

**CITY OF NORWICH**  
**COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING**  
**NON-PUBLIC SERVICE**

**PROGRAM YEAR 2021 (PY 47) • SEPTEMBER 1, 2021– AUGUST 31, 2022**

**DUE: Wednesday February 17, 2021 AT 4 PM AT 23 UNION STREET, NORWICH, 2<sup>ND</sup> FLOOR**

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

E-mail addresses:

kcree@cityofnorwich.org (Community Development Director)

tcurtis@cityofnorwich.org (Program Assistant)

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**PART I: GENERAL INFORMATION**

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

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

**ADDRESS:** 75 Mohegan Rd

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

**EXECUTIVE DIRECTOR:** Lee- Ann Gomes

**CONTACT NAME & TITLE:** Cheryl Hancin Preston, Recreation Manager

**TELEPHONE:** 860-823-3791

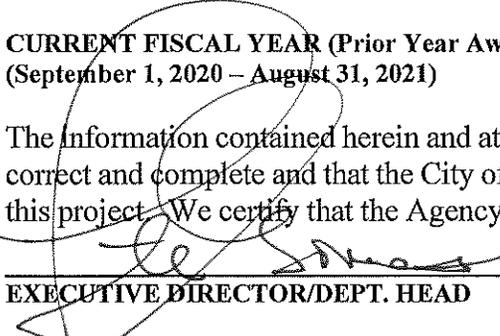
**AGENCY FISCAL YEAR:** 7/1/2021 6/30/2022  
Begin End

**PROJECT NAME:** Phase 2 of Red McKeon Park- Occum/Taftville CT

**CDBG REQUEST & AWARD AMOUNTS:**

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2021 – August 31, 2022)	\$ <u>165,801</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2020 – August 31, 2021)	\$ <u>70,800</u>	\$ <u>70,800</u>

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

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

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

Lee- Ann Gomes  
\_\_\_\_\_  
Printed Name

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

2/15/21  
\_\_\_\_\_  
**DATE**

\_\_\_\_\_  
\_\_\_\_\_  
**DATE**

## 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**

Please create a new document answering the following questions. In this new document, please utilize the section headers. For example, when addressing section A2, please write: A2: Brief History, and then provide the response. You must answer all questions. If a question does not apply to your agency, please respond with "not applicable".

### **A. INTRODUCTION/AGENCY INFORMATION:**

1. Brief history of your organization, including its mission

**The mission of the Recreation Department is to provide opportunities and facilities that will promote health and fitness and enrich the quality of life of Norwich residents. Norwich Recreation Department strives to provide exceptional facilities, programs and services that will be enjoyed by all Norwich residents. The Department offers programs and events, such as tournaments, that bring people to Norwich who may not otherwise visit. This helps the overall local economy as patrons using the facilities spend their dollars at local restaurants hotels and attractions. The Recreation Department had been understaffed and underfunded as the City has tightened its fiscal belt over the last several years. The positions of administrative secretary/program assistant, as well as a full-time maintainer, continue to be defunded, although we are hopeful of staff expansion for FY 21-22. The Recreation Director has now been with the department for three years and has identified many urgent facility needs and projects that have gone uncompleted.**

2. What are the hours of operation for your agency? **The agency is open weekdays from 8 AM to 4 PM.**
3. What is the total number of FTEs employed by your agency? **There are six permanent employees of the Recreation Department; a Department Head, the Director, a Program Administrator, and three facility maintainers**
4. If there are 15 or more employees at your agency, please provide the name of the person responsible for compliance with Section 504 of Rehabilitation Act of 1973 - Nondiscrimination under Federal Programs.
5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans?  
**No, we do not.**

### **B. STATEMENT OF NEED**

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

**We are proposing a Phase 2 to "Red" McKeon Park by adding new elements and upgrades thus making substantial improvements to the "Red" McKeon Park located on 2 Taftville- Occum Rd Norwich, CT. McKeon Park was opened in 1997 and dedicated to honor the former Occum Fire Chief, Robert "Red" McKeon who served from 1960 to 1994. The park acts as a safe, family friendly spot for both passive and active recreation activities. Families can enjoy the picnic area, walking track, playscape, multi-purpose field and basketball court. The park also has a track for walking or running and is close to fishing areas with a boat launch. Local sports teams including the high school use this park to play soccer and lacrosse on the field and local youth use the soccer field and basketball courts.**

**Occum is near Taftville and is another small mill town that was incorporated into Norwich. It has many low to moderate income residents who would benefit from any improvements to the no-cost activities offered at this park and is in a 20-21 CDBG qualifying area.**

**The Recreation Department has maintained the park by attending to and repairing the grass field, gravel track, repairing the playground, adding playground surfacing and plowing snow from lot and the walking track in the winter. We have not had the funding to finish Phase 2 of the park which would significantly benefit this neighborhood and Norwich. The park was built over 24 years ago and Phase 2 has not been completed.**

**Below is a list of items we would like to add to the park to improve it: (In order of importance)**

- **Paving the Parking Lot** - The Park currently has a gravel/stone parking lot. Paving it was planned as Phase 2 but never happened. Currently, there are large pot holes that are created as it washes out often. Often the washed out gravel clogs a pipe near the sidewalk causing additional draining issues so the water pools in the parking lot creating low spots and complaints from residents. The crew has to fill the holes with gravel and rock and we have challenges plowing it because plowing tears up the gravel surface. Asphalt would solve all of these problems and would be more aesthetically pleasing, cost the town less in the long run and create a safer experience for the users.
- **Resurface, paint and seal the Basketball Court** - The court needs a new surface as the weather, age and usage has caused deterioration, which is a natural occurrence in the Northeast. The playing lines are significantly faded also. The court also has significant cracks developing so sealing them would prevent further deterioration and improve the safety of the court.
- **Add more Playground Structures and a Pavilion**- We propose adding items such as a swing set, a whirl and twirl & motorcycle bouncer as the playground area is very small, is often overcrowded and is highly used. All of these items would be ADA compliant adding more accessibility to the park as there are currently not many items for someone with a disability to use at this playground. In addition, there is a need for a new pavilion to offer shade for patrons on the playground and basketball court as this park is a highly used in the summer months. It is now common for parks to have shade for sun and weather protection. This is part of Phase 2 of the plan for this park.
- **Upgrade Natural Grass/Turf** – Weeds and crab grass have overcrowded this field. We need a significant amount of seed and fertilize for this field to get it into game shape. Currently there are bare spots creating safety concerns during play. Norwich sports leagues and NFA use this field for practice and games, however, if conditions were improved, more games would be played any tournaments could be held here, increasing the City’s field capacity and bring more people to Norwich which would increase economic development to Norwich and this area. There are several adjacent restaurants that would benefit from families traveling here for tournaments and games.
- **Fencing**- Installing a new fence to the east, north and south sides of the field to help stop soccer and lacrosse balls from rolling down the embankments towards the river and into the woods. It would also stop balls from going into the parking lot slowing down play and causing safety concerns. Many users have requested the fence for player safety.
- **Basket Ball Court Lighting** – The current lights are inefficient halide lights. We are requesting to change all the lighting to LED lights for better visibility and to save costs on utility bills. This update will pay for itself over time in the savings generated.

**These new additions and improvements made to this park will have a great impact on the low-to-moderate residents of this neighborhood and in addition funnel increase economic development as out of towners will come to this park and then spend time and money in Norwich at local businesses. We will measure success by tracking attendance rates at this park, field reservation rates, and overall satisfaction of attendees by sending out surveys. We can also track the price of houses in this area and sale or homes in this area to see if these improvements have helped track more families to the neighborhood**

### **C. PROJECT DESCRIPTION:**

Provide a general description of the project for which you are requesting funding, including the list/description

of the activities to be performed. **See above for detail. Phase 2 additions to Red McKeon Park which will have a great impact on the low-to-moderate residents of this neighborhood and increase economic development as out of towners will come to this park and then spend time and money in Norwich at local businesses. Also families are known to move near nice parks.**

1. Explain any temporary or permanent relocation of persons or businesses that may result from this project. **No one will be relocated.**
2. Please specify the percentage of requested grant funds that will be used for salaries and the total number of employees hired and/or retained as a result. **None. We will contract out this job.**

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

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

**This project will primarily serve Occum and Taftville residents who are in low-to-moderate census tracts. One hundred percent of the children at Wequonnoc School qualify for free or reduced lunch as they are a Community Eligibility Provision School. The Community Eligibility Provision (CEP) is a non-pricing meal service option for schools and school districts in low-income areas. The families of this area will have a local park that they can attend free is within walking distance, with their children and extended families. They can have a picnic, play on the new playground elements and even kayak in the local river. It is a great local resource and makes Norwich a more attractive place to live, play and visit.**

#### **E. IMPLEMENTATION SCHEDULE**

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

**Project will need to start in warmer weather on unfrozen ground for the paving and basketball court resurfacing and pavilion installation and will take 30 -60 days to complete. The project will go out to bid in Jan./Feb. 2022. Estimates and specs have already been acquired for this grant. May/June is our target start date. Work will be completed by the grant deadline. See addendum for more project specs and details.**

#### **F. REDUCED FUNDING QUESTIONS**

1. If the CDBG funding that you are requesting will leverage funding from another source, please note the amount and source and use of leveraged funding. Have these additional funds been secured at the time the application is made, if not, what actions are you taking to apply for them? **None.**
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? **The projects are listed in order of priority. Consequently, if granted fewer dollars than needed we would complete as many of the items that we could in this request with the funds granted.**
3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application? **The projects are listed in order of priority. Consequently, if granted fewer dollars than needed we would complete as many of the items that we could with the funds granted. If no funded is awarded then this project would not be started.**

#### **G. PROJECT FEASIBILITY**

1. Have any of the following pre-construction issues been investigated: architectural and engineering, design, environmental assessment and lead-based paint assessment, if applicable? (Lead-based paint assessments are applicable to structures built before 1978). Please provide the investigations, if available. **Our project meets all of these requirements. We had contractors out to the site to give us advice and estimates along with engineers at Norwich Public Works.**
2. Have you obtained a cost estimate for this project? Please include the cost estimate, with the specification to the

estimating entity that the job will require the payment of prevailing (Davis Bacon) wages. **Yes, we have received a cost estimate of \$165,801 for all the items on the list from various contractors with input from Norwich Public Works Dept. See attached for more detail.**

3. Can the project expend funds within 1-year and be fully completed within 1.5 years of receiving this grant? **Yes. I have been successful with meeting deadlines in past CDBG projects. We expect to finish this July 2022.**

#### **H. LINKAGE TO CITY PLANS**

1. Briefly discuss how your request addresses the City's Plan of Conservation and Development, CDBG's Consolidated Plan priorities, or any other City development plan or formally stated goal.
2. **This project aligns with the City's Plan of Conservation and Development in that it: promotes livability, improves the quality of life of residents, addresses community facility needs, reinforces community structure and maximizes the vitality of the area, promotes and supports economic development through the addition of tournaments and special events, uses civic events and activities to showcase Norwich. It aligns with the Consolidated Plan in that low to moderate income residents do not have the disposable income to afford expensive recreational activities for their families. A safe park with adequate parking and amenities such as this and a playscape, and basketball court affords them a low-cost option.**
3. If your project is linked to specific, adopted neighborhood revitalization zone plan or other organized/recognized neighborhood planning or revitalization processes, please explain thoroughly how the project is linked and how it meets or compliments the respective plan's goals.

**N/A**

4. Do you have a letter of support from a City agency or commission? If yes, please attach.  
**Yes, attached is a letter from our Recreation Advisory Board Chairman.**

#### **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 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:

- Yes-** 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- See attached.**

**CONSTRUCTION BUDGET**

Construction/Clean-up Costs \$                   0                  

Pre-Development Soft Costs:

Legal	\$ <u>          0          </u>
Architectural & Engineering	\$ <u>          0          </u>
Survey	\$ <u>          0          </u>
Environmental testing	\$ <u>          0          </u>

Estimated total soft costs \$           0          

**Total Development Costs (construction & soft costs)** \$           0          

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

SOURCE	AMOUNT
<u>          CDGB Funds          </u>	\$165,801 <u>                  </u>
<u>                                  </u>	\$ <u>                  </u>
<u>                                  </u>	\$ <u>                  </u>
<u>                                  </u>	\$ <u>                  </u>

USE	AMOUNT
<u>                                  </u>	\$ <u>                  </u>

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

**EXHIBIT 1** Financial Statement and Audit

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

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

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

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

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
 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?  Yes  No

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

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

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

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

Yes             No

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

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

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

Yes             No

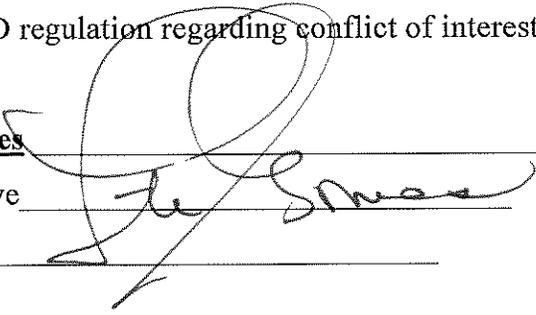
If yes, please identify below the City employee, consultant, or Council member with whom each individual has family or business ties.

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

**NORWICH COMMUNITY DEVELOPMENT BLOCK GRANT  
APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
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: Lee-Ann Gomes

Signature of Applicant's Representative 

Title Human Services Director

Date 2/15/21

**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:

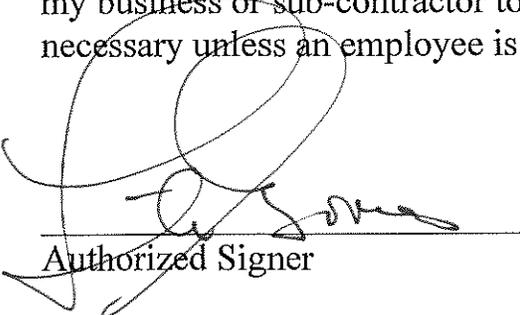
- Is 51 percent or more owned by section 3 residents; or
- Has permanent, full-time employees at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- Has a commitment to subcontract in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

This is to certify that Norwich Recreation Dept  
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")

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

  
Authorized Signer

2.16.21  
Date

Lee Ann Jones  
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.



## MCKEON PARK PHASE 2- 2 Taftville-Occum Rd.

Pave parking lot (currently gravel)  
Area=14,000 SF

### Items

Asphalt (2 inches of class 1 and 2 inches of class 2)	\$38,000
Existing Pavement Removal	\$6,220
Striping of parking lines	\$3,000
Traffic control	\$3,000
Cut branches and or remove tree	\$2,500
Add 15% for incidentals	<u>\$ 7,758</u>
	\$58,478

## BASKETBALL COURT IMPROVEMENTS

Resurface, paint court lines, seal court and fill in cracks	\$8,200
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## PAVILLION

There is currently no shade for families to sit under while at the park. This pavilion and its location will allow easy access from the users of the basketball court and playground. It could also be used for families to have family gatherings and parties.

### Items

Pavilion Shelter (includes install, freight)	\$21,000
Concrete Slab	\$6,000
Picnic tables- 6	\$6,000
Garbage cans-4	<u>\$1,200</u>
	\$34,200

## PLAYGROUND EQUIPMENT

The playground equipment at the site is from 1997, 23+ years old. We would like to add new items to this site to give additional play options to children, as this is a popular park. All items below are new additions.

### Items

Arch Swing Set- 4 bay (Includes ADA handicap seat, selfie swing, tot seat, install and freight)	\$7,000
Motorcycle Bouncer (includes spring, install, freight)	\$2,375
Solo Flyers (includes spring, install, freight)	\$2,375
Whirl and Twirl (includes install, freight)	\$1,500
Speedy Spinner (includes install, freight)	\$5,543
Engineered Wood Fiber to surface new playground area	<u>\$2,500</u>
	\$21,293

## NATURAL TURF IMPROVEMENT

We would like to improve the grass on the soccer field and change the grass seed type. The current grass has turned into weeds and there are many bare spots on the field creating safety hazards.

**Items**

Seed (Kentucky bluegrass, perennial ryegrass & tall fescue mix) & fertilizer	\$2,500
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**MCKEON PARK FENCE**

Soccer and lacrosse balls consistently roll down the hill towards the river and into the parking lot causing safety hazards and slowing down play. A new fence would prevent this and increase safety.

**Items**

Chain link Fence around soccer field- 3 sides	\$13,000
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**LED LIGHTS FOR BASKETBALL COURT**

The current park has old halide lights, upgrading to LED will save on utilities bill, and the LED fixtures are dark sky friendly, full cut-off, with zero uplight.

**Items**

(4) 400 watt LED fixtures to replace the (4) 1000 watt metal halide units	\$18,248
Control system and warranty	<u>\$7,882</u>
	\$26,130

**Grand Total: \$165,801**



# Norwich Recreation Department

A Division of Norwich Human Services

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

<http://>

Jeffrey Blinderman  
35 Greenwich Court  
Norwich CT 06360

February 16, 2021

## RE: CDBG Program Year 2020 Recreation Department Application

Dear Community Development Advisory Board,

As chairman of the Recreation Advisory Board, and on behalf of the Board, I am writing to you to voice our support for both of the CDBG applications that the Recreation Department will be submitting this cycle. One is to build a new basketball court at Jenkins Park and the other is to make improvements to the "Red" McKeon Park in Occum.

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

The basketball court at Jenkins Park is very much in use. The Nightflight Basketball League has increased in strength and popularity and brings out many youth to play in tournaments. By adding a court, we can accommodate the large number of youth who participate.

Additionally, the McKeon Playground has not been updated for 24 years. Projects that need to be completed there include paving the parking lot, upgrading lighting, resurfacing the basketball court, upgrading the turf, adding a pavilion and new fencing. This park has seen increased usage by soccer and lacrosse leagues, as well as families, who are looking for no or low-cost recreation opportunities.

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

Sincerely,

Jeffrey Blinderman, Chair

Adult & Family Services

100 Broadway

Room 212

Norwich, CT 06360

860-823-3778

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