

SPECIAL INSTRUCTIONS FOR CONSTRUCTION PROJECTS

If you are applying for construction related funding, **only projects that can begin construction and expend appropriations within the upcoming program year (Sept 2021 thru June 2022)** should be submitted for funding consideration. Funds may be subject to recapture if timelines are not followed.

The following requirements should be taken into consideration in your selection of projects and your preparation of construction budgets for Public Facilities & Improvements and Rehabilitation activities:

- Construction projects are subject to a variety of Federal, State and Municipal laws, statutes, rules and regulations, including City Zoning Ordinances, the State Building and Fire Safety Codes, the Federal Labor Standards/Davis-Bacon Prevailing Wages and the Federal Environmental Review Process.
- Construction budgets should anticipate the following:
 - Davis-Bacon Wages may increase project costs by 30-40%
 - Bonds (Bid, Performance, Labor and Material) are required for projects exceeding \$100,000 and may also be required for smaller projects.
 - Depending upon the scope of the project, the age of the building, and the type of building materials, environmental testing fees and resulting mitigation measures may be necessary
 - Insurance is required for all construction projects
 - City permit fees will not be waived.
- Construction projects are subject to the Federal/OMB procurement requirements.
- Work on the project may not commence without explicit approval of the Office of Community Development.
- Payment is generally on a reimbursement basis provided that an executed funding agreement is in place, and the project is in compliance with all terms/conditions of that agreement. Expenditures incurred prior to the effective date of the HUD allocation will be ineligible for reimbursement.

PART II: PROJECT INFORMATION

1. The City of norwich was founded in 1659. Please refer to <http://www.norwichct.org> for additional information.
2. Hours of operation:City Hall 8:30-4:30 Public Works 7:30-3:30
3. Total number of persons employed: Citywide 290
4. Responsible person for section 504 of rehabilitation Aact of 1973:Brigid Marks, Director of Human Resources:Compliance with section 504 of rehabilitation Act of 1973-Non Discrimination under Federal Programs. Yes
5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans? Yes

B. STATEMENT OF NEED

1. Built in 1870, 23 union Street is a brick building that serves as an annex building to City Hall. Many important offices of the City like Planning and Zoning and Community Development have their offices at 23 Union. The Wetland Commission also holds meetings in that building in the evening. This building sees many visitors daily to pickup or drop off permits or to attend meetings. As should be expected from a building that is 150 years old, some improvements are needed to make the exterior of the building accessible. The lack of visibility at night, the dilapidated walkway,the unaccessible door and gates are the main challenges we would like to address.

C. PROJECT DESCRIPTION:

1. We are proposing an electric gate opener for the front Gate.
2. A new concrete walkway.
3. Automatic Door Closer and new threshold.
4. New exterior back door.
5. Flood lights.

D. TARGET POPULATION/AREA OF BENEFIT

1. This project will benefit all Norwich residents and 23 Union Staff but mostly handicap individuals who use this building,

E. IMPLEMENTATION SCHEDULE

1. Completion of plans and specs January 10:2022-Advertise project February 10,2022-bid opening March 3, 2022
Construction Starts April 6-2022- Project Completion June 18th ,2022.

F. REDUCED FUNDING QUESTIONS

- 1.No leveraged fund.
2. If funding is not received the project will not be started until alternate funds are found.
3. We would reduce the scope of the project and focus on the handrail based on the amount of fund received.

G. PROJECT FEASIBILITY

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

H. LINKAGE TO CITY PLANS

- 1.Per the City plan of Conservation and Development
2. If your project is linked to specific, adopted neighborhood revitalization zone plan or other organized/recognized neighborhood planning or revitalization processes, please explain thoroughly how the project is linked and how it meets or compliments the respective plan's goals.
- 3.Do you have a letter of support from a City agency or commission? If yes, please attach.

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

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

Please review page 11, “Section 3 Contractor Affidavit” and select the appropriate response. In addition, please note that if funding is approved, your contract may be required to review, implement and report on employment activities relating to Section 3 guidelines.

COMMUNITY DEVELOPMENT NATIONAL OBJECTIVE

Does your project:

Address the needs of low- and/or moderate-income residents?
 (At least 51% of your clients must not exceed the income guidelines below or if your project is not client based it must be located in a census tract that is at least 51% low to moderate income) see chart

OR

Eliminate Slums or Blight?

OR

Improve a Low-Income census tract?

FY 2020 Income Limits Summary									
FY 2020 Income Limit Area	FY 2020 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
Norwich-New London, CT HUD Metro FMR Area	Very Low (50%) Income Limits (\$)	\$ 35,950	\$ 41,050	\$ 46,200	\$ 51,300	\$ 55,450	\$ 59,550	\$ 63,650	\$ 67,750
	Extremely Low Income Limits (\$)*	\$ 21,600	\$ 24,650	\$ 27,750	\$ 30,800	\$ 33,300	\$ 35,750	\$ 39,640	\$ 44,120
Median Family Income \$91,800	Low (80%) Income Limits (\$)	\$ 54,950	\$ 62,800	\$ 70,650	\$ 78,500	\$ 84,800	\$ 91,100	\$ 97,350	\$ 103,650

PART III: BUDGET INFORMATION

CONSTRUCTION BUDGET

Construction/Clean-up Costs \$ _____

Pre-Development Soft Costs:

Legal \$ _____

Architectural & Engineering \$ _____

Survey \$ _____

Environmental testing \$ _____

Estimated total soft costs \$ _____

Total Development Costs (construction & soft costs) \$ _____

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

SOURCE	AMOUNT
CDBG _____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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.

Norwich City Council and Mayor

Mayor

Peter A. Nystrom (R)

President Pro-Tempore

Mark Bettencourt (D)

Councilman

William Nash (R)

Councilman

Joseph A DeLucia (D)

Councilwoman

Ella Myles (D)

Councilwoman

Stacy Gould (R)

Councilman

Derell Q Wilson (D)

EXHIBIT 5 Organizational Chart
See attachment

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer

See attached resume for Jean-Paul Laguerre Chief Program Administrator. Please refer to the City of Norwich Finance Department for CFO.

EXHIBIT 7 Conflict of Interest Disclosure
Form attached

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2021-2022 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? Y No

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

Name of person	Job Title of person	Indicate City employee, consultant, City Council person, or CDAC member
John L. Salomone	City Manager	City Employee
Patrick McLaughlin	Director of Public Works	City Employee
Jean -Paul Laguerre	Civil Engineer	City Employee

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

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

Name of Applicant: _____

Signature of Applicant's Representative _____

Title _____ Date _____

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

§570.611 Conflict of interest.

(a) Applicability

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

(vii) Any other relevant considerations.

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

Section 3 Contractor Affidavit (SAMPLE)

A Section 3 Business Concern is a business or organization that:

- Is 51 percent or more owned by section 3 residents; or
- Has permanent, full-time employees at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- Has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to such businesses describe above

This is to certify that _____
Business Name (Print)

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

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

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

Authorized Signer

Date

Print Name

Section 3 Requirements (SAMPLE)

CONTRACTOR'S SECTION 3 PLAN CERTIFICATION

Project _____

Contractor's Name _____

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

As representative of the Contractor, I hereby agree:

- To list on Table A all projected workforce needs for all phases of this project by occupation, trade, skill level and number of positions.
- To comply to the greatest extent feasible with the objectives and percentage goals established in the Section 3 Plan for Housing and Community Development Assistance of the City of Norwich.
- That to the greatest extent feasible vacant positions in relation to this project will be filled with Section 3 residents.
- To conduct recruitment activities in a manner consistent with the Section 3 requirements as shown on Table B.
- To include in all contracts with subcontractors in excess of \$100,000 the Section 3 Clause and to require the subcontractor to comply with similar certification requirements.
- To maintain proper records to demonstrate compliance with the Section 3 plan.
- To award to the greatest extent possible, all subcontracts in excess of \$100,000 to eligible Section 3 firms.

Contractor Signature

Date

Title

TABLE A

Contractor/Subcontractor: _____

Project Name: _____

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

<u>Job Title</u>	<u>Total Employees</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

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

<u>Job Title</u>	<u># Needed</u>
_____	_____
_____	_____

<u>Job Title</u>	<u># Needed</u>
_____	_____
_____	_____
_____	_____
_____	_____

TOTAL: _____

If additional employees are needed, the Contractor will be required to report: his efforts to hire Section 3 Residents, the actual number of residents hired' and the hours the residents worked (see HUD Form No. Hud-60002).

(c) Which of the above positions will be a training position:

<u>Job Title</u>	<u>Estimated Length of Training</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

(d) List type and amount of work to be subcontracted out. (If subcontract equals or exceeds \$ 100,000.00, the subcontractor will be required to fill out this TABLE A.)

<u>Subcontractor</u>	<u>Amount of Subcontract</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

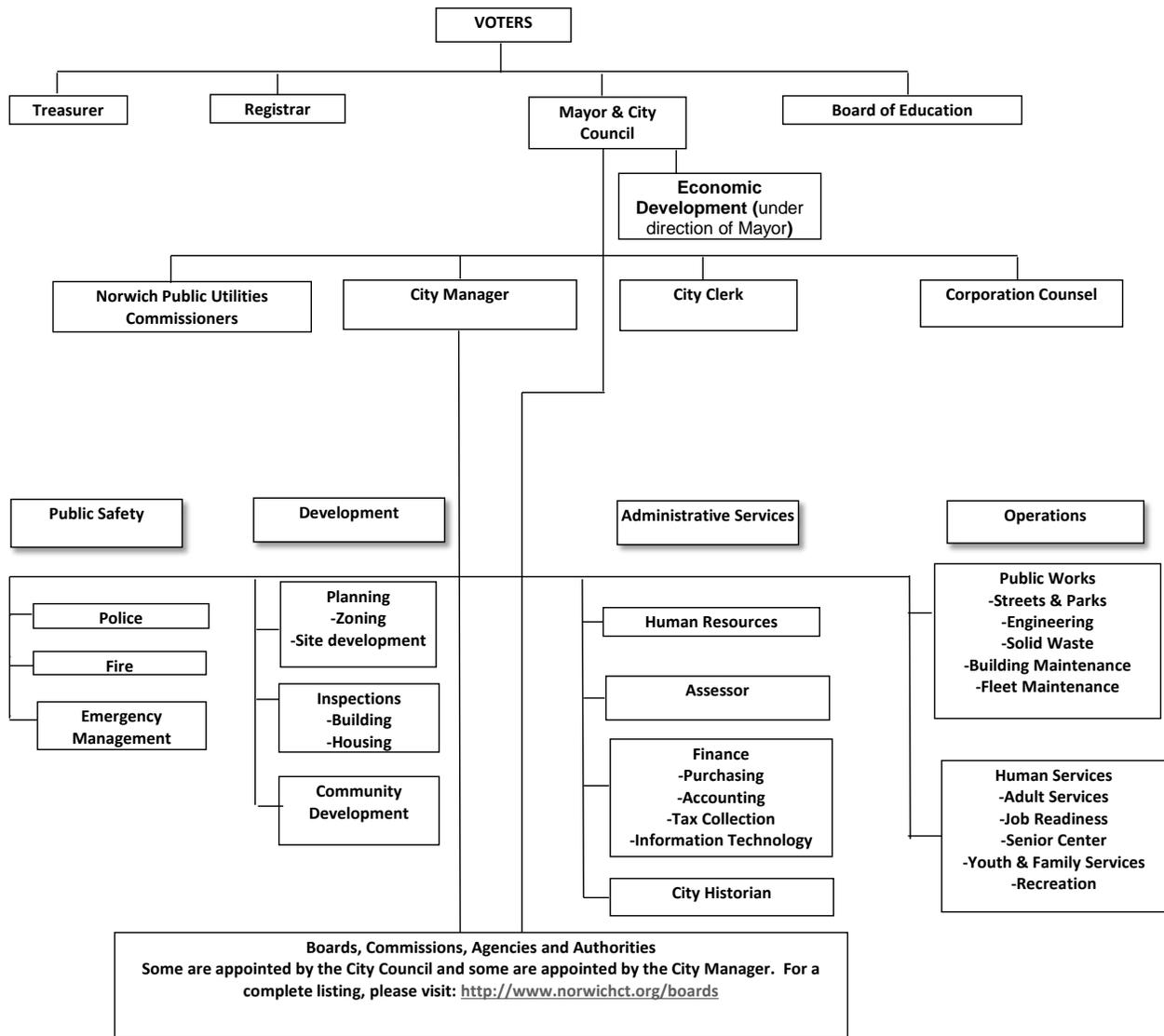
TABLE B

Recruitment Efforts

At a minimum the following tasks must be completed to demonstrate a good faith effort with the requirements of Section 3. The contracting party and each contractor or subcontractor seeking to establish a good faith effort as required should be filling au training positions with persons residing in the target area.

1. Send notices of job availability subcontracting opportunities subject to these requirements to recruitment sources, trade organizations and other community Groups capable of referring eligible Section 3 applicants, including the Department of Labor.
2. Include in all solicitations and advertisements a statement to encourage eligible Section 3 residents to apply.
3. When using a newspaper of major circulation to request bids, quotes or to advertise employment opportunities to also advertise in minority owned newspapers.
4. Maintain a list of all residents from the target area(s) who have applied either on their own or by referral from any service, and employ such persons, if otherwise eligible and if a trainee exists. (If the contractor has no vacancies, the applicant, if otherwise eligible, shall be listed for the first available vacancy). A list of eligible applicants will be maintained for future vacancies.
5. The contractor must certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR Part 135 require employment opportunities to be directed were not filled to circumvent the contractor's obligation under 24 CFR Part 135.

Organization Chart



JP. LAGUERRE

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

Education:

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

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

Work Experience:

Civil Engineer, City of Norwich Department of Public Works 2008 to Present
Project Manager on multiple State and municipally funded pavement projects and numerous drainage projects. Oversee annual 2 million dollars paving projects for the City of Norwich. General duties include bid document preparation, estimating, preparing preliminary budgets, reviewing and processing payment applications, negotiating, approving and creating change orders, verifying quantities, conducting field inspections, managing Municipal Storm Water Separated Sewage System (MS4), and conducting project meetings. Additional responsibilities include preparation of grant applications, product research, and representing the Public Works Department at interdepartmental meetings.

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

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

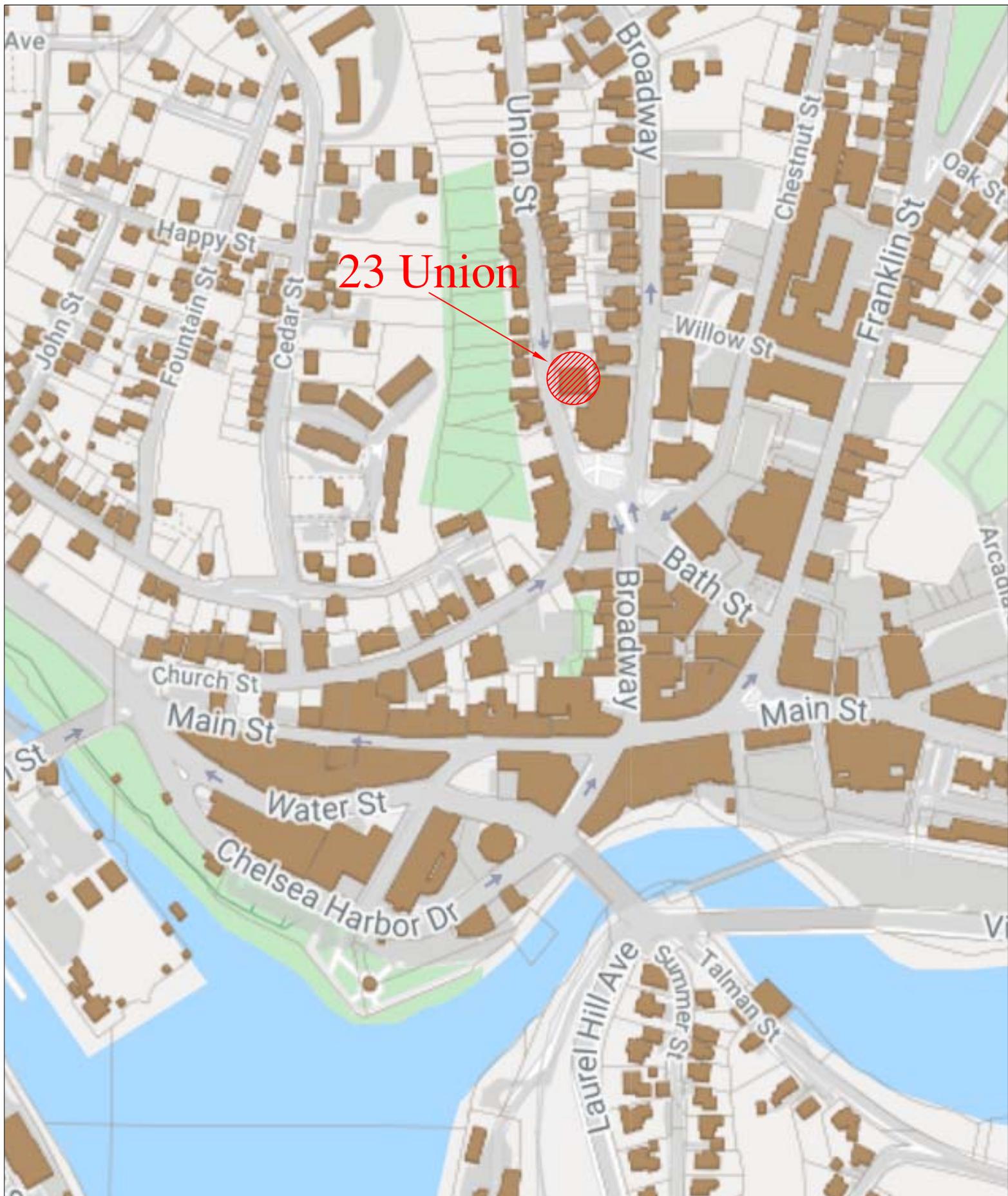
Project Engineer/Estimator, CR Klewin Inc., Norwich 2000 to 2001
Performed estimates for many diverse projects as high as 12 million dollars. Assisted in budget planning. Represented the company at planning and construction meetings.

Certifications:

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

Computer Skills:

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



ACCESSIBILITY IMPROVEMENTS AT 23 UNION

Item #	Item Description	Quantity	Unit	Unit Cost	Total Cost
1	Automatic gate opener (Material and Labor)	1	Each	2800	\$ 2,800
2	Electrical wiring for gate opener	1	LS	3000	\$ 3,000
3	Furnish and Install bollard post for gate switches	2	Each	1300	\$ 2,600
4	Remove and dispose of existing steel door	1	Each	200	\$ 200
5	Replace treshold	1	Each	130	\$ 130
6	Install Commercial Steel Door (Material and Labor)	1	Each	1350	\$ 1,350
7	Door Hinges	3	Each	60	\$ 180
8	Door Lock	1	Each	700	\$ 700
9	Automatic Door Opener (Material and Labor)	1	Each	4000	\$ 4,000
10	Electrical wiring for automatic door opener	1	LS	2500	\$ 2,500
11	Switch for door opener	2	Each	80	\$ 160
12	Bollard Post for door switch (Exterior) (Material+Labor)	1	Each	900	\$ 900
13	ADA Concrete walkway	450	SF	14	\$ 6,300
14	Install new drain in walkway	1	LS	2000	\$ 2,000
15	Loam and seeds	33	SY	10	\$ 330
16	Flood Lights+ Installation+wiring	3	Each	1700	\$ 5,100
17	Pavement removal	200	SY	10	\$ 2,000
18	Install Bituminous Pavement	46	Tons	130	\$ 5,980
17	Provide Portable ADA Parking sign	1	Each	200	\$ 200
					\$ 40,430