

**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** (Sydney Phelps, Community Development Director)

**tcurtis@cityofnorwich.org** (Tianne Curtis, Program Assistant)

**PART I: GENERAL INFORMATION**

**AGENCY:** The Lefty Cycles Project, Inc.

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

**ADDRESS:** PO Box 1508  
South Windsor, CT, 060704

**E-MAIL:** Dylan@theleftycyclesproject.org

**EXECUTIVE DIRECTOR:** Dylan Howley

**CONTACT NAME AND TITLE:** Hope Howley Brigham, Board

**TELEPHONE:** 1-860-300-6908

**AGENCY FISCAL YEAR:** January 1, 2023 January 1, 2024  
**Begin** **End**

**PROGRAM OR PROJECT NAME:** Bikes for a Better Future

**CDBG REQUEST & AWARD AMOUNTS:**

	<b>REQUEST</b>	<b>AWARD</b>
<b>UPCOMING FISCAL YEAR (This Request)</b> (September 1, 2023 – August 31, 2024)	\$ <u>15,000</u>	\$ _____
<b>CURRENT FISCAL YEAR (Prior Year Award)</b> (September 1, 2022 – August 31, 2023)	\$ _____	\$ _____

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.

DJH  
**EXECUTIVE DIRECTOR/DEPT. HEAD**  
 Dylan Howley, Founder

**Printed Name**  
02/09/2023  
**DATE**

Hope Howley Brigham  
**PRESIDENT, BOARD OF DIRECTORS**  
 Hope Howley Brigham, Board Member

**Printed Name**  
02/09/2023  
**DATE**

## A. INTRODUCTION/AGENCY INFORMATION

### **1. Brief history of your organization, including its mission, structure and membership**

Established in 2020, The Lefty Cycles Project, Inc., is a certified 501(c)3 with a main focus of Recovery and Bicycles. Cycling has helped many individuals including our founder Dylan on the road to recovery from addiction and mental health issues. Our mission is to perpetuate, manifest, deliver and apply Goodness to our Recovering community by delivering bicycles for transportation, exercise, hobby, or sport. We are a new organization that has collaborated on projects throughout the state, although our strongest focus is within New London County. Lefty Cycles has donated over 200 bicycles to a wide range of individuals of all ages. We have organized Projects and small events which address a need or provide a path to recovery while increasing access to bicycles/cycling. A few events have also had a food donation component. We've been fortunate to partner with many successful nonprofits within the eastern part of CT (a few central location as well) to expand our reach for bicycle donations and recovery support; some of the groups include Sound Community Services, Inc., Hands on Harford, Reliance Health, Inc., SCADD, Martin House, Inc., Get Found Recovery, and the Windsor Public School System.

### **2. What are the hours of operation for your agency?**

We do not have a fixed location or established hours of operation. We dedicate an average of 10-20 hours per week (sometimes more) working on projects, bike repairs, networking, admin, duties, etc.

### **3. What is the total number of persons employed by your agency?**

The Lefty Cycles Project, inc. does not have any paid employees. Our board of directors consists of seven people.

### **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.**

Not applicable.

### **5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans? No we do not.**

**B. STATEMENT OF NEED 1. Define the problem or need to be addressed through your program and provide evidence to support the need as well as citing resources for verification of any statistical information provided.**

The Lefty Cycles Project, Inc. is placing its roots within New London County and its recovery focused community. Our organization receives bicycles through in-kind donations, repairs them and tries to donate the vessels to underserved populations. Technically, anyone who needs a bicycle in order to enhance their lives could receive one from our organization if we can make it happen. The main focus is for people in recovery from addiction, mental health issues, or the daily struggles of life. We are in our third year of operation and have a program with Sound Community Services of New London, CT that focuses on getting clients of their residential locations access to bicycles, safety equipment and recovery support in the form of bi-monthly group visits. Over the past six months, The Lefty Cycles Project, Inc. has been focusing more time in the city of Norwich. Certain community organizations have been working with us to find people who live in Norwich and would benefit from a bicycle. A bicycle can function as a mode of transportation, a form of exercise, a way to stay sober, a way to enhance mobility, decrease stress and/or gain a sense of pride. The Lefty Cycles Project, Inc. is in need of a fixed location in order to repair the bike inventory we currently have (approximately 50 bikes), accept new donations, and give bikes to the community of Norwich, CT. With a major focus on Norwich youth, young adults and adults in recovery from mental health struggles, The Lefty Cycles Project, Inc. is looking for funding to bring more bicycles to the people of Norwich, CT. Our project is called "Bikes for a Better Future" and we want to donate at least 100 bicycles (plus one lock, one helmet, safety lights) to a wide range of people in Norwich. Currently, we operate on a tiny budget and average about 75 bikes donated per year over the last 3 years. This funding opportunity can increase our chances of finding a homebase in the vibrant yet overlooked city of Norwich, CT.

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

As of right now, I did not find additional research on any groups currently in Norwich, CT, that donate bicycles within the community. There are a wide range of agencies that support the efforts of mental health counseling, social services, youth services, substance abuse disorders, and primary health care that could network with The Lefty Cycles Project, Inc. during the project in order to expand the reach for bicycle donations.

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

This program will directly improve the lives of people in recovery from addiction and mental health issues in Norwich, CT. There has been a sharp rise in substance use disorders and mental health issues since before the start of the pandemic in early 2020 and now three years later, certain demographics are in need of extra support. Inflation is causing additional financial stress and Cycling can improve both physical and mental health, and can reduce the chances of experiencing many health problems. Cycling can help to protect you from serious diseases such as stroke, heart attack, some cancers, depression, diabetes, obesity and arthritis. Riding a bike is healthy, fun and a low-impact form of exercise for all ages.

According to the 2020 CT government disparity profile “Having access to a vehicle supports families in meeting their basic needs such as travel to employment, school, and health care. According to the August 2020 DataHaven Community Wellbeing Survey, 8 percent of white, 21 percent of Black, and 17 percent of Latino adults in Connecticut said they do not often have access to a car when they need one. Furthermore 7 percent of white, 19 percent of Black, and 25 percent of Latino adults in Connecticut have had to stay home due to lack of transportation at some point in the past year. As of 2018, nearly 7,000 households in the region had no vehicle at home—half of which were Black and Latino households. Public transit services have limited reach in Middlesex and New London Counties, especially during evenings and weekends.” By bringing this program to Norwich, we will help enhance transportation options for residents, especially minority populations.

Within one year, this program will distribute bicycles to at least 100 people in Norwich, CT. The funding will contribute towards the costs associated with hosting donation events, repairing bicycles, purchasing safety equipment and the distribution of bicycles to Norwich based organizations that support youth, people in recovery from mental health issues/addiction; and anyone who can benefit from cycling. The funding will also help secure a fixed location in Norwich for the bikes to be stored and repaired. The goal is to host quarterly support groups, organize at least 2 volunteer bike repair events and help enhance the lives of Norwich Citizens through the power of cycling.

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

We do not have a waiting list but we do have bicycles that have been donated and in need of light repair before being redistributed. The funds will expedite this process and the bicycles will go directly to the community of Norwich.

**C. PROGRAM DESCRIPTION 1. Provide a general description of the program for which you are requesting funding by identifying the specific activities and/or services provided.**

“Bikes for a better future” will partner with local Norwich nonprofits (Reliance Health, SCADD, Martin House, Inc., The Board of Education...etc) and provide bicycles for underserved populations these orgs serve. The bicycle can be used as a tool for recovering from addiction, improving mental health, transportation, exercise or for a child in need of a bike. This program will use a simple application process that involves a referral for a bike recipient or potential bicycle donation. Some bikes will need repair/safety check before being redistributed into the community so the program funds will help establish a location where The Lefty Cycles Project, Inc. can store and repair the bikes (in Norwich). Each recipient will qualify for a helmet, bike lock, and safety lights for the bicycle they receive. Within one year, this program will give at least 100 bicycles to people in the Norwich community.

**a. Explain how this program aligns with the 5-year Consolidated Plan (see [www.norwichct.org](http://www.norwichct.org))**

This program will directly impact the community of Norwich that is in need of transportation or support from mental health issues/addiction. At least 51% of bicycle recipients will be within the “low income” or “moderately low income” bracket which is stated on the 5-year consolidated plan. One of the main goals of our organization is to obtain funds in order to operate in Norwich, CT with a fixed location. If we are awarded the funds, 25% of the money will go towards finding a rentable location where we can store and repair bicycles in order to efficiently support the community we will be serving.

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

Our nonprofit has successfully partnered with many noteworthy groups within the eastern part of CT (a few central locations as well). We’ve been able to expand our reach for bicycle donations and recovery support with the mentorship of these groups which include Sound Community Services, Inc. of New London, Hands on Harford, Reliance Health, Inc., SCADD, Martin House, Inc., Get Found Recovery, and the Windsor Public School System. We are a sponsored member of the New London Chamber of Commerce and have a goal of connecting with the Norwich Youth Services, Board of Education and Mohegan Park in order to increase the amount of child-sized bikes we can donate. If we receive this funding, we will be able to spend a majority of our time helping the recovering community of Norwich, CT and become a neighbor with a possible bike repair location.

**c. Elaborate on how this program links with local or regional plans**

This program is designed to link up with local groups that can help us efficiently and sustainably distribute bicycles in Norwich to those who would benefit the most. Currently, we have contacts at SCADD, Reliance Health, Inc. and Martin House, Inc. who have helped us donate bicycles to their clients. We plan to connect immediately with Youth Services, the school district and any other youth based group who has families that could benefit from our program.

e. Comment on if this request for CDBG funding is for a new program or service:

We have a similar partnership with Sound Community Services, Inc. in New London where we have been developing a bike/wellness program with residential clients on a \$5,000 budget. This funding request would be for a new program in Norwich with a bigger reach. Not only do we want to donate 100 bicycles, we also want to establish a Norwich location where we can store and repair bikes that we receive as donations.

2. For each activity or service, please also provide:

- Location of services
- Bicycle Repair and Storage (no set location at the moment; we currently do this out of a board member's house in Lebanon, CT)
- If we do not find a set location, we will partner with the organizations and meet at their sites to deliver the bicycles
  - 4 times per month for 12 months
  - Host community repair nights
    - Teach Norwich citizens how to tune up their bikes (two per year)
    - Community support events (quarterly)
- Bicycle Donation Drives (advertise for people to drop off unwanted bicycles)
  - Monthly (12 times per year)
    - The goal is to have 50-75 bicycles donated by CT residents
    - We currently have approx 50 bicycles of ALL sizes in need of parts, safety checks before we can donate
- Bicycle Donations (at least 100)
  - 2-5 bicycles per week for 52 weeks
  - At least 20% of recipients will be women
  - At least 40% of recipients will be from minority populations
  - At least 30% of recipients will be Norwich youths
- As of right now we do not have set hours of operation

**3. Please specify the percentage of requested grant funds that will be used for administration and salaries as well as the total number of employees hired and/or retained as a result**

- 32% of the grant will be used for admin salary. As of right now, our organization does not have any employees. We will budget 5 hours per week for a part time admin/bike repair position. One year is 260 hours, the salary is \$18 per hour. The total request for the grant is \$15,000, and the total for one year part time is \$4,680.

4. Using the definitions and example located on pages 11-12, please complete the chart and provide a narrative (under C4) describing your “theory of change” on specific outcomes. Please use multiple pages if you have multiple outcomes that you measure. Please note that the narrative should describe the inputs used to achieve specific outputs in order to produce measurable outcomes. Please designate if outcomes are short term, interim or long term. Add as many outcomes as necessary to prove your success hypothesis (what you believe will result if your program is successful). Remember to include Page 3 of 14 important definitions, including how your industry or service measures success. Please remember to discuss highlights that occurred last year and that will occur this year as a result of your program.

1.

**E. FUNDING QUESTIONS 1. If the CDBG funding that you are requesting will leverage funding from another source, please note the amount and source of leveraged funding. Have these additional funds been secured at the time of this application. If not, what actions are you taking to apply for them? “Not applicable”**

**2. If you do not receive the amount of funds requested from CDBG, how do you propose to administer and/or complete the project in the manner presented and how will this affect your service population?**

We understand that this funding would substantially enhance our organization and we are asking for a lot. The unique part about Lefty Cycles is that if we did not receive the funding, we could still accomplish the donation of at least 25 bicycles to citizens of Norwich. Since the start of 2023 we have donated 4 bicycles to people located in Norwich, CT and have major plans to continue the collaborations with youth focused groups, SCADD and Reliance Health, Inc. Our annual budget consists of less than \$2000 in operating costs, which is all through donations. We were awarded one Community Foundation grant last year for \$5000 to use directly with Sound Community Services, inc., but aside from that we have been able to donate over 200 bicycles to CT residents within the past three years using minimal funds. We are looking to pivot towards a more sustainable approach to get bicycles repaired and distributed in a faster way. We also need

storage and funds for parts, tools and labor. Hosting community repair nights is a great way to gather volunteers to fix bikes but we need supplies and additional funds in order to plan these events in Norwich. We are seeking resources to take Lefty Cycles to the next level as a nonprofit and we want to find a home in Norwich, CT if possible. Locating bicycle recipients or even used bicycles is not necessarily the problem, we need a location and tools to expedite the process. We can also host support groups and encourage cycling to generate positivity in the City of Norwich for free if the funding is not available.

**3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application?**

For partial funding, we do not need added funds for a part time maintenance/admin person or extra money to lease a small space to store our bikes. We need money for tools, bike parts, marketing, gas reimbursement, safety equipment, and quarterly community events.

**2. Is your request for continuation of a previously-funded CDBG program? a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results b. If no, please state the reason(s) why**

No, we have not previously received CDBG funding. We are in our third year operating as a 501(c)3 and have not applied for any Norwich based funding as of yet.

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. Page 7 of 14**

Our organization does have an accountant but as of right now, we have yet to file taxes for the 2022 fiscal year; with that being said, we do not have a completed audit to file. We operated on a minimal budget during 2022, with less than \$3,000 raised through donations and less than \$1500 spent on marketing, accounting costs, travel/event costs, and bicycle parts/tools for repair.

**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.

As of right now, we do not have any paid employees. We also do not have liability insurance but we are budgeting to include that for this current year. In the past, all the events we have hosted have had partner organizations in which we were covered by their businesses insurance.

**EXHIBIT 3 Non-profit Determination Non-profit organizations must submit tax-exemption determination letters from the Federal Internal Revenue Service.**

\*Letter attached to this application.

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.

Board of Directors (\*all board members are CT residents):

1. Dylan Howley, business manager/Spin Instructor/ Yard Manager. 860-271-1320
  - a. [Dylan@theleftycyclesproject.org](mailto:Dylan@theleftycyclesproject.org)
2. Stephanie Morgan, Licensed Family and Marriage Therapist. 734-255-5950
  - a. [stephaniemorganllc@gmail.com](mailto:stephaniemorganllc@gmail.com)
3. Hope Howley Brigham, Special Education Tutor, 860-287-8287
  - a. [Hopeb@nmsu.edu](mailto:Hopeb@nmsu.edu)
4. James Morris, Project Director Hartford Healthcare
  - a. [jamesmorris9170@gmail.com](mailto:jamesmorris9170@gmail.com)
5. Brian Holdt, owner of Airline Cycles, 860-365-5496
  - a. [biran@airlinecycles.com](mailto:biran@airlinecycles.com)
6. Stacy Herr, Program and Event Manager
  - a. [Sherr@chamberct.com](mailto:Sherr@chamberct.com)
7. Casey Howley Brigham, Education Director for Marine Science
  - a. [brigham1casey@gmail.com](mailto:brigham1casey@gmail.com)

**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.

As of right now, we have bi-monthly board meetings to discuss goals and upcoming events. The main administrative duties are spearheaded by Stephanie Morgan and Hope Howley Brigham. Dylan, our founder is in charge of organizing community support groups and leading them. He is also our only bike mechanic at the moment. He repairs the bikes, and collaborates with groups so he can meet the recipients and drop off the bikes. Our two newest board members, Stacy Herr and Casey Howley have excellent event planning strengths along with social media management and networking skills which we are excited to add to our group effort. Currently, we rely on all donated time and effort from our board. When we host events, we always try and recruit volunteers when needed. The website was created and maintained mostly by Dylan and Stephanie.

The proposed project will allow for the creation of a part time job. The main goal would be to train someone to be able to work on bicycle repairs and maintain admin duties that help located community members who would benefit from receiving a bicycle. The project would also allow for the opportunity to find a set location in Norwich so we can properly store and receive used bicycles. We do not have an ideal space where we can repair bikes and host meetings. We do not necessarily need a storefront, just an open area where we can work on bikes and have space to have proper storage.

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer EXHIBIT 7

\*Resume of our Founder, Dylan Howley is attached\*

PROJECT OUTCOME PREDICTIONS: Bikes For a Better Future (The Lefty Cycles Project, Inc.)

Outcome: 100 Norwich Residents will receive a bicycle

Long Term Outcome: Receive a bicycle to assist with recovery from addiction, use for transportation, and/or enhance mental health	2021 Actual	2022 Estimated	2023 Anticipated
Number of Participants	25	40	125
Total Number of Participants Achieving Outcome	20	30	100
Percent Who Achieved Outcome	80%	75%	80%

Short Term Outcome: Collaborate with local nonprofit groups that support people living with addiction, mental health issues or families/children in order to find people who need bikes	2021 Actual	2022 Estimated	2023 Anticipated
Number of Participants	30	50	125
Total Number of Participants Achieving Outcome	20	40	100
Percent Who Achieved Outcome	66%	80%	80%

Output: Receive bicycle donations, repair them, get them in the hands of those in recovery, need transportation, are SE CT Youth	2021 Actual	2022 Estimated	2023 Anticipated
Number of Participants	50	80	125
Total Number of Participants Achieving Outcome	25	50	85
Percent Who Achieved Outcome	50%	63%	68%



Department of the Treasury  
Internal Revenue Service  
Tax Exempt and Government Entities  
P.O. Box 2508  
Cincinnati, OH 45201

THE LEFTY CYCLES PROJECT INC  
1818 EXETER ROAD  
LEBANON, CT 06249

Date:  
01/20/2021  
Employer ID number:  
85-2754069  
Person to contact:  
Name: Harold J Fodor  
ID number: 31675  
Telephone: 877-829-5500  
Accounting period ending:  
August 31  
Public charity status:  
509(a)(2)  
Form 990 / 990-EZ / 990-N required:  
Yes  
Effective date of exemption:  
August 21, 2020  
Contribution deductibility:  
Yes  
Addendum applies:  
No  
DLN:  
26053718004530

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.

Sincerely,

Stephen A. Martin  
Director, Exempt Organizations  
Rulings and Agreements

Letter 947 (Rev. 2-2020)  
Catalog Number 35152P

**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)
Dylan Howley	0	0	Volunteer	N
Hope Brigham	0	0	Volunteer	N
Stephanie Morgan	0	0	volunteer	N
Admin/Bike Mechanic	4,800	100%	PT	Y

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

<b>SUPPORT &amp; REVENUE</b>	Current	Anticipated
	FY 22-23	FY 23-24
Program Fees	\$ 0	\$ 0
Other Grants including foundations	5,000	7,000
Donations	2,500	4,000
CDBG	0	15,000
General Fund	500	2,000
State & Federal Grants	0	0
Other Revenue (specify) in kind bicycle donation	1,500	4000
<b>TOTAL REVENUE</b>	<b>9,500</b>	<b>32,000</b>

<b>EXPENSES</b>	Current	Anticipated
	FY 22-23	FY 23-24
Salaries	\$ 0	\$ 4,800
Employee Benefits	N/A	N/A
Payroll Taxes	N/A	N/A
Professional Fees & Services	500	750
Operations/Phones/Postage	250	400
Insurance	400	1000
Equipment Rental, Maintenance & Acquisition	250	10,000
Printing & Publication	200	500
Travel/Conferences/Conventions	200	500
Legal Fees	100	100
Vehicle Lease/Repair	0	0
Other Expenses (specify repair tools/bike parts)	250	5000
Project Expenses (Sound Community Services)	5,000	7,000
<b>TOTAL EXPENSES</b>	<b>7250</b>	<b>30,050</b>
<b>BALANCE (TOTAL REVENUE LESS EXPENSES)</b>	<b>\$ 2,250</b>	<b>\$ 1,950</b>

**B. PROGRAM SPECIFIC FINANCIAL DATA**

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees	1,000	1000	50%
Other grants/foundations (non-government)	0	2,000	0
Donations	0	2,500	0
CDBG	14,000	0	100%
General Fund	0	1,500	0
State Government	n/a		
Federal Government	n/a		
Other Revenue (specify)			
(merch sales)	0	500	0
<b>TOTAL REVENUE</b>	<b>15,000</b>	<b>7,500</b>	<b>66%</b>
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	4,680	0	100
Employee Benefits	0	0	
Payroll Taxes	0	0	
Professional Services (incl. accounts and attorneys)	0	500	0
General Operations & Supplies (incl. Overhead and Printing)	4000	2,500	62%
Travel / Conferences	0	250	0
Vehicle Expense	500	500	50%
Other Expenses (specify)			
stipend to rent a Norwich space	5,000	5,000	50%
<b>TOTAL EXPENSES</b>	<b>14,180</b>	<b>8250</b>	
<b>BALANCE (total revenue less expenses)</b>	<b>820</b>	<b>-750</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)

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: Hope Howley Brigham  
 Signature of Applicant's Representative: [Signature]  
 Title: Board Member Date: 2/10/23

**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

**Section 3 Contractor Affidavit (2021 Final Rule)**

**Section 3 Business Concerns are:**

- At least 51 percent of the business is owned and controlled by low or very low-income persons; or
- At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

This is to certify that The Lefty Cycles Project, Inc. (print Business name)

         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)

Hope Howley  
Authorized Signer

02/10/23  
Date

Hope Howley Brigham  
Print Name

1818 Exeter Road  
Lebanon, CT 06249  
860-271-1320

Dylan@theleftycyclesproject.org

# Dylan Howley

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## Objective

To obtain a position that will utilize and expand my knowledge and leadership. I am seeking new challenges and opportunities for personal and professional reasons.

## EXPERIENCE

### **DW Transport and Leasing, Hartford CT – Yard Manager**

August 2006 – PRESENT

- Day to Day management of multi million dollar operation
- New Customer Development Business to Business sales
- Managed a team of 8 employees
- Connecticut certified “scales operator”

### **The Leftycycles Project Lebanon, CT– Founder**

August 2020– Present

- Donated approximately 200 bicycles to those in need
- Host and participate in Recovery Support Groups
- Promote a positive lifestyle through recovery from addiction and cycling

### **Empowered Spin Studio, Glastonbury CT – Spin Instructor**

November 2018 – Present

- Taught classes of 12-24 participants
- Developed class routines for all experience levels

## EDUCATION

### **UCONN, Storrs – RATCLIFFE HICKS School of Agriculture**

2 years

## Additional Accomplishments:

Certified Personal Trainer

Breathwork Coach

Motivational Speaker