

Mayor
DAVID R. MARTIN



HCD30.001

CITY OF STAMFORD
COMMUNITY DEVELOPMENT
888 WASHINGTON BOULEVARD
P.O. BOX 10152
STAMFORD, CT 06904-2152
(203) 977-4053
TDD 1-800-342-9710

Date: December 4, 2017

To: Matthew Quinones, President
Board of Representatives

From: Tara Petrocelli, Administrative Officer, Community Development
Stamford Community Development Office

RE: Agenda Items for the Board of Representatives

In accordance with the City of Stamford Ordinance No. 687 Supplemental, concerning budgetary procedures for Stamford Community Development, please place the following items of the agenda for the Housing, Community Development and Social Services (HCD/SS) Committee for their action:

- Review and approval of the Year 44 budgeting schedule.

In addition, please include:

- Request to re-allocate funds.

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STAMFORD COMMUNITY DEVELOPMENT
ANNUAL ACTION PLAN
CITIZEN PARTICIPATION & BUDGET SCHEDULE
PROGRAM YEAR FORTY-FOUR (JULY 1, 2018 - JUNE 30, 2019)

Fri., December 29, 2017

Advertisement: The Advocate

Purpose:

1) Inform the public that the Stamford Community Development Office's Proposed Citizen Participation Plan, the 2018-2019 Application Schedule, and Stamford Community Development Year 44 Proposal Form are available for review and comment during normal business hours from 8:30 A.M. to 4:30 P.M. at the Stamford Community Development Office located at the Stamford Government Center, 888 Washington Blvd., Stamford, CT 06904-2152.

2) Inform citizens that Community Development Block Grant 2017-2018 Consolidated Annual Performance Evaluation Report (CAPER) and HUD approval letter is available for review.

3) Advise the public of the deadline for submitting Program Year 44 Proposals. *All applicants are encouraged to meet with the Stamford Community Development staff for technical assistance prior to submittal of proposals.*

4) Announce date of Community Development Block Grant Public Hearing, hosted by the Mayor and the Housing, Community Development and Social Services Committee of the Board of Representatives (HCD/SS). Inform citizens that the Stamford Community Development Office at the public hearing will briefly review HUD legislation and CDBG/HOME performance, as reported in its most current CAPER, discuss the City of Stamford housing and community development needs and solicit citizen comments on CDBG performance. Advertise the availability of HUD Entitlement Funds for the next program year (commencing July 1, 2018) and invite community organizations and the general public to submit written proposals for the use of HUD funds and comments on developing an Annual Action Plan for the use of HUD funds.

All pertinent information will be on file at the Ferguson Library, Town Clerk's Office, Stamford Community Development Office, Board of Representatives Office and the Mayor's Office.

- Thurs., January 18, 2018 **PROPOSAL DEADLINE.** Proposals for Year 44 funding and current audit are due at the Stamford Community Development Office located at the Stamford Government Center, 888 Washington Blvd. 10th Floor, Stamford, CT. One copy of the audit and fifteen (15) copies of the proposal in addition to the original are to be submitted on or prior to this date.
- Thurs., January 25, 2018 Stamford Community Development Office provides binders of Year 44 Proposals to the Mayor and HCD/SS Committee.
- Thurs., February 1, 2018 **PUBLIC HEARING.** Jointly held by the Mayor and the HCD/SS Committee at the Stamford Government Center Board of Representatives' Chambers, 4th Floor, 6:00 p.m. Stamford Community Development's YEAR 44 proposals will be presented and citizen comments on HUD Program performance will be heard.
- Thurs., February 15, 2018 HCD/SS Sub-Committee Proposal Review.
- Sat., March 3, 2018 HCD/SS Committee, Mayor's Office and Stamford Community Development Office to develop recommendations for Year 44 and the Annual Action Plan/budget. Stamford Government Center, Caucus Rm., 4th Floor, 9:00 a.m.
- Date To Be Determined Stamford Community Development Office submits the proposed Annual Action Plan/budget as formulated by HCD/SS to the Mayor for approval.
- Mon., March 12, 2018 **ADVERTISEMENT.** Publicize proposed Annual Action Plan/budget for 30 day comment period and announce date and time of second public hearing/workshop. Applicants are notified of proposed Annual Action Plan.
- Tues., March 20, 2018 HCD/SS Second Public Hearing at 6:30 pm in the Government Center 4th Floor to discuss and receive comments on the proposed Annual Action Plan.

Friday, March 23, 2018	The Mayor submits the proposed Annual Action Plan/budget and resolution to the Board of Finance and to the Board of Representatives' Steering Committee where it shall be assigned to the HCD/SS Committee for review, comment and modifications.
Thurs., April 12, 2018	Regular meeting of the Board of Finance. Vote on Year 44 proposed Annual Action Plan/budget.
Tues., April 17, 2018	Regular meeting of the HCD/SS Committee. Vote to recommend the Year 44 Annual Action Plan for approval by the Board of Representatives.
Monday, May 7, 2018	Regular meeting of the Board of Representatives. Vote on the Year 44 Annual Action Plan and budget.
Thurs., May 10, 2018	Stamford Community Development Office prepares the Annual Action Plan for the Mayor to submit to HUD.
Friday, June 8, 2018	<u>PUBLISH</u> the Environmental Release of Funds legal notice of the "Finding of No Significant Impact on the Environment" anticipated from planned CDBG and HOME activities. Citizen responses are invited.
Sunday, July 1, 2018	Start of CDBG Year 44 Program.
Monday, Sept. 2, 2019	<u>ADVERTISEMENT</u> . Publicize draft CAPER for 15 day comment period
Friday, Sept. 20, 2019	Target to submit Year 44 CAPER
Friday, Sept. 27, 2019	Year 44 CAPER deadline

NOTE: If by March 22, 2018, Congress has not acted upon the Federal Fiscal Year 2019 budget and if HUD has not notified the City of Stamford of the actual amount of its CDBG and HOME entitlement grants, then the HCD/SS Committee will be forced to delay finalizing the proposed Annual Action Plan.