

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

PROGRAM YEAR 2022 (PY 48) • SEPTEMBER 1, 2022 – AUGUST 31, 2023

DUE: THURSDAY FEBRUARY 10, 2022 AT 4 PM AT 23 UNION STREET, NORWICH, 2ND FLOOR

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PART I: GENERAL INFORMATION

AGENCY: Norwich Human Services Department

LEGAL NAME
 (if different from Agency) City of Norwich, Human Services Department

ADDRESS: 100 Broadway
Norwich, CT 06360

E-MAIL: tbooker@cityofnorwich.org

EXECUTIVE DIRECTOR: _____

CONTACT NAME AND TITLE: Tara Booker, Director of Human Services

TELEPHONE: 860-823-3778

AGENCY FISCAL YEAR: 7/1/2022 6/30/2023
 Begin End

PROGRAM OR PROJECT NAME: Norwich Works

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2022 – August 31, 2023)	\$ <u>60,000</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2021 – August 31, 2022)	\$ <u>60,000</u>	\$ <u>60,000</u>

The information contained herein and attached as exhibits hereto is, to the best of our knowledge and belief, true, correct and complete and that the City of Norwich can rely upon these statements in determining whether to fund this project. We certify that the Agency Board of Directors has approved this application.



 EXECUTIVE DIRECTOR/DEPT. HEAD

 PRESIDENT, BOARD OF DIRECTORS

Tara Booker

 Printed Name
 2/9/2022

 DATE

 Printed Name

 DATE

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Part II

A. INTRODUCTION/AGENCY INFORMATION

A1. Brief History:

Norwich Human Services is a department of the City of Norwich and is comprised of four divisions: Adult and Family Services, Youth and Family Services, the Recreation Department, and the Rose City Senior Center. The mission of the Department is to enhance the quality of life for Norwich residents by providing opportunities and services that promote health, social and emotional well-being, and economic empowerment. We recognize that everyone requires their basic needs met, gainful employment, social and recreational activities, and mental health supports to achieve their optimum health and productivity level. All four divisions work together to assist individuals and families in reaching their maximum potential.

A2. Hours of Operation:

Human Services maintains the hours of Monday to Friday 8:30 am to 4:30 pm.

A3. Number of Employees:

There are 29 throughout the department; 8 in the division that runs Norwich Works.

A4. Section 504 of Rehabilitation Act of 1973:

Brigid Marks, Director of Human Resources.

A5. More than \$500,000 Federal Funding:

Yes we do.

B. STATEMENT OF NEED

B1. Define the Problem:

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

The recently updated ALICE report by the United Way details several alarming indicators for cities across CT and, in particular, Norwich. This report, which was updated in 2018, states that Norwich has a poverty rate of 14% with a population of 40, 378. Additionally, a full 40% of Norwich households meet

the definition of being an ALICE household. ¹ ALICE stands for Asset Limited Income Constrained and Employed. These are household, that despite working, who do not earn sufficient income to be able to afford to live in the town.

Norwich's unemployment rate of 6.4% as of December 2021 is an improvement over past years but is still a bit higher than the rate for CT (3.2) and slightly higher than for the country (3.5%). ² This could be in part that Norwich has a very service based economy, sandwiched between two casinos that provides restaurant, housekeeping and other low skilled jobs. Although people filling these jobs are working they still struggle with housing, utility and food costs. In fact, 32% of homeowners and 49% of renters in Norwich are housing burdened, which means that they are paying over 30% of their income for housing.² This is a very precarious situation in which workers find themselves. Missing one day of work a week, due to illness or an accident, can disrupt their budget and lead to housing instability.

The Norwich Works Program has been shown to increase the earning potential of Norwich residents by providing short term job training opportunities, combined with job placement and case management to help reduce barriers to employment. One of our flagship programs, Phlebotomy Technician, provides an hourly wage, on average, of \$21.73/hr.

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

B2. Services Provided:

This grant addresses the problem of low wages earned by working people and helps those who are not working find employment. There are a significant number of Norwich residents who are underemployed or employed at wages that are not sufficient for housing and basic needs in Norwich.

B3. Address the Needs of the Community:

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

B4. Waiting List: No, our program does not have a current waiting list for services.

C. PROGRAM DESCRIPTION

C1. General Description:

The program we are requesting funding for is an essential piece to the economic empowerment of our low, extremely low, and moderate income residents in Norwich. Many of these folks live in crisis mode

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

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

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

from month to month and the opportunity to improve their employment and financial stability can bring far reaching effects to other areas of life such as mental health, emotional well-being, and better outcomes for children.

C1a: Alignment with Consolidated Plan:

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

Norwich Works also aligns with the plan by providing activities that address the quality of life and improving collaborations. The employment specialist actively seeks out partnerships to find the best options for city residents in increasing their skills, employment options, and overall economic empowerment.

C1b: Collaboration with other programs and organizations:

Our Norwich Works program has allowed us to form strong collaborations with community institutions such as Three Rivers Community College, American Professional Education Services (APES), nursing homes, manufacturing companies like Electric Boat, and more. Additionally, we work closely with the Norwich Free Academy Norwich Tech, and Adult Education. Our case manager sits on various task forces, like Workforce, Career Exploration, Community Engagement Task Forces and the Community Care Team, so that they, she can interact with other caseworkers who may have clients who need these services and so that she can keep abreast of the issues in the community. With the reinvigoration of the Norwich Community Development Corporation under the leadership of Kevin Brown, we see lots of opportunity to collaborate in the coming year to increase Norwich's skilled workforce to attract new business to Norwich.

C1c: Link with Local and Regional Plans:

This program supports and supplements plans of the Workforce Investment Board, the New Capacities Work Group, CT Works, the 5 year ConPlan.

C1d: Partnerships created by this funding:

We have participated in the Three Rivers Precision Sheet Metal Manufacturing Certificate program and hope to help NFA in building their Banking Pipeline to encourage youth to consider the field of banking as a viable career. Historically, we have concentrated on healthcare fields. These jobs continue to grow at a fast pace.³ Additionally, Backus is now again hiring CNA.s along with P.C.T's to lessen costs as hospital reimbursement is squeezed. The sheet metal program, without stereotyping this kind of work,

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

has already had the effect of attracting male participants to the program. Stronger linkages have been made with Electric Boat who is poised to hire over 800 workers in the near future.⁴ This will benefit even those residents not receiving training. We also partner with other local human service agencies to assist residents as well as partnering with other health organizations (Backus, APES, rehab facilities).

As COVID has shed light on many needs in fields of healthcare, schools, service industry, and more, our Norwich Works program will continue to seek out partnerships and chances to build upon the opportunities of the current climate and build foundations for futures successes for Norwich and its residents.

C1e: New program or service: No, this is not a new program but with leveraged funding from ARPA, we can expand services available to Norwich Works participants.

C2a: Location of services: Human Services office in City Hall and out in the field.

C2b: Frequency of services: This is determined on an individual case basis dependent on client goals and services.

C2c: Hours of operation: Our office hours are 8:30 am – 4:30 pm, Monday through Friday.

C2d: Anticipated number of persons from Norwich to be served: 200

C2e: Hours of operation: Our office hours are 8:30 am – 4:30 pm, Monday through Friday.

Specific activity narrative:

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

Activity: Enrolling eligible/qualified clients into training programs. The Employment Specialist, after assessing the best training option for the person, will facilitate enrollment into that program, eliminate barriers to employment and training, ensure that the student is prepared (books, uniform, transportation, childcare, etc.), coordinate with instructors, and ensure that all fees are paid. This activity occurs at NHS during regular work hours. We anticipate serving 16-20 people with CDBG funds and 3-4 with other funds for a total of 19-24 people. The maximum amount spent on training per person will be \$1500.00.

Programs offered are:

Certified Nursing Assistant: Cost is about \$1500. This program is offered by Three Rivers Community College on New London Turnpike, Norwich. It offers students a semesters worth of classes that lead to college credit. This helps the person establish a career pathway to the Licensed Practical Nursing (LPN)

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

program or the Registered Nursing program. This is an 8 120-hour week program that offers evening classes. The average starting salary for C.N.ACNA's across CT is \$17.98/hr., significantly higher than the minimum wage of \$123.00/ hr. We anticipate serving 5 people.

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

Phlebotomy Technician: Costs range from \$1900-\$2000. Three Rivers Community College and American Professional Educational Services offer this training program. Phlebotomy is an emerging field with rising popularity in this area. TRCC's Phlebotomy Technician Program offers a new opportunity for students to participate in an optional 70 sticks two-week full time externship at L&M Hospital. The Individual completed the course and externship will have 100 sticks, increasing their employability to be hired by Quest, Backus Hospital, or other agencies. The average starting salary in this area of CT is about \$17.3746/hr. We anticipate serving 3 people.

Emergency Medical Technician: Cost is about \$1295. This training program is offered by American Professional Educational Services. With the local hospital, this is of growing interest in this area. The average starting salary, in the Norwich area, is about \$167.6223/hour. We anticipate serving 1 person.

EKG Technician: Costs range from \$850-1100. This training program is offered by Three Rivers Community College and American Professional Educational Services. Individuals can find jobs at local hospitals and their affiliated agencies. The average starting salary in this \$33.84area ranges from \$13-\$26/hour. We anticipate serving 1 person.

Bartending: Cost is \$550. The jobs surrounding Norwich are very heavily weighted towards the service industry. The casinos and hotels offer many opportunities to be hired as a bartended in this region. The training program is very short and inexpensive, but has the potential for someone to earn \$121.500/hr., although bartenders make more in tips than in wages with \$200/day in tips. We anticipate training 2 people.

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

Activity: People are assisted with barriers to employment. Only case management is partially funded with CDBG dollars. Concrete assistance, (with the exception of bus passes) such as auto repair, nursing uniforms, etc. is funded through other grants. All people requesting assistance from Norwich Works will be assessed for barriers to employment and offered appropriate service. This activity will occur at NHS, 100 Broadway daily, Monday through Friday, during regular work hours. If a person is employed, but

their vehicle has broken down, we anticipate being able to assist with a minor auto repair. If a person finds employment but needs bus passes to get to work until securing the first pay check we anticipate being able to assist. Specifically, we propose to assist 64 people with transportation needs (bus passes, gas cards, minor auto repair, driver's license, auto insurance, etc.) We expect to offer some type of assistance, even if it is only information and referral, to all 200 people we anticipate screening this year.

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

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

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

C3 Percentage of requested funds used for administration and salaries/number of employees: 81% of requested funds go to cover the Employment Specialist who serves as the coach and catalyst of economic empowerment for those we serve.

C4 Theory of Change:

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

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

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

Outcomes: 200 people assessed, 180 people assisted with transportation or other barriers to employment, 40 people employed without job training, 19-24 people enrolled into training programs, successfully graduate from training, and are employed after training. A total of 63 people earning at a

higher wage, 40 people show an increase in motivation, skills, attitudes, and improved economic condition

E. FUNDING QUESTIONS

E1: Leveraged funding: We expect to leverage \$5,000 from foundation sources to assist with costs to train residents; this amount has not been fully secured yet. We are also leveraging funds through the general fund budget to augment the Employment Specialist position. Additionally we have Federal dollars available through ARPA (\$50,000) over the next three years to enhance direct service to clients.

E2: If we do not receive the funds requested from CDBG, we will have to reduce the hours worked by the Employment Specialist and the number of residents who can be served through this program.

E3: With partial funding, we would reduce the number of people receiving training under this program and/or the amount of money available to pay for training programs for a participant.

F. OTHER

F1: Agencies with similar services:

One of the most exciting linkages is with Three Rivers and their new Pre-Manufacturing Certificate Program and the Welding Program at Grasso Tech. Historically, we have concentrated on health care fields. These jobs continue to grow at a fast pace. Nursing assistants and personal care aids are amongst the fastest growing jobs in CT. Backus is now again hiring C.N.A.CNAs over P.C.T's to lessen costs as hospital reimbursement is squeezed. However, recruits for these programs have typically been female. The sheet metal program, without stereotyping this kind of work, has already had the effect of attracting male participants to the program. Stronger linkages have been made with Electric Boat who is poised to hire over 1400 workers in the near future. This will benefit even those residents not receiving training. Other partnerships include partnering with other local human service agencies to assist residents, partnering with other health organizations (Backus, American Ambulance, rehab facilities).

F2: Continuation of previously funded CDBG: Yes, this program is a continuation. We have secured additional Federal money temporarily through the American Rescue Plan treasury dollars.

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 2021 Income Limits Summary									
FY 2021 Income Limit Area	FY 2021 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 (\$)	\$ 36,050	\$ 41,200	\$ 46,350	\$ 51,450	\$ 55,600	\$ 59,700	\$ 63,800	\$ 67,950
	Extremely Low Income Limits (\$)*	\$ 21,600	\$ 24,700	\$ 27,800	\$ 30,850	\$ 33,350	\$ 35,800	\$ 40,120	\$ 44,660
Median Family Income \$88,600	Low (80%) Income Limits (\$)	\$ 55,950	\$ 63,950	\$ 71,950	\$ 79,900	\$ 86,300	\$ 92,700	\$ 99,100	\$ 105,500

PROGRAM BENEFICIARY OUTCOME STATISTICS:

Attach additional sheets for every outcome related to the funded program

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

Position/Title	Salary Range	CDBG Portion of Salary	Full-Time or Part-Time?	Hired As a Result of Funding? (Y/N)
Director of Human Services	101,264	0	FT	N
Employment Specialist	50,989		FT	N
Administrative Coordinator	65,270	0	FT	N

PART III: BUDGET INFORMATION

A. AGENCY FINANCIAL DATA

SUPPORT & REVENUE	Current	Anticipated
	FY 21-22	FY 22-23
Program Fees	\$	\$
Other Grants including foundations		
Donations	38000	65773
CDBG	60000	60000
General Fund	440612	460230
State & Federal Grants	69500	1,432,000
Other Revenue (specify)		
TOTAL REVENUE	608,112	2,018,003

EXPENSES	Current	Anticipated
	FY 21-22	FY 22-23
Salaries	\$ 231804	\$ 234,336
Employee Benefits	170612	183698
Payroll Taxes	included above	included above
Professional Fees & Services		
Operations/Phones/Postage	4435	4480
Insurance		
Equipment Rental, Maintenance & Acquisition	7500	7500
Printing & Publication	500	500
Travel/Conferences/Conventions	968	1070
Legal Fees		
Vehicle Lease/Repair		
Other Expenses (specify Dues/Licenses)	600	600
Direct Assistance to clients	191,693	1,585,819
TOTAL EXPENSES	608,112	2,018,003
BALANCE (TOTAL REVENUE LESS EXPENSES)	\$0	\$0

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	60,000		
General Fund		22816	
State Government			
Federal Government		50,000	
Other Revenue (specify)			
TOTAL REVENUE	60,000	77,286	78%
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	50,989		
Employee Benefits		22816	
Payroll Taxes		included above	
Professional Services (incl. accounts and attorneys)			
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
Direct Assistance to clients	9,011	50,000	
TOTAL EXPENSES	60,000	77,286	78%
BALANCE (total revenue less expenses)	0	0	

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

EXHIBIT 1 Financial Statement and Audit

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

EXHIBIT 2 Insurance/Bond/Worker's Compensation

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

EXHIBIT 3 Non-profit Determination

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

EXHIBIT 4 List of Board of Directors

A list of the current board of directors or other governing body of the agency must be submitted. The list must include the name, telephone number, address, occupation or affiliation of each member; and must identify the principal officers of the governing body.

EXHIBIT 5 Organizational Chart

An organizational chart must be provided which describes the agency's administrative framework and staff positions, which indicates where the proposed project will fit into the organizational structure and which identifies any staff positions of shared responsibility.

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer

EXHIBIT 7 Conflict of Interest Disclosure
Form attached.

PART V: CONFLICT OF INTEREST QUESTIONNAIRE

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2022-2023 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)
Tara Booker	Director of Human Services	City employee
Reyni Joseph	Employment Specialist	City employee
Cynthia Rios	Administrative Specialist	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: Norwich Human Services

Signature of Applicant's Representative 

Title Director of Human Services

Date 2/9/2022

**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

OUTCOME: People Gain Employment				
<i>Long Term Outcome: People who are trained gain employment</i>	<u>2021 Actual</u>	<u>Estimated 2022 - grant still in progress</u>	<u>2023 Anticipated</u>	Finish
Total Number of Participants:	18	30	35	
Total Number of Participants Achieving Outcome:	12	0	30	
Percent Who Achieved Outcome:	67%	0%	91%	
<i>Interim Outcome: People Graduate from Training</i>				
Total Number of Participants:	18	30	35	
Total Number of Participants Achieving Outcome:	12	0	30	
Percent Who Achieved Outcome:	67%	0%	91%	
<i>Short Term Outcome: People Enroll in Training</i>				
Total Number of Participants:	25	8	35	
Total Number of Participants Achieving Outcome:	20	8	24	
Percent Who Achieved Outcome:	80%	100%	100%	
<i>Output: People not enrolled in training are assisted with securing employment</i>				
Total Number of Participants:	45	55	40	Start
Total Participants that are Norwich Residents:	42	52	40	
Total Number of Participants Achieving Outcome:	25	35	40	
Percent Who Achieved Outcome:	95%	25%	100%	
<i>Output: People are assisted with barriers to employment to obtain employment</i>				
Total Number of Participants:	200	52	200	
Total Participants that are Norwich Residents:	134	52	150	
Total Number of Participants Achieving Outcome:	134	52	150	
Percent Who Achieved Outcome:	67%	92%	75%	
<i>Output: People are assessed for employment and training needs</i>				
Total Number of Participants: grant promised	200	200	200	
Total Participants that are Norwich Residents:	239	56	200	
Total Number of Participants Achieving Outcome:	134	56	200	
Percent Who Achieved Outcome:	56%	100%	100%	

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 Norwich Human Services (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")

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



Authorized Signer

2/9/2022

Date

Tara Booker

Print Name