

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

**PROGRAM YEAR 2023 (PY 49) • SEPTEMBER 1, 2023 – AUGUST 31, 2024**

**DUE: Friday February 10<sup>th</sup>, 2023 AT 4 PM AT 23 UNION STREET, NORWICH, 2<sup>ND</sup> FLOOR**

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

E-mail addresses:

[sphelps@cityofnorwich.org](mailto:sphelps@cityofnorwich.org) (Sydney Phelps, Community Development Director)  
[tcurtis@cityofnorwich.org](mailto:tcurtis@cityofnorwich.org) (Tianne Curtis, Program Assistant)

**PART I: GENERAL INFORMATION**

**AGENCY:** Norwich Public Works

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

**ADDRESS:** 50 Clinton Avenue  
Norwich, CT 06360

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

**EXECUTIVE DIRECTOR:** Patrick McLaughlin, P.E.

**CONTACT NAME AND TITLE:** John Gorman, Civil Engineer

**TELEPHONE:** (860) 823-3798

**AGENCY FISCAL YEAR:** July 1, 2022 June 30, 2023  
Begin End

**PROGRAM OR PROJECT NAME:** Taftville Sidewalk Improvement

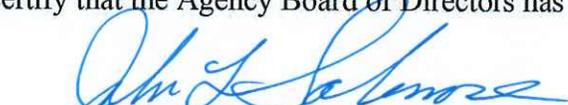
**CDBG REQUEST & AWARD AMOUNTS:**

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2023 – August 31, 2024)	\$ <u>460,000</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2022 – August 31, 2023)	\$ <u>358,634</u>	\$ <u>182,843.08</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 McLaughlin, P.E.  
 \_\_\_\_\_  
**Printed Name**  
Type text here 2/10/2023  
 \_\_\_\_\_  
**DATE**

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

John L. Salomone  
 \_\_\_\_\_  
**Printed Name**  
2/10/23  
 \_\_\_\_\_  
**DATE**

**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 2022 Income Limits Summary									
FY 2022 Income Limit Area	FY 2022 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 (\$)	\$ 39,450	\$ 45,050	\$ 50,700	\$ 56,300	\$ 60,850	\$ 65,350	\$ 69,850	\$ 74,350
	Extremely Low Income Limits (\$)*	\$ 23,700	\$ 27,050	\$ 30,450	\$ 33,800	\$ 36,550	\$ 39,250	\$ 41,950	\$ 46,630
Median Family Income \$102,700	Low (80%) Income Limits (\$)	\$ 62,600	\$ 71,550	\$ 80,500	\$ 89,400	\$ 96,600	\$ 103,750	\$ 110,900	\$ 118,050

**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)

**PART III: BUDGET INFORMATION**

**A. AGENCY FINANCIAL DATA**

<b>SUPPORT &amp; REVENUE</b>	<b>Current</b>	<b>Anticipated</b>
	<b>FY 22-23</b>	<b>FY 23-24</b>
Program Fees	\$	\$
Other Grants including foundations		
Donations		
CDBG		
General Fund		
State & Federal Grants		
Other Revenue (specify)		
<b>TOTAL REVENUE</b>		

<b>EXPENSES</b>	<b>Current</b>	<b>Anticipated</b>
	<b>FY 22-23</b>	<b>FY 23-24</b>
Salaries	\$	\$
Employee Benefits		
Payroll Taxes		
Professional Fees & Services		
Operations/Phones/Postage		
Insurance		
Equipment Rental, Maintenance & Acquisition		
Printing & Publication		
Travel/Conferences/Conventions		
Legal Fees		
Vehicle Lease/Repair		
Other Expenses (specify)		
<b>TOTAL EXPENSES</b>		
<b>BALANCE (TOTAL REVENUE LESS EXPENSES)</b>	\$	\$

trick McLaughlin, P.E.

**B. PROGRAM SPECIFIC FINANCIAL DATA**

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees			
Other grants/foundations (non-government)			
Donations			
CDBG			
General Fund			
State Government			
Federal Government			
Other Revenue (specify)			
<b>TOTAL REVENUE</b>			
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries			
Employee Benefits			
Payroll Taxes			
Professional Services (incl. accounts and attorneys)			
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
<b>TOTAL EXPENSES</b>			
<b>BALANCE (total revenue less expenses)</b>			

**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  
 2023-2024 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)
John Gorman	Civil Engineer	City Employee
Patrick McLaughlin	Public Works Director	City Employee
John Salomone	City Manager	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: John Gorman

Signature of Applicant's Representative \_\_\_\_\_

Title Civil Engineer Date 2/8/2023

**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 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

## **II. PROGRAM INFORMATION**

### **A. INTRODUCTON/AGENCY INFORMATION**

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

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

1. Providence Street, South 5<sup>th</sup> Avenue, South 4<sup>th</sup> Avenue, South 3<sup>rd</sup> Avenue, South 2<sup>nd</sup> Ave, South A Street, and South B Street in Taftville Connecticut, located between the lofts at Ponemah Mills and Wequonnoc Arts and Technology Magnet School, Sacred Heart Church and Sacred Heart School are in need of sidewalk repair. Several curb ramps are either in disrepair or nonexistent and several sections of the sidewalk are extremely dangerous for the handicap residents of Taftville. These efforts will contribute to the development and rehabilitation of the Taftville Area.
2. Not Applicable.
3. The program will replace the existing sidewalks and curb ramps, or lack thereof, with new sidewalk and ADA compliant curb ramps to improve the walkability of the Taftville area.
4. Not applicable.

### **C. PROJECT DESCRIPTION**

1. We are proposing the reconstruction of approximately 13,000 square feet of sidewalk, 4,000 square feet of driveway apron, 2,380 linear feet of granite curb, and 11 ADA compliant curb ramps. There will not be any relocation of people. None of the requested grant fund will go toward salaries of the contracting agency. About one third of the construction funds will be used towards salaries.
2.
  - a. The sidewalks are located in Taftville near Providence Street.
  - b. The sidewalks are used by the residents daily.
  - c. Approximately 100 to 150 households would be served by these upgrades.
3. None of the requested grant fund will go toward salaries of the contracting agency. About one third of the construction funds shall be used for salaries.

4. The short term goal of the project is increase pedestrian access in Taftville, especially for handicapped individuals who at the moment are unable to use a large number of the current sidewalk. The long term goal would be an increase in pedestrian usage of the sidewalks and an increase in the standard of living in the area.

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

This project will benefit all Norwich residents, but more particularly the residents of Taftville.

**E. FUNDING QUESTIONS**

1. There will be no additional funding leveraged at this time.

**F. OTHER**

1. Not applicable.
2. Not applicable.

EXHIBIT 4 – List of Board of Directors

**Norwich City Council and Mayor**

**Mayor**

Peter A. Nystrom (R)

**President Pro-Tempore**

Joseph A. DeLucia (D)

**Councilman**

Swarnjit Singh (D)

**Councilman**

Joseph A. Grant Neuendorf (R)

**Councilwoman**

Tracy Burto (D)

**Councilwoman**

Stacy Gould (R)

EXHIBIT 5 – Organizational Chart

See attached.

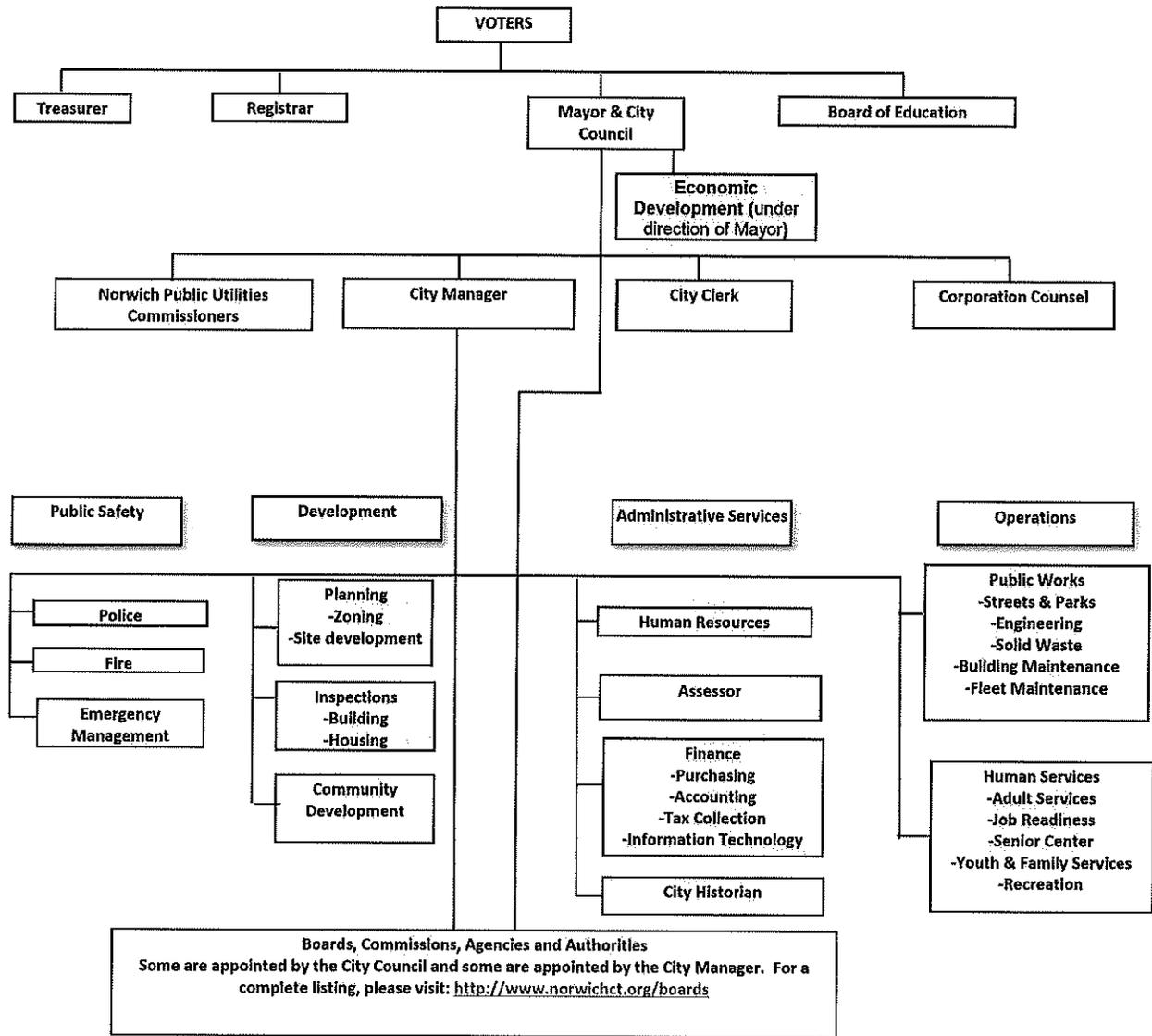
EXHIBIT 6 – Resumes of Chief Program Administrator and Chief Fiscal Officer

See attached for John Gorman, Chief Program Administrator. Please refer to the City of Norwich Finance Department for the CFO.

EXHIBIT 7 – Conflict of Interest Disclosure

See attached.

# Organization Chart



# **JOHN E. GORMAN**

147 Five Fields Road  
Madison, CT 06443  
(203) 245-8223  
john.e.gorman@gmail.com

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## **EDUCATION**

**Bachelor of Science in Geological Sciences, May 2016**

**Bachelor of Science in Civil Engineering, May 2019**

**Minor in Geographic Information Systems, May 2019**

## **EMPLOYMENT EXPERIENCE**

**Indigo Land Design Project Engineer, July 2019 – June 2022**

**Old Saybrook, Connecticut**

### **Responsibilities**

- Developing plan sets for Engineer review for Drainage, Septic Design, and for Zoning Compliance
- Instructed new hires on proper procedures and techniques
- Presenting and explaining projects to town officials and neighbors at town meetings

**City of Norwich, Department of Public Works, Civil Engineer, June 2022 – Present**

**Norwich, Connecticut**

### **Responsibilities**

- Developing drainage and sidewalk plan sets for review by the City Engineer
- Estimate, prepare and review bid proposals
- Conducted field inspections of projects

## **CERTIFICATE**

**Fundamentals of Engineering - September 27, 2019**

## **COMPUTER SKILLS**

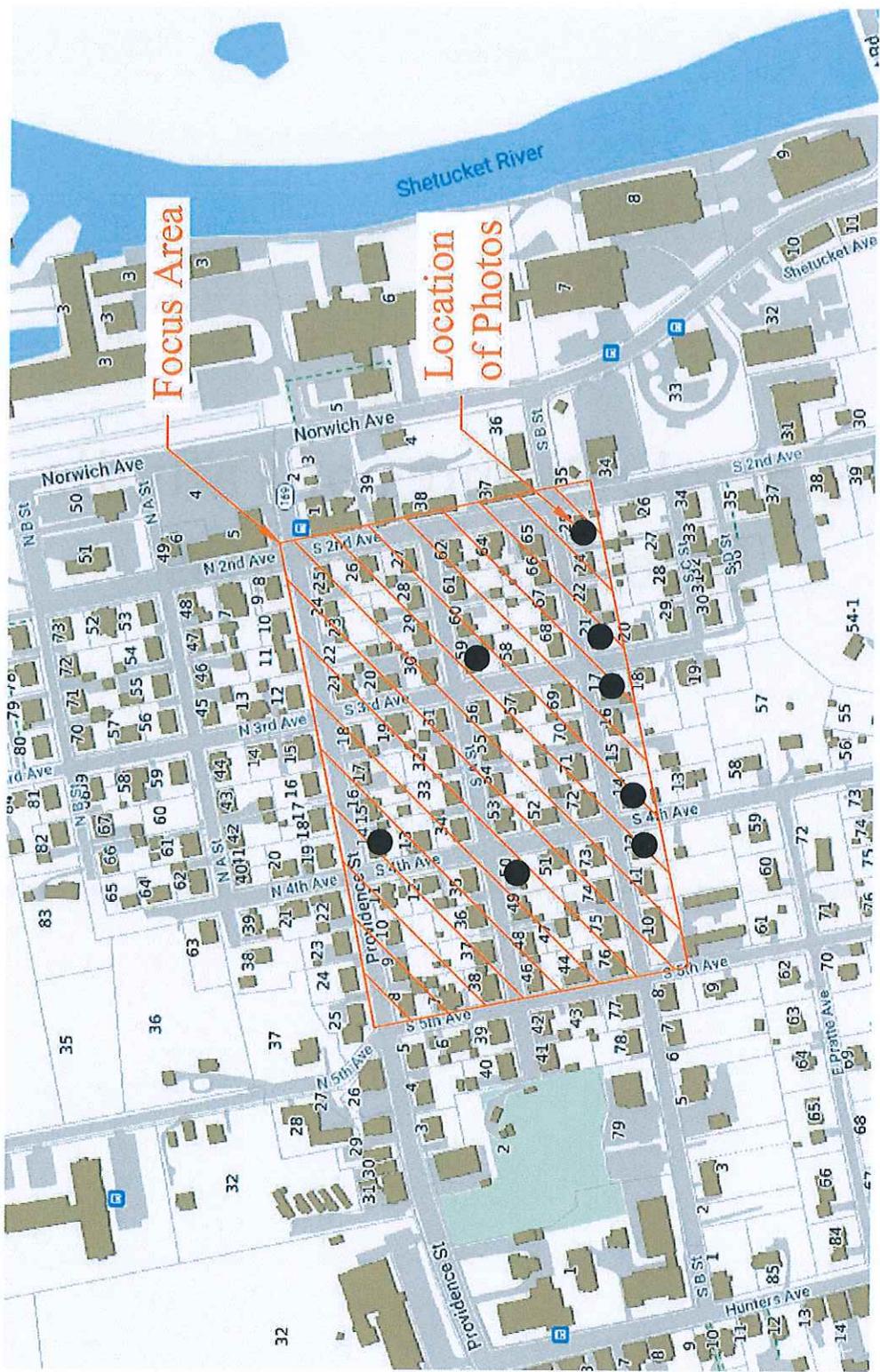
Microstation, AutoCAD, Aqtuessolv, ArcGIS, HEC-RAS, InRoads

**Taftville Sidewalk Estimates**

<b>Items</b>	<b>Quantity</b>	<b>Unit</b>	<b>Unit Price</b>	<b>Total</b>
Sidewalks	12,409	S.F.	\$16.00	\$198,544.00
Driveway Ramps	3,545	S.F.	\$18.00	\$63,810.00
Detectable Strip	12	Ea.	\$300.00	\$3,600.00
Granite Curb	2,380	L.F.	\$60.00	\$142,800.00
Concrete Sealant	15,954	S.F.	\$1.00	\$15,954.00
Asphalt Patches	450	S.Y.	\$25.00	\$11,250.00
Traffic Control	1	L.S.	\$20,000.00	\$20,000.00
Loam and Seed	400	S.Y.	\$9.00	\$3,600.00
Sawcut Concrete Sidewal	100	L.F.	\$3.00	\$300.00
				\$459,858.00

### Potential Replacement Areas

Address	Sidewalk Length	Sidewalk Width	S.F. Of Sidewalk	Apron Length	Apron Width	S.F. Of Apron
42 S 2nd Ave	6	6	36	155	6	930
33 S 2nd Ave	125	5	625			0
1 S B Street	110	4	440	40	6	240
5 S B Street	45	4	180	40	6	240
9 S B Street	50	4	200	40	6	240
13 S B Street	69	4	276	40	6	240
9 S A Street	64	4	256	15	9	135
15 S A Street	255	4	1020	15	9	135
22 S B Street	90	4	360	0	0	0
17 S B Street	60	5	300	45	6	270
21 S B Street	65	5	325	0	0	0
25 S B Street	70	5	350	20	5	100
29 S B Street	85	5	425	0		0
33 S B Street	25	5	125	0	0	0
42 S B Street	185	5	925	0	0	0
33 S A Street	150	5	750	0	0	0
22 S 4th Street	70	5	350	17	5	85
26 S B Street	170	5	850	15	5	75
30 S B Street	70	5	350	25	5	125
40 S B Street	230	5	1150	30	5	150
23 S 4th Street	60	5	300	15	5	75
29 S A Street (S 4th Ave)	70	5	350	10	5	50
29 S A Street (S A Street)	60	9	540	10	5	50
25 S 4th Street	65	9	585	25	9	225
21 S 4th Street	65	9	585	0	0	0
17 S 4th street	84	9	756	20	9	180
<b>Total</b>	<b>2398</b>		<b>12409</b>	<b>577</b>		<b>3545</b>



# Taftville Sidewalk Revitalization

# Example Pictures of Taftville Sidewalk Conditions



**Figure 1 – 29 S A Street**



**Figure 2 – 29 S B Street**



**Figure 3 – 17 S B Street**



**Figure 4 - 15 S A Street**



**Figure 5 – 13 S B Street**



**Figure 6 – 1 South B Street**



**Figure 7 – 33 S A Street**



**Figure 8 – 33 S B Street**