



STATE OF CONNECTICUT | OFFICE OF POLICY AND MANAGEMENT
Comprehensive Planning and Intergovernmental Policy Division
 450 Capitol Avenue | MS# 54ORG | Hartford, CT 06106-1379
NOTICE OF GRANT AWARD



The Office of Policy and Management, **Comprehensive Planning and Intergovernmental Policy Division**, hereby makes the following grant award
 in accordance with Section 2(d)(3) of Public Act #15-1, June Special Session and in accordance with the grant solicitation and the attached grant application, if applicable.

Grantee: City of Norwalk		Town Code: 103 Norwalk	
Street address: 125 East Ave		State Agency Code: N/A	
City: Norwalk		State: CT	FEIN (required): 06-6011881
Grant Program Name: Other Program		2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program	
OPM Grant No.: TOD/RG-17-02		Project Title: East Avenue TOD Plan	
Date of Award: 12/27/2017	Category (if applicable): ...		
Period of Award: (Choose one) Start Date: <input checked="" type="checkbox"/> The date Notice of Grant Award is signed by <u>both</u> Grantor & Grantee (whichever is later). <input type="checkbox"/> On <u>Select Date</u> or after Notice of Grant Award is signed by both parties (whichever is later). <input type="checkbox"/> <u>Select Date</u> pursuant to Enter Statutory Authority (attach copy of authority w/ notice of grant award).			End Date: ... 24 months from the execution of grant award by both grantor and grantee
Amount of Award	Federal: \$ N/A	State: \$ 125,000.00	Interest: \$ N/A
State Match: \$ N/A	Grantee Match: \$ N/A	Other: \$ N/A Specify: N/A	
Total Budget: \$ 125,000.00	Catalog of Federal Domestic Assistance (CFDA) Number: N/A		
Federal Grant No.: N/A		Grantee Fiscal Year: From: July 1 To: June 30	

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that: 1.) I have the authority to execute this agreement on behalf of the grantee; and 2.) The grantee will comply with all attached Grant Conditions.

BY: _____
 Signature of Authorized Grantee Official _____
 Date
 The Honorable Harry Rilling Mayor

FOR THE OFFICE OF POLICY AND MANAGEMENT:

BY: _____
 Signature of OPM Secretary or OPM Deputy Secretary _____
 Date
 Benjamin Barnes, Secretary or Susan Weisselberg, Deputy Secretary

For OPM Business Use Only

AMOUNT	FUND	DEPT	SID	PROG	ACCT	CHART 1	CHART 2	BR YR	PROJECT
125,000.00	17161	OPM 20600	43550	13046	55050	Enter	Enter	2018	OPM00000000 1111
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Enter	Enter	OPM Select	Enter	Enter	Enter	Enter	Enter	Enter	OPM00000000 Enter



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2017 Responsible Growth and Transit-Oriented Development (TOD) Grant Program

SCOPE OF WORK SUMMARY

GRANTEE: City of Norwalk

PROJECT NAME: East Avenue TOD Plan

GRANT AWARD: \$ 125,000

GRANTEE MATCH: \$ 0

SOURCE OF FUNDING: Transit-Oriented Development (TOD):
Public Act 15-1, June Special Session, Section 2(d)(3)
Acct. No. 17161-OPM20000-43550

SCOPE OF WORK:

This grant shall fund the analysis and development of a TOD Plan for the area surrounding the East Avenue Rail Station as follows:

Phase I: Data Gathering & Existing Conditions Analysis

- Review of existing studies and regulations.
- Conduct field visits.
- Data Review.
 - Collection and analysis of city Geographic Information System (GIS) data.
 - Data obtained through the update of the Citywide Plan of Conservation and Development (POCD)
 - Review current Census data.
 - Review current Assessor's data.
 - Geographic data including coastal.
 - Available commuting data such as destination, rail station ridership, transportation mode to rail station.
 - Available economic data (CT Department of Labor, industry and business inventory, salary and wages, CT Department of Revenue Services (DRS), Environmental Systems Research Institute (ESRI) Business Analyst)
- Interviews with key stakeholders.
- Conduct two (2) meetings with oversight committee.
- Initiate public outreach through the Norwalk Tomorrow platform. <http://tomorrow.norwalkct.org/>
- Conduct one (1) public kickoff meeting to introduce project, provide initial thoughts and gain feedback. Format to be determined.

Phase II: Address Baseline Conditions

- Analyze existing infrastructure conditions within the study area, including pedestrian and transit conditions, to define the TOD boundary and guide future growth.
- Identify areas and/or neighborhoods of special significance.
- Perform a SWOT (strength, weakness, opportunity, threat) analysis.
- Conduct one (1) meeting with the oversight committee.

Phase III: Initial Findings/Community Visioning

Based on analysis completed in the first two phases, the consultant team shall prepare their initial findings and recommendations, including but not limited to:

- Recommended TOD boundary,
- Analysis of infrastructure impacts and shortfalls,
- Recommended new TOD zoning regulations, including land use and bulk and height standards,
- Future build-out could look like.

Findings to be presented at a public workshop, format to be determined.
In addition, conduct one meeting with the oversight committee.

Phase IV: Prepare Draft Plan

Prepare and present draft East Avenue TOD plan, which will include:

- Recommended design guidelines,
- Conceptual renderings of buildings and streetscapes,
- Recommended zoning regulations,
- Infrastructure Improvements,
- Prioritization items to be undertaken,
- Timeframe for implementation,
- Organizations needed to complete tasks.

The draft plan shall be presented in a public meeting.
In addition, conduct one meeting with the oversight committee.

Phase V: Final Plan

Following public meeting in Phase IV, the consultants and oversight committee shall make the final edits to the plan. Plan adoption includes acceptance by the Planning Commission and ultimately amending the POCD, which shall require an additional approval by the Planning Commission and approval by the Common Council.

SCHEDULE AND APPROVED BUDGET:

Activities/Deliverables	Schedule	Budget
Phase I	3 months	\$25,000
Phase II	2 months	\$25,000
Phase III	2 months	\$20,000
Phase IV	3-4 months	\$45,000
Phase V	2 months	\$10,000
<i>Total</i>	<i>~12 months</i>	<i>\$125,000</i>

SUGGESTED TIMELINE FOR COMPLETION:

12 - 24 months.

Payment Terms & Reporting Requirements

- Grantee shall be paid on a reimbursement basis for eligible expenses incurred between the contract start date and the contract expiration date. Any such reimbursement request(s) shall be prepared in a format prescribed by OPM, and shall be submitted to OPM no more than once per month.
- Grantee shall also submit to OPM quarterly written progress reports, beginning with the end of the first full fiscal quarter following execution of the grant award. Quarterly progress reports are due within twenty (20) days following the close of each fiscal quarter.
- Final reimbursement request(s) and a final written progress report shall be submitted to OPM no later than ninety (90) days after the contract expiration date.
- Reimbursement request forms shall be completed and signed by the authorized official who has signed the NOTICE OF GRANT AWARD.
- IMPORTANT NOTE: Section 16 of the General Grant Conditions prohibits the use of these funds to supplant the salaries or in-kind services of existing municipal employees.
- Requests to extend the grant end date, if necessary, shall be submitted in writing to OPM no later than 45 days before the grant end date.