



## **Norwich Human Services**

100 Broadway Room 212, Norwich, CT 06360 ~ 860-823-3778, FAX 860-823-3793

<http://norwichct.org/hs>

Adult & Family Services

100 Broadway

Room 212

Norwich, CT 06360

860-823-3778

FAX 860-823-3793

<http://norwichct.org/hs>

Recreation Department

75 Mohegan Road

Norwich, CT 06360

860-823-3791

FAX 860-823-3830

<http://norwichct.org/recreation>

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>

Office of Community Development  
23 Union Street  
Norwich, CT 06360

### **RE: CDBG PUBLIC SERVICE 45 NORWICH WORKS**

March 11, 2020

Dear Ms. Crees,

Enclosed please find an application for \$50,000 in CDBG funding to support the Norwich Human Services' Norwich Works Program.

This program provides a vital need for Norwich residents who are in need of increasing their income and skill set. These funds allow Norwich residents to become gainfully employed and contribute more to the community as a whole.

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

Sincerely,

Lee-Ann Gomes  
Director

**CITY OF NORWICH**  
**COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING**  
**PUBLIC SERVICES**

**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)

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

**PART I: GENERAL INFORMATION**

**AGENCY:** Norwich Human Services

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

**ADDRESS:** 100 Broadway  
Norwich CT 06360

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

**EXECUTIVE DIRECTOR:** Lee-Ann Gomes

**CONTACT NAME AND TITLE:** Lee-Ann Gomes

**TELEPHONE:** 860-823-3778

**AGENCY FISCAL YEAR:** July 1, 2019 June 30, 2020  
 Begin End

**PROGRAM OR PROJECT NAME:** Norwich Works

**CDBG REQUEST & AWARD AMOUNTS:**

	REQUEST	AWARD
<b>UPCOMING FISCAL YEAR 2020:</b> (September 1, 2020 August 31, 2021)	\$ <u>50,000</u>	\$ _____
<b>CURRENT FISCAL YEAR 2019:</b> (September 1, 2019 – August 31, 2020)	\$ <u>50,000</u>	\$ <u>50,000</u>

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

March 6, 2020

**DATE**

**DATE**

## **PART II: PROGRAM INFORMATION**

Please create a new document answering the following questions (A thru F). In this new document, please utilize the section headers and the corresponding number to write your narrative. For example, when addressing section A1, please write: A1: 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, structure and membership

Norwich Human Services is a municipal department of the City of Norwich. It is comprised of four divisions; Adult and Family Services, Youth and Family Services, The Recreation Department and the Rose City Senior Center. The overall mission of the Department is to develop and provide services to the Norwich community that help our residents to become self-reliant and reach their maximum potential while enjoying the highest quality of life our city can offer. All four of our divisions work collaboratively to assist families in reaching this goal. We recognize that families, including adults, children and seniors, need the basic needs, gainful employment, social and recreational activities to achieve optimum health and productivity.

2. What are the hours of operation for your agency? The agency is open weekdays from 8:30 am to 4:30pm.
3. What is the total number of persons employed by your agency? There are a total of 23 people employed throughout the Department; four in the division that runs Norwich Works.
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. Brigid Marks, Human Resource Director.
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 problem or need to be addressed through your program and provide evidence to support the need as well as citing resources for verification of any statistical information provided.

“Dee” is a young 19 year old life-long Norwich resident who had left her home at the age of 16. She has lived with boyfriends who are not great partners, however, she needs the income that they can provide in order to remain housed. She was working at Dunkin Donuts, earning \$10.10/hr., for part-time, sporadic work (\$6302/year). She is unable to sustain herself on this income and is below the poverty limit. Dee entered the Three Rivers C.N.A training program which we funded out of the CDBG grant as she was unable to save enough to afford this program. . She excelled at the course and graduated with high marks. She is now employed at Norwichtown Rehab, earning \$16.00/hr. for fulltime employment (\$29,120/year). This puts her above the poverty level, allows her to live independently, should she chose.

This grant addresses the problem of low prevailing wages of working people and helps those who are not working to find gainful employment. Even though the economy is growing, there are significant number so Norwich residents who are underemployed or employed at wages that are insufficient to be able to live in the City of Norwich.

The recently updated ALICE report by the United Way details several alarming indicators for cities across CT

and, in particular, Norwich. This report, which was updated in 2018, states that Norwich has a poverty rate of 14% with a population of 40, 378. Additionally, a full 40% of Norwich households meet the definition of being an ALICE household. <sup>1</sup> ALICE stands for Asset Limited Income Constrained and Employed. These are household, that despite working, who do not earn sufficient income to be able to afford to live in the town.

Norwich's unemployment rate of 3.5% is an improvement over past years but is still a bit higher than the rate for CT (3.2) and slightly higher than for the country (3.5%). <sup>2</sup> This could be in part that Norwich has a very service based economy, sandwiched between two casinos that provides restaurant, housekeeping and other low skilled jobs. Although people filling these jobs are working they still struggle with housing, utility and food costs. In fact, 32% of homeowners and 49% of renters in Norwich are housing burdened, which means that they are paying over 30% of their income for housing. <sup>2</sup> This is a very precarious situation in which workers find themselves. Missing one day of work a week, due to illness or an accident, can disrupt their budget and lead to housing instability.

We are grateful that the minimum wage has been raised to \$11.00 /hour, as this report finds that in order to be able to afford to live here you must earn a rate of \$10.99/hr. for a single person. A family of four (2 adults) must earn a minimum of \$34.09/hr. combined (about \$17.00/hr. for each adult).

The Norwich Works Program has been shown to increase the earning potential of Norwich residents by providing short term job training opportunities, combined with job placement and case management to help reduce barriers to employment. One of our flagship programs, CNA training, provides an hourly wage, on average, of \$17.98/hr.

An exciting partnership a few years ago was for Norwich Works to become a key component of the Working Cities Challenge. Although we were not awarded the grant, we implemented our design as planned, called New CapaCities, to increase the earning potential of residents over the next 10 years.

Norwich will invest in economic development and cross sector initiatives that will create a workforce that aligns with local industry needs. Norwich Works, and Norwich Human Services, were asked to be a key part of this project as we have demonstrated success in that area. This initiative will further bolster the workforce of Norwich, leading to stability of its residents and contributing towards economic growth by helping to ensure the workforce is skilled and prepared to accept the jobs of the future. We train people for jobs available in the current economy, however, this initiative will help us plan and prepare to train people for the jobs of the future by working closely with schools and employers.

We feel the Norwich Works Program is uniquely positioned to be funded by CDBG dollars as we meet the goal of CDBG: "to expand economic opportunities for low to moderate income residents...and... to create an improved skill set that results in direct employment or business creation". The fast turnaround time from training to more lucrative employment is a benefit to the resident, the employer and the community.

2. Are the services you provide offered by other agencies serving Norwich? If yes, please explain uniqueness.

Norwich Works is unique in that only Norwich residents are eligible for the program. This gives them an increased likelihood of being selected for training. Additionally, our program offers on-site, comprehensive,

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<sup>1</sup> ALICE Report, <http://www.unitedwayalice.org/reports.php>, CT 2016 update

<sup>2</sup><https://www1.ctdol.state.ct.us/lmi/laus/lmi123.asp>

<sup>2</sup> ALICE Report, <http://www.unitedwayalice.org/reports.php>, CT 2016 update

wrap around services, such as job placement, case management, family supports, and basic needs assistance. While the Dept. of Labor may have similar offerings, their programs are regional and the competition for slots is increased.

3. Describe how the program will address the needs of the community and help solve the need.

When families are economically stable, our entire community is better off. The Norwich Works Program assists families to gain better skills so that they have increased employment opportunities. This leads to less reliance on social programs, more stably housed families, and children who grow up less transient. Additionally, this program assists employers in the local economy to have trained workers for their workforce.

4. Does your program have a waiting list? If yes, how many people are on the waiting list?

Yes. There is a high demand in Norwich for acceptance into the Norwich Works Program. For the year 2018-2019, we had 42 people request assistance for training programs. (This number was smaller than usual as we have a vacancy in the position for a few months). We were only able to fund 21 of these requests. Those not accepted in to training are offered other services such as job search assistance, resume writing and, perhaps, job related incidentals like work shoes or proper identification so that they may apply for jobs.

### **C. PROGRAM DESCRIPTION**

1. Provide a general description of the program for which you are requesting funding by identifying the specific activities and/or services provided. Please remember to:

- a. Explain how this program aligns with the 5-year Consolidated Plan (see [www.norwichct.org](http://www.norwichct.org))

This program meets the Public Service objectives of the ConPlan, which is the “provision of necessary public services in a comprehensive and coordinated manner particularly services associated with youth, the elderly, education, employment, crime prevention, domestic violence and transportation.” Norwich Works has especially focused on youth, carving out 3 slots for people between 18 and 25. We also serve seniors, people who are disabled, immigrants and minorities. We focus on improving income through better employment opportunities and helps them to figure out barriers such as transportation. We work in collaboration with our partners, providing coordinated and collaborative services, focusing on youth and adults. Jobs in Norwich and the region have shifted away from ones that pay a higher wage to lower paying service industry positions. This grant remediates that issue by instilling marketable skills within the workforce and employing them in higher paying jobs immediately. We feel this aligns us well with the ConPlan.

- b. Describe how this program collaborates with other programs and organizations

Our Norwich Works program has allowed us to form strong collaborations with community institutions such as Backus Hospital, Three Rivers Community College, American Ambulance Corporation, nursing homes, and manufacturing companies like Electric Boat. Additionally, we work closely with the Norwich Free Academy and Norwich Tech, Adult Education. Our case manager sits on various task forces, like the Heroin Task Force and the Community Care Team, so that he can interact with other caseworkers who may have clients who need these services and so that he can keep abreast of the issues in the community. We also work in partnership with youth employment programs as our employment specialist spends the second half of her work week coordinating these programs.

- c. Elaborate on how this program links with local or regional plans

This program supports and supplements plans of the Workforce Investment Board, the New CapaCities Work

Group, CT Works, the 5 year ConPlan.

d. Discuss any real or possible partnerships created as a result of this funding

Recently, we were approached by CT Climate and Jobs representatives to discuss bringing wind energy jobs into the area at the New London Pier. This could be the start of another new job market for which we could help train residents. We have participated in the Three Rivers Precision Sheet Metal Manufacturing Certificate program and hope to help NFA in building their Banking Pipeline to encourage youth to consider the field of banking as a viable career. Historically, we have concentrated on healthcare fields. These jobs continue to grow at a fast pace.<sup>3</sup> Additionally, Backus is now again hiring C.N.A.s along with P.C.T's to lessen costs as hospital reimbursement is squeezed. However, recruits for these programs have typically been female. The sheet metal program, without stereotyping this kind of work, has already had the effect of attracting male participants to the program. Stronger linkages have been made with Electric Boat who is poised to hire over 800 workers in the near future.<sup>4</sup> This will benefit even those residents not receiving training. We also partner with other local human service agencies to assist residents as well as partnering with other health organizations (Backus, American Ambulance, rehab facilities).

e. Comment on if this request for CDBG funding is for a new program or service.

This funding request is for the continuation of a very successful, local program that strengthens our residents and our community as a whole.

2. For each activity or service, please also provide:
  - a. Location of services
  - b. Frequency of services (i.e. 3 times a week for 10 weeks, 9/1/15-12/15/16)
  - c. Hours of operation (for the proposed program only)
  - d. The anticipated number of persons (or families) from Norwich to be served
  - e. If applicable, what are the hours of operation for your program.

### Program Activities

**Activity: Screening and assessment of applicants.** NHS will screen 200 people for participation in the Norwich Works Program. This activity will take place daily at Norwich Human Services at 100 Broadway. This will occur Monday through Friday, 8:30 to 4:30pm. People are screened for income eligibility and for barriers to employment and training opportunities. Appropriate services will be offered. Again this year we propose to train the 18-25 year old population, training at least 3 people in this age group. **We anticipate screening 200 people over the course of the year.**

**Activity: Enrolling eligible/qualified clients into training programs.** The employment specialist, after assessing the best training option for the person, will facilitate enrollment into that program, eliminate barriers to employment and training, ensure that the student is prepared (books, uniform, transportation, childcare, etc.), coordinate with instructors, and ensure that all fees are paid. This activity occurs at NHS during regular work hours. We anticipate serving 16-20 people with CDBG funds and 3-4 with other funds for a total of 19-24 people. The maximum amount spent on training per person will be \$1500.00. Programs offered are:

**Certified Nursing Assistant: Cost is about \$1500.** This program is offered by Three Rivers Community College on New London Turnpike, Norwich. It offers students a semester's worth of classes that lead to college credit. This helps the person establish a career pathway to the Licensed Practical Nursing (LPN) program or the Registered Nursing program. This is an 8 week program that

<sup>3</sup> <http://wtnh.com/2016/03/04/strong-us-job-growth-in-feb-helps-dispel-recession-fears/>

<sup>4</sup> <http://www.courant.com/business/hc-electric-boat-jobs-20160125-story.html>

offers evening classes. The average starting salary for C.N.As across CT is \$17.98/hr., significantly higher than the minimum wage of \$11.00/ hr.<sup>5</sup> **We anticipate serving 5 people.**

**Pharmacy Tech Program: Cost is about \$1800** (participant must pay \$300). This program is offered locally at Three Rivers Community College. Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations and people can earn \$17.44/hr. There is more longevity in this field as heavy lifting is not involved. **We anticipate serving 1 person**

**Emergency Medical Technician: Cost is about \$1295.** This training program is offered by American Professional Educational Services. With the local hospital, this is of growing interest in this area. The average starting salary, in the Norwich area, is about \$16.23/hour. **We anticipate serving 2 people**

**EKG Technician: Costs range from \$1100.** This training program is offered by Three Rivers Community College and American Professional Educational Services. Individuals can find jobs at local hospitals and their affiliated agencies. The average starting salary in this area ranges from \$13-\$26/hour. **We anticipate serving 3 person.**

**Bartending: Cost is \$550.** The jobs surrounding Norwich are very heavily weighted towards the service industry. The casinos and hotels offer many opportunities to be hired as a bartender in this region. The training program is very short and inexpensive, but has the potential for someone to earn \$11.50/hr. with \$200/day in tips.<sup>6</sup> **We anticipate training 2 people**

**Patient Care Tech: Cost is \$1500.** Backus, once again, is hiring PCTs. A pre-requisite is that you are a C.N.A. This program is offered at Three Rivers Community College with the lab work being done at Backus Hospital. **We anticipate serving 3 people.**

**Miscellaneous trainings: Costs range from \$850-\$1500:** NHS will also offer trainings in other areas that offer a certificate of completion. Some areas include Phlebotomy Technician, Security Guard Certification, and Real Estate Certification or another job training programs for which there is a likelihood of becoming hired locally that costs \$1500 or less. **We anticipate serving 3-4 people.**

**Activity: People are assisted with barriers to employment.** *Only case management is partially funded with CDBG dollars. Concrete assistance, (with the exception of bus passes) such as auto repair, nursing uniforms, etc. is funded through other grants.* All people requesting assistance from Norwich Works will be assessed for barriers to employment and offered appropriate service. This activity will occur at NHS, 100 Broadway daily, Monday through Friday, during regular work hours. If a person is employed, but their vehicle has broken down, we anticipate being able to assist with a minor auto repair. If a person finds employment but needs bus passes to get to work until securing the first pay check we anticipate being able to assist. Specifically, we propose to assist 64 people with transportation needs (bus passes, gas cards, minor auto repair, driver's license, auto insurance, etc.) We expect to offer some type of assistance, even if it is only information and referral, to all 200 people we anticipate screening this year.

**Activity: Assisting with job placement after completion of training program.** Job Placement assistance will occur at NHS Monday through Friday from 8:30 to 4:30pm. The employment specialist also does outreach to local employers to market the program and create pathways for our graduates. We anticipate serving all 19-24 of our trainees and assisting others who do not enter the training program.

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<sup>5</sup> ALICE Report, <http://www.unitedwayalice.org/reports.php>, CT 2016 update

<sup>6</sup><https://www.indeed.com/career/bartender/salaries/CT>

**Activity: Finding alternatives for those not selected for job training.** For those not selected for a training program, either due to lack of funding or for other reasons (such as a person is not job-ready) NHS will find other viable solutions to increasing income. Sometimes this is a referral to a GED class, or a referral to a social worker who will assist the person in applying for disability benefits. Often the employment specialist will assist the person in accessing services at CT Works, search jobs online, or assist with re-writing a resume. We anticipate assisting 180 of the expected 200 people who present to our office yearly for these services.

**Activity: Homeless residents are enrolled into a work and training program.** We have exhausted our designated funding for homeless folks, however, they still qualify for regular CDBG training programs. We have reapplied for these funds but feel they are strictly going to shelters. We anticipate serving 2 people who are homeless or recently re-housed.

3. Please specify the percentage of requested grant funds that will be used for administration and salaries as well as the total number of employees hired and/or retained as a result. This year we lost the funding from EastConn that covered 10 hours of the Employment Specialist's salary. The Employment Case Manager will work a total of 21 hours/week on this grant. The City will look to pay an additional 4 hrs. /week, if possible. The City of Norwich covers the person's fringe and medical benefits, at a value of \$22,816. CDBG will cover 56% of the wages and benefits at 21/hr./wk. salary, and only 51% of wages and benefits at 25hrs/wk..
4. Using the definitions and example located on pages 13-14, please complete the chart and provide a narrative (under C4) describing your "theory of change" on specific outcomes. Please use multiple pages if you have multiple outcomes that you measure. Please note that the narrative should describe the inputs used to achieve specific outputs in order to produce measurable outcomes.

**NORWICH WORKS THEORY OF CHANGE:** Norwich Works believes that increasing the skill level of residents and reducing barriers to employment will lead to higher wages being earned, so that people can support their families in the community while increasing self-sufficiency. The entire community of Norwich benefits as families become more stable, less transient, increase earnings, purchase more goods in the local economy and increase the tax base here in town.

Inputs: Employment specialist, supervisor, accountant, NHS facility, partners (including Three Rivers, American Ambulance, and Electric Boat), foundation grant funds, NHS resources for job related incidentals (license, uniforms, work boots, and other items).

Outputs: 19-24 Trained residents (16-20 trained with CDBG funds, 3-4 trained with foundation funds) all trained people employed at a higher wage/household income.

Outcomes: 200 people assessed, 180 people assisted with transportation or other barriers to employment, 40 people employed without job training, 19-24 people enrolled into training programs, successfully graduate from training, and are employed after training. A total of 63 **people earning at a higher wage, 40 people show an increase in motivation, skills, attitudes, and improved economic condition**

5. Please designate if outcomes are short term, interim or long term. Add as many outcomes as necessary to prove your success hypothesis (what you believe will result if your program is successful). Remember to include important definitions, including how your industry or service

measures success. Please remember to discuss highlights that occurred last year and that will occur this year as a result of your program. *For easier usage, the chart is available online at [www.norwichct.org](http://www.norwichct.org) under Government, then Departments, then Community Development.*

**Please see attached chart**

## **E. FUNDING QUESTIONS**

1. If the CDBG funding that you are requesting will leverage funding from another source, please note the amount and source of leveraged funding. Have these additional funds been secured at the time of this application. If not, what actions are you taking to apply for them? We expect to leverage \$5000 from foundations to help train residents. Last year we successfully garnered \$3000 in additional funds for work education and training.
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 and how will this affect your service population? **Should we not receive the amount of funding requested we may have to reduce the hours of the case manager and/or reduce the number of residents who could be trained.**
3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application? **We would reduce the number of people that could be trained under this program, and/or we would reduce the amount of funding the program could offer towards each program participant.**

## **F. OTHER**

1. List other agencies that provide similar services and identify those with which you collaborate. If services are similar, please elaborate on what makes this service unique.

One of the most exciting linkages is with Three Rivers and their new Pre-Manufacturing Certificate Program and the Welding Program at Grasso Tech. Historically, we have concentrated on health care fields. These jobs continue to grow at a fast pace. Nursing assistants and personal care aids are amongst the fastest growing jobs in CT. <sup>7</sup> Backus is now again hiring C.N.A.s over P.C.T's to lessen costs as hospital reimbursement is squeezed. However, recruits for these programs have typically been female. The sheet metal program, without stereotyping this kind of work, has already had the effect of attracting male participants to the program. Stronger linkages have been made with Electric Boat who is poised to hire over 1400 workers in the near future.<sup>8</sup> This will benefit even those residents not receiving training. Other partnerships include partnering with other local human service agencies to assist residents, partnering with other health organizations (Backus, American Ambulance, rehab facilities).

2. Is your request for continuation of a previously-funded CDBG program? **Yes, this is a continuation of a program.**
  - a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results. **Yes we have written many grants to support the funding of this program. For the last grant year we received funding from Savings Institute in the amount of \$3000 and \$4000 from Dime Bank.**

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<sup>7</sup><http://www.hartfordbusiness.com/article/20160505/NEWS01/160509946/fastest-growing-and-declining-jobs-in-ct>

<sup>8</sup> United Way Annual Meeting, 1-25-19

b. If no, please state the reason(s) why

**G. SECTION 3 REQUIREMENTS (Please See Sample on Page 16)**

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 16, "Section 3 Contractor Affidavit". 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.

**ADDRESSING THE NATIONAL OBJECTIVE**

Does your program:

Address the needs of low- and/or moderate-income residents (see income chart below)? AND/OR

Serve seniors; severely disabled adults; homeless; battered spouses; abused/neglected children and youth; illiterate adults; migrant farm workers, persons living with HIV/AIDS and persons who use food banks or meals programs. [Our program serves some of these groups](#)

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	\$35,350.00	\$44,400.00	\$45,450.00	\$50,450.00	\$54,500.00	\$58,550.00	\$62,600.00	\$66,600.00
Median Family Income	Extremely Low Income Limits	\$21,120.00	\$24,200.00	\$27,250.00	\$30,250.00	\$32,700.00	\$35,100.00	\$39,010.00	\$43,430.00
\$94,500	Low (80%) Income Limits	\$52,850.00	\$60,400.00	\$67,950.00	\$75,500.00	\$81,550.00	\$87,600.00	\$93,650.00	\$99,700.00

**PROGRAM BENEFICIARY OUTCOME STATISTICS:**

Attach additional sheets for every outcome related to the funded program

**STAFFING RESOURCES:** Identify every person involved in the implementation and administration of the program. Use the chart below and additional sheets if necessary. Please refer to page 15 regarding Section 3 to determine if you are or will be a Section 3 concern. If you are/will meet Section 3 criteria, it will be mandatory for you to complete the attached Section 3 documentation.

Position/Title	Salary Range	CDBG Portion of Salary	Full-time or Part-time?	Hired As a Result of Funding (Y/N)
Director of Human Services	94,726	0	full	N
Administrative Coordinator	60,006	0	full	N
Employment Specialist	34804	29251	p/t	Y

**PART III: BUDGET INFORMATION**

**A. AGENCY FINANCIAL DATA**

<b>SUPPORT &amp; REVENUE</b>	<b>CURRENT FY 18-19</b>	<b>ANTICIPATED FY 19-20</b>
<b>Program fees</b>		
<b>Other Grants including foundations</b>	33,000	38000
<b>Donations</b>	7838	7500
<b>CDBG</b>	50000	50000
<b>General Fund</b>	429591	435125
<b>State &amp; Federal Grants</b>	691350	69500
<b>Other Revenue (specify)</b>		
<b>TOTAL REVENUE</b>	1,211,779	1,225,625
<b>EXPENSES</b>		
<b>Salaries</b>	219584	222394
<b>Employee Benefits</b>	170602	172201
<b>Payroll Taxes</b>	0	0
<b>Professional Fees &amp; Services</b>	0	0
<b>Operations / Phones /Postage</b>	7235	8360
<b>Insurance (other)</b>	0	0
<b>Equipment Rental &amp; Maintenance, Acquisition</b>	7500	7500
<b>Printing &amp; Publication</b>	1400	1400
<b>Travel / Conferences/Conventions</b>	1270	1270
<b>Legal Fees/licensing</b>	0	0
<b>Vehicle-Lease / Repair</b>	0	0
<b>Other expenses (specify)- Programs</b>	22000	22000
<b>Expenditure of grant funds</b>	782,188	790500
<b>TOTAL EXPENSES</b>	1,211,779	1225625
<b>BALANCE (total revenue less expenses)</b>	0	0

**B. PROGRAM SPECIFIC FINANCIAL DATA (PLEASE NOTE THIS HAS CHANGED)**

<b>SUPPORT &amp; REVENUE</b>	<b>CDBG FUNDED PORTION</b>	<b>NON-CDBG FUNDED PORTION</b>	<b>% OF CDBG FUNDS USED FOR PROGRAM</b>
<b>Program Fees</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other grants/foundations (non-government)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Donations</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>CDBG</b>	<b>50,000.00</b>	<b>7000</b>	<b>88%</b>
<b>General Fund</b>	<b>0</b>	<b>22816</b>	<b>0</b>
<b>State Government</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Federal Government</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Other Revenue (specify)</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL REVENUE</b>	<b>50,000</b>	<b>29816</b>	<b>63%</b>
<b>EXPENSES</b>			
<b>Salaries</b>	<b>29,251.15</b>		<b>100%</b>
<b>Employee Benefits</b>	<b>0</b>	<b>22816</b>	<b>0</b>
<b>Payroll Taxes</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Professional Services (including accounts and attorneys)</b>	<b>20748.85</b>	<b>7000</b>	<b>75%</b>
<b>General Operations &amp; Supplies (incl. Overhead and Printing)</b>			
<b>Travel / Conferences</b>			
<b>Vehicle Expense</b>			
<b>Other Expenses (specify)</b>			
<b>TOTAL EXPENSES</b>	<b>50,000</b>	<b>29816</b>	<b>63%</b>
<b>BALANCE (Total revenue less expenses)</b>	<b>0</b>	<b>0</b>	<b>0</b>

**PART IV: SUPPLEMENTAL INFORMATION:** All agencies (except City of Norwich 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.

**PART V: CONFLICT OF INTEREST QUESTIONNAIRE**

**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

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

Name of person	Job Title of person	Indicate City employee, consultant, City Council member, CDAC member or other official (named)

**COMMUNITY DEVELOPMENT BLOCK GRANT CITY  
OF NORWICH, CONNECTICUT  
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
2019-20 PROGRAM YEAR Continued...**

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 member, CDAC member or other official (named)

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 or other official (named)	Indicate type of tie (Family or Business)	If family, indicate relationship

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE**

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

Name of Applicant: Lee-Ann Gomes

Signature of Applicant's Representative \_\_\_\_\_

Title Director Date 3-11-2020

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

**24 CFR § 570.611 Conflict of interest**

**(a) Applicability.** (1) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, 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 Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 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;

<b>OUTCOME: People Gain Employment</b>				
<i>Long Term Outcome: People who are trained gain employment</i>	<u>2018-Actual</u>	<u>Estimated 2019 grant still in progress</u>	<u>2020 Anticipated</u>	Finish
Total Number of Participants:	24	0	24	
Total Number of Participants Achieving Outcome:	15	0	22	
Percent Who Achieved Outcome:	62.00%	0.00%	91.00%	
<i>Interim Outcome: People Graduate from Training</i>				
Total Number of Participants:	25	0	24	
Total Number of Participants Achieving Outcome:	20	0	22	
Percent Who Achieved Outcome:	80.00%	0.00%	91.00%	
<i>Short Term Outcome: People Enroll in Training</i>				
Total Number of Participants:	25	8	24	
Total Number of Participants Achieving Outcome:	20	8	24	
Percent Who Achieved Outcome:	80.00%	100.00%	100.00%	
<i>Output: People not enrolled in training are assisted with securing employment</i>				
Total Number of Participants:	40	14	40	
Total Participants that are Norwich Residents:	38	14	40	Start
Total Number of Participants Achieving Outcome:	38	14	40	
Percent Who Achieved Outcome:	95.00%	25.00%	100.00%	
<i>Output: People are assisted with barriers to employment to obtain employment</i>				
Total Number of Participants:	200	52	200	
Total Participants that are Norwich Residents:	134	52	150	
Total Number of Participants Achieving Outcome:	134	52	150	
Percent Who Achieved Outcome:	67.00%	92.00%	75.00%	
<i>Output: People are assessed for employment and training needs</i>				
Total Number of Participants: grant promised	-			
Total Number of Participants:	200	56	200	
Total Participants that are Norwich Residents:	134	56	200	
Total Number of Participants Achieving Outcome:	134	56	200	
Percent Who Achieved Outcome:	67.00%	100.00%	134.00%	

