

CITY OF NORWICH
COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING
PUBLIC SERVICES

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

DUE: WEDNESDAY FEBRUARY 17, 2021 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

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PART I: GENERAL INFORMATION

AGENCY: Norwich Human Services

LEGAL NAME

(if different from Agency)

ADDRESS:

100 Broadway

Norwich CT 06360

E-MAIL:

lgomes@cityofnorwich.org

EXECUTIVE DIRECTOR:

Lee-Ann Gomes

CONTACT NAME AND TITLE:

Lee-Ann Gomes

TELEPHONE:

860-823-3778

AGENCY FISCAL YEAR:

July 1, 2021

June 30, 2022

Begin

End

PROGRAM OR PROJECT NAME:

Norwich Works

CDBG REQUEST & AWARD AMOUNTS:

REQUEST

AWARD

UPCOMING FISCAL YEAR (This Request):
(September 1, 2021 – August 31, 2022)

\$60,000

\$

CURRENT FISCAL YEAR (Prior Year Award):
(September 1, 2020 – August 31, 2021)

\$50,000

\$

50,000

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

February 16, 2021

DATE

DATE

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

Norwich Human Services is a municipal department of the City of Norwich. It is comprised of four divisions; Adult and Family Services, Youth and Family Services, The Recreation Department and the Rose City Senior Center. The overall mission of the Department is to develop and provide services to the Norwich community that help our residents to become self-reliant and reach their maximum potential while enjoying the highest quality of life our city can offer. All four of our divisions work collaboratively to assist families in reaching this goal. We recognize that families, including adults, children and seniors, need the basic needs, gainful employment, social and recreational activities to achieve optimum health and productivity.

2. What are the hours of operation for your agency? The agency is open weekdays from 8:30 am to 4:30pm.
3. What is the total number of persons employed by your agency? There are a total of 23 people employed throughout the Department; four in the division that runs Norwich Works.
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. Bridget Marks, Human Resource Director.
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 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.

"Cindy" is a young 23 year-old, life-long Norwich resident who still lives with her mother and younger brother. Her mother was laid off her job from Foxwoods casino, due to the COVID 19 pandemic. Without her mother's income the family is in jeopardy of losing their housing. Cindy was working at TJ Maxx, earning \$12.00/hr., for part-time, sporadic work (\$12,480/year). She is unable to sustain herself and her family on this income. Her earnings are below the poverty limit. Cindy entered the Three Rivers C.N.A training program, which we funded out of the CDBG grant, as she was unable to save enough to afford this program. She excelled at the course and graduated with high marks. She is now employed at Apple Rehab Hewitt, earning \$17.50/hr. for fulltime employment (\$36,400/year). This puts her above the poverty level, and allows her to live independently (should she chose) and support her family.

This grant addresses the problem of low prevailing wages of working people and helps those who are not working to find gainful employment. Even though the economy is growing, there are significant number so Norwich residents who are underemployed or employed at wages that are insufficient to be able to live in the City of Norwich.

The recently updated ALICE report by the United Way details several alarming indicators for cities across CT and, in particular, Norwich. This report, which was updated in 2018, states that Norwich has a poverty rate of 14% with a population of 40,378. Additionally, a full 47% of Norwich households meet the definition of being an ALICE household.¹ ALICE stands for Asset Limited Income Constrained and Employed. These are households, that despite working, who do not earn sufficient income to be able to afford to live in the town.

Norwich's unemployment rate of 11.1% as of December 2020 is the 5th worst in the country.² This could be in part that Norwich has a very service based economy, sandwiched between two casinos that provides restaurant, housekeeping and other low skilled jobs. Many of these people were laid off during the pandemic of 2020 and will not be returning to those jobs. We were thankful that our case manager was able to help many of these folks navigate the Unemployment Compensation system in order to receive benefits, including the PUA (Pandemic Unemployment Assistance).

Because 32% of homeowners and 49% of renters in Norwich are housing burdened they are paying over 30% of their income for housing.² This is a very precarious situation in which workers find themselves. Missing one day of work a week, due to illness or an accident, can disrupt their budget and lead to housing instability.

We are grateful that the minimum wage has been raised to \$12.00 /hour, as this report finds that in order to be able to afford to live here you must earn a rate of \$10.99/hr. for a single person. A family of four (2 adults) must earn a minimum of \$34.09/hr. combined (about \$17.00/hr. for each adult).

The Norwich Works Program has been shown to increase the earning potential of Norwich residents by providing short term job training opportunities, combined with job placement and case management to help reduce barriers to employment. One of our flagship programs, CNA training, provides an hourly wage, on average, of \$17.98/hr.

An exciting partnership a few years ago was for Norwich Works to become a key component of the Working Cities Challenge. Although we were not awarded the grant, we implemented our design as planned, called New CapaCities, to increase the earning potential of residents over the next 10 years.

Norwich will invest in economic development and cross sector initiatives that will create a workforce that aligns with local industry needs. Norwich Works, and Norwich Human Services, were asked to be a key part of this project as we have demonstrated success in that area. This initiative will further bolster the workforce of Norwich, leading to stability of its residents and contributing towards economic growth by helping to ensure the workforce is skilled and prepared to accept the jobs of the future. We train people for jobs available in the current economy, however, this initiative will help us plan and prepare to train people for the jobs of the future by working closely with schools and employers.

We feel the Norwich Works Program is uniquely positioned to be funded by CDBG dollars as we meet the goal of CDBG: "to expand economic opportunities for low to moderate income residents...and... to create an improved skill set that results in direct employment or business creation". The fast turnaround time from training to more lucrative employment is a benefit to the resident, the employer and the community.

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

¹ ALICE Report, <http://www.unitedwayalice.org/reports.php>, CT 2016 update

²<https://www1.ctdol.state.ct.us/lmi/laus/lmi123.asp>

² ALICE Report, <http://www.unitedwayalice.org/reports.php>, CT 2016 update

Norwich Works is unique in that only Norwich residents are eligible for the program. This gives them an increased likelihood of being selected for training. Additionally, our program offers on-site, comprehensive, wrap around services, such as job placement, case management, family supports, and basic needs assistance. While the Dept. of Labor may have similar offerings, their programs are regional and the competition for slots is increased.

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

When families are economically stable, our entire community is better off. The Norwich Works Program assists families to gain better skills so that they have increased employment opportunities. This leads to less reliance on social programs, more stably housed families, and children who grow up less transient. Additionally, this program assists employers in the local economy to have trained workers for their workforce.

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

Yes. There is a high demand in Norwich for acceptance into the Norwich Works Program. For the year 2018-2019, we had 42 people request assistance for training programs. (This number was smaller than usual as we have a vacancy in the position for a few months). We were only able to fund 21 of these requests. Those not accepted in to training are offered other services such as job search assistance, resume writing and, perhaps, job related incidentals like work shoes or proper identification so that they may apply for jobs.

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)

This program meets the Public Service objectives of the ConPlan, which is the “provision of necessary public services in a comprehensive and coordinated manner particularly services associated with youth, the elderly, education, employment, crime prevention, domestic violence and transportation.” Norwich Works has especially focused on youth, carving out 3 slots for people between 18 and 25. We also serve seniors, people who are disabled, immigrants and minorities. We focus on improving income through better employment opportunities and helps them to figure out barriers such as transportation. We work in collaboration with our partners, providing coordinated and collaborative services, focusing on youth and adults. Jobs in Norwich and the region have shifted away from ones that pay a higher wage to lower paying service industry positions. This grant remediates that issue by instilling marketable skills within the workforce and employing them in higher paying jobs immediately. We feel this aligns us well with the ConPlan.

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

Our Norwich Works program has allowed us to form strong collaborations with community institutions such as Backus Hospital, Three Rivers Community College, American Ambulance Corporation, nursing homes, and manufacturing companies like Electric Boat. Additionally, we work closely with the Norwich Free Academy and Norwich Tech, Adult Education. Our case manager sits on various task forces, like the Heroin Task Force and the Community Care Team, so that he can interact with other caseworkers who may have clients who need these services and so that he can keep abreast of the issues in the community. We also work in partnership with youth employment programs as our employment specialist spends the second half of her work week coordinating these programs.

c. Elaborate on how this program links with local or regional plans
This program supports and supplements plans of the Workforce Investment Board, the New CapaCities Work Group, CT Works, the 5 year ConPlan.

d. Discuss any real or possible partnerships created as a result of this funding
Last year, we were approached by CT Climate and Jobs representatives to discuss bringing wind energy jobs into the area at the New London Pier. This could be the start of another new job market for which we could help train residents. We have participated in the Three Rivers Precision Sheet Metal Manufacturing Certificate program and hope to help NFA in building their Banking Pipeline to encourage youth to consider the field of banking as a viable career. Historically, we have concentrated on healthcare fields. These jobs continue to grow at a fast pace.³ Additionally, Backus is now again hiring C.N.A.s along with P.C.T's to lessen costs as hospital reimbursement is squeezed. However, recruits for these programs have typically been female. The sheet metal program, without stereotyping this kind of work, has already had the effect of attracting male participants to the program. Stronger linkages have been made with Electric Boat who is poised to hire over 800 workers in the near future.⁴ This will benefit even those residents not receiving training. We also collaborate with other local human service agencies to assist residents as well as collaborating with other health organizations (Backus, American Ambulance, rehab facilities).

e. Comment on if this request for CDBG funding is for a new program or service.
This funding request is for the continuation of a very successful, local program that strengthens our residents and our community as a whole.

2. For each activity or service, please also provide:
 - a. Location of services
 - b. Frequency of services (i.e. 3 times a week for 10 weeks, 9/1/15-12/15/16)
 - c. Hours of operation (for the proposed program only)
 - d. The anticipated number of persons (or families) from Norwich to be served
 - e. If applicable, what are the hours of operation for your program.

Program Activities

Activity: Screening and assessment of applicants. NHS will screen 200 people for participation in the Norwich Works Program. This activity will take place daily at Norwich Human Services at 100 Broadway. This will occur Monday through Friday, 8:30 to 4:30pm. People are screened for income eligibility and for barriers to employment and training opportunities. Appropriate services will be offered. Again, this year we propose to train the 18-25 year old population, training at least 3 people in this age group. **We anticipate screening 250 people over the course of the year.**

Activity: Assisting people with applying for and receiving Unemployment Compensation benefits. The UComp system has become very complex and requires a computer to access. Many people are unable to navigate this system and require assistance in receiving the benefits for which they are eligible. Our Employment Specialist was invaluable during the pandemic to assist people in understanding and accessing this system.

Activity: Enrolling eligible/qualified clients into training programs. The employment specialist, after assessing the best training option for the person, will facilitate enrollment into that program, eliminate barriers to employment and training, ensure that the student is prepared (books, uniform, transportation, childcare, etc.), coordinate with instructors, and ensure that all fees are paid. This

³ <http://wtnh.com/2016/03/04/strong-us-job-growth-in-feb-helps-dispel-recession-fears/>

⁴ <http://www.courant.com/business/hc-electric-boat-jobs-20160125-story.html>

activity occurs at NHS during regular work hours. We anticipate serving 16-20 people with CDBG funds and 3-4 with other funds for a total of 19-24 people. **The maximum amount spent on training per person will be \$1000.00. Clients may be supplement with other foundation/grant funds that we receive. Programs offered are:**

Certified Nursing Assistant: Cost is about \$1500. This program is offered by Three Rivers Community College on New London Turnpike, Norwich. It offers students a semesters worth of classes that lead to college credit. This helps the person establish a career pathway to the Licensed Practical Nursing (LPN) program or the Registered Nursing program. This is an 8 week program that offers evening classes. The average starting salary for C.N.As across CT is \$17.98/hr., significantly higher than the minimum wage of \$12.00/ hr.⁵ **We anticipate serving 5 people.**

Pharmacy Technician Program: Cost estimate: \$1800 (participant must pay \$300). This program is offered locally at Three Rivers Community College. TRCC's Pharmacy Technician course includes a new opportunity for students to participate in an optional 80-hour Pharmacy Technician Externship at multiple Hartford Healthcare Pharmacy sites. The internship affords students the opportunity to gain experience working under the direction of Hartford Healthcare's pharmacy staff in hospital and community settings. Employment of pharmacy technicians is projected to grow 7 percent from 2018 to 2028, faster than the average for all occupations and people can earn \$17.44/hr. There is more longevity in this field as heavy lifting is not involved. **We anticipate serving 3 person**

Phlebotomy Technician: Costs estimate: \$1900-\$2000. Three Rivers Community College and American Professional Educational Services offer this training program. Phlebotomy is an emerging field with rising popularity in this area. TRCC' Phlebotomy Technician offer a new opportunity for students to participate in an optional 70 sticks two-week full time externship at L&M Hospital. The Individual completed the course and externship will have 100 sticks, increasing their employability to be hired by Quest, Backus Hospital, or other agencies. The average starting salary in this area of CT is about \$17.37/hr. **We anticipate serving 3 people**

Emergency Medical Technician: Cost estimate: \$1295. This training program is offered by American Professional Educational Services. With the local hospital, this is of growing interest in this area. The average starting salary, in the Norwich area, is about \$16.23/hour. **We anticipate serving 1 person**

CDL Class A or B: Costs estimate \$3500. This training program is offered by Affordable CDL Training School. An individual with a Commercial Driver's License can join a proud profession in dire need of workers. Individuals can find jobs at long-haul cargo truck driver, dispatcher, bus driver, and local truck driver. The average starting salary in this area with less than a year of experience is \$77,564 per year equivalent to \$37.29/hour. **We anticipate serving 2 people**

Bartending: Cost estimate: \$550. The jobs surrounding Norwich are very heavily weighted towards the service industry. The casinos and hotels offer many opportunities to be hired as a bartender in this region. The training program is very short and inexpensive, but has the potential for someone to earn \$11.50/hr. with \$200/day in tips.⁶ **We anticipate training 2 people**

Miscellaneous trainings: Costs estimate: \$850-\$1500: NHS will also offer trainings in other areas that offer a certificate of completion. Some areas include EKG Technician, Security Guard Certification, and Real Estate Certification or another job training programs for which there is a likelihood of becoming hired locally that costs \$1500 or less. **We anticipate serving 3-4 people.**

Activity: People are assisted with barriers to employment. Only case management is partially

⁵ ALICE Report, <http://www.unitedwayalice.org/reports.php>, CT 2016 update

⁶<https://www.indeed.com/career/bartender/salaries/CT>

funded with CDBG dollars. Concrete assistance, (with the exception of bus passes) such as auto repair, nursing uniforms, etc. Is funded through other grants. All people requesting assistance from Norwich Works will be assessed for barriers to employment and offered appropriate service. This activity will occur at NHS, 100 Broadway daily, Monday through Friday, during regular work hours. If a person is employed, but their vehicle has broken down, we anticipate being able to assist with a minor auto repair. If a person finds employment but needs bus passes to get to work until securing the first pay check we anticipate being able to assist. Specifically, we propose to assist 64 people with transportation needs (bus passes, gas cards, minor auto repair, driver's license, auto insurance, etc.) We expect to offer some type of assistance, even if it is only information and referral, to all 200 people we anticipate screening this year.

Activity: Assisting with job placement after completion of training program. Job Placement assistance will occur at NHS Monday through Friday from 8:30 to 4:30pm. The employment specialist also does outreach to local employers to market the program and create pathways for our graduates. We anticipate serving all 19-24 of our trainees and assisting others who do not enter the training program.

Activity: Finding alternatives for those not selected for job training. Either for those not selected for a training program, due to lack of funding or for other reasons (such as a person is not job-ready) NHS will find other viable solutions to increasing income. Sometimes this is a referral to a GED class, or a referral to a social worker who will assist the person in applying for disability benefits. Often the employment specialist will assist the person in accessing services at CT Works, search jobs online, or assist with re-writing a resume. We anticipate assisting 180 of the expected 200 people who present to our office yearly for these services.

Activity: Homeless residents are enrolled into a work and training program. We have exhausted our designated funding for homeless folks; however, they still qualify for regular CDBG training programs. We have reapplied for these funds but feel they are strictly going to shelters. We anticipate serving 2 people who are homeless or recently re-housed.

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. This year we lost the funding from EastConn that covered 10 hours of the Employment Specialist's salary. The Employment Case Manager will work a total of 21 hours/week on this grant. The City will look to pay an additional 4 hrs. /week, if possible. The City of Norwich covers the person's fringe and medical benefits, at a value of \$22,816. CDBG will cover 56% of the wages and benefits at 21/hr. /wk. salary, and only 51% of wages and benefits at 25hrs/wk.
4. Using the definitions and example located on pages 13-14, 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.

NORWICH WORKS THEORY OF CHANGE: Norwich Works believes that increasing the skill level of residents and reducing barriers to employment will lead to higher wages being earned, so that people can support their families in the community while increasing self-sufficiency. The entire community of Norwich benefits as families become more stable, less transient, increase earnings, purchase more goods in the local economy and increase the tax base here in town.

Inputs: Employment specialist, supervisor, accountant, NHS facility, partners (including Three Rivers, American Ambulance, and Electric Boat), foundation grant funds, NHS resources for job related incidentals (license, uniforms, work boots, and other items).

Outputs: 19-24 Trained residents (16-20 trained with CDBG funds, 3-4 trained with foundation funds) all trained people employed at a higher wage/household income.

Outcomes: 200 people assessed, 180 people assisted with transportation or other barriers to employment, 40 people employed without job training, 19-24 people enrolled into training programs, successfully graduate from training, and are employed after training. A total of 63 **people earning at a higher wage, 40 people show an increase in motivation, skills, attitudes, and improved economic condition**

5. 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 because of your program. ***For easier usage, the chart is available online at www.norwichct.org under Government, then Departments, then Community Development.***

Please see attached chart

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? We expect to leverage \$5000 from foundations to help train residents. Last year we successfully garnered \$3000 in additional funds for work education and training.
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? **Should we not receive the amount of funding requested we may have to reduce the hours of the case manager and/or reduce the number of residents who could be trained.**
3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application? **We would reduce the number of people that could be trained under this program, and/or we would reduce the amount of funding the program could offer towards each program participant.**

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.

One of the most exciting linkages is with Three Rivers and their new Pre-Manufacturing Certificate Program and the Welding Program at Grasso Tech. Historically, we have concentrated on health care fields. These jobs continue to grow at a fast pace. Nursing assistants and personal care aids are

amongst the fastest growing jobs in CT.⁷ Backus is now again hiring C.N.A.s over P.C.T.'s to lessen costs as hospital reimbursement is squeezed. However, recruits for these programs have typically been female. The sheet metal program, without stereotyping this kind of work, has already had the effect of attracting male participants to the program. Stronger linkages have been made with Electric Boat who is poised to hire over 1400 workers in the near future.⁸ This will benefit even those residents not receiving training. Other partnerships include collaborating with other local human service agencies to assist residents, partnering with other health organizations (Backus, American Ambulance, rehab facilities).

2. Is your request for continuation of a previously-funded CDBG program? **Yes, this is a continuation of a program.**
- a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results. **Yes we have written many grants to support the funding of this program. For the last grant year we received funding from Savings Institute in the amount of \$3000 and \$4000 from Dime Bank.**
- b. If no, please state the reason(s) why

G. SECTION 3 REQUIREMENTS (Please See Sample on Page 16)

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 16, "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.

⁷<http://www.hartfordbusiness.com/article/20160505/NEWS01/160509946/fastest-growing-and-declining-jobs-in-ct>

⁸ United Way Annual Meeting, 1-25-19

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. Our program serves some of these groups

FY 2021 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	\$35,950.00	\$41,050.00	\$46,200.00	\$51,300.00	\$55,450.00	\$59,550.00	\$63,650.00	\$67,750.00
Median Family Income	Extremely Low Income Limits	\$21,600.00	\$24,650.00	\$27,750.00	\$30,800.00	\$33,800.00	\$35,750.00	\$39,640.00	\$44,120.00
\$91,800	Low (80%) Income Limits	\$54,950.00	\$62,800.00	\$70,650.00	\$78,500.00	\$84,800.00	\$91,100.00	\$97,350.00	103,650.00

PROGRAM BENEFICIARY OUTCOME STATISTICS:

Attach additional sheets for every outcome related to the funded program

STAFFING RESOURCES: Identify every person involved in the implementation and administration of the program. Use the chart below and additional sheets if necessary. Please refer to page 15 regarding Section 3 to determine if you are or will be a Section 3 concern. If you are/will meet Section 3 criteria, it will be mandatory for you to complete the attached Section 3 documentation.

Position/Title	Salary Range	CDBG Portion of Salary	Full-time or Part-time?	Hired As a Result of Funding (Y/N)
Director of Human Services	101,264	0	full	N
Administrative Coordinator	65,270	0	full	N
Employment Specialist	50,989 (at 35hrs)	39,740 (at 28 hrs)	p/t (28 hrs)	Y

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

SUPPORT & REVENUE	CURRENT FY 19-20	ANTICIPATED FY 20-21
Program fees		
Other Grants including foundations	38,000	38000
Donations	7500	7500
CDBG	50000	50000
General Fund	435125	435125
State & Federal Grants	69500	69500
Other Revenue (specify)		
TOTAL REVENUE	1,225,625	1,225,625
EXPENSES		
Salaries	222394	222394
Employee Benefits	172201	172201
Payroll Taxes	0	0
Professional Fees & Services	0	0
Operations / Phones /Postage	8360	8360
Insurance (other)	0	0
Equipment Rental & Maintenance, Acquisition	7500	7500
Printing & Publication	1400	1400
Travel / Conferences/Conventions	1270	1270
Legal Fees/licensing	0	0
Vehicle-Lease / Repair	0	0
Other expenses (specify)- Programs Expenditure of grant funds	22000 782,188	22000 782,188
TOTAL EXPENSES	1,217,313	1,271,313
BALANCE (total revenue less expenses)	0	0

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

SUPPORT & REVENUE	CDBG FUNDED PORTION	NON-CDBG FUNDED PORTION	% OF CDBG FUNDS USED FOR PROGRAM
Program Fees	0	0	0
Other grants/foundations (non-government)	0	0	0
Donations	0	0	0
CDBG	60,000.00	7000	89%
General Fund	0	22816 (med and fringe)	0
State Government	0	0	0
Federal Government	0	0	0
Other Revenue (specify)	0	0	0
TOTAL REVENUE	60,000	29,816	66.8%
EXPENSES			
Salaries	39,740		100%
Employee Benefits	0	22816	0
Payroll Taxes	0	0	0
Professional Services (including accounts and attorneys)	20,259	7000	74%
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
TOTAL EXPENSES	60,000	29816	63%
BALANCE (Total revenue less expenses)	0	0	0

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

EXHIBIT 1 Financial Statement and Audit

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

EXHIBIT 2 Insurance/Bond/Worker's Compensation

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

EXHIBIT 3 Non-profit Determination

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
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 member, CDAC member or other official (named)

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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

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

Name of Applicant: Lee-Ann Gomes

Signature of Applicant's Representative _____

Title Director Date 2-16-2021

**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 sub recipients 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.

Section 3 Contractor Affidavit

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 NHS
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

2-16-2021
Date

Lee-Ann Gomes
Print Name

