

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

DUE: Wednesday March 11, 2020 AT 4 PM AT 23 UNION STREET, NORWICH, 2ND FLOOR

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

E-mail addresses:

krees@cityofnorwich.org (Community Development Director)

curtis@cityofnorwich.org (Program Assistant)

PART I: GENERAL INFORMATION

AGENCY: City of Norwich Public Works Department

LEGAL NAME
(If different from Agency) 50 Clinton Avenue

ADDRESS: Norwich, CT 06360

E-MAIL: jplaguerre@cityofnorwich.org

EXECUTIVE DIRECTOR: Patrick McLaughlin, P.E.

CONTACT NAME & TITLE: Jean-Paul Laguerre, Civil Engineer

TELEPHONE: 860-823-3798

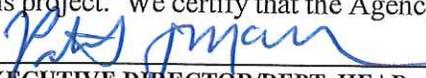
AGENCY FISCAL YEAR: July 1 June 30
 Begin End

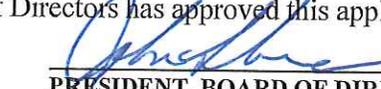
PROJECT NAME: Restoration of Taftville WWI Memorial Park

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (September 1, 2020 – August 31, 2021)	\$ <u>86,018</u>	\$ _____
CURRENT FISCAL YEAR (September 1, 2019 – August 31, 2020)	\$ _____	\$ _____

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

Patrick McLaughlin, P.E.

John L. Salomone

Printed Name

Printed Name

3-10-20
DATE

3/10/20
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 2020 thru June 2021)** 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

A. INTRODUCTION/AGENCY INFORMATION

1. The City of Norwich was founded in 1659. Please refer to <http://www.norwichct.org> for additional information.
2. Hours of operation: City Hall 8:30-4:30 Public Works 7:30-3:30
3. Total Number of persons employed: citywide 290
4. Responsible person for Section 504 of rehabilitation Act of 1973: Brigid Marks, Director of Human Resources; 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? yes.

B. STATEMENT OF NEED

1. The Taftville WWI Memorial Park located at 57 South Second Ave, is an integral part of the historical fabric of Taftville. The towers on the property, the stonewalls are a testimony of the region's former glory. It is reported that french Canadian workers contributed immensely to the construction of the structures on the site during the heyday of the adjacent ponemah Mills. Unfortunately lack of funding has prevented the proper maintenance of this park. The roofs' shingles have reached their lifespan years ago. The walkways are dilapidated, new sidewalks are needed amongst other things, lack of lighting encourages loitering on the site after dark.

C. PROJECT DESCRIPTION:

1. The proposed project involves the repair of the two tower roofs. The installation of new sidewalks and reconstruction of existing sidewalks and walkways, reconstruction of slab in the tower that hosts the fountain. Fountain restoration, repointing and sealing of stone wall, installation of lights.
2. There will be no temporary or permanent relocation of persons or businesses for this project.
3. None of the requested grant funds will go toward salaries of the Contracting Agency. Most of the allocation for design will be used for salaries and about one third of the construction funds will be used toward salaries.

D. TARGET POPULATION/AREA OF BENEFIT

1. This project will benefit the Norwich population but more specifically Taftville residents as this park represents an important landmark in the region.

E. IMPLEMENTATION SCHEDULE

Completion of plans and specifications January 11, 2021- Advertise project Feb. 10, 2021 Open Bids March 8, 2021-Construction Starts April 6, 2021-Project Completion June 18th, 2021

F. REDUCED FUNDING QUESTIONS

1. No leveraged funds.
2. If funding is not received the project will not be started until alternate funds are found.
3. We would reduce the scope of the project if the project is only partially funded. Instead of replacing the roof on both towers we would replace the roof on one of the towers to prevent further damages.

G. PROJECT FEASIBILITY

1. Engineering and design have been investigated. Other issues are non-applicable.
2. A cost estimate has been prepared and the need for prevailing wages is considered.
3. Yes, the project can be fully completed within one year.

H: LINKAGE TO CITY PLANS

1. Per the City Plan of Conservation and Development, one of the goals is to maintain historical parks and structures.

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	\$35,350.00	\$40,400.00	\$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	\$21,200.00	\$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

PART III: BUDGET INFORMATION

CONSTRUCTION BUDGET

Construction/Clean-up Costs		\$ 86,018	_____
Pre-Development Soft Costs:			
Legal	\$ _____		
Architectural & Engineering	\$ _____		
Survey	\$ _____		
Environmental testing	\$ _____		
Estimated total soft costs		\$ _____	
Total Development Costs (construction & soft costs)		\$ 86,018	

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

SOURCE	AMOUNT
CDBG	
_____	\$86,018
_____	\$ _____
_____	\$ _____

USE	AMOUNT
_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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 Norwich City Council and Mayors.

President Pro-Tempore

Mark Bettencourt (D)

Mayor

Peter A Nystrom (R)

Councilman

William Nash (R)

Councilman

Joseph A DeLucia (D)

Councilwoman

Ella Myles (D)

Councilwoman

Stacy Gould (R)

Councilman

Derell Q Wilson (D)

EXHIBIT 5 Organizational Chart
See Attachment

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer
See attached resume for JP Laguerre

EXHIBIT 7 Conflict of Interest Disclosure
Included in Document

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2020-2021 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 person, or CDAC member
John L. Salomone	City Manager	City Employee
Patrick McLaughlin	Director of Public Works	City Employee
Jean-Paul Laguerre	Civil Engineer	City Employee

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT
 APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
 2020-2021 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

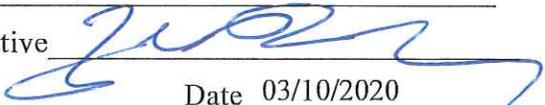
If yes, please identify below the City employee, consultant, or Council member with whom each individual has family or business ties.

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
2020-2021 PROGRAM YEAR**

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

Name of Applicant: City of Norwich , Department of Public Works

Signature of Applicant's Representative 

Title Civil Engineer

Date 03/10/2020

**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 _____
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")

_____ 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

Date

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>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

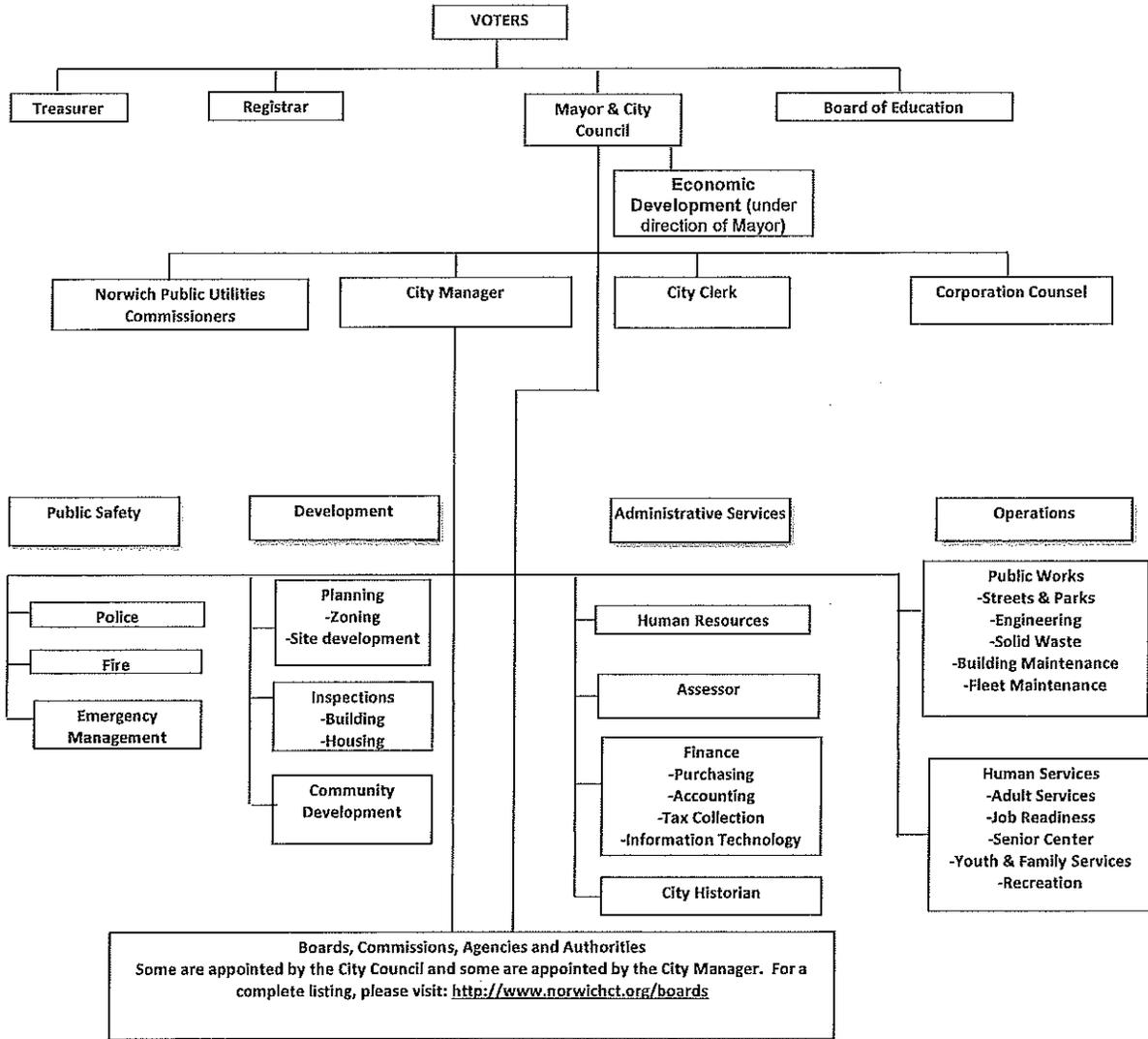
TABLE B

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.

Organization Chart



INSTALL BENCHES
ON CONCRETE PADS

INSTALL HEDGE ROW
W/PASS-THROUGH 20'-0.C.
© BACK OF WALK

INSTALL NEW
SIDEWALKS



EXISTING WALL
TO BE REPAIRED

EXISTING TREES
TO BE REMOVED

EXISTING STRUCTURES
TO BE REPAIRED



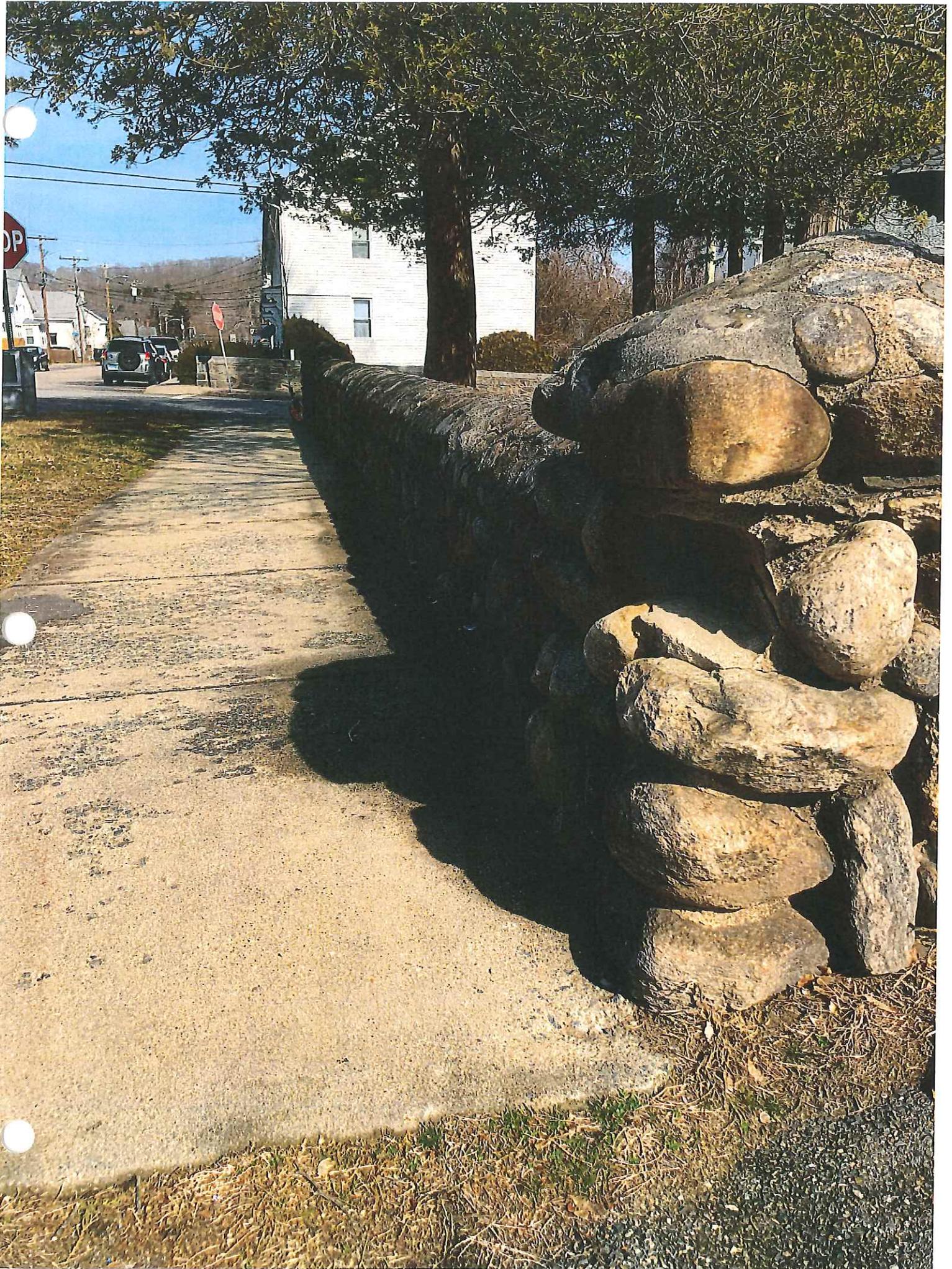
WWI MEMORIAL PARK
SITE IMPROVEMENTS
PROJECT LOCATION

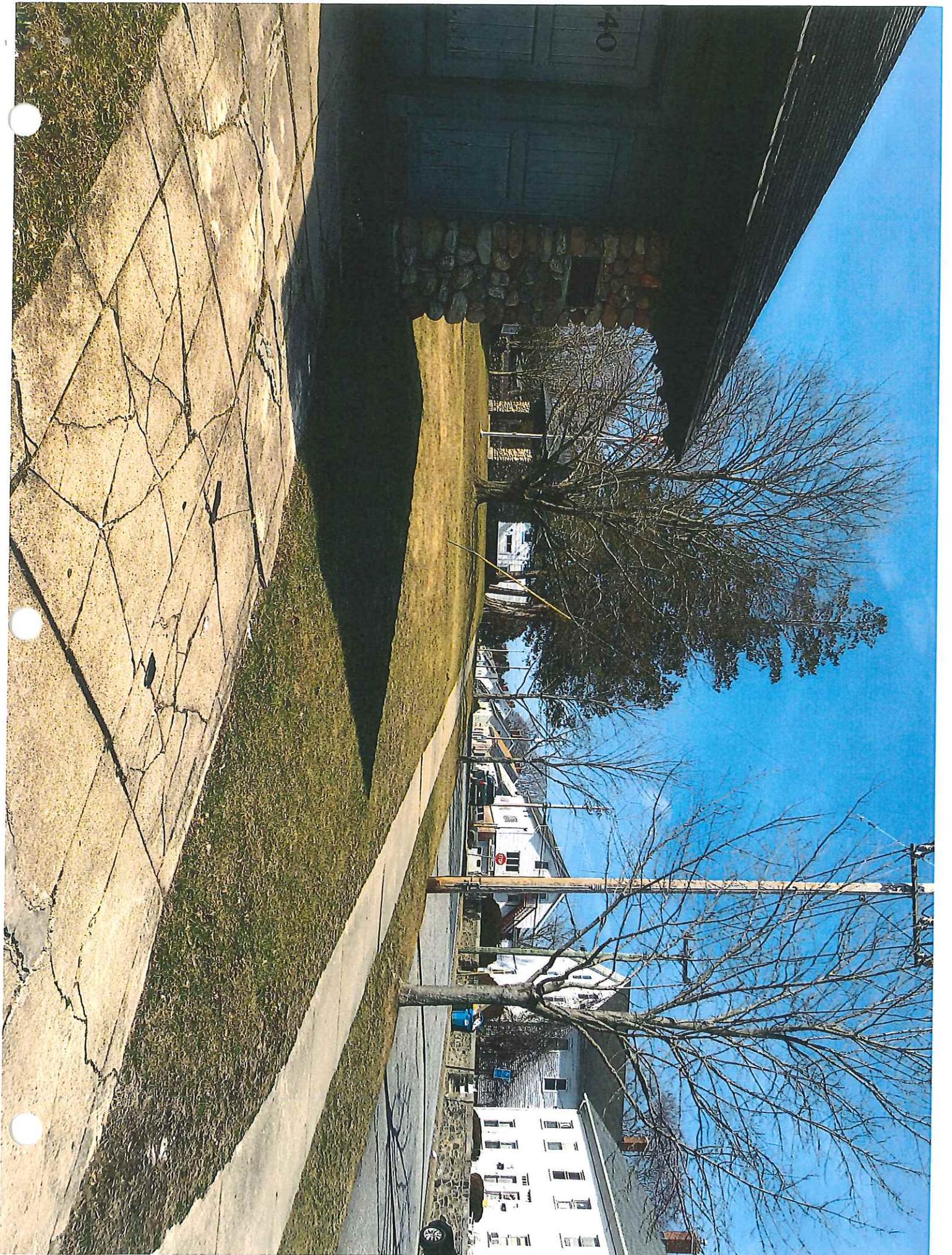
JOB: PWD

SCALE: 1" = 50'

DATE: MARCH 2020

SKETCH NO: SK-1













JP. LAGUERRE
5 Lydia Lane•North Franklin, CT 06254•860-334-2190•plaguerre@hotmail.com

Education:

New Jersey Institute of Technology
Master of Engineering Management, May 2003.

Central Connecticut State University
Bachelor of Science in Civil Engineering Technology, May 2000.

Work Experience:

Civil Engineer, City of Norwich Department of Public Works 2008 to Present
Project Manager on multiple State and municipally funded projects including Wisconsin Avenue Pavement Rehabilitation Project and Connecticut Avenue Pavement Rehabilitation Project, and numerous drainage projects. Duties include bid document preparation, estimating, preparing preliminary budgets, reviewing and processing payment applications, negotiate, approve and create change orders, verify quantities, conducting field inspections, managing Municipal Storm Water Separated Sewage System (MS4), and run project meetings. Additional responsibilities include preparation of grant applications, product research, and representing the Public Works Department at interdepartmental meetings.

Transportation Engineer I, CT Department of Transportation 2005 to 2008
Layout and draft project plans utilizing Microstation software. Compute project estimates for the various stages of design completion. Perform drainage analysis and other engineering calculations. Oversee projects from conceptual design through project completion. Prepare bid specifications and conduct project inspection, including surveying. Compose letters to clients and attend meeting to collaborate with other members of the interdisciplinary team within the department.

Project Engineer/Project Manager, DTC Engineers and Constructors, North Haven 2003 to 2005
Assisted in the management of projects, many of which were for US Military Bases. Reviewed project documents and submittals. Acted as a liaison, coordinating communication between the many stakeholders of projects.

Project Engineer/Estimator, CR Klewin Inc., Norwich 2000 to 2001
Performed estimates for many diverse projects. Assisted in budget planning. Represented the company at planning and construction meetings.

Certifications:

Connecticut Department of Transportation Certifications
Certified Transportation Engineer (Level 2) August 2007.
Certified Transportation Engineer (Level 1) May 2007.

Computer Skills:

AutoCAD, Microstation, Microsoft Office, Microsoft Word, MUNIS, ArcGIS.