

CITY OF NORWICH
COMMUNITY DEVELOPMENT BLOCK GRANT • APPLICATION FOR FUNDING
PUBLIC SERVICES

PROGRAM YEAR 2023 (PY 49) • SEPTEMBER 1, 2023 – AUGUST 31, 2024

DUE: Friday February 10th, 2023 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:

sphelps@cityofnorwich.org (Sydney Phelps, Community Development Director)

tcurtis@cityofnorwich.org (Tianne Curtis, Program Assistant)

PART I: GENERAL INFORMATION

AGENCY: Madonna Place, Inc.

LEGAL NAME
 (if different from Agency) _____

ADDRESS: 240 Main Street
Norwich, CT 06360

E-MAIL: CSilva@MadonnaPlace.org

EXECUTIVE DIRECTOR: Claire Silva

CONTACT NAME AND TITLE: Robin Vilchez, Program Manager

TELEPHONE: (860) 886-6600 x 215

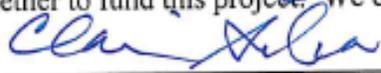
AGENCY FISCAL YEAR: 7/1 6/30
Begin End

PROGRAM OR PROJECT NAME: COPE (Community Outreach Plus Education)

CDBG REQUEST & AWARD AMOUNTS:

	REQUEST	AWARD
UPCOMING FISCAL YEAR (This Request) (September 1, 2023 – August 31, 2024)	\$ <u>15,000</u>	\$ _____
CURRENT FISCAL YEAR (Prior Year Award) (September 1, 2022 – August 31, 2023)	\$\$ <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.



EXECUTIVE DIRECTOR/DEPT. HEAD

Claire Silva
Printed Name
2/9/2023
DATE



PRESIDENT, BOARD OF DIRECTORS

Lisa Griffin
Printed Name
2/9/2023
DATE

A1: Brief history, mission, structure and membership

In 1987, a group of concerned citizens from our community came together to open Madonna Place. The vision was to create a center for disadvantaged women and children; a non-judgmental place where women could meet other mothers and learn from a nurse coordinator and each other. The philosophy was to “nurture the nurturer” by providing emotional support and resources to mothers so they would be better equipped to handle the important job of caring for their children. Those services eventually became our current day programs: Great Beginnings (GB), Fatherhood Initiative (FHI), Family Support Center (FSC), and COPE (Community Outreach Plus Education).

Today, Madonna Place is a comprehensive family support agency serving all of Eastern CT. We are recognized as a leader in the field of parent education, home visiting, and child abuse prevention services. Our Great Beginnings program uses evidence-based parent education curriculum to provide parents with information, support, skills and encouragement to help reduce the risk of poor birth outcomes and provide infant care that supports optimal child development during the crucial early years of life. Our Fatherhood Initiative program began in 1995 and is the only certified Fatherhood Program in the Eastern Region of the State. Our Family Support Center provides emergency basic needs such as food, diapers, baby formula, clothing, and school supplies to vulnerable families as well as parent education such as ESL classes and Circle of Security classes. COPE is our newest program which provides community outreach, and case management support services for current and new clients. COPE provides drop-in services that include assessment, case management and referrals for mental health, substance use disorders, educational programs, basic needs, and other supports. Care is provided with a trauma-informed focus for mental health, behavioral health, substance use disorders, and/or domestic violence issues. COPE offers a proactive approach of intervention that helps prevent crisis situations.

Madonna Place has a volunteer Board of Directors that approves the annual budget, meets monthly to oversee the agency’s financial status, actively supports the agency in fundraising efforts, and supports operations. Our administrative structure includes an Executive Director, Finance Administrative Assistant, 4 Program Managers (12 home visitors and a program assistant), a Fund Development Manager, and an Events Coordinator. Our clients are 95% very low, and low-income and many have multiple risk factors. 70% of individuals served are residents of Norwich, CT. All services are free. There is no membership structure for clients to receive care.

A2: Hours of Operation:

Madonna Place is open Monday through Friday, 9:00 am to 5:00 pm year-round.

A3: Total number of persons employed

20 staff members

A4: Name of the person responsible for compliance with Section 504 of Rehabilitation Act of 1973 - Nondiscrimination under Federal Programs:

Claire Silva, Executive Director

A5: Does Madonna Place receive more than \$500,000 of Federal Funding through any means?

No

B1: Define the problem and provide evidence to support the need for COPE

There is a need for families that require free, walk-in outreach and case-management services in Norwich for mental health, behavioral health, domestic violence, homelessness, and addiction services. However, most agencies require appointments for clients to receive care. COPE works with families that walk into the building, call for care, and/or are referred by other agencies. COPE staff utilize 3 assessment tools to quickly identify heads of households who are struggling with addiction issues, mental health disorders, and other obstacles to self-sufficiency.

On July 14, 2022, over 9 bullets were marked by police officers that responded to a shooting at 11:30 am about 50 feet away from Madonna Place's front and side doors. Families walk on that sidewalk every day.

<https://www.norwichbulletin.com/story/news/local/2022/07/14/norwich-ct-shooting-closes-roundabout-causes-multiple-injuries/65373649007/>

The chances of becoming a victim of a violent crime in Norwich is "1 in 325" compared to "1 in 617" for the state of CT. <https://www.neighborhoodscout.com/ct/norwich/crime>

"The poverty rate in Norwich, Connecticut is 4.95% higher than the Connecticut average. In Norwich, Connecticut, an estimated 10.6% of 39,670 people live in poverty." <https://www.welfareinfo.org/poverty-rate/connecticut/norwich/>

B2: Are COPE services provided by other agencies?:

Other agencies like Norwich Human Services, St. Vincent de Paul Place, UCFS, Reliance Health, SMHA, Safe Futures, etc. provide some of the services COPE provides (substance abuse, mental health support, food, housing, behavioral health, etc.) but none do so in a drop-in, comprehensive full-service early-intervention manner to prevent emergency crisis situations and address issues before they escalate. Our program is early intervention, preventative, and coordinates referral services to internal programs and external partnering agencies, which makes it truly unique. Madonna Place's COPE program provides drop-in crisis services on a daily basis.

B3: How will the program address the needs of the community and help solve the need?

In 6 months (July 2022 to December 2022), Madonna Place served a total of 400 families from all over Eastern CT (61% are from Norwich). The number of Norwich families will soon increase as COPE is coordinating classes with OIC (that will take place at Madonna Place) for Norwich families that have been charged with domestic violence.

By using evidence-based curriculum, and employing culturally responsive staff members, Madonna Place has over 30 years of experience working with high-risk, vulnerable populations and has great success at helping families become self-sufficient and prevent child abuse and neglect. Funding from Norwich CDBG (PY48) served as initial seed money to get the COPE program started. CDBG (PY49) funding will help financial stabilize COPE while Madonna Place secures additional funding streams to sustain the program.

B4: Does the program have a waiting list?

We do not currently have a waiting list for the COPE program, and our goal is to serve each drop-in client immediately as they come to us for help. Most of Madonna Place's programs can serve clients immediately. The only program that has a waiting list is our Fatherhood Initiative program.

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

The 5-year consolidated plan in Norwich was formulated to help because “Norwich suffered many years of decline” and “struggled to redefine itself amidst numerous social and economic problems.” The most recent consolidated 5-year plan addresses antipoverty, housing and homelessness, social services, mental health, children’s services, and special needs. Madonna Place’s programs are fully aligned with Norwich’s 5-year consolidated plan in area #2: “Creating Suitable Living Environments.” Madonna Place mostly serves very low and low-income families. We provide programs to support outreach, parenting education, self-sufficiency, health, mental health, safety, crisis prevention and intervention, homelessness prevention, addiction prevention, violence prevention, and antipoverty efforts. These areas are mentioned in the 5-year consolidated plan. We also help remove the barriers of transportation for families, support their health and well-being needs (including referrals for support for domestic violence, mental illness, and child abuse/neglect prevention), provide parenting training, and assistance in improving employment outcomes for our clients. COPE provides critical supports that will meet the needs of families in our area, and the program fits soundly with the goals of the 5-year consolidated plan in Norwich.

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

Madonna Place collaborates with numerous other community agencies to avoid duplication of services, make referrals, and to maximize services to clients to meet their needs. We work with Norwich Human Services/Norwich Youth and Family Services, UCFS, St. Vincent de Paul Place, Catholic Charities, SMHA, United Way, Norwich Rotary, Safe Futures School Readiness Council and Adult Education Advisory Committee (Adult Education utilizes our agency for ESL programming), the Eastern Health Collaborative, Child and Family Agency, Norwich Public Schools, DCF, DSS, Office of Early Childhood, Judicial Courts, UCFS, TVCCA, Backus Hospital, Thames River Family Program, and Reliance Health. These are some of the many collaborative partnerships we maintain to ensure we best meet the myriad of needs of our clients.

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

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

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

Through CDBG (PY48) funding, COPE has built a direct-care relationship with UCFS, Generations, and OIC. As needed, UCFS and Generations have access to utilize our available workspace (our “hot desk”) as families request assistance in applying for health insurance, and other health related services. OIC will soon begin providing classes for Norwich families that have been charged with domestic violence. COPE hopes to offer the workspace to others to build stronger collaborative relationships with area businesses and nonprofits to serve families more efficiently and effectively. Ideally, we are hoping to build a direct-care collaborative effort with TVCCA and any other agencies that are willing to have a staff member provide drop-in hours at our facility. Our COPE Program Manager has also become a strong advocate for families who are currently or will soon be homeless. Our long-term goal is to get state and federal funds to solidify a strong collaborative effort that helps make Main Street a safer area for clients to receive services, and for employees to work.

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

Madonna Place's COPE program is a relatively new program. Through a combination of funding from Norwich CDGB (PY48), CHEFA, DCF, Pfizer, and The Edward and Mary Lord Foundation COPE began in October 2022 and has already served 24 families (a total of 55 unduplicated individuals).

C2a: Location of services

The COPE program is located at Madonna Place, 240 Main Street, Norwich, CT 06360. COPE clients are referred to Madonna Place's internal programs, and also external community partner programs.

C2b: Frequency of services

Clients can participate in COPE as frequently as needed.

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

Not applicable since COPE is an existing program.

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

We anticipate serving approximately 200 Norwich families for year 2 in the COPE program (out of an estimated 1,500 total individuals served annually by the agency).

C2e: If applicable, what are the hours of operation for your program

COPE is open Monday through Friday, 9:00 a.m. to 5:00 p.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.

Zero percent will be used for administration salaries

100% of CDBG funds will be used to help pay for 2 retained direct-care employees and 1 to be hired.

CDBG funds will be used to support three new direct care positions. Administrative support will be covered under other funding sources.

Position/Title	Salary Range	CDBG Portion of Salary	Full-Time or Part-Time?	Hired as a result of Funding? (Y/N)
Program Manager	\$52,000 to \$58,000	10 %	Full-time	Y
Bilingual CHW	\$20 to \$21 per hour	10 %	Part-time	To be hired
Bilingual Case Manager	\$20 to \$21 per hour	10 %	Full-time	Y

C4: Madonna Place’s “theory of change” on specific outcomes

OUTCOME: Increased parental knowledge and skills

Long term outcome: Parents graduate from Madonna Place's FHI, FSC and GB programs	2023-2024 anticipated
Total number of participants in year 2	200
Total number of participants achieving outcome	130
Percent who achieved outcome	65%
Interim outcome: Parents participate in Madonna Place's FHI, FSC and GB programs	2023-2024 anticipated
Total number of participants in year 2	200
Total number of participants achieving outcome	140
Percent who achieved outcome	70%
Short term outcome: Parents enroll in Madonna Place's FHI, FSC and GB programs	2023-2024 anticipated
Total number of participants in year 2	200
Total number of participants achieving outcome	150
Percent who achieved outcome	75%
Output: Parents reached through COPE outreach efforts	2023-2024 anticipated
Total number of participants in year 2	200
Total number of participants achieving outcome	200
Percent who achieved outcome	100%

E1: Amount and source of leveraged funds

Madonna Place is committed to creating a safer environment for our clients and our staff. The landlords are fully supportive of the COPE program providing outreach to the community. Additional funding streams will be secured to make the program sustainable.

Funder	Amount	2023-2024
CDBG	\$ 15,000.00	PY49
Foundations	\$ 8,500.00	Applications will be submitted
State funding	\$145,000.00	Applications will be submitted

E2: If CDBG funds are reduced

If we do not receive the amount of funds requested from CDBG for this program, we will move forward with the funds we receive from other sources but will need to reduce the number of individuals served overall and the scope of the program. The less funding, the fewer members of this high-risk population we will be able to serve overall.

E3: Items that would be reduced/eliminated

We will accept any portion of funding we are able to be awarded toward this program. If less than \$15,000, we would reduce the number of clients served proportional to the amount of funding not awarded from the \$15,000 total requested.

F1: Other agencies providing similar services

As mentioned above, Madonna Place collaborates with numerous other community agencies to avoid duplication of services, make referrals and to maximize services to clients to meet their needs. Some of these programs provide the kinds of services we propose to provide to our clients through the COPE program, but not in a holistic, wrap-around manner. This is what makes our approach to this issue unique. Our partnership with others doing this kind of work will prevent duplication. We work with Safe Futures, the City (Census and Economic Development), SMHA, Norwich Rotary, Catholic Charities, St. Vincent DePaul, School Readiness Council and Adult Education Advisory Committee (Adult Education utilizes our agency for programming), Norwich Human Services/Norwich Youth and Family Services, the Eastern Health Collaborative, Child and Family Agency, Norwich Public Schools, DCF, DSS, DMHAS, Office of Early Childhood, Judicial Courts, UCFS, TVCCA, Backus Hospital, Thames River Family Program, and Reliance Health. It is unique for our Agency to provide a framework program to unite the work of all the social service providers under one umbrella for the betterment of high-risk clients and the community.

F2: Is your request for continuation of a previously funded CDBG program?

- a) Yes, CDBG PY48 funds supported the initial startup of COPE, and CDBG PY49 would help continue COPE services. Yes, Madonna Place has successfully pursued additional funding to stabilize the COPE program and will continue to pursue funding to ensure the program is offered on a long-term basis. A list of current funders is in section E1.

G. SECTION 3 REQUIREMENTS - 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 2022 Income Limits Summary									
FY 2022 Income Limit Area	FY 2022 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 (\$)	\$ 39,450	\$ 45,050	\$ 50,700	\$ 56,300	\$ 60,850	\$ 65,350	\$ 69,850	\$ 74,350
	Extremely Low Income Limits (\$)*	\$ 23,700	\$ 27,050	\$ 30,450	\$ 33,800	\$ 36,550	\$ 39,250	\$ 41,950	\$ 46,630
Median Family Income \$102,700	Low (80%) Income Limits (\$)	\$ 62,600	\$ 71,550	\$ 80,500	\$ 89,400	\$ 96,600	\$ 103,750	\$ 110,900	\$ 118,050

An estimated 95% of clients reached through the COPE program will be very low, extremely low, or low income residents. An estimate 60% of clients reached through the COPE program will be severely disabled adults, homeless, battered spouses, illiterate adults, migrant farm workers, and/or persons living with HIV/AIDS, and persons who use food banks or meals programs.

Section 3 Contractor Affidavit is signed on the next page.

Section 3 Contractor Affidavit (2021 Final Rule)

Section 3 Business Concerns are:

- At least 51 percent of the business is owned and controlled by low or very low-income persons; or
- At least 51 percent of the business is owned and controlled by current public housing residents or residents who currently live in Section 8-assisted housing; or
- Over 75 percent of the labor hours performed for the business over the prior three-month period are performed by Section 3 workers

This is to certify that Madonna Place, Inc. (print Business name)

 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)



Authorized Signer

2/10/2023
Date

Claire Silva
Print Name

PROGRAM BENEFICIARY OUTCOME STATISTICS: Section C4 lists outcomes related to COPE.

STAFFING RESOURCES:

Position/Title	Salary Range	CDBG Portion of Salary	Full-Time or Part-Time?	Hired As a Result of Funding? (Y/N)
Executive Director	\$ 100,000.00	0%	Full-Time	N
Finance Administrative Assistant	\$ 34,320.00	0%	Part-Time	N
Program Manager	\$ 55,000.00	10%	Full-Time	Y
Bilingual CHW	\$ 21,840.00	10%	Part-Time	Y
Bilingual Case Manager	\$ 43,680.00	10%	Full-Time	Y

PART III: BUDGET INFORMATION

AGENCY FINANCIAL DATA

SUPPORT & REVENUE	Current	Anticipated
	FY 22-23	FY 23-24
Program Fees		
Other Grants including foundations	\$ 252,991.00	\$ 265,640.55
Donations	\$ 106,010.00	\$ 111,310.50
CDBG	\$ 15,000.00	\$ 15,000.00
General Fund		\$ -
State and Federal Grants	\$ 1,293,102.03	\$ 1,357,757.13
Other Revenue (specify) United Way	\$ 119,957.00	\$ 125,954.85
TOTAL REVENUE	\$ 1,787,060.03	\$ 1,875,663.03

EXPENSES	Current	Anticipated
	FY 22-23	FY 23-24
Salary	\$ 999,884.54	\$ 1,049,878.77
Employee Benefits	\$ 135,256.84	\$ 142,019.68
Payroll Taxes	\$ 91,489.44	\$ 96,063.91
Professional Fees & Services	\$ 98,488.15	\$ 103,412.56
Operations/Phones/Postage	\$ 283,239.35	\$ 297,401.32
Insurance	\$ 13,009.08	\$ 13,659.53
Equipment Rental, Maintenance & Acquisition	\$ 14,910.12	\$ 14,905.63
Printing & Publication		\$ -
Travel/Conferences/Conventions	\$ 12,956.06	\$ 13,603.86
Legal Fees		\$ -
Vehicle Lease/Repair		\$ -
Other Expenses (occupancy & overhead)	\$ 137,826.45	\$ 144,717.77
Total Expenses	\$ 1,787,060.03	\$ 1,875,663.03
Balance (Total Revenue Less Expenses)	\$ -	\$ -

B. PROGRAM SPECIFIC FINANCIAL DATA

SUPPORT & REVENUE	CDBG-Funded Portion	Non-CDBG Funded Portion	% CDBG Funds used for Program
Program Fees	\$ -	\$ -	
Other grants/foundations (non-government)	\$ -	\$ 8,500.00	0%
Donations	\$ -		
CDBG	\$ 15,000.00		100%
General Fund	\$ -	\$ -	
State Government	\$ -	\$ 145,000.00	0%
Federal Government	\$ -		
Other Revenue (specify)	\$ -		
TOTAL REVENUE	\$ 15,000.00	\$ 153,500.00	9%
EXPENSES	CDBG-Funded Portion	Non-CDBG Funded Portion	% CDBG Funds used for Program
Salaries	\$ 11,208.25	\$ 101,880.58	10%
Employee Benefits	\$ 2,783.00	\$ 25,799.89	10%
Payroll Taxes	\$ 1,008.75	\$ 10,175.87	9%
Professional Services (incl. accounts and attorneys)	\$ -	\$ 5,603.47	0%
General Operations & Supplies (incl. Overhead and Printing)	\$ -	\$ 9,040.19	0%
Travel/Conferences	\$ -	\$ 1,000.00	0%
Vehicle Expense	\$ -	\$ -	
Other Expenses (specify)	\$ -	\$ -	
TOTAL EXPENSES	\$ 15,000.00	\$ 153,500.00	9%
BALANCE (total revenue less expenses)	\$ -	\$ -	

PART IV: SUPPLEMENTAL INFORMATION:

EXHIBIT 1 Financial Statement and Audit (pages 12 to 24)

Madonna Place utilizes the services of Accounting Resources of Glastonbury to provide top level financial management using QuickBooks. Accounts Payable is tracked through Bill.com which feeds into the Madonna Place financial system. Madonna Place follows all GAAP standards.

Madonna Place has an extension for the FY22 audit. A copy of our FY21 audit is enclosed.

EXHIBIT 2 Insurance/Bond/Worker's Compensation (page 25)

- Madonna Place has liability insurance coverage through The Russell Agency insurance for \$1 million.
- Madonna Place pays all payroll taxes and worker's compensation as required by Federal and State Law.
- Madonna Place does not have fidelity bond coverage for principal staff but has Board of Directors insurance.
- Our current liability insurance certificate is enclosed.

EXHIBIT 3 Non-Profit Determination (pages 26)

Madonna Place's tax-exemption determination letter from the IRS is enclosed.

EXHIBIT 4 List of Board of Directors (page 27)

A current list of the board of directors is enclosed.

EXHIBIT 5 Organizational Chart (page 28)

An organizational chart is enclosed.

EXHIBIT 6 Resumes of Chief Program Administrator (page 29)

Resumes for Claire Silva, Executive Director and

EXHIBIT 7 Conflict of Interest Disclosure (pages 30 to 31)

The signed Conflict of Interest Disclosure form is enclosed

EXHIBIT 1 Financial Statement and Audit

MADONNA PLACE, INC.
FINANCIAL STATEMENTS
JUNE 30, 2021

MADONNA PLACE, INC.

FINANCIAL STATEMENTS

JUNE 30, 2021

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DOHERTY, BEALS & BANKS, P.C.

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



INDEPENDENT AUDITOR'S REPORT

Report on the Financial Statements

We have audited the accompanying financial statements of Madonna Place, Inc., (a nonprofit organization) which comprise the statement of financial position as of June 30, 2021, 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 the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion 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 Madonna Place, Inc. as of June 30, 2021, and the changes in its net assets and cash flows for the year then ended, in conformity with accounting principles generally accepted in the United States of America.

- 1 -

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

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60 Willow St. Unit 102A | Mystic, CT 06355 | (v) 860.572.7373 | (f) 860.572.0107

Report on Summarized Comparative Information

We have previously audited Madonna Place, Inc.'s 2020 financial statements, and we expressed an unmodified audit opinion on those audited financial statements in our report dated August 19, 2020. In our opinion, the summarized comparative information presented herein as of and for the year ended June 30, 2020 is consistent, in all material respects, with the audited financial statements from which it has been derived.

Doherty, Beals, & Banks

DOHERTY, BEALS & BANKS, P.C.
New London, Connecticut

August 11, 2021

MADONNA PLACE, INC.
STATEMENT OF FINANCIAL POSITION
AS OF JUNE 30, 2021
WITH COMPARATIVE TOTALS FOR 2020

	<u>2021</u>	<u>2020</u>
ASSETS		
CURRENT ASSETS		
Cash	\$ 90,344	\$ 188,233
Investments	348,744	109,186
Contribution receivable	135,635	135,695
Grants receivable	17,338	17,353
Prepaid expenses	<u>30,390</u>	<u>26,642</u>
TOTAL CURRENT ASSETS	622,451	477,109
PROPERTY AND EQUIPMENT		
Leasehold improvements	2,098	2,098
Furniture and equipment	6,520	26,763
Less: accumulated depreciation	<u>(8,618)</u>	<u>(28,861)</u>
NET PROPERTY AND EQUIPMENT	<u>-</u>	<u>-</u>
TOTAL ASSETS	<u>\$ 622,451</u>	<u>\$ 477,109</u>
LIABILITIES AND NET ASSETS		
CURRENT LIABILITIES		
Accounts payable	\$ 36,674	\$ 30,048
Grants payable	35,826	14,059
Accrued wages and compensated absences	45,666	41,404
Deferred revenue	<u>3,784</u>	<u>22,226</u>
TOTAL CURRENT LIABILITIES	121,950	107,737
LONG TERM DEBT		
Payroll Protection Program Loan	<u>135,519</u>	<u>52,000</u>
TOTAL LIABILITIES	257,469	159,737
NET ASSETS		
Without donor restrictions	117,585	98,317
With donor restrictions	<u>247,397</u>	<u>219,055</u>
TOTAL NET ASSETS	<u>364,982</u>	<u>317,372</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 622,451</u>	<u>\$ 477,109</u>

See notes to financial statements.

MADONNA PLACE, INC.
STATEMENT OF ACTIVITIES
FOR THE YEAR ENDED JUNE 30, 2021
WITH COMPARATIVE TOTALS FOR 2020

	Without Donor Restrictions	With Donor Restrictions	Totals	
			2021	2020
SUPPORT AND REVENUE				
Government grants	\$ 712,315	\$ -	\$ 712,315	\$ 626,152
Foundation grants	175,050	86,000	261,050	272,377
United Way funding	2,566	135,635	138,201	139,722
Contributions	51,104	19,135	70,239	33,525
Fund-raising events	11,080	9,500	20,580	14,059
Miscellaneous fee income	4,521	-	4,521	10,545
Investment income	506	-	506	479
Unrealized gain (loss) on investments	1,534	-	1,534	(1,692)
Net assets released from restriction:				
Purpose restrictions met	<u>221,928</u>	<u>(221,928)</u>	<u>-</u>	<u>-</u>
TOTAL SUPPORT AND REVENUE	1,180,604	28,342	1,208,946	1,095,167
 FUNCTIONAL EXPENSES				
Family Support Center	183,970	-	183,970	184,763
Fatherhood Initiative	355,461	-	355,461	353,520
Great Beginnings	410,591	-	410,591	359,871
Management and general	140,314	-	140,314	125,792
Fund-raising	<u>71,000</u>	<u>-</u>	<u>71,000</u>	<u>48,435</u>
TOTAL FUNCTIONAL EXPENSES	<u>1,161,336</u>	<u>-</u>	<u>1,161,336</u>	<u>1,072,381</u>
CHANGE IN NET ASSETS	19,268	28,342	47,610	22,768
NET ASSETS - BEGINNING	<u>98,317</u>	<u>219,055</u>	<u>317,372</u>	<u>294,586</u>
NET ASSETS - ENDING	<u>\$ 117,585</u>	<u>\$ 247,397</u>	<u>\$ 364,982</u>	<u>\$ 317,372</u>

See notes to financial statements.

MADONNA PLACE, INC.
STATEMENT OF FUNCTIONAL EXPENSES
FOR THE YEAR ENDED JUNE 30, 2021
WITH COMPARATIVE TOTALS FOR 2020

FUNCTIONAL EXPENSES	Family Support Center	Fatherhood Initiative	Great Beginnings	Management and General		Fund-raising	Totals	
				2021	2020		2021	2020
Salaries	\$ 96,139	\$ 220,182	\$ 244,573	\$ 93,158	\$ 44,309	\$ 698,361	\$ 651,986	
Employee benefits	18,136	28,869	29,928	18,664	2,677	98,273	89,474	
Payroll taxes	9,390	22,314	25,072	8,341	4,194	69,310	80,714	
Total Salaries and Benefits	123,665	271,365	299,573	120,163	51,180	865,946	822,174	
Occupancy	20,281	37,156	42,758	10,664	5,311	116,170	105,541	
Direct program expenses	19,962	6,201	4,830	-	-	30,993	38,128	
Maintenance and repairs	442	1,142	1,442	269	164	3,459	4,203	
Information technology	3,914	12,945	20,784	3,499	1,481	42,622	22,540	
Insurance	1,612	4,203	5,016	980	607	12,419	11,654	
Meetings and conferences	1,043	193	5,629	26	71	6,963	3,361	
Membership dues	382	998	3,999	235	144	5,758	4,856	
Miscellaneous	2,507	2,941	2,580	301	2,810	11,138	2,350	
Office supplies	3,651	4,349	6,055	936	581	15,570	5,430	
Postage	205	512	659	120	74	1,571	941	
Printing	692	1,805	2,186	422	261	5,365	4,631	
Professional fees	1,105	2,881	3,451	672	5,416	13,525	11,726	
Security	3,836	7,951	9,595	2,010	1,301	24,693	12,278	
Special events	-	-	-	-	1,590	1,590	845	
Travel	674	819	2,035	17	10	3,555	21,724	
TOTAL FUNCTIONAL EXPENSES	\$ 183,970	\$ 355,461	\$ 410,591	\$ 140,314	\$ 71,000	\$ 1,161,336	\$ 1,072,381	

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

See notes to financial statements.

MADONNA PLACE, INC.
STATEMENT OF CASH FLOWS
FOR THE YEAR ENDED JUNE 30, 2021
WITH COMPARATIVE TOTALS FOR 2020

	2021	2020
CASH FLOWS FROM OPERATING ACTIVITIES		
Change in net assets	\$ 47,610	\$ 22,786
Adjustments to reconcile changes in net assets to net cash provided (used) by operating activities:		
Unrealized (gain) loss on investments	(1,534)	1,692
(Increase) decrease in:		
Contributions receivable	60	(1,566)
Grants receivable	15	(12,553)
Prepaid expenses	(3,748)	(3,962)
Increase (decrease) in:		
Accounts payable	6,626	(2,352)
Grants payable	21,767	(61,938)
Accrued wages and compensated absences	4,262	(43,611)
Deferred revenue	(18,442)	(7,007)
	56,616	(108,511)
NET CASH PROVIDED (USED) BY OPERATING ACTIVITIES		
CASH FLOWS FROM INVESTING ACTIVITIES		
Purchase of investments	(238,025)	(479)
CASH FLOWS FROM FINANCING ACTIVITIES		
Proceeds from the payroll protection program	83,520	52,000
CHANGE IN CASH	(97,889)	(56,990)
CASH - BEGINNING	188,233	245,223
CASH - ENDING	\$ 90,344	\$ 188,233

See notes to financial statements.

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Purpose

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

Method of Accounting

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

Financial Statement Presentation

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

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

Income Tax Status

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

The Organization recognizes that the tax benefit from uncertain tax positions when it is more-likely-than-not the position will be sustained upon examination by taxing authorities. As of June 30, 2020, the Organization had no uncertain tax positions that qualify for either recognition or disclosure in the financial statements. In the normal course of business, the Organization's tax filings are subject to examination by federal and state taxing authorities. The Organization's tax returns for the last three years remain open for examination.

Use of Estimates

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

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (Continued)

Prior Year Comparative Totals

The financial information shown for 2020 in the accompanying financial statements is included to provide a basis for comparison with 2021 and presents summarized totals only. Such total amounts do not include sufficient detail to constitute a presentation in conformity with U.S. generally accepted accounting principles. Accordingly, such amounts should be read in conjunction with the Organization's financial statements for the year ended June 30, 2020, from which the comparative total amounts were derived.

Investments

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

Fair Values of Financial Instruments

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

Property and Equipment

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

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

Contributions

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

Expense Allocation

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

Subsequent Events

Management has evaluated subsequent events through August 11, 2021, the date which the financial statements were available for issue.

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

2. INVESTMENTS

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

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

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

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

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

The following table sets forth by level, within the fair value hierarchy, the investments’ fair values as of June 30, 2020:

	Fair Value	Level 1
Securities	\$ 4,761	\$ 4,761
FDIC Insured Deposits	343,983	343,983
Total Investments	\$ 348,744	\$ 348,744

3. NET ASSETS WITH DONOR RESTRICTIONS

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

Program expenses	\$ 111,762
Future period – United Way funding	135,635
	\$ 247,397

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

4. AVAILABILITY OF FINANCIAL ASSETS

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

Cash and cash equivalents	\$ 90,344
Investment	348,744
Contribution and grant receivables	152,973
	\$ 592,061

As part of the Organization's liquidity management, it has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due.

5. OPERATING LEASES

The Organization leases a building located at 240 Main Street, Norwich, Connecticut, for the purpose of providing its programs and services. The lease is for a term of five years commencing April 1, 2020 and ending March 31, 2025. The lease was modified to include additional space within the building at the same address for a term of one year commencing January 1, 2021 and ending December 31, 2021.

The rental expense for the building and parking for 2021 follows:

Claire Silva (csilva@madonnaplace.org) is signed in

2022	\$ 80,980
2023	76,698
2024	77,765
2025	58,324

6. PAYCHECK PROTECTION PROGRAM

On April 27, 2020, the Organization received loan proceeds from People's United Bank, N.A. in the amount of \$52,000.00, pursuant to the Paycheck Protection Program under Division A, Title I of the CARES Act. The loan was in the form of a note dated April 23, 2020 issued by the bank. The Organization applied for and has been notified that \$52,000.000 in eligible expenditures for payroll and other expenses described in the CARES Act has been forgiven. Loan forgiveness is reflected in government grants in the accompanying statement of activities.

On February 4, 2021, the Organization received loan proceeds from Eastern Connecticut Savings Bank in the amount of \$135,519.00, pursuant to the Second Draw Paycheck Protection Program under section 311 of the Economic Aid to Hard-Hit Small Business, Nonprofits, and Venues Act (the "Economic Aid Act").

The loan, which was in the form of a note dated January 29, 2021 issued by the bank, matures on January 29, 2026 and bears interest at a rate of 1.00% per annum, payable monthly commencing on May 23, 2022. The note may be prepaid by the Organization at any time prior to maturity. Funds from the loan and accrued interest are forgivable as long as the funds are used for eligible purposes, including payroll costs, and non-payroll costs consisting of rent payments on leases, utility payments, covered operations expenditures, covered property damage costs, covered supplier costs and covered worker protection expenditures. The Organization intends to

MADONNA PLACE, INC.
NOTES TO FINANCIAL STATEMENTS
JUNE 30, 2021

6. PAYCHECK PROTECTION PROGRAM (Continued)

use the entire loan amount for qualifying expenses. Under the terms of the PPP, certain amounts of the loan may be forgiven if they are used for qualifying expenses as described in the Economic Aid Act.

The Organization has chosen to record the activity as a loan until (1) the loan is, in part or wholly, forgiven and the Organization is legally released from the obligation, or (2) the Organization pays off the loan to the creditor.

Claire Silva (csilva@madonnaplace.org) is signed in

EXHIBIT 3 Non-Profit Determination



Department of the Treasury
Internal Revenue Service

P.O. Box 2508
Cincinnati OH 45201

In reply refer to: 0248360116
Oct. 11, 2011 LTR 4168C E0
06-1205879 000000 00

00013237
BODC: TE

MADONNA PLACE INC
240 MAIN STREET
NORWICH CT 06360-5839



036228

Employer Identification Number: 06-1205879
Person to Contact: MS. HARPER
Toll Free Telephone Number: 1-877-829-5500

Dear TAXPAYER:

This is in response to your Sep. 29, 2011, request for information regarding your tax-exempt status.

Our records indicate that you were recognized as exempt under section 501(c)(3) of the Internal Revenue Code in a determination letter issued in FEBRUARY 1989.

Our records also indicate that you are not a private foundation within the meaning of section 509(a) of the Code because you are described in section(s) 509(a)(1) and 170(b)(1)(A)(vi).

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

Please refer to our website www.irs.gov/eo for information regarding filing requirements. Specifically, section 6033(j) of the Code provides that failure to file an annual information return for three consecutive years results in revocation of tax-exempt status as of the filing due date of the third return for organizations required to file. We will publish a list of organizations whose tax-exempt status was revoked under section 6033(j) of the Code on our website beginning in early 2011.

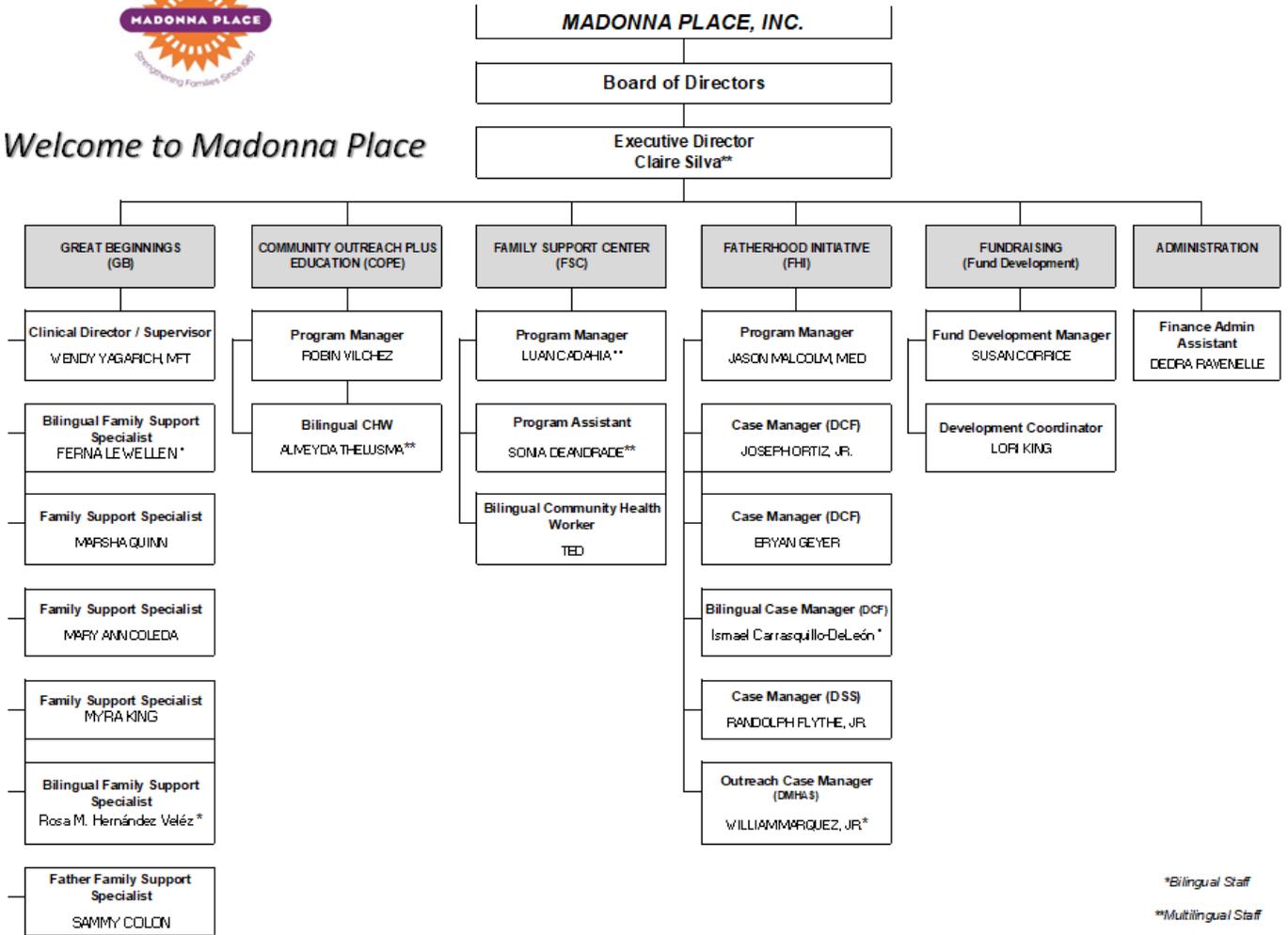
EXHIBIT 4 List of Board of Directors

First Name	Last Name	Professional title	Company	Address	City	State	Zip Code
Chrissy	Caplet	AVP, Regional Sales & Service Manager	Chelsea Groton Bank	One Franklin Square	Norwich	CT	06360
Cindy	Beauregard	Attendance Family Resource Coordinator	Norwich Public Schools	94 Salem Turnpike	Norwich	CT	06360
Katherine	Tracey	Vice President & Branch Administrator	Eastern CT Savings Bank	257 Main St.	Norwich	CT	06360
Lisa	Griffin	President/CEO Eastern CT Savings Bank	Eastern CT Savings Bank	257 Main St	Norwich	CT	06360
Michael	Anderson	Attourney	Anderson Trial Lawyers	82 Chelsea Harbor Drive	Norwich	CT	06360
Paul	Mancarella	Vice President and Branch Manager	People's United Bank	12 Roosevelt Ave.	Mystic	CT	06355
Sharonda	Carlos	Deputy Commissioner	CT Dept. of Corrections	24 Wolcott Hill Road	Wethersfield	CT	06109
Sue	Colaluca	Retired-Investments/Banking					

EXHIBIT 5 Organizational Chart



Welcome to Madonna Place



*Bilingual Staff

**Multilingual Staff

Revised 11/30/2022

EXHIBIT 6 Resume of Chief Program Administrator

CLAIRE SILVA

470 Cossaduck Hill Road, North Stonington, CT 06359
(401) 374-4197 • ClaireSilva777@gmail.com
<https://www.linkedin.com/in/clairasilva777>

PROFESSIONAL SUMMARY

Innovative and proactive leader with over 14 years of executive level experience in non-profit program development, community partnership development, grant writing and fiscal management

- Strong skills in database creation, and data collection/management for demographics and SDoH
- Staff development, marketing, public relations, and program evaluation
- Extensive grant writing and grant management expertise including federal grant reviewing and scoring

WORK HISTORY

2021-present: *Executive Director, Madonna Place, Inc., Norwich, CT*
Lead agency operations, grant and fiscal management, implement DEI committee to address SDoH Direct 20+ staff and volunteers, oversee 4 programs, and build community partnerships and coalitions
Increased staff diversity from 31% to 57%, increased revenue by 38% and decreased expenses by 17%

10/2020 to 6/2021: *Supervisor Community Outreach, UCFS, Norwich, CT*

4/2019 to 10/2020: *Lead Budget Analyst, UCFS, Norwich CT*

Supervised 11 staff, 4 programs. Managed over \$10 million per year in federal/state/local grants.

2007-2018: *Executive Director, Bethsaida Community, Inc., Norwich, CT*

Directed staff, and operations. Secured \$5.9 million dollars in federal, state, and local grants.

2013-2018: *Administrator (contractor), James Merrill House, Stonington, CT*

2009-2015: *Office Manager and Co-Owner, Big Al and Sons LLC Landscaping and Lawn Care (part-time)*

2005-2007: *Executive Director, YWCA of Greater RI, Central Falls, RI*

2001-2005: *Task Force Director, Coventry Substance Abuse Prevention TF Coventry, RI*

2000-2005: *Grants Manager, Pawtucket Housing Authority, Pawtucket, RI (part-time, Contractor)*

1999-2000: *Development Specialist/Project Dir, Mayor's Council on Drug & Alcohol Abuse, Providence, RI*

2005-2016: *Grant Reviewer (contractor)*

Reviewed and scored over \$31 million in federal grant applications for SAMHSA, BJA, OJP, and OJJDP

HONORS & ACHIEVEMENTS

Member of the Prism of Praise Community Gospel Choir (1995 to present)

Board of Directors of Southeastern CT Women's Network (2015-2018)

Recipient of the Pro Bono Partnership Outstanding Nonprofit Project Award (2011)

Rose City Warriors – Norwich Women's Ice Hockey (2008-2010)

Published a non-fiction book "A Child's Heart Speaks" (2005)

Founder/President of Alton Community Action (Environmental group in Richmond RI) (2004)

Board Member of Wood River Health Services in Hopkinton, RI (2003-2005)

EDUCATION

Micro MBA certificate from Providence College, RI 2017

Bachelor of Arts, double major Humanities and Psychology from Providence College, RI

PART V: CONFLICT OF INTEREST QUESTIONNAIRE

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

**APPLICANT CONFLICT OF INTEREST QUESTIONNAIRE
2023-2024 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)
Not applicable		

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)
Not applicable		

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
Not applicable			

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

Name of Applicant: Claire Silva

Signature of Applicant's Representative 

Title Executive Director Date 2/10/2023