

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

DUE: THURSDAY FEBRUARY 10, 2022 AT 4 PM AT 23 UNION STREET, NORWICH, 2ND FLOOR

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

E-mail addresses:

kcrees@cityofnorwich.org (Community Development Director)
tcurtis@cityofnorwich.org (Program Assistant)

FEB 10 '22 PM3:57

PART I: GENERAL INFORMATION

AGENCY: Neighborhood Renovations and Training Program

LEGAL NAME
 (if different from Agency) _____

ADDRESS: 539 Norwich Ave
Taftville, CT 06380

E-MAIL: NeighborhoodRenovations@yahoo.com

EXECUTIVE DIRECTOR: Sean Barnes

CONTACT NAME AND TITLE: Sean Barnes / Executive Director

TELEPHONE: 860-230-7471

AGENCY FISCAL YEAR: January December
 Begin End

PROGRAM OR PROJECT NAME: NRTF Vocational Training Initiative

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2022 – August 31, 2023)	\$ <u>25,000.00</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2021 – August 31, 2022)	\$ _____	\$ _____

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
Sean Barnes
 Printed Name
2/9/2022
 DATE

PRESIDENT, BOARD OF DIRECTORS

 Printed Name

 DATE

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 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

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)
Executive Director	\$ 32,000	\$ 8,000	Full time	N
Construction Trainer	\$ 10,000	\$ 2,000	Part time	Y
Administrative Asst	\$ 5,000	\$ 0	Part time	N

PART II: PROGRAM INFORMATION

Please create a new document answering the following questions (A thru F). In this new document, please utilize the section headers and the corresponding number to write your narrative. For example, when addressing section A1, please write A1: Brief History, and then provide the response. You must answer all questions. If a question does not apply to your agency, please respond with "not applicable".

A. INTRODUCTION/AGENCY INFORMATION

1. Brief history of your organization, including its mission, structure and membership.

Neighborhood Renovations and Training Program Inc has been established in 2012 and founded by Sean Barnes. When Sean was at the age of 19, he struggled to find a training program that provides on-the-job training and educational assistance for him to obtain his General Equivalency Diploma (G.E.D). He was unemployed without a high school diploma and unsure of his future career goals. Reflecting on his past struggles, he realized that there are many individuals that are currently facing the same disadvantages that he went through. He decided to start such a program in the Northeast area of Connecticut with the same mission in mind. Neighborhood Renovations and Training Program Inc (NRTP) has three mission emphasis; Provide educational assistance to obtain a diploma, on-the-job training, and repairing homes for low-income families in need. NRTP not only provide educational assistance and on-the-job training, but we also provide transition assistance for those that need guidance into their career goals, and independent living skills.

Our mission statement is to improve the quality of life for low-income residents/families through low cost, high-quality home renovations while providing skill-specific training in construction and education assistance to young individuals seeking their high school diploma.

2. What are the hours of operation for your agency?

Our hour of operation is Monday through Thursday from 5pm to 8pm and Saturday from 10am to 5pm.

3. What is the total number of persons employed by your agency?

One full-time Executive Director, one part-time Administrative Assistant and one part-time Construction trainer.

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.

Our hope is to have enough funding to hire additional staff members to streamline our mission effortlessly.

5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans?

N/A

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.

For the past two years, Corona and Omicron pandemic has created a disruption in our lives unlike any other situation in our lives. Families struggles, financial turmoil's, educational downfall are some of the devastations of this pandemic. According to the Connecticut Mirror, "about a quarter of Connecticut residents reported job losses within the past year, but the percentage of those who would like to work more than they are "has fallen back to the pre-pandemic level of 13 percent," the release states. Our anticipated outcome is to provide a purpose for those individuals that need guidance, skills, education and employment. As a result, this will provide on-the-job training for our apprentices, beautifying our neighborhoods, and, at the same time, make labor costs affordable to those who needs this the most.

Our target population is the minority individuals who had felt the highest impact during this pandemic, they have the highest unemployment and high school dropout rates compared to the white population. Under 50% of Black and Hispanic respondents said they "believe there are little options for suitable employment nearby." Black, Latino, and low-income adults face many hurdles during the pandemic, 39% blacks and 36% Latinos and facing financial insecurities, housing insecurity ranges at 12% for blacks and Latinos.

The Neighborhood Renovations and Training Program's (NRTP) mission is to end occupied low-income housing that are deteriorated and assist young individuals to achieve their high school diploma while obtaining on-the-job training in carpentry as they renovate these underdeveloped homes. By combining these neighborhood services and training, we will ultimately improve the livelihood of low-income families and the city that they currently reside in. We are in Taftville with a mission to help renovate low-income homes, educate those without the high school diploma, train those that need an occupation and provide employment to these individuals. We realize that families living in dilapidated neighborhoods cannot fully thrive until the neighborhood sees a significant reduction in these blighted houses. Crime, school dropouts, alcoholism, prostitution, and drug abuse can be reduced if the neighborhood is made to appear less neglected.

According to the Day newspaper, Norwich's unemployment rate was 17.6%, tying Hartford for the state's highest rate, with New London right behind at 16.8%. These are grim numbers for this city and surrounding towns and the help is desperately needed but here is the good news; Trade, transportation and utilities added 7,800 jobs. Without the right skills and experiences, these jobs cannot be readily available to these individuals that need this employment. NRTP will provide hands-on training for our apprentices to work in the trade industries. We will provide all the necessary tools that are being used in the trade, we provide certifications, safety training, construction knowledge, job shadow opportunities with these trade companies and job placement assistance. We will also collaborate with NCCER accreditation training program that will provide greater exposure through their database system

for our apprentices to gain employment even faster and construction industries utilizes their database to hire these apprentices.

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

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

Our target age group is between 18 to 24 years of age, high school dropouts, current or past students from Norwich transition Academy or Adult Education, low-income individuals and minorities. I realized that there aren't enough vocational training programs in Eastern Connecticut especially as it relates to assisting low-income renovation projects; NRTP would provide the educational and vocational training that young adults can benefit from. On the job training, job placement assistance and occupational training are other services of support that we also provide.

We also target groups of individuals that are on parole within the 18 to 24 age groups in the Norwich area. These individuals have a difficult time to find employment and training programs and as a result, returning to a life of crime in which they end up back into prison. Our program will step in to break that cycle of crime for these individuals and steer them into a pathway that they can succeed. Many of these individuals are high school dropouts with no or limited job skills to help them transition into society successfully. Our program would not only help apprentices to obtain their diploma but support and encourage these individuals to stay on track to obtain employment through various construction firms. We will train these individuals in construction skills and fundamentals with a certificate of completion and job placement assistance. Our support is contingent on them maintaining good attendance, participation and effort in the G.E.D. program that they are enrolled in. To add an extra incentive, we provide a stipend while they are participating in our program. We will support them in multiple ways and thus lead to a high success rate. Our students will find the wherewithal to obtain their diploma due to the stipend incentives, construction fundamentals, hands-on training, and vocational certifications. Our apprentices will be performing job-shadowing with various construction companies and learn other trade skills such as electrical, H.V.A.C. and plumbing. This provides our apprentices the opportunity to obtain other skills in the construction trade and the possibility of working for that company after graduation.

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

We have about 4 individuals on our waitlist but we can accept more individuals based on how many grant we able to receive.

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)

The five year consolidation plan discusses the struggles that young adults are facing in this city especially with a pandemic within our midst. The most common issues facing our youth in this city is the lack of

training available in Norwich. There are many organizations in this city that are reaching out to our program to assist their clients with vocational job skill training; organizations such as Alternative to Incarceration, Norwich Adult Education, Norwich Transition Academy just to name a few. One of the primary effort of this grant is to train as many young adults in the trade in Norwich.

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

We collaborate with Habitat for Humanity in which we work on some of their construction projects, and we are HFH referral source of clients that need their home repairs. We also collaborate with Norwich Adult Education, Norwich Transition Academy, Easterseals, Norwich Probation.

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

Since our program links with local schools and organizations in Norwich, we are ready to address the needs of these organization which aligns with our mission and cause in Norwich. NRTP will provide a construction transition program for their students at the local schools, hands-on skill training for the adult ed students or job placement for those individuals on Parole; our program is fully equipped to provide those needs. On the regional aspect, vocational training is one of the most imperative initiatives being pushed and supported by the governor of Connecticut. Skilled construction workers are in big demand and our program if full and ready to prepare for this task at hand.

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

One of the biggest resources that we lack in our organization is accreditation which will help our organization train our apprentices to the highest level. This funding will provide an accreditation for our program through National Center for Construction Education & Research (NCCER), they are universally recognized by industry and government as the training, assessment, certification and career development standard for construction and maintenance craft professionals. NCCER also has a database that showcases each apprentice on the online platform in which other trade organizations can view and hire from their online system.

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

The duration of our program is divided in two phases: Phase one involves our construction classroom lesson activities for 10 weeks and phase two involves community rebuilding efforts/on-the-job training sessions for our apprentices. Phase one begins March 2022 and concludes May 2022. Phase one involves classroom training in construction skills; from construction safety, learning how to read a tape measure, they will be taught on how to operate power tools, how to read construction drawings, ethics in construction occupation, etc. Phase two begins on June 2022 to November 2022 and each apprentice that successfully completed phase one session of our program will be allowed to participate in our phase two community rebuilding effort. Our apprentices will be referred to us from probation offices, educational institutions such as adult education, and not-for-profit organization such as Easterseals. Each apprentice will receive a stipend and valuable hands-on skills that they can use for their future employment opportunities after completing our program. Our projects will be taken place in the City of Norwich, and we will be serving the low-income families and individuals who live in those areas.

One of the major issues that effected our youth in the Norwich area is the lack of training and beneficial activities. The former YMCA in Norwich was a great outlet for our youth and young adults to

educate, support and guide them into a prosperous future. Since the YMCA closes, there are many youths in our area that missing that important puzzle piece for their future goals. Neighborhood Renovations and Training Program Inc will help bridge the gap from youth to career. Our program provides a comprehensive training program from start to finish, from concept to hands-on. From individualized training for each of our trainees, construction training in a classroom setting, workshop training in-which they will build birdhouses, picnic benches, cabinets, etc. After receiving a certificate of completion for phase one, they will proceed to phase two of our programs they will start to receive a stipend of \$13 per hour to perform work construction work around the community of Northeast Connecticut. NRTP will help provide employment for our trainees through several construction companies or provide post-secondary transition services for our trainees to enter college. We provide 360 degrees of support for the youth in the Norwich community and provide community services for the low-income residences in our community.

This grant requested will help provide stipends for our trainees for them to learn valuable hands-on construction skills training while repairing homes for our very low-income families in our surrounding cities and towns. The grant will also provide classroom materials, and tools for our apprentices to use while repairing homes for our low-income residence. Our success is based on our continued effort of rebuilding homes for low-income families and providing employment for our graduates. Neighborhood Renovations and Training Program was created with the concept that homeowners, especially families living with low-income situation, has renovation needs but they are unable to afford the repairs. I have seen families living in dilapidated conditions and their reasons for this is that they cannot afford to hire a contractor to repair their homes especially during this pandemic situation of COVID 19. The geographic location that this grant will benefits to help is families and individuals residing in the Norwich and Taftville communities.

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

a. Location of services

Our program is located in Taftville Connecticut, and our main focus is Norwich area. We also provide community renovation initiatives in the New London and Windham County areas.

b. Frequency of services (i.e. 3 times a week for 10 weeks)

Our services are three to five times per week for 10 months.

c. Hours of operation (for the proposed program only)

5pm to 9pm Monday through Thursday and Saturday from 9am to 4pm.

d. The anticipated number of persons (or families) from Norwich to be served.

5-10 apprentices which is based on grants approval and donations. Renovate homes up to 10 families living on low-income status.

e. If applicable, what are the hours of operation for your program.

Monday through Thursday from 4:00pm to 9pm and Saturday 9am to 5pm.

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

40% of the requested funds will go towards one administrator, one executive director and one construction trainer.

4. Using the definitions and example located on pages 11-12, 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.

In regard to the vocational aspect of our program, our apprentices would be trained in various aspects; from operating basic tools to framing a wall. Below is an example of our tracking system for each apprentice:

Apprentice Skill Level

Date: _____

LEVELS

Name: _____

	Beginner	Intermediate	Journeyman	Master
Building Materials, Fasteners and Adhesives				
Hand and Power Tools				
Reading Plans and Elevations				
Floor Systems				
Wall and Ceiling Framing				
Roof Framing				
Introduction to Concrete				
Properties of Concrete				
Handling and Placing Concrete				

Trenching and Excavating	Green	Yellow	Red	Orange
Vertical Formwork	Green	Yellow	Red	Orange
Horizontal Formwork	Green	Yellow	Red	Orange
Reinforcing Materials	Green	Yellow	Red	Orange
Windows and Exterior Doors I	Green	Yellow	Red	Orange
Basic Stair Layout	Green	Yellow	Red	Orange
Drywall Installation	Green	Yellow	Red	Orange
Drywall Finishing	Green	Yellow	Red	Orange
Doors and Door Hardware	Green	Yellow	Red	Orange
Suspended Ceilings	Green	Yellow	Red	Orange
Window, Door, Floor, and Ceiling Trim	Green	Yellow	Red	Orange
Cabinet Installation	Green	Yellow	Red	Orange
Build small wood projects	Green	Yellow	Red	Orange
Measurement	Green	Yellow	Red	Orange
Cutting wood materials	Green	Yellow	Red	Orange
Basic Carpentry Math	Green	Yellow	Red	Orange
Basic Safety	Green	Yellow	Red	Orange

Each level represents their skill level and the ability to perform certain tasks. This chart provides us with a reference of each apprentice's skill level, a skill level to share with a potential employer for that apprentice. It also gives each apprentice a goal to reach for. These apprentices would not only gain their skill level working on these projects that help our mission to rebuild or repair deteriorated homes, but they would learn construction on an academic aspect. Knowing carpentry does not only show how well they swing a hammer but knowing the academic side of construction plays an important role in the construction field. Carpentry is also a great tool to enhance math skills such as geometry, fractions, and multiplication. We will be using the NCCER accredited training program which is the leader in providing accreditation to apprentices in the field of construction. The program is so well recognized that our apprentice will obtain college credits if they complete the NCCER program that we will train them on. Our apprentices will also have an option to continue to college to obtain a college degree. They can earn up to twelve college credits when they complete the NCCER accredited program.

Since our program is a 9 to 10 months duration, our outcome is on short term basis but a longer outcome as it relates to skill training experience. Our apprentice can use these skills in many job opportunities, they can choose to be a carpenter, laborer, framer, construction supervisor/manager, or trade occupations. Our training outcome have been a success based on our apprenticeship hypothesis and our apprentice last year demonstrated it successful outcome from our program. She started our

program being underemployed and unsure about her future goals. She went through our phase one and two of our program and after completing our program, she receives two job offers in the trade. She is extremely elated because she is currently working for a Heating and Air Conditioning company and she can now see a brighter future ahead in her career.

E. FUNDING QUESTIONS

1. If the CDBG funding that you are requesting will leverage funding from another source, please note the amount and source of leveraged funding. Have these additional funds been secured at the time of this application. If not, what actions are you taking to apply for them?

Since our funding source is very limited, we do not have a secured funding at this time to operate our program. Although grants are currently our main source of revenue, one of our financial goals is to be a self-sustaining organization. Below are other sources of income that would help our organization to be lesser dependent on grants by utilizing our skills to fund our program.

- (a) In addition to helping those individuals in the lower income range, we would also assist individuals in the middle to upper income brackets. These individuals would not qualify for the discounted rates afforded to those in the lower-income group, but we may provide savings in cost when purchasing their construction materials. This could result in hundreds to thousands of dollars in savings – an incentive for them to contract their renovations and construction work to us. Homeowners may also be pleased to know that when they hire us to work on their property, part of their payments will go towards helping low-income families to rebuild their homes and improve their lives – and, consequently, the city they share. This form of revenue may account for less than 20% of our revenue.
- (b) Our goal is to open a store that add additional revenue to our organization by selling handmade furnishings and other hand-made craft such as birdhouses; we will also sell and advertise our products online. In the back of the store will be our training facility in-which our trainees will be trained on building these furnishings and where we will work to instill a sense of pride in the apprentices.
- (c) We realize that there are many abandoned houses and buildings that denigrate our neighborhoods. If we can acquire donated houses, properties and buildings to rebuild them into beautiful H.U.D. houses, we could rent these properties to low-income families while providing rental income for our organization.

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 any funding from CDBG, our services will be very limited to help young adults with some valuable job skills, parolees who may return to their life of crime or those high school dropout may not be able to obtain a career through our program.

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

Our salary may have to be reduced or eliminated in order to keep our program operating to benefit the young adults in the city of Norwich.

F. OTHER

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

Our program is unique not only to the city of Norwich but also in the Northeast region of Connecticut. The reason why our program is so unique is that we combine vocational training, hands-on skills in the trade of construction, providing employment services, and utilizing those skills to help our underprivileged citizens in our communities. That is the reason why our slogan states "Neighbors helping Neighbors, Rebuilding Communities".

2. Is your request for continuation of a previously funded CDBG program?

No.

a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results and b. If no, please state the reason(s) why.

This is the first time applying for this grant.

G. SECTION 3 REQUIREMENTS (Please See Sample on Page 13)

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". 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
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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)
Executive Director	\$ 32,000	\$ 8,000	Full time	N
Construction Trainer	\$ 10,000	\$ 2,000	Part time	Y
Administrative Asst	\$ 5,000	∅	Part time	N

PART III: BUDGET INFORMATION

A. AGENCY FINANCIAL DATA

SUPPORT & REVENUE	Current	Anticipated
	FY 21-22	FY 22-23
Program Fees	\$ 0	\$ 1500.00
Other Grants including foundations	\$ 3500.00	\$ 50,000.00
Donations	\$ 650.96	\$ 10,000.00
CDBG	0	\$ 25,800.00
General Fund	\$ 540.00	\$ 90,000.00
State & Federal Grants	0	0
Other Revenue (specify)	\$ 11,573.44	\$ 5,000.00
TOTAL REVENUE	\$ 16,264.40	\$ 100,500.00

EXPENSES	Current	Anticipated
	FY 21-22	FY 22-23
Salaries	\$ 0	\$ 37,600.00
Employee Benefits	0	\$ 10,000.00
Payroll Taxes	0	\$ 1000.00
Professional Fees & Services	0	\$ 5000.00
Operations/Phones/Postage	\$ 4474.00	\$ 2000.00
Insurance	\$ 1367.32	\$ 3000.00
Equipment Rental, Maintenance & Acquisition	\$ 1645.10	\$ 1000.00
Printing & Publication	\$ 392.00	\$ 200.00
Travel/Conferences/Conventions	0	\$ 500.00
Legal Fees	0	\$ 1000.00
Vehicle Lease/Repair	\$ 2196.54	\$ 3000.00
Other Expenses (specify Office Expense)	0	\$ 5000.00
Stipends	\$ 4938.00	\$ 31,200.00
TOTAL EXPENSES	\$ 15,012.96	\$ 100,500.00
BALANCE (TOTAL REVENUE LESS EXPENSES)	\$ 1251.44	\$ 0

B. PROGRAM SPECIFIC FINANCIAL DATA

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees			
Other grants/foundations (non-government)			
Donations			
CDBG	\$ 25,000.00		
General Fund			
State Government			
Federal Government			
Other Revenue (specify)			
TOTAL REVENUE			
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	\$10,000.00		40%
Employee Benefits			
Payroll Taxes			
Professional Services (incl. accounts and attorneys)	\$3,000.00		12%
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
Stipend	\$12,000.00		48%
TOTAL EXPENSES	\$25,000.00		
BALANCE (total revenue less expenses)	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

Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.

EXHIBIT 4 List of Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.

EXHIBIT 5 Organizational Chart

An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure and which identifies any staff positions of shared responsibility.

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer

EXHIBIT 7 Conflict of Interest Disclosure
Form attached.

PART V: CONFLICT OF INTEREST QUESTIONNAIRE

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
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 member, CDAC member or other official (named)

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, City Council person or Community Development Advisory Committee member? Yes No

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

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

3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, City Council person, Community Development Advisory Committee member? Yes No

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

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

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

Name of Applicant: SEAN BARNES

Signature of Applicant's Representative: [Signature]

Title: Executive Director Date: 2/9/2022

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

24 CFR § 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

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

thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

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

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

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

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

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

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (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.

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.

EXAMPLE:

OUTCOME: People Gain Employment				Finish
<i>Long Term Outcome: Attain Employment</i>	2019- Actual	Estimated 2020	2021 Anticipated	
Total Number of Participants:			12	
Total Number of Participants Achieving Outcome:			12	



Percent Who Achieved Outcome:			100%	
Interim Outcome: Graduate from Training				
Total Number of Participants:			12	
Total Number of Participants Achieving Outcome:			12	
Percent Who Achieved Outcome:			100%	
Short Term Outcome: People Enroll in Training				
Total Number of Participants:			12	
Total Number of Participants Achieving Outcome:			12	
Percent Who Achieved Outcome:			100%	
Output: People Screened for Program				
Total Number of Participants:			12	
Total Participants that are Norwich Residents:			10	Start
Total Number of Participants Achieving Outcome:			12	
Percent Who Achieved Outcome:	100.0%	100.0%	100.00%	

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 Neighborhood Revitalization and Training Programs Inc (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")

_____ 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)

SAB
Authorized Signer

2/9/2022
Date

SCAU B AWES
Print Name

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 - a. Definitions
 - b. Outcome Example
 - c. Blank Outcome Template
 - d. Section 3 Affidavit



Department of the Treasury
Internal Revenue Service
Tax Exempt and Government Entities
P.O. Box 2508
Cincinnati, OH 45201

NEIGHBORHOOD RENOVATIONS AND TRAINING
PROGRAM, INC
143 WINDHAM ROAD
WILLIMANTIC, CT 06266

Date:
12/10/2020
Employer ID number:
45-3321231
Person to contact:
Name: Shawntel Sanders
ID number: 31456
Telephone: 877-829-5500
Accounting period ending:
December 31
Public charity status:
509(a)(2)
Form 990 / 990-EZ / 990-N required:
Yes
Effective date of exemption:
May 15, 2014
Contribution deductibility:
Yes
Addendum applies:
No
DLN:
29053275317039

Dear Applicant:

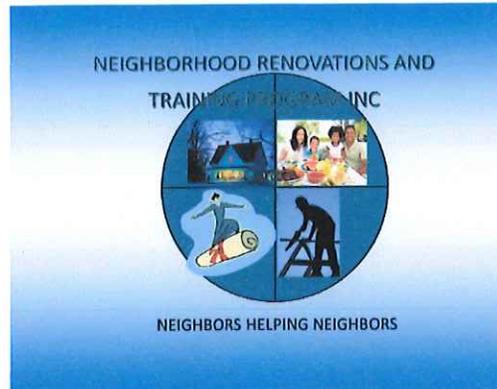
We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

Based on the information you submitted with your application, we approved your request for reinstatement under Revenue Procedure 2014-11. Your effective date of exemption, as listed at the top of this letter, is retroactive to your date of revocation.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.



Neighborhood Renovations and Training Program Inc

Organizational Chart

1

Executive Director

Occupation: Director/Vocational Instructor

-Responsible for teaching in class lessons, train apprentices in shop and on the jobsite. Manage budget, payroll, accounting, other essential duties in this program.

|
|
|

2

Administrative Assistant

Occupation: Administrator

-Responsible for filing, tracking attendance, organizing files, update database, assist instructor in classroom and other administrative functions.

|
|
|

3

Construction Trainer

Occupation: Construction Trainer/Assistant

-Responsible for training apprentices on the jobsite, assistant construction manager during projects, safety monitoring, order materials, etc.



Neighborhood Renovations and Training Program Inc

Board of Directors

1. **Sean Barnes**
Executive Director
Occupation: Director/Vocational Instructor
18 Flyers Dr, Norwich CT 06360
2. **Dr. Anthony Aidoo**
Director
Occupation: Math Professor at ECSU
29 Antrim Road, Willimantic, CT 06226
3. **Rose Barnes**
Director/Secretary
Occupation: Marriage and Family Therapist
6 Greenway Drive, Brooklyn, CT 06234
4. **Simon Blanc**
Director
Occupation: Police Sargent
244 West Cedar Street, Norwalk, CT 06854
5. **Yaw Aidoo**
Director/Treasurer
Occupation: Accountant
29 Antrim Road, Willimantic, CT 06226
6. **Dr. Dennis Canterbury**
Director
Occupation: Sociology Professor at ECSU

Sean Barnes

18 Flyers Drive, Norwich, CT 06360 ♦ 860-230-7471 ♦ neighborhoodrenovation@yahoo.com

EDUCATION & CERTIFICATIONS

Central Connecticut State University (New Britain, CT)
Master's Degree in Inclusion and Transition in Special Education
&
Construction Management, Bachelor of Science
&
090 and 098 Teaching Certifications

ENCOURAGING SPECIAL NEEDS STUDENTS TO EXCEL BY PROMOTING STRONG ACADEMIC, SOCIAL SKILLS AND HELPING STUDENTS ACCOMPLISH THEIR CAREER GOALS.

Hands-on, positive **Influencer** that strives to positively impact students throughout their day-to-day lives. Implore students to understand and strive positively towards their educational and career goals. Committed to creating learning environments in which students know success is eminent.

- Educate students to reach their highest academic and hands-on potential.
- Orchestrate appropriate social skills and classroom behaviors utilizing FBA's (Functional Behavior Analysis) and BIP's (Behavior Individual Plan).
- Plan, develop, and implement activities that promote student's success in their occupation and home environment.

Proficient in: IEP's, Microsoft Office.

CAREER HIGHLIGHTS

Neighborhood Renovations and Training Program – Willimantic, CT 2012 – Present
Executive Director/Founder

- Assist apprentices with career assessment, provide job shadowing and resume writing
- Schedule projects and train students on construction/woodworking skills
- Assist students with educational needs such as Math, English, and various other subjects
- Provide job opportunities for our apprentices in local businesses
- Assist students with post-secondary opportunities

Department of Corrections 2019 – Present
Vocational Instructor

- Create and implement lesson plans for student's vocational goals.
- Provide students with transition resources and goals to succeed after incarceration
- Implement training modules on building trades, construction, occupational safety, etc.
- Teach each student on ethical behavior in the workplace, professional mannerism, and how to overcome workplace conflicts
- Provide students with resources on how to locate employments, educational options and resume writing skills.

Easterseals – Norwich CT 2018 – 2019
Vocational Rehabilitation Counselor

- Conduct interview, preparedness training and situational assessments
- Job placement services to clients referred for the specialized programs
- Responsible for successful outcomes such as job matches, job retention, and case management
- Develop business relationships with employers

Individual Assessments ♦ Career Guidance ♦ Social Interaction

Huntington Elementary School

2018 – 2019

Paraprofessional

- Provide educational and behavior support for students in classroom
- Assist in creating behavior plans for students
- Document and track student's educational and behavior activities
- Provide classroom support if requested

Sunrise School – Killingly, CT

2013 – 2015

Transition Teacher/Behavioral Specialist

- Assist students with their educational and social needs
- Participate in groups of teachers and school counselors utilizing FBA's and BIP's
- Taught students everyday living skills such as budgeting, job search, and basic social skills
- Assist students with appropriate jobsite ethics and behavior
- Train students with building crafts such as birdhouses, bookshelves, etc.

Killingly Public Schools –Killingly, CT

2011 – 2013

Substitute Teacher

- Long term substitution teacher in various subjects
- Taught various subjects throughout various school levels
- Assist special need student on daily school activities
- Assist teachers in classroom, lunchroom and homeroom

R.I.S.E. Youthbuild – Willimantic, CT

2010 – 2011

Construction Manager/Vocational Teacher

- Manage projects from start to completion
- Trained students with hands-on carpentry and in-class construction training
- Educate and counsel students with special need
- Create schedule, contract documents, scope of work and estimates
- Develop classroom curriculums and organize trainings sessions
- Supervise trainees and construction trainer

Connecticut Technical Schools - Willimantic & Danielson, CT

2009 – 2010

Substitute Teacher

- Taught students in various subjects and age groups
- Assist special needs students with class works and assignments
- Assist teachers with class assignments
- Provide assistance in main office administrative duties

A/Z Corporation – North Stonington, CT

2006 - 2008

Project Engineer

- Work on 5 to 10 projects concurrently ranging up to \$10 million
- Perform project Start-up to Closeout
- Verify product submitted to Specification requirements
- Assist Project Manager and Superintendent on various task and Projects
- Create Punchlist, Daily Reports, scope reviews and contracts for contractors
- Perform estimating, scheduling and submittals
- Utilize construction computer programs such as Expedition and Timberline on a daily basis.

12/18/2021

My name is Ms. Dsouza and I live in Willimantic Connecticut. As far back as I can remember I wanted to learn carpentry, but life happened and I had to raise my three children by myself, so my dreams of learning those skills had to be put on the back burner. One day at the job I had at the time I kept talking about getting into carpentry and my supervisor told me about Sean Barnes. I met Mr. Barnes and immediately started in his program, Neighborhood Renovation and Training Program. At first, I was bit intimidated about using electrical tools but, Mr. Barnes was very helpful and patient to help me learn the trade at my pace.

Mr. Barnes taught me how to use specific construction tools such as a circular saw, reciprocating saw, drills, compound miter saw, etc. He taught me how to work safety on the jobsite and how to use each equipment safely. We worked on multiple projects that helped me to enhance my carpentry skills. I installed subfloors, doors, trims, tiles, wood floating floors, etc. Since NRTP mission of helping those individuals who are less fortunate, I helped replace a rotted ceiling with a new sheetrock. He talked me through things and made me very comfortable, and confident that I can do it.

I looked forward to getting to class, and in expectations of what I would learn next. After graduating from NRTP, I was offered two employment opportunities in the trade of construction thanks to NRTP training program. If it wasn't for Mr. Barnes, my career goals would have been at a standstill. Every day, I thank God for meeting Sean Barnes who made me more confident in myself, who helped me believe that I can do anything that I put my mind to especially my passion about the construction trade.

Thank You

Ms. Da Souza

NEIGHBORHOOD RENOVATIONS AND TRAINING PROGRAM, INC. CONFLICT OF INTEREST POLICY

This conflict of interest policy is designed to help directors, officers and employees of Neighborhood Renovations and Training Program, Inc. (the "Corporation") identify situations that present potential conflicts of interest and to provide the Corporation with a procedure which, if observed, will allow a transaction to be treated as valid and binding even though a director, officer or employee has or may have a conflict of interest with respect to the transaction. The policy is intended to comply with the procedure prescribed in Connecticut General Statutes Sections 33-1104(a), 33-1127 through 33-1130 and Internal Revenue Code Section 4958, governing conflicts of interest for directors of nonprofit corporations. All capitalized terms are either names of important parties or are defined in Part VII of this policy.

I. Statement of Policy

The Corporation is a charitable organization formed exclusively for the purposes set forth in its certificate of incorporation. To prevent Conflicts of Interest and the appearance of conflicts, in connection with the pursuit of its mission, the Corporation adopts this conflict of interest policy, which sets forth appropriate review and approval procedures and minimum standards of conduct for the directors, officers, and employees of the Corporation. The intent of this policy is to establish procedures that meet the disclosure, voting and other requirements set forth by Connecticut State Law and by the Internal Revenue Code.

II. Conflicts of Interest

A conflict of interest exists in any situation where the Corporation, or an entity controlled by the Corporation, provides an economic benefit to a person, a family member of a person or a related person, who is in a position to influence acts of the Corporation. The following circumstances shall be deemed to create Conflicts of Interest:

(A) Outside Interests

(1) A Contract or Transaction between the Corporation and a Disqualified Person, Family Member or Related Person.

(2) A Contract or Transaction between the Corporation and an entity in which a Disqualified Person, Family Member or Related Person has a Material Financial Interest.

(3) A Contract or Transaction between the Corporation and an entity which constitutes a Director's Conflicting Interest Transaction.

(B) Outside Activities

(1) A Disqualified Person competing with the Corporation in the rendering of services or in any other Contract or Transaction with a third party.

(2) A Disqualified Person's having a Material Financial Interest in an entity or individual that competes with the Corporation in the provision of services or in any other Contract or Transaction with a third party.

(C) Gifts, Gratuities and Entertainment

A Disqualified Person accepting gifts, entertainment or other favors from any individual or entity that:

- (1) Does or is seeking to do business with, or is a competitor of the Corporation; or
- (2) Has received, is receiving or is seeking to receive a loan or grant, or to secure other financial commitments from the Corporation;
- (3) Is a charitable organization operating in Connecticut;

under circumstances where it might be inferred that such action was intended to influence or possibly would influence the Disqualified Person in the performance of his or her duties. This does not preclude the acceptance of items of nominal or insignificant value or entertainment of nominal or insignificant value which are not related to any particular transaction or activity of the Corporation.

(D) Compensation of Senior Staff

- (1) The compensation arrangement of the Executive Director or other senior staff as developed by the Board of Directors, Compensation Committee or Personnel Committee.

III. Disclosure of Potential Conflict

Prior to Board or committee action on a Contract or Transaction involving a Conflict of Interest, a Disqualified Person having a Conflict of Interest and who is in attendance at the meeting shall disclose all facts material to the Conflict of Interest. Any Disqualified Person who does not plan to attend a meeting at which he or she has reason to believe that the Board or committee will act on a matter in which the person has a Conflict of Interest shall disclose to the chair of the meeting all facts material to the Conflict of Interest. The chair shall report the disclosure at the meeting. Such disclosures shall be reflected in the minutes of the meeting and shall include, at a minimum, all information required by Section IV (A).

(A) Identification of Potential Conflict Of Interest

The disclosure must include the existence and nature of the conflicting interest and all facts known to the Disqualified Person respecting the subject matter of the transaction that an ordinarily prudent person would reasonably believe to be material to a judgment about whether or not to proceed with the transaction.

(B) Disqualification

A Disqualified Person shall disqualify him or herself and shall not participate in or listen to the discussion except to disclose material facts and to respond to questions where any direct or indirect economic benefit will be derived by that Disqualified Person. The disqualification must be an oral announcement to the Board and be so noted in the minutes of any meeting in which the matter is discussed. Such person shall not attempt to exert his or her personal influence with respect to the matter, either at or outside of the meeting.

(C) Annual Declaration of Interests

Annually all Disqualified Persons will complete a "Declaration of Interests" form to be kept on file by the Corporation. This form will require disclosure of all of the following, which may conduct business with the Corporation:

- (1) All individuals who become Disqualified Persons by virtue of their relationship as Family Members must identify their potential interests, and
- (2) All corporations and trusts or estates in which any of the Disqualified Persons have a Material Financial Interest must identify their potential interests.

IV. Approval of Matters with Potential Conflicts of Interest

In order to protect the Corporation and its Board of Directors from liability under the Internal Revenue Code (26 CFR § 53 and § 301), under Section 33-1127 through 33-1130 of the Connecticut General Statutes and under any other state or federal law pertaining to conflict of interest, the following procedures must be followed when any transaction may provide an Economic Benefit to a Disqualified Person.

(A) Documentation and Description of Potential Conflict

The existence and the exact nature of the relationship of the Disqualified Person to the Corporation and the direct or indirect economic benefit that will be provided must be documented for recording with the minutes of any meeting where the matter is discussed. The Disqualified Person shall notify the secretary or other officer, of any Disqualified Person, Family Member or Related Person in respect to the transaction prior to any such vote by the Board of directors or committee. Additionally, the director must provide all known facts that a Qualified Director would reasonably believe to be material in deciding to proceed with the transaction. A majority of Qualified Directors must vote in favor of the transaction.

(B) Collection of Information

- (1) Prior to approval or major revision of any matter where a conflict or potential conflict exists, the Corporation must establish that the transaction is Fair to the Corporation. Where the proposed transaction is a contract between the Corporation and an external Disqualified Person, a report that adequately evaluates the market for services substantially similar to those proposed must be presented to the Board. This could include bids from three (3) or more similar vendors, a review of similar contracts by other organizations procuring similar services, or any other independent market analysis that is satisfactory to the Board.
- (2) In the case of developing the compensation arrangement for the Executive Director and other senior executives, the Board must determine that its executive(s) be paid "reasonable compensation," which the IRS defines as the amount ordinarily paid (a) for like services (b) by like enterprises (either taxable or tax-exempt) and (c) under like circumstances. Like services includes the type of work, how "hands-on" it is, the geographic scope of the work, the size of the organization (number of employees managed, budget, facilities and multiple functions). The determination of "like enterprises" reflects the size of the enterprise by employees, budget and persons served as well as like business type, where entities would be competing for the same pool of talent (pre-school versus university within the education field, for

example). "Like circumstances" includes all compensation items, taxable or not, within a compensation package, and reflects the location (cost of living, urban versus rural). Using this background, the Board identifies a number of "comparables" in order to be assured that the compensation it will pay to the Corporation's executive(s) is not excessive.

(C) Excess Benefit Determination

(1) Once the Board has reviewed the report described in IV (B), a vote must be taken to determine that the proposed transaction does not provide an Excess Benefit to the Disqualified Person. This vote must be taken independently of the approval of the given transaction or program. If the Board has reasonably determined that the proposed transaction does not provide an excess benefit to the Disqualified Person, then they may vote to approve or disapprove the transaction or program.

(2) The Board may rely on the advice of counsel expressed in a reasoned written legal opinion that any transaction to be acted upon by the Board is not an excess benefit transaction as defined in I.R.C. §4958.

(D) No Adequate Alternative to Proposed Transaction or Arrangement

If a more advantageous transaction or arrangement not producing a conflict of interest is not reasonably possible under the circumstances, the Board shall determine by a majority vote of the disinterested directors whether to approve the transaction or arrangement with the Disqualified Party. In doing so, they must in good faith consider whether the transaction or arrangement is in the Corporation's best interest, for its own benefit, and whether it is fair and reasonable. Further, if the action is voted on by committee, the committee must be made up of all qualified directors or have been appointed by the affirmative vote of a majority of the qualified directors on the Board.

V. Revisions and Modifications of Matters Involving a Conflict of Interest

Any substantial revision or modification of a transaction, contract or relationship that initially required excess benefit transaction determination by the Board will require re-determination using the procedure outlined in section IV at the time of revision.

VI. Potential Liability For Excise Tax

The IRS regulations state that an "organization manager," which primarily means a director or officer, who participates in approving an excess benefit transaction will be liable for payment of an excise tax equal to 10% of the excess benefit (which cannot exceed \$20,000 with respect to any one transaction) unless the participation was not willful and was due to reasonable cause. A director will be considered as having participated in a decision regarding an excess benefit transaction if he or she remains silent or inactive with respect to the decision, but not if he or she opposes the approval of the transaction. If the Board can demonstrate it has acted reasonably in concluding that there was no excess benefit and in approving the transaction, then it is unlikely that the tax will be imposed.

VII. Definitions

- (A) Conflicts Of Interest: A "Conflict of Interest" is any circumstance described in Part II of this Policy
- (B) Disqualified Person: Any person who is/was in a position to exercise substantial influence over the affairs of the organization, including but not limited to Board members, Executive Director, any member of the governing body that can vote and Family Members or Related Persons. This includes any person who was a Disqualified Person with respect to the Corporation within the last five years.
- (C) Qualified Director: A director who does not have a conflict of interest or a material relationship with the director who has the conflicting interest transaction.
- (D) Material Relationship: A familial, financial, professional or employment relationship that would reasonably be expected to impair the objectivity of the director's judgment when participating in the action to be taken.
- (E) Family Member/Related Persons: With respect to any Disqualified Person, a Family Member or Related Person is a) the director's spouse, or a parent or sibling thereof; b) a child, grandchild, parent or sibling of the director, or the spouse of any thereof; c) an individual i) living in the same home as the director, or ii) a trust or estate of which a person specified in the subparagraph a) or b) of this subdivision or clause i) of this subparagraph is a substantial beneficiary; d) an entity, other than the Corporation, or an entity controlled by the Corporation, controlled by the director or any person specified in subparagraphs a) to c), inclusive, of this subdivision; e) a domestic or foreign i) business or nonprofit corporation, other than the Corporation or an entity controlled by the Corporation, of which the director is a director, ii) unincorporated entity of which the director is a general partner or a member of the governing body, or iii) individual, trust or estate for whom or of which the director is a trustee, guardian, personal representative or like fiduciary; or f) an employer of the director, or a person that is, or an entity that is controlled by, an employer of the director.
- (F) Material Financial Interest: A financial interest of any kind, which, in view of all the circumstances, is enough that it would reasonably be expected to impair a Disqualified Person's, Family Member's or Related Person's judgment with respect to transactions to which the entity is a party. This includes:
- a. Any corporation in which a Disqualified Person has voting power.
 - b. Any trust or estate in which a Disqualified Person has beneficial interest.
 - c. Any corporation of which the Disqualified Person is a director, general partner, agent or employee.

d. Any individual who is a partner, principal or employee of any director.

- (G) Contract or Transaction: Any agreement or relationship involving the sale or purchase of goods, services, or rights of any kind, the providing or receipt of a loan or grant, the establishment of any other type of pecuniary relationship. The making of a gift to the Corporation is not a Contract or Transaction.
- (H) Excess Benefit, Excess Benefit Transaction: Any transaction, contract or compensation agreement between a tax-exempt organization and a Disqualified Person where the amount paid or to be paid to the Disqualified Person exceeds the value of the consideration (including the performance of services) received for providing such benefit. An "excess benefit" is equal to the difference between what is actually paid to a Disqualified Person and what the goods or services the Disqualified Person provides are reasonably worth.
- (G) Director's Conflicting Interest Transaction: A transaction effected or proposed to be effected by the Corporation, or by an entity controlled by the Corporation, (a) to which, at the relevant time, the director is a party, (b) respecting which, at the relevant time, the director had knowledge and a material financial interest known to the director, or (c) respecting which, at the relevant time, the director knew that a Related Person was a party or had a Material Financial Interest.
- (H) Fair to the Corporation: The transaction as a whole was beneficial to the Corporation, taking into appropriate account whether it was a) fair in terms of the director's dealings with the Corporation, and b) comparable to what might have been obtainable in an arm's length transaction, given the consideration paid or received by the Corporation.

VIII. Violations of the Conflicts of Interest Policy

(A) If the Board has reasonable cause to believe that a Disqualified Person has failed to disclose actual or possible conflicts of interest, it shall inform the Disqualified Person of the basis for such belief and allow the Disqualified Person an opportunity to explain the alleged failure to disclose.

(B) If, after hearing the Disqualified Person's response and upon further investigation, as warranted, the Board determines that the Disqualified Person has failed to disclose an actual or potential conflict of interest, it shall take appropriate corrective action.

IX. Conflict of Laws

Other state or federal laws or regulations relating to conflicts of interest shall apply where the provisions of those laws or regulations are more stringent than this Conflict of Interest Policy.

I hereby certify that I have reviewed, and agree to abide by, the Corporation's Conflict of Interest Policy that is currently in effect.

Signature: _____ Date: _____



CONSTRUCTION LESSON PLANS

Phase 1 (10 week duration)

Module 1 - 9

1. Introduction to construction:

- a. Discuss basic construction methods*
- b. Organization of the industry of construction*
- c. Working in the industry*

2. Construction Safety:

- a. Jobsite safety*
- b. Discuss various types of safety equipment and Personal Protective Equipment's*
- c. Safety using ladders, scaffolds, and machines*

3. Construction Math:

- a. Basic math (additions, subtractions, division and multiplications).*
- b. Utilizing math to solve real-life construction scenarios*

4. Introduction to Hand tools:

- a. Discuss various types of hand tools*
- b. Selecting the right tools for the right purpose*
- c. How to use hand tools safely*

5. Introduction to power tools:

- a. Discussion on various power tools and their uses*
- b. Operating the power tool safely*
- c. Discuss what tools are needed for what project*

6. Construction Materials:

- a. Concrete*
- b. Wood*
- c. Fasteners*
- d. Siding*
- e. Roofing*
- f. Windows and Doors*
- g. Miscellaneous materials such as piping, wiring, fixtures in plumbing and electrical, etc*

7. Construction Drawings:

- a. Overview discussion on various types of construction drawings.*
- b. Review actual construction drawings*
- c. Review various plan views, scales, symbols used on construction drawings*
- d. Group activities utilizing construction drawings*

8. Estimating:

- a. Introductions to the purpose and uses of estimating in construction*

- b. Learn how to estimate from various construction drawings*
- c. Individual activity-create an estimate on specific items utilizing a construction drawing.*

9. Construction documents:

- a. Introduction to construction documentation*
- b. Purpose of construction documents*

10. Jobsite work etiquette and ethics:

- a. Work ethics*
- b. Communication*
- c. How to be successful in your career of construction*

Apprentices will be tested at the end of each module, a minimum grade of 70% will be required to pass all 9 modules. Apprentice must pass each module to move on to Phase 2. By the end of phase 1, our apprentices will earn a certificate from our program, possible OSHA 10 certification and Lead Right renovation certification.

Community Renovations/OJT

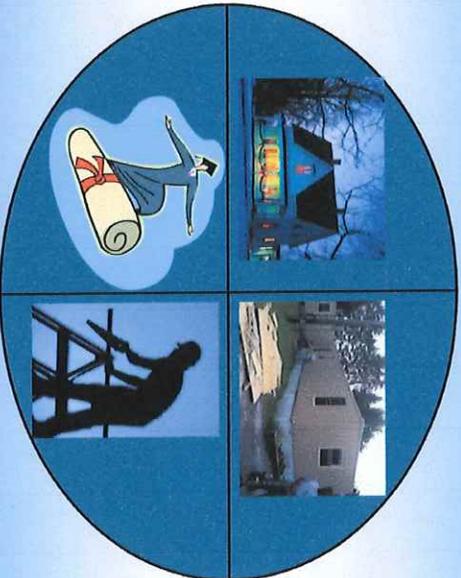
Phase 2 (24 weeks duration)

Our community renovation projects involves working on homes for homeowners of individuals and families less fortunate living in our communities. These individuals are low-income families, senior citizens on a fixed income, unemployed veterans and single parent household with limited income. We provide renovation services to these families in the Windham and New London counties. We provide home repair services such as sheetrocking, painting, siding, window and door replacements, porch and deck replacement, bathroom and kitchen remodeling, flooring, etc.

Our apprentices learn valuable hands-on skills renovating these homes for the needy in our communities. Our program track our apprentice's progress and train them on improving the skills that are lacking. Our program track our apprentices on their skill level with all the power tools that are being used such as compound miter saw, circular saw, table saw, reciprocating saw, and drills. Our apprentices will also be trained on using specific hand tools such as a hammer, tape measure, chalk line, level, drywall knife and masonry tools. They will be trained on how to operate these tools safely and effectively.

After these apprentices demonstrate their proficiency of operating all the tools and has a good work ethic, these apprentices will participate in a job shadow opportunity with a company that may hired these apprentices by that company.

**NEIGHBORHOOD RENOVATIONS AND
TRAINING PROGRAM INC**



Training and Educational services..
Neighbors helping Neighbors

**NEIGHBORHOOD RENOVATION
AND TRAINING PROGRAM INC
HANDBOOK**

Revised on 4/26/21

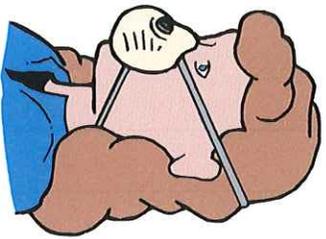
TABLE OF CONTENT

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Mission Statement

To improve the quality of life for low-income residents/families through low cost, high-quality home renovations while providing skill-specific training in construction and education assistance to young individuals seeking their high school diploma.

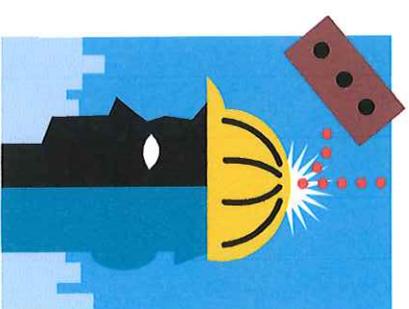
Safety Rules



Every participant is required to wear the

appropriate personal protective equipment (PPE) when required to:

- Protective Eyewear
- Work Gloves
- Dust mask
- Work boots
- Hard Hats
- Back Support



NRTP Rules of Professionalism

NRTP promotes professionalism, excellent mannerism, pleasant demeanor, appropriate dress code and a strong work ethic will lead each apprentice on the right track of success. No cursing, baggy jeans, pants inappropriately worn, do-rags, tardiness, horse-playing, disrespecting others is unacceptable and will cause disciplinary actions.

Disciplinary Actions

The following action are prohibited and each offence is equal to (1) or more points. If each apprentice exceeds 10 points within a 30 calendar days, they will be terminated from the program.

- Cursing (1)
- Inappropriate clothing such as baggy pants, working without proper PPE or work uniform, (1)
- Inappropriate Mannerism (2)
- Horseplaying (3)
- Lewdness (1 - 3)
- Lateness (3)
- Not following worksite rules (1-4)
- Absence (4)
- Lack of working (2)

Automatic Termination from program:

Fighting

Illegal Activities such as drug possession, alcohol consumption, destruction of property, theft, etc.

*If an apprentice is suspected of being under the influences of any related substance, this apprentices is required to be tested within 24 hours at their cost. The apprentice will meet with management to determine if he or she can return to the program.

*If apprentice have a acceptable excuse with supported documentation, those points may not be held against that individual.

*This disciplinary actions relates to actions performed on the jobsite, classrooms and/or anytime you represent N RTP.

*Violation made your point sheets will automatically reflected on the disciplinary action sheet.

Merit of Accomplishment

As a reward for following company rules, regulations and demonstrated hard work and determination, that apprentice would receive a one-time bonus from \$10 to \$50 monthly bonus during phase two of the program. Each apprentice would be evaluated each month during the phase two process of our program, and you will be evaluated on work performance and ethical demeanor. The maximum amount of stipend is \$300.00 per week.

Holiday Closing

We observe the following holidays:

- New Years Day
- Martin Luther King Day
- Washington's Birthday
- Good Friday
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Veterans Day
- Thanksgiving Day and day after Thanksgiving
- Christmas Day

Apprentices are not paid for holidays or snow days; apprentices are paid only for days worked

*Snow day closings, delay or early closings will be reported on a news channel or we may call you to let you know about the closing situations.

Apprenticeship Training

All apprentices will be required to attend construction training courses. On the job experience will be documented as to certain carpentry skills the apprentice have developed or mastered.

*There will be occasional photography of apprentices working and in class. This is to promote our program on social media and company website. *

Skill Level Tracker

Apprentice Skill Level

Date: _____

LEVELS

Name: _____

	Beginner	Intermediate	Journeyman	Master
Building Materials, Fasteners and Adhesives	Green	Yellow	Red	Orange
Hand and Power Tools	Green	Yellow	Red	Orange
Reading Plans and Elevations	Green	Yellow	Red	Orange
Floor Systems	Green	Yellow	Red	Orange
Wall and Ceiling Framing	Green	Yellow	Red	Orange
Roof Framing	Green	Yellow	Red	Orange
Introduction to Concrete	Green	Yellow	Red	Orange
Properties of Concrete	Green	Yellow	Red	Orange
Handling and Placing Concrete	Green	Yellow	Red	Orange
Trenching and Excavating	Green	Yellow	Red	Orange
Vertical Formwork	Green	Yellow	Red	Orange
Horizontal Formwork	Green	Yellow	Red	Orange
Reinforcing Materials	Green	Yellow	Red	Orange
Windows and Exterior Doors I	Green	Yellow	Red	Orange
Basic Stair Layout	Green	Yellow	Red	Orange
Drywall Installation	Green	Yellow	Red	Orange
Drywall Finishing	Green	Yellow	Red	Orange
Doors and Door Hardware	Green	Yellow	Red	Orange
Suspended Ceilings	Green	Yellow	Red	Orange
Window, Door, Floor, and Ceiling Trim	Green	Yellow	Red	Orange
Cabinet Installation	Green	Yellow	Red	Orange
Cabinet Fabrication	Green	Yellow	Red	Orange
Measurement	Green	Yellow	Red	Orange
Cutting wood materials	Green	Yellow	Red	Orange
Basic Carpentry Math	Green	Yellow	Red	Orange
Basic Safety	Green	Yellow	Red	Orange

Attendance Policy

Personal time - Apprentice must notify management staff if that employee will be absent from work. Notification of absent must be given no later than 2 calendar days.

Sickness – Notice of absence due to sickness of an apprentice must notify management before 6 am that day.

Vacation – Apprentice must notify any one of the management team two weeks prior to requesting vacation time.

Lateness – Phase one start time is 5:00pm to 8:00pm Tuesday and Thursday.

Phase two start time is 5:00pm to 8:00pm Tuesday and Thursday and Saturday 9:00am to 3:00pm.

Acknowledgement of apprentice manual

By signing this receipt, you have agreed and accept this employee manual of its contents and you will abide with all its rules and regulations.

Print name _____

Signature _____ Date _____