

FEB 16 REC'D

CITY OF NORWICH
COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING
PUBLIC SERVICES
PROGRAM YEAR 2021 (PY 47) • SEPTEMBER 1, 2021 – AUGUST 31, 2022

DUE: WEDNESDAY FEBRUARY 17, 2021 AT 4 PM AT 23 UNION STREET, NORWICH, 2ND FLOOR

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: Children in Placement - CT, Inc.

LEGAL NAME
(if different from Agency) _____

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

E-MAIL: jlf@childreninplacement.org + SFT@

EXECUTIVE DIRECTOR: Janet Freimuth

CONTACT NAME AND TITLE: Janet Freimuth, Executive Director

TELEPHONE: 203-784-0344

AGENCY FISCAL YEAR: July 1 June 30
Begin End

PROGRAM OR PROJECT NAME: Guardian ad Litem Program

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2021 – August 31, 2022)	\$ <u>20,000</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2020 – August 31, 2021)	\$ <u>15,000</u>	\$ <u>15,000</u>

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

Janet Freimuth
EXECUTIVE DIRECTOR/DEPT. HEAD
Janet Freimuth

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

Printed Name
2/12/2021
DATE

Printed Name
2/12/2021
DATE

Norwich CDBG Narrative

A INTRODUCTION/AGENCY INFORMATION

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

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

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

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

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

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

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

N/A

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

NO

B STATEMENT OF NEED

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

In 2018, in the City of Norwich alone, there were 2,339 cases of abuse and/or neglect reported. Of those, 817 were substantiated. This is only the cases that are reported to Department of Children and Families (DCF)(from the DCF 2018

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

Further, during the COVID-19 pandemic, our staff and volunteers have gone above and beyond to keep eyes on children, and provide families with supports and resources. CIP GALs are trained volunteers who are committed to giving back to the community. Our lean staffing supports the greater need statewide, and offers guidance, management and support of cases that serves hundreds of children and families annually.

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

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

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

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

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

No, CIP takes 100% of the cases assigned.

PROGRAM DESCRIPTION

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

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

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

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

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

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

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

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

CIP's partners are truly DCF and the Courts. We work with other area service providers to meet the needs of clients and their families. While our strategic plan indicates an effort for greater community awareness, the COVID pandemic has dampened our face to face communication, but not our determination.

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

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

2. For each activity or service, please also provide:
 - a. Location of services – While we do have regional offices (within the Waterford and Willimantic Courts where Regional Children’s courts are located), in addition we work in the Norwich Probate Court. Our services are in the community. Volunteers and staff meet with clients and related parties in the home, community, school and other locations.
 - b. Frequency of services (i.e. 3 times a week for 10 weeks, 9/1/1-12/15/19)
We train new volunteers, at least, four times a year. Frequency of service depends on the individual case. Volunteers must meet with the child, at least once a month and often more. The volunteer/staff connect with all appropriate parties, as needed. For example, CIP GAL volunteers attend school meetings, DCF and Court status conferences.
 - c. Hours of operation (for the proposed program only)
Staff and volunteers generally “work” from 9-5, but as needed within the week to accommodate the needs of our children.
 - d. The anticipated number of persons (or families) from Norwich to be served
As mentioned, CIP accepts 100% of the cases assigned. We are looking to increase our capacity to serve a greater number of people in Norwich. It is estimated that we will serve 30 individuals from the City next year.
 - e. If applicable, what are the hours of operation for your program.
3. Please specify the percentage of requested grant funds that will be used for administration and salaries as well as the total number of employees hired and/or retained as a result.
100% will be used for administration and salaries. Additional funds could support more hours for our Regional Manager allowing us to serve more clients.
4. Using the definitions and example located on pages 13-14, please complete the chart and provide a narrative (under C4) describing your “theory of change” on specific outcomes. Please use multiple pages if you have multiple outcomes that you measure. Please note that the narrative should describe the inputs used to achieve specific outputs in order to produce measurable outcomes. Please designate if outcomes are short term, interim or long term. Add as many outcomes as necessary to prove your success hypothesis (what you believe will result if your program is successful). Remember to include important definitions, including how your industry or service measures success. Please remember to discuss highlights that occurred last year and that will occur this year as a result of your program.

OUTCOME RELATED DEFINITIONS

OUTCOME: Children Attain Permanency



				Finis..
<i>Long Term Outcome: Safe, Permanent Home</i>	2020-Actual	Estimated 2021	2022 Anticipated	
Total Number of Participants:	30	35	40	
Total Number of Participants Achieving Outcome:	23	26	30	
Percent Who Achieved Outcome:	75.0%	75%	75%	
<i>Interim Outcome: Graduate from Training</i>				
Total Number of Participants:	10	12	15	
Total Number of Participants Achieving Outcome:	9	11	12	
Percent Who Achieved Outcome:	90.0%	97%	80%	
<i>Short Term Outcome: People Enroll in Training</i>				
Total Number of Participants:	5	10	15	
Total Number of Participants Achieving Outcome:	5	10	15	
Percent Who Achieved Outcome:	100%	100%	100%	
<i>Output: Children taken in by Program</i>				Start
Total Number of Participants:	565	750	800	
Total Participants that are Norwich Residents:	30	35	40	
Total Number of Participants Achieving Outcome:	500	562	600	
Percent Who Achieved Outcome:	88%	75%	75%	

Outcomes Narrative:

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

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

E . FUNDING QUESTIONS

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

We plan to use this funding to leverage local foundation funds.

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

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

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

As mentioned, our Regional Manager is only funded for a part-time position. With the support of the Norwich CDBG, we can expand the hours of this position to serve the needs of more people.

OTHER

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

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

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

Children in Placement is extremely grateful for the support of the Norwich CDBG in the 20/21 grant year. This support will enable us to do much more in the region.

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

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

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 Limits Summary									
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
Median Family Income \$91,800	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)
Regional Manager	\$40,000	3	PT to FT	Y

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

SUPPORT & REVENUE	Current	Anticipated
	FY 20-21	FY 21-22
Program Fees	\$	\$
Other Grants including foundations	\$138,500	185,000
Donations	\$135,000	65,000
CDBG		
General Fund	\$40,000	
State & Federal Grants	\$241,000	\$235,594
Other Revenue (specify)	\$12,191	\$16,963
TOTAL REVENUE	\$526,691	502,897

EXPENSES	Current	Anticipated
	FY 20-21	FY 21-22
Salaries	\$358,050	\$344,140
Employee Benefits	\$44,000	\$38,781
Payroll Taxes	\$38,700	\$38,703
Professional Fees & Services	\$16,758	\$8,681
Operations/Phones/Postage	\$37,990	\$40,491
Insurance	\$4,593	\$4,592
Equipment Rental, Maintenance & Acquisition	\$11,600	\$7,795
Printing & Publication	\$5,500	\$10,100
Travel/Conferences/Conventions	\$9,500	\$9,614
Legal Fees		
Vehicle Lease/Repair		
Other Expenses (specify)		
TOTAL EXPENSES	\$526,691	\$502,897

BALANCE (TOTAL REVENUE LESS EXPENSES)	\$	\$
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B. PROGRAM SPECIFIC FINANCIAL DATA

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Program Fees			
Other grants/foundations (non-government)			
Donations			
CDBG	\$20,000	\$482,897	.039
General Fund			
State Government			
Federal Government			
Other Revenue (specify)			
TOTAL REVENUE			
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% of CDBG Funds used for Program
Salaries	\$20,000	\$482,691	.039
Employee Benefits			
Payroll Taxes			
Professional Services (incl. accounts and attorneys)			
General Operations & Supplies (incl. Overhead and Printing)			
Travel / Conferences			
Vehicle Expense			
Other Expenses (specify)			
TOTAL EXPENSES	\$20,000	\$511,691	.039
BALANCE (total revenue less expenses)	0	0	0

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

EXHIBIT 1 Financial Statement and Audit

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

EXHIBIT 2 Insurance/Bond/Worker's Compensation

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

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

Attached

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. **ATTACHED**
- State whether or not the agency pays all payroll taxes and worker's compensation as required by Federal and State Law. **YES**
- 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. **ATTACHED**
- Provide a copy of your current insurance certificate, **NOT YOUR POLICY. ATTACHED**

EXHIBIT 3 Non-profit Determination

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

EXHIBIT 4 List of Board of Directors

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

EXHIBIT 5 Organizational Chart

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

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer
ATTACHED

EXHIBIT 7 Conflict of Interest Disclosure Form
attached.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
2/11/2021

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 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 B R Alexander & Co., Inc. 50 Congress Street Suite 530 Boston MA 02109	CONTACT NAME: Alison Quinn	
	PHONE (A/C, No, Ext): (617) 720-6333	FAX (A/C, No): (617) 723-7475
E-MAIL ADDRESS: aquinn@bralexander.com		
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Utica National		#10687
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 INSR	SUBR Y/N	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC			CPP1825195	11/15/2020	11/15/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 The City of Norwich, Connecticut is included as an Additional Insured as respects General Liability coverage shown above in connection with a Contract.

CERTIFICATE HOLDER The City of Norwich Office of Community Development 23 Union Street, 2nd Floor Norwich, CT 06360	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 Alison Quinn/ACQ <i>Alison C. Quinn</i>

THE HARTFORD CRIMESHIELDSM ADVANCED DECLARATIONS



Hartford Fire Insurance Company,
A stock insurance company, herein call the Insurer

Policy Number: 31BDDGY0032

ITEM 1. Named Insured: CHILDREN IN PLACEMENT CONNECTICUT, INC.	Producer: Code, Name and Address 31-801098 FERGUSON & MCGUIRE INC 6 NORTH MAIN STREET WALLINGFORD, CT 06492
ITEM 2. Mailing Address: 300 WHALLEY AVENUE, SUITE G NEW HAVEN, CT 06511	Physical Address: 300 WHALLEY AVENUE, SUITE G NEW HAVEN, CT 06511

ITEM 3. Policy Period: From 12:01 a.m. on January 1, 2015 (Inception Date) until cancelled.
(Standard Time at your mailing address)

ITEM 4. Coverages, Limits of Insurance and Deductibles:
Only Those Insuring Agreements That Are Designated With An "X" Are Included Under This Policy

	Limit of insurance	Deductible Amount
<input checked="" type="checkbox"/> Insuring Agreement 1 – Employee Theft	\$100,000	\$1,000
<input type="checkbox"/> Insuring Agreement 2 – Employee Theft – Client Premises	\$0	\$0
<input type="checkbox"/> Insuring Agreement 3 – Computer And Funds Transfer Fraud	\$0	\$0
<input type="checkbox"/> Insuring Agreement 4 – Inside The Premises – <i>Money, Securities and Other Property</i>	\$0	\$0
<input type="checkbox"/> Insuring Agreement 5 – Outside The Premises – <i>Money, Securities and Other Property</i>	\$0	\$0
<input type="checkbox"/> Insuring Agreement 6 – Depositors Forgery or Alteration	\$0	\$0
<input type="checkbox"/> Insuring Agreement 7 – Credit, Debit Or Charge Card Forgery	\$0	\$0
<input checked="" type="checkbox"/> Insuring Agreement 8 – Money Orders And Counterfeit Currency	\$50,000	\$0
<input type="checkbox"/> Insuring Agreement 9 – Investigative Expenses	\$0	\$0
<input type="checkbox"/> Insuring Agreement 10 – Computer Systems Restoration Expenses	\$0	\$0
<input type="checkbox"/> Insuring Agreement 11 – Identity Recovery Expenses Reimbursement	\$0	\$0

ITEM 5. Form numbers of Endorsements Forming Part of this Policy When Issued:

CA 00 H003 00 0909-old03262017, CA 00 H032 00 0909-old04272016, CA 06 H004 00
0909-old04272016, CA 06 H005 00 0909-old04272016, HR 00 H093 00
0207-old03272017, RN 00 U001 00 0593-old04272016

ITEM 6. Cancellation of Prior Insurance: By acceptance of this Policy the "Insured" gives the Insurer notice cancelling prior policies or bonds numbered: 31BDDCU9493
The cancellations to be effective at the time this Policy becomes effective.

ITEM 7. ADDRESS FOR NOTICES TO THE INSURER

(A) For Claims:

via mail: Hartford Fire Insurance Company
BOND, T-4
One Hartford Plaza
Hartford, CT 06155

Phone: 888-266-3488
Fax: 860-757-5835 or 860-221-3965
Email: bond.claims@thehartford.com

(B) For other than Claims:

via mail: The Hartford Bond Center
P.O. Box 958461
Lake Mary, FL 32795

Phone: 888-656-0817
Fax: 877-257-2166
Email: BUCNorth@thehartford.com

Authorized Representative

Date



Endorsement No: 2

This endorsement, effective 12:01a.m., March 22, 2016, forms part of policy number 31BDDGY0032 issued to CHILDREN IN PLACEMENT CONNECTICUT, INC. by The Hartford Fire Insurance Company.

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.
POLICY CHANGE**

This endorsement modifies insurance provided under the following:

THE HARTFORD CRIMESHIELDSM ADVANCED POLICY

Policy No. 31BDDGY0032

Named Insured: CHILDREN IN PLACEMENT CONNECTICUT, INC.

Policy Change No.

Date of Issue: March 28, 2016

Effective Date of Change: 12:01 a.m. March 22, 2016

A. Changes

1. The Named Insured is changed to:

2. The following Insured(s) is/are added as a Named Insured:

3. The following Insured(s) is/are deleted as a Named Insured:

4. The Mailing Address is changed to:

155 East Street, New Haven, CT 06511

5. The Physical Address is changed to:

155 East Street, New Haven, CT 06511

6. The Policy Period is: extended to _____ or reduced to _____.

7. The following Insuring Agreement(s) is/are:

Added to the Policy

Deleted from the Policy

Changed as respects the Limit(s) of Insurance and/or Deductible Amount(s)

INSURING AGREEMENT

Limit of Insurance

INSURING AGREEMENT

Deductible Amount

8. The following Endorsement(s) is/are:
- Added to the Policy
 - Deleted from the Policy
 - Changed as respects to the Limit(s) of Insurance

ENDORSEMENT	Limit of Insurance
_____	_____
_____	_____
_____	_____

ADDED: _____

DELETED: _____

Douglas Elliot

Douglas Elliot, President

- B. 1. Application of changes affected by this endorsement:**
- a. **Increase in Limit of Insurance, Addition of a Deductible or Increase in Deductible Amount:** This change applies to loss or damage resulting from acts committed or events occurring at any time and discovered by the "Insured" after the Effective Date of Change.
 - b. **Deletion of Any Coverage:** This change applies to loss or damage resulting from acts committed or events occurring:
 - (1) On or after the Effective Date of Change; and also
 - (2) Before the Effective Date of Change if discovered by the "Insured" after sixty (60) days from that date.
 - c. **All Changes Other Than in a. and b. Above:** This change applies to loss or damage resulting from acts committed or events occurring at any time and discovered by the "Insured" on or after the Effective Date of Change.
2. No Limit of Insurance during any period will be cumulative with any other amount applicable to the same coverage during any other period.
3. All other terms and conditions remain unchanged.

Accepted:

First Named Insured _____

By _____

Title _____



Department of the Treasury
Internal Revenue Service

Cincinnati Service Center
CINCINNATI OH 45999-0038

In reply refer to: 0256554941
Mar. 09, 2020 LTR 4168C 0
06-1182114 000000 00

00019901

BODC: TE

CHILDREN IN PLACEMENT CONNECTICUT
INC
% JANET FREIMUTH
155 EAST ST STE 202
NEW HAVEN CT 06511

001854

Employer ID number: 06-1182114
Form 990 required: Y

Dear Taxpayer:

We're responding to your request dated Mar. 02, 2020, about your tax-exempt status.

We issued you a determination letter in March 1987, recognizing you as tax-exempt under Internal Revenue Code (IRC) Section 501(c)(03).

We also show you're not a private foundation as defined under IRC Section 509(a) because you're described in IRC Sections 509(a)(1) and 170(b)(1)(A)(vi).

Donors can deduct contributions they make to you as provided in IRC Section 170. You're also qualified to receive tax deductible bequests, legacies, devises, transfers, or gifts under IRC Sections 2055, 2106, and 2522.

In the heading of this letter, we indicated whether you must file an annual information return. If you're required to file a return, you must file one of the following by the 15th day of the 5th month after the end of your annual accounting period:

- Form 990, Return of Organization Exempt From Income Tax
- Form 990EZ, Short Form Return of Organization Exempt From Income Tax
- Form 990-N, Electronic Notice (e-Postcard) for Tax-Exempt Organizations Not Required to File Form 990 or Form 990-EZ
- Form 990-PF, Return of Private Foundation or Section 4947(a)(1) Trust Treated as Private Foundation

According to IRC Section 6033(j), if you don't file a required annual information return or notice for 3 consecutive years, we'll revoke your tax-exempt status on the due date of the 3rd required return or notice.

You can get IRS forms or publications you need from our website at www.irs.gov/forms-pubs or by calling 800-TAX-FORM (800-829-3676).

If you have questions, call 877-829-5500 between 8 a.m. and 5 p.m.,

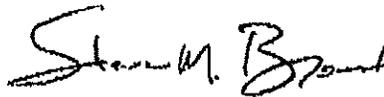
0256554941
Mar. 09, 2020 LTR 4168C 0
06-1182114 000000 00
00019902

CHILDREN IN PLACEMENT CONNECTICUT
INC
% JANET FREIMUTH
155 EAST ST STE 202
NEW HAVEN CT 06511

local time, Monday through Friday (Alaska and Hawaii follow Pacific
time).

Thank you for your cooperation.

Sincerely yours,



Steve M. Brown, Operations Manager
Operations 3-CIN



Officers

President **Marie Lopez Kirkley-Bey**
Residence: 39 Ashley Street
Hartford, CT 06105
(860) 728-1733
mlkirkleybey@yahoo.com

Vice President **Shanay Nicole Fulton**
Residence: 25 Green Street
Middletown, CT 06457
(914) 441-4255
snfulton@gmail.com
Business: Middletown Board of Education
Middletown, CT

Treasurer **Stephen Rudof**
Residence: 460 Sportsman Road
Orange, CT 06477
(203) 795-5477
(203) 988-7425 (cell)
srudof@juno.com

Secretary **John Foley**
Residence: 15 Benton Drive
Bloomfield, CT 06002
(860) 305-2041
cotuit99@hotmail.com

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West Hartford, CT 06107
(860) 500-8152
Business: Solidus, Inc.
Bloomfield, CT
bflemming@gosolidus.com

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dgrasso@uchc.edu

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Rocky Hill, CT

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Hope Valley, RI
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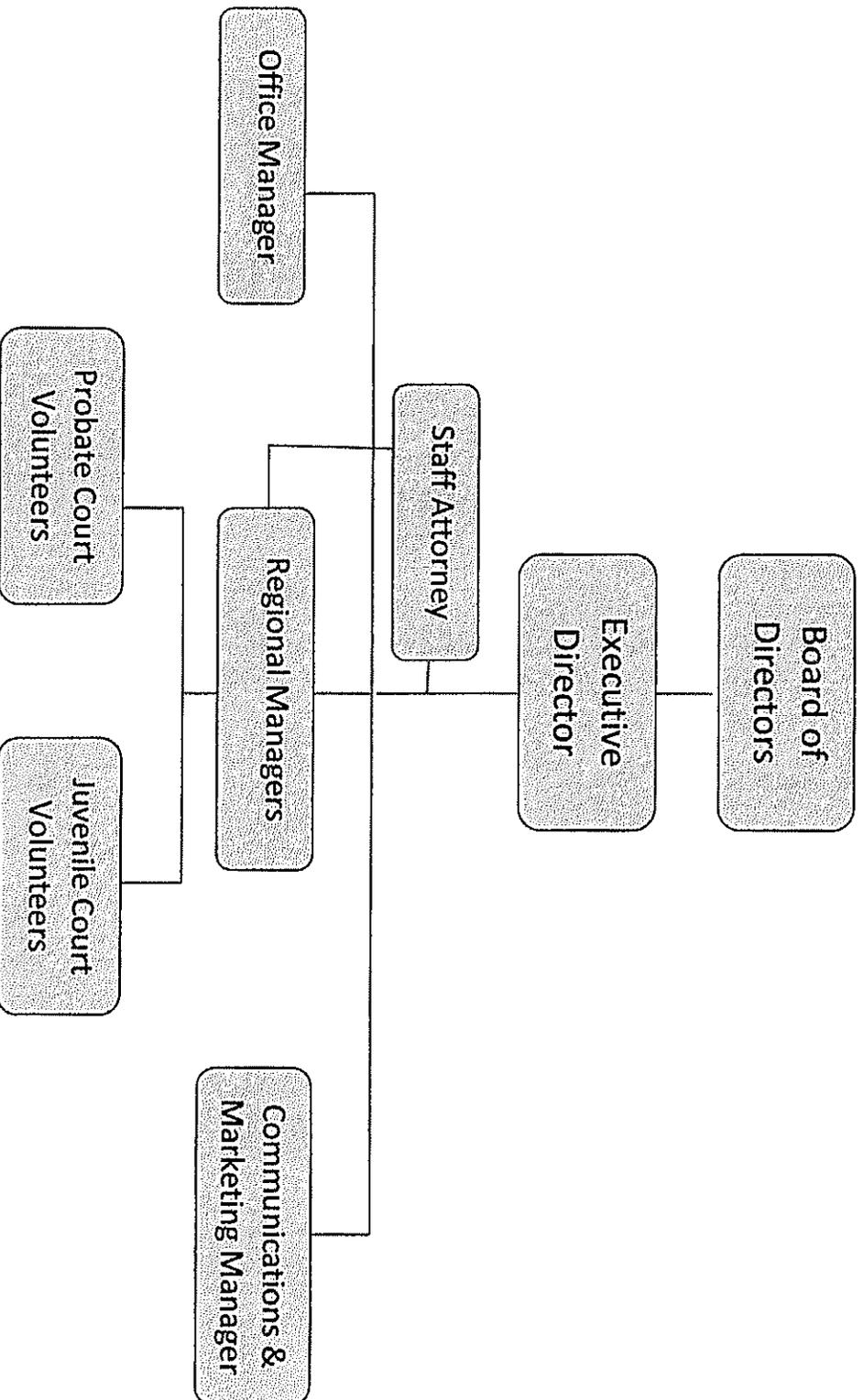
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Business: Deutsche Bank
New York, NY

Colleen Rankine, Ph.D, LPC
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East Hartford, CT 06118
(860) 913-9823
colleen.rankine@aol.com
Business: Community Health Center Assoc. of CT
Cheshire, CT

Aliya Vandal
Residence: 164 Farms Village Road
West Simsbury, CT 06092
(860) 690-3887
aliya.g.vandal@gmail.com
Business: The Jackson Laboratory
Farmington, CT

CHILDREN IN PLACEMENT-CT, INC



Stephen L. Rudof

Married 55 years

One son - Public Defender in Massachusetts, 2000-2018, presently in private practice

Two grandchildren

B.A. University of Pennsylvania

MBA – Temple University

1968-1998 – PERKIN ELMER CORPORATION

Various executive positions in finance and administration including the board for charitable funds distribution

B'nai Brith – 1969 to 1984, various board positions including President

B'nai Brith Youth Organization - advisor

Various synagogue committees from 1973 including treasurer from 2000 to present

Children in Placement

1998-2008 Guardian ad Litem

2008 to present, Board Member and Treasurer

JANET FREIMUTH

Address: 583 Ridgewood Road, Middletown, CT 06457

Phone: 860.573.0941 Email: pjfreimuth@yahoo.com

Areas of Focus: Nonprofit Operations/Administration

☛ QUALIFICATIONS PROFILE ☛

Accomplished, organized, and results-driven professional with extensive experience in operations and administrative management, complemented with strong background in program development and quality service.

Expert at identifying business opportunities, developing effective strategies, and enhancing fiscal resources and procedures to achieve company goals. Adept at determining and implementing process improvements to boost the competitive position of the organization. Known for strong interpersonal skills in cultivating and maintaining long-term relationships and communicating with all levels of individuals.

☛ AREAS OF EXPERTISE ☛

Organizational and Community Leadership ~ Regulatory Compliance ~ Policy Design and Implementation
Budget and Fund Development ~ Information Administration ~ Staff Supervision

☛ PROFESSIONAL EXPERIENCE ☛

CHILDREN IN PLACEMENT • New Haven, CT

Executive Director

2017-

- Maintained active involvement in all programs and services Statewide, and broadened knowledge of all programs focusing on prevention, foster care, guardian ad litem training and support, and effective systems to address gaps in Connecticut's Child Welfare programs
- Administered the preparation and submission of annual operational budget, control of budget, and reporting of accurately on progress made and challenges encountered
- Held responsibility in cultivating and managing existing relationships with funders and partners to secure and expand recurring revenue streams
- Carried out programmatic leadership and input for all strategic plan implementation processes with the chief executive officer and staff, while coaching program directors on the execution of strategic plan and transition program operations

Career Highlights:

- ✓ Led the comprehensive reorganization of the agency in better support of staff through succinct protocols for supervision, compliance, and staff development by identifying needs, resources, and restructuring
- ✓ Identified gaps in the agency and service areas and worked to build resources to meet them,

EDUCATION DEVELOPMENT CENTER • Waltham, MA

Director, Contracts and Finance

2010-2016

- Effectively handled a nationwide, federal contract in excess of \$15M annually and supported over 200 staff
- Directed the development performance indicators in evaluating budget and contract performance and compliance; and comprehensive policies and processes for center operations
- Took charge of constructing and managing multiple subcontracts, ranging from \$2,500 to \$1.5M annually

Career Highlights:

- ✓ Significantly boosted the use of small business and enforced protocols for increased compliance and procurement procedures and contracts
- ✓ Served as driving force behind the successful management and acquisition of annual funding in accordance with federal regulations

CATHOLIC CHARITIES, ARCHDIOCESE OF HARTFORD • Hartford, CT

Director of Programs and Community Relations

2007-2010

- Fulfilled a wide array of functions, including administering program and services, providing quality assurance, compliance, and policy implementation, and guaranteeing efficient service delivery capability
- Conducted statistical analysis on program performance, program development and projections
- Drove strategic efforts in developing financial resources and volunteer leadership in support to the mission of the agency

JANET FREIMUTH

Address: 583 Ridgewood Road, Middletown, CT 06457
Phone: 860.573.0941 Email: pjfreimuth@yahoo.com

Career Highlights:

- ✓ Successfully handled the budget in excess of \$5M for complex and various programs, including mental health, treatment, justice, child support, and emergency food and shelter programs
- ✓ Improved compliance, funding, and awareness of programs in New Haven and Litchfield Counties

INTERNATIONAL COALITION FOR CHILDREN AND THE ENVIRONMENT • Norwich, CT

2003-2007

Executive Director

- Spearheaded the planning and implementation of policies, objectives, and activities of the organization, while reporting requirements in adherence to board of directors and managing operational, programmatic, and fiscal performance
- Communicated vision and objectives of the organization to the public, associations, government agencies, community groups, and funders
- Exhibited proficiency in coordinated funding and program development opportunities
- Strategically established and managed comprehensive statewide urban environmental youth initiative, statewide youth conference, environmental forums, and international coordination of concurrent programs

Career Highlights:

- ✓ Generated funds to support statewide initiatives, which included food security programs, urban gardening, and nature learning parks to empower youth
- ✓ Drove youth initiatives in Ghana, Kenya, Liberia, Nigeria, Rwanda, and South Africa in collaboration with African countries.

Earlier Positions Held:

MASHANTUCKET PEQUOT TRIBAL NATION • Mashantucket, CT

Work/Life Coordinator

YOUNG EXPRESSIONS DAY NURSERY • Vernon, CT

Founder/Director

✦ EDUCATION ✦

Graduate Study in Special Education, BOSTON UNIVERSITY • Boston, MA
Master of Science in Elementary Education, CENTRAL CONNECTICUT STATE UNIVERSITY • New Britain, CT
Bachelor of Science in Business Administration, ROBERT MORRIS UNIVERSITY • Pittsburgh, PA

✦ ACTIVITIES ✦

Parish Council, St. Mary Parish, 2018-Present
Fellow, Children's Defense Fund, 2018-Present
Chair, HART Education Committee, 2018-Present
Secretary, St. Joseph's Finance Committee, 2015-2017
Treasurer, Northwest Community Council, 20099
Council Member, Milford United Way Executive Council, 2008-2009
Board Chair, Emergency Food and Shelter Program, 2008-2009
Council Member, Meriden/Wallingford DCF Advisory Council, 2007-2009
Contributing Member, New Haven Health and Services Committee, 2007-2009
Child and Youth Coordinator, United Nations Environmental Program, 2005-2006
Board of Directors, Capital Region Workforce Development Board, 2002 and 2003

what insuring agency.

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

EXHIBIT 3 Non-profit Determination

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

EXHIBIT 4 List of Board of Directors

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

EXHIBIT 5 Organizational Chart

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

EXHIBIT 6 Resumes of Chief Program Administrator and Chief Fiscal Officer

EXHIBIT 7 Conflict of Interest Disclosure

Form attached.

PART V: CONFLICT OF INTEREST QUESTIONNAIRE

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2021-2022 PROGRAM YEAR**

Federal, State, and City law prohibits employees and public officials of the City of Norwich from participating on behalf of the City in any transaction in which they have a financial interest. This questionnaire must be completed and submitted by each applicant for Community Development Block Grant (CDBG) funding. The purpose of this questionnaire is to determine if the applicant, or any of the applicant's staff, or any of the applicant's Board of Directors would be in conflict of interest.

1. Is there any member(s) of the applicant's staff or any member(s) of the applicant's Board of Directors or governing body who is or has/have been within one year of the date of this questionnaire (a) a City employee or consultant, or (b) a City Council member, or (c) a member of the Community Development Advisory Committee (CDAC) member? Yes No

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, City Council member, CDAC member or other official (named)

2. Will the CDBG funds requested by the applicant be used to award a subcontract to any individual(s) or business affiliate(s) who is/are currently or has/have been within one year of the date of this questionnaire a City employee, consultant, City Council person or Community Development Advisory Committee member? Yes No

If yes, please list the name(s) and information requested below:

Name of person	Job Title of person	Indicate City employee, consultant, City Council member, CDAC member or other official (named)

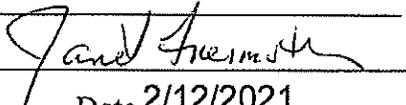
3. Is there any member(s) of the applicant's staff or member(s) of the applicant's Board of Directors or other governing body who are business partners or family members of a City employee, consultant, City Council person, Community Development Advisory Committee member? Yes No

If yes, please identify below the City employee, consultant, or Council member with whom each individual has family or business ties.

Name of member	Name of City employee, Consultant, City Council member, CDAC member or other official (named)	Indicate type of tie (Family or Business)	If family, indicate relationship

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

Name of Applicant: Janet Freimuth

Signature of Applicant's Representative 

Title Executive Director

Date 2/12/2021

**HUD REGULATION REGARDING CONFLICT OF INTEREST
(NOT REQUIRED TO BE SUBMITTED WITH APPLICATION)**

24 CFR § 570.611 Conflict of interest

(a) Applicability. (1) In the procurement of supplies, equipment, construction, and services by recipients and by sub recipients, the conflict of interest provisions in 24 CFR 85.36 and 24 CFR 84.42, respectively, shall apply. (2) In all cases not governed by 24 CFR 85.36 and 84.42, the provisions of this section shall apply. Such cases include the acquisition and disposition of real property and the provision of assistance by the recipient or by its subrecipients to individuals, businesses, and other private entities under eligible activities that authorize such assistance (e.g., rehabilitation, preservation, and other improvements of private properties or facilities pursuant to Sec. 570.202; or grants, loans, and other assistance to businesses, individuals, and other private entities pursuant to Sec. 570.203, 570.204, 570.455, or 570.703(i)).

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

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

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

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

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

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

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

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

OUTCOME RELATED DEFINITIONS

Inputs

Inputs are resources dedicated to or consumed by the program. They are “what we invest – Time, Money, Partners, Equipment, Facilities, etc.

Ex: 1 Full-time equivalent (FTE) will be required to counsel X clients.

Outputs

Outputs are direct products of program activities and usually are measured in terms of the volume of work accomplished. “What we do or Who We Reach” Workshops, Publications, Field days, Equipment; Customers, Participants, etc.

Ex: We trained X participants (activity) and Y (output) graduated.

Activities

Activities are what the program does with the inputs to fulfill its mission. Activities include the strategies, techniques and types of treatment that comprise the program’s service methodology.

Ex: Recruit X participants, Train X employees, Open X Bank Accounts, X people are screened for public benefits, X% of clients are screened, X% of participants are trained, etc.

Outcomes

Outcomes are the benefits for participants during and after program activities.

Ideal outcomes include changes in:

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

Interim Term: Behaviors, Practices, Policies, Procedures

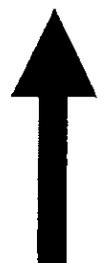
Long Term: Environment, Social Conditions, Economic Conditions,
Political Conditions,

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

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

EXAMPLE:

OUTCOME: People Gain Employment				Finish
<i>Long Term Outcome: Attain Employment</i>	2019- Actual	Estimated 2020	2021 Anticipated	
Total Number of Participants:	20	30	33	
Total Number of Participants Achieving Outcome:	15	25	20	



Percent Who Achieved Outcome:	75.0%	83.3%	60.6%	
<i>Interim Outcome: Graduate from Training</i>				
Total Number of Participants:	22	35	40	
Total Number of Participants Achieving Outcome:	20	30	33	
Percent Who Achieved Outcome:	90.9%	85.7%	82.5%	
<i>Short Term Outcome: People Enroll in Training</i>				
Total Number of Participants:	30	40	52	
Total Number of Participants Achieving Outcome:	22	35	40	
Percent Who Achieved Outcome:	73.3%	87.5%	76.9%	
<i>Output: People Screened for Program</i>				
Total Number of Participants:	40	50	65	
Total Participants that are Norwich Residents:	30	40	52	Start
Total Number of Participants Achieving Outcome:	30	40	52	
Percent Who Achieved Outcome:	100.0%	100.0%	100.00%	

Section 3 Contractor Affidavit

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

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

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

 Is a Section 3 Business Concern (Please read, review and implement necessary items in document entitled "Section 3 Requirements")

 Is **NOT** a Section 3 Business Concern but the contract for work will require my business or sub-contractor to hire, train, or educate a new employee. (Please read, review and implement necessary items in document entitled "Section 3 Requirements")

X Is **NOT** a Section 3 Business Concern and the contract for work will **NOT** require my business or sub-contractor to hire, train or educate a new employee. (No further action is necessary unless an employee is hired during the contract period)

Janet Freimuth
Authorized Signer

2/12/2021
Date

Janet Freimuth
Print Name

CHILDREN IN PLACEMENT, INC.

FINANCIAL STATEMENTS
(Reviewed)

JUNE 30, 2020

CHILDREN IN PLACEMENT, INC.

FINANCIAL STATEMENTS

JUNE 30, 2020

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Statement of Cash Flows	6
Notes to Financial Statements	7-13

**CARTER
HAYES**
+ ASSOCIATES, P.C.
established 1988

**CERTIFIED
PUBLIC
ACCOUNTANTS**

1970 WHITNEY AVENUE
BLDG. #2
HAMDEN, CT 06517

(203) 287-3990
Fax (203) 287-3995
www.carterhayes.com

INDEPENDENT ACCOUNTANTS' REVIEW REPORT

To the Board of Directors
Children in Placement, Inc.
New Haven, Connecticut

We have reviewed the accompanying financial statements of Children in Placement, Inc. (a nonprofit organization), which comprise the statement of financial position as of June 30, 2020, and the related statements of activities, functional expenses and cash flows for the year then ended, and the related notes to the financial statements. A review includes primarily applying analytical procedures to management's financial data and making inquiries of management. A review is substantially less in scope than an audit, the objective of which is the expression of an opinion regarding the financial statements as a whole. Accordingly, we do not express such an opinion.

Management's Responsibility for the Financial Statements

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

Accountants' Responsibility

Our responsibility is to conduct the review engagement in accordance with Statements on Standards for Accounting and Review Services promulgated by the Accounting and Review Services Committee of the AICPA. Those standards require us to perform procedures to obtain limited assurance as a basis for reporting whether we are aware of any material modifications that should be made to the financial statements for them to be in accordance with accounting principles generally accepted in the United States of America. We believe that the results of our procedures provide a reasonable basis for our conclusion.

Accountants' Conclusion

Based on our review, we are not aware of any material modifications that should be made to the accompanying financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America.

Summarized Comparative Information

We have previously reviewed Children in Placement, Inc.'s June 30, 2019 financial statements and in our conclusion dated September 5, 2019, stated that based on our review, we were not aware of any material modifications that should be made to the June 30, 2019 financial statements in order for them to be in accordance with accounting principles generally accepted in the United States of America. We are not aware of any material modifications that should be made to the summarized comparative information presented herein as of and for the year ended June 30, 2019, for it to be consistent with the reviewed financial statements from which it has been derived.

Carter, Hayes + Associates, P.C.

Hamden, Connecticut
September 23, 2020

CHILDREN IN PLACEMENT, INC.
STATEMENT OF FINANCIAL POSITION
JUNE 30, 2020
(With Comparative Totals as of June 30, 2019)

ASSETS

	2020	2019
CURRENT ASSETS		
Cash	\$ 127,839	\$ 27,389
Investments, market value	2,141	2,986
Government grants receivable	11,397	8,974
Prepaid expenses	3,805	6,474
<i>Total current assets</i>	145,182	45,823
 OTHER ASSETS		
Beneficial interest in assets held by community foundation	8,459	8,588
Security deposit	2,069	2,069
	10,528	10,657
	\$ 155,710	\$ 56,480

LIABILITIES AND NET ASSETS

	2020	2019
CURRENT LIABILITIES		
Accounts payable and accrued expenses	\$ 31,469	\$ 20,306
Loan payable	10,000	-
Refundable advance	59,639	-
Deferred revenue	-	1,000
<i>Total current liabilities</i>	101,108	21,306
 NET ASSETS		
Without donor restrictions	37,980	4,447
With donor restrictions	16,622	30,727
	54,602	35,174
	\$ 155,710	\$ 56,480

See Independent Accountants' Review Report and Notes to Financial Statements.

CHILDREN IN PLACEMENT, INC.

STATEMENT OF ACTIVITIES

YEAR ENDED JUNE 30, 2020

(With Comparative Totals for Year Ended June 30, 2019)

	<u>2020</u>			
	<u>Without Donor Restrictions</u>	<u>With Donor Restrictions</u>	<u>Total</u>	<u>2019</u>
OPERATING SUPPORT AND REVENUE				
Governmental grants	\$ 289,934	\$ -	\$ 289,934	\$ 270,810
Donated professional services	328,025	-	328,025	334,750
Contributions	134,668	7,500	142,168	180,349
In-kind rent	20,000	-	20,000	20,000
Special fundraising events, net	10,408	-	10,408	4,192
Investment income	(723)	223	(500)	466
Net assets released from restrictions:				
Pursuant to endowment spending- rate distribution formula	352	(352)	-	-
Purpose restriction	<u>21,476</u>	<u>(21,476)</u>	-	-
<i>Total operating support and revenue</i>	<u>804,140</u>	<u>(14,105)</u>	<u>790,035</u>	<u>810,567</u>
EXPENSES				
Program Services	654,069	-	654,069	679,396
Management and general	65,505	-	65,505	69,974
Fundraising	<u>51,033</u>	<u>-</u>	<u>51,033</u>	<u>69,439</u>
<i>Total expenses</i>	<u>770,607</u>	<u>-</u>	<u>770,607</u>	<u>818,809</u>
CHANGES IN NET ASSETS	33,533	(14,105)	19,428	(8,242)
NET ASSETS, beginning of year	<u>4,447</u>	<u>30,727</u>	<u>35,174</u>	<u>43,416</u>
NET ASSETS, end of year	<u>\$ 37,980</u>	<u>\$ 16,622</u>	<u>\$ 54,602</u>	<u>\$ 35,174</u>

See Independent Accountants' Review Report and Notes to Financial Statements.

CHILDREN IN PLACEMENT, INC.
STATEMENT OF FUNCTIONAL EXPENSES
YEAR ENDED JUNE 30, 2020
(With Comparative Totals for Year Ended June 30, 2019)

	2020			Total	2019
	Program	Management and general	Fundraising		
Salaries	\$ 229,811	\$ 46,758	\$ 41,272	\$ 317,841	\$ 349,475
Payroll taxes	22,249	4,527	3,997	30,773	32,596
Employee benefits	9,689	1,971	1,741	13,401	14,951
Professional fees	328,025	6,123	-	334,148	342,127
Rent	33,164	731	731	34,626	34,353
Utilities	11,252	625	625	12,502	13,259
Office supplies and expenses	6,110	602	1,958	8,670	7,422
Travel and training	4,381	284	425	5,090	7,206
Miscellaneous	2,023	1,756	23	3,802	6,258
Printing and copying	4,697	261	261	5,219	5,114
Insurance	2,668	1,602	-	4,270	4,035
Interest	-	265	-	265	2,013
Total expenses	<u>\$ 654,069</u>	<u>\$ 65,505</u>	<u>\$ 51,033</u>	<u>\$ 770,607</u>	<u>\$ 818,809</u>

See Independent Accountants' Review Report and Notes to Financial Statements.

CHILDREN IN PLACEMENT, INC.

STATEMENT OF CASH FLOWS

YEAR ENDED JUNE 30, 2020

(With Comparative Totals for Year Ended June 30, 2019)

	<u>2020</u>	<u>2019</u>
CASH FLOWS FROM OPERATING ACTIVITIES		
<i>Increase (decrease) in net assets</i>	\$ 19,428	\$ (8,242)
Adjustments to reconcile changes in net assets to net cash provided by (used in) operating activities:		
Unrealized loss on investments	845	48
Change in beneficial interest in assets held by community foundation	129	228
(Increase) decrease in:		
Government grants receivable	(2,423)	2,766
Prepaid expenses	2,669	(620)
Increase (decrease) in:		
Accounts payable and accrued expenses	11,163	983
Refundable advance	59,639	-
Deferred revenue	<u>(1,000)</u>	<u>500</u>
<i>Net cash provided by (used in) operating activities</i>	<u>90,450</u>	<u>(4,337)</u>
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from loan payable	10,000	-
Advances on line of credit	30,000	33,500
Repayment of line of credit advances	<u>(30,000)</u>	<u>(33,500)</u>
<i>Net cash provided by financing activities</i>	<u>10,000</u>	<u>-</u>
NET INCREASE (DECREASE) IN CASH	100,450	(4,337)
CASH, beginning	<u>27,389</u>	<u>31,726</u>
CASH, ending	<u>\$ 127,839</u>	<u>\$ 27,389</u>
SUPPLEMENTAL DISCLOSURE OF CASH FLOW INFORMATION		
Operating activities reflect cash paid during the year for:		
Interest	<u>\$ -</u>	<u>\$ 2,013</u>

See Independent Accountants' Review Report and Notes to Financial Statements.

CHILDREN IN PLACEMENT, INC.
NOTES TO FINANCIAL STATEMENTS

JUNE 30, 2020

(See Independent Accountants' Review Report)

1. Nature of Organization and Summary of Significant Accounting Policies

Nature of Organization

Children in Placement, Inc. ("CIP") is a non-for-profit corporation organized under the laws of the state of Connecticut for the purpose of providing advocacy, monitoring and guardian ad litem services to children placed in Connecticut's foster care system.

Net Assets

Net assets, revenues, gains, and losses are classified based on the existence or absence of donor or grantor imposed restrictions. Accordingly, net assets and changes therein are classified and reported as follows:

Net Assets Without Donor Restrictions

Net assets available for use in general operations and not subject to donor (or certain grantor) restrictions.

Net Assets With Donor Restrictions

Net assets subject to donor-imposed (or certain grantor-imposed) restrictions. Some donor-imposed restrictions are temporary in nature, such as those that will be met by the passage of time or other events specified by the donor. Other donor-imposed restrictions are perpetual in nature, where the donor stipulates that resources be maintained in perpetuity. Contributions restricted by donors are reported as increases in net assets without donor restrictions if the restrictions expire (that is, when a stipulated time restriction ends or purpose restriction is accomplished) in the reporting period in which the revenue is recognized. All other donor-restricted contributions are reported as increases in net assets with donor restrictions, depending on the nature of the restrictions. When a restriction expires, net assets with donor restrictions are reclassified to net assets without donor restrictions and reported in the statements of activities as net assets released from restrictions.

Basis of Accounting

The accompanying financial statements have been prepared on the accrual basis of accounting in accordance with U.S. generally accepted accounting principles (GAAP).

Comparative Financial Information

The accompanying financial statements include certain prior-year summarized comparative information in total but not by net asset class. Such information does not include sufficient detail to constitute a presentation in conformity with accounting principles generally accepted in the United States of America (GAAP). Accordingly, such information should be read in conjunction with our reviewed financial statements for the year ended June 30, 2019, from which the summarized information was derived.

CHILDREN IN PLACEMENT, INC.

NOTES TO FINANCIAL STATEMENTS, Continued

Recognition of Support and Revenue

Contributions of cash, securities or other assets, an unconditional promise to give, or a notification of a beneficial interest is received are recognized as support when received.

A contribution or promise to give is conditional if it has both of the following:

- one or more barriers that must be overcome before a recipient is entitled to the assets transferred or promised, and
- a right of return to the contributor for assets transferred (or for a reduction, settlement, or cancellation of liabilities) or a right of release of the promisor from its obligation to transfer assets (or reduce, settle, or cancel liabilities).

Conditional promises to give are not recorded until the conditions on which they depend have been substantially met. Conditional contributions received prior to the conditions on which they depend being substantially met are reported as refundable advances in the statement of financial position.

Entitlement to government cost reimbursement grants and contracts are conditioned upon certain performance requirements and/or the incurrence of allowable qualifying expenses. Amounts received are recognized as revenue when expenditures are incurred in compliance with specific contract or grant provisions. Amounts received prior to incurring qualifying expenditures are reported as deferred grant revenue in the statement of financial position.

Use of Estimates

Management uses estimates and assumptions in preparing financial statements. Those estimates and assumptions affect the reported amounts of assets and liabilities, the disclosure of contingent assets and liabilities and the reported revenues and expenses. Actual results could vary from the estimates that are used.

Beneficial Interest in Assets Held by Community Foundation

CIP has transferred assets to The Community Foundation for Greater New Haven (the "Foundation") which is holding them as endowed component funds for the benefit of the Organization. CIP has granted variance power to the Foundation which allows the Foundation to use the funds for other purposes in certain situations. The funds are held and invested by the Foundation for CIP's benefit and are reported at fair value in the statement of financial position. Distributions reduce the fund's balance and changes in fair value are recognized in the statement of operations.

Furniture, Equipment and Depreciation

Donated property is stated at fair market value as determined by management at the date contributed. Property purchased is recorded at cost. CIP's policy is to capitalize property with an original cost or, if donated, the fair value at the date of donation of \$2,000 or more. Depreciation is computed by the straight-line method over the estimated useful lives of the respective assets.

As of June 30, 2020, none of the property donated to or purchased by CIP exceeded the capitalization threshold of \$2,000.

CHILDREN IN PLACEMENT, INC.

NOTES TO FINANCIAL STATEMENTS, Continued

Investments

Investments in marketable securities are stated at fair market value in the statement of financial position. As of June 30, 2020, marketable securities consisted of 24 shares of publicly traded stock with a market value of \$2,141. FASB ASC 820, *Fair Value Measures and Disclosures*, establishes and prioritizes three levels of input that may be used to measure fair value. This investment's fair value is measured at Level 1, quoted prices in active markets for identical assets or liabilities.

Functional Allocation of Expenses

The costs of program and supporting services activities have been summarized on a functional basis in the statement of activities. The statement of functional expenses presents the natural classification detail of expenses by function. Accordingly, certain costs have been allocated among the programs and supporting services benefited. Such allocations are determined by management using a reasonable basis that is consistently applied. The expenses that are allocated include rent and utilities, which are allocated on a square footage basis, as well as salaries, payroll taxes and benefits, professional services and office expenses, which are allocated on the basis of estimates of time and effort.

Donated Services and In-Kind Contributions

The Organization recognizes donated rent from the Connecticut Superior and Probate Courts at the estimated fair value at the date of donation. During the year ended June 30, 2020 donated rent of \$20,000 was recognized in the accompanying financial statements.

CIP recruits, trains, and supervises an ethnically and racially diverse pool of local volunteers to become Guardian Ad Litem ("GAL") in Connecticut courts. After undergoing rigorous screening and criminal background and sex offender registry checks, GAL volunteers then complete 40 hours of intense training before their case assignments and 12 hours of in-service training for each subsequent year. GALs are authorized by the court to investigate the needs of the whole child, including interviewing the child, biological and foster parents, educators, healthcare providers, therapists, and others who influence the child's life. GAL volunteers provide continuity by staying with the child until the case is resolved.

CIP has recognized the value of the services provided by GALs in the financial statements since the GALs possess a specialized skill and CIP would have to otherwise purchase these services. For the year ended June 30, 2020, CIP has recognized donated services of \$328,025 based upon total GAL volunteer hours of 13,121 valued at \$25 per hour.

Income Taxes

Children in Placement, Inc., a not-for-profit organization operating under section 501(c)(3) of the Internal Revenue Code, is generally exempt from federal, state and local taxes and, accordingly, no provision for income taxes is recorded in the financial statements.

CHILDREN IN PLACEMENT, INC.

NOTES TO FINANCIAL STATEMENTS, Continued

CIP accounts for uncertainty in income taxes in accordance with FASB ASC 740, Accounting for Uncertainty in Income Taxes. The Organization believes that there are no uncertain tax position with any of its open tax years and has no open tax years prior to the year ended June 30, 2017. CIP's tax returns are subject to examination, generally for three years after they are filed.

Concentrations of Credit Risk

CIP's financial instruments that are exposed to concentrations of credit risk consist primarily of cash, and grants and contracts receivable.

Cash

CIP places its cash deposits with high credit-quality institutions and such deposits may exceed federal depository insurance limits. The Organization believes it is not exposed to any significant credit risk on cash.

Grants and Contracts Receivable

Grants and contracts receivable are evidenced by signed contracts with a variety of state and local governments. Based on historical experience, management believes these receivables represent negligible credit risk. Accordingly, management has not established an allowance for potential credit losses.

Support and Revenue Concentrations

CIP receives a significant portion of its support and revenue from state and local grants, all of which are subject to reduction or termination in future years. For the year ended June 30, 2020, 66% of the Organization's operating support and revenue received (excluding donated services and in-kind rent) was under grants and contracts with state and local governments. Any significant reduction in these contracts could have an adverse impact on CIP's program services.

Disclosure of Subsequent Events

Management has evaluated subsequent events through September 23, 2020, the date the financial statements were available to be issued. Management is not aware of any events subsequent to the statement of financial position date which would require additional adjustment to, or disclosure in, the accompanying financial statements.

2. Beneficial Interest in Assets Held by Community Foundation

CIP uses the net asset value ("NAV") per share, or its equivalent, as a practical expedient to estimate the fair value of investments held by The Community Foundation for Greater New Haven, which don't have a readily determinable fair value. Investments that are measured at fair value using NAV per share as a practical expedient are not classified in the fair value hierarchy.

Investments are held, invested, and managed by The Community Foundation for Greater New Haven (the "Foundation"). The investment strategy on the investments measured at NAV is a total return approach, which does not distinguish between asset's yield and appreciation, but rather on the total expected return of the assets over the long-term. The investments at the Foundation follow an asset allocation of allocation of 48% equities, 32% alternative investments, and 20% bonds.

CHILDREN IN PLACEMENT, INC.

NOTES TO FINANCIAL STATEMENTS, Continued

Endowment

The Foundation establishes an annual distribution based upon the Foundation's spending policy. The current spending policy is equal to the greater of: a) fixed percentage (currently 5.5%) of the endowment assets available for investment based on a trailing five-year moving average; or b) four and one-quarter percent (4.25%) (the "Floor") of the market valuation of the endowment assets at the end of the most recent calendar quarter; provided however in no event shall the Foundation spend more than five and three-quarters percent (5.75%) (the "Cap") of the market valuation of the endowment at the end of the most recent calendar quarter.

For the year ended June 30, 2020, the CIP's endowment activity follows:

Balance at June 30, 2019	\$8,588
Investment income	223
Distribution	<u>(352)</u>
Balance at June 30, 2020	<u>\$8,459</u>

3. Liquidity and Availability

Financial assets available for general expenditures, that is, without donor or other restrictions limiting their use, within one year of the balance sheet date, comprise the following:

Financial assets:	
Cash	\$127,839
Investments, market value	2,141
Government grants receivable	11,397
Beneficial interest in assets held by community foundation	<u>8,459</u>
Total financial assets	149,836
Less amounts not available to be used within one year:	
Net assets subject to spending policy	<u>(8,459)</u>
Financial assets available to meet general expenditures within one year	<u>\$141,377</u>

In addition to the financial assets available, the Organization operates with a balanced budget and anticipates sufficient revenue to cover general expenditures as they come due.

4. Employee Benefit Plan

The Organization has established a 403(b) Profit Sharing Plan which covers all full time employees who are at least 18 years of age, have worked at least 1,000 hours and have six months of service. Employees may defer a portion of their salaries for deposit into an individual investment account. The Organization does not match any employee contributions.

CHILDREN IN PLACEMENT, INC.

NOTES TO FINANCIAL STATEMENTS, Continued

5. **Compensated Absences**

Employees are entitled to receive the value of up to two weeks of vacation leave incurred but unpaid upon termination. As of June 30, 2020, accrued compensated absences was \$11,525 and is included in accounts payable and accrued expenses in the statement of financial position.

6. **Line of Credit**

In August 2019, CIP received a line of credit of \$30,000 from a related party. The line of credit is unsecured and amounts advanced accrue interest at the rate of 1.85% per annum. All amounts outstanding, including accrued interest, are due August 24, 2020. CIP received advances of \$30,000 that it repaid by June 30, 2020. Interest expense of \$265 has been accrued and is included in accounts payable and accrued expenses at June 30, 2020 in the statement of financial position.

7. **Note Payable**

In May 2020, CIP received a \$10,000 loan from the Connecticut Department of Economic and Community Development through the Small Business Express Connecticut Recovery Bridge Loan program. The loan is non-interest bearing, unsecured and principal is due May 15, 2021. CIP's Executive Director has personally guaranteed repayment.

8. **Paycheck Protection Program**

Congress established the Paycheck Protection Program (PPP) to provide relief to small businesses (including tax-exempt not-for-profits) during the coronavirus pandemic as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. PPP funds are provided as forgivable loans that will be forgiven as long as loan proceeds are used to cover payroll, mortgage interest, rent, and utilities.

CIP applied for and, on May 1, 2020, received \$70,751 in PPP funds. The Organization anticipates that all of the PPP funds will be spent on eligible costs and will be forgiven in full. CIP has accounted for the PPP funds as a conditional contribution and as such, has recognized the PPP funds as contribution revenue as eligible costs have been incurred. For the year ended June 30, 2020, \$11,112 has been recognized as contribution revenue and \$59,639 has been recorded as a refundable advance.

9. **Net Assets**

Net assets with donor restrictions as of June 30, 2020 consisted of the following:

Endowments subject to spending policy:	
Original donor-restricted donations required to be maintained in perpetuity	\$ 5,065
Accumulated investment gains	<u>3,394</u>
	8,459
Subject to expenditure for specified purpose:	
Youth Sponsorship program	<u>8,163</u>
Total net assets with donor restrictions	<u>\$16,622</u>

CHILDREN IN PLACEMENT, INC.

NOTES TO FINANCIAL STATEMENTS, Continued

10. Operating Lease

In November 2013, the Organization entered into a lease agreement to rent office space at 155 East Street, New Haven, Connecticut. The lease commenced November 15, 2013 for an initial two year term ending November 15, 2015. CIP has exercised options to extend the lease multiple times. For the period December 1, 2018 through November 30, 2019, monthly rent was \$1,199. Effective December 1, 2019, the lease was extended for two years. Monthly rent will be \$1,229 for the period December 1, 2019 through November 30, 2020 and \$1,266 for the period December 1, 2020 through November 30, 2021.

For the year ended June 30, 2020, rent expense (excluding in-kind rent) was approximately \$14,600. Future minimum lease payments are approximately \$15,000 for the year ending June 30, 2021 and approximately \$6,300 for the year ending June 30, 2022.

11. COVID-19

In December 2019, an outbreak of a novel strain of coronavirus (COVID-19) originated in Wuhan, China and has since spread to other countries, including the U.S. On March 11, 2020, the World Health Organization characterized COVID-19 as a pandemic. On March 20, 2020, Connecticut Governor ordered "Stay Safe, Stay Home" restrictions on all workplaces for non-essential business and has instituted a three phase plan to fully lift these restrictions. Currently, Connecticut is in the second phase. There has been no immediate impact to CIP's operations. Future potential impacts may include reductions in sources of support, revenue, return on investments and/or distributions from endowments. The future effects of these issues are unknown.