

**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, 2ND FLOOR

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

E-mail addresses:

kcreees@cityofnorwich.org (Community Development Director)

tcurtis@cityofnorwich.org (Program Assistant)

PART I: GENERAL INFORMATION

AGENCY: City of Norwich Recreation Dept.

LEGAL NAME
(If different from Agency) _____

ADDRESS: 75 Mohegan Rd
Norwich CT 06360

E-MAIL: 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 Jenkins Park

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2021 – August 31, 2022)	\$ <u>149,200</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.
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.

The Norwich Recreation Department proposes to create a Phase 2 improvement plan to Jenkins Park. The park, which opened in 1996, is located on the corner of Mechanic Street and High Street, on the West Side of Norwich, CT. The park is named after former Police Sergeant and Lieutenant Daniel D. Jenkins, who died in 1977. Mr. Jenkins was the first African American Sergeant and Lieutenant to serve the Norwich Police Department since its inception in 1865. He dedicated years to the City, keeping Norwich residents safe and engaging in positive community activities.

The West Side of Norwich, where the park is situated, is home to many low-to-moderate income residents and therefore qualifies as a 20-21 CDBG concentration area. These residents would benefit from any improvements to the no-cost activities offered at this park. The Martin Luther King Community Center was also in this area but closed in 2019 depleting the area of necessary community programming to this diverse and low-income neighborhood.

By adding new elements and upgrades, we can improve the park substantially. Jenkins Park currently has one (1) basketball court, one (1) softball field, two (2) tennis courts and one (1) playground. The park acts as a secure, family friendly spot for the neighboring community. Quite often, one drives by and will see youth playing basketball all day and night at the courts, as well as tennis right across the street. In recent years, Jenkins Park has been the home court of the Night Flight Basketball League. Night Flight has been a positive grass roots group that has re-started sports programs for youth and adults. They ran a very successful basketball program for the City and have

plans to organize more sports for youth, such as flag football. This park and field are also used by local sports teams to play soccer, football, and tennis.

The Recreation Department has maintained the park since inception, by attending to the grass field, attending to necessary repairs, and by resurfacing the playground area for safety. We recently added new player benches, padding to the basketball poles, upgraded the electric panel to give local groups access to electricity for their events, re-lined the faded parking lot lines and resurfaced the two (2) tennis courts. This facility currently has LED lights on the basketball and tennis courts. We added timers to the lights so that they only turn on while in use to ultimately save on utility costs. Creating a Phase 2 to this park, as the needs of the community have changed, would significantly benefit this neighborhood and the City of Norwich as a whole. The park was built years ago and new amenities and upgrades are greatly needed for this growing neighborhood.

Below is a list of items, in order of importance, we would like to add to the park to improve it:

- **Paint, Seal and Reline the Existing Basketball Court** - The court needs a new surface, as weather, age and usage has caused deterioration throughout the years. The playing lines are significantly faded, affecting game play. This court also has significant cracks developing, so sealing them would prevent further deterioration and improve the safety of the court. Many people in the neighborhood use this court, and more recently the Night Flight Basketball League has attracted many more users and fans, from throughout the Tri-State region, including some professional college, WNBA and NBA players.
- **Add an additional Basketball Court**- Due to the popularity of basketball in this neighborhood, and the high use on the court; the community would like to see an additional basketball court placed adjacent to the current court. This would allow for more than one game to occur at a time, and would be beneficial to both the neighborhood children and leagues that play on them. Additionally, we would like to add a five (5) row bleacher and two (2) benches for players, garbage cans, and picnic tables.
- **Remove Softball Backstop, Reseed and Fertilize Both the Grass and Infield.**
This field has served as a softball field since its inception, yet softball has not been played on this field for years, neither by town leagues nor by the neighborhood. We would like to remove the rusty, fenced backstop, remove the weeds and crab grass in the outfield, and grow grass in the infield. This would create a multipurpose field with a good playing surface for soccer and football games, which are already being played there. A significant amount of seed and fertilizer is needed for this field in order to get it into game shape. Currently, there are bare spots creating safety concerns during play. Norwich sports leagues use this field for practice already, however, if conditions were improved, more games could be played on this field, including tournaments. Increasing the City's field capacity would, in turn, bringing more people to Norwich, which would increase economic development for the City. There are several nearby local restaurants that would benefit from families traveling attending tournaments and games at this park.
- **Soccer/Football goals, benches and bleachers** – We will need new soccer/football goals for this field. A combo of a soccer/football goals would serve the needs of both sports. With the construction of a soccer/football field, we also would like two (2) player benches and a five (5) row bleachers for fans, garbage cans, a new welcome sign with park rules and a storage shed for local leagues to hold equipment on site.

- **Basketball court lighting** - We are requesting to add LED lights to the new courts. Many youth play basketball at night as a healthy outlet and the current leagues play at night also. We have existing LED lights on both the tennis and the existing basketball court so we would like to add this type of lighting to the new court also.
- **Playground Amenities**- The playground equipment at the site is from 1996, making it more than 24 years old. No new playground equipment has been added since. We would like to add a few new items to this site to give additional options on which to play to children, as this is a popular park for the neighborhood. See addendum for details.

These new additions and improvements made to this park will have a great impact on the low-to-moderate residents of this neighborhood. In addition, we expect that economic development in the area will increase, as out-of-towners will come to this park and then spend time and money in Norwich at local businesses in the area.

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:

1. 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 Jenkins Park which will have a great impact on the low-to-moderate residents of this neighborhood and increase economic development. Also, statistically, families are known to move near nice parks.
2. Explain any temporary or permanent relocation of persons or businesses that may result from this project. **No one will be relocated.**
3. 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 West Side residents who are in low-to-moderate census tracts. One hundred percent of the children at nearby Uncas 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 and is within walking distance, with their children and extended families. They can have a picnic, play soccer or basketball or on the playground. 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 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 \$145,397 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 and Night Flight

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	\$ _____	0	
Architectural & Engineering	\$ _____	0	
Survey	\$ _____	0	
Environmental testing	\$ _____	0	
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
_____ CDGB Funds _____	\$149,200 _____
_____	\$ _____
_____	\$ _____
_____	\$ _____

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

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

EXHIBIT 1 Financial Statement and Audit
 Describe the agency's fiscal management including disbursement methods, financial reporting, record keeping, accounting principles/procedures and audit requirements. Include a copy of the agency's last completed audit.

- EXHIBIT 2** Insurance/Bond/Worker's Compensation
- State whether or not the agency has liability insurance coverage, in what amount and with what insuring agency.
 - State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law.
 - State whether or not the agency has fidelity bond coverage for principal staff who handle the agency's accounts, in what amount and with what insuring agency.
 - Provide a copy of your current insurance certificate, NOT YOUR POLICY.

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

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
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
William Nash	Rec Adv. Board	Alderman
Derell Wilson	Rec Adv. Board	Alderman

**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

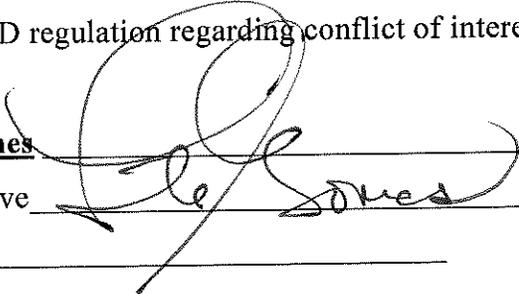
If yes, please identify below the City employee, consultant, or Council member with whom each individual has family or business ties.

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:

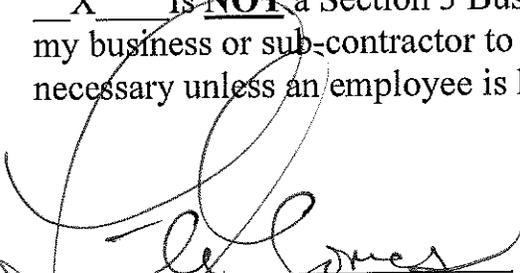
- Is 51 percent or more owned by section 3 residents; or
- Has permanent, full-time employees at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- Has a commitment to subcontract in 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)

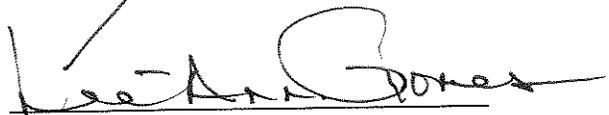
 Is a Section 3 Business Concern (Please read, review and implement necessary items in document entitled "Section 3 Requirements")

 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


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.

**JENKINS PARK IMPROVEMENTS- Mechanic St
Proposal for FY 21-22**

Prepared Norwich Recreation Dept
2/11/2021

IMPROVEMENTS TO CURRENT BASKETBALL COURT

Resurface, paint court lines, seal court and fill in cracks \$7,200

NEW CONSTRUCTION OF A BASKETBALL COURT

PROPOSED COURT DIMENSION 98 X 54, 588 SY

ITEMS DESCRIPTION	UNIT	UNIT COST	TOTAL COST
1 DESIGN	1 LS	\$ 2,000	\$ 2,000
1 FIELD STAKEOUT	1 LS	\$ 2,500	\$ 2,500
2 REMOVE TOPSOIL AND MATERIAL	196 CY	\$ 25	\$ 4,900
3 INSTALL PROCESSED GRAVEL BASE	196 CY	\$ 40	\$ 7,840
4 GRADING	588 SY	\$ 5	\$ 2,940
5 INSTALL 2 IN. OF CLASS I BITUMINOUS	68 TONS	\$ 150	\$ 10,200
6 INSTALL 2 IN. OF CLASS 2 BITUMINOUS	68 TONS	\$ 150	\$ 10,200
7 PURCHASE BASKETBALL POSTS	2 EACH	\$ 3,000	\$ 6,000
8 INSTALL BASKETBALL POSTS	2 EACH	\$ 2,000	\$ 4,000
9 INSTALL LATEXITE COURT FINISH	1 LS	\$ 13,000	\$ 13,000
10 LOAM AND SEED DISTURBED AREAS	500 SY	\$ 7	\$ 3,500
11 FURNISH AND INSTALL BLEACHERS	1 EACH	\$5,200	\$5,200
12 FURNISH AND INSTALL BENCHES	2 EACH	\$ 1,500	\$ 3,000
13 INCIDENTALS	1 EACH	\$10%	<u>\$7,528</u>
			TOTAL \$ 82,808

LED LIGHTS FOR THE NEW BASKETBALL COURT

The current park has LED lights so we want to add them to the new basketball court. The LED fixtures are dark sky friendly, full cut-off, with zero uplight.

- Set 4 new poles
- Set 4 new LED lights
- Power via Overhead wires to each new pole & light
- Install a new Controller and service
- Coordinate NDPU connection
- Reconfigure existing controller as need across the street.

Cost: \$22,405

FIELD IMPROVEMENTS AND AMENITIES

Seed and fertilize the softball infield, improve the grass on the playing field and change the grass seed to a better blend. The current grass has many weeds and bare spots on the field creating safety hazards. We also need to add other amenities to the park.

Purchase Seed (Kentucky bluegrass, perennial ryegrass & tall fescue mix) & fertilizer		\$2,500
Remove and dispose of rusty backstop	1	\$2,500
Soccer/Football goals		\$3,512
Storage Shed - 10x20 for equipment		\$4,500
2 Benches – players		\$3,000
1 Bleacher - fans		\$5,200
Garbage cans-4		\$1,200
Welcome/Park rules sign		\$1,000
Water Fountain		\$2,500
Picnic tables- 2		<u>\$2,000</u>
		\$30,412

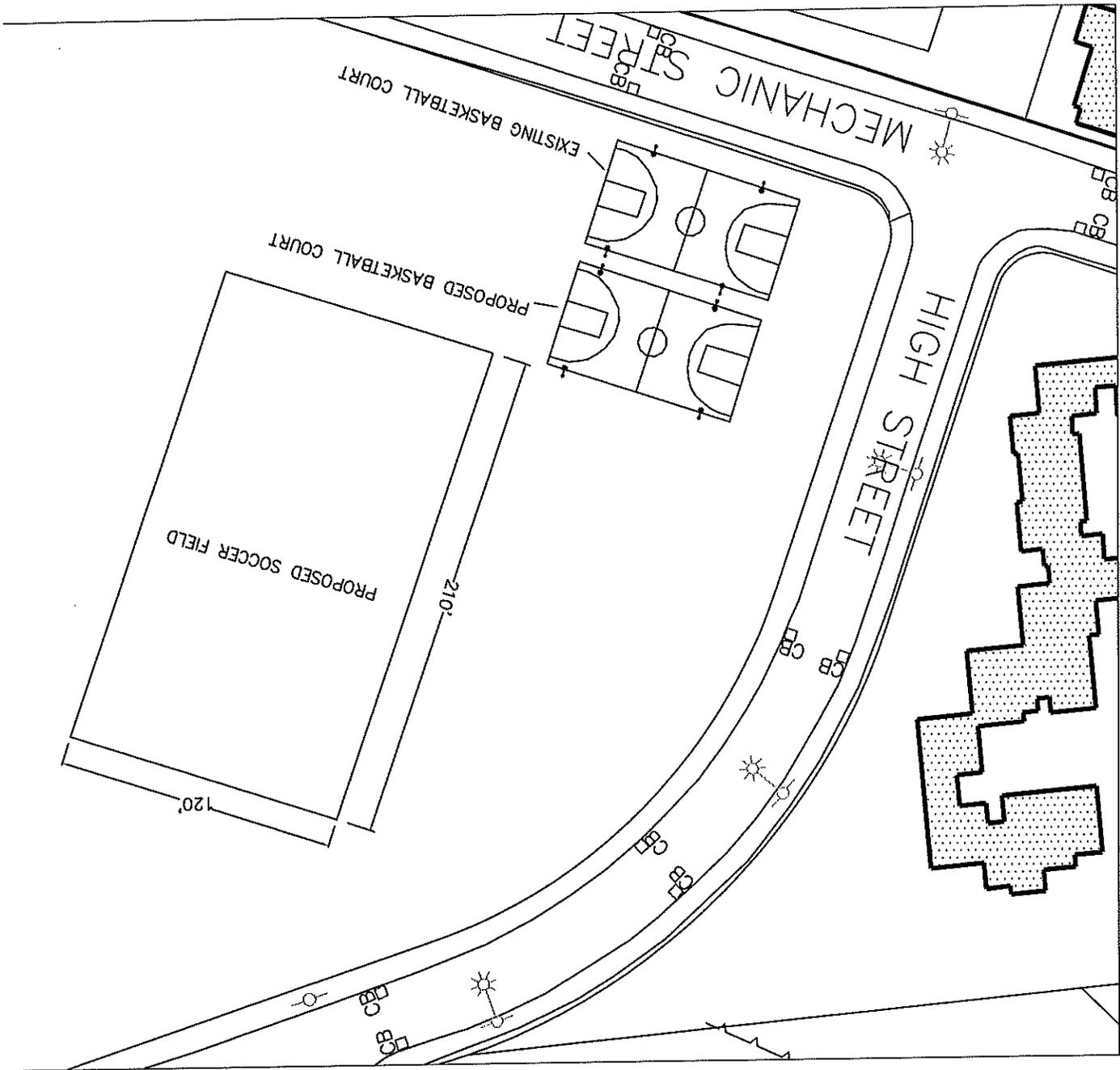
PLAYGROUND EQUIPMENT

The playground equipment at the site is from 1997, 24+ 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 for the neighborhood. All items below are new additions.

Items

Solo Flyers (includes spring, install, freight)	\$2,375
Whirl and Twirl (includes install, freight)	\$1,500
Engineered Wood Fiber to surface new playground area	<u>\$2,500</u>
	\$6,375

Grand Total: \$149,200



Proposed Park Changes to Jenkins Park





Night Flight Basketball League, Inc.
281 Norwich Avenue, Unit A
Taftville, CT 06380

February 16, 2021

RE: Community Development Block Grant/Norwich Recreation Department

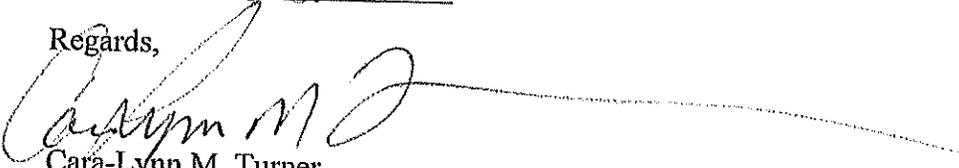
To Whom This May Concern:

As the Vice President of the Night Flight Basketball League, Inc., I am writing this letter to share that we fully support the proposed upgrades to Jenkins Park, located in Norwich, CT. We have utilized this park for our summer leagues, back to school extravaganzas and youth basketball clinics for the last several years, with no plans of vacating this area. As our league grows, the demand for a resurfaced court is of a high importance, as well as the installation of a second basketball court.

During the summer months, our league draws people from not only Connecticut, but neighboring Rhode Island, Massachusetts and New York. While basketball games are being played, children, whether they know each other or not, waste no time to start games of football, soccer, freeze tag and Frisbee, in the adjacent field space. It is a beautiful sight to see Jenkins Park with so much life! Granting the Norwich Recreation Department funding would be a huge benefit for our community, visitors and the league.

Thank you for your time and consideration of the Norwich Recreation Department's grant application. I also thank you for taking the time to read my letter of support. If you have any further questions, please feel free to reach me at (860) 319-4715 or rosecitynightflight@yahoo.com.

Regards,


Cara-Lynn M. Turner
Vice President



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

FAX 860-823-3793

<http://norwichct.org/hs>

Rose City Senior Center

8 Mahan Drive

Norwich, CT 06360

860-889-5960

FAX 860-885-1160

<http://norwichct.org/seniors>

Youth & Family Services

75 Mohegan Road

Norwich, CT 06360

860-823-3782

FAX 860-892-6031

<http://norwichct.org/yfs>