

**CITY OF NORWICH**  
**COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING**  
**NON-PUBLIC SERVICE**  
**PROGRAM YEAR 2022 (PY 48) • SEPTEMBER 1, 2022– AUGUST 31, 2023**

**DUE: THURSDAY FEBRUARY 10, 2022 AT 4 PM AT 23 UNION STREET, NORWICH, 2<sup>ND</sup> FLOOR**

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

E-mail addresses:  
[kcree@cityofnorwich.org](mailto:kcree@cityofnorwich.org) (Community Development Director)  
[tcurtis@cityofnorwich.org](mailto:tcurtis@cityofnorwich.org) (Program Assistant)

**PART I: GENERAL INFORMATION**

**AGENCY:** City of Norwich Recreation Dept.

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

**ADDRESS:** 75 Mohegan Rd  
Norwich CT 06360

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

**EXECUTIVE DIRECTOR:** Tara Booker

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

**TELEPHONE:** 860-823-3791

**AGENCY FISCAL YEAR:** 7/1/2022 6/30/2023  
 Begin End

**PROJECT NAME:** Taftville Park- Pave walking track

CDBG REQUEST & AWARD AMOUNTS:	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2022 – August 31, 2023)	\$37,974	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2021 – August 31, 2022)	\$236,60	\$66,998

The information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of Norwich can rely upon these statements in determining whether to fund this project. We certify that the Agency Board of Directors has approved this application.

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

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

Tara Booker  
 \_\_\_\_\_  
 Printed Name

\_\_\_\_\_  
 Printed Name

2/9/22  
 \_\_\_\_\_  
 Date

\_\_\_\_\_  
 Date

## **PART II: PROJECT INFORMATION**

### ***INTRODUCTION/AGENCY INFORMATION***

#### **A1: Brief History**

The mission of the City of Norwich Recreation Department is to provide opportunities and facilities that will promote health and fitness, and enrich the quality of life of Norwich residents. The Norwich Recreation Department strives to provide exceptional facilities, programs, and services that will be enjoyed by all Norwich residents. The Department oversees 166 acres of parks, sports fields, a beach, and other facilities in Norwich. The Department offers programs, sports, enrichment, fitness, and events for youth and adults throughout the city and in the different neighborhoods parks. Historically, the City's parks have been underfunded as the City has tightened its fiscal belt over the last several years influencing the ability to make necessary improvements to neighborhood parks. The Recreation Director has now been with the department for four years and has identified many urgent facility needs and projects.

#### **A2: Agency Hours of Operation**

The office is open weekdays from 8 AM to 4 PM. The Recreation Department's programs and parks are open 7 days a week and are heavily utilized throughout the weekend.

#### **A3: Total Number of FTEs Employed by the Agency**

There are six permanent employees of the Recreation Department: a Department Head of Human Services, the Recreation Director, a Program Coordinator, and three Facility Maintainers.

#### **A4: 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.**

Not Applicable.

#### **A5: Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans?**

Yes, American Rescue Plan funding for the next 3 years yet work at Taftville Park was not included.

### ***STATEMENT OF NEED***

#### **B1: Define the need to be addressed through your project and how it will address that need of the community. Please comment on how your industry measures success and discuss how you will measure success for this program.**

The Norwich Recreation Department proposes to upgrade the walking path at Taftville Park on 140 Providence St. in Norwich, CT. The Taftville Park neighborhood qualifies as a 22-23 CDBG concentration area as it is home to a diverse population, many of whom are low-to-moderate income residents. Norwich residents would benefit from improvements offered at this park as they address quality of life issues, improve infrastructure, encourage collaboration, and foster a sense of community that expands past the neighborhood to the larger city. Without a

YMCA or Community Center, the neighborhood is in desperate need of usable positive spaces for youth to recreate.

Taftville currently has one (1) basketball court, one (1) open field, one (1) playground, a pavilion, and a dusty gravel/stone walking path. The park acts as a family-friendly recreation area for the neighboring community. In recent years, many residents play soccer on the field, the neighborhood children play on the basketball court, and families use the new playground. This park attracts youth and adults to the area to enjoy outdoor recreation. Constructing an improved asphalt track here will improve the Park for this up-and-coming neighborhood.

Taftville houses Wequonnoc School, which has an enrollment of 267 children, and Sacred Heart School, with an enrollment of 170 students, which share this park. Paving the walking track here will improve the park substantially.

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

The area is populated by many low-to-moderate income residents so updating the track, is an ideal way to provide no and low cost recreation for this segment of our town. Residents utilize the track throughout the day starting by walkers in the early morning, during the day by schoolchildren, and by families on the weekends. The track has seen an increase in foot traffic since the Covid-19 pandemic. Increased use and weather wear the track out quickly the walking track has seen extensive use and wears out quickly. Different weather conditions also cause the track to wash out constantly, creating uneven surfaces and tripping hazards. A lot of money and time is spent on gravel and maintenance.

The Recreation Department has maintained the park since inception, by attending to the grass field, picking up garbage, attending to necessary repairs, and maintaining the addition of the new playground area along with running programs and activities at the park. Improving the park will allow those with transportation barriers a healthy place to take children, address the urgent health and obesity crisis effecting youth since Covid-19 in this neighborhood and would significantly benefit this neighborhood and the City of Norwich as a whole. For those in this area there are no other parks in walking distance which can be a barrier. Also the houses and apartments in this area are tightly packed and have no backyards or very little area for youth to move and recreate so the park is a great outlet.

We will measure success by tracking those walking at this park and overall satisfaction of attendees by sending out surveys to the neighborhood and talking to the local schools about usage. We can also track the rental rates and sale of homes in this area to see if these park improvements have helped more families move into this neighborhood.

### ***PROJECT DESCRIPTION***

**C1: Provide a general description of the project for which you are requesting funding, including the list/description of the activities to be performed.**

Pave existing walking track with 5' wide 3' deep bituminous asphalt over the stone dust path. It currently washes out, creating uneven surfaces divots and trip hazards are created. See addendum for more info. These new additions and improvements made to this park will have a great impact on the low-to-moderate residents of this neighborhood and improve this area. See addendum for cost details.

**C2: Explain any temporary or permanent relocation of persons or businesses that may result from this project.**

No one will be located.

**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.**

None, we will contract out this job.

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

**D1: Identify and describe the target population *or* area of benefit (if it serves a low-income census tract.)**

This project will primarily serve primarily the residents in the Taftville area, along with the children that attend school at Wequonoc and Sacred Heart School who are in the low-to-moderate census tracts. One hundred percent of the children at nearby Norwich public schools qualify for free or reduced lunch as they are a Community Eligibility Provision School. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. The families of this area will have a local park that they can attend free and is within walking distance, with their children and extended families. They can have a picnic, play soccer, basketball or on the playground and now have a place to safely walk or run. It is a great local healthy and free resource and give the residents of Norwich a more attractive place to live, play and recreate.

#### ***IMPLEMENTATION SCHEDULE***

**E1: Please submit the anticipated implementation schedule that includes, but is not limited to, spec completion, bidding, starting, and project completion dates.**

Project will need to start in warmer weather on unfrozen ground for the paving and will take 15-30days to complete. The project will go out to bid in Jan. /Feb. 2023. Estimates and specs have already been acquired for this grant. May/June 2023 is our target start date. Work will be completed by the grant deadline. See addendum for more project specifications and details.

#### ***REDUCED FUNDING QUESTIONS***

**F1: 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?**

None.

**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 CDBG funds are not awarded then this project will not be started.

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

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

**Please review page 10, "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:

xx  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

x  Eliminate Slums or Blight?

OR

x  Improve a Low-Income census tract?

FY 2021 Income Limits Summary									
FY 2021 Income Limit Area	FY 2021 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 (\$)	\$ 36,050	\$ 41,200	\$ 46,350	\$ 51,450	\$ 55,600	\$ 59,700	\$ 63,800	\$ 67,950
	Extremely Low Income Limits (\$)*	\$ 21,600	\$ 24,700	\$ 27,800	\$ 30,850	\$ 33,350	\$ 35,800	\$ 40,120	\$ 44,660
Median Family Income \$88,600	Low (80%) Income Limits (\$)	\$ 55,950	\$ 63,950	\$ 71,950	\$ 79,900	\$ 86,300	\$ 92,700	\$ 99,100	\$ 105,500

**PART III: BUDGET INFORMATION**

**CONSTRUCTION BUDGET**

Construction/Clean-up Costs		\$	<u>0</u>
Pre-Development Soft Costs:			
Legal	\$	<u>0</u>	
Architectural & Engineering	\$	<u>0</u>	
Survey	\$	<u>0</u>	
Environmental testing	\$	<u>0</u>	
Estimated total soft costs		\$	<u>0</u>
<b>Total Development Costs (construction &amp; soft costs)</b>		\$	<u>37,974</u>

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

SOURCE	AMOUNT
<u>CDGB Funds</u>	\$ <u>37,974</u>
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

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

**EXHIBIT 1** Financial Statement and Audit

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

**EXHIBIT 2** Insurance/Bond/Worker's Compensation

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

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

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
2022-2023 PROGRAM YEAR**

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

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

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

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

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT  
 APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
 2021-2022 PROGRAM YEAR**

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

Yes             No

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

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

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

Yes             No

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

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

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
2022-2023 PROGRAM YEAR**

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

Name of Applicant: Cheryl Hancin-Preston

Signature of Applicant's Representative Cheryl Hancin-Preston

Title Recreation Director Date 2/8/2022

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

§570.611 Conflict of interest.

(a) Applicability

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(vii) Any other relevant considerations.

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

**Section 3 Contractor Affidavit (2021 Final Rule)**

**Section 3 Business Concerns are:**

- At least 51 percent of the business is owned and controlled by low or very low-income persons; or
- At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

This is to certify that Norwich Recreation Dept. (print Business name)

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

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

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

  
Authorized Signer

  
Date

  
Print Name



Taftville Park existing stone path to be overlaid with 3 inches of bituminous Asphalt.



SACRED HEART CHURCH  
 SACRED HEART SCHOOL

Date 02/07/22

TAFTVILLE PARK-PAVING OF WALKING PATH

ITEMS

Furnish and Install 4 inch gravel base	72	CY	58	\$	4,176
Pave existing 1160 lf stone dust path with 3 Inches of bituminous-5' wide	645	SY	50	\$	32,250
Loam and seed along the edges	516	SY	3	\$	1,548
				<b>\$</b>	<b>37,974</b>



## Norwich Recreation Department

A Division of Norwich Human Services

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

Jeffrey Blinderman  
35 Greenwich Court  
Norwich CT 06360

February 9, 2022

### RE: CDBG Program Year 2022-23 Recreation Department Application

Dear Community Development Advisory Board,

As chairman of the Recreation Advisory Board, and on behalf of the Board, I am writing to you to voice our support for both of the CDBG applications that the Recreation Department will be submitting this cycle. One is to build a new basketball court at Lake Street park, a parking lot and other improvements and the other is to pave the walking track at Taftville Park,

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

The basketball court at Lake St. is highly used. The youth in the neighborhood use the park and basketball court daily and it has fallen into disrepair. The users also have nowhere to park so both additions will create more accessibility and area benefit.

Additionally, the Taftville park has a walking track that is highly used by the local neighborhood. The gravel walkway washes out often, has dips and puddles and can create a trip hazard for youth and adults looking to stay healthy. This park has seen increased usage by families due to all the past upgrades so this would be a great addition as a no or low-cost recreation opportunities.

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

Sincerely,

Jeffrey Blinderman, Chair

#### Adult & Family Services

100 Broadway

Room 212

Norwich, CT 06360

860-823-3778

FAX 860-823-3793

<http://norwichct.org/hs>

#### Rose City Senior Center

8 Mahan Drive

Norwich, CT 06360

860-889-5960

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>





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