

Food Prayer Love
FOR ALL
St. Vincent de Paul Place • Norwich

May 21, 2020

Ms. Kathryn Crees
Community Development Supervisor
Community Development Office
23 Union Street, 2nd Floor
Norwich, CT 06360

Re: Community Development Block Grant-CV (CARES ACT FUNDING)

Dear Ms. Crees,

Enclosed please find an application for CARES Act Funding. We are requesting \$30,000 to purchase food for distribution from our pantry for COVID-19 response. We are experiencing an unprecedented increase in need due to the current crisis.

Thank you for your consideration of this request. If you need any additional information, please contact me at 860-889-7374 or jcsvdpp@gmail.com.

Sincerely,


Jillian Corbin
Executive Director

You saw me hungry and fed me. Thank you.

120 Cliff Street ♦ Norwich, CT 06360 ♦ 860.889.7374
For more information, visit our website at www.svdpp.org

MAY 21 REC'D

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)

TC

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: St. Vincent de Paul Place, Norwich, Inc.

LEGAL NAME
(If different from Agency) _____

ADDRESS: 120 Cliff Street
Norwich, CT 06360

E-MAIL: jcsvdpp@gmail.com

EXECUTIVE DIRECTOR: Jillian Corbin

CONTACT NAME & TITLE: Martha Murphy, Grant Writer

TELEPHONE: 860-889-7374 EMAIL: mmsvdpp@gmail.com

AGENCY FISCAL YEAR: 07/01 06/30
Begin End

PROJECT NAME: Food Pantry

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (September 1, 2020 – August 31, 2021)	\$ <u>0</u>	\$ <u>0</u>
CURRENT FISCAL YEAR (September 1, 2019 – August 31, 2020)	\$ <u>0</u>	\$ <u>0</u>

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

EXECUTIVE DIRECTOR/DEPT. HEAD (SIGN)

Jillian Corbin

PRINT NAME

DATE: 5/20/20

PRESIDENT, BOARD OF DIRECTORS (SIGN)

Frank Manfredi Esq.

PRINT NAME

DATE: 5/20/20

PART II: PROJECT INFORMATION

A. INTRODUCTION/AGENCY INFORMATION

A1. Brief history of your organization, including its mission, structure and membership

St. Vincent de Paul Place, Norwich, was founded in 1979 to meet the basic needs of the region's poor and homeless. This community service is a non-profit corporation affiliated with the Roman Catholic Diocese of Norwich, CT.

The mission of St. Vincent de Paul Place (SVdPP) is to serve those who are physically, mentally, or spiritually impoverished in Norwich and surrounding areas. Our goal is to provide food, companionship, and advocacy for anyone in need, regardless of age, gender, race, or religion. Our primary services address hunger: we serve breakfast and lunch six days a week, and our food pantry distributes food three days a week. Our care and advocacy program assists those whose struggles go beyond nutrition. While tending to their immediate needs, we work to motivate our patrons toward self-sufficiency and a better life.



Patrons include the homeless, the unemployed, the working poor, veterans, senior citizens, the disabled, members of the LGBTQ community, and persons in transitional housing (those newly released from prison, residents of recovery houses, domestic abuse victims). Participants are an ethnically and racially mixed sub-population of the greater Norwich area, and they range in age from infants to the elderly. We serve individuals and families. More than 5,000 unduplicated people use our services annually.

A2. What are the hours of operation for your agency?

We are open Monday through Friday from 8 a.m. to 4 p.m. and Saturday from 8 a.m. to 2 p.m. Meals are currently grab and go, due to Covid-19 restrictions. Breakfast is available from 8 a.m. to 10 a.m. and lunch is provided from 11:30 a.m. to 1 p.m. The food pantry is open from 9:30 a.m. to 3 p.m. on Monday and Wednesday, and from 8 a.m. to noon on Saturday.

A3. What is the total number of persons employed by your agency?

Seven

A4. If there are 15 or more employees at your agency, please provide the name of the person responsible for compliance with Section 504 of Rehabilitation Act of 1973 - Nondiscrimination under Federal Programs

Not applicable

A5. Do you receive more than \$500,000 of Federal Funding through any means, including grants and loans?

Not applicable

B. STATEMENT OF NEED

B1. Define the problem or need to be addressed through your program and provide evidence to support the need as well as citing resources for verification of any statistical information provided.

The need to be addressed is hunger. In New London County, 30,330 people were food insecure in 2017 and 8,720 were children (Feeding America, map.feedingamerica.org).

When children do not have the nutrition they require, the ramifications are vast. They have a difficult time concentrating in school, putting their education in jeopardy. Their current and future health is at risk. And they may bear witness to stressed parents who struggle with how to stretch their income to meet all the costs of living. (Gemma E. Moran United Way/Labor Food Bank website, <https://www.uwsect.org/foodbank>)

When adults do not have the nutrition they require, their livelihoods and the welfare of their families are at risk. For senior citizens, nutritional insufficiency compounds the risk of medical issues.

The poverty rate in Norwich is 14.1% compared to 10.4% for the state of Connecticut (Quick Facts, Norwich, census.gov). Unemployment statistics for March do not include the effects of Covid-19, and April statistics are not yet available. They are expected to show a large increase as many local employers closed or downsized their work forces, including the two local casinos located in adjacent towns. A city alderwoman reported that 550 households have informed the local utility that they will be unable to pay their bills (The Day, 5/5/2020). Norwich is a city of 40,000 people.

In 2019, our served-meals program averaged 250 meals per day. That grew to 332 meals per day in April, an increase of 33%.



This request is for funding to purchase food for distribution in our food pantry. The number of households served per day increased from an average of 105 in January-February to 116 in April (10%). We expect further increases as supplemental SNAP allotments, enhanced unemployment benefits, and stimulus payments cease. Using 11 households per pantry day (33 per week), an average family size of 3 persons, and a distribution of 10 meals per person at \$1 per meal gives an increase of \$51,480.

B2. Are the services you provide offered by other agencies serving Norwich? If yes, please explain uniqueness.

Our pantry is the largest and most consistent supplier of pantry food in the Norwich area. We are open three days each week and participants may visit once a week. Food for emergencies is available any time our facility is open.

The other local pantries are Catholic Charities, Salvation Army, UCFS Health Center, El Shaddai Worship Center, and Eglise Evangelique. Distribution hours and methods have changed for all due to the Covid-19 crisis. Gemma E. Moran United Way/Labor Food Bank has suspended its mobile pantries.

Our organization is unique in the range of services we provide in addition to the pantry. Centrally located, we offer 2 community meals per day 6 days a week. Diners enjoyed more than 78,000 meals in 2019. Breakfast (8AM-10AM) and lunch (11:30AM-1PM) are grab-and-go meals due to current restrictions. We additionally offer bagged sandwiches (more than 5,000 in April). People may take these to work or use them for an evening meal. Due to the crisis, we are making home deliveries of community meals, pantry food, hygiene products, and pet food on request.



Our dining room is a welcoming atmosphere providing daytime shelter (M-F 6AM-4PM, Sat. to 2PM). As with restaurants, our facility is closed to on-site dining; however, we are able to offer inside seating (with social distancing) for several people who live outside.

Our care and advocacy program offers resources beyond nutrition: showers, hygiene products, pet food, clothing, camping equipment, diapers (adult and child), baby formula, housewares, mail reception, computer access, Wi-Fi, phone, and fax services.

While food is often the reason people come, our case manager helps patrons on the path to self-sufficiency. Services include case management, homeless intakes, referrals and screening for substance use disorder, Narcan distribution, emergency financial assistance, and an on-site community health worker from United Community and Family Services. We strive to help our community members achieve self-sufficiency.

B3. Describe how the program will address the needs of the community and help solve the need.

This program addresses the need by providing food for preparation at home. In addition to nutrition, this program relieves the stress of not knowing where your next meal will come from. It solves the need by helping to bridge the gap caused by unemployment and underemployment.

Our pantry program addresses hunger by distributing food for preparation at home to those in need. Our goal is to offer participants an average of 10 meals per person per visit, food for about 3 days. Knowledge that staples are available reduces concern about hunger for struggling families. Providing nutrition addresses the ramifications for children, adults, and seniors mentioned above. Addressing food insecurity reduces some of the societal and health costs associated with inadequate nutrition.

B4. Does your program have a waiting list? If yes, how many people are on the waiting list?

Not applicable

C. PROGRAM DESCRIPTION

C1. Provide a general description of the program for which you are requesting funding by identifying the specific activities and/or services provided.

We will undertake the following activities:

1. We will enroll eligible applicants in the pantry program and offer a consistent source of supplemental nutrition.

During 2019, the food pantry was open 155 days, and also provided food in emergencies. The pantry served 4,591 unduplicated people, including 2,700 adults, 400 seniors, and 1,400 children in 1,660 households. Counting each family member on each visit to the pantry gives more than 55,000 people receiving food. Participants received an average of 10.9 meals per household member per visit, and more than 600,000 meals were distributed.



Accommodations for the Covid-19 crisis have resulted in changes to our pantry program.

- Hours have been increased. To reduce patron density, hours open weekly rose 88% from 8 to 15. The pantry currently serves participants during scheduled times on three days. The additional hours reduce the number of participants present at one time, making social distancing possible. Food for emergencies is available at any time.



- Distribution method. Our pantry has substituted pre-made bag/box distribution for participant choice. Plastic grocery bags replace reusable ones.

- Participation has increased. More people, both new and former participants, are visiting the pantry. In April, 112 new households registered, more than doubling the monthly average of 52 in 2019. Participants from years ago are returning. Rising unemployment affects this program acutely.

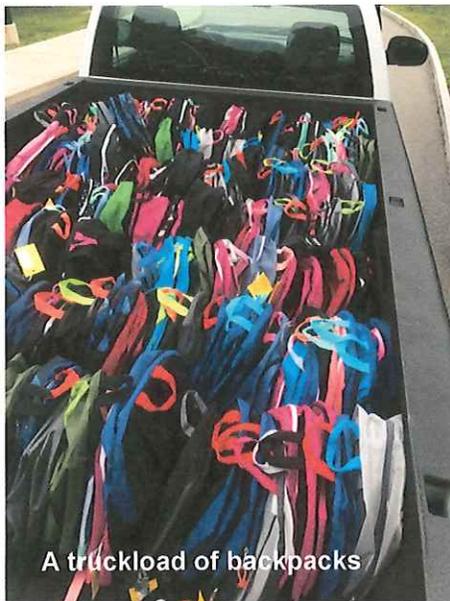
Offerings generally include staples (soups or dried beans, pasta and sauce, tuna fish or canned meat, macaroni and cheese, canned fruit and vegetables) and baked goods (bread and desserts donated by supermarkets), as well as peanut butter, cereal, oatmeal, eggs, milk, and fresh fruit and vegetables as donations and grants permit. Extensive use of volunteers in stocking the pantry and packing food bags allows us to keep costs low.



We make special accommodations for people who cannot come during regular hours, due to issues such as chemotherapy treatments, work schedules, disability, and availability of home health aides assisting the elderly. Pantry participants, particularly those with special needs, can also call and request that a food bag be made up for them. These are left at the main desk so people can pick them up at their convenience.

2. We will provide opportunities to reduce stress on the food budget.

Two of the many services offered are hygiene products and pet food. Households can receive hygiene products (deodorant, shampoo, soap, toothpaste, and toothbrushes as supplies allow) once a month. In 2019, an average of 473 households per month obtained these necessities, a total of 5,680 hygiene bags. Households can request donated pet food weekly, and we provided this service more than 3,400 times in 2019. Pets are important to the physical and mental health of family members, especially in stressful conditions. Receiving pet food relieves pressure on the food budget.



A truckload of backpacks

Children are a special focus of our pantry program. We provide diapers, formula, baby food, infant and toddler clothing, and baby furniture as donations permit. In late summer we distributed backpacks and school supplies to children in our pantry program who live in Norwich. The distribution was made possible through the efforts of the Norwich Community Backpack Program. In fall we distributed more than 400 coats to children in pantry families. The coats were donated by the Rotary Club and the Knights of Columbus. St. David's Church provided a memorable Christmas party for a group of about 40 pantry children and their



Santa's Workshop

families. Parents and grandparents chose holiday gifts for young family members at Santa's Workshop. The gifts came from many caring adults and children, and organizations such as Toys for Tots, and Lions District 23C. Our partnerships with individuals and organizations make these special events possible.

3. We will offer assistance to our constituents on their path to self-sufficiency.

Food is seldom the only need that our patrons experience. While they may initially come for food, our goal is to assist them in overcoming obstacles to personal well-being. Our case manager provides wrap-around services, including options for self-advocacy, housing, treatment, and recovery to anyone who is struggling with issues such as unemployment, underemployment, homelessness, substance misuse, medical or mental health issues. She also helps constituents enroll in programs including SNAP, health insurance options with Access Health CT, and the Department of Social Services (DSS).

In addition to case management, we offer crisis intervention and budgeting advice. We strive to promote economic security and decrease homelessness for our patrons. As the budgets of towns and cities are slashed, human service departments suffer. People look to us for assistance.

For those facing a housing crisis, our case manager navigates through the Coordinated Access Network, a statewide system for identifying need and prioritizing services. For the homeless living outside, she implements the severe weather emergency protocol to promote the safety of our patrons through daily personal contact and assessment of needs. She identifies and addresses multiple issues that prevent people from achieving self-sufficiency, offering guidance and referrals if necessary.

C1a. Explain how this program aligns with the 5-year Consolidated Plan (see www.norwichct.org)

This program aligns with the following sections of the 5-year Consolidated Plan:

Strategic Plan (SP-60 Homelessness Strategy – 91.215(d) Reaching out to homeless persons (especially unsheltered persons)) by providing meals to homeless persons and persons at risk of homelessness

Action Plan (AP-75 Barriers to affordable housing – 91.220(j)) by enabling people to retain more of their earnings by assisting them with basic needs (food)

C1b. Describe how this program collaborates with other programs and organizations

These are some examples of collaboration with other programs and organizations during the last six months of 2019:

Community Partnerships: Healthcare

- Generations Family Health Center provided medical van services 2-3 times a month on the Backus medical van in our parking lot.
 - A community health worker was available to assist anyone in the dining room 1-2 mornings a week.
 - Rapid-HIV testing was offered during lunch once a month.
 - Each year, on the evening of the winter solstice, Generations Family Health Center partners with SVdPP to celebrate the lives of individuals who died during the year who were either homeless at the time of their death or had experienced homelessness previously. This year, we celebrated the lives of 18 individuals, including 2 who had dedicated their lives to helping those less fortunate than themselves.
- United Community and Family Services (UCFS) placed a community health worker at SVdPP for 20 hours a week beginning in November. She offered bi-lingual services and access to health insurance and medical appointments. The grant supporting this position also assists with funding to remove barriers to medical care.

- Uncas Health District provided flu shots and Hepatitis A vaccines in the dining room in November.
- Three Rivers Nursing Students conducted wellness clinics including blood pressure checks, glucose monitoring, and answers to general medical questions during four Saturdays from September-December.

Community Partnership: Substance Use Disorder Providers

- Alliance for Living recovery navigators, in partnership with Dr. Paul Joudry, a Yale physician, provided outreach services at SVdPP to people living with opioid use disorder. Community Health Center provider Catherine Hinojosa, APRN, also extended her services at SVdPP.
- Cornerstone City Church provided daily transportation from SVdPP to the Root Center for Advanced Recovery (Methadone Clinic) in New London six days a week, Monday-Saturday, during the continued renovation of the Norwich Root Center.
- Uncas Health District and Perceptions Program recovery navigators frequented SVdPP to invite individuals to participate in their syringe exchange program in one of three Norwich locations.
- Recovery Coaches and Navigators from Reliance Health and Southeastern Council on Alcoholism and Drug Dependence (SCADD) provided daily outreach at SVdPP to offer assistance with treatment options and general support for recovery.

Health & Wellness
Clinics
Saturdays



9:00 am – 12:00 pm

Nurses from Three Rivers Community College will be here at St. Vincent de Paul Place on the following Saturdays:

February 2 nd	March 2 nd
March 23 rd	April 13 th



Community Partnership: Norwich Pet Wellness Clinic

A total of 95 families with 143 pets (dogs and cats) benefited from free Seresto collars (flea & tick prevention) and pet food during a pet clinic held in Norwich in the month of September. Patrons of SVdPP have benefited greatly from the help for their family pets including weekly distribution of pet food at SVdPP.

Community Partnership: Norwich Clean-Ups

In partnership with Reliance Health, the City of Norwich, local churches, businesses, and social groups, we continued clean-ups during the months of July-September. An additional 13,500 pounds of garbage was collected, totaling 33,940 pounds for the 2019 season. This ended the sixth year of the cooperative community project on a very positive note.



C1c. Elaborate on how this program links with local or regional plans

SVdPP participates with the City of Norwich in the State of Connecticut's Coordinated Access Network (CAN). CAN offers simplified access to community resources for those facing housing crises or experiencing homelessness.

SVdPP is a member of the local Community Care Teams, which meet weekly to coordinate services to those in need in the Norwich-New London area. Member agencies include the State's Departments of Social Services and Adult Probation and the City's Human Services and Police Departments, Backus and Lawrence+Memorial Hospitals, American Ambulance, and mental health organizations and substance abuse treatment agencies and facilities. The teams were awarded the "Be Change" Award in 2010 by the CT Coalition to End Homelessness.

C1d. Discuss any real or possible partnerships created as a result of this funding

Not applicable

C1e. Comment on if this request for CDBG funding is for a new program or service

Not applicable

C2. For each activity or service, please also provide:

C2a. Location of services

120 Cliff Street, Norwich, CT 06360

C2b. Frequency of services (i.e. 3 times a week for 10 weeks, 9/1/1-12/15/19)

Three times a week all year for a total of 15 hours weekly

C2c. Hours of operation (for the proposed program only)

Monday and Wednesday 9:30 a.m. to 3:00 p.m. and Saturday 8 a.m. to noon; these hours have been expanded to accommodate restrictions associated with the Covid-19 crisis.

C2d. The anticipated number of persons (or families) from Norwich to be served

In 2019, we served 1,451 households in Norwich. We expect this number to increase, but we are unable to estimate the exact number. An increase of 10% would be 145 households.

C2e. Hours of Operation of your program, if applicable

Monday and Wednesday 9:30 a.m. to 3:00 p.m. and Saturday 8 a.m. to noon during Covid-19. These hours will continue as long as the need for social distancing exists, which is probably the foreseeable future. Normal hours of operation were Monday 1:00 p.m. to 3:00 p.m.; Wednesday 10:30 a.m. to 12:30 p.m. and 1:00 p.m. to 3:00 p.m.; Saturday 9:00 a.m. to 11:00 a.m.

C3. Please specify the percentage of requested grant funds that will be used for administration and salaries as well as the total number of employees hired and/or retained as a result

None of the requested grant funds will be used for administration and salaries. All of the funds will be used to purchase food.

C4. Using the definitions and example, please complete the chart and provide a narrative (under C4) describing your “theory of change” on specific outcomes.

St. Vincent de Paul Place Theory of Change

We believe that we can reduce food insecurity and increase self-sufficiency by 1) providing a stable supplemental source of nutrition in our food pantry, 2) offering opportunities for alleviating stress on the food budget, and 3) assisting our constituents on their path to independence. Subsidizing the food budget in a household improves the health and well-being of the families while preserving other resources for things like the cost of transportation to work. The community benefits when workers and students are healthy and well-nourished.

Inputs: Executive Director, Pantry Manager, Case Manager, volunteers, SVdPP facility, partners, foundation grants, monetary donations, in-kind donations of food, personal care products, pet food, and related services.

Outputs: More than 1,500 households with access to added nutrition and services that encourage self-sufficiency.

Outcomes: Success is achieved when food insecurity is eliminated and no one needs food from the pantry. This long-term outcome is beyond the scope of food pantries. We are at the mercy of outside forces when it comes to employment recovery. We are not at the mercy of outside forces when it comes to alleviating the current need for food.

During the Covid-19 response, we are addressing the immediate problem of hunger. As long as the effects of unemployment bear down on us, we need to focus on the community of unemployed who are coming to us. We are tracking the increase in new households signing up. We will continue tracking this number in the hope that it decreases. While our work will not be the way to get this number reduced, our work does provide a safety net during the response.

While we cannot influence the demand, we can try to stabilize the supply. An immediate outcome is to provide food to every household that seeks our help. Over the long term, we strive to provide an average of 10 meals per household member per visit.

The outcomes may look like solely like numbers of meals, but those meals take the pressure off the household budget and reduce the fear of coping with the uncertainty of the current climate. This is not a measurable item. That does not make it less real. When a mom wonders where the next bag of groceries will come from, access to a food pantry can be priceless.

Please see attached chart.

OUTCOME: Food Insecurity is Reduced among Pantry Participants

	<u>2019 Actual</u>	<u>2020 Anticipated</u>	
<i>Long Term Outcome: Households receive an average of 10 meals per person per visit</i>			Finish
Average meals per person per visit	10.9	10.0	
			
<i>Short Term Outcome: Households receive food from Pantry</i>			
Total Number of Households (new & returning)	1,660	1,800	
Total Number of Households Achieving Outcome	1,660	1,800	
Percent Achieving Outcome	100%	100%	
			Start
<i>Output: New Households Screened for Pantry and Enrolled</i>			
Total Number of New Households	619	700	
Total Number of New Households Achieving Outcome	619	700	
Percent Achieving Outcome	100%	100%	

D. FUNDING QUESTIONS

D1. If the CDBG funding that you are requesting will leverage funding from another source, please note the amount and source of leveraged funding. Have these additional funds been secured at the time of this application. If not, what actions are you taking to apply for them?

The grants listed below were provided in the last 12 months and are entirely for purchasing food. Expenses for running the pantry are provided by donations, grants for general operating support, and a subsidy from the Diocese of Norwich. There is no guarantee that the grants listed will be available in the future.

Source	Date	Purpose	Amount (\$)
Norwich Safety Net (Norwich Human Services)	various (4)	food for pantry	4,500.00
Pelliccio Family Fund	various (3)	food for pantry	6,500.00
Stop & Shop	various (2)	food for pantry	5,494.75
Eastern CT Savings Bank Foundation	2019-06-19	food for pantry	1,000.00
Church of the Holy Family, Hebron	2019-10-29	food for pantry	1,000.00
ChelseaGroton Foundation	2019-11-21	food for pantry	5,000.00
Hargus Family Fund	2019-12-10	food for pantry	1,000.00
Dominion Energy Charitable Foundation	2020-02-05	food for pantry	3,000.00
Bodenwein Public Benevolent Foundation	2020-03-09	food for pantry	1,000.00
Chamber of Commerce of Eastern CT	2020-03-24	peanut butter and cereal for pantry families with children	5,000.00
Community Foundation of Eastern CT	2020-03-26	food for pantry	7,500.00
Charter Oak Credit Union	2020-04-10	food for pantry	2,500.00
Willimantic Elks Lodge #1311	2020-05-04	food for pantry	500.00
Total			43,994.75
Pending Applications for Grants for Pantry Food			
Bank of America Foundation	2020-02-21	food for pantry	5,000.00
Eastern CT Savings Bank	2020-03-31	food for pantry	1,000.00
People's United Community Foundation	2020-04-12	food for pantry	5,000.00
Community Foundation of ECT Covid-19 Funding	2020-05-08	served meals/pantry	25,000.00

D2. If you do not receive the amount of funds requested from CDBG, how do you propose to administer and/or complete the project in the manner presented and how will this affect your service population?

Without CDBG funding, we would continue to provide food to those in need using existing grants and donations. The amount of food available for distribution would be reduced, and pantry participants would receive less food. Due to the increased need, our goal of distributing 10 meals per household member per visit might not be met.

D3. What items would you reduce/eliminate from your budget if the City wanted to (only) partially fund your application?

Food is the only item in our budget that this grant would fund. Therefore, if the application were only partially funded, less food would be available to pantry patrons.

E. OTHER

E1. List other agencies that provide similar services and identify those with which you collaborate. If services are similar, please elaborate on what makes this service unique.

Other Norwich pantries are Catholic Charities, Salvation Army, UCFS Health Center, El Shaddai Worship Center, and Eglise Evangelique. We collaborate through quarterly meetings at the United Way of Southeastern Connecticut. United Way manages and runs the Gemma E. Moran United Way/Labor Food Bank, our local food distributor. On the local level, we communicate frequently when a donation exceeds the capacity of one organization. As an example, when the University of Connecticut usually finishes its spring semester, it offers food to the closest pantry. That pantry in turn offers the food to other pantries. In similar circumstances, we offer our abundance to local agencies.

As stated in Section B2 above, we uniquely provide a food pantry, served meals, additional services, and case management. Our patrons can address multiple needs all at one location.

E2. Is your request for continuation of a previously-funded CDBG program?

No

E2a. If yes, indicate if you have pursued funding from other sources, who those sources are/were and what are/were the results

Not applicable

E2b. If no, please state the reason(s) why

The City of Norwich applies on behalf of the city.

F. SECTION 3 REQUIREMENTS

Contractor Affidavit attached.

Section 3 Contractor Affidavit (SAMPLE)

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:

St. Vincent de Paul Place, Norwich, 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)

Jill Corbin
Authorized Signer

5/20/2020
Date

Jillian Corbin

Print Name

PUBLIC SERVICE CDBG-CV

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	\$60K-\$70K	0	Full-Time	N
Pantry Manager	\$35K-\$45K	0	Full-Time	N
Case Manager	\$35K-\$45K	0	Full-Time	N

PUBLIC SERVICE CDBG-CV

PART III: BUDGET INFORMATION

A. AGENCY FINANCIAL DATA

SUPPORT & REVENUE	Current	Anticipated
	FY 19-20	FY 20-21
Program fees	0	0
Other Grants including foundations	80,000	100,000
Donations	330,841	335,101
CDBG	0	30,000
General Fund	0	0
State & Federal Grants	10,000	10,000
Other Revenue (specify)	128,000	128,000
Subsidy - Diocese (\$128K); In-kind food	710,204	631,411
TOTAL REVENUE	1,259,045	1,234,512
EXPENSES	Current	Anticipated
	FY 19-20	FY 20-21
Salaries	260,347	267,277
Employee Benefits	85,478	86,578
Payroll Taxes	19,917	20,446
Professional Fees & Services	5,600	6,000
Operations / Phones /Postage	71,000	81,000
Insurance (other)	15,000	16,000
Equipment Rental, Maintenance & Acquisition	12,000	13,000
Printing & Publication	3,000	2,000
Travel / Conferences/Conventions	500	300
Legal Fees	0	0
Vehicle-Lease / Repair	4,900	5,900
Other expenses (specify)	781,304	736,011
<small>Current: food:70K +710K in-kind; other:1.1K; Next: food 100K + 631K in-kind; other: 4.6K</small>		
TOTAL EXPENSES	1,259,046	1,234,512
BALANCE (total revenue less expenses)	0	0

PUBLIC SERVICE CDBG-CV

B. PROGRAM SPECIFIC FINANCIAL DATA

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees		0	0
Other grants/foundations (non-government)		70,000	0
Donations		48,117	0
CDBG	30,000	0	100
General Fund	Diocesan Subsidy	33,000	0
State Government		0	0
Federal Government		0	0
Other Revenue (specify)	in-kind food	399,374	0
TOTAL REVENUE	30,000	550,491	

EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries		47,998	0
Employee Benefits		19,239	0
Payroll Taxes		2,950	0
Professional Services (incl. accounts and attorneys)		1,500	0
General Operations & Supplies (incl. Overhead and Printing)		17,275	0
Travel / Conferences		0	0
Vehicle Expense		2,655	0
Other Expenses (specify)	30,000	458,874	100% of CDBG for food
TOTAL EXPENSES	30,000	550,491	
BALANCE (total revenue less expenses)	0	0	

PART III: BUDGET INFORMATION – EXPLANATION

A. AGENCY FINANCIAL DATA

SUPPORT & REVENUE – the numbers are for the current budget (FY 19-20) and the anticipated budget (FY 20-21).

Other Revenue:

The Roman Catholic Diocese of Norwich provides an annual subsidy of \$128,000 to St. Vincent de Paul Place, Norwich, Inc.

In-kind Food

In-kind food comes from these sources:

- the Gemma E. Moran United Way/Labor Food Bank
- supermarkets, farms, merchants, organizations, and individuals

Food Bank invoices include the weight of the food received. Other donations are weighed. An estimate of \$1.72 per pound is used to convert weight to value for in-kind food donations. The estimate for the current budget was \$710,204. The estimated for the next fiscal year is lower (\$631,411). Donations from supermarkets decreased markedly as shelter in place began. They had difficulty supplying their customers, so very little produce and few bakery items were available for donation. The long-term effect is unknown.

EXPENSES

Other Expenses:

Other Expense	Current FY 19-20	Anticipated FY 20-21
Food (purchases)	\$ 70,000	\$ 100,000 (including CDGB)
In-kind Food	\$ 710,204	\$ 631,411
Dues, Projects, Volunteer Appreciation	\$ 1,100	\$ 4,600 (including \$3K project)
Total	\$ 781,304	\$ 736,011

Expenditures include funds for purchasing food. The expense for in-kind food offsets the amount listed as income. Items that do not appear in the listed expenses include dues (Food Bank, etc.), special projects, and volunteer appreciation.

B. PROGRAM SPECIFIC FINANCIAL DATA

Similarly, a portion of the grants, donations, Diocesan subsidy, and in-kind food estimated as pantry use are included in the Program Specific Financial Data. All of the CDBG funding will be used to purchase food.

St. Vincent De Paul Place Norwich, Inc.

Financial Statements

For the Year Ending June 30, 2019

Aldrich, Mulcahy & Associates, LLC – Certified Public Accountants

St. Vincent De Paul Place Norwich, Inc.

June 30, 2019

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ALDRICH, MULCAHY & ASSOCIATES, LLC

CERTIFIED PUBLIC ACCOUNTANTS

INDEPENDENT AUDITOR'S REPORT

Board of Directors
St. Vincent De Paul Place Norwich, Inc
120 Cliff Street
Norwich, Ct. 06360

We have audited the accompanying financial statements of St. Vincent De Paul Place Norwich, Inc 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. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free of 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 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 on 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 St. Vincent De Paul Place Norwich, Inc. as of June 30, 2019, and the changes in its net assets and its cash flows for the year then ended in conformity with accounting principles generally accepted in the United States of America.

Aldrich, Mulcahy & Associates, LLC

Waterford, CT
September 12, 2019

St. Vincent De Paul Place, Norwich, Inc.
Statement of Financial Position
June 30, 2019

ASSETS

Current Assets	
Cash - Operations	\$ 289,330
Cash - Community Ministries	22,634
Total Cash	<u>311,964</u>
Investments	25,850
Accounts receivable	6,250
Inventory	<u>38,676</u>
Total Current Assets	<u>382,740</u>
Property & Equipment	
Property and equipment	63,482
Less: Accumulated depreciation	<u>(29,332)</u>
Property and Equipment - Net	<u>34,150</u>
Total Assets	<u><u>\$ 416,890</u></u>

LIABILITIES AND NET ASSETS

Current Liabilities	
Accounts payable	\$ 17,668
Total Current Liabilities	<u>17,668</u>
Net Assets	
Without donor restrictions	382,860
With donor restrictions	<u>16,362</u>
Total Net Assets	<u>399,222</u>
Total Liabilities and Net Assets	<u><u>\$ 416,890</u></u>

See accompanying notes and auditor's report

St. Vincent De Paul Place, Norwich, Inc.
Statement of Activities
For The Year Ended June 30, 2019

	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>
SUPPORT, REVENUE & RECLASSIFICATIONS			
Support & Revenues:			
Diocesan subsidy	\$ 128,000	\$ -	\$ 128,000
Grants	34,395	80,005	114,400
Contributions	321,454	-	321,454
Contributions Community Ministries	1,760	17,195	18,955
Donated food received for distribution	747,583		747,583
Donated Nonfood items for distribution	46,341	-	46,341
Donated in-kind services	102,000	-	102,000
Catering	16,190	-	16,190
Interest & Dividends	142	-	142
Unrealized Gain on Investment	1,070	-	1,070
Reclassifications:			
Released from restriction	118,414	(118,414)	-
SUPPORT AND REVENUE & RECLASSIFICATIONS	1,517,349	(21,214)	1,496,135
EXPENSES			
Program expenses:			
Food & Service Programs	1,348,038	-	1,348,038
Community Ministries	18,376	-	18,376
TOTAL PROGRAM EXPENSES	1,366,414	-	1,366,414
Supporting services:			
General and administrative expenses	39,822	-	39,822
Total Expenses	1,406,236	-	1,406,236
CHANGE IN NET ASSETS	111,113	(21,214)	89,899
NET ASSETS - BEGINNING OF YEAR	271,747	37,576	309,323
NET ASSETS - END OF YEAR	\$ 382,860	\$ 16,362	\$ 399,222

See accompanying notes and auditor's report.

St. Vincent De Paul Place, Norwich Inc.
Statement of Functional Expenses
For The Year Ended June 30, 2019

	<u>Food & Service Programs</u>	<u>Community Ministries</u>	<u>General & Administrative</u>	<u>Total Expenses</u>
Food donated and purchased	\$ 814,102	\$ -	\$ -	\$ 814,102
Pet Food & Personal Hygiene donated items	46,341	-	-	46,341
Subcontracted labor and benefits	293,149	3,086	12,343	308,578
Community Ministry	-	15,290	-	15,290
Catering costs	3,781	-	-	3,781
Depreciation	5,737	-	302	6,039
Kitchen supplies	19,611	-	-	19,611
Rent	96,900	-	5,100	102,000
Utilities	32,596	-	1,716	34,312
Insurance	14,362	-	756	15,118
Repairs	10,114	-	532	10,646
Vehicle expenses	5,796	-	-	5,796
Office supplies	-	-	762	762
Operating expenses	4,144	-	4,144	8,288
Gift Cards	1,405	-	-	1,405
Postage	-	-	940	940
Printing & copying	-	-	2,868	2,868
Telephone	-	-	2,903	2,903
Computer expenses	-	-	738	738
Dues and conferences	-	-	1,045	1,045
Professional services and fees	-	-	5,673	5,673
	<u>\$ 1,348,038</u>	<u>\$ 18,376</u>	<u>\$ 39,822</u>	<u>\$ 1,406,236</u>

See accompanying notes and auditor's report

St. Vincent De Paul Place, Norwich, Inc.
Statement of Cash Flows
For The Year Ended June 30, 2019

Cash flows from operating activities

Change in net assets	\$ 89,899
Adjustments to reconcile net change in assets to net cash provided by operating activities	
Depreciation	6,039
Non Cash Contributions (securities)	(23,816)
Realized & Unrealized Gains on investments	(1,070)
(Increase) Decrease in accounts receivable	5,295
(Increase) Decrease in inventory	(2,159)
Increase (Decrease) in accounts payable	10,653
Net cash provided by operating activities	84,841

Cash flows from investing activities

Proceeds from sale of investments	-
Purchase of investments	(964)
Purchase of equipment	(1,519)
Net cash used by investing activities	(2,483)

Increase in cash and cash equivalents	82,358
Cash and cash equivalents - beginning of year	229,606
Cash and cash equivalents - end of year	\$ 311,964

SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION

Cash paid during the fiscal year ended:

Interest	-
Income Taxes	-

See accompanying notes and auditor's report

St. Vincent De Paul Place Norwich, Inc.
Notes to Financial Statements
June 30, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of Activities

St. Vincent De Paul Place, Norwich, Inc was organized without capital stock on December 12, 1989. It serves as a ministry of the Diocese of Norwich. St. Vincent De Paul Place, Norwich, Inc. provides various services to the poor in the Norwich Connecticut area and its surrounding community. Services range from serving hot meals, a food pantry and other community services.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual method of accounting in accordance with accounting principles generally accepted in the United States of America. The Organization reports information according to two classes of net assets: without donor restrictions and with donor restricted net assets.

All donor restricted contributions are reported as increases in temporarily or permanently restricted net assets, depending on the nature of the restriction. When a restriction expires (that is, when a stipulated time restriction ends or purpose restriction is accomplished), temporarily restricted net assets are reclassified to unrestricted net assets and reported in the statement of activities as net asset released from restrictions.

Date of Managements Review

Management has evaluated subsequent events through September 12, 2019, the date on which the financial statements were available to be issued.

Cash Equivalents

For purposes of the statement of cash flows, the Organization considers all highly liquid instruments purchased with a maturity of three months or less to be cash equivalents.

Contributions and Promises to Give

Contributions are recognized when the donor makes a promise to give to the Organization that is, in substance, unconditional. All donor-restricted contributions are reported as increases in temporarily or permanently restricted net assets depending on the nature of the restrictions. When a restriction expires, temporarily restricted net assets are reclassified to unrestricted net assets.

Contributed property is recorded at fair value at the date of the donation. If the donors stipulate how long the assets must be used, the contributions are recorded as restricted support. In the absence of such stipulations, property and equipment are recorded as unrestricted support.

St. Vincent De Paul Place, Norwich, Inc.
Notes to Financial Statements (Continued)
June 30, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

Property and Equipment

The Organization never maintained records of property and equipment with all acquisitions being expensed when acquired. Management believes that equipment acquired prior to July 1, 2012 is old and if records had been maintained would have an insignificant net book value after depreciation.

Effective July 1, 2012 the Organization has adopted a policy of capitalizing all property and equipment with a cost exceeding \$200. Depreciation is computed using the straight-line method over estimated useful lives ranging from 5 to 20 years.

Inventory

Inventories consist of food and pantry supplies that are stated at the lower of cost or market. Cost is determined principally by the first-in, first-out method.

Income Taxes

The Organization operates under an exemption from federal income tax under Section 501(c) (3) of the Internal Revenue Code that falls under the Diocese of Norwich organization. The Organization has also been classified as an entity that is not a private foundation within the meaning of Section 509(a) and qualifies for deductible contributions as provided in Section 170(b) (1) (a) (vi).

Use of Estimates

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

In-Kind Donations

The Organization receives donations of food and use of facilities that are recognized as contributions in accordance with generally accepted accounting standards. The Organization recognizes donated services only if they create or enhance a nonfinancial asset, or require a specialized skill and would typically be purchased if not provided by donation. Volunteer services are generally not recorded even though a substantial number of volunteers have donated significant amounts of their time to the Organization's programs.

Fair Value of Financial Instruments

The Company adopted FASB ASC 820, *Fair Value Measurements and Disclosures*, for assets and liabilities measured at fair value on a recurring basis. The codification established a common definition for fair value to be applied to existing generally accepted accounting principles that requires the fair value measurements, establishes a framework for measuring fair value, and expands disclosure about such fair value measurements.

St. Vincent De Paul Place, Norwich, Inc.
Notes to Financial Statements (Continued)
June 30, 2019

NOTE 1: SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Cont.)

FASB ASC 820 defines fair value as the price that would be received to sell an asset or paid to transfer a liability in an orderly transaction between market participants at the measurement date. Additionally, FASB ASC 820 requires the use of valuation techniques that maximize the use of observable inputs and minimize the use of unobservable inputs. These inputs are prioritized as follows:

- Level 1—Observable inputs such as quoted market prices in active markets for identical assets or liabilities.
- Level 2—Observable market-based inputs or unobservable inputs that are corroborate by market data.
- Level 3—Unobservable inputs for which there is little or no market data, which require the use of the reporting entity’s own assumptions.
- The carrying values of cash in bank, receivables, and accounts payable that are short-term in nature approximate fair value.

NOTE 2: PROPERTY AND EQUIPMENT

Components of property and equipment are as follows:

Building improvements	\$ 17,716
Furniture and equipment	<u>45,766</u>
	63,482
Less: accumulated depreciation	<u>29,332</u>
	<u>\$ 34,150</u>

The financial statements reflect depreciation expense of \$6,039 for the year ended June 30, 2019.

St. Vincent De Paul Place, Norwich, Inc.
Notes to Financial Statements (Continued)
June 30, 2019

NOTE 3: INVESTMENTS

Investments are accounted on a fair values measured on a recurring basis at June 30, 2019 as follows:

Fair Value June 30, 2019	<u>Fair Value</u>	Quoted Prices in Active Markets For Identical Assets (Level 1)	Significant Other Observable Inputs (Level 2)	Significant Unobservable Inputs (Level 3)
Investments:				
Money Market Funds	\$ 19,121	\$ 19,121	\$ -	\$ -
Common Stock-Equities	<u>6,729</u>	<u>6,729</u>	-	-
Total	<u>\$ 25,850</u>	<u>\$ 25,850</u>	<u>\$ -</u>	<u>\$ -</u>

Fair values for investments are determined by reference to quoted market prices and other relevant information generated by market transactions.

NOTE 4: RELATED PARTY TRANSACTIONS

Diocese of Norwich

The Organization is an incorporated entity that is run under the auspices of the Diocese of Norwich. The Diocese is committed to funding a portion of the payroll for the Organization and related payroll taxes, medical insurance and pension contributions. During the year, the Diocese has provided a subsidy to the Organization that is has applied toward these costs. For the year ended June 30, 2019, the annual subsidy was \$128,000.

Workers of St. Vincent De Paul Place, Norwich, Inc are subcontracted employees of the Diocese of Norwich. For the year ended June 30, 2019, the subcontracted labor & benefits including pension amounted to \$308,578.

Pension Plan

Workers of St. Vincent De Paul Place, Norwich, Inc are covered as employees under the pension plan sponsored by the Diocese of Norwich. The plan covers all full-time lay employees. The amount paid out for full-time lay employees to the pension plan was \$17,290 for the year ended June 30, 2019.

St. Vincent De Paul Place, Norwich, Inc.
Notes to Financial Statements (Continued)
June 30, 2019

NOTE 4: RELATED PARTY TRANSACTIONS (Cont.)

Facilities Use

The building that St. Vincent De Paul Place, Norwich, Inc. occupies is located on the parish campus of St. Joseph's Polish Roman Catholic Congregation. This parish is part of the Diocese of Norwich. The Organization is allowed use of a portion of the building. The Organization pays for its upkeep with no rent payable. The facility use in-kind value was \$102,000. This value was estimated by the organization based on square footage values at the organization's previous location. It does not reflect a property appraisal, the current condition of the building, or the suitability of the facility.

NOTE 5: IN-KIND REVENUE / EXPENSES

In-kind revenue and expenses are included in these financial statements in the following amounts:

Food donations	\$ 747,583
Nonfood Items	46,341
Facilities use	<u>102,000</u>
	<u>\$ 895,924</u>

Food donations include \$304,934 worth of food received from The Gemma Moran United Way Food Center. Volunteer services, which have not been recognized, but have been valued at \$358,847. See Donated Services.

NOTE 6: CONCENTRATIONS

The Organization maintains their cash balances with a single financial institution. At various times during the year the cash balances may exceed the insured limits. At June 30, 2019 there was \$74,409 of cash in excess of insured limits.

The Diocese of Norwich provided 16% of the Organizations revenue with contributions of \$128,000 and the donated use of facilities.

The Gemma Moran United Way Food Center provided 21% of the Organizations revenue through food donations.

The organization relies significantly on donated services and food.

NOTE 7: DONATED SERVICES

The Organization received 35,529 volunteer and community services hours to assist the Organization in various areas, including the preparation and servicing of meals, food pantry operations, community service assistance, accounting, grant writing and other administrative duties during the year ended June 30, 2019. The value of these donated services, which have not been recognized, have been valued at \$358,847 using CT minimum wage rates.

EXHIBIT 2 Insurance/Bond/Worker's Compensation

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.

See attached Certificate of Coverage from The Catholic Mutual Relief Society of America.

State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law.

Agency pays all payroll taxes and worker's compensation as required by Federal and State Law.

See attached Certificate of Liability Insurance from Gowrie Barden & Brett, Inc.

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.

See attached Certificate of Coverage from The Catholic Mutual Relief Society of America.

Provide a copy of your current insurance certificate.

Two certificates are attached.

Certificate of Coverage

Date: 5/18/2020

Certificate Holder
 The Norwich Roman Catholic Diocesan Corporation
 Chancery Office
 201 Broadway
 Norwich, CT 06360-4328

This Certificate is issued as a matter of information only and confers no rights upon the holder of this certificate. This certificate does not amend, extend or alter the coverage afforded below.

Company Affording Coverage
 THE CATHOLIC MUTUAL RELIEF
 SOCIETY OF AMERICA
 10843 OLD MILL RD
 OMAHA, NE 68154

Covered Location
 St. Vincent DePaul Place
 120 Cliff Street
 Norwich, CT 06360

Coverages

This is to certify that the coverages listed below have been issued to the certificate holder named above for the certificate 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 coverage afforded described herein is subject to all the terms, exclusions and conditions of such coverage. Limits shown may have been reduced by paid claims.

	Type of Coverage	Certificate Number	Coverage Effective Date	Coverage Expiration Date	Limits	
	Property				Real & Personal Property	
	D. General Liability <input checked="" type="checkbox"/> Occurrence <input type="checkbox"/> Claims Made	8578	7/1/2019	7/1/2020	Each Occurrence	
					General Aggregate	500,000
					Products-Comp/OP Agg	
					Personal & Adv Injury	
					Fire Damage (Any one fire)	
					Med Exp (Any one person)	
	Excess Liability	8578	7/1/2019	7/1/2020	Each Occurrence	
					Annual Aggregate	
	Other Employee Dishonesty (Fidelity Bond)		7/1/2019	7/1/2020	Each Occurrence	
					Claims Made	
					Annual Aggregate	125,000
					Limit/Coverage	

Description of Operations/Locations/Vehicles/Special Items (the following language supersedes any other language in this endorsement or the Certificate in conflict with this language)
 Coverage verified for St. Vincent DePaul Place's Community Development Block Grant Application Year 2019-2020 (PY 45) in response to Coronavirus Pandemic for term 9/1/2019 through 8/31/2020. Combined single limit general liability coverage is \$ 1,000,000 per occurrence. Fidelity Bond is \$125,000 blanket aggregate.

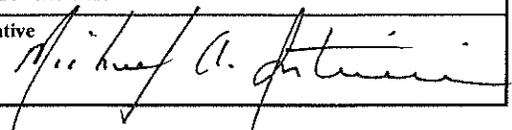
Holder of Certificate

Cancellation

City of Norwich
 Office of Community Development
 23 Union Street, 2nd Floor
 Norwich, CT 06360

Should any of the above described coverages be cancelled before the expiration date thereof, the issuing company will endeavor to mail 30 days written notice to the holder of certificate named to the left, but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives.

Authorized Representative



0190003022



NORWROM-01

MTOMASELLI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
5/18/2020

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 Gowrie Barden & Brett, Inc. 70 Essex Road Westbrook, CT 06498	CONTACT NAME: Mary Tomaselli PHONE (A/C, No, Ext): (860) 399-1838 E-MAIL ADDRESS: maryt@gowrie.com FAX (A/C, No):
	INSURER(S) AFFORDING COVERAGE
INSURED St. Vincent de Paul Place 120 Cliff Street Norwich, CT 06360	INSURER A: Travelers Indemnity Company of Connecticut NAIC # 25682
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

COVERAGES **CERTIFICATE NUMBER:** **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
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N <input type="checkbox"/> N/A If yes, describe under DESCRIPTION OF OPERATIONS below			UB 5N606559 19 43 G	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

CERTIFICATE HOLDER ***** SAMPLE ***** ***** ** CERTIFICATE **	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 <i>S. Carter Gorman</i>
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EXHIBIT 3 Non-profit Determination

Internal Revenue Service
P.O. Box 2508
Cincinnati, OH 45201

Department of the Treasury

Date: August 21, 2019

Person to Contact:

R. Meyer ID# 0110429

Toll Free Telephone Number:

877-829-5500

United States Conference of Catholic
Bishops
3211 4th Street, NE
Washington, DC 20017-1194

Group Exemption Number:

0928

Dear Sir/Madam:

This responds to your August 14, 2019, request for information regarding the status of your group tax exemption.

Our records indicate that you were issued a determination letter in March 1946, that you are currently exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code, and are not a private foundation within the meaning of section 509(a) of the Code because you are described in sections 509(a)(1) and 170(b)(1)(A)(i).

With your request, you provided a copy of the *Official Catholic Directory for 2019*, which includes the names and addresses of the agencies and instrumentalities and the educational, charitable, and religious institutions operated by the Roman Catholic Church in the United States, its territories, and possessions that are subordinate organizations under your group tax exemption. Your request indicated that each subordinate organization is a non-profit organization, that no part of the net earnings thereof inures to the benefit of any individual, and that no substantial part of their activities is for promotion of legislation. You have further represented that none of your subordinate organizations is a private foundation under section 509(a), although all subordinates do not all share the same sub-classification under section 509(a). Based on your representations, the subordinate organizations in the *Official Catholic Directory for 2019* are recognized as exempt under section 501(c)(3) of the Code under GEN 0928.

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

Subordinate organizations under a group exemption do not receive individual exemption letters. Subordinate organizations are not listed in Tax Exempt Organization Search (Pub 78 data), and many are not listed in the Exempt Organizations Business Master

File extract, or EO BMF. Donors may verify that a subordinate organization is included in your group exemption by consulting the *Official Catholic Directory*, the official subordinate listing approved by you, or by contacting you directly. IRS does not verify the inclusion of subordinate organizations under your group exemption. See IRS Publication 4573, *Group Exemption*, for additional information about group exemptions.

Each subordinate organization covered in a group exemption should have its own EIN. Each subordinate organization must use its own EIN, not the EIN of the central organization, in all filings with IRS.

If you have any questions, please call us at the telephone number shown in the heading of this letter.

Sincerely,

A handwritten signature in black ink that reads "Stephen A. Martin". The signature is written in a cursive style with a prominent initial 'S'.

Stephen A. Martin
Director, Exempt Organizations
Rulings and Agreements

CALIFORNIA • MICHIGAN • MINNESOTA • MISSISSIPPI • MISSOURI • WEST VIRGINIA • NEW YORK • NEVADA
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HAWAII • WASHINGTON • VIRGINIA • VERMONT • WYOMING • OHIO

1817



2019

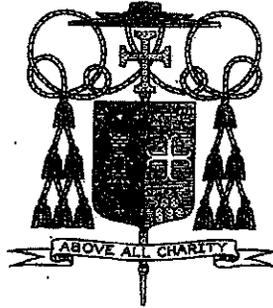
The Official Catholic Directory

Anno
Domini
2019

Published Annually by
P. J. Kennedy & Sons

Diocese of Norwich

(Diocesis Norwicensis)



ESTABLISHED AUGUST 6, 1953.

Square Miles 1,978.

Corporate Title: The Norwich Roman Catholic Diocesan Corporation.

Comprises the Counties of Middlesex, New London, Tolland and Windham in the State of Connecticut and Fishers Island, a portion of Suffolk County in the State of New York.

For legal titles of parishes and diocesan institutions, consult the Chancery Office.

Most Reverend

MICHAEL R. COTE, D.D.

Bishop of Norwich; ordained June 29, 1975; appointed Titular Bishop of Cabarades and Auxiliary Bishop of Portland May 9, 1995; ordained July 27, 1995; appointed Bishop of Norwich March 11, 2003; installed May 14, 2003. Res.: 274 Broadway, Norwich, CT 06360.

Chancery: 201 Broadway, Norwich, CT 06360. Tel: 860-887-9294; Fax: 860-886-1670.

Web: www.norwichdiocese.org

STATISTICAL OVERVIEW

Personnel			
Bishop	1	Missions	2
Priests: Diocesan Active in Diocese	54	Pastoral Centers	6
Priests: Diocesan Active Outside Diocese	2	Professional Ministry Personnel:	
Priests: Diocesan in Foreign Missions	1	Sisters	20
Priests: Retired, Sick or Absent	38	Lay Ministers	46
Number of Diocesan Priests	95	Welfare	
Religious Priests in Diocese	39	Homes for the Aged	2
Total Priests in Diocese	134	Total Assisted	428
Extern Priests in Diocese	7	Special Centers for Social Services	6
Ordinations:		Total Assisted	14,776
Diocesan Priests	1	Educational	
Permanent Deacons	3	Diocesan Students in Other Seminaries	9
Permanent Deacons in Diocese	50	Seminaries, Religious	1
Total Brothers	15	Students Religious	25
Total Sisters	144	Total Seminarians	34
Parishes		Colleges and Universities	1
Parishes	76	Total Students	606
With Resident Pastor:		High Schools, Diocesan and Parish	3
Resident Diocesan Priests	65	Total Students	1,475
Resident Religious Priests	4	High Schools, Private	2
Without Resident Pastor:		Total Students	1,544
Administered by Priests	3	Elementary Schools, Diocesan and Parish	11
Completely Vacant	4	Total Students	1,532
		Catechesis/Religious Education:	
		High School Students	1,495
		Elementary Students	6,834
		Total Students under Catholic Instruction	13,520
		Teachers in the Diocese:	
		Priests	1
		Sisters	12
		Lay Teachers	164
		Vital Statistics:	
		Receptions into the Church:	
		Infant Baptism Totals	1,114
		Minor Baptism Totals	84
		Adult Baptism Totals	64
		Received into Full Communion	119
		First Communions	1,253
		Confirmations	1,406
		Marriages:	
		Catholic	273
		Interfaith	50
		Total Marriages	323
		Deaths	1,875
		Total Catholic Population	228,520
		Total Population	700,499

Former Bishops—Most Revs. BERNARD J. FLANAGAN, D.D., J.C.D., ord. Dec. 3, 1931; cons. Nov. 30, 1953; installed Dec. 9, 1953; transferred to See of Worcester; Aug. 12, 1959; retired March 31, 1983; died Jan. 28, 1998; VINCENT J. HINES, D.D., J.C.D., ord. May 2, 1937; appt. Nov. 27, 1959; cons. March 17, 1960; retired June 17, 1975; died April 23, 1990; DANIEL P. REILLY, D.D., ord. May 30, 1953; appt. June 17, 1975; cons. Aug. 6, 1975; transferred to See of Worcester, Oct. 27, 1994; installed Dec. 8, 1994; retired March 9, 2004; DANIEL A. HART, D.D., ord. Feb. 2, 1953; cons. Auxiliary Bishop of Boston Oct. 18, 1976; appt. Sept. 12, 1995; installed Bishop of Norwich Nov. 1, 1996; retired March 11, 2003; died Jan. 14, 2008.

Office of the Bishop—Most Rev. MICHAEL R. COTE, D.D., Tel: 860-887-9294; Email: bpote@norwichdiocese.net; MRS. ALICE PUDVAH, Administrative Asst., Tel: 860-887-9294, Ext. 234; Email: alice@norwichdiocese.net; Deacon JORGE ESCALONA, Master of Ceremonies.

The Chancery

Chancery—201 Broadway, Norwich, 06360. Tel: 860-887-9294; Fax: 860-886-1670.

Vicar General—Rev. Msgr. LESZEK T. JANIK, J.C.L., V.G., Tel: 860-887-9294, Ext. 231; Email: vicargeneral@norwichdiocese.net; MRS. TERRY ZAMPINI, Sec., Tel: 860-887-9294, Ext. 265; Email: financeterriz@norwichdiocese.net.

Chancellor—Rev. PETER J. LANGEVIN, Chancellor, Tel: 860-887-9294, Ext. 232; MRS. BECKY CADY, Sec., Tel: 860-887-9294, Ext. 235; Email: becky@norwichdiocese.net; MRS. REBECCA MCDUGAL, Receptionist, Tel: 860-887-9294, Ext. 100.

Vice Chancellor—Rev. BRIAN J. ROMANOWSKI, J.C.L., Tel: 860-887-9294, Ext. 254; Email: sjudicialvicar@norwichdiocese.net.

Vicar for Clergy—Very Rev. DENNIS M. PERKINS, Tel: 860-887-9294, Ext. 258; Email: vicarclergy@norwichdiocese.net; Deacon MICHAEL L. PUSCAS, Dir. Permanent Deacon Personnel; MRS. REBECCA MCDUGAL, Sec., Tel: 860-887-9294, Ext. 100; Email: rebecca@norwichdiocese.net.

Diocese: Office of Permanent Deacon Personnel—The Chancery; 201 Broadway, Norwich, 06360-4458. Web: www.norwichdeacons.org; Deacon MICHAEL L. PUSCAS, Diocesan Dir., Permanent Deacon Personnel, Tel: 860-887-9294; Fax: 860-886-1670; Email: director@norwichdeacons.org; MRS. REBECCA MCDUGAL, Sec., Tel: 860-887-9294, Ext. 100; Fax: 860-886-1670; Email: rebecca@norwichdiocese.net.

Diocesan Attorney—MICHAEL E. DRISCOLL ESQ., 22 Courthouse Sq., Norwich, 06360. Tel: 860-889-3321.

Diocesan Finance Office—Tel: 860-887-9294; Fax: 860-885-1512. NICOLE KRAMER, Internal Auditor, Tel: 860-887-9294, Ext. 241; MS. KAREN HUFFER, Diocesan Finance Officer; SUSAN GARDNER, Administrative Asst., Tel: 860-887-9294, Ext. 261; JANET WEST, Finance Analyst, Tel: 860-887-9294, Ext. 243; MS. BIANCA MUSCARIELLA, Benefits Admin., Tel: 860-887-9294, Ext. 245; NICOLE KRAMER, Internal Auditor, Tel: 860-887-9294, Ext. 241; JENNIFER BRAUDON, Accounting Clerk, Tel: 860-887-9294, Ext. 242; MRS. TERRY ZAMPINI, Accounts Payable, Tel: 860-887-9294, Ext. 265; MS. ROBIN HOLTSCLAW, Risk Mgr. (CMRS), Tel: 860-881-2561; Fax: 860-726-9412.

College of Consultors—Rev. Msgrs. HENRY N. ARCHAMBAULT, P.A., J.C.D., (Retired); ANTHONY S. ROSAPORTE; MICHAEL T. DONOHUE, (Retired); LESZEK T. JANIK, J.C.L., V.G.; Very Revs. LAURENCE A.M. LAPOINTE; DENNIS M. PERKINS;

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BOURDON; MR. MICHAEL MCMANUS; MR. ALEXANDER TADAY.

Diocesan Historian—Mount Saint Mary College, 330 Powell Ave., Newburgh, NY 12550. Tel: 845-869-3154. Rev. GREGOIRE J. FLUET, Ph.D., K.H.S.

The Tribunal

Diocesan Tribunal

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Associate Judicial Vicar—Rev. GEORGE J. RICHARDS JR., J.C.L.

Adjutant Judicial Vicar—Rev. BRIAN J. ROMANOWSKI, J.C.L.

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Advocates—Ms. JACQUELINE M. KELLER, M.A.; Mrs. ANN MARIE OSOWSKI.

Administrative Assistant of the Tribunal—MR. DAVID OSTAFIN, Ph.D.

Notaries—Rev. Msgr. THOMAS R. BRIDE, P.A., K.C.H.S., (Retired); Rev. GEORGE J. RICHARDS JR., J.C.L.; Ms. JACQUELINE M. KELLER, M.A.; Mrs. ALICE PUDVAH; Mrs. ANN MARIE OSOWSKI; MR. DAVID OSTAFIN, Ph.D.

Diocesan Offices, Ministries and Societies

Advisory Ministry Evaluation Committee—(see Properties & Assets Committee).

Annual Catholic Appeal (ACA)—See Development, Diocesan Office.

Bishop's Liaison with Retired Clergy—Very Rev. DENNIS M. PERKINS, The Chancery, 201 Broadway, Norwich, 06360-4468. Tel: 860-887-9294, Ext. 268.

Bishop's Delegate for Safe Environments—Rev. BRIAN J. ROMANOWSKI, J.C.L.

Vicar for Consecrated Life—St. John Church, 5 St. John Court, Cromwell, 06416-2118. Tel: 860-895-5590. Very Rev. MARK L. CURESKY, O.F.M. Conv.

Delegate for Internal Investigations—MR. RICHARD WHEELER.

Diocesan Finance Council—Most Rev. MICHAEL R. COTE, D.D., Chm.; Rev. Msgr. LESZEK T. JANIE, J.C.L., V.G.; MR. PETER LAMALFA; MR. JOHN HOMBSKI; MR. ANTHONY JOYCE; MR. WILLIAM MCGURK; MR. TERENCE CAHILL; MR. PETER STIPLES, Attorney; Ms. MARY CONWAY.

Diocesan Panel of Pastors, Canon 1742—Rev. Msgr. ANTHONY S. ROSAFORTE; Very Revs. DENNIS M. PERKINS; RICHARD J. RICARD.

Diocesan Pastoral Council—See Chancery listing.

Board of Education—See School Office.

Board of Conciliation and Arbitration—Rev. BRIAN J. ROMANOWSKI, J.C.L., Exec. Dir.

Campaigns

Campaign for Human Development—201 Broadway, Norwich, 06360-4480. Tel: 860-887-9294, Ext. 234. Mrs. ALICE PUDVAH.

Catholic Relief Services—Rev. PETER J. LANGEVIN, Dir.; Mrs. BECKY CADY, 201 Broadway, Norwich, 06360-4328. Tel: 860-887-9294, Ext. 235.

Campus Ministry—Very Rev. LAURENCE A.M. LAPOINTE, Diocesan Dir., Newman Hall, 290 Prospect St., Willimantic, 06226. Tel: 860-423-0856; Fax: 860-456-8083. (See separate category under Institutions for details).

Middletown—Wesleyan University, 171 Church St., Middletown, 06459-3625. Rev. WILLIAM WALLACE, O.S.A., J.D.

New London—Connecticut College, P.O. Box 5203, New London, 06320-5203. Tel: 860-439-2452; Fax: 860-439-2463. Revs. ROBERT WASHBAUGH, College Chap.; JONATHAN J. FIGARA, Catholic Chap.

Storrs—University of Connecticut: St. Thomas Aquinas Chapel, 46 N. Eagleville Rd., Storrs, 06268-1710. Rev. JOHN N. ANTONELLE, Chap., Pastor/Campus Min.

Willimantic—Eastern Connecticut State University, Newman Hall, 290 Prospect St., Willimantic, 06226-2304. Tel: 860-423-0856; Fax: 860-456-8083. Very Rev. LAURENCE A.M. LAPOINTE, Campus Min.; Rev. JONATHAN J. FIGARA.

Catechetical Ministry—See Faith Events, Office of.

Catholic Charities, Diocese of Norwich, Inc.

Executive Director—331 Main St., Norwich, 06360. Tel: 860-889-8346; Fax: 860-889-2658. MR. EDWARD TRESSMAN, Exec. Dir.

Adoption Services & Education, Immigration Services & Education, Pregnancy Services & Education—TRACY MARTONE, 331 Main St., Norwich, 06360. Tel: 860-889-8346.

Behavioral Health Clinics—Norwich: 331 Main St., Norwich, 06360. Tel: 860-889-8346. New London: 28 Huntington St., New London, 06320. Tel: 860-449-5328. Middletown: 151 Broad St., Middletown, 06467. Tel: 860-346-0060. SHAUNA GOODWIN, Lead Clinician; Email: shunagoodwin@cccafn.org.

Resource Development Manager—331 Main St., Norwich, 06360. Tel: 860-889-8346. CHRISTINE JACKEL.

Emergency Basic Needs—TRACY MARTONE, Family & Community Svcs. Senior Mgr., Norwich: 331 Main St., Norwich, 06360. Tel: 860-889-8346; Fax: 860-889-2658. New London: 28 Huntington St., New London, 06320. Tel: 860-443-5328; Fax: 860-443-6013. Willimantic: 88 Jackson St., P.O. Box 54, Willimantic, 06226. Tel: 860-423-7065; Fax: 860-456-1096.

Intensive Case Management—TRACY MARTONE, Family & Community Svcs. Senior Mgr., Norwich Office: 331 Main St., Norwich, 06360. Tel: 860-889-8346; Fax: 860-889-2658. New London Office: 28 Huntington St., New London, 06320. Tel: 860-443-5328; Fax: 860-443-6013. Willimantic Office: 88 Jackson St., Willimantic, 06226. Tel: 860-423-7065.

Parenting Education Program—Norwich Office: 331 Main St., Norwich, 06360. Tel: 860-889-8346; Fax: 860-889-2658. TERRE FONTAINE, PEP Supvr. Classes held in Middletown, New London, Norwich, and Willimantic.

Temporary Assistance for Needy Families (TANF)—MARIEGUELLE RUIZ-LOMBARDY, Case Mgr., 88 Jackson St., Willimantic, 06226. Tel: 860-423-7065; Fax: 860-456-1096.

Catholic Mutual Relief Society—Diocesan Property and Liability Insurance, Ms. ROBIN HOLTSGLAW, Claims/Risk Mgr., Email: rholtsclaw@catholicmutual.org. Office for all claims: Catholic Mutual Group, 467 Bloomfield Ave., Bloomfield, 06002. Tel: 800-381-2561; Fax: 860-726-9412. National Office: Catholic Mutual Relief Society, 10843 Old Mill Rd., Omaha, NE 68154. Tel: 800-228-6108; Fax: 402-551-2943.

Catholic Youth Organization (CYO)—See Faith Events, Office of.

Cemetery Corporation and Subsidiaries, Diocesan Cemeteries—MR. JOSEPH M. MUSCARELLA, Dir. Diocesan Properties & Cemeteries; Ms. JENNIFER FOWLER, Office Admin. Properties & Cemeteries, 815 Boswell Ave., Norwich, 06360-2536. Tel: 860-887-1019; Fax: 860-889-4804. (For details on individual cemeteries see separate listing); The following cemeteries are subsidiaries of the Norwich Diocesan Cemetery Corp.; MR. EDWARD COLBRIDGE, Foreman.

Moosup—All Hallow's Cemetery, Green Hallow Rd., Moosup, 06354. Cemetery Office: 815 Boswell Ave., Norwich, 06360-2536. Tel: 860-887-1019.

New London—St. Mary Cemetery of New London Corp., 600 Jefferson Ave., New London, 06320-2412. Tel: 860-443-3465 (Office). Properties & Cemeteries Foreman: ROBERT McDONALD.

Norwich—St. Mary & St. Joseph Cemetery Corp., 815 Boswell Ave., Norwich, 06360-2536. Tel: 860-887-1019.

Taftville—Sacred Heart Cemetery Corp., Harland Rd., Taftville, 06380. Cemetery Office, 815 Boswell Ave., Norwich, 06360-2536. Tel: 860-887-1019.

Unosville—St. Patrick Cemetery, Depot Rd., Unosville, 06382. Cemetery Office, 815 Boswell Ave., Norwich, 06360-2536. Tel: 860-887-1019.

Waugrean—Sacred Heart Cemetery, Waugrean Rd., Waugrean, 06387. Cemetery Office: 815 Boswell Ave., Norwich, 06360-2536. Tel: 860-887-1019.

Westbrook—Resurrection Cemetery Corp., Rte. 145, Westbrook, 06498. Tel: 860-399-6503 (Cemetery Office).

Censor of Books—Very Rev. LAURENCE A.M. LAPOINTE, St. Joseph Church, 99 Jackson St., Willimantic, 06226. Tel: 860-423-8439.

Communications, Office of—31 Perkins Ave., Norwich, 06360-3613. Tel: 860-887-3933; Fax: 860-889-1253; Web: www.norwichdiocese.org. MR. WAYNE GIGNAC, Email: wgnac@norwichdiocese.net; Ms. MEREDITH MORRISON, Administrative Asst.

Four County Catholic—Official monthly newspaper of the Diocese of Norwich. (No July issue). 31 Perkins Ave., Norwich, 06360-3613. Tel: 860-886-1281; Fax: 860-889-1253.

Publisher—Most Rev. MICHAEL R. COTE, D.D., Bishop of Norwich.

Executive Editor—MR. WAYNE GIGNAC. **Theological Advisor**—Very Rev. TED F. TUMICKI, S.T.L., J.C.L., J.V.

Community Ministries

Middletown—Ms. ETHEL HIGGINS, Exec. Dir.; TERRY CARBONE, Housing Dir., St. Vincent de Paul, 617 Main St., P.O. Box 398, Middletown, 06457-0398. Tel: 860-844-0097; Fax: 860-343-0023; Web: www.svdpdmiddletown.org.

Norwich—JILLIAN CORBIN, Exec. Dir., Email: jscvdp@gmail.com; BONNIE YACKOVETSKY, Administrative Asst., St. Vincent de Paul Place, Norwich, Inc., 120 Cliff St., Norwich, 06360. Tel: 860-889-7374; Fax: 860-886-0178; Email: hvvdp@gmail.com; Web: www.svdp.org.

Connecticut Catholic Conference—MICHAEL CARROLL, GULHANE, Exec. Dir.; Deacon DAVID REYNOLDS, Legislative Liaison, Connecticut Catholic Conference, 134 Farmington Ave., Hartford, 06105-3784. Tel: 860-524-7882; Fax: 860-525-0750; Email: ccc@ctcatholic.org; Web: www.ctcatholic.org.

Continuing Education and Formation Commission for the Clergy—Rev. GREGORZ P. BROZONOWICZ; Very Rev. DAVID P. CHOQUETTE; Revs. PETER B. LISZEWSKI; WALTER M. NAGLE; Very Rev. DENNIS M. PERKINS; Rev. JOHN N. ANTONELLE.

Council of Catholic Women—Mrs. JUDITH K. PAPPAGALLO, Pres.; Rev. BRIAN MAXWELL, Diocesan Spiritual Advisor, St. Agnes Church, 222 Haigh Ave., Niantic, 06357. Tel: 860-739-9722. District Spiritual Advisors: Revs. JOHN N. ANTONELLE, Willimantic Deanery; STEPHEN S. GULINO, Norwich Deanery; DENNIS J. MERCIERI, New London Deanery; Very Rev. DAVID P. CHOQUETTE, Putnam Deanery; Revs. P. GREGORZ JEDNAKI, Rockville Deanery; JOSEPH F. DECOSTA, Sheraline Deanery; JAMES THAIKOOTTATHIL, S.T.L., J.C.D., Middletown Deanery.

Development, Diocesan Office of (DOD)—Mrs. MARY ELLEN MAHONEY, Exec. Dir. & Devel. Mgr./Major Gifts, Tel: 860-886-1928, Ext. 14; Fax: 860-886-2661; Email: memahoney@norwichdiocese.net; Email: dof@norwichdiocese.net; SUSAN UNDERHILL, Campaign Mgr., Tel: 860-886-1928, Ext. 11; ROSELA PRECOPIO, Administrative Asst., 197 Broadway, Norwich, 06360-4407. Tel: 860-886-1928, Ext. 10.

Annual Catholic Appeal (ACA)—(See Development, Diocesan Office).

Stewardship Office—197 Broadway, Norwich, 06360. Mrs. MARY ELLEN MAHONEY, Dir., Tel: 860-886-1928, Ext. 14; Email: dod@norwichdiocese.net; Mrs. KATHY GAITO, Coord., Tel: 860-886-1928, Ext. 15; Email: kgaito@norwichdiocese.net.

The Catholic Foundation—Mrs. MARY ELLEN MAHONEY, Dir., Tel: 860-886-1928, Ext. 14; Email: dof@norwichdiocese.net.

Catholic Family Services—199 Broadway, Norwich, 06360. Tel: 860-848-2237, Ext. 306. Mrs. MARY-JO MCLAUGHLIN, Coord.

Deaf Ministry—199 Broadway, Norwich, 06360. Tel: 860-848-2237, Ext. 312. Mrs. ANDREA HOISEL, Coord.

One Heart Ministry—199 Broadway, Norwich, 06360. Tel: 860-848-2237, Ext. 312. Mrs. ANDREA HOISEL, Dir.

Office of Diocesan Properties & Cemeteries—MR. JOSEPH M. MUSCARELLA, Dir., 815 Boswell Ave., Norwich, 06360. Tel: 860-887-1019.

Disabilities/People with—See His Able People, Ministry of.

Ecumenism

Ecumenical and Interreligious Affairs, Office of—Inquires should be made to: 201 Broadway, Norwich, 06360. Tel: 860-887-9294, Ext. 100. VACANT.

Evangelization & Catechumenate (RCIA), Office of—See Office of Faith Events.

Faith Events, Office of—199 Broadway, Norwich, 06360. Tel: 860-848-2237, Ext. 312; Fax: 860-848-2816; Email: faithevents@norwichdiocese.net.

Mrs. ANDREA HOISEL, Dir.; Ms. LEA ROACH, Youth & Young Adult Min., Tel: 860-848-2237, Ext. 305; Mrs. MARIANNE NICHOLAS, Administrative Asst., Tel: 860-848-2237, Ext. 304; Email: manicholas@norwichdiocese.net. Advisory Board: Deacon PETER L. GILL, Chm.; Mrs. DIANE LETENDRE; Mrs. KATHLEEN IRE; Mr. TRAVIS MORAN; Deacon DAN D'AMELIO; MR. PETER SHKONCIN; Deacon WILLIAM H. MCGANN; Mrs. BRIDGET THURSTON.

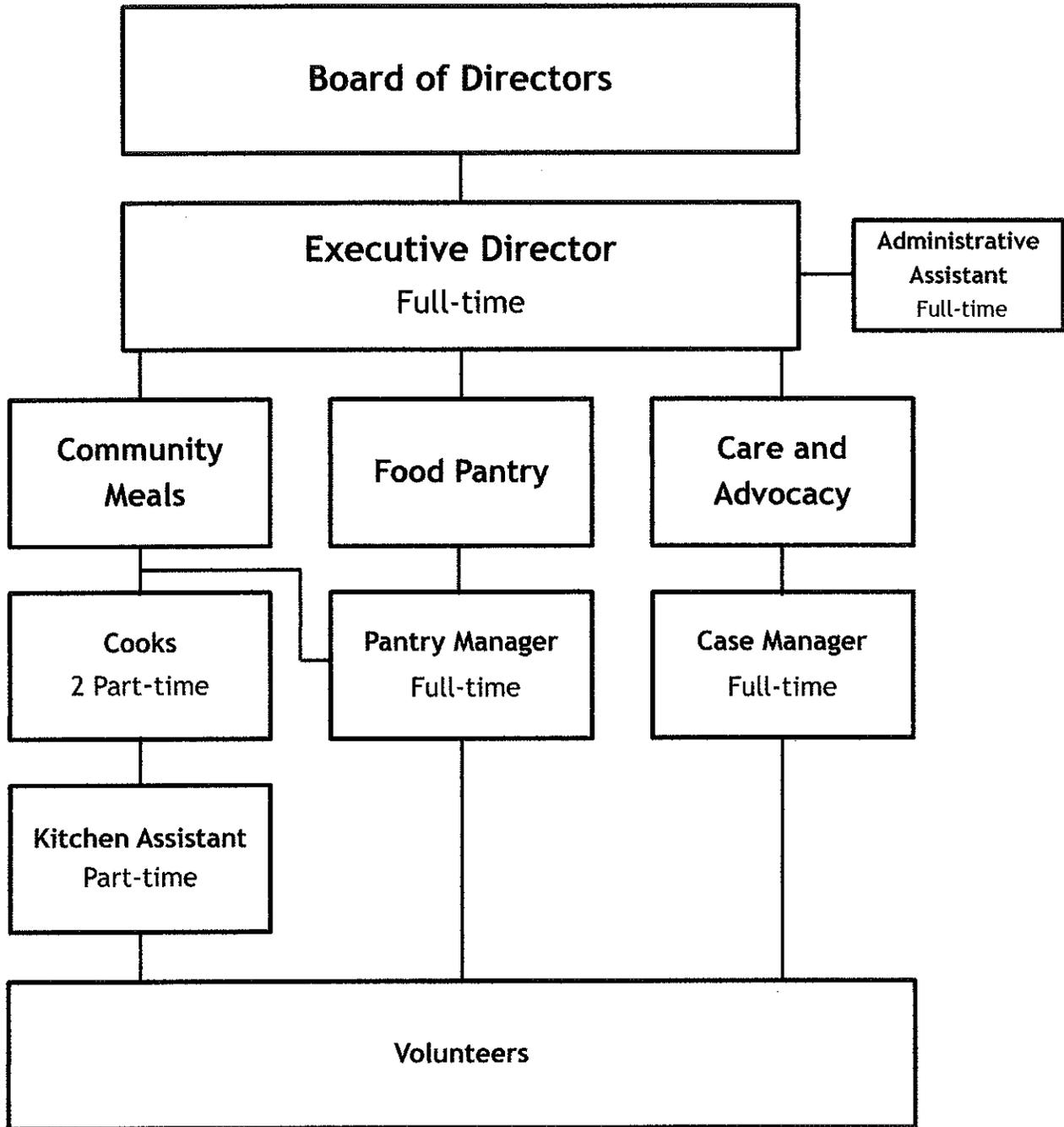
Diocesan Catholic Scouting—Tel: 860-848-2237, Ext. 311; Email: acouting@norwichdiocese.net. PAM PLASSE, Chair.

EXHIBIT 4 List of Board of Directors

St. Vincent de Paul Place, Norwich, Inc.
Board of Directors

Name	Year Joined Board	Phone	Affiliation	Address		
Mrs. Dorothy Congress	2019	860-319-4578	Program Participant	24 Merchants Avenue	Taftville	CT 06380
Ms. Jillian Corbin	2008	860-889-7374	Executive Director St. Vincent de Paul Place, Norwich	120 Cliff Street	Norwich	CT 06360
Ms. Mandy-Lyn Crispim	2018	860-448-4231	Bank Manager Chelsea Groton Bank	104 Michigan Drive	Groton	CT 06340
Theresa V. Donatelli <i>Vice Chair</i>	2019	860-235-3130	Partner/Wealth Advisor NORTHSTAR Wealth Partners	144 Jupiter Point Road	Groton	CT 06340
Pastor David Holland	2015	860-208-1205	awaiting assignment; assisting at Cornerstone City Church	248 Broadway	Norwich	CT 06360
Mr. Timothy Kenyon	2019	860-884-8820	Director of Hotel Operations Norwich Inn & Spa	11 King Arthur Drive, Apt. 5	Niantic	CT 06357
Mr. Frank Manfredi, Esq. <i>Chairman</i>	2018	860-889-4350	Norwich Attorney	34 Courthouse Square	Norwich	CT 06360
Fr. Brian Romanowski, J.C.L.	2015	860-887-9294	Priest, Diocese of Norwich	201 Broadway	Norwich	CT 06360
Mr. Devin Schleidt	2018	860-324-0743	Business Consultant	66 Franklin Street	Norwich	CT 06360
Mrs. Patricia Varholy <i>Secretary</i>	2011	860-572-1129	Retired school administrator	173 Judson Avenue	Mystic	CT 06355

**St. Vincent de Paul Place, Norwich, Inc.
Organizational Chart**



Note: The Pantry Manager transports food and supplies from the Food Bank, vendors, and donors to St. Vincent de Paul Place for both the Community Meals and Food Pantry Programs.

EXHIBIT 6 Resume of Chief Program Administrator/Chief Fiscal Officer

Jillian Corbin

40 Allen Drive, Uncasville, CT 06360 860.861.8322 jcsvdpp@gmail.com

- o Develop, manage, and motivate growth oriented, diverse teams
- o Excellent situation assessment skills with solutions focused approach
- o Effective planning and implementation of programs and systems
- o Ability to operationalize complex corporate policies and procedures, government standards and attain recognized standards of excellence

EXPERIENCE

St. Vincent de Paul Place- September, 2008 to present, *Executive Director* Implement the mission of St. Vincent De Paul Place and oversee the operations of the organization, including the community meal site, food pantry, and care and advocacy programs.

The Cooperative Feeding Program -May 2006 to September, 2008 *Deputy Director* -Oversaw the day-to-day operations of a social service agency that provides program services and counseling to assist the poor and homeless. Developed, recruited, and supervised employees and volunteers for the community meal program, food pantry and social services. Liaised within the community to foster awareness, advocacy, volunteerism and financial support. Developed and maintained local and federal funding and grant implementation as well as participated in fundraising activities.

PACE Center for Girls -November 1996 to April, 2006 *Program Manager* -Developed and ensured quality academic and social services programming. Oversaw consistent implementation of behavior management system to create environment of safety and growth including conducting conflict resolutions and attending state and district trainings. Managed educational and social service staff including grant implementation, reporting and training. Planned and scheduled activities to deliver gender responsive programming. Attained and maintained highest ranking in statewide quality assurance standards in a juvenile justice program. Liaised with community resources, law enforcement other government personnel and families. Managed internal and external reporting systems.

Department of Children and Families -November 2005 -May 2006 *Crisis Counselor* -Provided counseling support and direct mental health services for the survivors of Hurricane Wilma. CERT (Community Emergency Response Team) trained under the Hallandale Beach Fire Dept. Obtained ham radio license for communication in the event of a disaster.

Barry University -1995 -1996 *Adjunct Professor* of Marketing for the Andreas School of Business

Transition, Inc. -1995 -1996 *Counselor/Job Developer* -Worked with persons transitioning from Florida Department of Corrections into the mainstream workplace. Duties included counseling clients on job opportunities, assisting with placement and follow up services as well as soliciting corporations to participate in the employer program.

Nanjing University of Aeronautics and Astronautics -1994 -1995 *Instructor* -Taught English courses specializing in aeronautics and business in Nanjing, China as part of a United Nations contract.

Barry University -1993 -1994 *Coordinator of International Business Programs* -Cultivated and managed internship exchange programs with international universities in Europe, Asia, Central and South America
1991-1993 *Graduate Assistant* - Coordinated study abroad programs for the graduate and undergraduate systems.

Switchboard of Miami -1991 -1993 *Business Teacher* -Successfully completed a two year United Way grant instructing inner city youth the business concepts needed to run a small business.

EDUCATION

Degrees *Master of Business Administration*, 1993-Barry University, Miami Shores, FL
Bachelor of Science in Marketing 1991-Barry University, Miami Shores, FL

Foreign Study

European Union and Middle Eastern. Economics 1992, Europe, Egypt and Israel
Hebrew University, 1990, Jerusalem, Israel, *GATT*, Geneva, Switzerland

EXHIBIT 7 Conflict of Interest Disclosure

The CDBG-CV-19 City of Norwich, Connecticut Applicant Conflict of Interest Questionnaire is attached.

Although the associations below are not listed on the Conflict of Interest Questionnaire, they are listed here in the spirit of full disclosure.

Frank Manfredi, Esq., is Chairman of the Board of St. Vincent de Paul Place, Norwich. He is also Chair of the Commission on the City Plan for the City of Norwich.

Devin Schleidt is a member of the Board of St. Vincent de Paul Place, Norwich. He is a business consultant for Norwich Public Utilities.

**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)?

Jillian Corbin

NAME OF APPLICANT REPRESENTATIVE


SIGNATURE OF ABOVE REPRESENTATIVE

5/20/2020
DATE