

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

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
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PART I: GENERAL INFORMATION

AGENCY: Norwich Police Department

LEGAL NAME
 (if different from Agency) _____

ADDRESS: 70 Thames Street
Norwich, CT 06360

E-MAIL: nrankin@cityofnorwich.org

EXECUTIVE DIRECTOR: Chief Patrick J Daley

CONTACT NAME AND TITLE: Sergeant First Class Nicholas R Rankin

TELEPHONE: (860) 886-5561

AGENCY FISCAL YEAR: 07/01/2021 06/30/2022
 Begin End

PROGRAM OR PROJECT NAME: Citizen & Police Academy

CDBG REQUEST & AWARD AMOUNTS:	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2021 – August 31, 2022)	\$ <u>\$10,936.70</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2020 – August 31, 2021)	\$ <u>\$0.00</u>	\$ <u>\$0.00</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
 Patrick J Daley

 Printed Name

 DATE

PRESIDENT, BOARD OF DIRECTORS

 Printed Name

 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

A1: History Prior to 1855 the City of Norwich, Connecticut authorized City Watches, off and on, for its protection. During the year 1855, a permanent "Night Watch" was organized for the City. Its chief duties were to light and extinguish the gas streetlights and generally "watch" and patrol the city through the night.

On July 21st, 1865, the Court of Common Council of the City of Norwich adopted a new city ordinance establishing a "Police Force." It was designated the "Police Department of the City of Norwich." This ordinance authorized an appointed Police Chief (who was unpaid), a Police Captain (who actually ran the day-to-day operations), seven Patrolmen, and six Supernumerary Patrolmen. Three members of the Court of Common Council were appointed as Police Commissioners. They in turn appointed all members of the department.

In 1874, police coverage was extended to the Greenville area, as that section had been annexed to the city. In 1882, a substation was built on a lot next to the Greenville firehouse. At one time, there was also a substation in the firehouse at the Yantic Falls.

In 1889, the position of Chief of Police became both active and paid. The first paid Police Chief was John A. Bowen.

For the first 24 years, members of the department were selected annually by the Court of Common Council, until an act of the General Assembly in 1889 amended the City Charter. This provided for permanent employees, which eliminated the politics of the annual appointments.

This same year, a "Police Manual" was published for members of the force. It contained the "City Charter Amendment, Ordinance, and Rules" organizing and regulating the Police Department. It also contained instructions and information for the policemen. It defined their duties in order to "secure uniformity of discipline and practice."

Around the turn of the Century, the department grew to 25 regular Patrolmen, and 25 Supernumerary Patrolmen. During this period, a telephone "Police Call Box" system was set-up for direct communications between the Beat Patrolmen and Police Headquarters. The call boxes were placed in numerous locations throughout the city. For its time, this was a very up-to-date, modern communications system. A modern form of that basic system is still in use today. Utilizing contemporary equipment, it supplements the current two-way radio system and wireless in-car computerized communications.

In 1928, then-Captain Thomas P. Murphy made a study of fingerprint identification, and added that specialized service to the department. Captain Murphy later became the Chief of Police. This period also saw the addition of two "Motor Patrols," which supplemented the traditional Foot Beat Patrolmen in patrolling the streets of the city.

During the late 1920's, 1930's and early 1940's, one-way and then two-way police radios were

installed in police patrol vehicles. This gave the motorized patrolmen fast and direct communications with Police Headquarters.

In 1953, the City Council, through ordinance, authorized in addition to the Chief of Police, one Captain, one Lieutenant, five Sergeants, one Detective Sergeant, a separate Detective Division, and 42 Patrolmen. Before this time, patrolmen were assigned to work as detectives, in plain clothes, from time-to-time as the situation warranted it. The Detective Division's sole purpose was to carry on detailed, in-depth criminal investigations. The division continued to grow during the following decades.

On January 1st, 1966, the department took over policing and patrol responsibilities for not only the city, but also town area of Norwich. The Town of Norwich included the Villages of Taftville and Occum; Norwichtown, Trading Cove and the East Great Plains sections of Norwich. Until that point, those area of Norwich had come under the jurisdiction of the Connecticut State Police Department patrols, and Town of Norwich police "Constables". This added area of responsibility reconfirmed the high regard that the citizens of Norwich have always had for their police department.

In 1972, upon request of Chief John W. Krzesicki, the City Council saw fit to add two Lieutenants and nine additional Patrolmen to the department. This gave the department a total of three Lieutenants. This fact gave the Chief the latitude to assign Lieutenants to command positions for the Evening Patrol shift (4pm to midnight), the Midnight Patrol shift (midnight to 8am), and to the Investigative Division (Detective and Narcotic Units). During this period, nine patrolmen were added to the Patrol Division to give additional patrol coverage to the city.

During 1975, the positions of "Juvenile Officer" and "Crime Prevention Officer" were established within the department and placed under the Investigative Division. The creation of these two positions earmarked officers who were responsible for juvenile offenders and the department's crime prevention activities.

After a request by Chief Richard J. Abele in 1981 and an endorsement by the City Manager and the subsequent approval by the City Council, a new position of "Deputy Chief of Police" was created. This meant that for the first time the department had a non-bargaining unit member as its "Second-in-Command." The Deputy Chief's primary function is to assist the Chief in the management of the department; i.e. run the day-to-day operations, insure high professional standards and to act in the absence of the Chief of Police.

In 1993, bolstered by a state grant, the department started a "Community Policing Program" with ten additional officers assigned to a targeted neighborhood (Downtown, Lake St., Boswell Ave & the lower West Side area). A downtown police sub-station was funded and the Buckingham Memorial building at 307 Main St. was renovated and brought up to code for this purpose. The code work and renovations were completely funded by the State "Safe Neighborhoods" grant program. The department adopted the philosophy of "Community Oriented Policing" as its model for policing.

In 2015, Chief Patrick J Daley adopted the "*President's Task Force on 21st Century Policing*" as a roadmap to further the department's Community Oriented Policing philosophy. This included more directed focus on the report's five pillars:

Building Trust and Legitimacy
Policy & Oversight
Technology & Social Media
Community Policing & Crime Reduction
Training & Education
Officer Wellness & Safety

The year 2021 reveals the Norwich Police Department, which ranks among the oldest in the nation, has come a long way since its inception, well over a century ago. At present, the police department's responsibilities are a far cry from what was expected when it was originally established. The major responsibility for the department in the mid 1800's was simply "watching over the City and keeping the public peace".

Its obligations are much more complex as we move through the twenty-first century. The department now covers nearly thirty square miles that make up the City of Norwich, with its two-hundred and twenty-three (223) miles of city streets and state highways, and approximately 38,000 citizens. The department is a 24 hour a day/365 days a year operation. The department has met the demands of the increased responsibilities and proved a regional leader in the field.

MISSION: To protect life, safeguard property, and maintain social order within carefully prescribed ethical and constitutional restrictions while providing community-based police services with compassion and concern.

VISION: A department committed to community policing, professional service, innovative leadership, problem solving, and prevention by highly trained and motivated employees who recognize the strength and value of the cultural diversity of our citizens.

VALUES:

- Professionalism
- Compassion
- Integrity
- Accountability
- Communication
- Transparency

A2: Hours The Norwich Police Department operates 24 hours a day, 365 days a year.

A3: Employees The Norwich Police Department is comprised of:

Chief of Police (1)

Deputy Chief of Police (1)

Captain (1)

Lieutenants (5)

Sergeants (9)

Patrol Officers (71)

Records Staff (5)

E911 Dispatchers (9)

Total size: 108FTE

A4: Section 504 Brigid Marks, Human Resources Director, City of Norwich

A5: Federal funding Not at this time.

B. STATEMENT OF NEED

B1: Problem The rise of a global pandemic and subsequent civil unrest across the nation in 2020 created an unprecedented tear in the social fabric. Norwich residents and public servants weathered this storm in exemplary fashion when contrasted with similar municipalities, due to the integrity of longstanding relationships within the community. Nevertheless, these relationships are subject to the continuing external threats of isolation and divisive echo-chambers. The Norwich Police Department proposes to use Community Development Block Grant Funds to foster unity among residents and public service, through a series of educational experiences designed to elicit empathetic response from police and citizens alike.

B2: Other agencies No, the Norwich Police Department is the only agency within the city capable of relating and receiving information in an experiential, localized manner.

B3: Community need In order to thrive, a community requires more than mere physical safety and security of property. The integrity of any group is based in the ability of its individual members to compete and cooperate in good faith toward shared goals. The framing and handling of contentious issues at a national level serves to obfuscate our implicit shared value system. This program will bring to light the shared objectives of each member of the local community and government, through a shared learning process based in empathy and critical thinking. Through personal and media exposure, the program will push empathic critical thinking to the forefront of the public's mind. If achieved, this will inevitably result in more positive interactions between citizens and between citizens and their public servants. The greatest impact of these achieved goals will be seen in the "highest risk" portions of the city,

where police presence is naturally higher and interpersonal conflict more likely to erupt.

B4: Waiting list The program does not have a waiting list; having not secured funding. A test program was completed in the fourth quarter of 2020, with strong reviews from community participants and involved officers.

C. Program Description

C1: General description The proposed project would use CDBG funding to host a citizen & police academy, in the classroom of the Norwich Police Department. The proposed academy would run once per week for 11 weeks; the 11th week being force on force scenario based training. Police Officers or supervisors (dependent on weekly subject matter) will host the same group of residents each week. While there will be a portion of policing "taught" each week; the experience will center around providing information for the purpose of thoughtful two-way discussion and practical case study. A primary learning objective for all participants will be to explain an opposing perspective to the satisfaction of a person who actually holds the view. During the ten week period, each participant will have the opportunity to build on practical physical skills, in a "hands-on" environment. The final (eleventh) week will be a four hour "force on force" scenario based training, wherein residents will don appropriate police equipment and handle mock calls for service in a safe environment, with Officers and actors portraying suspects, victims and witnesses. This role swap allows participants to feel and experience rather than simply hear about an opposing perspective.

Growing division and lack of public trust and understanding amount to an urgent health and welfare need within the Norwich community. Aside from the very visible instances of civil unrest and distrust between opposing political parties; the general population has seen a decline in mental well-being. The Center for Disease Control and Prevention reports a spike in serious suicidal ideation in all age groups through the year 2020 when compared to similar studies in 2018.

25.5% of young (18-24) adults have "seriously considered" suicide in 2020, compared with 10.7% in 2018.

11.4 % in all age groups report the same in 2020 compared with 4.3% in 2018.

It is recognized the attribution of this rise to a single cause is impossible. One contributing factor is likely the constant inundation of negative information through social media. Humans have evolved to focus more attention toward potentially harmful stimuli as a matter of survival. Social media algorithms are designed to reflect the apparent interests of users. The resulting positive feedback loop of "more attention required for negative" and "show more of what garners attention" produces a seemingly endless "feed" of problems. Lacking the need for geographic proximity in a digital community causes these problems to be more frequently framed in national scale. Faced with this, individuals are unsurprisingly left feeling insufficient to handle what appear to be the most relevant (frequently encountered) problems in their lives. In a word, people are left feeling hopeless.

The strategy of this project is to solicit active, in person engagement from police and residents. Returning one of the most marked issues from the past year to the local scale makes it touchable. A sole individual does have the immediate ability to influence positive change within their local environment. I would further contend; the mere engagement and empathetic exchange between groups will quickly reveal the proposed problems to be less severe than the manner in which they are represented may indicate.

This is one of several complementary initiatives by this agency. Health restrictions necessitate smaller in-person groups for each initiative. The effect of each is being magnified through social and traditional media, in an attempt to pivot the conversation about the same topics toward positive action in a local frame.

C1a: 5 year plan This program aligns with the three general priorities listed in the five year Consolidated Plan.

Priority 1 Provide decent housing

This project will assist the citizens of Norwich by keeping the housing decent. Lack of meaningful communal activity and investment drives residents indoors toward digital activity. The resulting lack of care for one's neighbors, and by extension, neighborhood leaves an area prey to the criminal element. All that is required to overcome this element is good people outside interacting with one another. Crime cannot thrive with onlookers. It is incumbent on us as community leaders to drive residents together to produce investment.

Priority 2 Provide a suitable living environment

Living environments are as much, if not more, about the people inhabiting them, than physical property. Any interaction is an opportunity for police to learn about neighborhood issues from a primary source. Intense long term engagement with police produces community-connected residents. Informed residents, especially ones who interact outside of their homes, serve as crime prevention and cooperating witnesses when needed. The City of Norwich provides services and support to its residents which can remain invisible prior to a personal connection with a city representative. Once armed with appropriate understanding of their resources, citizens become empowered to better their neighborhoods and pass information to others. Even the criminal element often becomes such out of perceived necessity. Whether through new access to better options or fear of knowledgeable witnesses, criminal activity becomes less pervasive.

Priority 3 Expand Economic opportunities

No business will move into an area that is not safe and vibrant. Safety and security from crime and disorder are needed for both large scale as well as small scale businesses. In keeping with the community policing model the small "Mom and Pop" business became neighborhood focal points and the cornerstone upon which bigger economic opportunities are built upon. Brown fields can be remediated, but no one will rebuild there unless the occupants are safe and future customers can come without fear.

C1b: Collaboration

Norwich Police will be attempting to work in collaboration with the following:
NAACP Norwich Chapter. (*testimonial from pilot/ potential attendee*)

NAACP Youth Council. (*testimonial from pilot/ potential attendee*)
Norwich Free Academy (*role-players*)
Black Lives Matter Norwich Chapter (*testimonial from pilot/ potential attendee*)
Norwich Bulletin (*media coverage/ advertisement/ potential attendee*)
Helms Media Group (*media coverage/ advertisement*)
FWRD Television (*media coverage/ advertisement/ potential attendee*)
Rose City United (*media coverage/ advertisement*)
Local Government Agencies/ non-profits (*recruitment*)
Cleanup Norwich (*testimonial from pilot/ potential attendee*)
Norwich Public Schools (*force on force training site*)
Global City Norwich (*testimonial from pilot/ advertising/ coverage*)

Representatives from each of the aforementioned have expressed interest in the project and many were represented in the pilot program in 2020. Each group has a voice in sectors of the Norwich Community which may prove otherwise unreachable in unifying efforts.

C1c: Local Plans This project aligns both as one of the Three Core Responsibilities as outlined in the City Council's planning session. This project meets those goals and priorities.

C1d: Potential Partnerships

- Civic Groups
- Neighborhood Block Watches
- Anti-Bullying groups
- Norwich Planning & Neighborhood Services
- Norwich Public Works
- Norwich Human Services
- Non-profit community foundations
- News media
- Healthcare Community outreach groups
- Southeast Mental Health
- Adult Probation
- Court systems
- Juvenile review board
- Uncas Health District

C1e: New Program This request should be considered a new program.

C2a Location of Services

This project will be located primarily in the classroom of the Norwich Police Department and at Teachers' Memorial Studies global Magnet Middle School. The results of the service will be distributed throughout the entirety of the city.

C2b: Frequency 1 time per week for a total of 11 weeks per session.

Session 1: 09/01/2021-11/03/2021 & 11/13/2021

Session 2: 03/02/2022-05/05/2022 & 05/14/2022

C2c: Hours Wednesdays 6:00 P.M.- 8:00 P.M. & a finals Saturday 10:00 A.M. – 2:00 P.M.

C2d: Families Served All 40,000 residents will benefit by this project and specifically the neighborhoods where participants reside and/or the schools in which they teach.

C2e: Hours see C2c

C3: Percentages 75.4% of the proposed funding is earmarked for salary. This number assumes a top step sergeant and top step officer to run each class as well as two top step sergeants and 5 top step officers to run the force on force trainings. This number is the highest possible estimation which almost certainly drops, based on pay scale of those most likely to be involved should funding be granted.

Shirts and masks for 10 Students: \$1040.00

Pens, pencils, printable materials, nameplates: \$900.00

Salary providing 1 Sergeant and 1 Officer : \$5,884.32

Additional 4 Officers and Sergeant for final weeks of each session: \$2,372.48

200 Simunition Rounds: \$279.90

2 Simunition Conversion Kits: \$460.00

Total project budget: 10,936.70

C4: Theory

Norwich Police & Citizen Academy

Outcome	<i>Make empathy and civil discourse surrounding difficult social issues the Norwich paradigm</i>	Lower use of force rate 2%
	Norwich residents who benefit by this	40,000
Indicator	<i>Grow listenership to companion podcast.</i>	Infinite return
	Norwich residents who benefit from this	40,000
Indicator	<i>Increase attendance at community events.</i>	Increase 25%
	Norwich residents who benefit by this	40,000
Indicator	<i>Shift narrative from defensive to supportive</i>	10 Mainstream stories of “good news” about community.
	Norwich residents who benefit by this	40,000
Indicator	<i>Increase attention directed to positive action from individuals and public</i>	Increase social media following of like-minded groups by 40%
	Norwich residents who benefit by pivoting local narrative	40,000
Indicator	<i>Create programming in conjunction with local activists and organizations to mutually educate.</i>	22 Classes based in perspective exchange.
	Number of Norwich residents who benefit by this immediately	28 Residents, officers and their inner circles

Short narrative

1. The project will create experiential knowledge for participants directly involved.
2. The project will be pushed out through word of mouth, individual and organizational social media and through involved traditional media outlets.
3. Informed parties will engage with contentious issues with more equanimity. The same engagement will once again be rewarded through public praise.
4. The relationships developed from the aforementioned will bring closer community ties and begin to build a shared narrative
5. Outcome is the achievement of a social contract constraining the manner in which we engage with difficult topics within the city.

E. FUNDING QUESTIONS

E1: Other source This project will not be leveraging additional funding, but will be supplemented by volunteer staffing from officers.

E2: Not received We would still attempt an abbreviated version of the academy similar to the pilot program. The resulting lack of support and physical legitimacy would have a negative impact on our ability to build the social contract.

E3: Patial If partial funding is received, the Norwich Police Department would begin first cut simunition kits and rounds, then begin shortening the program.

F: Other

F1: Other agencies Not applicable

F2: Previous funding No. This is a new program.

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.

ADDRESSING THE NATIONAL OBJECTIVE

Does your program:

- Address the needs of low- and/or moderate-income residents (see income chart below)? AND/OR
- Serve seniors; severely disabled adults; homeless; battered spouses; abused/neglected children and youth; illiterate adults; migrant farm workers, persons living with HIV/AIDS and persons who use food banks or meals programs.

FY 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

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)
Community Policing Sergeant	91,802.21	0	Full Time	N
Training Sergeant	91,802.21	0	Full Time	N
Background Investigator	82,748.73	0	Full Time	N
Officer PO6	82,748.73	0	Full Time	N

10420100 Police	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Request	2020-21 Proposed	2020-21 Adopted
51601 Department Head	125,398	128,843	131,929	131,929	124,729	127,847	127,847
51610 Regular Employees	7,163,610	7,208,744	7,507,631	7,350,000	7,771,316	7,807,358	7,747,367
51620 Seasonal/Temporary Employees	68,104	76,058	80,180	28,500	73,180	81,000	81,000
51630 Overtime	338,931	429,787	380,000	220,000	383,600	366,000	366,000
51631 Replacement Cost	794,480	982,154	846,000	880,000	968,295	750,000	750,000
52000 Fringe Benefits	7,171,816	7,148,805	7,549,026	7,549,026	7,867,064	7,400,446	7,389,119
53322 Professional Development	45,932	47,385	36,800	36,800	42,000	42,000	42,000
54310 Equip & Furniture Maintenance	109,814	104,808	116,500	116,500	114,000	114,000	114,000
54410 Utilities	125,883	127,434	134,000	120,000	129,500	111,200	111,200
55019 Special Investigations	10,000	10,000	11,600	11,600	11,600	11,600	11,600
55530 Communications	140,267	161,469	152,119	152,119	239,447	154,508	154,508
55532 Postage	2,291	2,049	2,375	2,375	2,375	2,375	2,375
56600 Uniforms & Clothing	113,483	125,157	126,020	126,020	126,020	126,020	126,020
56610 Supplies	47,515	67,265	58,000	58,000	58,000	58,000	58,000
56627 Vehicle Fuel	120,295	118,521	110,524	100,000	125,862	72,164	72,164
58100 Dues Licenses & Subscriptions	17,430	17,396	18,676	18,676	17,100	17,100	17,100
58259 Regional Animal Services	0	0	0	0	0	124,000	124,000
TOTALS	16,395,249	16,755,875	17,261,380	16,901,545	18,054,088	17,365,618	17,294,300

Staffing

Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Chief	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain - Step 2	0.00	1.00	1.00	1.00	1.00	1.00	1.00
Captain - Step 1	1.00	0.00	0.00	0.00	0.00	0.00	0.00
Lieutenant - Step 2	3.00	2.00	5.00	5.00	5.00	5.00	5.00
Lieutenant - Step 1	2.00	3.00	0.00	0.00	0.00	0.00	0.00
Sergeant - Step 3	2.00	1.00	2.00	2.00	2.00	2.00	2.00
Sergeant - Step 2	6.00	5.00	7.00	7.00	7.00	7.00	7.00
Sergeant - Step 1	1.00	3.00	0.00	0.00	0.00	0.00	0.00
Police Officer - Step 6 (includes SRO's)	14.00	6.00	16.00	16.00	16.00	20.00	20.00
Police Officer - Step 5	13.00	12.00	11.00	11.00	11.00	7.00	7.00
Police Officer - Step 4	7.00	13.00	21.00	21.00	21.00	25.00	25.00
Police Officer - Step 3	13.00	14.00	8.00	8.00	8.00	5.00	5.00
Police Officer - Step 2	22.00	14.00	9.00	9.00	9.00	9.00	9.00
Police Officer - Step 1	1.83	9.50	6.00	6.00	6.00	5.00	4.00
Subtotal - Uniformed Officers	87.83	85.50	88.00	88.00	88.00	88.00	87.00
Executive Secretary	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Records Div. Clerical Coordinator	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Police Rec. Computer Operator	4.00	4.00	4.00	4.00	4.00	4.00	4.00
Animal Control Officer	1.00	1.00	1.00	1.00	0.00	0.00	0.00
Assistant Animal Control Officer	0.75	0.45	0.45	0.45	0.00	0.00	0.00
911 Civilian Dispatcher	9.00	9.00	9.00	9.00	9.00	9.00	9.00
Subtotal - All other Police Employees	16.75	16.45	16.45	16.45	15.00	15.00	15.00
TOTAL FTE'S	104.58	101.95	104.45	104.45	103.00	103.00	102.00

Salaries

Chief	124,729	124,729	127,847	127,847
Deputy Chief	116,846	116,846	119,767	119,767
Captain - Step 2	105,126	107,229	107,229	107,229
Captain - Step 1	102,498	104,548	104,548	104,548
Lieutenant - Step 2	96,466	98,395	98,395	98,395
Lieutenant - Step 1	94,055	95,936	95,936	95,936
Sergeant - Step 3	87,807	89,563	89,563	89,563
Sergeant - Step 2	85,612	87,324	87,324	87,324
Sergeant - Step 1	83,472	85,141	85,141	85,141
Police Officer - Step 6 (includes SRO's)	79,148	80,731	80,731	80,731
Police Officer - Step 5	77,565	79,116	79,116	79,116
Police Officer - Step 4	74,850	76,347	76,347	76,347
Police Officer - Step 3	71,482	72,912	72,912	72,912
Police Officer - Step 2	66,835	68,172	68,172	68,172
Police Officer - Step 1	58,815	59,991	59,991	59,991
Executive Secretary	52,519	53,701	53,701	53,701
Records Div. Clerical Coordinator	47,579	49,867	49,867	49,867
Police Rec. Computer Operator	42,054	46,304	46,304	46,304
Animal Control Officer	50,360	51,367	51,367	51,367
Assistant Animal Control Officer	46,649	47,582	47,582	47,582
911 Civilian Dispatcher	62,619	63,871	63,871	63,871

10420100 Police	2017-18 Actual	2018-19 Actual	2019-20 Budget	2019-20 Projected	2020-21 Request	2020-21 Proposed	2020-21 Adopted
Total Salaries Paid by General Fund							
Chief			124,729		124,729	127,847	127,847
Deputy Chief			116,846		116,846	119,767	119,767
Captain - Step 2			105,126		107,229	107,229	107,229
Captain - Step 1			0		0	0	0
Lieutenant - Step 2			482,330		491,975	491,975	491,975
Lieutenant - Step 1			0		0	0	0
Sergeant - Step 3			175,614		179,126	179,126	179,126
Sergeant - Step 2			599,284		611,268	611,268	611,268
Sergeant - Step 1			0		0	0	0
Police Officer - Step 6 (includes SRO's)			1,266,368		1,291,696	1,614,620	1,614,620
Police Officer - Step 5			853,215		870,276	553,812	553,812
Police Officer - Step 4			1,571,850		1,603,287	1,908,675	1,908,675
Police Officer - Step 3			571,856		583,296	364,560	364,560
Police Officer - Step 2			601,515		613,548	613,548	613,548
Police Officer - Step 1			352,890		359,946	299,955	239,964
Executive Secretary			52,519		53,701	53,701	53,701
Records Div. Clerical Coordinator			47,579		49,867	49,867	49,867
Police Rec. Computer Operator			168,216		185,216	185,216	185,216
Animal Control Officer			50,360		0	0	0
Assistant Animal Control Officer			20,992		0	0	0
911 Civilian Dispatcher			563,571		574,839	574,839	574,839
Shift Differentials			48,000		48,000	48,000	48,000
Longevity Bonuses			21,000		21,000	21,000	21,000
On-call Stipends			10,200		10,200	10,200	10,200
		Subtotal - Employees	<u>7,679,331</u>		<u>7,771,316</u>	<u>7,807,358</u>	<u>7,747,367</u>
TOTAL SALARIES			<u>7,804,060</u>		<u>7,896,045</u>	<u>7,935,205</u>	<u>7,875,214</u>

Performance Measures	Actual	Actual	Projected	Projected	Projected	Projected	Projected
Workload/outputs							
911 Hard Line	N/R	2,487	3,267	3,267	2,487	2,487	2,487
911 Cellular	N/R	16,334	15,426	15,426	16,334	16,334	16,334
911 VOIP	N/R	2,174	2,227	2,227	2,174	2,174	2,174
911 Text	N/R	108			108	108	108
Subtotal - Emergency Calls	N/R	21,103	20,920	20,920	21,103	21,103	21,103
Non-emergency Line	N/R	35,016	36,156	36,156	35,016	35,016	35,016
Total Calls	N/R	56,119	57,076	57,076	56,119	56,119	56,119
Calls (Police)	N/R	51,212	52,568	52,568	51,212	51,212	51,212
Calls (Fire)	N/R	4,907	4,509	4,509	4,907	4,907	4,907
Auto Accidents (Investigated)	N/R	1,246	1,405	1,405	1,246	1,246	1,246
Auto Accidents (Fatalities)	N/R	3	2	2	3	3	3
Auto Accidents (Injuries)	N/R	238	267	267	238	238	238
Vandalism (Reported)	N/R	253	346	346	253	253	253
Outcome/results							
Part I Crimes (per 100,000)	N/R	0.012	0.010	0.010	0.012	0.012	0.012
DWI Arrests	N/R	144	197	197	144	144	144
Neighborhood Watch Groups	N/R	43	43	43	43	43	43
Efficiency							
Police calls per uniformed officer	N/R	599	597	597	582	582	589
Per capita cost of department	\$415.39	\$428.14	\$441.06	\$431.87	\$461.32	\$443.72	\$441.90

* Police activity is based and reported by Calendar Year. For example, the "2017-18 Actual" statistics are from calendar year 2017.

Note: FBI Uniform Crime Report (UCR) - Part I Offenses - Part I offense classifications include the following offenses:

Criminal Homicide, Forcible Rape, Robbery, Aggravated Assault, Burglary, Larceny-theft, Motor Vehicle theft, Arson

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)
Patrick Daley	Chief of Police	City Employee
Nicholas Rankin	Community Policing Sergeant	City Employee

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

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

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

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

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

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

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

Name of Applicant: Nicholas Rankin

Signature of Applicant's Representative _____

Title Sergeant First Class Date _____

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

24 CFR § 570.611 Conflict of interest

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

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

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

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

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

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

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

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

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

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 _____
Business Name (Print)

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

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

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

Authorized Signer

Date

Print Name

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