



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Finance Committee

~ AGENDA ~

Chairman S. Naomi
Rodriguez

Sp. Finance Cmt Mtg

Monday, May 19, 2025

6:00 PM

**Town Hall Annex Building - Hybrid
Format**

In -Person: Council Chambers, Town Hall Annex Building

Remote Participation: Information Noted Below;

Join Zoom Meeting from your Computer, Smart Phone or Tablet:

**<https://us06web.zoom.us/j/86322432984?pwd=jweglqDTb9GUxeHhHeNAe9K2lAG1Ws.1>
by Audio only: Telephone: +1 646 558 8656; Meeting ID: 863 2243 2984; Passcode: 665803**

I CALL TO ORDER

II. ROLL CALL

VI. BUSINESS OF THE MEETING

1. MOTION to approve a “Certified Resolution of Application- Small Cities Program - Habitat for Humanity-Colby Drive” for housing infrastructure; authorizing the Mayor to submit a 2025 Application in the amount of up-to \$1 million to the State Department of DOH for funds under the CDBG Small Cities Program. This grant will be a pass-through to support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes, on Colby Drive, Ledyard, Connecticut.

Attachments: [CDBG - HABITAT FOR HUMANITY-2025-05-15](#)

[Habitat for Humanity Water-Sewer Main ExtAgreement](#)

[TownLedyard-HFH-2024-12-21](#)

[CDBG-HABITAT-PLANNER-EMAIL-2025-0514](#)

[85 Four Factor Analysis for Limited English Proficiency LEDYARD](#)

2. MOTION to set a Hybrid Format Public Hearing (In-Person and Video Conference) date on Wednesday, June 4, 2025 at 5:45 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to review and discuss its proposed “Habitat for Humanity-Colby Drive” for housing infrastructure; authorizing the Mayor to submit a 2025 Application in the amount of up-to \$1 million to the State Department of DOH for funds under the CDBG Small Cities Program. This grant will be a pass-through to support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes, on Colby Drive, Ledyard, Connecticut.

Attachments: [CDBG - HABITAT FOR HUMANITY-2025-05-15](#)

V ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1938

Agenda Date: 5/19/2025

Agenda #: 1.

GRANT REQUEST

Type Motion/Request here and complete the Grant Request Form Below:

MOTION to approve a “*Certified Resolution of Application- Small Cities Program - Habitat for Humanity-Colby Drive*” for housing infrastructure; authorizing the Mayor to submit a 2025 Application in the amount of up-to \$1 million to the State Department of DOH for funds under the CDBG Small Cities Program. This grant will be a pass-through to support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes, on Colby Drive, Ledyard, Connecticut.

Background:

This Grant Funding would be a Town of Ledyard CDBG pass-through grant to Habitat for Humanity for \$1 million dollars for construction 16 single family and 11 duplex homes on Colby Drive.

Please see attached the following:

- CDBG Resolution
- Water Sewer Agreement - WPCA & Habitat for Humanity dated December 21, 2024

Department Comments/Recommendation:

(Type text here)

Finance Director Comments/Recommendation:

(Type text here)

Mayor Comments/Recommendation:

(Type text here)

Please Complete the Grant Request Form Below:

TOWN OF LEDYARD
GENERAL GOVERNMENT
GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental agency or private foundation on behalf of the Town; and any items that are offered to the Town by any entity, and items taken in forfeiture by the Town. Every department, commission, or board acting on behalf of the Town of Ledyard when seeking grants or responding to an offer to the Town of grant funds or items must follow this policy and process.

Grants, for these purposes include:

1. Grants that require a Town match -- whether the match is a dollar figure, an in-kind contribution, or a combination thereof
2. Grants that are 100% funded
3. Items or services that are offered ("gifted") to the Town such as land, equipment, buildings, or vehicles
4. Items that are taken by forfeiture and intended to be retained by the Town
5. Items granted to a fire company's 501(c)3 organization but expected to be maintained and/or insured by Town operating dollars

When applying for any grant, the grant seeker will create a legislative file and attach a completed GRANT REQUEST FORM and any pertinent information about the grant and grantor. The legislative file will be set up to go to the Town Council using the Finance Committee workflow.

When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).

Amended and Approved by the Town Council: on: July 22, 2020

Linda C Davis

Linda C. Davis, Chairman

Revisions: "General Government Grant Application Policy and Process" Adopted: May 8, 2018.

History: Paragraph 5 added the following: *"When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1)."*

Below the Form added: *FOR FEDERAL GRANTS: "I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325"*

Added to the Policy Attachment 1 *"Code of Federal Regulations: 2 CFR"* to Policy.

GRANT REQUEST FORM

Requestor Habitat for Humanity Date 5/14/2025

Dept/Commission/Board

Name of Grant CDBG Small Cities Program

Type of Grant (State of CT, Federal, Private Foundation, Individual - if combination, explain)

State of Ct

Reason for Applying for this Grant

This would be a Town of Ledyard CDBG pass-through grant to Habitat for Humanity for \$6.5 million dollars for construction of 38 housing units on Colby Drive

Amount of Town Match N/A

Source of Town Match N/A

In-Kind Match - Explain

N/A

FOR FEDERAL GRANTS: I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325 (Appendix 1)

_____	<u>Elizabeth Burdick</u>	_____
Signed Name	Printed Name	Date

ATTACHMENT 1

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by

a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative

expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

- (1) Placing unreasonable requirements on firms in order for them to qualify to do business;
- (2) Requiring unnecessary experience and excessive bonding;
- (3) Noncompetitive pricing practices between firms or between affiliated companies;
- (4) Noncompetitive contracts to consultants that are on retainer contracts;
- (5) Organizational conflicts of interest;
- (6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and
- (7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and

degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E-Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding

agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

DRAFT: 5/15/2025

Res : 003-2025/June _____

The below is a certified true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on _____; and has not been rescinded or modified in any way whatsoever.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this _____ day of _____ 2025.

(SEAL)

Patricia A. Riley, Town Clerk

**CERTIFIED RESOLUTION
OF APPLICANT
SMALL CITIES PROGRAM
HABITAT FOR HUMANITY- COLBY DRIVE**

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Ledyard make application to the State for \$1 million in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, therefore, should one be offered for housing infrastructure. This grant will be a pass-through support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes.

NOW, THEREFORE, BE IT RESOLVED BY THE LEDYARD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,

2. That the filing of an application by the Town of Ledyard in an amount not to exceed \$1,000,000 is hereby approved, and that the Mayor of the Town of Ledyard is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Ledyard.

Adopted by the Ledyard Town Council on _____2025

S. Naomi Rodriguez, Chairman

History:

2025: The Town of Ledyard applied for the 2025 CDBG pass-through grant to Habitat for Humanity for \$6.5 million dollars for construction of 16 single family and 11 duplex homes.

WATER AND SEWER MAIN EXTENSION AGREEMENT

This Agreement, entered by and between **THE TOWN OF LEDYARD**, a municipal corporation, acting through its Water Pollution Control Authority, and **HABITAT for Humanity of Eastern Connecticut, Inc.**, hereinafter called the "Owner," whose mailing address for the purpose of carrying out the terms of this Agreement is 377 Broad Street, New London, Connecticut 06320.

AGREEMENT DETAILS

The Owner has a legitimate need to have its properties located at lots 8, 9, & 11 Colby Drive in Ledyard serviced by public water and sewer and has requested the Town of Ledyard Water Pollution Control Authority to provide such services.

The Town of Ledyard, acting through its Water Pollution Control Authority provides a public water supply and sewer service to portions of the Town of Ledyard, including properties in the vicinity of Colby Drive and will reserve a nominal rate of sewer capacity of 11,600 gallons/day for up to 5 years after which if the Owner does not complete the development, said rate capacity of 11,600 gallons/day at the discretion of the Water Pollution Control Authority may be reallocated to other developments.

The Town of Ledyard is going to provide the requested services if there is no appreciable cost to the Town of Ledyard and agrees to process a nominal sewer rate of 11,600 gallons/day.

The parties agree as follows:

1. The Owner, or its agents, in accordance with current policies, procedures and standards adopted by the Town of Ledyard Water Pollution Control Authority and/or its consulting agent, the City of Groton acting through its Department of Public Utilities governing the installation of water mains at customer request on public streets, or streets to be developed as public streets, will install, including all trenching, backfilling and materials, approximately 2700 feet of eight (8) inch Class 52 Ductile Iron water main and necessary appurtenances as specified on a plan entitled "Habitat for Humanity Residential Development Lots 8, 9, & 11 – Utility plan 4.0 Colby Drive, Ledyard, Connecticut Scale: 1" = 40' Horiz., August 2024, Alfred Benesch & Company, 120 Hebron Avenue, 2nd Floor, Glastonbury, Connecticut 06033 (860) 633-8341".
2. The Owner, or its agents, in accordance with current policies, procedures and standards adopted by the Town of Ledyard Water Pollution Control Authority and/or its consulting agent, Weston & Sampson, and specifications from document "Habitat for Humanity Tie In" governing the installation of sewer mains at customer request on public streets to be developed as public streets, will install, including all trenching, backfilling and materials, approximately 2700 feet of four (4) inch HDPE low pressure sewer line and necessary appurtenances to be located in, as more fully delineated on a plan entitled "Habitat for Humanity residential Development Lots 8, 9, & 11 – Utility plan 4.0 Colby Drive Ledyard, Connecticut Scale: 1" = 40' Horiz. August 2024, Alfred Benesch & Company 120 Hebron Avenue, 2nd Floor Glastonbury, Connecticut 06033 (860) 633 8341".

3. The Owner agrees to install, at its sole cost and expense, and in accordance with all rules, regulations, ordinances and specifications adopted by the Town of Ledyard, acting through its Water Pollution Control Authority, in accordance with the plan referenced in Paragraphs 1 and 2 hereof, the water and sewer mains described therein and all appurtenances required in connection therewith by the applicable rules and regulations of the Town of Ledyard Water Pollution Control Authority, including any additional regulations promulgated by its consultant, the City of Groton acting through its Department of Public Utilities for water, the consultant Weston & Sampson for sewer and adopted by the Town of Ledyard Water Pollution Control Authority, including the cost of supervision of testing and sanitizing the installed facilities.
4. In addition, the Owner agrees to pay the full and actual cost incurred by the Town of Ledyard Water Pollution Control Authority for the following:
 - a. The connection of the water main described in Paragraph 1 hereof to the existing water main in Colonel Ledyard Highway.
 - b. Construction inspection fees incurred by the Town of Ledyard Water Pollution Control Authority.
 - c. Testing of the water main and appurtenant facilities.
 - d. Interconnection of the individual lots known as 8, 9 and 11 Colby Drive to the existing water main.
 - e. The connection of the sewer main described in Paragraph 2 hereof to the existing sewer main in Colonel Ledyard Highway; and
 - f. Any leak test requirements for the new sewer line installation.
5. In advance of construction and in accordance with a written proposal, the Owner agrees to pay to the Town of Ledyard the anticipated cost to be incurred by the Town of Ledyard, acting through its Water Pollution Control Authority, for the work to be conducted by the Town of Ledyard as provided in Paragraph 4 of this Agreement. Any funds collected which are more than actual costs shall be refunded to the Owner.
6. The Town of Ledyard agrees to pay the full and actual cost of the following:
 - a. The review of the customer's request to determine the relationship to system requirements, size of facilities to be built, and procedures to be followed.
7. Title to all water and sewer mains installed under the terms of this Agreement shall vest in the Town of Ledyard which shall assume full responsibility for the maintenance thereof. A benefit assessment is basically a reimbursement to the original developer for constructing and installing a utility at their cost that future developers wish to connect to the said utility. The benefit will follow state statute section 7-249, "Assessment of benefits" and other town ordinances.

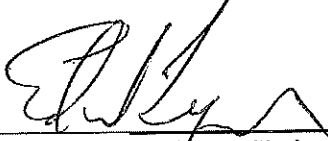
No benefit assessment, or any special connection or end connection charge shall be applied to or assessed against any building lot developed by the Owner which connects to the water and sewer main.

8. All reimbursement to the Owner shall be made to the address contained in this Agreement. It shall be the responsibility of the Owner to advise the Town of Ledyard of any changes in address. Should any reimbursement mailed to the Owner be returned for lack of sufficient address, the Town of Ledyard shall be relieved of any further obligation to reimburse the Owner.
9. Should title to the Owner's property be transferred to any other person, firm or agency, reimbursements shall continue to be made to the Owner as defined in and under the terms of this Agreement.
10. Nothing contained herein shall obligate the Town of Ledyard to make payments to the Owner from its own funds in the event any assessment or charge is found to be illegal, excessive or uncollectible for any reason.
11. In consideration of the commitment by the Town of Ledyard, acting through its Water Pollution Control Authority, to provide water and sewer service to the Owner, the Owner waives any objections, known or unknown, to the regularity or authority for this Agreement.
12. This agreement may be modified or terminated at any time with the agreement of both parties

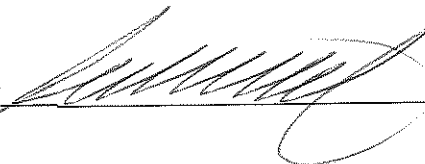
Dated at Ledyard, Connecticut, this 21 day of December 2024.

TOWN OF LEDYARD WATER POLLUTION

CONTROL AUTHORITY

By  (P.E.)
Edmond Lynch, Its Chairman

Sarah H. Lufler, Executive Director
Habitat for Humanity of Easter Connecticut, Inc.

By 

Roxanne Maher

From: Elizabeth Burdick
Sent: Wednesday, May 14, 2025 11:52 AM
To: beth@thehousingcollective.org; caroline@thehousingcollective.org
Cc: Roxanne Maher; Fred Allyn, III; Naomi Rodriguez
Subject: CDBG Application - HFH

5/14/25 Good morning, Caroline & Beth, Roxanne Maher is working to get the required meetings scheduled for approval of the Town of Ledyard CDBG pass-through grant to Habitat for Humanity for 6.5 million dollars for construction of 38 housing units. The first two special meetings for Finance & the Town Council will be on 5/19 to set a public hearing and special TC meeting for 6/4/25 to approve the Resolution. On 6/5/25, if the Resolution is approved, Roxanne will send you an Action letter on Thursday, 6/5/25 for submittal with your application due on 6/6/25. Details to follow.

We will need you to forward to us a draft Public Hearing Notice and draft Resolution no later than tomorrow morning. Yesterday, I sent you copies of the ones done in 2020 that you can retrofit if needed. Please call me with any questions. Thanks.

Sincerely,

Liz Burdick, Director of Land Use & Planning

Town of Ledyard

741 Colonel Ledyard Highway, Ledyard, CT 06339

Telephone: (860) 464-3215

Email: planner@ledyardct.org

FOUR-FACTOR ANALYSIS FOR LIMITED ENGLISH PROFICIENCY PERSONS

COMMUNITY DEVELOPMENT BLOCK GRANT PROGRAM LEDYARD, CT

Purpose: In compliance with Executive Order 13166, the Town of Ledyard has developed the following Language Access Plan (LAP) for Limited English Proficiency (LEP) persons.

History: Title VI of the Civil Rights Act of 1964 is the federal law which protects individuals from discrimination on the basis of their race, color, or national origin in programs that receive federal financial assistance. In certain situations, failure to ensure that persons who have limited English proficiency can effectively participate in, or benefit from, federally assisted programs may violate Title VI's prohibition against national origin discrimination.

Persons who, as a result of national origin, do not speak English as their primary language and who have limited ability to speak, read, write, or understand English may be entitled to language assistance under Title VI in order to receive a particular service, benefit, or encounter.

Town of Ledyard Four-Factor Analysis: The following Four-Factor Analysis will serve as the guide for determining which language assistance measures the Town of Ledyard will undertake to guarantee access to the Town of Ledyard Community Development Block Grant (CDBG) programs by LEP persons.

1. Number or proportion of LEP persons served or encountered in the eligible service population (served or encountered includes those persons who would be served by the recipient if the person received education and outreach and the recipient provided sufficient language services).

The Town of Ledyard utilized Census 2021 Table S1601, Language Spoken at Home for Population 5 Years and Over and Table S1602 Limited English-Speaking Households. Based on this data, the Town of Ledyard does not meet the 1,000 or 5% LEP persons threshold for any languages or Language(s) identified. Please see attached.

2. The frequency with which the LEP persons encounter the program.

The proposed project is an infrastructure project that does not provide direct assistance to individuals. As a result, LEP persons rarely encounter the CDBG program. However, all citizen participation activities are open to the public.

3. The nature and importance of the program, activity, or service provided by the program.

The proposed project does provide direct assistance to project area

The proposed project does not provide direct assistance to individuals. As a result, LEP persons rarely encounter the CDBG program. However, all citizen participation activities are open to the public.

4. The resources available and costs to the recipient.

Currently, internet sites can be utilized to translate some written materials. Additionally, local volunteers have been identified to provide oral translation services at public meetings and during conversations with LEP residents during the implementation of the proposed project. Furthermore, many of the common forms used in the implementation of a CDBG project are available in multiple languages on the HUD and DOL websites. Additionally, translation activities are an eligible CDBG administrative expense. Therefore, limited LAP measures are reasonable given the resources available to the Town of Ledyard.

Certification: Based on the above Four-Factor Analysis, the Town of Ledyard, CT is not required to develop a LAP. However, the Town of Ledyard will make all reasonable attempts to accommodate language access needs of residents requesting oral translation during citizen participation activities.

Chief Elected Official

Date

United States Census Bureau

An official website of the United States government [Here's how you know](#)

Search Advanced Search

All **Tables** Maps Charts Profiles Pages Apps Help FAQ Feedback

2795 Results Download Table Data

- American Community Survey
S1501 | EDUCATIONAL ATTAINMENT
View All 12 Products
- American Community Survey
S1502 | FIELD OF BACHELOR'S DEGREE FOR FIRST MAJOR
View All 7 Products
- American Community Survey
S1601 | LANGUAGE SPOKEN AT HOME
View All 12 Products
- American Community Survey
S1602 | LIMITED ENGLISH SPEAKING HOUSEHOLDS
View All 12 Products
- American Community Survey
S1603 | CHARACTERISTICS OF PEOPLE BY LANGUAGE SPOKEN AT HOME
View All 12 Products
- American Community Survey
S1701 | POVERTY STATUS IN THE PAST 12 MONTHS
View All 10 Products

S1601 | LANGUAGE SPOKEN AT HOME

American Community Survey 2021: ACS 5-Year Estimates Subject Tables

Ledyard town, New London County, Connecticut

Label	Total	Percent
	Estimate	Margin of Error
Population 5 years and over	14,250	±196
Speak only English	13,470	±343
Speak a language other than English	780	±266
SPEAK A LANGUAGE OTHER THAN ENGLISH		
Spanish	318	±165
5 to 17 years old	31	±52
18 to 64 years old	287	±149
65 years old and over	0	±21
Other Indo-European languages	141	±104
5 to 17 years old	12	±20
18 to 64 years old	90	±98
65 years old and over	39	±37
Asian and Pacific Island languages	317	±197
5 to 17 years old	50	±71
18 to 64 years old	201	±138
65 years old and over	66	±76

United States Census Bureau

An official website of the United States government [Here's how you know](#)

Search Advanced Search

All **Tables** Maps Charts Profiles Pages Apps Help FAQ Feedback

2795 Results [Download Table Data](#)

American Community Survey
\$1501 | EDUCATIONAL ATTAINMENT
[View All 12 Products](#)

American Community Survey
\$1502 | FIELD OF BACHELOR'S DEGREE FOR FIRST MAJOR
[View All 7 Products](#)

American Community Survey
\$1601 | LANGUAGE SPOKEN AT HOME
[View All 12 Products](#)

American Community Survey
\$1602 | LIMITED ENGLISH SPEAKING HOUSEHOLDS
[View All 12 Products](#)

American Community Survey
\$1603 | CHARACTERISTICS OF PEOPLE BY LANGUAGE SPOKEN AT HOME
[View All 12 Products](#)

American Community Survey
\$1701 | POVERTY STATUS IN THE PAST 12 MONTHS
[View All 10 Products](#)

\$1602 | LIMITED ENGLISH SPEAKING HOUSEHOLDS

American Community Survey | 2021: ACS 5-Year Estimates Subject Tables

Ledyard town, New London County, Connecticut

Label	Total		Percent
	Estimate	Margin of Error	
▼ All households	5,696	±339	
▼ Households speaking --			
Spanish	224	±141	
Other Indo-European languages	79	±60	
Asian and Pacific Island languages	160	±102	
Other languages	4	±7	



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1946

Agenda Date: 5/19/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

MOTION to set a Hybrid Format Public Hearing (In-Person and Video Conference) date on Wednesday, June 4, 2025 at 5:45 p.m. to be held in the Council Chambers, 741 Colonel Ledyard Highway, to review and discuss its proposed “*Habitat for Humanity- Colby Drive*” for housing infrastructure; authorizing the Mayor to submit a 2025 Application in the amount of up-to \$1 million to the State Department of DOH for funds under the CDBG Small Cities Program. This grant will be a pass-through to support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes, on Colby Drive, Ledyard, Connecticut.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)

DRAFT: 5/15/2025

Res : 003-2025/June _____

The below is a certified true copy of a Resolution adopted by the Town of Ledyard at a meeting of its Town Council on _____; and has not been rescinded or modified in any way whatsoever.

IN WITNESS WHEREOF: The undersigned has affixed his signature and corporate seal on this _____ day of _____ 2025.

(SEAL)

Patricia A. Riley, Town Clerk

**CERTIFIED RESOLUTION
OF APPLICANT
SMALL CITIES PROGRAM
HABITAT FOR HUMANITY- COLBY DRIVE**

WHEREAS, Federal monies are available under the Connecticut Small Cities Community Development Block Grant Program, administered by the State of Connecticut, Department of Housing pursuant to Public Law 93 -3 83, as amended; and,

WHEREAS, pursuant to Chapter 127c, and Part VI of Chapter 130 of the Connecticut General Statutes, the Commissioner of Housing is authorized to disburse such Federal monies to local municipalities; and,

WHEREAS, it is desirable and in the public interest that the Town of Ledyard make application to the State for \$1 million in order to undertake a Small Cities Community Development Program and to execute an Assistance Agreement, therefore, should one be offered for housing infrastructure. This grant will be a pass-through support infrastructure design and engineering on lots 8, 9, and 11 Colby Drive for development by Habitat for Humanity into 16 single family and 11 duplex homes.

NOW, THEREFORE, BE IT RESOLVED BY THE LEDYARD TOWN COUNCIL:

1. That it is cognizant of the conditions and prerequisites for State Assistance imposed by Part VI of Chapter 130 of The Connecticut General Statutes; and,

2. That the filing of an application by the Town of Ledyard in an amount not to exceed \$1,000,000 is hereby approved, and that the Mayor of the Town of Ledyard is hereby authorized and directed to file such Application with the Commissioner of the Department of Housing, to provide such additional information, to execute such other documents as may be required by the Commissioner, to execute an Assistance Agreement with the State of Connecticut for State financial assistance if such an Agreement is offered, to execute any amendments, rescissions, and revisions thereto, and to act as the authorized representative of the Town of Ledyard.

Adopted by the Ledyard Town Council on _____2025

S. Naomi Rodriguez, Chairman

History:

2025: The Town of Ledyard applied for the 2025 CDBG pass-through grant to Habitat for Humanity for \$6.5 million dollars for construction of 16 single family and 11 duplex homes.