

# Norwich Recreation Department

A Division of Norwich Human Services

75 Mohegan Road, Norwich, CT 06360 ~ 860-823-3791, FAX 860-823-3830

Office of Community Development  
23 Union Street  
Norwich, CT 06360

**RE: NON-PUBLIC SERVICE YEAR 46  
TAFTVILLE BASKETBALL COURT CONSTRUCTION**

March 11, 2020

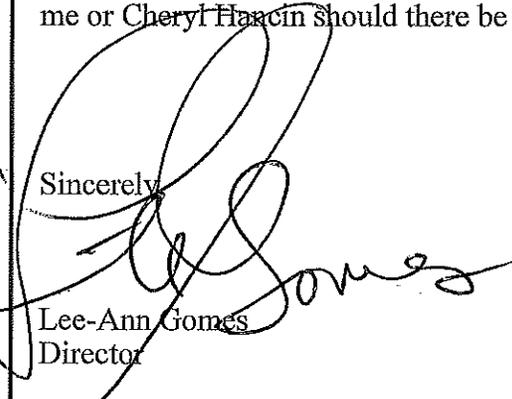
Dear Ms. Crees,

Enclosed please find an application for \$70,080 in CDBG funding to support the Constructing of a basketball court in Taftville.

This non-public service projects meets the goals of CDBG funding by improving low to moderate income areas and by promoting livable communities.

Thank you again for the opportunity to apply for these funds. Please feel free to contact me or Cheryl Hacin should there be questions or concerns

Sincerely,

  
Lee-Ann Gomes  
Director

Adult & Family Services

100 Broadway

Room 212

Norwich, CT 06360

860-823-3778

FAX 860-823-3793

<http://norwichct.org/hs>

Rose City Senior Center

8 Mahan Drive

Norwich, CT 06360

860-889-5960

FAX 860-885-1160

<http://norwichct.org/seniors>

Youth & Family Services

75 Mohegan Road

Norwich, CT 06360

860-823-3782

FAX 860-892-6031

<http://norwichct.org/yfs>

**CITY OF NORWICH**  
**COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING**  
**NON-PUBLIC SERVICE**  
**PROGRAM YEAR 2019 (PY 46) • SEPTEMBER 1, 2020– AUGUST 31, 2021**

**DUE: WEDNESDAY MARCH 11, 2020 AT 4 PM AT 23 UNION STREET, NORWICH, 2<sup>ND</sup> FLOOR**

Office of Community Development  
23 Union Street, 2<sup>nd</sup> floor • Tel (860) 823-3770 • Fax (860) 823-3715

E-mail addresses:

[kcrees@cityofnorwich.org](mailto:kcrees@cityofnorwich.org) (Community Development Director)

[teurtis@cityofnorwich.org](mailto:teurtis@cityofnorwich.org) (Program Assistant)

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**PART I: GENERAL INFORMATION**

**AGENCY:** Norwich Recreation Department

**LEGAL NAME**  
**(If different from Agency)** \_\_\_\_\_

**ADDRESS:** 75 Mohegan Road, Norwich CT 06360

**E-MAIL:** LGomes@cityofnorwich.org

**EXECUTIVE DIRECTOR:** Lee-Ann Gomes, Director, Norwich Human Services

**CONTACT NAME & TITLE:** Cheryl Hancin-Preston, Recreation Director

**TELEPHONE:** 860-823-3778

**AGENCY FISCAL YEAR:** 7-1-19 6-30-20  
**Begin** **End**

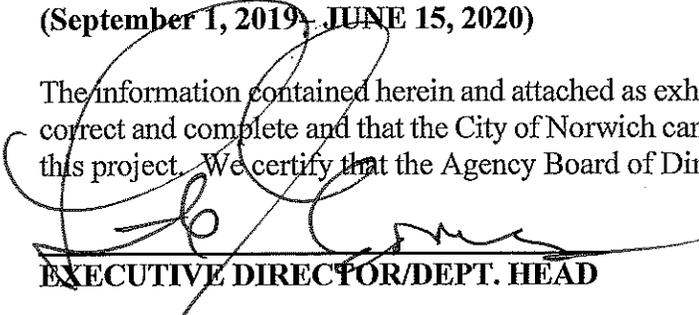
**PROJECT NAME:** 2nd Taftville Basketball Court (in park area)

**CDBG REQUEST & AWARD AMOUNTS:**

	REQUEST	AWARD
UPCOMING FISCAL YEAR 2019 (September 1, 2020 – August 31, 2021)	\$ <u>70,080</u>	\$ _____

CURRENT FISCAL YEAR 2017: (September 1, 2019, JUNE 15, 2020)	\$ <u>90,000</u>	\$ <u>45,000</u>
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The information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of Norwich can rely upon these statements in determining whether to fund this project. We certify that the Agency Board of Directors has approved this application.

  
\_\_\_\_\_  
**EXECUTIVE DIRECTOR/DEPT. HEAD**

\_\_\_\_\_  
**PRESIDENT, BOARD OF DIRECTORS**

Lee-Ann Gomes  
\_\_\_\_\_  
**Printed Name**

3-11-2020  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
**DATE**

## SPECIAL INSTRUCTIONS FOR CONSTRUCTION PROJECTS

If you are applying for construction related funding, **only projects that can begin construction and expend appropriations within the upcoming program year (Sept 2019 thru June 2020)** should be submitted for funding consideration. Funds may be subject to recapture if timelines are not followed.

The following requirements should be taken into consideration in your selection of projects and your preparation of construction budgets for Public Facilities & Improvements and Rehabilitation activities:

- Construction projects are subject to a variety of Federal, State and Municipal laws, statutes, rules and regulations, including City Zoning Ordinances, the State Building and Fire Safety Codes, the Federal Labor Standards/Davis-Bacon Prevailing Wages and the Federal Environmental Review Process.
- Construction budgets should anticipate the following:
  - Davis-Bacon Wages may increase project costs by 30-40%
  - Bonds (Bid, Performance, Labor and Material) are required for projects exceeding \$100,000 and may also be required for smaller projects.
  - Depending upon the scope of the project, the age of the building, and the type of building materials, environmental testing fees and resulting mitigation measures may be necessary
  - Insurance is required for all construction projects
  - City permit fees will not be waived.
- Construction projects are subject to the Federal/OMB procurement requirements.
- Work on the project may not commence without explicit approval of the Office of Community Development.
- Payment is generally on a reimbursement basis provided that an executed funding agreement is in place, and the project is in compliance with all terms/conditions of that agreement. Expenditures incurred prior to the effective date of the HUD allocation will be ineligible for reimbursement.

## PART II: PROJECT INFORMATION

Please create a new document answering the following questions. In this new document, please utilize the section headers. For example, when addressing section A2, please write: A2: Brief History, and then provide the response.

You must answer all questions. If a question does not apply to your agency, please respond with “not applicable”.

### A. INTRODUCTION/AGENCY INFORMATION:

1. Brief history of your organization, including its mission

**The mission of the Recreation Department is to provide opportunities and facilities that will promote health and fitness and enrich the quality of life of Norwich residents. Norwich Recreation Department strives to provide exceptional facilities, programs and services that will be enjoyed by all Norwich residents. The Department offers programs and events, such as tournaments, that bring people to Norwich who may not otherwise visit. This helps the overall local economy as patrons using the facilities spend their dollars at local restaurants hotels and attractions. The Recreation Department had been understaffed and underfunded as the City has tightened its fiscal belt over the last several years. The positions of administrative secretary and receptionist, as well as a full-time maintainer, continue to be defunded, although we are hopeful of staff expansion for FY 20-21. The Recreation Director has now been with the department for two years and has identified many urgent facility needs and repairs, many of which poses safety issues for the City.**

2. What are the hours of operation for your agency? **The agent is open weekdays from 8 AM to 4 PM.**
3. What is the total number of FTEs employed by your agency? **There are six permanent employees of the Recreation Department; a Department Head, the Director, a Program Administrator, and three maintainers**
4. If there are 15 or more employees at your agency, please provide the name of the person responsible for compliance with Section 504 of Rehabilitation Act of 1973 - Nondiscrimination under Federal Programs.
5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans? **No, we do not.**

### B. STATEMENT OF NEED

1. Define the need to be addressed through your project and how it will address that need of the community. Please comment on how your industry measures success and discuss how you will measure success for this program.

**Last year, CDBG FY45, the CDBG Advisory Committee awarded us \$90,000 to resurface two basketball courts in Taftville. We were able to demonstrate the need to do this and the benefit to the community in doing so. Unfortunately, the City Council voted to only fund the construction of one (1) of these courts as the Taftville Fire Department stated their need to demolish one court to create parking for firefighters.**

**Consequently, since the community has lost a much needed court, we are proposing to build a new, college regulation basketball court within the Taftville Park area , which is in close proximity to where the old court was housed. The Taftville Park houses a track, a playscape, benches and soon, a pavilion, to offer shade for families enjoying the space. This park attracts many youth and adults to the area to enjoy outdoor recreation. Taftville houses Wequonnoc School that has an enrollment of 267 children and Sacred Heart School, with an enrollment of 170 students. Locating a new court here will improve the Park and replace lost court space for this up-and-coming neighborhood.**

Taftville is one of the small villages in Norwich. It was famous for the Ponemah Mill which was a cotton producing factory. The mill has recently been renovated into 116 rental units and the Hills at Riverview townhouses have added another 169 units of housing for families to Taftville. The village is beginning to thrive once again.

The area is populated by many low-to-moderate income residents so building a new court, to replace the one lost due to needed parking spaces, is an ideal way to provide no and low cost recreation for this segment of our town. These courts are the second most highly used courts in the City. The courts are used daily and have high usage on the weekends therefore two courts are needed to meet the demand. Many in the neighborhood have reached out to state they are upset about the loss of the second court.

Basketball is an excellent sport for the competitive or casual player. The benefits are substantial, including improved cardiovascular capacity, increased strength and bone density, stress reduction, and improved mental development, discipline and concentration.<sup>1</sup> All of these benefits will improve the lives of all residents in the area, but in particular, low-to-moderate residents for whom this no cost activity will be provided.

If built, we will measure the success of this improvement by frequently monitoring the court to gauge usage. We will also contact the local businesses and schools in the area along with the fire dept. to ask them what type of usage they see on the courts also.

### **C. PROJECT DESCRIPTION:**

1. Provide a general description of the project for which you are requesting funding, including the list/description of the activities to be performed.

**We propose to build a new court at the Taftville Playground with asphalt as that is the standard product used to construct a basketball courts.**

2. Explain any temporary or permanent relocation of persons or businesses that may result from this project. N/A.
3. Please specify the percentage of requested grant funds that will be used for salaries and the total number of employees hired and/or retained as a result. **No funds will be used for salary.**

### **D. TARGET POPULATION/AREA OF BENEFIT**

1. Identify and describe the target population *or* area of benefit (if it serves a low-income census tract.)

**This project will primarily serve Taftville residence which is in the low to moderate census tract. One hundred percent of the children at Wequonnoc School qualify for free or reduced lunch as they are a Community Eligibility Provision School. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas.**

**We have worked with this school to help provide other recreational equipment like soccer nets as they have a high percentage of student from Latin American countries who love this sport. The Rec. Department would also like to hold outdoor tournaments at this newly constructed court to engage more youth and adults and outdoor recreation along with a summer camp. The time to complete this project will be approximately 1-2 months.**

### **E. IMPLEMENTATION SCHEDULE**

1. Please submit the anticipated implementation schedule that includes, but is not limited to, spec

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<sup>1</sup> <https://www.decathlon.com/blogs/sports-advice/what-are-the-benefits-of-basketbal>

completion, bidding, starting, and project completion dates.

2. The implementation schedule is the following:

**Project will need to start in warmer weather on unfrozen ground and will take 30 -60 days to complete. See addendum for more details.**

#### **F. REDUCED FUNDING QUESTIONS**

1. If the CDBG funding that you are requesting will leverage funding from another source, please note the amount and source and use of leveraged funding. Have these additional funds been secured at the time the application is made, if not, what actions are you taking to apply for them? **No, this grant will not help to leverage other funds, however it will benefit the Department in that other projects could then be funded through the City Budget process.**
2. If you do not receive the amount of funds requested from CDBG, how do you propose to administer and/or complete the project in the manner presented? **If we did not get the funding, we would not be able to increase recreational opportunities for this neighborhood.**
3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application? **If we do not receive full funding for this project we will not be able to do any part of the project.**

#### **G. PROJECT FEASIBILITY**

1. Have any of the following pre-construction issues been investigated: architectural and engineering, design, environmental assessment and lead-based paint assessment, if applicable? (Lead-based paint assessments are applicable to structures built before 1978). Please provide the investigations, if available. **Our project has none of these considerations as we are constructing a new court.**
2. Have you obtained a cost estimate for this project? Please include the cost estimate, with the specification to the estimating entity that the job will require the payment of prevailing (Davis Bacon) wages. **Yes, we have received a cost estimate of \$70,080 from Norwich Public Works Dept.**
3. Can the project expend funds within 1-year and be fully completed within 1.5 years of receiving this grant?

**Yes, the time to complete this project will be approximately 30-60 days.**

#### **H. LINKAGE TO CITY PLANS**

1. Briefly discuss how your request addresses the City's Plan of Conservation and Development, CDBG's Consolidated Plan priorities, or any other City development plan or formally stated goal.

**This project aligns with the City's Plan of Conservation and Development in that it: promotes livability, improves the quality of life of residents, addresses community facility needs, reinforces community structure and maximizes the vitality of the area, promotes and supports economic development through the addition of tournaments and special events, uses civic events and activities to showcase Norwich. It aligns with the Consolidated Plan in that low to moderate income residents do not have the disposable income to afford expensive recreational activities for their families. A safe basketball court affords them a low-cost option.**

2. If your project is linked to specific, adopted neighborhood revitalization zone plan or other organized/recognized neighborhood planning or revitalization processes, please explain thoroughly how the project is linked and how it meets or compliments the respective plan's goals.
3. Do you have a letter of support from a City agency or commission? If yes, please attach. **Yes, attached is a letter from our Recreation Advisory Board Chairman.**

#### **I. SECTION 3 REQUIREMENTS (See Samples on pages 10-14)**

The work to be performed under any contract utilizing CDBG funding may be subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assistance projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very-low income persons.

Please review page 11, "Section 3 Contractor Affidavit" and select the appropriate response. In addition, please note that if funding is approved, your contract may be required to review, implement and report on employment activities relating to Section 3 guidelines.

**COMMUNITY DEVELOPMENT NATIONAL OBJECTIVE**

Does your project:

Address the needs of low- and/or moderate-income residents?  
 (At least 51% of your clients must not exceed the income guidelines below or if your project is not client based it must be located in a census tract that is at least 51% low to moderate income) see chart

OR

Eliminate Slums or Blight?

OR

Improve a Low-Income census tract?

		FY 2019 Income Limits Summary							
FY 2019 Income Limit Area	FY 2019 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
Norwich -New London CT HUD Metro FMR Area	Very Low (50%) Income Limits	\$33,900.0 0	\$38,750.0 0	\$43,600.0 0	\$48,400.0 0	\$52,300.0 0	\$56,150.0 0	\$60,050.0 0	\$639,000.0 0
Median Family Income	Extremely Low Income Limits	\$20,350.0 0	\$23,250.0 0	\$26,150.0 0	\$29,050.0 0	\$31,400.0 0	\$33,740.0 0	\$38,060.0 0	\$42,380.00
\$94,500	Low (80%) Income Limits	\$50,350.0 0	\$57,550.0 0	\$64,750.0 0	\$71,900.0 0	\$77,700.0 0	\$83,450.0 0	\$89,200.0 0	\$94,950.00

**PART III: BUDGET INFORMATION**

**CONSTRUCTION BUDGET - See attached**

Construction/Clean-up Costs \$           0          

Pre-Development Soft Costs:

Legal	\$ <u>          0          </u>
Architectural & Engineering	\$ <u>          0          </u>
Survey	\$ <u>          0          </u>
Environmental testing	\$ <u>          0          </u>

Estimated total soft costs \$           0          

**Total Development Costs** (construction & soft costs) \$           0          

Sources of Funds (list all sources of funding for this project including other government funds, agency cash, private funds, CDBG, etc.)

SOURCE	AMOUNT
<u>                          CDBG                          </u>	\$ <u>  70,080  </u>
<u>  </u>	\$ <u>                  </u>
<u>  </u>	\$ <u>                  </u>
<u>  </u>	\$ <u>                  </u>

USE	AMOUNT
<u>  </u>	\$ <u>                  </u>

**PART IV: SUPPLEMENTAL INFORMATION:** All agencies must submit all of the following documentation with their application whether or not you have previously received CDBG funds through the City of Norwich.

EXHIBIT 1 Financial Statement and Audit  
Describe the agency's fiscal management including disbursement methods, financial reporting, record keeping, accounting principles/procedures and audit requirements. Include a copy of the agency's last completed audit.

- EXHIBIT 2 Insurance/Bond/Worker's Compensation
- State whether or not the agency has liability insurance coverage, in what amount and with what insuring agency.
  - State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law.
  - State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount and with what insuring agency.
  - Provide a copy of your current insurance certificate, NOT YOUR POLICY.

- EXHIBIT 3 Non-profit Determination  
Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.
- EXHIBIT 4 List of Board of Directors  
A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.
- EXHIBIT 5 Organizational Chart  
An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure and which identifies any staff positions of shared responsibility.
- EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer
- EXHIBIT 7 Conflict of Interest Disclosure  
Form attached

**COMMUNITY DEVELOPMENT BLOCK GRANT CITY  
OF NORWICH, CONNECTICUT**

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
2019-20 PROGRAM YEAR**

Federal, State, and City law prohibits employees and public officials of the City of Norwich from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who is or has/have been within one year of the date of this questionnaire (a) a City employee or consultant, or (b) a City Council member, or (c) a member of the Community Development Advisory Committee (CDAC) member?  Yes  No

**The Rec Advisor Board is an advisory and not governing committee**

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, City Council person, or CDAC member
<b>William Nash</b>	<b>Rec Adv. Board</b>	<b>Alderman</b>
<b>Derell Wilson</b>	<b>Rec Adv. Board</b>	<b>Alderman</b>

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT  
 APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
 2019-20 PROGRAM YEAR**

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, City Council person or Community Development Advisory Committee member?

Yes             No

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, City Council person, or CDAC member

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, City Council person, Community Development Advisory Committee member?

Yes             No

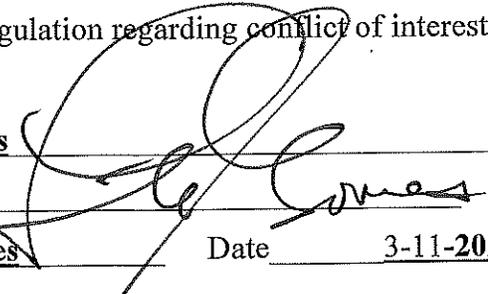
If yes, please identify below the City employee, consultant, or Council member with whom each individual has family or business ties.

Name of member	Name of City employee, Consultant, City Council member, CDAC member	Indicate type of tie (Family or Business)	If family, indicate relationship

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
2019-20 PROGRAM YEAR**

4. Have you read and understood the HUD regulation regarding conflict of interest, 24 CFR 570.611 (attached)?

Name of Applicant: Lee-Ann Gomes

Signature of Applicant's Representative 

Title Director, Norwich Human Services Date 3-11-2020

**HUD REGULATION REGARDING CONFLICT OF INTEREST  
(NOT REQUIRED TO BE SUBMITTED WITH APPLICATION)**

§570.611 Conflict of interest.

(a) Applicability

(1) In the procurement of supplies, equipment, construction, and services by recipients and by subrecipients, the conflict of interest provisions in 2 CFR 200.317 and 200.318 shall apply.

(2) In all cases not governed by 2 CFR 200.317 and 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

(c) Persons covered. The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

(d) Exceptions. Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

(1) Threshold requirements. HUD will consider an exception only after the recipient has provided the following documentation:

(i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and

(ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

(2) Factors to be considered for exceptions. In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d) (1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

(i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;

(ii) Whether an opportunity was provided for open competitive bidding or negotiation;

(iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;

(iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;

(v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;

(vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and

(vii) Any other relevant considerations.

[60 FR 56916, Nov. 9, 1995, as amended at 80 FR 75938, Dec. 7, 2015]

**Section 3 Contractor Affidavit (SAMPLE)**

A Section 3 Business Concern is a business or organization that:

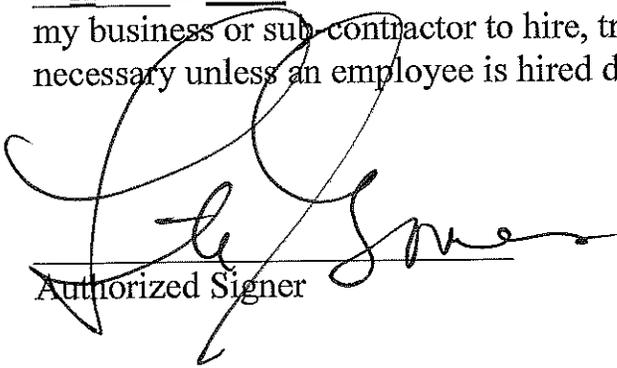
- Is 51 percent or more owned by section 3 residents; or
- Has permanent, full-time employees at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- Has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to such businesses describe above

This is to certify that **The Norwich Recreation Department**  
Business Name (Print)

         Is a Section 3 Business Concern (Please read, review and implement necessary items in document entitled "Section 3 Requirements")

         Is **NOT** a Section 3 Business Concern but the contract for work will require my business or sub-contractor to hire, train, or educate a new employee. (Please read, review and implement necessary items in document entitled "Section 3 Requirements")

  **X**   Is **NOT** a Section 3 Business Concern and the contract for work will **NOT** require my business or sub-contractor to hire, train or educate a new employee. (No further action is necessary unless an employee is hired during the contract period)

  
Authorized Signer

  **3-11-2020**    
Date

**Lee-Ann Gomes**  
Print Name

## Section 3 Requirements (SAMPLE)

### CONTRACTOR'S SECTION 3 PLAN CERTIFICATION

Project \_\_\_\_\_

Contractor's Name \_\_\_\_\_

The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended. The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD assistance projects covered by Section 3, are, to the greatest extent feasible, and consistent with existing Federal, State and local laws and regulations directed to low- and very-low income persons, particularly those who are recipients of government assistance for housing, and to business concerns which provide economic opportunities to low- and very-low income persons.

As representative of the Contractor, I hereby agree:

- to list on Table A all projected workforce needs for all phases of this project by occupation, trade, skill level and number of positions.
- to comply to the greatest extent feasible with the objectives and percentage goals established in the Section 3 Plan for Housing and Community Development Assistance of the City of Norwich.
- that to the greatest extent feasible vacant positions in relation to this project will be filled with Section 3 residents.
- to conduct recruitment activities in a manner consistent with the Section 3 requirements as shown on Table B.
- to include in all contracts with subcontractors in excess of \$100,000 the Section 3 Clause and to require the subcontractor to comply with similar certification requirements.
- to maintain proper records to demonstrate compliance with the Section 3 plan.
- to award to the greatest extent possible, all subcontracts in excess of \$100,000 to eligible Section 3 firms.

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Title

# TABLE A

Contractor/Subcontractor: \_\_\_\_\_

Project Name: \_\_\_\_\_

(a) The number of persons currently employed by contractor that will be performing work under this contract:

<u>Job Title</u>	<u>Total Employees</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(b) The number of employees you intend to hire for contract:

<u>Job Title</u>	<u># Needed</u>
_____	_____
_____	_____

<u>Job Title</u>	<u># Needed</u>
_____	_____
_____	_____
_____	_____
_____	_____

**TOTAL:** \_\_\_\_\_

If additional employees are needed, the Contractor will be required to report: his efforts to hire Section 3 Residents, the actual number of residents hired' and the hours the residents worked (see HUD Form No. Hud-60002).

(c) Which of the above positions will be a training position:

<u>Job Title</u>	<u>Estimated Length of Training</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(d) List type and amount of work to be subcontracted out. (If subcontract equals or exceeds \$ 100,000.00, the subcontractor will be required to fill out this TABLE A.)

<u>Subcontractor</u>	<u>Amount of Subcontract</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

## TABLE B

### Recruitment Efforts

At a minimum the following tasks must be completed to demonstrate a good faith effort with the requirements of Section 3. The contracting party and each contractor or subcontractor seeking to establish a good faith effort as required should be filling au training positions with persons residing in the target area.

1. Send notices of job availability subcontracting opportunities subject to these requirements to recruitment sources, trade organizations and other community Groups capable of referring eligible Section 3 applicants, including the Department of Labor.
2. Include in all solicitations and advertisements a statement to encourage eligible Section 3 residents to apply.
3. When using a newspaper of major circulation to request bids, quotes or to advertise employment opportunities to also advertise in minority owned newspapers.
4. Maintain a list of all residents from the target area(s) who have applied either on their own or by referral from any service, and employ such persons, if otherwise eligible and if a trainee exists. (If the contractor has no vacancies, the applicant, if otherwise eligible, shall be listed for the first available vacancy). A list of eligible applicants will be maintained for future vacancies.
5. The contractor must certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent the contractor's obligation under 24 CFR Part 135.

JP LAGUERRE

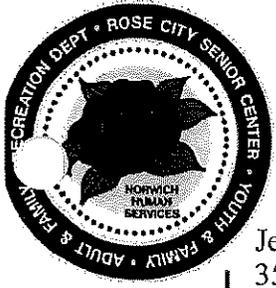
3/10/2020

PROPOSED COURT DIMENSION  
 TAFTVILLE BASKETBALL COURT BY PLAYGROUND ESTIMATE

98 X 54

588 SY

ITEMS	ITEM DESCRIPTION	UNIT	UNIT	UNIT COST	TOTAL COST
1	DESIGN	1 LS		\$ 2,000	\$ 2,000
1	FIELD STAKEOUT	1 LS		\$ 2,500	\$ 2,500
2	REMOVE TOPSOIL AND UNSUITABLE MATERIAL	196 CY		\$ 25	\$ 4,900
3	INSTALL PROCESSED GRAVEL BASE	196 CY		\$ 40	\$ 7,840
4	GRADING	588 SY		\$ 5	\$ 2,940
5	INSTALL 2 INCHES OF CLASS 1 BITUMINOUS	68 TONS		\$ 150	\$ 10,200
6	INSTALL 2 INCHES OF CLASS 2 BITUMINOUS	68 TONS		\$ 150	\$ 10,200
7	PURCHASE BASKETBALL POSTS	2 EACH		\$ 3,000	\$ 6,000
8	INSTALL BASKETBALL POSTS	2 EACH		\$ 2,000	\$ 4,000
9	INSTALL LATEXITE COURT FINISH	1 LS		\$ 13,000	\$ 13,000
10	LOAM AND SEED DISTURBED AREAS	500 SY		\$ 7	\$ 3,500
11	FURNISH AND INSTALL BENCHES	2 EACH		\$ 1,500	\$ 3,000
TOTAL				\$	\$ 70,080



# Norwich Recreation Department

A Division of Norwich Human Services

75 Mohegan Road, Norwich, CT 06360 ~ 860-823-3791, FAX 860-823-3830

Jeffrey Blinderman  
35 Greenwich Court  
Norwich CT 06360

March 11, 2020

## RE: CDBG Program Year 2020 Recreation Department Application

Dear Community Development Advisory Board,

As chairman of the Recreation Advisory Board, and on behalf of the Board, I am writing to you to voice our support for both of the CDBG applications that the Recreation department will be submitting. This cycle. One is to build a new basketball court in Taftville and the other is to make improvements to the "Red" McKeon Park in Occum.

Our Board has consistently advocated for field and facility improvements. The City has not been able to fully fund all of the projects that we feel should be prioritized for the community. Many of these facilities are becoming unsafe due to the disrepair and lack of funding to maintain the facilities.

Last year we had planned to resurface two basketball courts in Taftville. However, we were only funded for one court as the second one is scheduled to be replaced by parking spaces for the fire department. We would like to replace this lost court but erecting one in the Taftville Playground. The increased usage on the courts in Taftville warrant this community having two courts playable courts.

Additionally, the McKeon Playground has not been updated for 23 years. Projects that need to be completed there include paving the parking lot, upgrading lighting, resurfacing the basketball court, upgrading the turf, adding a pavilion and new fencing. This park has seen increased usage by soccer and lacrosse leagues, as well as families, who are looking for no or low-cost recreation opportunities.

The Board and I urge you to fully fund both of these grants, which align with the City's plans to improve the quality of life for Norwich residents. Please feel free to contact me for more information.

Sincerely,

Jeffrey Blinderman, Chair

Adult & Family Services

100 Broadway

Room 212

Norwich, CT 06360

860-823-3778

FAX 860-823-3793

<http://norwichct.org/hs>

Rose City Senior Center

8 Mahan Drive

Norwich, CT 06360

860-889-5960

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Youth & Family Services

75 Mohegan Road

Norwich, CT 06360

860-823-3782

FAX 860-892-6031

<http://norwichct.org/yfs>

File Edit

Home

Login | FITOUR Fi... x | Amazon.com: pic... x | Google Maps x | OEC Registry - Si... x

google.com/maps/@41.5682972,-72.0539306,89m/data=!3m1!1e3

Apps Outlook Munis VPN (Use Fir... ...it's all about STU... Civic HR | Applican... PAYRC

Search Google Maps

See travel times, traffic and nearby places



Taftville  
Tennis  
Courts and  
Playground

Measure distance

Click on the map to add to your path

Total area: 3,114.58 ft<sup>2</sup> (289.35 m<sup>2</sup>)

Total distance: 245.81 ft (74.77 m)

