

**CITY OF NORWICH**  
**COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING**  
**PUBLIC SERVICES**  
**PROGRAM YEAR 2020 (PY 46) • SEPTEMBER 1, 2020 – AUGUST 31, 2021**

**DUE: WEDNESDAY MARCH 11, 2020 AT 4 PM AT 23 UNION STREET, NORWICH, 2<sup>ND</sup> FLOOR**

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

E-mail addresses:

[kcrees@cityofnorwich.org](mailto:kcrees@cityofnorwich.org) (Community Development Director)  
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**PART I: GENERAL INFORMATION**

**AGENCY:** Children in Placement – CT, Inc.

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

**ADDRESS:** 155 East Street, Suite 202  
 \_\_\_\_\_  
New Haven, CT 06511

**E-M AIL:** jlf@childreninplacement.org

**EXECUTIVE DIRECTOR:** Janet Freimuth

**CONTACT NAME AND TITLE:** Janet Freimuth, Executive Director

**TELEPHONE:** ~~203-84-0344~~ 203-784-0344

**AGENCY FISCAL YEAR:** July, 1 \_\_\_\_\_ June 30  
**Begin** \_\_\_\_\_ **End**

**PROGRAM OR PROJECT NAME:** Guardian ad Litem Program

**CDBG REQUEST & AWARD AMOUNTS:**

	REQUEST	AWARD
<b>UPCOMING FISCAL YEAR:</b> (September 1, 2020 - August 31, 2021)	\$ <u>15,000</u>	\$ _____
<b>CURRENT FISCAL YEAR:</b> (September 1, 2019 – August 31, 2020)	\$ _____	\$ <u>0</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.

Janet Freimuth  
**EXECUTIVE DIRECTOR/DEPT. HEAD**

Marie Kirkley-Bey  
**PRESIDENT, BOARD OF DIRECTORS**

Janet Freimuth  
 Printed Name \_\_\_\_\_  
 DATE 2/24/2020

Marie Kirkley-Bey  
 Printed Name \_\_\_\_\_  
 DATE 2/24/2020

## PART II: PROGRAM INFORMATION

### **Norwich CDBG Narrative**

#### **A INTRODUCTION/AGENCY INFORMATION**

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

Established in 1979, Children in Placement (CIP) is the only agency of its kind serving abused/neglected youth throughout Connecticut. CIP is authorized to recruit, specially train, and supervise volunteers to serve foster children and abused/neglected children in their own local communities, as a child's GAL (Guardian ad Litem) in child protection cases held at both Juvenile Superior and Children's Probate Courts across Connecticut. CIP provides a vehicle for our most vulnerable children and youth to have a strong advocate on their behalf, in what can otherwise be a traumatic and wearisome court process. CIP GAL volunteers serve abused and neglected children from all over Connecticut, investigating into their best interests, and driving court-ordered solutions that address their entire well-being: physical, mental, emotional, and educational. CIP GAL volunteers are proven to expedite foster children's transition into a safe, permanent home.

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

Typically, 9am-5pm when the courts are open. However, our volunteers and staff can provide service on nights and weekends, depending on the case, and needs of the clients.

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

CIP has 6 full-time employees, 3 part-time, and about 150 volunteers.

4. If there are 15 or more employees at your agency, please provide the name of the person responsible for compliance with Section 504 of Rehabilitation Act of 1973 - Nondiscrimination under Federal Programs.

N/A

5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans?

NO

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

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

In 2018, in the City of Norwich alone, there were 2,339 cases of abuse and/or neglect reported. Of those, 817 were substantiated. This is only the cases that are

reported to Department of Children and Families (DCF)(from the DCF 2018 Abuse and Neglect reports). While not all of these cases go through the court system, the sheer number is staggering. Also, Connecticut has a system for families to go through Probate Court to ask for temporary guardianship of a family members child. Those cases are typically two times more in number than those where DCF takes guardianship of the child. CIP GAL volunteers take on the most difficult cases, where a Judge really needs further information than is presented. DCF social workers carry as many as 30 cases, and often change cases. Attorneys also have several cases, and often times have little contact with the child. CIP GAL Volunteers have one or two cases that they follow. Our volunteers meet with the family, teachers, therapists, and anyone else that can provide information to the case so that we can provide informed, thorough recommendations to the court on the best interest of children, and their permanent placement. Studies show that when provided with an advocate that children's matter cases are closed more quickly and permanently. (preventchildabuse.org)

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

CIP is the only agency, statewide, that provides our services.

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

CIP offers child victims of abuse and neglect a voice that they may not otherwise have. When a child's family is unable to properly care for them, a relative or the Department of Children and Families (DCF) may step in to provide care and protection. As noted, while DCF social workers often times have upwards of 30 cases, a CIP GAL volunteer has only one or two cases at a time, with their sole interest focused on the best interests of the child. CIP GAL volunteers oversee the more difficult cases where additional oversight and attention is needed for the courts to make an appropriate decision on the permanent placement of the child. Any time in alternative care is traumatic for children resulting in negative outcomes, such as depression, anxiety, difficulty concentrating, poor academics, and more. (<https://www.shastacapcc.org/impact-of-child-abuse-neglect>)

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

No, CIP takes 100% of the cases assigned.

### **C. PROGRAM DESCRIPTION**

1. Provide a general description of the program for which you are requesting funding by identifying the specific activities and/or services provided. Please remember to:

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

CIP's GAL volunteers program directly relates to Creating a Suitable Living

Environment. Addressing the quality of life issues for children and their families. Often times, CIP GAL volunteer reports make recommendations not only for the best living placement, but also for supports that keep families together, or provide necessary resources. These reports have a tendency to provide for more court ordered actions for the best interests of all involved.

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

In identifying needs for the child and family, CIP works with the DCF, the Courts, local schools, mental health providers, doctors, churches and any other agency to help support the needs of the child and their family. In Norwich in particular, we've worked with United Family Services, Reliance Health, TVCCA and others.

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

It is always the plan for children to enjoy a safe, loving home. The cost savings on providing early supports far outweigh the disparate and dismal situations that these children, left unaided, find themselves facing. A 2013 study by the Jim Casey Youth Opportunities Initiative showed that, "on average, for every young person who ages out of foster care, taxpayers and communities pay \$300,000 in social costs like public assistance, incarceration, and lost wages to a community over that person's lifetime. Do the math and you can conservatively estimate that this problem incurs almost \$8 billion in social costs to the United States every year."

- d. Discuss any real or possible partnerships created as a result of this funding

CIP's partners are truly DCF and the Courts. We work with other area service providers to meet the needs of clients and their families.

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

Our GAL program is an ongoing service. We work with cities in other areas of the state in the same request we are asking of Norwich, that is, to help support the regional staff so that we can address the needs of the community.

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

- a. Location of services – While we do have regional offices (within the Waterford and Willimantic Courts), our services are in the community. Volunteers and staff meet with clients and related parties in the home, community, school and other locations.

- b. Frequency of services (i.e. 3 times a week for 10 weeks, 9/1/1-12/15/19)  
We train new volunteers, at least, four times a year. Frequency of service depends on the individual case. Volunteers must meet with the child, at least once a month and often more. The volunteer/staff connect with all appropriate parties, as needed.

For example, CIP GAL volunteers attend school meetings, DCF and Court status conferences.

- c. Hours of operation (for the proposed program only)

Staff and volunteers generally “work” from 9-5, but as needed within the week to accommodate the needs of our children.

- d. The anticipated number of persons (or families) from Norwich to be served

As mentioned, CIP accepts 100% of the cases assigned. It is estimated that we will serve 25 individuals from the City next year.

- e. If applicable, what are the hours of operation for your program.

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

100% will be used for administration and salaries. Additional funds could support more hours for our Regional Manager (who is currently at 24 hours per week), allowing us to serve more clients.

- 4. Using the definitions and example located on pages 13-14, please complete the chart and provide a narrative (under C4) describing your “theory of change” on specific outcomes. Please use multiple pages if you have multiple outcomes that you measure. Please note that the narrative should describe the inputs used to achieve specific outputs in order to produce measurable outcomes. Please designate if outcomes are short term, interim or long term. Add as many outcomes as necessary to prove your success hypothesis (what you believe will result if your program is successful). Remember to include important definitions, including how your industry or service measures success. Please remember to discuss highlights that occurred last year and that will occur this year as a result of your program.

**OUTCOME RELATED DEFINITIONS**

<b>OUTCOME: Children Attain Permanency</b>				<b>Finish</b>
<i>Long Term Outcome: Safe, Permanent Home</i>	<b>2019-Actual</b>	<b>Estimated 2020</b>	<b>2021 Anticipated</b>	
Total Number of Participants:	25	30	33	
Total Number of Participants Achieving Outcome:	20	25	20	
Percent Who Achieved Outcome:	75.0%	75%	75%	



<b><i>Interim Outcome: Graduate from Training</i></b>			
Total Number of Participants:	10	12	15
Total Number of Participants Achieving Outcome:	9	11	12
Percent Who Achieved Outcome:	90.0%	97%	80%
<b><i>Short Term Outcome: People Enroll in Training</i></b>			
Total Number of Participants:	20	20	25
Total Number of Participants Achieving Outcome:	10	12	15
Percent Who Achieved Outcome:	50%	60%	60%
<b><i>Output: Children taken in by Program</i></b>			
Total Number of Participants:	750	800	850
Total Participants that are Norwich Residents:	25	30	35
Total Number of Participants Achieving Outcome:	500	550	565
Percent Who Achieved Outcome:	100%	100.0%	100.00%

Start

**Outcomes Narrative:**

CIP tracks statistics for services provided on a monthly basis for both Children’s Probate and Juvenile Superior Courts. Regional Managers compile the statistics for all of the volunteers in their area. We report the number of children served, the number of active cases, the hours spent by GAL volunteers on their cases, the number of contacts made with the child and the service providers, and outcomes of the cases. Our GAL recommendations helped close 85% of our cases this year for a safe, permanent placement, with the remainder of the issues being resolved by the petitioner. These statistics are required and audited by the Connecticut State Judiciary.

With regards to our volunteers, CIP GAL volunteers undergo rigorous screening, including a criminal background check, a sex offender registry check, and a Department of Children and Families background check. They then complete 40 hours of intense training before their case assignments and 12 hours of in-service training for each subsequent year. The volunteers assess each component of the training and provide feedback to improve our systems. Regional Managers then monitor their progress on cases. Demographics on the volunteers are kept and provided to State Judicial, as well.

## **E .FUNDING QUESTIONS**

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

No additional funds for this region have been secured yet.

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

CIP relies heavily on the generosity of its donors to complete our annual service needs. Utilizing other resources to support the needs of the Northeast Region, and Norwich families, puts a strain on the entire system.

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

As mentioned, our Regional Manager is only funded for a part-time position. Reducing her hours only exacerbates the need in the community.

### **OTHER**

1. List other agencies that provide similar services and identify those with which you collaborate. If services are similar, please elaborate on what makes this service unique.

Children in Placement is the only agency of its kind in Connecticut. We are sanctioned by the State of Connecticut to recruit, train and manage volunteer Guardians ad Litem to investigate cases of child abuse and neglect.

2. Is your request for continuation of a previously-funded CDBG program?
  - a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results

We do receive CDBG funds from other cities to support our Regional Managers in those regions; ie, Bridgeport, Hartford, and New Haven.

- b. If no, please state the reason(s) why

We have not previously received CDBG funds from the City of Norwich. I don't know that we have applied prior to my tenure.

**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 2019 Income Limits Summary									
FY 2019 Income Limit Area	FY 2019 Income Limit Category	Persons in Family							
		1	2	3	4	5	6	7	8
Norwich-New London, CTHUD Metro FMR Area	Very Low (50%) Income Limits	\$35,350.00	\$40,400.00	\$45,450.00	\$50,450.00	\$54,500.00	\$58,550.00	\$62,600.00	\$66,600.00
Median Family Income	Extremely Low Income Limits	\$21,200.00	\$24,200.00	\$27,250.00	\$30,250.00	\$32,700.00	\$35,100.00	\$39,010.00	\$43,430.00
\$94,500	Low (80%) Income Limits	\$52,850.00	\$60,400.00	\$67,950.00	\$75,500.00	\$81,550.00	\$87,600.00	\$93,650.00	\$99,700.00

**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)
Regional Manager	\$40,000	37.5%	PT to be FT	Y

**PART III: BUDGET INFORMATION**

**A. AGENCY FINANCIAL DATA**

<b>SUPPORT &amp; REVENUE</b>	<b>Current</b>	<b>Anticipated</b>
	<b>FY 19-20</b>	<b>FY 20-21</b>
Program fees		
Other Grants including foundations	\$135,000	\$138,500
Donations	\$ 60,000.00	\$135,000
CDBG	\$39,000	
General Fund	\$40,000	
State & Federal Grants	\$241,000	\$241,000
Other Revenue (specify)		\$12,191
<b>TOTAL REVENUE</b>	<b>\$515,000</b>	<b>\$526,691</b>
<b>EXPENSES</b>	<b>Current</b>	<b>Anticipated</b>
	<b>FY 19-20</b>	<b>FY 20-21</b>
Salaries	\$364,400	\$358,050
Employee Benefits	\$24,000	\$44,000
Payroll Taxes	\$37,607	\$38,700
Professional Fees & Services	\$14,000	\$16,758
Operations / Phones /Postage	\$39,000	\$37,990
Insurance (other)	\$5,000	\$4,593
Equip. Rental, Maint.& Acq.	\$13,421	\$11,600
Printing & Publication	\$5,600	\$5,500
Travel / Conferences/Conventions	\$12,750	\$9,500
Legal Fees		
Vehicle-Lease / Repair		
Other expenses (specify)		
<b>TOTAL EXPENSES</b>	<b>\$515,778</b>	<b>\$526,691</b>
<b>BALANCE (total revenue less expenses) -778</b>		<b>\$526,691</b>

**B. PROGRAM SPECIFIC FINANCIAL DATA**

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees	\$15,000	\$511,691	3%
Other grants/foundations (non-government)			
Donations			
CDBG			
General Fund			
State Government			
Federal Government			
Other Revenue (specify)			
<b>TOTAL REVENUE</b>	<b>\$15,000</b>	<b>\$511,691</b>	<b>3%</b>
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	\$15,000	\$511,691	3%
Employee Benefits			
Payroll Taxes			
Professional Services (incl. accounts and attorneys)			
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
<b>TOTAL EXPENSES</b>			
<b>BALANCE (total revenue less expenses)</b>	<b>\$15,000</b>	<b>\$511,691</b>	<b>3%</b>

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

**EXHIBIT 1** Financial Statement and Audit

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

**EXHIBIT 2** Insurance/Bond/Worker's Compensation

- State whether or not the agency has liability insurance coverage, in what amount and with

what insuring agency.

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

EXHIBIT 3 Non-profit Determination

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

EXHIBIT 4 List of Board of Directors

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

EXHIBIT 5 Organizational Chart

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

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer

EXHIBIT 7 Conflict of Interest Disclosure

Form attached.

**PART V: CONFLICT OF INTEREST QUESTIONNAIRE**

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE  
2020-2021 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)
	N/A	

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)
	N/A	

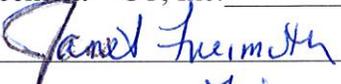
3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, City Council person, Community Development Advisory Committee member?  Yes  No

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
		N/A	

4. Have you read and understood the HUD regulation regarding conflict of interest, 24 CFR 570.611 (attached)?

Name of Applicant: Children in Placement – CT, Inc.

Signature of Applicant's Representative 

Title Executive Director Date February 24, 2020

**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

thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such person's tenure.

**(c) Persons covered.** The conflict of interest provisions of paragraph (b) of this section apply to any person who is an employee, agent, consultant, officer, or elected official or appointed official of the recipient, or of any designated public agencies, or of subrecipients that are receiving funds under this part.

**(d) Exceptions.** Upon the written request of the recipient, HUD may grant an exception to the provisions of paragraph (b) of this section on a case-by-case basis when it has satisfactorily met the threshold requirements of (d)(1) of this section, taking into account the cumulative effects of paragraph (d)(2) of this section.

**(1) Threshold requirements.** HUD will consider an exception only after the recipient has provided the following documentation:

- (i) A disclosure of the nature of the conflict, accompanied by an assurance that there has been public disclosure of the conflict and a description of how the public disclosure was made; and
- (ii) An opinion of the recipient's attorney that the interest for which the exception is sought would not violate State or local law.

**(2) Factors to be considered for exceptions.** In determining whether to grant a requested exception after the recipient has satisfactorily met the requirements of paragraph (d) (1) of this section, HUD shall conclude that such an exception will serve to further the purposes of the Act and the effective and efficient administration of the recipient's program or project, taking into account the cumulative effect of the following factors, as applicable:

- (i) Whether the exception would provide a significant cost benefit or an essential degree of expertise to the program or project that would otherwise not be available;
- (ii) Whether an opportunity was provided for open competitive bidding or negotiation;
- (iii) Whether the person affected is a member of a group or class of low- or moderate-income persons intended to be the beneficiaries of the assisted activity, and the exception will permit such person to receive generally the same interests or benefits as are being made available or provided to the group or class;
- (iv) Whether the affected person has withdrawn from his or her functions or responsibilities, or the decision-making process with respect to the specific assisted activity in question;
- (v) Whether the interest or benefit was present before the affected person was in a position as described in paragraph (b) of this section;
- (vi) Whether undue hardship will result either to the recipient or the person affected when weighed against the public interest served by avoiding the prohibited conflict; and
- (vii) Any other relevant considerations.

**Section 3 Contractor Affidavit**

A Section 3 Business Concern is a business or organization that:

- Is 51 percent or more owned by section 3 residents; or
- Has permanent, full-time employees at least 30 percent of whom are currently Section 3 residents, or within three years of the date of first employment with the business concern were section 3 residents; or
- Has a commitment to subcontract in excess of 25% of the dollar award of all subcontracts to be awarded to such businesses describe above

This is to certify that Children in Placement – CT, Inc.  
Business Name (Print)

       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)

Janet Freimuth  
Authorized Signer

2/24/2020  
Date

Janet Freimuth  
Print Name