



Norwich Human Services

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

<http://norwichct.org/hs>

RECEIVED

MAY 21 REC'D

Office of Community Development
23 Union Street
Norwich, CT 06360

**RE: CDBG PUBLIC SERVICE
NORWICH WORKS**

May 15, 2020

Dear Ms. Crees,

Enclosed please find an application for \$200,000 in CDBG funding to support the Norwich Human Services Norwich Works CARES (Coronavirus Aid Relief and Economic Stability) Program. The request is so large as the need is so great.

This program is in direct response to the COVID pandemic and will assist Norwich families effected due to the loss of their income.

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

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>

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

DUE: May 21st 2020 4:00 PM IN 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: Norwich Human Services

LEGAL NAME

(If different from Agency)

ADDRESS: 100 Broadway, Rm 212

Norwich, CT 06360

E-MAIL: lgomes@cityofnorwich.org

EXECUTIVE DIRECTOR: Lee-Ann Gomes

CONTACT NAME & TITLE: Director, Norwich Human Services

TELEPHONE: 860-823-3778 EMAIL: lgomes@cityofnorwich.org

AGENCY FISCAL YEAR: 7-1-2020 6-30-2020
Begin End

PROJECT NAME: Norwich CARES (Coronavirus Aid, Relief, and Economic Security)

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (September 1, 2020 – August 31, 2021)	\$ <u>200,000</u>	\$ _____
CURRENT FISCAL YEAR (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.

Lee-Ann Gomes Digitally signed by Lee-Ann Gomes
Date: 2020.05.17 07:22:00 -04'00'

EXECUTIVE DIRECTOR/DEPT. HEAD (SIGN)

Lee-Ann Gomes

PRINT NAME

DATE: 5-19-2020

PRESIDENT, BOARD OF DIRECTORS (SIGN)

PRINT NAME

DATE: _____



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.

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 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 (NHS) is a municipal department of the City of Norwich. The mission of NHS is "to provide immediate assistance to residents in crisis and to develop and provide services that help people in the Norwich community to become self-reliant and reach their maximum potential." Our vision is "that every Norwich resident will have accessible assistance in times of crisis and the opportunity to reach their full socio-economic potential." We believe these statements could not be more aligned with the mission to help people during this current pandemic crisis. As a municipal department we are overseen by the City Manager and the City's Finance Department which monitors all financial transactions and has a AAA bond rating. Human Services has operated for over 80 years and is considered a trusted division of City government. The Department encompasses four divisions; Adult and Family Services (AFS), Youth and Family Services (YFS), the Rose City Senior Center (RCSC) and the Recreation Department. All divisions work together to ensure that the social service and quality of life needs of Norwich residents are met. NHS is the convener of many interdisciplinary teams in Norwich including the Community Care Team, the Youth Services Advisory Board, the Senior Affairs Commission, and the Recreation Advisory Board. Therefore, we are able to serve a wide range of age groups, economic levels, and varied demographic populations. Other agencies work well with our divisions and we are seen as a partner, rather than competitor, for other agencies in the community. The division that will be instrumental in administering this grant is AFS, which administers programs such as rental assistance, utility and food assistance, and work/education and job training programs.

2. What are the hours of operation for your agency? Norwich Human Services hours are Monday to Friday, 8:30am to 4:30pm, however, staff is on call for emergencies. The Director is available at any time for emergencies.

3. What is the total number of persons employed by your agency? There are 23 people employed over the 4 divisions.

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 Resources Director

5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans? No

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. Before the pandemic, Norwich was a small city with big city issues. Our poverty rate has always been higher than the county's and the State's. The ALICE report, issued by the United Way, indicates that 54% of the Norwich population are unable to earn enough to be able to afford to live in the City.¹ A full 13% are below the poverty level and the additional 41% earn less than the family survival rate, despite working.² These households are labeled the ALICE population which stands for

¹ <http://alice.ctunitedway.org/wp-content/uploads/2018/09/New-London-County-2018-ALICE-9.26.18.pdf>

² <http://alice.ctunitedway.org/wp-content/uploads/2018/09/New-London-County-2018-ALICE-9.26.18.pdf>

Asset Limited Income Constrained and Employed. They do not have access to credit, sufficient savings, may be working multiple part time jobs or jobs in the gig economy. Part of the reason why Norwich has so many people who are not able to earn a sufficient income is that our economy is heavily service oriented. The prevalence of the two local casinos has contributed to this in that in addition to the jobs at the casino, jobs at restaurants, hotels, and cleaning have increased. None of these pay high wages and as the economy waxes and wanes these residents may be pulled in and out of the workforce. Work can be unpredictable. Sen. Cathy Osten said on a conference call that 11.4% of parents of Norwich school children work at one of the casinos, and many more work in related service jobs that support the casinos.³ In addition to having a service economy, rents in the Norwich area have increased, as Norwich has the highest housing stock in the county. Due to supply and demand, and the desire to live in close proximity to the casinos, rents have increased. The average 1 bedroom apartment in Norwich is \$859/mo. and the average 2 bedroom apartment in Norwich is \$1066.⁴

Once the pandemic hit and the casinos closed many of these service workers lost their livelihood. Granted, the casinos tried to continue to pay some employees for as long as they could, however most will be laid off by May 31, 2020⁵. Restaurant workers were not retained and were laid off when their establishments closed. Hotel census fell and workers were let go. Other industries throughout the state also had to make the choice to lay off workers. Workers who had jobs, had to leave those jobs when the schools closed and they needed to stay home to care for their children. Some people left jobs as they had medical issues that made them vulnerable to the virus and they too, lost income. Some people left jobs to care for family members who contracted the virus and needed caretakers. All of these job losses have had detrimental effects on the lives of our residents and the City. Although CT implemented many fail safes, such as forestalling evictions and foreclosure, utility shut offs and other protections, these will be coming to an end soon and bills will need to be paid. Families need economic support in order to stabilize their families.

2. Are the services you provide offered by other agencies serving Norwich? If yes, please explain uniqueness. The uniqueness of Norwich Human Services is that we only service Norwich residents and that we have the vested interest of the City in mind at all times. There is no other social service agency in Norwich that concentrates solely on Norwich residents. We are also the only agency that encompasses a Youth and Family Services Bureau, a senior center and Recreation Department; we serve residents for their whole lifespan.

3. Describe how the program will address the needs of the community and help solve the need. The Norwich CARES program will address the needs of Norwich residents who, due to a verifiable income loss which is directly attributable to the virus, have insufficient income and assets to pay rent, mortgage, utilities and /or other bills that must be paid in order to regain economic stability. Our proposition is that NHS administer all CDBG funding for the City, but any agency serving a Norwich resident may complete the application process and gather verifications to submit to NHS. Our partners, like TVCCA, Catholic Charities and Norwich Public Utilities (NPU) were contacted and they agreed to this common application process to streamline procedures and ensure that there are not multiple applications at different agencies, that stats can be compiled and that the program have uniformity. This way, duplication of effort is avoided and quality control is ensured.

4. Does your program have a waiting list? If yes, how many people are on the waiting list? No

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)

³ Municipal meeting, May 15, 2020, Senator Cathy Osten

⁴ <https://www.rentjungle.com/average-rent-in-norwich-ct-rent-trends/>

⁵ <https://www.wtnh.com/news/health/coronavirus/foxwoods-announces-temporary-layoffs-to-begin-may-31/>

The five year consolidated plan discusses the struggles that Norwich families have with income and the housing instability that they face due to this. The most common problem is the housing cost burden.⁶ Families with incomes of less than 30% AMI pay more than 50% of their income on housing.⁷ One of the primary efforts of this grant is to assist families with rent, in order to help stabilize them.

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

This program will collaborate with all agencies that serve Norwich residents. A common application has been developed that all will use with a complete list of documentation required, according to CDBG Guidelines. We have already had conversations with TVCCA, Catholic Charities and the collections department at Norwich Public Utilities. They have all agreed that streamlining the process through one agency, that will not charge any administrative or overhead expenses so that 100% of the grant can go towards assistance to residents, is the best way to collaborate on this program.

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

The Norwich CARES program links with local plans in that Norwich is desperate to help its residents recover from the pandemic. Residents who cannot pay rent lead to landlords who cannot pay taxes. Property owners who lost income cannot pay taxes. Taxes fund City services. Tenants/homeowners who cannot pay utility bills leads to insufficient resources for our municipally owned utility company to perform efficiently and contribute their 10% to help fund city government. Less city services for resident's means a diminishment of the safety and quality of life for residents. The program links with regional plans to build up the economy of the region by increasing industry and commerce.

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

Norwich, historically, has had great collaboration with local partners. This grant will strengthen those partnerships as we work together to offer all services, financial and otherwise, necessary to support our families.

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

We have previously received CDBG funding to assist those close to homelessness, usually those who have lived consistently at or below the poverty level due to substance use disorder, mental illness and low income. This request for funding is to assist a different population that was ravaged by an unpredictable and unprecedented event. These people had jobs that were sustaining their families and were housed. Due to the pandemic that caused them to lose income, they now have a need to catch up on important bills that they could not pay from March until the unforeseeable future. This grant will offer some relief.

2. For each activity or service, please also provide:

- a. Location of services. Most activities will take place at NHS, however some applications will be taken at TVCCA, Catholic Charities and NPU
- b. Frequency of services (i.e. 3 times a week for 10 weeks, 9/1/1-12/15/19). Most activities will be done Monday through Friday from the awarding of the grant until money has been spent.
- c. Hours of operation (for the proposed program only). The hours of operation are 8:30am to 4:30pm.
- d. The anticipated number of persons (or families) from Norwich to be served. We anticipate serving 250 families with the CDBG funding and an additional 50 families with funding from other grants.
- e. Hours of Operation of your program, if applicable. NHS operates from 8:30 am to 4:30pm, but addresses emergencies outside of these hours when necessary.

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.

There will be no employees hired or retained to implement this program; we will use existing case workers from a variety of human service agencies so that 100% of CDBG dollars can go towards direct support.

⁶ <https://www.norwichct.org/DocumentCenter/View/4154/Consolidated-Plan-CAPER-2015---2019?bidId=>

⁷ <https://www.norwichct.org/DocumentCenter/View/4154/Consolidated-Plan-CAPER-2015---2019?bidId=>

4. Using the definitions and example, 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. 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.

Activity: NHS will amass a fund, from all available sources, to assist Norwich residents.

The City has a tremendous responsibility to assist its residents through this crisis. As such, NHS, the social service arm of the City government is writing grants and requesting funding from various sources in order to centrally assist residents. This should avoid duplication of services, allow for better statistical reports on the impact of funding, and assist residents by streamlining the process.

Activity: Advertise broadly that NHS stands ready to assist households affected by the pandemic in recovering financially. We will do a press release to local media, post on City websites and Facebook pages, email partners and local business/churches. Additionally, we will communicate with all social service agencies as to the application process, documentation required, eligible expenses, process to vendor payments, etc. so that they can assist their clientele in applying for funding.

Activity: Screen eligible households and determine all programs for which they are eligible.

We have created a universal screening application that will help us to assess all needs and resources of the household. We will determine how and why they lost income due to the virus. Those households who cannot demonstrate this will be screened out of this grant, but may be assisted with other funding, if needed. We will look at outstanding bills and current income to determine the level of assistance the household may require. All assistance for rent/mortgage and utilities will be vendored to the property owner or NPU. Other bills, such as car payments for those currently employed, car insurance, and cell phone bills will be sent directly to the note holder. Food assistance will be in the form of gift cards, as will gas assistance to return to work. In addition to screening people for assistance from Norwich CARES and other funding, we will help to determine if they are eligible for programs such as SNAP, Medicaid or other insurance through Access Health, Renters Rebate, Kinship Respite, etc.... We will coordinate with other divisions to see if services such as those offered at the Senior Center, camperships at the Recreation Department, mental health or supports services form YFS are needed. **We anticipate screening 350 households**

Activity: Ensure the right program is used for the right household. An example may be that a household is on the verge of losing housing. The moratorium on evictions is lifted and they are within 14 days of homelessness. They may qualify for the CDBG RRH/SD grant and the Norwich CARES. We would use the CDBG RRH/SD grant to assist so that we can maximize the CARES grant. Additionally, it may be a grandparent who has guardianship of a grandchild. They may be close to losing housing but they qualify for the Kinship Respite Program. There will be applicants who do not meet the citizen or permanent resident standard. We would opt to use other grants instead of CARES. **We anticipate assisting another 50 households who do not qualify for Norwich CARES with other grants.**

Activity: Document case files and review. We know from our years of experience administering CDBG programs that files need to be well-documented. We will insure that households are citizens or permanent residents, have ID, fall within the income guidelines (as verified by paychecks, unemployment benefits or other income), were directly affected by the virus (had to leave work for childcare or to care for ill member, were laid off or furloughed, contracted the virus and lost wages). Additionally, we will ensure that they have unmet expenses that qualify for payment under the Norwich CARES CDBG grant. These files will be reviewed by supervisory staff before the issuance of any assistance. Checks will be sent to vendors who register via vendor form with the City.

Landlords will be verified through Vision Appraisal to ensure the property owners, and property managers, are paid. NHS has a centralized system for check/payment distribution and will ensure that there is no double dipping of clients. **We will collect statistics from all assessments performed.**

Activity: Issue Norwich CARES payments to vendors. Once cases are documented, payment will be sent out as soon as possible. The City requires check requests on Tuesdays and mails payments on Fridays. In some cases we can pay immediately, after verifications are received, via credit card or direct deposit to established vendors of the City. The goal will be to expedite assistance to eligible families. No one household will receive more than \$1500 of assistance; some may receive less, based on circumstances. **We anticipate that the average payment will be \$800 and therefore, with \$200,000 we expect to serve 250 households.**

Activity: Ensure that other social service needs are met. We will screen people to ensure that they are referred to programs that can help them address their mental health needs, job training and employment needs, summer youth employment, and other social and recreational programs. We are aware that the social isolation has taken its toll on many families and individuals. **We anticipate connecting at least 250 families to supports needed.**

Activity: Follow up with recipients within 60 days of receiving assistance to ensure families are more stable. Every attempt will be made to call recipients to check in to see how they are faring, troubleshoot additional issues, and assure them that their City cares for their welfare.

Activity: Run comprehensive reports and assess impact on tax revenues and NPU collections to gauge impact on the financial stability of the City. We will monitor these levels before and after the Norwich CARES grant to see if funding sent to landlords and tenants had a positive effect on tax collection and NPU revenues.

PUBLIC SERVICE CDBG-CV

D. 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 are not sure CDBG funds will leverage other funds, however, we are seeking any and all grants for which we should apply.

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? If we do not receive the amount of funds requested we will have to wait until July 1, when our City budget is refunded. Because of the increase in demand for assistance and the close proximity to the end of our fiscal year when the pandemic hit, we have depleted all assistance available for residents. In July, we should be re-funded \$22,000, which is not sufficient to assist all the households who will require assistance.

3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application? Should the CDBG Advisory Board wish to partially fund our grant we will have to reduce the amount of assistance per family and/or the number of households we can assist.

E. 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. No other agencies focus solely on Norwich residents, but TVCCA and Catholic Charities may also provide rent/mortgage and utility assistance. We have reached out to these entities, as well as to Norwich Public Utilities, to ask them to collaborate with us. They all have agreed to this request.

2. Is your request for continuation of a previously-funded CDBG program? No. The Rapid Rehousing/Shelter Diversion grant is specifically for those close to homelessness, unrelated to the pandemic. Should an applicant be more suited to this grant, we will assist them with those funds.

a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results.

b. If no, please state the reason(s) why. This is not a continuation of a previously funded CDBG program as the pandemic is a new event not experienced in this depth by Norwich previously. We have designed a new program to address this new need.

F. 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 15, "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.

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

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	\$96,621	0	FT	y
Humans Services caseworker	\$63,834	0	FT	y
Human Services grants manager	\$63,834	0	FT	y
various partners	varies	0	FT	y

PART III: BUDGET INFORMATION**A. AGENCY FINANCIAL DATA**

SUPPORT & REVENUE	CURRENT FY 19-20	ANTICIPATED FY 20-21
Program fees		
Other Grants including foundations	33,000	38000
Donations	7838	7500
CDBG	50000	50000
General Fund	429591	435125
State & Federal Grants	691350	695000
Other Revenue (specify)		
TOTAL REVENUE	1,211,779	1,225,625
EXPENSES		
Salaries	219584	222394
Employee Benefits	170602	172201
Payroll Taxes	0	0
Professional Fees & Services	0	0
Operations / Phones /Postage	7235	8360
Insurance (other)	0	0
Equipment Rental & Maintenance, Acquisition	7500	7500
Printing & Publication	1400	1400
Travel / Conferences/Conventions	1270	1270
Legal Fees/licensing	0	0
Vehicle-Lease / Repair	0	0
Other expenses (specify)- Programs Expenditure of grant funds	22000 782,188	22000 790500
TOTAL EXPENSES	1,211,779	1225625
BALANCE (total revenue less expenses)	0	0

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

SUPPORT & REVENUE	CDBG FUNDED PORTION	NON-CDBG FUNDED PORTION	% OF CDBG FUNDS USED FOR PROGRAM
Program Fees	0	0	0
Other grants/foundations (non-government)	0	0	0
Donations	0	0	0
CDBG	200,000	22,000	90%
General Fund	0	0	0
State Government	0	0	0
Federal Government	0	0	0
Other Revenue (specify)	0	0	0
TOTAL REVENUE	200,000	22,000	90%
EXPENSES			
Salaries	0	0	0
Employee Benefits	0	0	0
Payroll Taxes	0	0	0
Professional Services (including accounts and attorneys)	200,000	22,000	90%
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
TOTAL EXPENSES	200,000	22,000	90%
BALANCE (Total revenue less expenses)	0	0	0

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

Federal Non-profit organizations must submit tax-exemption determination letters from the 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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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

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

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

Lee-Ann Gomes

NAME OF APPLICANT REPRESENTATIVE

Lee-Ann Gomes Digitally signed by Lee-Ann Gomes
Date: 2020.05.17 07:21:39 -04'00'

SIGNATURE OF ABOVE REPRESENTATIVE

5-19-2020

DATE

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

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

PUBLIC SERVICE CDBG-CV

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]

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OUTCOME RELATED DEFINITIONS

Inputs

Inputs are resources dedicated to or consumed by the program. They are “what we invest”– Time, Money, Partners, Equipment, Facilities, etc.

Ex: 1 Full-time equivalent (FTE) will be required to counsel X clients.

Outputs

Outputs are direct products of program activities and usually are measured in terms of the volume of work accomplished. “What we do or Who We Reach” Workshops, Publications, Field days, Equipment; Customers, Participants, etc.

Ex: We trained X participants (activity) and Y (output) graduated.

Activities

Activities are what the program does with the inputs to fulfill its mission. Activities include the strategies, techniques and types of treatment that comprise the program’s service methodology.

Ex: Recruit X participants, Train X employees, Open X Bank Accounts, X people are screened for public benefits, X% of clients are screened, X% of participants are trained, etc.

Outcomes

Outcomes are the benefits for participants during and after program activities.

Ideal outcomes include changes in:

Short Term: Knowledge, Skills, Attitude, Motivation, Awareness

Interim Term: Behaviors, Practices, Policies, Procedures

Long Term: Environment, Social Conditions, Economic Conditions, Political Conditions,

Ex: We trained X participants (activity), Y (output) graduated and Z increased income through employment (outcome)

Please note that short, interim and long term outcomes may be subjective to your program. A short term for one program could be a long term for a different program. Be sure to explain in narrative C4 how your program measurement is classified using industry standards or better.

OUTCOME: Residents and the City are more economically stable

	<u>2018- Actual</u>	<u>Estimated 2019 grant still in progress</u>	<u>2020 Anticipated</u>
<i>Long Term Outcome: Residents and the City are more economically stable</i>			
Total Number of Participants:			350
Total Number of Participants Achieving Outcome:			300
Percent Who Achieved Outcome:			86%
<i>Interim Outcome: Run comprehensive demographic reports</i>			
Total Number of Participants:			350
Total Number of Participants Achieving Outcome:			350
Percent Who Achieved Outcome:			100%
<i>Long-term Outcome: Ensure other social service needs are met</i>			
Total Number of Participants:			350
Total Number of Participants Achieving Outcome:			250
Percent Who Achieved Outcome:			71%
<i>Long-term Outputs: document cases and vendor payments under the Norwich CARES grant</i>			
Total Number of Participants:			250
Total Number of Participants Achieving Outcome:			250.00%
Percent Who Achieved Outcome:			100%
<i>Interim Outcome: NHS and partner agencies assess residents for appropriate programs</i>			
Total Number of Participants:			350
Total Number of Participants Achieving Outcome:			350
Percent Who Achieved Outcome:			100%
<i>Short-term outcome: NHS to advertise assistance broadly</i>			
Total Number of Participants:			N/A
Total Number of Participants Achieving Outcome:			N/A
Percent Who Achieved Outcome:			N/A
<i>Short term-outcome: NHS will amass funding to assist residents</i>			
Total Number of Participants:			N/A
Total Number of Participants Achieving Outcome:			N/A
Percent Who Achieved Outcome:			N/A



Finish

Start

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:

Norwich Human Services

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)

Lee-Ann Gomes Digitally signed by Lee-Ann Gomes
Date: 2020.05.17 07:21:19 -04'00'

Authorized Signer

5-19-2020

Date

Lee-Ann Gomes

Print Name