fair Housing Association of Connecticut, and participates in training opportunities as they are offered.

City Corporation Counsel is supporting BDA's review of zoning regulations and housing codes that may indicate reasonable accommodations, disparate treatment and/or disparate impact related to people in the protected classes. The Planning Department was helpful in drafting certain changes in the zoning regulations. An amendment was made to the section of code dealing with Residential Zones and

Special Permits, removing an exclusion for alcohol and drug treatment facilities. The code is now clearer that Special Permits are not required for group residences of six or less persons, regardless of the purpose. An amendment to Housing Code will be proposed through the City Health Department that makes occupancy standards consistent with State standards. Currently the City standards are more stringent, although health department staff maintain this section of code is not enforced.

The BHA refers any type of housing problems, including discrimination, to the Fair Housing Officer. The Fair Housing Office will continue to offer information both in their office and on their website; and referral to residents with discrimination and other housing problems.

The Bristol Development Authority awaits the Final Rule on Affirmatively Furthering Fair Housing, but will be using the Proposed Rule to begin the Assessment of Fair Housing for the City.

Affirmatively Furthering Fair Housing Choice Impediments and Specific Actions Taken

1) Reluctance of landlords to rent to families with children

Lead-based paint hazards and the attendant potential liabilities have been identified as significant impediments to landlords' willingness and ability to rent to households with children and especially to those with children under six years old.

Action Taken:

- BDA staff attended meetings of the West End Association and the Planning Commission during the year. Even though there was outreach, only a few applications were made for lead testing. No abatement was indicated in these cases.
- The Fair Housing officer, a representative from the Bristol/Burlington Health District, and the BDA Housing and Project Specialist attend Code Enforcement meetings on a regular basis
- When interacting with realtors, BDA staff and BDA Board members emphasize the availability of rehabilitation funds to encourage home ownership.
- City Corporation Counsel and the Planning Department met with the BDA staff to draft impact issues in zoning regulations.

2) Issues Affecting Populations with Limited English Proficiency

Action Taken:

- The BHA has a built-in translator for those who do not speak English. BHA also has a TDD number (860-584-1565) for the hearing impaired.
- Many posters were disseminated in both English and Spanish.
- The Bristol Housing Authority provides English as a Second Language classes at Cambridge Park in collaboration with the Literacy Volunteers of New Britain. In addition, each year during the annual Family Day celebration community organizations are invited to come with materials; for example, Literacy Volunteers promote ESL classes to the residents who reside at Bristol Housing Authority properties. Bristol Housing Authority also translates to Spanish flyers and other pertinent mailings in order to better serve the population.

- There were no additional CDBG funds directed toward Literacy Volunteers, due to HUD funding cuts.

3) Discrimination based on income, Housing Choice Voucher (Section 8) program

Action Taken:

- BDA staff and the Fair Housing Officer collaborate with the Bristol Housing Authority on issues of housing choice.
- BHA provides information and counseling to voucher holders to increase their understanding of the availability of housing outside of concentrated low-income areas.
- BDA and BHA utilize the Affirmatively Furthering Fair Housing Guides as written by the Connecticut Fair Housing Center in 2013. A Guide for Housing Providers, A Guide for State and Federal Housing Grantees, and Housing Mobility: What Do Housing Voucher Recipients Want? are good resources for addressing community opposition and developing additional action steps.

4) Lack of, or accessibility to, public transportation

The City of Bristol recognizes that the availability and accessibility of public transportation are important factors that impact the income and earnings capacity of its residents, especially among the low- and moderate-income population.

Action Taken:

- The Bristol Housing Authority seek annual donations to support transportation from Cambridge Park to the Edgewood Elementary School.
- BDA staff has consulted in the past with the Central Connecticut Regional Planning Association for updates in transportation issues, such as the new busway project called CT Fastrak. Operational as of March 2015, CT Fastrak provides express transportation between Bristol, New Britain and Hartford. Bristol is working with CT Fastrak to find a downtown commuter parking site. The downtown pick-up point is now in front of the City Hall. The new regional planning group is the Naugatuck Valley Council of Governments.
- The third CDBG sidewalk replacement project was approved for 2014-2015 to improve pedestrian traffic and will be completed in 2015-2016.
- The BDA assisted a food market with state funding (façade improvement), and although that market was not successful, the City supported another market to occupy the facility. The new market is Associated Grocery, and owned by a person originally from the Dominican Republic. He is stocking a variety of international foods, and fresh fruits and vegetables. This market is important to residents of the surrounding low- to moderate-income neighborhoods, and an asset to the downtown Bristol.

5) Accessibility to Information about Fair Housing

The City of Bristol will continue to ensure that elected and appointed public officials and staff, residents, and residential property owners continue to have opportunities to become adequately educated and informed about fair housing laws, policies and practices in the community.

Action Taken:

- The Bristol Housing Authority provides mandatory Fair Housing training to all its employees every two years.

- The Bristol Housing Authority website has a link to the CT Fair Housing website where tenants, landlords, and the public in general can access additional information on Fair Housing laws.
 - The BHA completed a Fair Housing Marketing Plan for its properties in order to target and attract “least likely to apply” persons in the community.
 - BDA staff and the Fair Housing Officer attended the annual Fair Housing Association Conference.
4. Describe Other Actions in Strategic Plan or Action Plan taken to address obstacles to meeting underserved needs.

Mayor Kenneth B. Cockayne continues to work with City and Community leaders to address concerns for Bristol households. The collaborative committee of City department representatives, “Bristol Cares”, continues to meet regularly. Depending upon known issues, work-meetings are attended by City staff members from Building, Public Works, Community Services, Fire Marshal, Police, Housing Authority, and Health departments. There is also a Code Enforcement Committee that promotes interdepartmental communication and cooperation, solving problems that affect the quality of life of City residents.

This past year another work-group was formed to assist residents locate housing after building condemnations. This group is an intermediary between the Sub-Continuum of Care Steering Committee and the Rapid Re-Housing resources for residents of Bristol.

5. Leveraging Resources
- a. Identify progress in obtaining “other” public and private resources to address needs.
The CT BOS is making additional slots available for rapid re-housing, with Bristol identifying as many eligible households as possible. The local Main Street Foundation has provided a one year grant for a part-time project coordinator to capture slots.
 - b. How Federal resources from HUD leveraged other public and private resources.
 - Public Services leveraged \$497,769 from United Way, State funds, foundations and private donations.
 - Housing and Commercial Rehabilitation leveraged \$138,753 (50% of project cost from homeowners) and \$25,425 (from business owners); and \$13,596 from non-profit projects for a total of \$675,543.
 - c. How matching requirements were satisfied.
 - Matching requirements apply only to our Housing Rehabilitation program and Commercial Rehabilitation programs; they are monitored directly by BDA staff.

Managing the Process

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

The city continues to assure that all affordable housing activities further fair housing and complies with the displacement and relocation plan. The City also continues to comply with Federal rules concerning housing quality standards, lead based paint, Davis Bacon wages and environmental reviews.

Through periodically scheduled review meetings, the City monitors its progress towards goals set in the Consolidated Plan to ensure that all statutory and federal regulatory requirements are met. The City maintains complete and accurate program and financial records. The monitoring plan includes a review of where funding has been spent and the extent to which funding has increased the opportunities for affordable housing.

The Consolidated Plan for 2015-2020 was produced this past year.

Citizen Participation

1. Provide a summary of citizen comments.
There were no comments submitted.
2. In addition, the performance report provided to citizens must identify the Federal funds made available for furthering the objectives of the Consolidated Plan. For each formula grant program, the grantee shall identify the total amount of funds available (including estimated program income), the total amount of funds committed during the reporting period, the total amount expended during the reporting period, and the geographic distribution and location of expenditures. Jurisdictions are encouraged to include maps in describing the geographic distribution and location of investment (including areas of minority concentration). The geographic distribution and expenditure requirement may also be satisfied by specifying the census tracts where expenditures were concentrated.

The Year 40 CAPER Report, which includes the above information, was made available to the public on September 10, 2015. A copy of the advertisement is included in this report. There were no comments.

Institutional Structure

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

The Bristol Development Authority (BDA) is the public community development agency responsible for administering CDBG funds; this includes monitoring subrecipients (non-profits) providing public service programs and distributing funds for all other CDBG projects.

The Bristol Housing Authority (BHA) is a quasi-governmental agency with no fiduciary overlap between the Municipality and the Housing Authority. The

Commissioners who serve a rotating five-year term are appointed by the Mayor. A representative of the Bristol City Council serves as a liaison to the Board of Commissioners. The Executive Director is responsible for all hiring of staff and is the contracting officer for the BHA. Appropriate review by the jurisdiction will be sought for any proposed development site, demolition, or disposition of any development sites. The current Comprehensive Plan was reviewed by the Board of Commissioners, Public Housing residents, the public, and the Mayor prior to submission to HUD. The BHA is responsible for modernization of existing units and rental subsidies. It uses federal guidelines for income limits for low-income households and has its own eligibility requirements as follows: "In selecting applicants for admission, the Housing Authority must give preference to applicants who are otherwise eligible for assistance and who at the time are seeking housing assistance, or involuntarily displaced, living in substandard housing paying more than 50% of family income for rent". The housing units provided by the BHA will supply low-income households with affordable units. The quality of units will be upgraded through rehabilitation, which is one of the City's major priorities. All Housing Choice Vouchers and CIAP funds are distributed through the Housing Authority, using federal guidelines and the BHA's own policy on preference, namely, to those households with very low and low-incomes and who are presently homeless.

The St. Vincent DePaul Mission of Bristol (SVDP) is a private non-profit organization working with the City to provide housing assistance to the homeless. This organization has been the lead body in Bristol for assessing and developing the community-based response to homelessness in Bristol. The United Way of West Central Connecticut facilitates a small group of providers and advocates to monitor and better coordinate participation in the local Coordinated Access Network.

Monitoring

1. Describe how and the frequency with which you monitored your activities. Public Service programs were monitored through agency visits, annual progress reports, and regular networking. The BDA Housing Rehabilitation and Project Specialist monitored Public Facilities and Commercial Rehabilitation projects closely in order to assist in compliance with all local, state, and federal requirements.
2. Describe the results of your monitoring including any improvements. BDA staff works closely with the Purchasing Agent to ensure effective procurement of goods and services with a concerted effort on Public Facilities projects. This process has improved project management on the front end; to identify potential issues and resolve them accordingly. BDA staff makes regular and frequent on-site visits and inspections through the life of the project. The preventive nature of these monitoring efforts decreases potential problems.

BDA staff made inspections at Beulah AME Zion Church and the Bristol Historical Society as the projects proceeded, and gave various technical assistance to BARC (windows), Public Works (sidewalks), and McCabe-Waters Little League (safety) in order to fine-tune the projects.

BDA staff also networks with Public Services projects by reviewing quarterly data, attending service provider and BsubCoC meetings. Desk audits were performed for all four Public Service programs. On-site monitoring will be scheduled at the Bristol Boys and Girls Club – Outreach program at Cambridge Park, Christian Fellowship

Center Storehouse – Food pantry, and the St. Vincent De Paul Mission – Women and Children Transitional Living programs.

Self-Evaluation

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

The Bristol CDBG residential housing rehabilitation program has assisted neighborhoods and the community as a whole for decades. In Year 40, BDA funded a program for at-risk youth who reside in public housing; focused on an ever-increasing need for food and transitional housing; and directed attention to a significant State deficiency in providing benefits to eligible low-income residents.

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

The BsubCoC and related programs assist homeless individuals and families to gain permanent housing and thus strengthen the community as a whole. Bristol is part of the state-wide endeavor to end homelessness, advocating aggressively for additional units of affordable housing and permanent supportive housing.

The 2010-2015 Consolidated Plan indicated that the West End neighborhood was a priority, and the BDA is completing a third sidewalk replacement project. For Year 40, Bristol increased support to the neighborhood and the West End Association by improving safety at little league ballfields, and elimination of slum and blight conditions.

The Bristol CDBG takes a holistic community view in appraising requests for public services, public facilities, residential rehabilitation, public housing modernization, Target Area needs, and commercial rehabilitation. The appropriation of CDBG monies first address the top two 5-Year Consolidated Plan priorities: Housing Rehabilitation and Public Services. With HUD cuts, BDA staff can maintain good working relationships with the organizations that are concerned with the vision of a better Bristol, but aren't necessarily able to partner financially.

Enough funding above the CDBG entitlement grant in Year 40 allowed Bristol to participate in additional community projects. Non-profit organizations desperately need assistance with bricks-and-mortar repairs so as not to contribute to slum or blight.

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

Residential Rehabilitation has a direct impact on ensuring decent and suitable housing stock. BDA staff participates in the Bristol Housing Authority Resident Advisory Board meetings, community-wide Service Provider meetings, and BsubCoC meetings.

The Bristol Housing Authority works with federal Resident Opportunity Self-Sufficiency (ROSS) funds to support resident efforts toward economic opportunity. A number of other activities are provided by BHS and are described in the Public Housing Strategy section.

- d. Indicate any activities falling behind schedule.

BDA administered the Housing Rehabilitation program, and funded four Public Service programs. Out of eight projects approved, three were completed within the year. The remaining five were given extensions for up to six months past June 30, 2015.

e. Describe how activities and strategies made an impact on identified needs. The CDBG Program makes physical and observable improvements to property owned by low- to moderate-income households. Public Service activities met identified needs for at-risk youth in public housing, food shortages, and homeless families.

A failing fire alarm safety panel in a congregate living facility was responsible for false alarms in a state subsidized public housing property.

f. Identify indicators that would best describe the results. Indicators include the number of people served by Public Service programs, and the number of units rehabilitated during the year.

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

Barrier 1: The overall impact of multi-year reductions in funding has been a critical barrier to fulfilling community development strategies as written in the 2010-2015 Consolidated Plan for the City of Bristol and its residents.

Barrier 2: Allocation cuts proportionally decrease the number and amount of funding for Public Service activities.

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

The City of Bristol had been on target to meet the major goals identified in the Consolidated Plan. The goal of completing between 75-100 housing rehabilitation projects fell short by 13 units in Year 40. A single reason is not discernable at this time, however, fixed-income and very low-income households are finding it difficult to afford the match.

The need for services to low-moderate income persons is being met in three critical areas e.g. at-risk youth, hunger, and homelessness.

With respect to other goals, there was sufficient funding in Year 40 with which to invest in the community.

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

BHA actively pursues funding for modernization of its portfolio from DECD and the Connecticut Housing and Finance Authority (CHFA).

BDA is producing a quarterly newsletter with reserved space for the "Community Development Corner" which has been focusing on Housing Rehabilitation. BHA also takes brochures to conferences and trade shows. Presentations at community venues are being planned to increase participation.

Lead-based Paint

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

The Bristol Development Authority inspects all properties involved in its residential rehabilitation program for lead-based paint hazards. Any properties found to have lead-based paint must correct that problem; grant assistance is made available for this purpose. Lead-safe work practices are utilized in appropriate circumstances.

The Bristol-Burlington Health District has a website with an extensive amount of information on lead issues. The site at <http://www.bbhd.org/> also contains numerous links to local and state resources. One of the state links has materials in English and many other languages.

HOUSING

Housing Needs

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

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

Our 5-year goal was to assist between 75-100 units per year with the residential rehabilitation program. We completed 62 housing units in Year 40. The BDA will continue to support the program with future CDBG funds. We receive daily requests for rehabilitation assistance and related information that confirms the continued need for the program. Even though the economy continues to be sluggish, these Bristol homeowners could not postpone needed repairs to roofs, windows, and furnaces.

The city is meeting its priorities established in the Consolidated Plan to enable low-to moderate-income households meet their housing needs. Fifty percent (50%) of our CDBG rehabilitation program served elderly households. The Residential Rehabilitation program assists low/moderate-income households whose income usually prevents them from making needed home improvements, and 100% grants can assist extremely low-income homeowners make needed repairs.

See the section on Public Housing Strategy for details on Bristol Housing Authority activities; and the BsubCoC Planning for objectives concerning Permanent Supportive Housing, Appendix B.

Specific Housing Objectives

1. Evaluate progress in meeting specific objective of providing affordable housing, including the number of extremely low-income, low-income, and moderate-income renter and owner households, and homeless comparing actual accomplishments with proposed goals during the reporting period.

During Year 5, CDBG funded rehab projects for 43 owner-occupied single family households. 17 extremely low-income, 14 low-income, and 12 moderate-income homeowners were assisted.

19 units of affordable rental housing were improved with the Residential Rehabilitation program. Three units were vacant at the time. These affordable rental units enabled 8 extremely low-income, 2 low-income, and 3 moderate-income households to live in decent, safe, and sanitary conditions while paying an affordable rent (owner income categories are included in these figures). In two of the two-family dwellings, the owners were over-income but the renter households were income-eligible.

The Connecticut Balance of State (CT-BOS) Strategic Planning Objectives are provided in Appendix B of this report.

- Objective 1: Increase progress towards ending chronic homelessness. The BOS proposed an increase from 1,132 Permanent Supportive Housing beds achieved in 2013 to 1,262 beds for 2015.
- Objective 2: Increase housing stability. To increase the percentage of participants remaining in permanent housing for at least six months from 96% to 97%.
- Objective 3: Increase project participants' income. The percentage of participants with increased income from employment is proposed to increase from 17% (actual) in 2013 to 22% in 2015, and with increased income from sources other than employment from 26% (actual) in 2013 to 36% in 2015.
- Objective 4: Increase the number of participants obtaining mainstream benefits from 79% in 2013 to 83% in 2015.
- Objective 5: Using Rapid Re-housing as a method to reduce family homelessness, increasing the number of homeless households with children through programs using all funding sources from 49 in 2013 to 89 in 2015.

2. Evaluate progress in providing affordable housing that meets the Section 215 definition of affordable housing for rental and owner households comparing actual accomplishments with proposed goals during the reporting period.

The City will continue to maintain housing affordability through its residential rehabilitation program. The program increases the number of affordable units available, thus lowering the cost to low-income households for housing.

One hundred percent of eligible major building component costs were granted on a case-by-case-basis if a single-family homeowner was eligible below the extremely low-income limits. Our goal is to assist extremely low-income households with much needed home improvements so that they can maintain their homes in decent, safe, and sanitary conditions. By providing additional financial assistance they increase the chances of being able to stay in their own homes.

In order to better reach minority homeowners/rental properties, the Bristol Development Authority marketed the residential rehabilitation program to area non-profit service providers, public libraries, and the Community Services office and at other locations in City Hall. The City website is updated regularly and pertinent announcements are made at Bristol Care meetings and Subcontinuum of Care meetings.

3. Describe efforts to address “worst-case” housing needs and housing needs of persons with disabilities.

“Worst-case” housing needs are addressed by

- o Assisting households with grants of 100% rather than the customary 50% reimbursement for housing rehabilitation.
- o Assisting homeowners who have been cited by City Code Enforcement to bring their property up to the standards.
- o Assisting homeowners to make handicap accessible improvements
- o In addition to making accessibility improvements to units for public housing residents with various disabilities, BHA maintains 38 units of Permanent Supportive Housing for persons with disabilities.

Public Housing Strategy

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

The Housing Authority of the City of Bristol (BHA) received CDBG funding in Year 40 to replace a failing Fire Alarm Safety Panel at a state-subsidized facility for frail elderly. It also continued to focus on developing strategies to maintain fiscal balance, and improve the housing stock as well as maintaining basic services to residents. The BHA reports numerous improvements in the pages that follow.

The Capital Fund Program was renewed, and increased from \$660,132 to \$705,469 due to the BHA’s continued designation of “High Performer” by HUD based on the Public Housing Assessment System (PHAS). The BHA plans to complete exterior repairs, unit modernizations, system upgrades, and green energy improvements as a partner in the DOE/HUD Multi-family Better Building Partner.

The BHA was renewed for another three year Resident Opportunity Self Sufficiency (ROSS) Coordinator grant for its Public Housing Program. BHA was in the second year of this second grant. The ROSS Coordinator provides a connection between the residents and community organizations. The Coordinator works with families, seniors, and disabled residents to identify individual needs. By recognizing the needs of residents, the Service Coordinator is able to create programs on-site by utilizing organizations in the community and State level.

There are several ongoing self-sufficiency programs that are held on-site in BHA community rooms. The GED Program is held twice a week at the Cambridge Park Community Room. BHA provided an 8-week instructional program to all children at Cambridge Park entering kindergarten. The program, funded by the Main Street Community Foundation, reinforced critical concepts in literacy and math and served as a foundation for children starting off their educational career. The Literacy Volunteers of New Britain did assessments for residents in need of ESL classes on a person-to-person basis. In addition, to these ongoing programs, individual workshops were held each month on topics such as health and wellness, resume writing, interview skills for job seekers, and cover letter writing. During the summer of 2015, in tandem with the Summer Meals Program that took place at the Cambridge Park Community Room, the WOW Mobile, a traveling library, was on-site two days a week. Children were read to and allowed to check books out. The ROSS

Coordinator learned from the WOW Coordinator that Cambridge Park was one of her most successful sites, with a steady stream of children showing up for stories and to check out books. During the summer of 2015 the ROSS Coordinator also held an arts and crafts workshop in between the breakfast and lunch session for kids.

BHA's summer programming, which includes the summer meals program and "Reading is Fun," a literacy program that provides educational activities for children ages three to ten, has been issued an "Award of Merit" from the New England Regional Council (NERC) for its "Innovative Collaboration of Community Partners Providing Child Literacy and Parent Education Programs." Both BHA's summer programming and year-round programs have been recognized and granted an "Award of Excellence" from the National Association of Housing and Redevelopment Officials (NAHRO) for "Resident and Client Services."

A grant from the Main Street Community Foundation in 2013 created opportunities for BHA and the ROSS Program to provide ongoing educational workshops in computer literacy, employment resume writing, and job searches. Computer labs were open to residents on a weekly basis in each of their community rooms. If computer access is needed, residents are asked to make an appointment with the ROSS Coordinator, who then meets individually with residents to assist with an array of technical needs. Most prevalent was help with resumes and electronic filing of state benefits, helping participants in the Housing Choice Voucher Program as well as Public Housing residents.

Other programming for adults included ongoing collaboration with CT Money School that provided residents with myriad workshops on budgeting, money management, opening checking and savings accounts, and the over-all tools they need to become more financially literate and independent.

In the fall of 2015, The ROSS Coordinator will be launching three brand new programs to residents: An 8-week program for fathers and father-figures that run in partnership with the Plainville YMCA. The program will have a male facilitator and will discuss weekly topics that address the needs and interests of these important male role-models. A creative writing group is launching at the end of September for any resident over the age of 18. All materials will be supplied by the ROSS Coordinator. Other new programs include a group for mothers and a weekly group that will include open discussion on living with mental illness. This group will focus on individual strengths, discovering and cultivating personal interests. Each attendee will be provided with a resource sheet that includes a list of community agencies and supports.

The Bristol Housing Authority was awarded the "High Performer" designation by HUD for both its Public Housing Program and the Housing Choice Voucher program. This was the third year in a row that the Public Housing Program was designated High Performer for excellence several categories including physical, financial, management and resident satisfaction. The Bristol Housing Authority owns and maintains over 750 housing units, including housing communities that are more than 50 years old. The High Performer designation means that the Housing Authority will be eligible to apply for certain grants and to receive a higher allocation of capital funds.

The Bristol Housing Authority's Housing Choice Voucher Program staff are members of the City's Code Enforcement Committee to ensure that all properties receiving Section 8 subsidy are in compliance with all City codes.

For the reporting period July 1, 2014 through June 30, 2015, the following projects were completed or are presently underway at BHA properties:

- Cambridge Park (Multi-Family site): Continued Roof replacements/repairs, site improvements including sidewalk repairs, parking line striping, tree trimming, fence repair, water service and fire hydrant replacements, and apartment energy efficiency renovations. The community building and learning center upgrades included HVAC and roof replacements. In general Safety and security enhancements were made, and Pre-development of other substantial renovations to the site.
- J.F. Kennedy Apartments (Elderly/Non-elderly Disabled site): 80 apartment kitchen upgrades, appliances and fire prevention measures complete. Enhancements to site safety and security.
- Gaylord Towers (Elderly/Non-elderly Disabled site): Site improvements including lighting, security measures and parking.
- Bonnie Acres (Elderly/Non-elderly Disabled site): Replaced and repaired roofs, removed trees and fencing, apartment water heaters, and abated apartment flooring, improved Site lighting, security measures, parking striping and signs. Made Community building enhancements.
- Union Street (Hillcrest Apartments): Site improvements.
- Zbikowski Park M8: Natural gas conversion project with high efficiency boilers, predevelopment of community center and maintenance building electrical upgrades.
- Zbikowski Park MR: Energy Efficiency Project consisting of boiler upgrades, water heaters, roofs/gutters, kitchens, lighting, insulations, bathrooms, windows and repairs to exterior envelope of the building. Site improvements.
- Mountain Laurel Manor (Elderly/Non-elderly Disabled site): Pre-development for upgrades to kitchens/bathrooms, flooring, and energy efficient lighting for each unit (depending upon receipt of funding). New high security keying system and solar electric power for the community building. Parking line striping.
- Komanetsky Estates (Congregate Program for Frail elderly site): Replaced faulty Fire Alarm Safety Panel, Predevelopment/design for upgraded boilers, hot water system. Replaced roofs/gutters, exterior lighting, site repairs, and safety and security controls (depending on receipt of funding). Rooftop Solar electric installation.

Barriers to Affordable Housing

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

A new Homelessness Task Group was formed to identify the immediate needs of the homeless population. The group will address current problems resulting from building condemnations, and implementation of the new Coordinated Access Network. Along with the Subcontinuum of Care steering committee, members of the task group will be leveraging services for Rapid Rehousing.

BHA also maintains a partnership with Community Health Affiliates, the Bristol Continuum of Care, and the Next Step Program to assist chronically homeless individuals coping with psychiatric and/or chemical dependency disabilities. BHA continues to house participants in the State's Next Step Program.

BHA is undergoing a rehabilitation project of Zbikowski Park, an existing 90 unit development originally constructed and funded under the State Moderate Rental Program. The project will consolidate the 122 units under the ownership of Bristol Housing Authority Limited Partnership so as to permit the use of Low-Income Housing Tax Credits (LIHTC) as a means of financing the redevelopment. One of the important elements of the scope of rehabilitation is the conversion of all 122 units from oil heat to natural gas heat. The scope of rehabilitation can be characterized as moderate, with an emphasis in energy efficiency.

Zbikowski Park will not only preserve existing affordable housing, but it will provide improved housing conditions and far greater energy efficiency than is currently present in the 50+ year old development. As Zbikowski Park has a high concentration of two and three bedroom units, the development will help meet the needs of larger families for affordable housing in close proximity to public transportation.

Zbikowski Park is another example of Bristol Housing Authority's (BHA) commitment to collaborate with federal, state and local stakeholders to provide an affordable, safe and positive housing environment for its residents. As a rehabilitation of existing affordable housing, BHA will work closely with the City of Bristol to ensure all local approvals remain in place. BHA is working with HUD to ensure a sufficient number of project-based rental subsidies are available to the project and to inform HUD of project activities. The project is located in the Bristol Regional Center and represents the rehabilitation and preservation of existing affordable rental housing originally built over 60 years ago.

HOME/ American Dream Down Payment Initiative (ADDI) - Not applicable in Bristol

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

- c. Describe outreach to minority and women owned businesses.

HOMELESS

Homelessness (91.520(b)) per CPD Notice 13-06

The St. Vincent De Paul Mission of Bristol (SVDP) maintains Hold Harmless Need Amount federal funding through the HUD Supportive Housing Program, receiving \$348,848 for its Women with Children Transitional Living Center and Elms Transitional Living Program. Additionally, the SVDP received \$9,508 in FEMA Emergency Funds for the Homeless Shelter. Rapid Re-housing funds were managed through a regional agency. Bristol implements local plans, resources, and programs while joining the larger state-wide network of coordinated efforts. The merger with BOS is hoped to bring bonus dollars to Bristol for additional supportive housing activity. See Appendix B, Strategic Planning Objectives.

- (a) outreach to homeless persons (especially unsheltered persons) and assessing their individual needs.

The (SVDP) is the only provider of homeless residential programs in Bristol and coordinates outreach to homeless persons in several ways. A. Point-in-Time (PIT) Count assessment of sheltered and unsheltered need; B. Close communication with the Bristol Police Department and Bristol Hospital emergency room, substance abuse, and mental health treatment sources; and C. Close networking with the Bristol Community Organization (CAA), Salvation Army, and local food pantries and meal programs, through the Bristol Subcontinuum of Care coordination of services and regional BOS Coordinated Access Initiatives. SVDP is a member of the Coordinated Access Network (CAN) along with New Britain, Plainville, Southington, and Berlin. Homeless individuals and families are instructed to call 211 where a preliminary diversion is performed and referrals made to the CAN as necessary.

- (b) addressing the emergency shelter and transitional housing needs of homeless persons

St. Vincent DePaul Mission (SVDP), the Bristol Community Organization (BCO), the Bristol Housing Authority (BHA), the Community Mental Health Affiliates, the Salvation Army, and the United Way of West Central Connecticut continue to be the lead agencies working with the City in assessing and developing the community-based response to homelessness in Bristol. The SVDP works very closely with area public agencies and private organizations to develop, coordinate and deliver needed services to the Bristol homeless population. Additionally, three Soup Kitchens/Food Pantries and numerous church-sponsored food pantries exist to provide food for the homeless and to prevent homelessness by providing one basic resource (food) for the very low-income and pre-homeless families and individuals in Bristol.

SVDP operates three facilities: the 25 bed Homeless Shelter, the 13-room Elms Transitional Living Center for single men, and the 10-family room Women with Children Transitional Center. The BsubCoC future effort will continue to focus on chronic homelessness, permanent supportive housing development, and Rapid Re-housing of families and individuals.

CDBG funds have been provided to SVDP so that they can provide homeless services and temporary housing. Specifically, the funds are used for the Women with Children Transitional Center program to provide counseling, basic life skills, case management and support to clients toward their goal of achieving permanent, independent living and housing.

The overall purpose of the Subcontinuum is to continue assessing the needs of the homeless in the City and work toward eliminating chronic homelessness. The Subcontinuum, through a cooperative effort of Community Mental Health Affiliates, the BHA, and the SVDP, have been responsible for successful requests for additional units of permanent supportive housing from the State of Connecticut Department of Mental Health and Addiction Services (DMHAS) under the Next Step Program.

- (c) 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 who were recently homeless from becoming homeless again

A number of agencies are involved with homelessness prevention by providing rental assistance, utilities assistance, counseling/advocacy, and legal assistance. The food pantries and soup kitchens are instrumental in helping families and individuals stretch their resources, thus preventing or delaying homelessness. The State of Connecticut defunded the Beyond Shelter program that helped to prevent future events of homelessness for individuals and families that received help finding permanent housing in the past. In its place, the State has funded a regionally implemented Rapid Rehousing Program to which the SVDP Homeless Shelter refers as many eligible people as possible.

The City provided a \$20,000 General Funds grant to the SVDP for the 25 Bed Homeless Shelter for men, women, and children, and a CDBG Public Services grant of \$22,500 to St. Vincent De Paul (SVDP) for its Women with Children Transitional Center. The three SVDP programs refer to and utilize every mainstream and local resource to help homeless individuals and families attain housing as soon as possible, and maintain independent living.

SVDP and Community Mental Health Affiliates (CMHA), the area's lead mental health agency, have collaborated over the years to develop and maintain three permanent supportive housing programs for Bristol residents (Shelter Plus Care, Permanent Supportive Housing, and the Next Step Program). See the Housing Inventory Charts in Appendix B.

- (d) helping low-income individuals and families to avoid becoming homeless, especially extremely low-income individuals and families and those who are:

1. Likely to become homeless after 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);

From St. Vincent DePaul Mission Continuum of Care Exhibit 1

“ Foster Care:

The discharge planning protocol for foster care is in the Policy Manual of the CT State Department of Children and Families (DCF). Sect 42-10-3 says that a discharge conference is required for all youth 18 years of age or older at least 180 days prior to the anticipated discharge. The Plan includes the living arrangement for the youth & connection to aftercare services. Discharge planning is a collaborative effort & mandates participation from Client, clients' attorney, Adolescent Specialist, Adolescent Services Unit Social Work Supervisor, specialized staff, community service providers, & family members. Housing is a key component of DCF Treatment Planning is included in all administrative case reviews and is the responsibility of the Adolescent Specialist. DCF's Independent Living Program offers live skills education & training supervised transitional & practice living in their own community housing. Youth are routinely discharged into: group homes; the Community Housing Assistance Program (includes a rent subsidy), independent housing with community supports. DCF receives \$1.3 million for the Chafee Foster Care Independence Program to provide housing & other appropriate support & services to former foster care recipients between 18 & 21 years of age. The discharge policy has been distributed to the CoC and is understood and agreed upon.

Health Care:

The Department of Public Health (DPH) licenses and regulates hospitals in the state of CT. Section 19a504c-1 of the Public Health Code outlines the requirements for hospitals regarding discharge planning. It says, every hospitalized patient shall have a written discharge plan, which shall be given to the patient or family or representative prior to discharge. The plan must be signed off by the treating physician and is meant to identify the continued needs of the patient as well the resources required to meet those needs, including housing. The discharge plan is to be completed in collaboration with the patient or appropriate family or representative & other care givers. If a determination is made that the patient cannot return home or cannot care for oneself, the patient is referred to the Social Work Department of the hospital. This department assists patients & families in completing and processing applications for extended care, rehabilitation, group homes, substance treatment facilities, & other residential placements. Social Work staff of hospitals evaluates financial & psychological needs, assists in the completion of housing applications & addresses barriers to appropriate discharges. Local area hospitals participate in the CoC which helps to reinforce the prevention of discharges into homelessness. The discharge policy has been distributed to the CoC and is understood and agreed upon.

Mental Health:

The State of CT Department of Mental Health & Addiction Services (DMHAS) discharge protocol specifies that every patient treated in a DMHAS facility must have a specialized treatment plan which includes a discharge plan necessarily entails attention to the persons living situation. The person

treating the patient & community-based providers collaborate to ensure that aftercare services needed by the patient are provided. The policy states, under no circumstances shall an emergency shelter be considered appropriate housing disposition, & patients shall not be directly discharged by the inpatient facility to an emergency shelter. No patient shall be discharged from a DMHAS facility without documented evidence that discharge & aftercare plans have been an integral part of the treatment plan. Persons discharged from DMHAS facilities are routinely discharged into: supportive housing; housing with short or long-term subsidies & independent living depending on the intensity of on-going service needs. The discharge policy has been distributed to the CoC and is understood and agreed upon.

Corrections:

The State of CT Department of Corrections (DOC) re-entry model provides services to facilitate the transition from incarceration to community placement. Administrative Directive 9.3 Discharge Planning mandates that Housing & aftercare program referrals are topics to be addressed in the discharge planning process. Discharge planning protocols are described in the Offender Accountability Plan created for each inmate & stipulating that offenders begin participation in discharge planning no less than 6 months before discharge. Discharge planning is a collaborative effort between the inmate, multiple staff assigned to assist in the discharge & community service staff. To prevent the release of inmates into homelessness, DOC has significantly increased staffing & the number of halfway house beds for parole & community services, & DOC contracts for a variety of residential & non-residential services in the community. Between agency protocol & programs, contracted services & assistance from multiple other state agencies, the DOC is working to increase successful community reintegration for offenders, thereby reducing homelessness among this population. The discharge policy has been distributed to the CoC and is understood and agreed upon."

2. Receiving assistance from public or private agencies that address housing health, social services, employment, education, or youth needs.

The Bristol Subcontinuum of Care (BCoC) Steering Committee continues to meet monthly to assess and address the needs of Bristol residents who are homeless or near homelessness. A number of agencies are involved with homelessness prevention by providing rental assistance, utilities assistance, counseling/advocacy, and legal assistance. The food pantries and soup kitchens are instrumental in helping families and individuals stretch their resources, thus preventing or delaying homelessness and returns to homelessness.

Emergency Shelter Grants (ESG) - Not applicable in Bristol

1. Identify actions to address emergency shelter and transitional housing needs of homeless individuals and families (including significant subpopulations such as those living on the streets).
2. Assessment of Relationship of ESG Funds to Goals and Objectives
 - a. Evaluate progress made in using ESG funds to address homeless and homeless prevention needs, goals, and specific objectives established in the Consolidated Plan.

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

COMMUNITY DEVELOPMENT

Community Development

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

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

The City assisted four social service organizations that met goals noted in the Consolidated Plan. Residential rehabilitation is the first priority of the 2010-2015 Consolidated Plan Goals and Objectives. All priorities were addressed in Year 40.

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

There were 62 Housing Rehab projects completed in Year 40. Two households were over income; however, the multi-family dwellings met 51% minimum of eligible households. 50% of the households were elderly, 35% were female head-of-household. Of the households assisted 55 were White and 4 Black.

- c. Indicate the extent to which CDBG funds were used for activities that benefited extremely low-income, low-income, and moderate-income persons.
 - 25 extremely low-income units, 16 low-income units, and 15 moderate-income units benefited directly from the Residential Housing Rehabilitation program. Two owners of two-family dwellings were over-income, but each had a qualifying tenant household. Three units of multi-family housing were vacant. In all, 60 out of 62 rehabbed units are benefitting low-mod income persons.
 - Public Service programs assisted mostly extremely low-income and low-income persons.

In all the, City of Bristol appropriated 94% of the CDBG entitlement funds for activities that benefited extremely low-income, low-income, and moderate-income persons.

2. Changes in Program Objectives

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

The program is successful in achieving priority objectives in the Consolidated and Annual Plans. At this time, no changes will be made. Unreliable CDBG allocations (sequestration) make planning objectives and/or changes complicated.

3. Assessment of Efforts in Carrying Out Planned Actions

- a. Indicate how grantee pursued all resources indicated in the Consolidated Plan. The BsubCoC has been successful in garnering Supportive Housing units from State of Connecticut initiatives. The BDA partners with the BHA to leverage project funding through State of CT CHFA and DECD whenever possible. The BDA is very successful at providing housing rehabilitation to owner-occupied dwellings in Bristol.

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

The BDA has administered the CDBG program in a consistent, fair, and impartial manner as per all applicable federal regulations. Certifications of consistency to St. Vincent DePaul Mission and the BHA are considered and provided in a timely manner.

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

The City of Bristol BDA administered the CDBG program in such a way that was true to the 2010-2015 Consolidated Plan; and followed all policies and regulations throughout the process.

4. For Funds Not Used for National Objectives - Not applicable in Bristol, all activities met a National Objective

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

5. Anti-displacement and Relocation – for activities that involve acquisition, rehabilitation or demolition of occupied real property - Not applicable in Bristol, the CDBG program did not fund any activities that caused displacement of occupied properties.

- a. Describe steps actually taken to minimize the amount of displacement resulting from the CDBG-assisted activities.
 - b. Describe steps taken to identify households, businesses, farms or nonprofit organizations who occupied properties subject to the Uniform Relocation Act or Section 104(d) of the Housing and Community Development Act of 1974, as amended, and whether or not they were displaced, and the nature of their needs and preferences.
 - c. Describe steps taken to ensure the timely issuance of information notices to displaced households, businesses, farms, or nonprofit organizations.
6. Low/Mod Job Activities – for economic development activities undertaken where jobs were made available but not taken by low- or moderate-income persons
N/A:
- a. Describe actions taken by grantee and businesses to ensure first consideration was or will be given to low/mod persons.
 - b. List by job title of all the permanent jobs created/retained and those that were made available to low/mod persons.
 - c. If any of jobs claimed as being available to low/mod persons require special skill, work experience, or education, provide a description of steps being taken or that will be taken to provide such skills, experience, or education.
7. Low/Mod Limited Clientele Activities – for activities not falling within one of the categories of presumed limited clientele low and moderate income benefit
- a. Describe how the nature, location, or other information demonstrates the activities benefit a limited clientele at least 51% of whom are low- and moderate-income.
 - o Income eligibility documentation is verified for all Housing Rehabilitation homeowners; and is maintained in the BDA.
 - o The Christian Fellowship Center maintains income eligibility documentation for the participants at their site, reporting the number of low-moderate income persons assisted on a quarterly basis.
 - o Low- and moderate-income clientele are assisted by a case manager to apply for benefits; the case manager keeps income eligibility on each case.
8. Program income received
- a. Detail the amount of program income reported that was returned to each individual revolving fund, e.g., housing rehabilitation, economic development, or other type of revolving fund.

Bristol reported \$42,102 in Program Income; it was applied to the Single-Family Residential Rehabilitation program. Prior year Program Income of \$68,571 was receipted into the current year and will be re-programmed.
 - b. Detail the amount repaid on each float-funded activity. N/A
 - c. Detail all other loan repayments broken down by the categories of housing rehabilitation, economic development, or other. N/A
 - d. Detail the amount of income received from the sale of property by parcel.
N/A
9. Prior period adjustments – where reimbursement was made this reporting period for expenditures (made in previous reporting periods) that have been disallowed, provide the following information: N/A
- a. The activity name and number as shown in IDIS;
 - b. The program year(s) in which the expenditure(s) for the disallowed activity(ies) was reported;

- c. The amount returned to line-of-credit or program account; and
 - d. Total amount to be reimbursed and the time period over which the reimbursement is to be made, if the reimbursement is made with multi-year payments.
10. Loans and other receivables - Not applicable in Bristol
- a. List the principal balance for each float-funded activity outstanding as of the end of the reporting period and the date(s) by which the funds are expected to be received.
 - b. List the total number of other loans outstanding and the principal balance owed as of the end of the reporting period.
 - c. List separately the total number of outstanding loans that are deferred or forgivable, the principal balance owed as of the end of the reporting period, and the terms of the deferral or forgiveness.
 - d. Detail the total number and amount of loans made with CDBG funds that have gone into default and for which the balance was forgiven or written off during the reporting period.
 - e. Provide a List of the parcels of property owned by the grantee or its subrecipients that have been acquired or improved using CDBG funds and that are available for sale as of the end of the reporting period.
11. Lump sum agreements – Not applicable in Bristol
- a. Provide the name of the financial institution.
 - b. Provide the date the funds were deposited.
 - c. Provide the date the use of funds commenced.
 - d. Provide the percentage of funds disbursed within 180 days of deposit in the institution.
12. Housing Rehabilitation – for each type of rehabilitation program for which projects/units were reported as completed during the program year
- a. Identify the type of program and number of projects/units completed for each program.
 - Single-Family: 43 Units
 - Multi-Family: 19 Units
 - b. Provide the total CDBG funds involved in the program.
CDBG funds totaled \$154,396 for Residential Rehabilitation and \$79,309 for Support Staff for a total of \$233,705.
 - c. Detail other public and private funds involved in the project.
Homeowners absorbed \$138,753 of the \$293,600 total rehabilitation project costs. Many homeowners were referred to the Connecticut Housing Investment Fund (CHIF) to obtain financing needed for the project match.
13. Neighborhood Revitalization Strategies – for grantees that have HUD-approved neighborhood revitalization strategies - Not applicable in Bristol
- a. Describe progress against benchmarks for the program year. For grantees with Federally-designated EZs or ECs that received HUD approval for a neighborhood revitalization strategy, reports that are required as part of the EZ/EC process shall suffice for purposes of reporting progress.

Antipoverty Strategy

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

The City, through the BDA continues to offer its residential rehabilitation grants of 50% of eligible improvements to single and multi-family homeowners. On a case-by-case basis single family, owner-occupied applicants who are extremely low-income can be eligible to receive a 100% grant to replace major building components. The goal is to assist families living in poverty by enabling them to maintain decent, safe, and sanitary housing with this additional financial assistance.

The number of households with incomes below poverty have increased. Public service programs in Bristol had been mitigating expenses that allowed for more flexibility in family budgets. Such services are compromised with budget cuts to providers.

Bristol is able to assist households already well below poverty through:

- Year-round activities for the City's at-risk youth coordinated through the Bristol Boys and Girls Club. This program operates at the Bristol Housing Authority's Cambridge Park location.
- Soup Kitchen/Food Pantry programs at the Christian Fellowship Center

The BsubCoC and the BHA continue to expand the opportunities for resident employment through outreach and training programs in conjunction with contractors or agencies committed to other public housing functions in the City. Bristol Community Organization administers the Summer Youth Employment Program in Bristol.

NON-HOMELESS SPECIAL NEEDS

Non-homeless Special Needs

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

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

The City of Bristol has funded various projects for the Bristol ARC. Accounts of persons with special needs who are not homeless but require supportive services has been relatively low and will continue to be met through various non-profit organizations in the City. However, most non-profits have experienced cuts from many of their funding sources including CDBG, and struggle to provide the same level of services with less staff and less money.

Specific HOPWA Objectives - Not applicable in Bristol

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

1. Overall Assessment of Relationship of HOPWA Funds to Goals and Objectives
Grantees should demonstrate through the CAPER and related IDIS reports the progress they are making at accomplishing identified goals and objectives with HOPWA funding. Grantees should demonstrate:

- a. That progress is being made toward meeting the HOPWA goal for providing affordable housing using HOPWA funds and other resources for persons with HIV/AIDS and their families through a comprehensive community plan;
 - b. That community-wide HIV/AIDS housing strategies are meeting HUD's national goal of increasing the availability of decent, safe, and affordable housing for low-income persons living with HIV/AIDS;
 - c. That community partnerships between State and local governments and community-based non-profits are creating models and innovative strategies to serve the housing and related supportive service needs of persons living with HIV/AIDS and their families;
 - d. That through community-wide strategies Federal, State, local, and other resources are matched with HOPWA funding to create comprehensive housing strategies;
 - e. That community strategies produce and support actual units of housing for persons living with HIV/AIDS; and finally,
 - f. That community strategies identify and supply related supportive services in conjunction with housing to ensure the needs of persons living with HIV/AIDS and their families are met.
2. This should be accomplished by providing an executive summary (1-5 pages) that includes:
- a. Grantee Narrative
 - i. Grantee and Community Overview
 - (1) A brief description of your organization, the area of service, the name of each project sponsor and a broad overview of the range/type of housing activities and related services
 - (2) How grant management oversight of project sponsor activities is conducted and how project sponsors are selected
 - (3) A description of the local jurisdiction, its need, and the estimated number of persons living with HIV/AIDS
 - (4) A brief description of the planning and public consultations involved in the use of HOPWA funds including reference to any appropriate planning document or advisory body
 - (5) What other resources were used in conjunction with HOPWA funded activities, including cash resources and in-kind contributions, such as the value of services or materials provided by volunteers or by other individuals or organizations
 - (6) Collaborative efforts with related programs including coordination and planning with clients, advocates, Ryan White CARE Act planning bodies, AIDS Drug Assistance Programs, homeless assistance programs, or other efforts that assist persons living with HIV/AIDS and their families.
 - ii. Project Accomplishment Overview
 - (1) A brief summary of all housing activities broken down by three types: emergency or short-term rent, mortgage or utility payments to prevent homelessness; rental assistance; facility based housing, including development cost, operating cost for those facilities and community residences
 - (2) The number of units of housing which have been created through acquisition, rehabilitation, or new construction since 1993 with any HOPWA funds

- (3) A brief description of any unique supportive service or other service delivery models or efforts
 - (4) Any other accomplishments recognized in your community due to the use of HOPWA funds, including any projects in developmental stages that are not operational.
- iii. Barriers or Trends Overview
- (1) Describe any barriers encountered, actions in response to barriers, and recommendations for program improvement
 - (2) Trends you expect your community to face in meeting the needs of persons with HIV/AIDS, and
 - (3) Any other information you feel may be important as you look at providing services to persons with HIV/AIDS in the next 5-10 years
- b. Accomplishment Data
- i. Completion of CAPER Performance Chart 1 of Actual Performance in the provision of housing (Table II-1 to be submitted with CAPER).
 - ii. Completion of CAPER Performance Chart 2 of Comparison to Planned Housing Actions (Table II-2 to be submitted with CAPER).

OTHER NARRATIVE

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