

CITY OF NORWICH
CORONAVIRUS AID RELIEF & ECONOMIC SECURITY (CAES ACT) FUNDING
COMMUNITY DEVELOPMENT BLOCK GRANT - CDBG-CV
APPLICATION FOR FUNDING - PUBLIC SERVICE
AMENDED PROGRAM YEAR 2019-2020 (PY 45)

DUE: May 21st 2020 4:00 PM IN OFFICE OF COMMUNITY DEVELOPMENT

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

E-mail addresses:

kcrees@cityofnorwich.org (Community Development Director)

tcurtis@cityofnorwich.org (Program Assistant)

PART I: GENERAL INFORMATION

AGENCY: Madonna Place, Inc.

LEGAL NAME

(If different from Agency)

ADDRESS: 240 Main Street

Norwich, CT 06360

E-MAIL: ngentes@madonnaplace.org

EXECUTIVE DIRECTOR: Nancy Gentes

CONTACT NAME & TITLE: Nancy Gentes, Executive Director

TELEPHONE: 860-886-6600 X112 EMAIL: ngentes@madonnaplace.org

AGENCY FISCAL YEAR: July 1, 2020 June 30, 2021
Begin End

PROJECT NAME: COVID-19 Relief Funds for Family Support Ctr. Program

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (September 1, 2020 – August 31, 2021)	\$ <u>12,500.00</u>	\$ <u>0.00</u>
CURRENT FISCAL YEAR (September 1, 2019 – August 31, 2020)	\$ <u>2,500.00</u>	\$ <u>0.00</u>

} \$15000

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.

Nancy Gentes
EXECUTIVE DIRECTOR/DEPT. HEAD (SIGN)
Nancy Gentes

PRINT NAME
DATE: 5/19/2020

Michael Anderson
PRESIDENT, BOARD OF DIRECTORS (SIGN)
Michael Anderson

PRINT NAME
DATE: 5/19/2020



FROM: CITY OF NORWICH COMMUNITY DEVELOPMENT OFFICE
TO: CDBG-CV APPLICANTS
SUBJECT: SPECIAL INSTRUCTIONS FOR CDBG-CV FUNDING APPLICATIONS
FOR BOTH PUBLIC AND NON-PUBLIC SERVICES APPLICANTS

SPECIAL INSTRUCTIONS FOR CDBG-CV FUNDING APPLICATIONS

In response to the Coronavirus Pandemic (COVID-19) the U.S. Department of Housing and Urban Development Community Development Block Grant program has notified the City of Norwich that they will receive a formula allocation from the first round of CDBG-CV funding to be used **specifically for the prevention of, preparation for, and response to the Coronavirus.**

The Community Development Office is accepting applications from qualifying candidates to help in the prevention of, preparation for, and response to the Coronavirus throughout the City of Norwich. All applications that meet a National Objective, Eligible Activity, AND prevent, prepare for, or respond to the Coronavirus will be reviewed.

PART II: PROJECT INFORMATION**A: INTRODUCTION/AGENCY INFORMATION**

A1: Brief History: The Mission of Madonna Place is to provide services which strengthen families, promote health and prevent child abuse and neglect. We offer three programs that help parents to build strong support systems in their lives which can assist them to provide a safe, stable and nurturing environment for their children.

In 1987, a group of concerned citizens from our community came together to open Madonna Place. The vision was to create a center for disadvantaged women and children; a non-judgmental place where women could meet other mothers and learn from the nurse coordinator and each other. The philosophy was to “nurture the nurturer” by providing emotional support and resources to mothers so they would be better equipped to handle the important job of caring for their children.

Members of the original Board of Directors were from the Norwich Public Schools, Backus Hospital, United Community and Family Services, the University of Connecticut, Lawrence and Memorial Hospital and local churches. Madonna Place has continued to partner and maintain close relationships with these organizations over the years.

- 1995, we invited fathers to participate in Madonna Place programming and in 1997 we received a grant from the Children’s Trust Fund which allowed us to hire our first dedicated fatherhood parent educator and case manager
- 2000, Madonna Place was selected as one of the three State of Connecticut Fatherhood Initiative research and demonstration project sites
- 2000-2010, provided the agency with opportunities to enrich and expand our prevention and home-based Services to families. These services included a Healthy Families Program, which is now part of the Nurturing Families Program, the Early Child Parents in Partnership Program, and the Parents Education Assessment Program. These services helped to fill critical needs in our community for in- home parenting programming that prevented child abuse and neglect.
- We continued to expand our work with families in their homes and sought out additional opportunities through the Children First Initiative. We also had the opportunity to add the Parenting Support Services Program (Triple P) and participate in the State of Connecticut Maternal Infant Early Childhood Home Visiting program (Great Beginnings Home Visiting).

In 2018 Madonna Places was awarded an expansion to our existing Fatherhood Initiative Grant through DCF to serve more fathers in the Eastern part of the state and Middletown. This expansion allowed for a 24-7 Dad program to be held weekly in Norwich, Willimantic, Middletown and New London, adding 3 Fatherhood Specialists to our staff. Unfortunately, the state ended their funding for the Parenting Support Program and Families First Home Visiting Programs in many parts of the state that same year, making Madonna Place’s Great Beginnings Home Visiting the only program in Norwich.

Today, Madonna Place is a comprehensive family support agency serving all New London County and beyond. We are recognized as a leader in the field of parent education, home visiting, child abuse prevention services and service to fathers. We serve the community with our three main programs: Fatherhood Initiative, Family Support Center and Great Beginnings Home Visiting. We are run by a volunteer Board of Directors and our Administrative Structure

includes an Executive Director, Director of Finance and Administration, and Program Managers for each program. Our clients are 98% low income, and many have multiple risk factors present in their lives. 70% of individuals served are residents of Norwich, CT.

During the COVID-19 public health crisis, the on-site drop-in portion of the programming has been halted to ensure the health and safety of our clients and staff. However, the Family Support Center is still open to provide daily (Monday through Friday) 8:30 a.m. to 5:00 p.m. basic needs and emergency needs curbside (safe, no contact) deliveries, as well as telephone and web-based remote enrollment, support, training, informal counseling and information, referral to resources, Ages and Stages child developmental screenings/referrals, crisis intervention, and more. Food, clothing, diapers, formula, hygiene products, store gift cards, disinfectant supplies, PPE, and other emergency basic needs are distributed daily by appointment at the curb-side main entrance, or twice a week by delivery to client's homes at their curbside by our staff. In March and April 2020 alone, the Family Support Center has provided over 2100 meals to clients, which is 1600 more meals than we provided in March and April 2019. The demand for our services has risen, and we are open during the COVID crisis to meet that need.

A2: Hours of Operation: The Agency is open Monday through Friday, 8:30 a.m. to 5:00 p.m. year-round. The Family Support Center drop-in program is open Monday through Friday, 9:00 a.m. to 3:00 p.m. daily year-round. The support center provides additional programming after 3:00 pm including emergency basic needs, parenting classes, English as a Second Language/Family Literacy programming, and parent/child educational, enrichment and socialization opportunities.

A3: Number of persons employed by your agency: 14 staff

A4: Not applicable.

A5: receive more than \$500,000 of Federal Funding?: No

B. STATEMENT OF NEED

B1: Define the problem: Since 1987, Madonna Place has been fulfilling an unmet need for child abuse prevention and intervention and basic needs services to Norwich families. The Family Support Center Program services teach positive parenting and resiliency, promotes self-sufficiency, reduces social isolation and provide basic needs and emergency needs support. Research indicates that this approach works to strengthen families and reduce the risk of child abuse (Strengthening Families Approach and Protective Factors Framework, Center for the Study of Social Policy) These services are even more critical during a pandemic when families are isolated, as the incidents of depression, anxiety, domestic violence, unemployment, hunger, poverty and child abuse and neglect rise significantly. As we resurface from the pandemic, sustained efforts to help children and families recover from the long-lasting impacts of the crisis will also be necessary. Research on trauma, fear and isolation bears out this lasting impact of the "mental health toll" that crisis places on individuals and communities (Pew Trust, May 2020).

98% of our clients are low income families. Approximately 40% of the families who utilize the support center are racially or ethnically diverse. It has been established that the Corona virus, like many other illnesses, has disproportionately impacted African Americans and Latinos. Most of our clients are underserved, and affected by 2 or more risk factors including poverty, mental health or substance abuse issues, food insecurity, housing and transportation barriers, lack of parenting skills, inadequate health care, and more.

The Family Support Center basic needs, triage, outreach, information and referral services are key to our COVID-19 response and the program needs financial support. It is and will continue

to cost the agency more than anticipated to provide services safely, while at the same time we are hampered by our ability to do the same level of self-fundraising due to the COVID restrictions and need for social distancing. The support center directly serves between 1000-1200 parents and children annually in a typical year. All clients receive some type of basic needs services from us and many receive other services. With the COVID-19 pandemic, the amount of basic and emergency needs assistance each individual client requires has increased dramatically as compared to past years. In March and April this year our agency has had to write grants to acquire the increased quantity of food, PPE, formula, diapers, wipes, store gift cards, etc. that families need each week to survive the pandemic. For food alone, we are serving 1600 more meals in that time period than the previous year. The need is far greater than our normal program budget to provide.

Approximately 75% of our Family Support Center Clients are from Norwich. In addition, the resources of the program assist other programs of our agency, and the total agency serves just under 2000 parents and children/year. Without these services, families from Norwich would be struggling, perhaps even falling so far back in the pandemic that they would not recover once the restrictions are lifted. Family Support Center services are critical to prevent child abuse and neglect and help families survive in "normal times". In a Pandemic, they are indispensable.

B2: Services provided offered by others?: Other agencies provide some of the services we provide but none in a comprehensive "whole child" and "whole family" fashion like Madonna Place provides. It is truly unique that Madonna Place provides drop-in services daily, and access to other support services internally from our Home Visiting services and Fatherhood services to Norwich families, (currently in a remote fashion). Madonna Place is in the center of the COVID-19 relief effort in Norwich. It is also unique that Madonna Place is providing food, diapers, store gift cards, and emergency resource supplies to families by delivering them curbside to client homes during the pandemic. Most other agencies require families to come pick items up. Madonna Place can do that, but also provide delivery for those with no transportation. Our overall Family Support Center programming and parenting support is still being delivered remotely, but as we open back up to the public, families will have access to more services on-site than other agencies are able to provide.

B3: Address the needs of Community: Madonna Place's Family Support Center provides services that are critical to Norwich's community overall. The drop-in Family Support Center is unique in Norwich and serves over 1000 individuals each year. We expect that number will be lower for on-site services this year because of the pandemic though the number of people receiving basic needs and emergency resources should be very high. Our population is underserved, living in poverty, and very diverse. Through the Family Support Center, clients can receive free emergency and basic needs resources, food, diapers, clothing, transportation assistance, crisis intervention, employment assistance, informal counseling and mentoring, playgroups and educational programs for children, parenting classes, case management, English as a Second Language classes, developmental Ages and Stages screening for children, health information, referrals, and more. Services are individualized and include coordination of services and referral to prevent duplication. Madonna Place staff advocate and represent the diverse needs of our clients in the community to help improve the human services field in Norwich overall. Madonna Place is in the Center of the COVID relief effort in Norwich, and the Family Support Center is the hub of that service for our agency overall.

B4: Waiting List?: Madonna Place does not currently have a waiting list for basic and emergency needs resources or services because we have written several small grants to purchase and provide these items as COVID-19 relief. No parent is being denied the basic needs services they require. But for Parenting Classes we have a waiting list that is cleared each quarter when we offer the class. We have not offered the class since the start of the pandemic, so will need to determine if the next class will need to be conducted remotely (in-person parenting classes are preferable, but if not possible, will be need to be temporarily replaced with web-based programming).

C. PROGRAM DESCRIPTION

C1: General Program Description: The Family Support Center is currently open during the COVID-19 crisis to provide no-contact, safe delivery of basic needs and emergency needs supplies (food, formula, diapers, hygiene products, store gift cards, cleaning supplies, etc.) to help families prevent child abuse and neglect. The Family Support Center staff is not able to run on-site services for families until the COVID-19 restrictions are lifted, so we must conduct enrollments, developmental screenings, outreach, informal support, education and mentoring through remote means (by telephone or web-based methods).

Normally (when COVID-19 restrictions are not in place) the Family Support Center is open for on-site services to families with children under 18 years of age, Monday-Friday, year-round. Families may participate as frequently as they wish, and their length of involvement is open ended. The Support Center provides a safe atmosphere, respite, a supervised children's playroom and activities, screening, nutrition and health information, cooking classes, an open kitchen to prepare healthful meals, advocacy, parenting and self-improvement/adult education, English as a Second Language classes, emergency supplies and basic needs assistance, peer support, mentoring, informal counseling and referrals. A crucial component of the program is the connection made to the other programs within the agency and to the community, and to other parents and families for peer support to eliminate isolation. The Family Support Center uses a small, expert staff and volunteers to assist in the daily operations of the program. The intended impact is to help families develop the internal and external resources to raise their children in a self-sufficient, safe, nurturing manner, and to improve the overall well-being of children.

The Family Support Center provides developmental screening of 350-500 children each year between the ages of infancy and 5 years. These screenings of very young children are a crucial way to determine if children are reaching age appropriate developmental milestones and to provide anticipatory guidance to their parents. Each year we detect developmental concerns and signs of autism spectrum disorders in children that are then referred to Birth-to-Three or to pediatricians for further assessment and services. Early detection of issues is key to getting necessary early intervention services for children and is crucial in making a difference in their long term developmental and educational growth trajectory. During the COVID-19 crisis, we continue to conduct the Ages and Stages developmental screenings and to refer children to services when a delay is detected. We are currently conducting those screenings and referrals remotely through telephone and remote services, until it is safe to return to in-person contact.

The Family Support Center also offers children and their caregivers a year-round education and support program called "Family Connections." This project helps our economically disadvantaged children preschool through 12 years with support in math, science, social studies, reading, health, technology, and nutrition, as well as with social and cultural knowledge. During the summer, caregivers and children meet more frequently (three times- four times per week for 2- hour sessions) to help prevent the summer slide that is often seen in children living in poverty.

"Summer Family Connections" offers fun activities covering all academic areas, including guest speakers or presenters, hands on experiential learning, and a strong literacy component. We engage families in academics, skill-building, technology, cultural experiences, and fun. This program continues once a month throughout the school year with family dinners, activities and parent educational groups. The program reinforces the importance of regular school attendance, while supporting and enhancing student academics and the parent's important role in their children's lives. During the COVID-19 restrictions, we are delivering learning materials and books through our weekly food and emergency needs deliveries to families, as well as working with parents who need parenting support, so that we continue our educational programming to children and families while they are quarantined at home.

C1a: Alignment with 5-year consolidated plan: Madonna Place's programs are fully aligned with Norwich's 5-year consolidated plan in area #2: "Creating Suitable Living Environments." Madonna Place serves low- and sometimes moderate-income individuals. We provide programs to support parenting education, self-sufficiency, health, mental health and safety. These include the areas mentioned in the 5-year consolidated plan including: providing financial education, outreach of all kinds, and access to benefits and resources of all kinds. We also help remove the barriers of transportation for families, support their health and well-being needs (including referrals for support for domestic violence and child abuse/neglect prevention), provide parenting training, cooking/nutrition training, and assistance improving employment outcomes for our clients. During the COVID-19 pandemic, we have continued as one of the key organizations in the center of COVID relief efforts for Norwich to provide those recovery services to families.

C1b: Collaboration with other programs: Madonna Place collaborates with numerous other community agencies to avoid duplication of services, make referrals and to maximize services to clients to meet their needs. We work with Safe Futures (Free space in our building), the City (Census and Economic Development), our Executive Director is a member of the Norwich Rotary, we participate on the City School Readiness Council and Adult Education Advisory Committee (Adult Education utilizes our agency for programming), Norwich Human Services/Norwich Youth and Family Services, the United Way, including the Food Bank, the Eastern Health Collaborative, Child and Family Agency, Norwich Public Schools, DCF, DSS, Office of Early Childhood, Judicial Courts, UCFS, TVCCA, Backus Hospital, Thames River Family Program, and Reliance Health. These are some of the many collaborative partnerships we maintain to ensure we best meet the myriad needs of our clients without duplication.

C1c: Link with local or regional plans: Madonna Place and its employees link with local and regional plans by working with a regional lens in terms of the services and expertise our agency provides. We participate in councils on human services, fatherhood, home visiting, DCF and health organizations such as United Way of SECT, New London County Council of Governments Health and Human Services Committee, Eastern CT Health Collaborative, United Way Council of Executives, Norwich School Readiness Council, Chambers of Commerce, and other regional groups. We believe that by sharing expertise, data, information, referrals and resources we can best serve the needs of Norwich residents in the highest quality fashion possible, without duplication.

C1d: Real or possible partnerships as a result of this funding: We have many real partnerships in place but anticipate some future collaborative efforts may result from this funding. For example, relating to the health of our clients and our community. We anticipate working more closely with Eastern CT Health Collaborative, Backus and Uncas Health regarding plans to keep our clients and staff safe if future public health threats arise. As a result of the COVID crisis, Madonna Place has been working very closely with many community partners to ensure the

needs of families are met across Norwich. This funding will encourage those continued partnerships because the Family Support Center will have the resources to continue to outreach and collaborate.

C1e: New or existing program or service? The Family Support Center services are existing, but because the COVID-19 pandemic has eliminated funding from some local grant funders who have re-routed their normal grant funding sources temporarily from programming to COVID-relief emergency basic needs resources only, we have a funding gap to fill in our Family Support Center programming and Agency operations for 2020. We would not have experienced this funding gap in our regular programming if it were not for the COVID-19 issue diverting our normal fund sources to other agencies temporarily.

In addition to these funding shortfalls, the post-COVID programming costs have increased for our Agency overall as we work to keep staff and families safe. These costs have increased considerably as expectation for safeguarding our clients and staff have increased. We are experiencing double digit unemployment rates in our region due to heavy reliance on casino and other tourism/leisure employment, and the economy will be slow to recover due to the expected length of the COVID recovery and vaccine availability. Through this, we must work with families on topics, processes and areas that have become the new norm in the age of this pandemic. Thus, in the Family Support Center, in addition to our traditional human services support programming, we must upgrade our COVID response by triaging clients to provide information and referral and provide direct basic needs assistance. We must adjust our programming to ensure clients are knowledgeable about COVID symptoms, prevention, get information about and access to health care, have all the basic and emergency needs resources they require to prevent child abuse and neglect, have the information and resources to safeguard their children and homes appropriately during the pandemic, and support families so they can best engage in their children's remote educational/school services. Additional increased agency cleaning costs, increased PPE costs, increased triaging services needed to screen and refer clients, and the like will also be incurred as we reopen to clients. We are also faced with the possibility of needing to acquire additional space in our building in order to maintain appropriate social distancing for staff and clients. This will require a significant outlay of expense. These changes in Family Support Center Programming will be long-lasting and expensive to maintain.

C2: For each activity provide:

C2a: Location: The Family Support Center Program is conducted at Madonna Place, 240 Main Street, Norwich, CT 06360. During the COVID-19 shut-down, we are still open for staff and delivering basic needs and emergency supplies at our curbside, or directly to client's homes with no-contact, safe deliveries. The outreach, parenting, education, informal counseling, mentoring and developmental screenings are being conducted remotely by phone or web-based service until the Agency re-opens to clients on-site. In addition, Family Support Center clients referred to Home Visiting or Fatherhood Services can receive those services in their own homes each week (remotely during COVID-19) until the restrictions are lifted.

C2b: Frequency: Madonna Place is open Monday through Friday, 8:30 a.m. to 5:00 p.m. year-round. Clients can participate as frequently as they like each week in our Family Support Center program. Food and emergency COVID-19 basic needs resource deliveries to homes (safe, no contact deliveries) for clients are conducted weekly and as needed by home visitors. Once we reopen, clients can access these basic and emergency needs on site daily.

C2c: Hours of Operation for Family Support Center: Monday-Friday, 9:00 a.m. to 3:00 p.m. daily, drop-in year-round. There are some programs and services provided after 3:00 p.m. daily including English as a Second Language, parenting classes, family celebrations, and basic needs services (especially during the COVID-19 crisis where we are offering basic needs services right up until 5:00 p.m. daily).

C2d: # Norwich residents served: We anticipate serving approximately 600-700 Norwich residents for the 2019-2020. We anticipate more clients to be served during 2020-2021 based on need, and numbers served will depend largely on what services we are able to provide.

C2e: Hours of Operation of Agency: Monday-Friday, 8:30 a.m. to 5:00 p.m. daily year-round

C3: 0% of this request is being used for administration and 100% is being used for salaries and benefits. The total number of employees hired/retained as result: 2 staff retained. There are no new employees being hired as a result of the COVID funding.

C4: Theory of Change Outcomes Chart: Madonna Place generally collects many Outcomes for our Family Support Center Program that are short term, interim term and long term. Madonna Place utilizes Results Based Accountability to assess our outcomes quarterly, and then annually in aggregate. The results are shared with staff, our Board of Directors, our funders, and our community at large. RBA is a nationally recognized process utilized by many the Human Services industry to routinely collect data, measure outcomes and assess program success. We utilize our outcomes results to make iterative changes to our programs and agency as needed to best meet the needs of our clients and the community overall.

A sampling of our 2018-2019 Family Support Center Outcomes include:

- **3,858** meals were “served” in our kitchen (prepared by families)
- The clothing donation room was utilized **1,765** times
- **297** individual families received emergency supplies of diapers, over **4,300** diapers
- **156** individual families received emergency formula, over **440** cans of formula
- **328** developmental screenings were administered to children birth through age 5.
 - **63%** of those children were On Target for their development.
 - **8** children were referred to Birth to three for further assessment and intervention
 - **15** children completed M-Chats which is an early screening for Autism
- **102** parents completed a parenting class and gained knowledge and confidence in parenting. 50 of them participated in the Circle of Security Parenting Class which resulted in an **8%** increase in their parenting knowledge.
- **2,872** times the Family Support Center was used for respite
- **3,089** times families received informal counseling

However, for this specific COVID-19 relief CDBG funding, the Outcomes we are tracking are all only short term because our focus is on the critical basic/emergency needs we are meeting for clients (immediate basic and emergency needs resources and supplies, developmental assessments, and parenting classes). When the COVID-19 Crisis restrictions are lifted, we will also continue to track the following longer-term outcomes for our Family Support Center Clients:

- # and % of children who are screened for developmental delays and referred for early intervention
- # and % of families who feel supported and satisfied with program services
- # and % of parents who gained knowledge of parenting skills and child development

and % of families/children who gained basic needs resources, enhancing family's economic security

and % of individuals satisfied with the services received at the Family Support Center

OUTCOME: Clients Receive Emergency Support and Education

	2018/19 Actual	2019/20 Estimated	2020/21 Anticipated
Short Term Outcomes During COVID-19:			
1. People Obtain Basic Emergency Needs Resources			
Total Number of on-site Participants:	1,062	850	1,000
Total Number Receiving Basic and Emergency Needs Resources:	4,158	5,100	4,200
Percent who achieve outcome:	100%	100%	100%
2. People Complete Parenting Training or Classes (once COVID-19 restrictions are lifted, and it is safe)			
Total Number of Participants:	132	60	130
Total Number Participants achieving outcome:	102	30	100
Percent who achieve outcome:	77%	50%	77%

***All our Outcomes for this COVID funding are short-term.**

D: FUNDING QUESTIONS

D1: Leveraged funding: The CDBG funds will not specifically leverage any other funding for our agency. We have been applying for grants for the Family Support Center program for 2019-20, and 2020-2021 in parallel with the CDBG fund application, and hope we will receive funding from those sources as well to support our clients and the residents of Norwich.

D2: If you don't receive the amount requested how will it affect your service population?: If we were not to receive the amount of funding we requested from CDBG, we would need to consider a reduction in the Family Support Center programming hours and time available for clients. We would have to carefully decide what we would eliminate for clients based on our key priorities. This includes potentially not being able to give our low income, underserved clients the new knowledge and educational programming support they might need to understand the COVID symptoms, safe- practices in public and at home, get access to necessary healthcare, parenting classes, or continued support and resources to families to engage with their children's educational and school settings for the best interests of their children. To avoid cuts, we would need to find other grants or conduct virtual fundraisers to try to receive that funding difference so we could run the Family Support Center programs in full as outlined once the COVID-19 restrictions are lifted. Madonna Place is always fully involved in fundraising and grant seeking.

D3: What you would eliminate if not fully funded by City: We would not be able to expand our COVID-related program services as we re-open to the public. As mentioned above, this includes not being able to give our low income, underserved and already isolated clients the knowledge and educational support they need to understand the COVID symptoms, safe practices in public and at home, get access to necessary healthcare, parenting classes, or continued support and

resources to families to engage with their children's educational and school settings for the best interests of their children. **We would not eliminate our normal basic needs programming for clients if we did not receive this funding, but if we do not have sufficient funds to operate the program safely, we will need to consider cut back in services in those programs.**

E: OTHER

E1: Other agencies providing similar services: There are no other programs in Eastern Connecticut offering the full selection of unique, comprehensive, drop-in wrap around services of Family Support Center programming except Madonna Place. Through the Family Support Center (the hub of our COVID-19 relief efforts), clients can receive free emergency and basic needs resources, food, diapers, clothing, transportation assistance, store gift cards, employment assistance, informal counseling and mentoring, playgroups and educational programs for children, parenting classes, case management, English as a Second Language classes, developmental screening for children, health information, referral, and more. Services are individualized. There are other agencies providing some portions of similar services that we do provide as a part of our Support Center Program, but none that provide a comprehensive or drop-in wrap-around family support program to families like we do. In addition, no other agencies have the suite of other services available in-house that Madonna Place has to offer to support the underserved, low-income population we serve. This includes our Home Visiting and Maternal support to Backus Hospital's catchment area and the Norwich OBGYN's, as well as our Fatherhood Initiative Program. There are no other certified Fatherhood Programs in Eastern Connecticut except Madonna Place. Madonna Place is the only Fatherhood Program in Norwich. It is unique that clients can receive Family Support Center services and be referred to Home Visiting or Fatherhood services all under one roof. No other agency can offer those same services in-house.

Eb: Not applicable. There was no question written in the application to answer.

F: SECTION 3: Not applicable.

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 2020 Income Limit Area	FY 2020 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	\$35,950	\$41,050	\$46,200	\$51,300	\$55,450	\$59,550	\$63,650	\$67,750
	Extremely Low Income Limits	\$21,600	\$24,650	\$27,750	\$30,800	\$33,300	\$35,750	\$39,640	\$44,120
	Low (80%) Income Limits	\$54,950	\$62,800	\$70,650	\$78,500	\$84,800	\$91,100	\$97,350	\$103,650

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)
Executive Director	\$80,000 - \$100,000	0	Full-Time	N
Clinical Director	\$55,000 - \$75,000	\$3,500	Full-Time	N
Program Manager	\$30,000 - \$50,000	\$8,330	Full-Time	N
Director of Finance & Administration	\$60,000 - \$80,000	0	Full-Time	N
Administrative Assistant	\$15,000 - \$25,000	0	Part-Time	N
Fund Development Manager	\$40,000 - \$60,000	0	Full-Time	N

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

SUPPORT & REVENUE	Current	Anticipated
	FY 19-20	FY 20-21
Program fees		
Other Grants including foundations <i>(includes COVID-19 Designated Grants)</i>	242,700	242,000
Donations	29,816	32,000
CDBG		15,000
General Fund		
State & Federal Grants <i>(includes EFSP Funding)</i>	625,912	680,473
Other Revenue (specify)		
United Way	138,374	122,606
Special Events	15,143	30,000
Child & Families	6,000	6,000
PEP Classes	3,600	3,750
SCADD Group	1,435	2,250
TOTAL REVENUE	1,062,981	1,134,079
EXPENSES	Current	Anticipated
	FY 19-20	FY 20-21
Salaries	652,644	664,108
Employee Benefits	88,014	104,106
Payroll Taxes	81,215	75,044
Professional Fees & Services	41,723	47,744
Operations / Phones /Postage	120,270	127,949
Insurance (other)	11,654	12,237
Equipment Rental, Maintenance & Acquisition	3,586	3,400
Printing & Publication	4,288	4,700
Travel / Conferences/Conventions	21,784	30,800
Legal Fees	-	5,000
Vehicle-Lease / Repair	-	-
Other expenses (specify)		
Direct Program <i>(Food, Supplies, Client Assist)</i>	19,550	17,750
COVID-19 & Other Client Assistance	11,782	27,340
EFSP <i>(Phase 36 & 37 & CARES)</i>	3,000	4,400
Special Events	3,470	9,500
TOTAL EXPENSES	1,062,980	1,134,078
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) <i>(includes COVID-19 Designated Grants)</i>		136,687	
Donations		13,992	
CDBG	15,000		100.0%
General Fund			
State Government			
Federal Government <i>(EFSP Phase 37 & CARES)</i>		4,400	
Other Revenue (specify)			
United Way		61,425	
Special Events		12,000	
Child & Families		6,000	
PEP Classes		3,750	
TOTAL REVENUE	15,000.00	238,254.00	5.9%
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	11,830	128,842	4.7%
Employee Benefits	1,820	24,647	0.7%
Payroll Taxes	1,350	13,674	0.5%
Professional Services <i>(incl. accounts and attorneys)</i>		11,140	
General Operations & Supplies <i>(incl. Overhead and Printing)</i>		31,001	
Travel / Conferences		630	
Vehicle Expense		-	
Other Expenses (specify)			
Direct Program <i>(Food, Supplies, Client Assist)</i>		6,250	
COVID-19 & Other Client Assistance		16,000	
EFSP <i>(Phase 36 & 37 & CARES)</i>		4,400	
Special Events		1,670	
TOTAL EXPENSES	15,000	238,254	5.9%
BALANCE <i>(total revenue less expenses)</i>	0	0	100%

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)

**CDBG-CV-19 CITY OF NORWICH, CONNECTICUT APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2019-2020 AMENDED 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; list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, City Council person or CDAC member
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 person or CDAC member
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CDBG-CV-19 CITY OF NORWICH, CONNECTICUT APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE (cont.)

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	Indicate type of tie (Family or Business)	If family, indicate relationship

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

Nancy W Gentes
NAME OF APPLICANT REPRESENTATIVE

Nancy W Gentes
SIGNATURE OF ABOVE REPRESENTATIVE

5/21/2020
DATE

**HUD REGULATION REGARDING CONFLICT OF INTEREST
(NOT REQUIRED TO BE SUBMITTED WITH APPLICATION – RETAIN FOR YOUR
RECORDS)**

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 2 CFR 200.317 and 200.318 shall apply.

(2) In all cases not governed by 2 CFR 200.317 and 200.318, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to §570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to §570.203, 570.204, 570.455, or 570.703(i)).

(b) Conflicts prohibited. The general rule is that no persons described in paragraph (c) of this section who exercise or have exercised any functions or responsibilities with respect to CDBG activities assisted under this part, or who are in a position to participate in a decision-making process or gain inside information with regard to such activities, may obtain a financial interest or benefit from a CDBG-assisted activity, or have a financial interest in any contract, subcontract, or agreement with respect to a CDBG-assisted activity, or with respect to the proceeds of the CDBG-assisted activity, either for themselves or those with whom they have business or immediate family ties, during their tenure or for one year thereafter. For the UDAG program, the above restrictions shall apply to all activities that are a part of the UDAG project, and shall cover any such financial interest or benefit during, or at any time after, such 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.

[60 FR 56916, Nov. 9, 1995, as amended at 80 FR 75938, Dec. 7, 2015]

OUTCOME RELATED DEFINITIONS

Inputs

Inputs are resources dedicated to or consumed by the program. They are “what we invest”– Time, Money, Partners, Equipment, Facilities, etc.
 Ex: 1 Full-time equivalent (FTE) will be required to counsel X clients.

Outputs

Outputs are direct products of program activities and usually are measured in terms of the volume of work accomplished. “What we do or Who We Reach” Workshops, Publications, Field days, Equipment; Customers, Participants, etc.
 Ex: We trained X participants (activity) and Y (output) graduated.

Activities

Activities are what the program does with the inputs to fulfill its mission. Activities include the strategies, techniques and types of treatment that comprise the program’s service methodology.
 Ex: Recruit X participants, Train X employees, Open X Bank Accounts, X people are screened for public benefits, X% of clients are screened, X% of participants are trained, etc.

Outcomes

Outcomes are the benefits for participants during and after program activities.
 Ideal outcomes include changes in:

Short Term: Knowledge, Skills, Attitude, Motivation, Awareness

Interim Term: Behaviors, Practices, Policies, Procedures

Long Term: Environment, Social Conditions, Economic Conditions, Political Conditions,

Ex: We trained X participants (activity), Y (output) graduated and Z increased income through employment (outcome)

Please note that short, interim and long term outcomes may be subjective to your program. A short term for one program could be a long term for a different program. Be sure to explain in narrative C4 how your program measurement is classified using industry standards or better.

OUTCOME: People Gain Employment				Finish
<i>Long Term Outcome: Attain Employment</i>	2018-Actual	Estimated 2019	2020 Anticipated	
Total Number of Participants:	20	30	33	
Total Number of Participants Achieving Outcome:	15	25	20	
Percent Who Achieved Outcome:	75.0%	83.3%	60.6%	
Interim Outcome: Graduate from Training				
Total Number of Participants:	22	35	40	

Total Number of Participants Achieving Outcome:	20	30	33	
Percent Who Achieved Outcome:	90.9%	85.7%	82.5%	
Short Term Outcome: People Enroll in Training				
Total Number of Participants:	30	40	52	
Total Number of Participants Achieving Outcome:	22	35	40	
Percent Who Achieved Outcome:	73.3%	87.5%	76.9%	
Output: People Screened for Program				
Total Number of Participants:	40	50	65	
Total Participants that are Norwich Residents:	30	40	52	Start
Total Number of Participants Achieving Outcome:	30	40	52	
Percent Who Achieved Outcome:	100.0%	100.0%	100.00%	

Section 3 Contractor Affidavit

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

- Is 51 percent (51%) or more owned by section 3 residents; or
- Has permanent, full-time employees at least 30 percent (30%) 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 percent (25%) of the dollar award of all subcontracts to be awarded to such businesses describe above

This is to certify that:

Madonna Place, 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")

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)

Nancy W. Gentes
Authorized Signer

5/21/2020
Date

Nancy Gentes

Print Name



EXHIBIT 1 – FINANCIAL STATEMENT AND AUDIT

FISCAL MANAGEMENT

Disbursements:

Madonna Place has implemented financial controls and segregation of duties for submitting, approving, dispersing and reconciling expenditures. Program managers initiate an expense. The Executive Director or Director of Clinical Services reviews the invoice and authorizes payment. The Director of Finance & Administration determines the classification of the expense and the Administrative Assistant records the expenditure(s) and prepares the check. The Executive Director compares the check to the invoice and signs the check. A second signature is required on checks greater than \$5,000, which is signed by the Director of Clinical Services. If the Executive Director or the Director of Clinical Services are not available, the Board of Directors President and Treasurer have signing authority. The Director of Finance & Administration does not have signing authority. The Administrative Assistant mails the invoices with payment and maintains invoice files. The Executive Director reviews all bank statements. The Director of Finance and Administration reconciles all cash accounts and accounts payables.

Receipts:

Madonna Place has implemented financial controls and segregation of duties for receiving, securing, recording, depositing, and reconciling cash receipts. The designated staff member opens income received in the mail or from walk-in donors. All cash receipts are double-checked by another staff member for accuracy and verification. For walk-ins, a multi-copy cash receipt is completed; one copy is provided to the donor and one is kept by the agency. Checks are stamped "For Deposit Only". Checks and cash are kept secure until the weekly deposit is completed. The Administrative Assistant records the checks/cash in the Cash Receipt Book along with a copy of each check/cash receipt (if applicable) for the weekly deposit. The Administrative Assistant prepares a deposit slip which is reviewed by another member of the staff. Once the deposit is made, the deposit slip is attached to the corresponding page in the Cash Receipts book. The Director of Finance & Administration records the information from the Cash Receipts Book in the accounting system. The Director of Finance and Administration reviews the cash receipts journal, reconciles all cash accounts and verifies the accuracy of the revenue (donations, non-governmental grants, state and federal grants, fundraisers, etc) and prepares required revenue reports. The Executive Director reviews all bank statements.

Financial Reporting, Estimates & Forecasts:

An annual budget for the Agency and Program level is prepared by the Director of Finance & Administration, reviewed by the Executive Director, reviewed by the Finance Committee, and reviewed and approved by the Board of Directors. The Director of Finance & Administration prepares monthly Financial Statements compared to the budget which is reviewed by the Executive Director and reviewed and approved by the Board of Directors. Major variances from the budget are explained in notes to the Financial Statements. Additionally, the Director of Finance & Administration updates a fiscal year forecast, highlighting anticipated major variances from the budget and is reviewed by the Executive Director and Board of Directors. The forecast is used to mitigate risk and maximize opportunities.

Budgets required by funders are prepared by the Director of Finance & Administration and reviewed and approved by the Executive Director. These individual budgets are based on the overall agency budget and tailored to the programs.

Record Keeping:

Financial records are accurate, complete, recorded and maintained in a timely manner. The Agency's accounting records are maintained by the Director of Finance & Administration and reviewed annually by the external auditor. Madonna Place maintains and follows a record retention policy for the following:

- Accounting Records
- Bank Records
- Corporate Records
- Employee Records
- Real Property Records

Accounting Principles / Procedures:

Madonna Place has implemented financial controls and segregation of duties for all financial activity and uses accrual basis accounting in accordance with U.S. Generally Accepted Accounting Principles (GAAP).

All expenses follow the State of Connecticut Cost Allocation Plan Guidelines. The State of Connecticut Office of Policy and Management set forth Cost Standards for POS contracts for the purchase of health or human services between State agencies and an organization. The Cost Allocation Plan is approved by the Board of Directors annually. As defined by the State of Connecticut Office and Policy Management, the Cost Allocation Plan summarizes the methods and procedures Madonna Place uses to allocate costs to benefiting programs and activities.

Contracts including Federal Financial Assistance follow the Federal Office of Management and Budget Cost Principles codified in the OMB Super Circular as set forth in 2.CFR Part 200.

Audit Requirements:

Annually, the certified public accountants, Doherty, Beals & Banks, P.C perform an audit of the financial statements and records of Madonna Place, Inc. for compliance with U.S. Generally Accepted Accounting Principles (GAAP), State and Federal regulations, guidelines and statutes.

MADONNA PLACE, INC.
FINANCIAL STATEMENTS
JUNE 30, 2019

MADONNA PLACE, INC.

FINANCIAL STATEMENTS

JUNE 30, 2019

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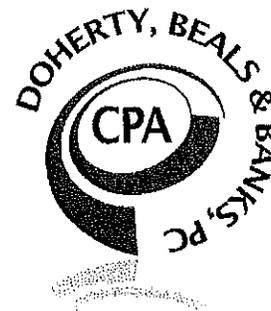
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Board of Directors
Madonna Place, Inc.
Norwich, CT 06360



INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Madonna Place, Inc., (a nonprofit organization) which comprise the statement of financial position as of June 30, 2019, and the related statements of activities, functional expenses, and cash flows for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion of the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the financial position of Madonna Place, Inc. as of June 30, 2019, and the changes in its net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

Stacey L. Gualtieri, CPA
Audrey A. Leone, CPA

- 1 -

Report on Summarized Comparative Information

We have previously audited Madonna Place, Inc.'s 2018 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated August 22, 2018. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2018 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Emphasis of Matter

As discussed in Note 1 to the consolidated financial statements, in 2018, the Organization adopted Accounting Standards Update (ASU) No. 2016-14, Not-for-profit entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities. Our opinion is not modified with respect to these matters.

Other Matters

In accordance with *Government Auditing Standards*, we have also issued our report dated September 5, 2019 on our consideration of Madonna Place, Inc.'s internal control over financial reporting and our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on the internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering Madonna Place, Inc.'s internal control over financial reporting and compliance.

Doherty, Beals, & Banks
DOHERTY, BEALS & BANKS, P.C.
New London, Connecticut

September 5, 2019

MADONNA PLACE, INC.

MADONNA PLACE, INC.
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2019
WITH COMPARATIVE TOTALS FOR 2018

	ASSETS		
		<u>2019</u>	<u>2018</u>
CURRENT ASSETS			
Cash		\$ 245,223	\$ 62,058
Investments		110,399	60,452
Contribution receivable		134,129	133,792
Grants receivable		4,800	6,750
Prepaid expenses		<u>22,680</u>	<u>24,276</u>
TOTAL CURRENT ASSETS		517,231	287,328
PROPERTY AND EQUIPMENT			
Leasehold improvements		2,098	2,098
Furniture and equipment		26,763	26,763
Less: accumulated depreciation		<u>(28,861)</u>	<u>(28,861)</u>
NET PROPERTY AND EQUIPMENT		<u>-</u>	<u>-</u>
TOTAL ASSETS		<u>\$ 517,231</u>	<u>\$ 287,328</u>
	LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES			
Accounts payable		\$ 32,400	\$ 21,344
Grants payable		75,997	-
Accrued wages and compensated absences		85,015	89,111
Deferred revenue		<u>29,233</u>	<u>-</u>
TOTAL CURRENT LIABILITIES		222,645	110,455
NET ASSETS			
Without donor restrictions		105,757	43,081
With donor restrictions		<u>188,829</u>	<u>133,792</u>
TOTAL NET ASSETS		<u>294,586</u>	<u>176,873</u>
TOTAL LIABILITIES AND NET ASSETS		<u>\$ 517,231</u>	<u>\$ 287,328</u>

See notes to financial statements.

MADONNA PLACE, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2019
WITH COMPARATIVE TOTALS FOR 2018

SUPPORT AND REVENUE	Without	With	Totals	
	Donor Restrictions	Donor Restrictions	2019	2018
Government grants	\$ 983,928	\$ -	\$ 983,928	\$ 935,551
Foundation grants	134,000	54,700	188,700	172,600
United Way funding	8,079	134,129	142,208	133,025
Contributions	42,446	-	42,446	33,155
Fund-raising events	40,045	-	40,045	25,575
Miscellaneous fee income	8,799	-	8,799	13,432
Investment income	282	-	282	354
Unrealized gain (loss) on investments	(336)	-	(336)	(20)
Net assets released from restriction: Purpose restrictions met	133,792	(133,792)	-	-
TOTAL SUPPORT AND REVENUE	1,351,035	55,037	1,406,072	1,313,672
FUNCTIONAL EXPENSES				
Family Support Center	113,544	-	113,544	171,036
Families First	246,375	-	246,375	282,781
Parenting Support Services	221,901	-	221,901	263,775
Fatherhood Initiative	209,432	-	209,432	147,598
Great Beginnings	308,577	-	308,577	316,207
Management and general	133,764	-	133,764	144,514
Fund-raising	54,766	-	54,766	52,407
TOTAL FUNCTIONAL EXPENSES	1,288,359	-	1,288,359	1,378,318
CHANGE IN NET ASSETS	62,676	55,037	117,713	(64,646)
NET ASSETS - BEGINNING	43,081	133,792	176,873	241,519
NET ASSETS - ENDING	\$ 105,757	\$ 188,829	\$ 294,586	\$ 176,873

See notes to financial statements.

MADONNA PLACE, INC.

MADONNA PLACE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
 FOR THE YEAR ENDED JUNE 30, 2019
 WITH COMPARATIVE TOTALS FOR 2018

FUNCTIONAL EXPENSES	Family Support Center	Families First	Parenting Support Services	Fatherhood Initiative	Great Beginnings	Management and General	Fund-raising	Totals
	2019	2019	2019	2019	2019	2019	2019	2018
Salaries	\$ 71,583	\$ 129,978	\$ 134,454	\$ 116,780	\$ 195,217	\$ 80,637	\$ 29,951	\$ 825,867
Employee benefits	8,416	18,202	25,496	18,236	28,032	26,184	3,278	162,482
Payroll taxes	7,887	18,798	17,244	15,154	24,780	8,819	3,366	92,991
Total Salaries and Benefits	87,886	166,978	177,194	150,170	248,029	115,640	36,595	1,081,341
Occupancy	11,544	27,777	25,149	18,615	29,012	7,710	1,055	122,325
Direct program expenses	8,118	32,690	1,228	17,025	3,125	2,236	187	55,091
Maintenance and repairs	367	1,159	930	778	1,329	317	122	5,644
Information technology	1,342	4,515	3,876	8,830	5,282	1,221	5,777	20,537
Insurance	669	2,214	1,842	1,074	2,600	2,488	261	9,663
Meetings and conferences	60	827	169	2,280	2,626	65	25	18,443
Membership dues	242	479	456	439	2,209	122	69	5,267
Miscellaneous	989	1,046	1,045	1,835	1,288	1,091	40	2,967
Office supplies	410	1,448	1,202	944	1,634	417	196	8,787
Postage	79	269	223	158	314	74	32	1,186
Printing	278	946	786	325	1,107	272	307	4,177
Professional fees	884	2,918	2,434	1,287	3,438	1,377	354	16,173
Security	144	-	82	412	237	242	243	850
Special events	-	-	-	-	-	-	9,470	6,046
Travel	532	3,109	5,285	5,260	6,347	492	33	19,822
TOTAL FUNCTIONAL EXPENSES	\$ 113,544	\$ 246,375	\$ 221,901	\$ 209,432	\$ 308,577	\$ 133,764	\$ 54,766	\$ 1,378,318

The organization maintains multiple allocation schedules based on a number of formulas including square footage, percentage of revenue, and estimates of time and effort. In most cases, expenses are allocated directly.

See notes to financial statements.

MADONNA PLACE, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2019
WITH COMPARATIVE TOTALS FOR 2018

	<u>2019</u>	<u>2018</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 117,713	\$ (64,646)
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Unrealized (gain) loss on investments	336	20
(Increase) decrease in:		
Contributions receivable	(337)	(11,186)
Grants receivable	1,950	10,994
Prepaid expenses	1,596	2,709
Increase (decrease) in:		
Accounts payable	11,056	(18,550)
Grants payable	75,997	-
Accrued wages and compensated absences	(4,096)	18,348
Deferred revenue	29,233	-
	<u>233,448</u>	<u>(62,311)</u>
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Sales of investments	50,000	160,000
Purchase of investments	<u>(100,283)</u>	<u>(80,353)</u>
NET CASH PROVIDED (USED) FROM INVESTING ACTIVITIES	<u>(50,283)</u>	<u>79,647</u>
CHANGE IN CASH	183,165	17,336
CASH - BEGINNING	<u>62,058</u>	<u>44,722</u>
CASH - ENDING	<u>\$ 245,223</u>	<u>\$ 62,058</u>

See notes to financial statements.

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Purpose

Madonna Place, Inc. is a non-profit agency dedicated to providing services that strengthen families, promote health and help prevent child abuse and neglect.

Method of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting. Accordingly, revenues are recognized when earned and expenditures are recorded when incurred.

Financial Statement Presentation

The Organization follows the reporting requirements of GAAP, which requires that resources be classified for reporting purpose based on the existence or absence of donor-imposed restrictions. This is accomplished by classification of fund balances into two net assets: without donor restrictions and with donor restrictions. Descriptions of the two net asset categories and the types of transactions affecting each category are as follows:

- Without Donor Restrictions - Net assets that are not subject to donor-imposed restrictions. Items that affect this net asset category principally consist of fees for service and related expenses associated with the core activities of the Organization.
- With Donor Restrictions – Net assets subject to donor-imposed restrictions that will be met either by actions of the Organization or the passage of time. Items that affect this net asset category are for contributions for which donor-imposed restrictions have not been met in the year of receipt. Also included in the category are net assets subject to donor-imposed restrictions to be maintained permanently by the Organization.

Income Tax Status

The Organization is exempt from federal income tax under Section 501(c)(3) of the Internal Revenue Code, and therefore, has no provision for federal or state income taxes. In addition, the Organization qualifies for the charitable contribution deduction under Section 170(b)(1)(A) and has been classified as an organization that is not a private foundation.

The Organization recognizes that the tax benefit from uncertain tax positions when it is more-likely-than-not the position will be sustained upon examination by taxing authorities. As of December 31, 2018 the Organization had no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. In the normal course of business, the Organization's tax filings are subject to examination by federal and state taxing authorities. The Organization's tax returns for the last three years remain open for examination.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and the disclosure of contingent assets and liabilities as of the date of the financial statements, and support, revenue and expenses during the reporting period. Actual results could differ from those estimates.

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Prior Year Comparative Totals

The financial information shown for 2018 in the accompanying financial statements is included to provide a basis for comparison with 2019 and presents summarized totals only. Such total amounts do not include sufficient detail to constitute a presentation in conformity with U.S. generally accepted accounting principles. Accordingly, such amounts should be read in conjunction with the Organization's financial statements for the year ended June 30, 2018, from which the comparative total amounts were derived.

Investments

The Organization carries investments in marketable securities with readily determinable fair values and all investments in debt securities at their fair values in the Statement of Financial Position. Fair value is generally determined based on quoted market prices (all Level 1 measurements). Unrealized gains and losses are included in the change in net assets in the accompanying Statement of Activities.

Fair Values of Financial Instruments

The fair values of financial instruments have been determined through quoted market prices or present value techniques to approximate the amounts recorded in the statement of financial position.

Property and Equipment

Property and equipment are carried at cost or, if donated, at the approximate fair value at the date of donation.

Depreciation of the Organization's assets is calculated using the straight-line method over the estimated useful lives of the assets ranging from five to thirty years.

Contributions

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. Contributions that are restricted by the donor are reported as increases in net assets without donor restrictions if the restrictions expire in the year in which the contributions are recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions.

Expense Allocation

The costs of providing various programs and other activities have been summarized on a functional basis in the Statement of Activities and in the Statement of Functional Expenses. Accordingly, certain costs have been allocated among the programs and supporting services benefited.

Subsequent Events

Management has evaluated subsequent events through September 5, 2019, the date which the financial statements were available for issue.

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)**Recent Accounting Pronouncements**

During 2018 the Organization adopted ASU No. 2016-14 Not-for-Profit Entities (Topic 958): Presentation of Financial Statements of Not-for-Profit Entities. This guidance is intended to improve the net asset classification requirements and the information presented in the financial statements and notes about a not-for-profit entity's liquidity, financial performance, and cash flows.

2. INVESTMENTS

The investment policy establishes an achievable return objective through professional management and sufficient portfolio diversification to minimize volatility and to help assure a reasonable consistency of return. The current long-term return objective is to achieve a total rate of return that is above the median performance of similarly managed funds on a risk-adjusted basis. As such, these funds can assume a time horizon that extends well beyond a normal market cycle. To satisfy its long-term rate-of-return objectives, the Organization relies on a total return strategy in which investment returns are achieved through both capital appreciation (realized and unrealized) and current yield (interest and dividends). The Organization targets a diversified asset allocation by setting a minimum aggregate exposure of 30% in fixed income and a maximum aggregate exposure of 70% in equity-based securities to achieve its long-term return objectives within prudent risk parameters.

Generally accepted accounting principles establishes a fair value hierarchy which prioritizes the inputs to valuation techniques used to measure the fair value. The three levels of the fair value hierarchy are described as follows:

Level 1 – Quoted prices (unadjusted) in active markets for identical assets or liabilities where the organization has the ability to access at the measurement date;

Level 2 – Significant other observable inputs other than quoted prices included in level 1, which are observable for the asset or liability, either directly or indirectly (i.e. quoted prices in inactive markets, broker or dealer quotations, or alternative pricing sources with reasonable levels of price transparency);

Level 3 – Unobservable inputs are used to the extent that observable inputs are unavailable due to little, if any, market activity for the asset or liability. Unobservable inputs are developed based on the best information available, which might include the organization's own data that reflects assumptions that market participants would use in pricing the asset or liability.

The following table sets forth by level, within the fair value hierarchy, the investments' fair values as of June 30, 2019:

	<u>Fair Value</u>	<u>Level 1</u>
Securities	\$ 4,789	\$ 4,789
FDIC Insured Deposits	<u>105,610</u>	<u>105,610</u>
Total Investments	<u>\$ 110,399</u>	<u>\$ 110,399</u>

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2019

3. NET ASSETS WITH DONOR RESTRICTIONS

Net assets with donor restrictions are for the following purpose or periods:

Program expenses	\$ 54,700
Future period – United Way funding	134,129
	<u>\$ 188,829</u>

4. AVAILABILITY OF FINANCIAL ASSETS

The following reflects Madonna Place, Inc.'s financial assets as of the balance sheet date, reduced by amounts not available for general use because of contractual or donor-imposed restrictions within one year of the balance sheet date:

Cash and cash equivalents	\$ 245,223
Investment	110,399
Contribution and grant receivables	<u>138,929</u>
	<u>\$ 494,551</u>

5. OPERATING LEASES

The Organization leases a building located at 240 Main Street, Norwich, Connecticut, for the purpose of providing its programs and services. The lease is for a term of five years commencing April 1, 2015 and ending March 31, 2020.

The rental expense for the building and parking for 2018 was \$89,372. Future rent payments are to be made as follows:

2020	\$ 59,803
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EXHIBIT 2 – INSURANCE / BOND / WORKER’S COMPENSATION

Madonna Place has general liability insurance coverage in the amount of \$3,000,000 with Berkshire Hathaway Specialty Insurance.

Madonna Place pays all payroll taxes and worker’s compensation as required by Federal and State Law

Madonna Place has fidelity bond coverage for principal staff who handle the agency’s accounts in the amount of \$1,000,000 with United States Liability Insurance Company.



MADONNA PLACE, INC.

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
07/25/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or be endorsed. If **SUBROGATION IS WAIVED**, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Sava Insurance Group Inc. 750 Broad Street Waterford CT 06385	CONTACT NAME: Heather Bentley
	PHONE (A/C, No, Ext): (860) 437-7282 FAX (A/C, No): (855) 749-7282 E-MAIL ADDRESS: hbentley@savainsurance.com
INSURED MADONNA PLACE INC 240 Main St Norwich CT 06360	INSURER(S) AFFORDING COVERAGE
	INSURER A : BERKSHIRE HATHAWAY SPECIALTY INSURANCE
	INSURER B : WORKERS COMPENSATION TRUST
	INSURER C : USLI
	INSURER D :
	INSURER E :

COVERAGES CERTIFICATE NUMBER: CL1972515963 REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL. INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER			47SPK14961004	07/01/2019	07/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000 Employee Benefits \$ 1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/>			47RWS14961104	07/01/2019	07/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000 <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE			47SUM14961203	07/01/2019	07/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	01315-04	07/01/2019	07/01/2020	<input type="checkbox"/> PER STATUTE <input checked="" type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,500,000 E.L. DISEASE - EA EMPLOYEE \$ 2,500,000 E.L. DISEASE - POLICY LIMIT \$ 2,500,000
C	Directors & Officers Employment Practices Liability			NDO1566875B	07/01/2019	07/01/2020	Occurrence 1,000,000 Aggregate 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
Non Profit Agency

CERTIFICATE HOLDER For Insurance Purposes CT	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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MADONNA PLACE, INC. - EXHIBIT 3 - NON-PROFIT DETERMINATION

35 Tillary St., Brooklyn, N.Y. 11201

District
Director

Date: MAR 17 1989

Madonna Place, Inc.
223 Main Street
P.O. Box 825
Norwich, CT 06360

Employer Identification Number:
06-1205879
Accounting Period Ending:
June 30
Form 990 Required:
Yes No
Person To Contact:
Kevin Williams
Contact Telephone Number:
(212) 264-7258

Dear Applicant:

Based on information supplied, and assuming your operations will be as stated in your application for recognition of exemption, we have determined you are exempt from Federal income tax under section 501(c)(3) of the Internal Revenue Code.

We have further determined that you are not a private foundation within the meaning of section 509(a) of the Code, because you are an organization described in section(s) 170(b)(1)(A)(vi) & 509(a)(1).

If your sources of support, or your purposes, character, or method of operation change, please let us know so we can consider the effect of the change on your exempt status and foundation status. Also, you should inform us of all changes in your name or address.

Beginning January 1, 1984, unless specifically excepted, you must pay taxes under the Federal Insurance Contributions Act (social security taxes) for each employee who is paid \$100 or more in a calendar year. You are not liable for the tax imposed under the Federal Unemployment Tax Act (FUTA).

Since you are not a private foundation, you are not subject to the excise taxes under Chapter 42 of the Code. However, you are not automatically exempt from other Federal excise taxes. If you have any questions about excise, employment, or other Federal taxes, please let us know.

Donors may deduct contributions to you as provided in section 170 of the Code. Bequests, legacies, devises, transfers, or gifts to you or for your use are deductible for Federal estate and gift tax purposes if they meet the applicable provisions of sections 2055, 2106, and 2522 of the Code.

The line checked in the heading of this letter shows whether you must file Form 990, Return of Organization Exempt from Income Tax. If Yes is checked, you are required to file Form 990 only if your gross receipts each year are normally more than \$10,000*, or \$25,000 for years ended on or after December 31, 1982. If a return is required, it must be filed by the 15th day of the fifth month after the end of your annual accounting period. The law imposes a penalty of \$10 a day, up to a maximum of \$5,000, when a return is filed late, unless there is reasonable cause for the delay.

You are not required to file Federal income tax returns unless you are subject to the tax on unrelated business income under section 511 of the Code. If you are subject to this tax, you must file an income tax return on Form 990-T. In this letter, we are not determining whether any of your present or proposed activities are unrelated trade or business as defined in section 513 of the Code.

You need an employer identification number even if you have no employees.

If an employer identification number was not entered on your application, a number will be assigned to you and you will be advised of it. Please use that number on all returns you file and in all correspondence with the Internal Revenue Service.

Because this letter could help resolve any questions about your exempt status and foundation status, you should keep it in your permanent records.

If you have any questions, please contact the person whose name and telephone number are shown in the heading of this letter.

Sincerely yours,



District Director.

cc:

*For tax years ending on and after December 31, 1982, organizations whose gross receipts are not normally more than \$25,000, are excused from filing Form 990. For guidance in determining if your gross receipts are "normally" not more than the \$25,000 limit, see the instructions for the Form 990.

EXHIBIT 4 - LIST OF BOARD OF DIRECTORS

Michael L. Anderson, President

Attorney
Anderson Law Firm, P.C.
83 Cedars Road, North Stonington, CT
06359
Cell # 860-334-9669

Lisa Griffin, Vice President

President/CEO
Eastern CT Savings Bank
461 Route 148, Killingworth, CT 06419
Cell # 860-343-7849

Christina Caplet, Treasurer

AVP, Regional Sales & Service Mgr
Chelsea Groton Bank
43 Bashon Hill Rd, Bozrah, CT 06334
Cell # 860-235-6230

Lorrie Irvin

Teacher
St. Mary St. Joseph School
11 Teddy Lane, Norwich, CT 06360
Cell # 860-884-8614

Gloria J. Dover

Outreach Educational Counselor
Conntac-EOC, Three Rivers Community
College
109 Thames Street, New London, CT
06320
Cell # 860-235-8364

Paul Mancarella, Secretary

Branch Manager
People's United Bank
65 William St, Stonington CT 06379
Cell # 860-490-1687

Howard M. Jenkins, Jr.

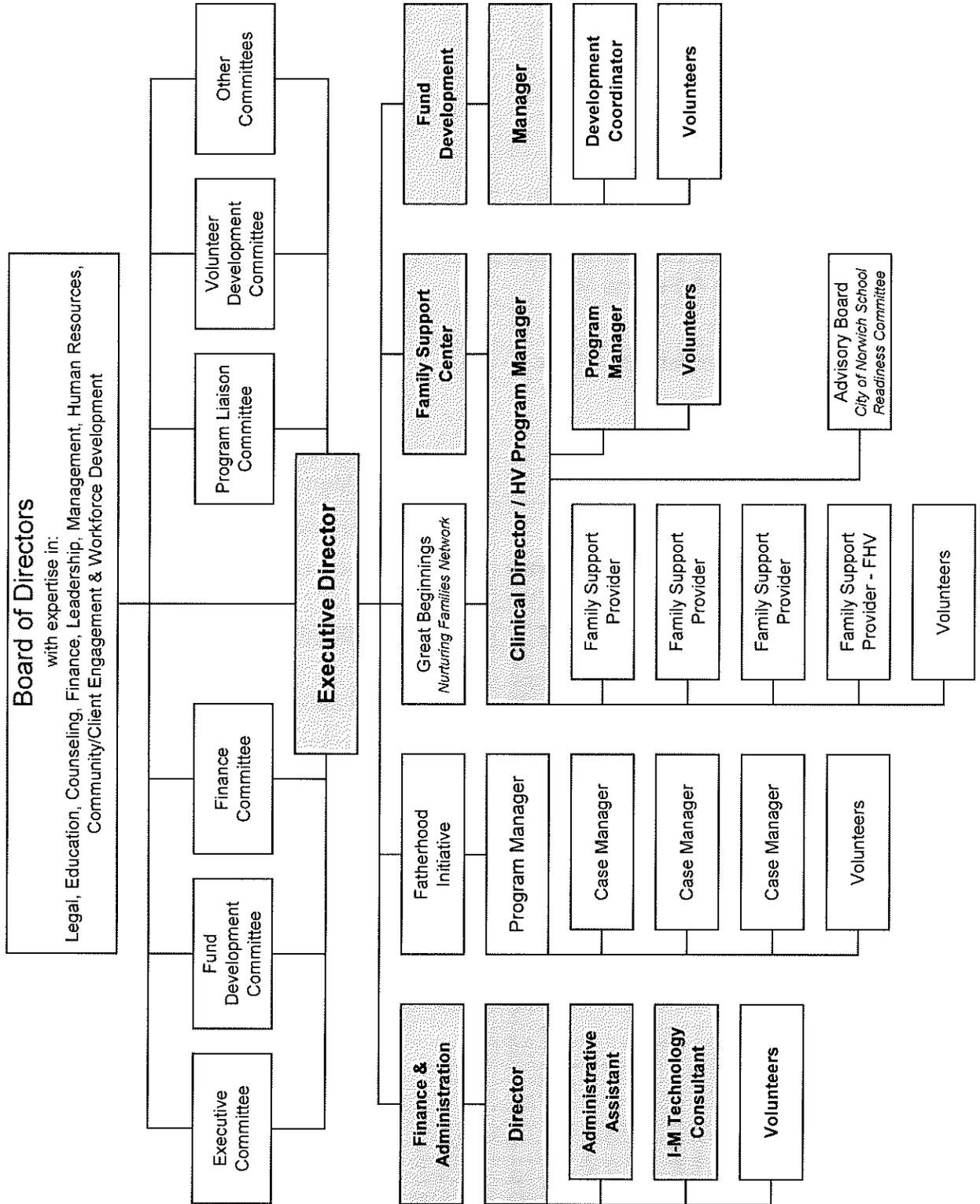
Retired
28 Quail Ridge Lane, Warwick, RI 02886
Cell # 401-871-3706

Stacey L. Taylor

AVP / Branch Manager II ECT Region
Citizens Bank
10 Comstock Avenue, Uncasville, CT
06382
Cell # 860-326-6766

EXHIBIT 5 - ORGANIZATIONAL CHART

MADONNA PLACE, INC. ORGANIZATIONAL CHART



NAOMI WEINBLAD

188 Old Norwich Road – Rear Quaker Hill, CT 06375 • 415.595.6669 • nweinblad@yahoo.com

Finance and accounting professional with 2 years in non-profit industry, over 15 years of experience in multichannel, multinational, apparel, and consumer goods industries with a Big 4 foundation in addition to 7 years in Landscape Construction & Design. Task and relationship-oriented leader able to motivate and inspire diverse teams to operate as cohesive units to achieve timely completion of projects and initiatives with demanding deadlines. Especially skilled at embracing and implementing new technologies and enhancing and streamlining processes and reports to facilitate more robust analysis. Demonstrated expertise in budget, planning, forecasting, variance and ad hoc analyses that minimize risk and maximize opportunities.

PROFESSIONAL EXPERIENCE

MADONNA PLACE, INC. –NORWICH, CT

2018 – present

Director of Finance & Administration

- Manage all finance and accounting functions including general accounting, cost allocation plan for administrative and shared resources, monthly close, reporting, forecasting, and variance analysis; present financial statements to the board of directors monthly for review and approval.
- Provide all fiscal information to the external auditors for Form 990, financial audit and single state audit.
- Prepare annual operating budget for review and approval by the Board of Directors.
- Assist in preparation of state, federal & non-governmental grant requests and applications; ensure compliance with financial reporting and record-keeping obligations; provide financial reports for grantors and state and federal agencies.
- Evaluate and renew health and liability insurances annually ensuring proper Agency coverage.
- Administer the Agency payroll for 15 employees and assist with onboarding new employees.
- Manage the Agency sponsored 403b retirement plan and ensure all contributions are calculated correctly and invested in a timely manner. Maintain records and file form 5500.
- Serve on the Board of Directors Finance, Fund Development and Facilities Committees.
- Oversee the maintenance, upgrade and implementation of the Agency's IT systems; act as liaison to IT firm to enforce agency confidentiality, safety and compliance policies.
- Responsible for the maintenance, upgrade and future planning for Agency equipment and facility needs.

BARE ESSENTUALS, INC. – SAN FRANCISCO, CA & RUTHERFORD, NJ

2011 – 2016

Director & Associate Director, Corporate Accounting

2014 – 2016

- Managed the general accounting, intercompany accounting, monthly close, consolidation and reporting, and maintenance of appropriate internal controls of the \$600M+ multichannel, multinational beauty brand.
- Led the reduction in the close cycle resulting in earliest completion of the year-end audit in brand history.
- Supported regionalization of the accounting function, identified process and policy gaps, recommended solutions, performed testing and provided feedback, updated reporting, policy, procedures, and internal controls, implemented changes and continuously communicated to affected business partners.
- Contributed as a key player in the testing and implementation of JD Edwards ERP and redesign of chart of accounts to achieve a single system of record for North Americas Region.
- Acted as the point person for internal control and external audits and reviews to ensure full cooperation and compliance with all qualified requests, completing quarterly external reviews one week faster.
- Managed and coached a team of seven, resulting in internal manager promotions for two team members.

Accounting Manager

2012 – 2014

- Evaluated organizational effectiveness and restructured the team to boost morale and better align roles and skill sets, resulting in more efficient process, improved accuracy and better documentation.
- Collaborated with various business partners to enhance and streamline inventory accounting, including the design and rollout of the global slow-moving inventory reserve policy and procedure, the automation of journal entries, and the addition of certain inventory components to the inventory subledger.
- Prepared consolidated financial reports, including Profit and Loss Statement, Balance Sheet, Statement of Cash Flows and Statement of Change in Equity.
- Hired and developed team of five leading to promotions for 40% of staff.

Senior Accountant

2011 – 2012

- Responsible for Inventory, eCommerce, QVC consignment, prepaids and accruals, Canada office and intercompany transactions with Japan and Canada offices including eliminations, revaluation, and translation. Assisted with integration of new team members and supervised and trained two accountants.

SEARS LANDSCAPE CONSTRUCTION	2004 – 2010
<ul style="list-style-type: none"> • Performed all financial and accounting responsibilities, obtained funding, maximized profitability. • Managed timely progress and completion of projects and oversaw maintenance division. • Created landscape designs for residential and commercial clients meeting town-specific requirements. 	
GAP INC. – SAN FRANCISCO, CA	1996 – 2004
<u>Manager, Banana Republic Store Planning</u>	2003 – 2004
<ul style="list-style-type: none"> • Implemented a more robust store planning and forecasting process that engaged business partners, drove business decisions and supported the financial goals of the company. • Improved business alignment between headquarters and the field, maximizing staffing levels, reducing payroll and influencing future store performance and lease action decisions. • Documented processes, eliminating inefficiencies and duplications. • Supervised direct report, trained replacement and educated cross functional business teams. 	
<u>Manager, Banana Republic Finance</u>	2002 – 2003
<ul style="list-style-type: none"> • Managed timely month-end close procedures and analysis in compliance with GAAP. • Maintained appropriate internal controls and financial procedures, including division readiness for implementation of Sarbanes-Oxley in collaboration with external auditors. 	
<u>Manager, Banana Republic Company Planning</u>	2000 – 2002
<ul style="list-style-type: none"> • Evaluated sales, margin, and inventory and identified opportunities for the planning processes. • Collaborated with planning, merchandising and distribution teams to maximize margin and minimize inventory liabilities. • Developed more insightful reporting and forecasting tools strengthening the team's analytical abilities. • Trained and supervised the Non-Apparel planner and instructed classes regarding team responsibilities. • Significant contributor for Oracle ReTek system implementation and training. 	
<u>Manager & Senior Analyst, Gap Inc. Merchandise Planning & Analysis</u>	1998 – 2000
<ul style="list-style-type: none"> • Acted as a key liaison with brand company planning teams and Gap Inc. senior management. • Developed brand forecasts for sales, margin, and inventory; communicated assessed risks and opportunities to Gap Inc. CFO and Investor Relations on a weekly basis. • Consolidated and analyzed quarterly merchandise plans and assessed key issues, risks and opportunities. • Automated reports, reduced production by days and added critical data improving forecasts and analysis. • Assisted in the training and development of five senior analysts. 	
<u>Senior Analyst, Gap Inc. Corporate Internal Reporting</u>	1996 – 1998
<ul style="list-style-type: none"> • Enhanced and streamlined the monthly close process, reducing the process by one day. • Played an instrumental role to convert the general ledger and reporting systems to PeopleSoft, reducing production time and improving reports. • Consolidated and analyzed divisional profit and loss statements; prepared monthly and quarterly analysis for senior management; trained, supervised and evaluated two staff analysts and one analyst. 	
D'ARCY, MASIUS, BENTON & BOWLES, INC. – NEW YORK, NY	1995 – 1996
Senior Financial Analyst – Managed budget, forecast and consolidation for North America business units	
PRICEWATERHOUSECOOPERS (formerly Coopers & Lybrand, LLP) – NEW YORK, NY	
Intern – International Consulting and SEC, Senior Associate & Staff Associate	Summer 1991, 1992 – 1995

EDUCATION

STATE UNIVERSITY OF NEW YORK AT ALBANY
 Graduated Magna Cum Laude with a Bachelor of Science in Accounting • 1992
 UC Berkeley Extension Landscape Architect Certificate Program

COMPUTER SKILLS

- Familiar with various ERP, planning and accounting packages including Oracle, JDEdwards, MicroStrategy, Cognos, ReTek, PeopleSoft, Hyperion, Business Objects, Activity AccountEdge and Quickbooks.
- Heavy excel user creating and managing models, utilizing macros, pivot tables, lookups, advanced formulas.
- Proficient documenting processes in Microsoft Word and creating graphic presentations in PowerPoint.

WENDY R. YAGARICH

860.334.5942 wyagarich@comcast.net

SKILLS

- Ten years of non-profit management experience
- Fourteen years of providing management and clinical supervision to direct-care staff with high acuity families
- Experience at various levels of care including inpatient, residential, partial hospitalization program with clinical experience with adults, adolescents and pediatrics
- Ability to assess and communicate systematic issues in both therapy setting and work setting

EXPERIENCE

Clinical Director, Madonna Place, Norwich, CT July 2016-present

- Provide clinical supervision for the Family Support Center and Great Beginnings programs including staff selection, supervision & training
- Provide informal counseling for families in crisis in the Family Support Center
- Assessment for psychiatric, substance abuse and behavioral issues
- Facilitate various groups; plan client activities; organize holiday activities
- Manage client files and documentation and ensure programs maintain model fidelity as required
- Monitor and report program outcomes using results-based accountability

Director of Programs, Madonna Place, Norwich, CT July 2011-July 2016

- Direct overall operation of eight programs including staff selection, supervision & training
- Works directly with Executive Director on program and strategic planning for agency
- Provide leadership and strategic direction for managers and staff
- Empower, guide and coach management team to ensure the delivery and quality of program services
- Improve and modify programs and services based on community need and outcome data
- Complete reports/projects for Executive Director, Board and funders
- Monitor client files and documentation to ensure programs maintain model fidelity as required

Program Manager, Madonna Place, Norwich, CT August 2010-July 2011

- Manage overall operation of program including staff selection, supervision & training
- Provide informal counseling for families in crisis
- Coordinate and facilitate court mandated classes for the Parent Education Program
- Complete reports/projects for agency director, Board and funders
- Facilitate various groups; plan client activities; organize holiday activities
- Provide clinical supervision for Families Enrichment Services Program for the DCF

Clinical Supervisor, Madonna Place, Norwich, CT October 2008-August 2010

- Provide clinical supervision for Nurturing Families Network Program

Lead Primary Therapist, Natchaug Hospital, Groton, CT September 2000-March 2007

2002-2007, Lead Therapist, Partial Hospitalization Program, Adolescent Dual-Diagnosed

2001-2002, Residential Program, Children and Adolescent Psychiatric

2000-2001, Inpatient Unit, Adult Dual-Diagnosed

- Assessed and diagnosed for psychiatric, substance abuse and behavioral issues
- Provided group, individual and family therapy and formulated treatment and discharge planning
- Performed case management and managed medical charts and documentation

EDUCATION

Southern Connecticut State University, New Haven, Connecticut
Master's Degree in Marriage and Family Therapy, August 2000

Quinnipiac University, Hamden, Connecticut
Bachelor's Degree in Psychology, May 1997

**CDBG-CV-19 CITY OF NORWICH, CONNECTICUT APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2019-2020 AMENDED 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; list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, City Council person or CDAC member
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

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 person or CDAC member
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

CDBG-CV-19 CITY OF NORWICH, CONNECTICUT APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE (cont.)

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	Indicate type of tie (Family or Business)	If family, indicate relationship

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

Nancy W Gentes
NAME OF APPLICANT REPRESENTATIVE

Nancy W Gentes
SIGNATURE OF ABOVE REPRESENTATIVE

5/21/2020
DATE

