CITY OF NORWICH
CORONAVIRUS AID RELIEF & ECONOMIC SECURITY (CARES ACT) FUNDING
COMMUNITY DEVELOPMENT BLOCK GRANT – CDBG-CV
APPLICATION FOR FUNDING - *NON*-PUBLIC SERVICE
AMENDED PROGRAM YEAR 2019-2020 (PY 45)

DUE: MAY 21ST 2020 4:00 PM AT THE OFFICE OF COMMUNITY DEVELOPMENT

Office of Community Development
23 Union Street, 2nd floor ●Tel (860) 823-3770 ● Fax (860) 823-3715
E-mail addresses:
kcrees@cityofnorwich.org (Community Development Director)
tcurtis@cityofnorwich.org (Program Assistant)

PART I: GENERAL INFORMATION

AGENCY: Futures Inc.

LEGAL NAME
(If different from Agency) ______

ADDRESS: 902 South Quaker Lane, West Hartford, CT 06110

______

E-MAIL: pdonaroma@futures-ct.org

EXECUTIVE DIRECTOR: Pamela DonAroma

CONTACT NAME & TITLE: Tracey O'Brien, Senior Vice President

TELEPHONE: 860-347-5099 x227 EMAIL: tobrien@futures-ct.org

AGENCY FISCAL YEAR: 7/1 (Begin) 6/30 (End)

PROJECT NAME: Improved Air Quality and Circulation to Prevent Covid Spread

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	**AWARD**
UPCOMING FISCAL YEAR (September 1, 2020 – August 31, 2021)	$32,930.10	$______
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 (SIGN)	PRESIDENT, BOARD OF DIRECTORS (SIGN)
Pamela DonAroma	Orv Karan
PRINT NAME	PRINT NAME
DATE: 5/20/2020	DATE: 5/20/2020

FROM: CITY OF NORWICH COMMUNITY DEVELOPMENT OFFICE

TO: CDBG-CV APPLICANTS

SUBJECT: SPECIAL INSTRUCTIONS FOR CDBG-CV FUNDING APPLICATIONS FOR BOTH PUBLIC AND NON-PUBLIC SERVICES APPLICANTS

SPECIAL INSTRUCTIONS FOR CDBG-CV FUNDING APPLICATIONS

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified the City of Norwich that they will receive a formula allocation from the first round of CDBG-CV funding to be used **specifically for the prevention of, preparation for, and response to the Coronavirus.**

The Community Development Office is accepting applications from qualifying candidates to help in the prevention of, preparation for, and response to the Coronavirus throughout the City of Norwich. All applications that meet a National Objective, Eligible Activity, AND prevent, prepare for, or respond to the Coronavirus will be reviewed.

SPECIAL INSTRUCTIONS FOR CONSTRUCTION PROJECTS

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
2. What are the hours of operation for your agency?
3. What is the total number of FTEs employed by your agency?
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?

B. STATEMENT OF NEED

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

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.
2. Explain any temporary or permanent relocation of persons or businesses that may result from this project.
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.

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.)

E. IMPLEMENTATION SCHEDULE

1. Please submit the anticipated implementation schedule that includes, but is not limited to, spec completion, bidding, starting, and project completion dates.

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?
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?
3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application?

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.
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.
3. How quickly can the funds be spent?

H. LINKAGE TO CITY PLANS

1. Clearly state how your plan will prepare for, prevent or respond to the Coronavirus pandemic.
2. Briefly discuss how your request addresses the City's Plan of Conservation and Development, CDBG Consolidated Plan priorities, or any other City development plan or formally stated goal.
3. 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.
4. Do you have a letter of support from a City agency or commission? If yes, please attach.

I. SECTION 3 REQUIREMENTS

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 13, "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 2020 Income Limit Area	FY 2020 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	$35,950	$41,050	$46,200	$51,300	$55,450	$59,550	$63,650	$67,750
	Extremely Low Income Limits	$21,600	$24,650	$27,750	$30,800	$33,300	$35,750	$39,640	$44,120
	Low (80%) Income Limits	$54,950	$62,800	$70,650	$78,500	$84,800	$91,100	$97,350	$103,650

PART III: BUDGET INFORMATION

CONSTRUCTION BUDGET

Construction/Clean-up Costs $ 36,589

Pre-Development Soft Costs:

Legal	$
Architectural & Engineering	$
Survey	$
Environmental testing	$

Estimated total soft costs $

Total Development Costs (construction & soft costs) $ 36,589

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

SOURCE	AMOUNT
CDBG Funds (This request)	$ 32,930.90
Futures Inc	$ 3,658.10
	$
	$

USE	AMOUNT
HVAC System - REMOVAL/INSTALLATION	$ 13,980
Insulation	$ 22,609
	$
	$

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

CDBG-CV-19 CITY OF NORWICH, CONNECTICUT
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2019-2020 AMENDED 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; 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

CDBG-CV-19 CITY OF NORWICH, CONNECTICUT APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE (cont.)
2019-2020 AMENDED 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

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

Name of Applicant: Pamela DonAroma

Signature of Applicant's Representative ____________________

Title President/CEO Date 5/20/2020

HUD REGULATION REGARDING CONFLICT OF INTEREST
(NOT REQUIRED TO BE SUBMITTED WITH APPLICATION – RETAIN FOR YOUR RECORD)

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 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 (51%) or more owned by section 3 residents; or

☐ Has permanent, full-time employees at least 30 percent (30%) 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 percent (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 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 (Section 3 cont.)

Contractor/Subcontractor: ____

Project Name: ____

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

Job Title	Total Employees

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

Job Title	# Needed

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:

Job Title	Length of Training

(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.)

Subcontractor	Amount of subcontract

TABLE B (Section 3 cont.)

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.

REQUIRED QUESTIONS

A1: Brief History of Organization

Futures Inc. began in 1989 through a partnership with the University of Connecticut - Center of Excellence. It was the first agency of its kind in Connecticut to develop and implement customized service plans for individuals with disabilities and their families. Today, Futures provides a wide range of services including educational support, mentoring, transition planning, employment, independent living along with recreation and community volunteerism. Our mission is to empower students and individuals with disabilities to pursue life to their fullest and know the satisfaction of personal achievement.

A2: Hours of Operation

Futures Inc. hour of operation are 8:30am to 4:30pm Monday – Friday (Except on Holidays)

A3: Total number of FTEs

Futures has 84 FTE's

A4: Person Responsible for Compliance with Section 504 of Rehabilitation Act of 1973

Pamela DonAroma

A5: Do you receive more that $500,000 of Federal Funding?

YES

B1. Statement of Need

The purpose of this project is to considerably reduce the risk of transmission of the COVID-19 Virus. According to guidance issued by The American Society of Heating, Refrigerating and Air-Conditioning Engineers (ASHRAE), "*Transmission of SARS-CoV-2 through the air is sufficiently likely that airborne exposure to the virus should be controlled. Changes to building operations, including the operation of heating, ventilating, and air-conditioning systems, can reduce airborne exposures.".* By replacing our aged HVAC system and the associated insulation building component we hope to significantly reduce the potential impact and spread of COVID-19 and other air-borne pollutants to clients, staff, and visitors. Furthermore, these improvements will make our aging heating and cooling systems more effective and efficient and our space more comfortable and accessible to all our consumers and staff throughout the year. Our building, which serves as a program site for individual with both intellectual and physical disabilities was purchased in 2019. It is centrally located in Norwich and in the heart of the town with ready access to community resources and services. This location provides our consumers with almost unlimited opportunities to experience, practice, and learn meaningful employment, independent living, and social skills within real world community settings. We are located within easy walking distance to numerous activities and businesses. In short, when not in the community our consumers spend time in our building daily. This may be for lunch, or as a respite from being in the community, or for emotional support and/or for learning employment relevant skills example, several consumers operate their own micro-enterprises out of this location. Also, at times, consumers and their support staff simply need a reprieve from the extreme inclement conditions that are part of New England's fluctuating weather patterns. It is therefore incumbent on us to insure that our building is sufficiently insulated so that it can cost effectively sustain comfortable inside temperatures throughout the year regardless of the outside weather conditions.

C1. Provide a general description of the Project for which you are requesting funding.

Because of its age, our current HVAC system has previously been identified as inefficient. In addition the building lacks proper insulation, which therefore compromises its capabilities at sustaining consistent internal temperatures throughout the year. However, as a result of the COVID-19 pandemic is has become a critical health and safety priority that literary can save the lives of our consumers, staff and visitors that entered our building. Other benefits of the project include being able to provide space that is consistently warm in colder months and comfortably cool in the warmer ones. Therefore, in addition to the positive life and death impact, there is also the issue of energy efficiency to consider. We are wasting energy and thereby much-needed funds as a result of paying higher energy costs that would otherwise be used to support our clients. Our building lacks insulation in the outer walls, the attic, and the basement. In addition, the exterior of the building is covered in old wooden siding that does not provide much resistance to inclement weather. Included in the work to be done is: Removal and replacement of our aged HVAC system and installation of appropriately rated blow-in insulation into the exterior walls and interior ceilings. By making these improvements we will be able to significantly reduce the spread of a highly contagious and deadly virus while at the same time enjoy more comfortable heating/cooling conditions year round while simultaneously become more energy efficient and saving a substantial amount of revenue that would otherwise be used to pay for heating and cooling expenses.

C2: Explain any temporary or permanent relocation of persons or businesses.

We do not anticipate and temporary or permanent relocation being necessary as a result of moving forward with the project. However, to the extent necessary in the event of an emergency or unforeseen event, Futures has the current capacity to temporary relocate our clients and staff to our other offices located through the state.

C3: 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.

N/A

D1: Target Population/Area of Benefit

The target population which will benefit from this project will be 100% Low-Income disabled individuals that receive benefit under Title 19.

E1: Implementation Schedule

Dates	Task
June 15-30, 2020	Begin/Complete Removal Installation of HVAC
June 15-30, 2020	Begin/Complete Installation of BLOW-INSULATION

F1: Reduced Funding Questions

Futures intends to leverage the CDBG funds using current operating funds that have been allocated to this project and which are currently available. The total amount of operating funds currently allocated to this project is **$3,658.90**.

F2: 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 do not receive the amount of funds requested from CDBG we intend to either utilize other credit/financing options and/or limit the scope of the project as necessary depending on the resources available.

F3: What items would you reduce/eliminate form your budget if the City wanted to (only) partially fund your application?

If Futures only received partial funding we would most likely adjust the scope of work to include only replacement of the HVAC system (See question E1). As additional funding is becomes available we would move forward with the completion of the Insulation (See question E1).

G1: 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.

To our knowledge, to date there has not been any investigation with regard to any architectural, engineering, design, environmental assessment or lead-based paint assessment. We currently do not have any information or reports related to any of the above referenced conditions. However, should such assessments becomes necessary we are prepared to conduct such assessments as required.

G2: 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, Futures has obtained estimates based on prevailing wages. **See attached**

G3: How quickly can the funds be spent?

Immediately upon receipt of grant funds, we will begin the work to install a new HVAC system and insulation.

H1: How our plan will prepare for, prevent or respond to the Coronavirus pandemic

As outline above, ASHRAE's statement on operation of heating, ventilating, and air-conditioning systems to reduce SARS-CoV-2/COVID-19 transmission stated the following:

"Ventilation and filtration provided by heating, ventilating, and air-conditioning systems can reduce the airborne concentration of SARS-CoV-2 and thus the risk of transmission through the air. Unconditioned spaces can cause thermal stress to people that may be directly life threatening and that may also lower resistance to infection. In general, disabling of heating, ventilating, and air-conditioning systems is not a recommended measure to reduce the transmission of the virus.

HVAC filters, along with other strategies, help to reduce virus transmission while removing other air contaminants that may have health effects."

Therefore, it is clear and incumbent upon us as an agency and community to do everything in our power to ensure that our facilities are a safe as possible. As there has been a clear link established between the COVID-19 and a facility's HVAC system ensure that we have an effectively working and maintained system will help to prepare, prevent, and respond to the pandemic.

H2: 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.

Through our Norwich program Futures currently provides services to our disabled, low-income Title 19 clients which seeks to expand economic opportunities and services pursuant to the following City of Norwich stated Five Year 2015-2019 Consolidated Plan and 2015 Annual Plan:

The purpose of the City of Norwich's Five Year 2015-2019 Consolidated Plan and 2015 Annual Plan is to develop a viable community by 1) providing decent, affordable and safe housing; 2) creating a suitable living environment; and 3) expanding economic opportunities, principally for low and moderate-income persons. The plan sets forth how HUD Community Development Block Grant funding, will be used with investment priorities to achieve specific HUD objectives and outcomes performance measures. Norwich does not receive HOME Investment Partnership and Emergency Solution Grant funding.

H3: 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.

N/A

H4: Do you have a letter of support from a City agency or commission? If yes, please attach.

N/A

COMMUNITY DEVELOPMENT NATIONAL OBJECTIVE

Does your project:

Address the needs of low- and/or moderate-income residents? **YES**

(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?

BARTOL HEATING AND COOLING, INC.

Your "One-Call" Comfort Solution

February 29, 2020

Futures Inc.
Att; Tracey O'Brien
208 Otrobando Ave.
Norwich, Ct. 06360

Per your request we have visited your location several times, gathered facts and submit the following for your review and consideration:

We propose to replace your existing oils fired "Hallmark" brand, 1992 furnace and associated Goodman Cooling components as follows:

- Drain existing oil tank, remove and properly dispose of
- Remove oil "fill and vent" piping. Any patching of exterior walls etc. by others
- Remove any exposed existing 3/8" oil supply lines, any "buried" will be flushed clean and abandoned in place
- Dis assemble and remove existing Hallmark furnace, properly dispose of
- Remove all AC cooling components, properly dispose of.
- Provide and install Goodman, 120,000 BTU 96% efficient, Unit will be set up for Natural Gas
- Provide and Install Goodman 13 Seer , 4 "Ton cooling" Outside condenser and appropriate, indoor cased coil on furnace, associated line set etc.. Existing electrical will be used.
- 1-year Warranty on Bartol Labor and Equipment Warranty as per manufacture.
- One year, 2 visits, "PM" included (No additional Charge) , Fall 2020 and Spring 2021, "PM Contract" must be signed and accepted by Customer, form to be provided.
- Start and Test system

Cost for this work is $13, 980. Plus Tax if applicable.

Note:
1. Price is good for 30 days of date and.
3. Quote does NOT include any gas piping as the scope is unknown at this time. We have made reasonable assumptions as to where the "city gas" or "LP Tanks" might be located. As such we would quote and additional $1250 for "interior gas piping to unit"
2. Pricing reflects "Prevailing Wages" as per request.

Terms: One Third upon acceptance, Balance due upon invoice.

Thank you for the opportunity to submit this quotation. If you have any questions or concerns please contact me, we would be happy to meet and "walk through" the project.

Sincerely,
Joe Short, Manager
Accepted By: ______________________ Date: __________

1 Bailey Circle #201, New London, Ct. 06320
Ph (860) 442-4327 Ct. Lic #0307972 Fax (860) 443-1974

ROCKFALL COMPANY

Proposal Insulation for 208 Otrobando Avenue

3/9/2020

Prepared For:
Futures Inc.
Project Name
Insulation Proposal for 208 Otrobando Avenue Norwich CT 06360
Project Address
208 Otrobando Avenue
Norwich, CT 06360
Project Contact: Tracy O'Brien
Contact Phone: Cell 860-841-5118
Contact Email: tobrien@futures-ct.org

1. Permits
2. Remove selected wood siding 1st & 2nd for hole system for blow in insulation
3. Drill 2 hole system per cavity per floor through sheathing for Celluiose insulation
4. Blowin R-13 Dense Pack Celluiose in exterior walls 1st & 2nd floor
5. Main Ceiling - Repair old insulation batts prior to new insulation
6. Main Ceiling - 2nd floor R-19 23" x 93" laid over existing batt insulation
7. Sloped Ceiling -Blown in R-19 ProPink ULF in slopes from above
8. Baffles - ACBP11754 Accuvent Soffit Vent 16" at 4' vent at eaves
9. Basement Ceiling R-30C 15.5" x48' Kraft at 2x10 ceiling -extra rods
10. Basement Ceiling R-30C 16" x48' Kraft at 2x8 ceiling -extra rods
11. Basement Ceiling RFF54 54"x250' reinforced Foil Seri Kraft 54
12. Replace Wood siding removed for blown in insulation
13. Touch up paint to match existing as close as possible
14. Dumpster
15. Clean up debris on site

Total Proposal Cost **$22,609.00**

THIS PROJECT IS TAX EXEMPT AND SUBJECT TO FEDERAL PREVAILING WAGE

For:
The Rockfall Company LLC

Henry C. Racki Jr. Date
Managing Member

Accepted For: Futures Inc

3/9/20

Signature Date

Print Name ____________________
Title ____________________

This Proposal is valid for 30 days from the above date

ACORD™ CERTIFICATE OF LIABILITY INSURANCE

4/17/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER	CONTACT NAME: Jennifer Barber	
USI Insurance Services, LLC 777 Canal View Blvd Rochester, NY 14623 585 736-5899	PHONE (A/C, No, Ext): 585 736-5936	FAX (A/C, No): 585 736-5850
	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Philadelphia Indemnity Insurance Co.	18058
INSURED	INSURER B :	
Futures Inc 902 Quaker Lane S West Hartford, CT 06110-1458	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE / X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: POLICY / PRO-JECT / LOC OTHER:			PHPK2120473	04/15/2020	07/01/2021	EACH OCCURRENCE	$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	$1,000,000
							MED EXP (Any one person)	$20,000
							PERSONAL & ADV INJURY	$1,000,000
							GENERAL AGGREGATE	$3,000,000
							PRODUCTS - COMP/OP AGG	$3,000,000
								$
A	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY / X SCHEDULED AUTOS X HIRED AUTOS ONLY / X NON-OWNED AUTOS ONLY			PHPK2120473	04/15/2020	07/01/2021	COMBINED SINGLE LIMIT (Ea accident)	$1,000,000
							BODILY INJURY (Per person)	$
							BODILY INJURY (Per accident)	$
							PROPERTY DAMAGE (Per accident)	$
								$
A	X UMBRELLA LIAB / X OCCUR EXCESS LIAB / CLAIMS-MADE DED / X RETENTION $10000			PHUB718371	04/15/2020	07/01/2021	EACH OCCURRENCE	$3,000,000
							AGGREGATE	$3,000,000
								$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY Y/N ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A					PER STATUTE / OTH-ER	
							E.L. EACH ACCIDENT	$
							E.L. DISEASE - EA EMPLOYEE	$
							E.L. DISEASE - POLICY LIMIT	$
A	Empl Benefits			PHPK2120473	04/15/2020	07/01/2021	$1M occ/$3M agg	
	Professional Liab			PHPK2120473	04/15/2020	07/01/2021	$1M incident/$3 agg	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Additional Named Insureds:
Futures Incorporated
Good Cause Gifts, LLC

(See Attached Descriptions)

CERTIFICATE HOLDER	CANCELLATION
	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE

DESCRIPTIONS (Continued from Page 1)

To the extent provided by endorsement/Form Listed:

General Liability:
PI-GLD-HS (10/11) General Liability Deluxe Endorsement: Human Services - Includes Additional Insureds Medical Directors and Administrators, Managers and Supervisors (with Fellow Employee Coverage), Broadened Named Insured, Funding Source, Home Care Providers, Managers, Landlords, or Lessors of Premises, Lessor of

Leased Equipment, Grantor of Permits, Vendor, Franchisor, When Required by Contract, Owners, Lessees, or Contractors, State or Political Subdivisions

Auto
PI-CA-001 (09/15) - Commercial Automobile Elite Endorsement Includes Blanket Waiver of Subrogation as required by written contract

Umbrella
PI-CXL-001 (03/14) - Umbrella Coverage Form - Follow Form

Certificate holder is listed as additional insured - funding source - for general liability as per written contract. RE: Work program

PHILADELPHIA
INSURANCE COMPANIES
A Member of the Tokio Marine Group

One Bala Plaza, Suite 100
Bala Cynwyd, Pennsylvania 19004
610.617.7900 Fax 610.617.7940
PHLY.com

FLEXIPLUS FIVE
NOT-FOR-PROFIT ORGANIZATION DIRECTORS & OFFICERS LIABILITY INSURANCE
EMPLOYMENT PRACTICES LIABILITY INSURANCE
FIDUCIARY LIABILITY INSURANCE
WORKPLACE VIOLENCE INSURANCE
INTERNET LIABILITY INSURANCE

Philadelphia Indemnity Insurance Company

Policy Number: PHSD1460113

DECLARATIONS

NOTICE: EXCEPT TO SUCH EXTENT AS MAY OTHERWISE BE PROVIDED HEREIN, THIS POLICY IS WRITTEN ON A CLAIMS MADE BASIS AND COVERS ONLY THOSE CLAIMS FIRST MADE DURING THE POLICY PERIOD AND REPORTED IN WRITING TO THE INSURER PURSUANT TO THE TERMS HEREIN. THE AMOUNTS INCURRED FOR DEFENSE COST SHALL BE APPLIED AGAINST THE RETENTION.

Item 1. Parent Organization and Address:
Futures Inc.
158 Broad St
Middletown, CT 06457-3328

Internet Address: www.

Item 2. Policy Period: From: 07/01/2019 To: 07/01/2020
(12:01 A.M. local time at the address shown in Item 1.)

Item 3. Limits of Liability:

(A)	Part 1, D&O Liability:	$	2,000,000	each Policy Period.
(B)	Part 2, Employment Practices:	$	2,000,000	each Policy Period.
(C)	Part 3, Fiduciary Liability:	$	1,000,000	each Policy Period.
(D)	Part 4, Workplace Violence:	$	100,000	each Policy Period.
(E)	Part 5, Internet Liability:	$	1,000,000	each Policy Period.
(F)	Aggregate, All Parts:	$	4,000,000	each Policy Period.

Item	4.	Retention:			
		(A)	Part 1, D&O Liability:	$	2,500 for each Claim under Insuring Agreement B & C.
		(B)	Part 2, Employment Practices:	$	5,000 for each Claim.
		(C)	Part 3, Fiduciary Liability:	$	1,000 for each Claim.
		(D)	Part 4, Workplace Violence:	$	5,000 for each Workplace Violence Act.
		(E)	Part 5, Internet Liability:	$	1,000 for each Claim.

Item	5.	Prior and Pending Date:	Part 1	07/01/2007	Part 2	07/01/2007	Part 3	07/01/2007
			Part 4	07/01/2007	Part 5	07/01/2010		

Item	6.	Premium:	Part 1	$ 3,329.00	Part 2	$ 2,879.00	Part 3	$ 107.0(
			Part 4	$ 855.00	Part 5	$ 808.00		
		State Surcharge/Tax:			*Total Premium*:	$ 7,978.00		

Item 7. Endorsements: PER SCHEDULE ATTACHED

In witness whereof, the Insurer issuing this Policy has caused this Policy to be signed by its authorized officers, but it shall not be valid unless also signed by the duly authorized representative of the Insurer.

Authorized Representative | Countersignature | Countersignature Date

Futures Inc
902 South Quaker Lane
West Hartford, CT 06110

Phone 860 347 5099
Fax 860 519 0273
Website www.futures-ct.org

Futures

Board of Directors Positions and Affiliates: Business and Residence

Anna Fazio—Ex officio Parent of Child with a Disability
Business: 263 Farmington Ave, Farmington CT 06030
Residence: 49 Sunset Lane, Kensington, CT 06037
Email: asfazio@comcast.net

Orville Karan-President
Psychologist (Co-Founder of Futures)
Business: 249 Glenbrook Road, Unit 2064C, Storrs, CT 06269
Residence: 180 Littel Acres, Glastonbury, CT 06033
Email: okaran@aol.com

Robert Board: Vice President, person with a disability and parent of child with a brain injury
Business: 164 Sycamore Drive, Prospect, CT 06712
Residence: 164 Sycamore Drive, Prospect, CT 06712
Email: ceeceboard@aol.com

Cathy Jortner: Secretary, parent of child with disability
Business: Milpacking, 329 Sandbank Road, Cheshire, CT 06410
Residence: 76 Schultz Road, Kensington, CT 06037
Email: cathyjortner@gmail.com

Andrew Jortner: DDS/Self Advocate
Business: 384 Main Street, Berlin, CT 06037
Residence: 76 Schultz Road, Kensington, CT 06037
Email: ajortner@futures-ct.org

Karina Perry: DDS/Self Advocate
Business: 52 Fieldbrook Road, Middletown, CT 06457
Residence: 52 Fieldbrook Road, Middletown, CT 06457
Email: kperry@futures-ct.org

William McDougall: Treasurer
Business: Liberty Bank, 747 Farmington Ave, New Britain, CT 06053
Residence: 21 Hearthstone Court, Marion, CT 06444
Email: Wmcdougall45@gmail.com

Internal Revenue Service

Department of the Treasury
P. O. Box 2508
Cincinnati, OH 45201

Date: May 31, 2006

Person to Contact:
Delores Gaskins 31-07428
Customer Service Specialist
Toll Free Telephone Number:
877-829-5500
Federal Identification Number:
06-1484116

FUTURES INCORPORATED
158 BROAD ST.
MIDDLETOWN, CT 06457-3328

Dear Sir or Madam:

This is in response to your request of May 31, 2006, regarding your organization's tax-exempt status.

In July 1998 we issued a determination letter that recognized your organization as exempt from federal income tax. Our records indicate that your organization is currently exempt under section 501(c)(3) of the Internal Revenue Code.

Our records indicate that your organization is also classified as a public charity under section 509(a)(2) of the Internal Revenue Code.

Our records indicate that contributions to your organization are deductible under section 170 of the Code, and that you are qualified to receive tax deductible bequests, devises, transfers or gifts under section 2055, 2106 or 2522 of the Internal Revenue Code.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

Janna K. Skufca

Janna K. Skufca, Director, TE/GE
Customer Account Services

Damion Williams
25 Hazel Street
Hartford, CT 06106
(860) 538-9749

CHIEF FINANCIAL OFFICIER

Skilled financial manager with 14 years accounting and payroll experience, devoted to improving daily operations and relationships with customers and vendors.

Professional experience include:

- Debt Analysis
- Budgeting
- Audits
- Team Leadership
- Operating Budgets
- Financial Reporting
- Profit & Loss Analysis
- System Conversions
- Collections
- Debtor Negotiations
- Problem Resolution
- Staff Training

SELECTED ACCOMPLISHMENTS

· Cut financial losses, which were due to the fact that the company was using different accounting methods as our Fiscal Intermediary. Managed the successful transition into a new automated payroll and accounting system.

· Create easy to read spreadsheets for management explaining program operations as well as outstanding receivables, which were vital in our successful collection of 4-year-old receivables.

· Lead successful system conversion which resulted in new integrated Accounting, Payroll, and Billing systems which afforded greater efficiency, reporting capabilities, and cost savings through the elimination of redundant processes.

EDUCATION & TRAINING

AICPA – CPA Certification (PENDING)
Currently Testing (1 of 4) Part Exam/Taking Online CPA Review Courses

Masters in Accounting & Taxation
University of Hartford 2018 – Present

Public Housing Manager Certification
National Association of Housing Redevelopment Officials (N.A.H.R.O) 2005

Bachelor's Degree, Accounting
Central Connecticut State University (2003)

Associate's Degree, Accounting & Business Administration
Manchester Community College (2000)

EXPERIENCE SUMMARY

FUTURES, INC
Finance Manager 2008–Present

Recruited to manage finance department and implement new system conversion and developed new accounting controls and processes to enhance efficiency and expand company reporting capabilities.

Primary Responsibilities:

- Prepare Financial Statements
- Process Payroll for Approximately 200 employees
- Process Monthly Billing
- Manage A/R, A/P
- Supervise Staff

HARTFORD HOUSING AUTHORITY/H.T.R.F 1999-2007
Accountant/Property Manager

Manage 180-unit public housing development and performing accounting functions for monthly federal housing subsidy payment.

Primary Responsibilities:

- Prepare Monthly Financials
- Resolve tenant/unit issues.
- Perform Leasing/Occupancy functions
- Supervisor Staff
- Process Federal Reports
- Oversee REAC Inspections & Repairs

TECHNOLOGY PROFICIENCY

Applications: Excel, Word, PowerPoint, Outlook, and Access

Accounting: Peachtree Accounting, QuickBooks, Sage/MIP Accounting

PAMELA DONAROMA Futures Inc., 902 South Quaker Lane, 06110
Phone (860) 347-5099 Ext. 226 • Mobile (860) 614-1501 • pdonaroma@futures-ct.org

EXECUTIVE EXPERIENCE

Dynamic and innovative leader responsible for all aspects of agency communication, development, human resource management, governmental compliance, accreditation, and financial operations for a state wide agency that helps individuals with disabilities that includes 125 employees, annual budget of $6M, secured assets totaling $3M, a high school with an enrollment of 30+ students, three administrative offices, and 2 retail women's clothing and gift store, and two commercial training kitchens.

FUTURES INC., Middletown, CT-West Hartford, CT 1989 - Present **Executive Director**

- **1990** - Piloted an *Adult Services* program that initiated the first community-based assessments in Connecticut.

- **1997** - Founder of *Futures School*, Connecticut's first "school without walls", a community-based high school approved by Connecticut's Department of Education that is Nationally recognized for award-winning transition services on behalf of youth with disabilities by providing educational programming and vocational opportunities for youth aged 14-21.

- **2007** - Successfully advocated for legislation to set-aside employment opportunities on state contracts for individuals with disabilities and those economically disadvantaged.

- **2010** - Launched *Good Cause Gifts*, Connecticut's first nonprofit social enterprise that competitively employs individuals with disabilities in a retail enterprise with annual sales in excess of $250,000.

2018- Expanded Good Cause Gifts into the Hospital for Special Care

2019- Launched the Kitchen at Futures, a nonprofit commercial kitchen with an operating Café at the Hospital for Special Care.

EDUCATION Ph.D. Coursework, Rehabilitation/Special Education, The University of Connecticut, Storrs, Connecticut M.S. in Management and Technology, Rensselaer Polytechnic Institute, Hartford, Connecticut M.Ed. in Vocational Rehabilitation Counseling, Northeastern University, Boston, Massachusetts B.S. in Psychology, The College of the Holy Cross, Worcester, Massachusetts

PUBLICATIONS

Abrams, K., DonAroma, P., and Karan, O.C. (1997). Consumer choice as a predictor of job satisfaction and supervisor ratings for people with disabilities. Journal of Vocational Rehabilitation, 9, 205-215.

Abrams, K., DonAroma, P., and Karan, O.C. (1994). Person-Centered Situational Assessment: A new direction for vocational rehabilitation services. Journal for Vocational Special Needs Education, 16 (3), 27- 32.

DonAroma, P. and Karan, O.C. What is leadership in program development? Pappanikou Center on Excellence in Developmental Disabilities, Farmington, CT. February 4, 2011.

DonAroma, P. and Karan, O.C. Futures Alternative Education Program. Paper presented at the 9th International Council for Exceptional Children Conference entitled Creating Amazing Transitions. Scottsdale, AZ. October 18, 1997.

PAMELA DONAROMA Futures Inc., 902 South Quaker Lane, WH 06110 Phone (860) 347-5099 Ext. 226 • Mobile (860) 614-1501 • pdonaroma@futures-ct.org

Karan, O,C., DonAroma, P. and Roberts, L. (2013). Preparing students with disabilities for adulthood. Children During Transition from Institutions to Community. University of Ankara Press, Ankara, Turkey.

Karan, O.C. and DonAroma, P., Bruder, M.B. and Roberts, L. (2011) Transitional assessment model for students with severe and/or multiple disabilities: A Competency Based Community Assessment. Intellectual and Developmental Disabilities, Vol. 48 (5), 387-392.

Karan, O.C. and DonAroma, P. The challenges of taking on the status quo in transition programming. Pappanikou Center on Excellence in Developmental Disabilities, Farmington, CT. February 4, 2011.

Karan, O.C. and DonAroma, P. Alternative Education Programs. Paper presented at the Annual Conference on Learning Disabilities for Parents, Persons with LD/ADHD, and Professionals entitled Navigating the Road of Life When its Hard to Read the Road Map. Naugatuck, CT. March 28, 2008.

Karan, O.C. and DonAroma, P., and Lawerence, M. Building alternative education programs for high-risk students. Paper presented at the Annual State Alternative Education Task Force Meeting. Albuquerque, NM. May 19, 1998.

Karan, O.C. and DonAroma, P. Alternative education strategies. Paper presented at the conference entitled Buildings a Future for Students with Brain Injury. Marlboro, MA. March 7, 1997.

Karan, O.C. and DonAroma, P. (1997) Schooling Without Walls: A Curriculum for Transitioning to Adulthood. Futures Inc., Middletown, CT.

PROFESSIONAL ENGAGEMENT

Appointee, Council n Developmental Disabilities Services, State of CT 2018-present

Honoree, 16th Biennial Women in Leadership Luncheon, YWCA New Britain, Advisory Board Member of The University of Connecticut A.J. Pappanikou Center for Excellence in Developmental Disabilities Education, Research, and Service, 2010-2019

Appointee, Commission for Persons with Disabilities, Berlin, CT, 2009-2014

Vice President, Connecticut Coalition for Inclusive Education (CCIE), 1999-2006

Board of Director, Brain Injury Alliance of Connecticut, 2000-2004

Advisor, The Connecticut State Advisory Council on Special Education, 1998-2002

Chair, CT Council on Developmental Disabilities (CTCDD), 1996-2007

Board of Director, Board of Education, Berlin, CT, 1994-1995

Professional Membership: ARC CT Board; Conference of Connecticut Executives (CCE); Community Providers Association of Connecticut (CCPA-CT)

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 XX☐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

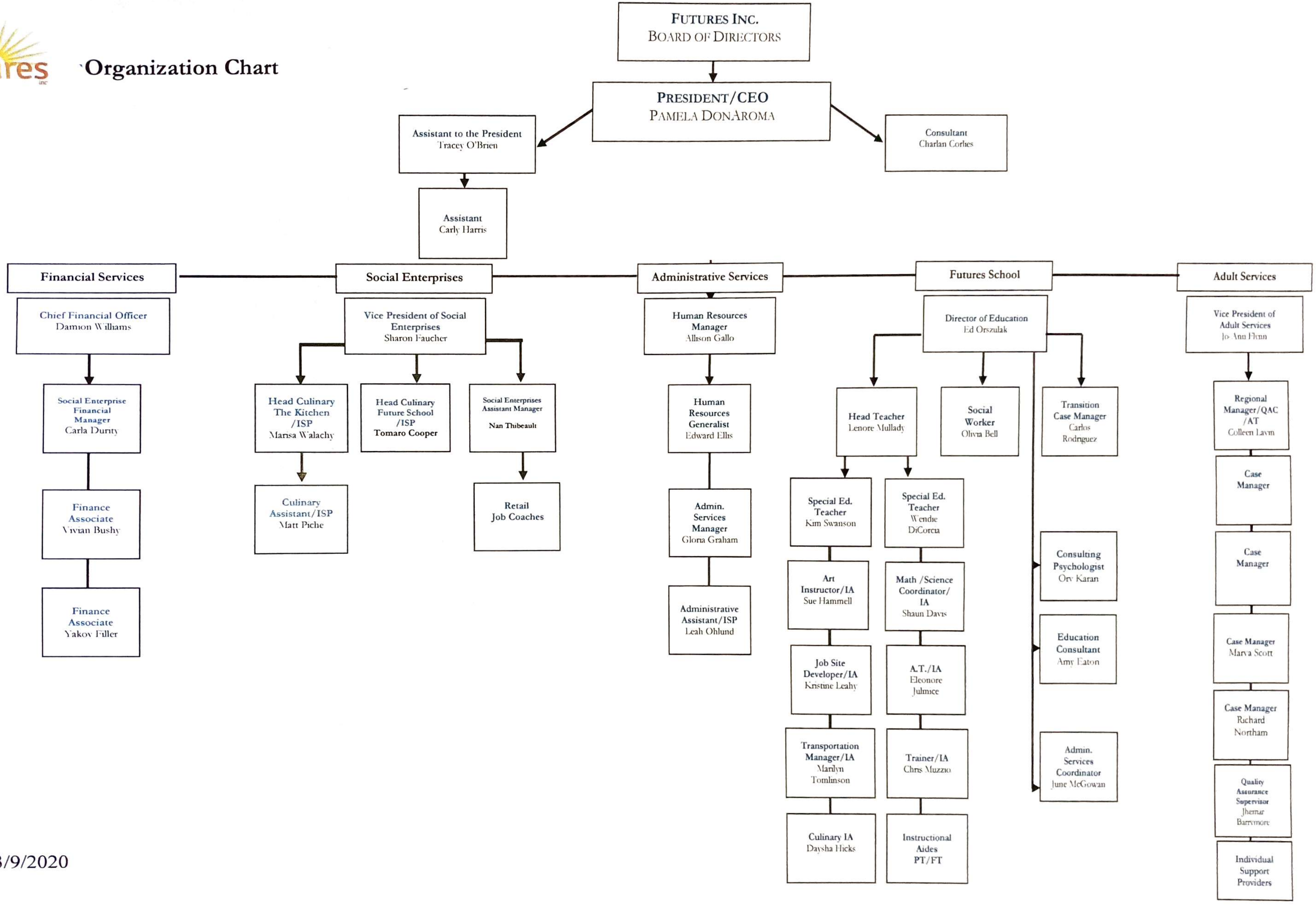
3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, City Council person, Community Development Advisory Committee member?

☐Yes XX☐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

Organization Chart



evision 3/9/2020