CDA Connecticut Development Authority

MORE THAN 25 EMPLOYEES COMPLETE PAGES 1 - 5
25 OR LESS EMPLOYEES COMPLET PAGE 1 ONLY

INSTRUCTIONS FOR COMPLETION OF AFFIRMATIVE ACTION PLAN FORM
URBANK/CONNECTICUT SMALL BUSINESS RESERVE FUND

It is the policy of the Connecticut Development Authority that all firms approved for financial assistance develop and implement an Affirmative Action Plan to ensure equal employment opportunities to all segments of our economy.

The enclosed form is designed to aid firms in formation of their plan. **(If a company has twenty-five (25) or less employees only complete page one (1) of the affirmative action plan (part I and part II), sign and date the page. If a company has more than twenty-five (25) employees complete pages 1-5)**

The completed form must be submitted to the lender on or before the loan closing. The lender will submit to Connecticut Development Authority the completed Affirmative Action form at the time of loan enrollment in the Reserve Fund. (The Document must be approved by the Connecticut Development Authority Affirmative Action Division.) **The lender is to Inform the borrower that should there be any revisions required they will be contacted by Connecticut Development Authority.**

The general instructions for completion of this form follow. Please type or print answers. Any additional questions which may arise should be directed to Christopher Baisden, Manager - Human Resources & Affirmative Action at (860)258-7861

Part I - Identification

1. Give name and address of company or individuals receiving financial assistance.
2. Telephone number and E-mail Address.
3. The name of the President/Chief Executive Officer should be entered.
4. Indicate whether project is new construction, improvement of present facilities, purchase of working capital, etc.
5. This should be the person performing equal employment opportunity duties.
6. All employees, both full and part time, of the financed facility should be included in this count.
7. This should be the final approved date.
8. Plan should cover a one (1) year period (state actual one year period covered).

Part II - Affirmative Action Equal Opportunity Employment Statement

1. **Affirmative Action Policy Statement** - CEO should read and complete AA/EOE statement. Be sure to review the "Town by Labor Market" pages to sure the correct Labor Market Area is entered.
2. **Employment Statistics** - List by race and sex the number of employees in each category.
3. **Identification of Problem Areas** - Information for (a) and (b) has been completed for the respective labor market area in which the project is located.
4. **Goals and Timetables** - Employment statistics listed in the above section will show how the company compares to its labor market area and will provide a guide for setting a goals. However, the company should set goals which will not only bring its minority employment to a par with the labor market area; Affirmative Action requires setting of goals which go beyond the actual ethnic makeup of the company's labor market area.
5. **Policies and Practices on Affirmative Action** - Copies of communications to employees, purchase orders, letters to unions or additional data to document the firm's Affirmative Action Program should be attached to substitute the answers to questions in this section.
6. Self-explanatory.
7. Self-explanatory.

AFFIRMATIVE ACTION PLAN FOR

APPLICANT COMPANIES - WITH MORE THAN 25 EMPLOYEES COMPLETE PAGES 1-5
APPLICATN COMPANIES - WITH 25 OR LESS EMPLOYEES COMPLETE PAGE 1 ONLY

PART I - Identification

1. Name and Address of Company:

_____

2. Telephone Number and E-mail Address:

_____

3. Name of the President/Chief Executive Officer:

_____

4. Type of Project and Address of Project for which Financial Assistance Provided:

_____

5. Affirmative Action Plan Contact (please provide employee name and title):

_____

6. Total Number of Company Employees (both full and part-time) at Financed Facility:

_____

7. Date of Approval of Financial Assistance:

_____

8. Period Covered by Affirmative Action Plan:

_____

PART II - Affirmative Action Equal Opportunity Employment Statement

1. ***Affirmative Action Policy Statement***

The company is committed to aggressive affirmative action and to equal employment opportunities for all present employees as well as for applicants in all phases of the employment process without regard to race, color, religion, national origin, age, sex, political beliefs, physical or learning disability, including blindness, (unless it is shown by supervisory personnel that such disability prevents performance of the work involved), marital status, past or present history of mental disorder, sexual orientation, mental retardation and Connecticut General Statutes 4a-60(a)(1) and 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142 provided the applicant is able to handle the job

Date: _____

_____
Signature of CEO

_____
Printed Name of CEO

2. EMPLOYMENT STATISTICS (Use pay period preceding the inception date of the Affirmative Action Plan

OCCUPATIONAL CATEGORIES	TOTAL	MALES							FEMALES						
		WHITE	BLACK	HISP.	ASIAN	AM.IND.	PAC.IS.	ALEUT.	WHITE	BLACK	HISP.	ASIAN	AM.IND.	PAC.IS.	ALEUT.
1. OFFICIALS & MANAGERS															
2. PROFESSIONALS															
3. TECHNICIANS															
4. SALES WORKERS															
5. OFFICE & CLERICAL															
6. CRAFTSPERSONS (SKILLED)															
7. OPERATIVES (SEMI-SKILLED)															
8. LABORERS (UNSKILLED)															
9. SERVICE WORKERS															
TOTALS															

Employment figures were obtained from: Visual Check ☐ or Personal records ☐

URBANK LARGE AFFIRMATIVE ACTION PLAN

PAGE -3- INSERT

*SELECT THE CORRECT PAGE -3- BY REVIEWING THE TOWNS BY LABOR MARKET AREA INFORMATION

*PAGE -3- SELECTED SHOULD BE THE LMA WHICH THE COMPANY'S LOCATION FALLS WITHIN

TOWNS BY LABOR MARKET AREA

Bridgeport - Stamford LMA

Ansonia	Fairfield	Newton	Seymour	Trumbull
Bridgeport	Greenwich	Norwalk	Shelton	Weston
Darien	Milford	Oxford	Southbury	Westport
Derby	Monroe	Redding	Stamford	Wilton
Easton	New Caanan	Ridgefield	Stratford	Woodbridge

Danbury LMA

Bethel	Brookfield	New Fairfield	Sherman
Bridgewater	Danbury	New Milford	

Enfield LMA

East Windsor	Enfield	Somers	Suffield	Windsor Locks

Hartford LMA

Andover	Columbia	Haddam	Middletown	South Windsor
Ashford	Coventry	Hartford	New Britain	Stafford
Avon	Cromwell	Hartland	New Hartford	Thomaston
Barkhamsted	East Granby	Harwinton	Newington	Tolland
Berlin	East Haddam	Hebron	Plainville	Union
Bloomfield	East Hampton	Lebanon	Plymouth	Vernon
Bolton	East Hartford	Manchester	Portland	West Hartford
Bristol	Ellington	Mansfield	Rocky Hill	Wethersfield
Burlington	Farmington	Marlborough	Simsbury	Willington
Canton	Glastonbury	Middlefield	Southington	Windsor
Colchester	Granby			

New Haven LMA

Bethany	Deep River	Hamden	New Haven	Orange
Branford	Durham	Killingworth	North Branford	Wallingford
Cheshire	East Haven	Madison	North Haven	Westbrook
Chester	Essex	Meriden	Old Saybrook	West Haven
Clinton	Guilford			

Norwich - New London LMA

Bozrah	Griswold	Lyme	Norwich	Sprague
Canterbury	Groton	Montville	Old Lyme	Stonington
East Lyme	Ledyard	New London	Preston	Voluntown
Franklin	Lisbon	North Stonington	Salem	Waterford
Westerly, RI				

Torrington LMA

Bethlehem	Goshen	Norfolk	Sharon	Washington
Cannan	Kent	North Cannan	Torrington	Winchester
Colebrook	Litchfield	Roxbury	Warren	Woodbury
Cornwall	Morris	Salisbury		

Waterbury LMA

Beacon Falls	Naugatuck	Waterbury	Wolcott
Middlebury	Prospect	Watertown	

Willimantic - Danielson LMA

Brooklyn	Hampton	Pomfret	Sterling	Woodstock
Chaplin	Killingly	Putnam	Thompson	
Eastford	Plainfield	Scotland	Windham	

3. Identification of Problems Areas

a. Labor Market Area of Company: Bridgeport-Stamford

b. Minority Population of Labor Market Area:

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**73.1**	**9.6**	**11.9**	**5.4**	**100.0**	**37.8**	**4.9**	**6.2**	**2.8**	**51.7**
CIVILIAN WORKFORCE**	**74.9**	**10.2**	**10.2**	**4.3**	**100.0**	**35.2**	**5.7**	**4.9**	**1.9**	**47.8**
TABLE 6* Unemployed as of December 2011	**36.5**	**26.3**	**22.4**	**14.8**	**100.0**	**15.5**	**14.5**	**9.8**	**7.4**	**47.2**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. Minorities and Females Employed by Company:

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. Labor Market Area of Company: Danbury

b. Minority Population of Labor Market Area:

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**73.1**	**9.6**	**11.9**	**5.4**	**100.0**	**37.8**	**4.9**	**6.2**	**2.8**	**51.7**
CIVILIAN WORKFORCE**	**91.8**	**2.3**	**3.0**	**2.9**	**100.0**	**41.2**	**1.1**	**1.4**	**1.3**	**45.0**
TABLE 6* Unemployed as of December 2011	**68.0**	**6.1**	**12.6**	**13.3**	**100.0**	**29.2**	**2.9**	**4.5**	**5.9**	**42.5**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. Minorities and Females Employed by Company:

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. Labor Market Area of Company: Enfield

b. Minority Population of Labor Market Area:

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**73.0**	**11.2**	**11.5**	**4.3**	**100.0**	**37.7**	**5.8**	**6.0**	**2.4**	**51.9**
CIVILIAN WORKFORCE**	**73.0**	**11.1**	**11.5**	**4.5**	**100.0**	**40.4**	**3.6**	**1.9**	**1.6**	**47.5**
TABLE 6* Unemployed as of December 2011	**65.7**	**6.3**	**16.4**	**11.6**	**100.0**	**25.2**	**2.9**	**3.9**	**4.8**	**36.8**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. Minorities and Females Employed by Company:

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. **Labor Market Area of Company: Hartford**

b. **Minority Population of Labor Market Area:**

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**73.0**	**11.2**	**11.5**	**4.3**	**100.0**	**37.7**	**5.8**	**6.0**	**2.4**	**51.9**
CIVILIAN WORKFORCE**	**96.2**	**1.4**	**1.4**	**1.0**	**100.0**	**44.6**	**0.7**	**0.5**	**0.2**	**46.0**
TABLE 6* Unemployed as of December 2011	**44.0**	**22.8**	**22.2**	**11.0**	**100.0**	**16.5**	**12.6**	**10.5**	**4.9**	**44.5**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. **Minorities and Females Employed by Company:**

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. Labor Market Area of Company: New Haven

b. Minority Population of Labor Market Area:

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**74.8**	**10.8**	**10.1**	**4.2**	**100.0**	**38.9**	**5.6**	**5.3**	**2.2**	**52.0**
CIVILIAN WORKFORCE**	**82.5**	**9.5**	**4.5**	**3.5**	**100.0**	**38.9**	**5.1**	**1.9**	**1.6**	**47.5**
TABLE 6* Unemployed as of December 2011	**46.7**	**21.4**	**18.7**	**13.2**	**100.0**	**19.5**	**11.9**	**7.9**	**5.7**	**45.0**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. Minorities and Females Employed by Company:

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. Labor Market Area of Company: Norwich - New London

b. Minority Population of Labor Market Area:

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**84.7**	**4.9**	**5.2**	**5.2**	**100.0**	**42.8**	**2.5**	**2.6**	**2.6**	**50.5**
CIVILIAN WORKFORCE**	**90.9**	**3.8**	**2.5**	**2.8**	**100.0**	**41.9**	**1.7**	**1.1**	**1.3**	**46.0**
TABLE 6* Unemployed as of December 2011	**59.9**	**14.9**	**12.2**	**13.0**	**100.0**	**26.4**	**7.3**	**6.5**	**5.7**	**45.9**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. Minorities and Females Employed by Company:

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. **Labor Market Area of Company: Torrington**

b. **Minority Population of Labor Market Area:**

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**94.5**	**1.0**	**2.1**	**2.4**	**100.0**	**48.3**	**0.5**	**1.1**	**1.2**	**51.1**
CIVILIAN WORKFORCE**	**81.0**	**8.8**	**6.2**	**4.0**	**100.0**	**36.5**	**4.9**	**2.7**	**1.5**	**45.6**
TABLE 6* Unemployed as of December 2011	**82.3**	**3.7**	**6.4**	**7.6**	**100.0**	**36.0**	**1.0**	**2.9**	**3.4**	**43.3**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. **Minorities and Females Employed by Company:**

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. **Labor Market Area of Company: Waterbury**

b. **Minority Population of Labor Market Area:**

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**74.8**	**10.8**	**10.1**	**4.2**	**100.0**	**38.9**	**5.6**	**5.3**	**2.2**	**52.0**
CIVILIAN WORKFORCE**	**96.7**	**1.2**	**1.0**	**1.1**	**100.0**	**44.6**	**0.6**	**0.5**	**0.4**	**46.1**
TABLE 6* Unemployed as of December 2011	**48.3**	**17.2**	**22.7**	**11.8**	**100.0**	**20.0**	**8.6**	**11.1**	**4.9**	**44.6**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. **Minorities and Females Employed by Company:**

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

3. Identification of Problems Areas

a. Labor Market Area of Company: Willimantic - Danielson

b. Minority Population of Labor Market Area:

	MALE & FEMALE					FEMALE				
	WHITE	BLACK	HISP	OTH***	TOTAL	WHITE	BLACK	HISP	OTH***	TOTAL
POPULATION**	**88.6**	**1.6**	**7.1**	**2.7**	**100.0**	**44.9**	**0.8**	**3.6**	**1.4**	**50.7**
CIVILIAN WORKFORCE**	**97.6**	**0.5**	**0.8**	**1.1**	**100.0**	**45.4**	**0.2**	**0.3**	**0.6**	**46.5**
TABLE 6* Unemployed as of December 2011	**73.9**	**4.0**	**15.3**	**6.8**	**100.0**	**32.4**	**1.7**	**8.3**	**3.1**	**45.5**

* Source: Unemployment: Manpower Information for Affirmative Action Plans. Connecticut Labor Department
** U.S. Census, 2000
*** Asian, American Indian, Pacific Islander, Alaskan Native

c. Minorities and Females Employed by Company:

		% Male	% Female
White			
Black			
Hispanic			
Asian, American Indian, Pacific Islander Alaskan Native. (Specify which)			

4. Goals and Timetables:

In order to bring the number of minority and female employees to parity with the Labor Market Area, the following hiring goals have been set:

	MALES		FEMALES		
Position	Black #	Hispanic #	White #	Black #	Hispanic #

5. Policies and Practices on Affirmative Action:

(If the answer is "No" to any of the following questions, explain.)

a. Is the Non-Discrimination Clause included in your purchase orders?

☐ Yes ☐ No Explain _____

b. Have all major suppliers and vendors been sent a copy of the company's equal employment policy and required to return a signed acknowledgement of receipt of same as well as an indication of cooperation with the policy?

☐ Yes ☐ No Explain _____

c. Has a company-wide employment policy been established with procedures put into effect to ensure equal opportunity to all persons without regard to race, color, religion, national origin, age, sex, political belief, physical or learning disability, including blindness (unless it is shown by supervisory personnel that such disability prevents performance of the work involved), marital status, sexual orientation, past or present history of mental disorder or mental retardation provided the applicant can handle the job?

☐ Yes ☐ No Explain _____

d. Has the Affirmative Action Policy Statement of the Chief Executive Officer been communicated in writing to all employees?

☐ Yes ☐ No Explain _____

e. Is the "Equal Opportunity/Affirmative Action Employer" logo included on help wanted ads, annual reports, etc.?

☐ Yes ☐ No Explain _____

f. Have all recruitment sources been notified in writing that all qualified applicants should be referred and will be considered for employment without regard to race, color, religion, national origin, age, sex, political belief, physical or learning disability (including blindness), marital status, past or present history of mental disorder, sexual orientation, or mental retardation?

☐ Yes ☐ No Explain _____

g. If employees are represented by a labor union, does the Collective Bargaining Agreement acknowledge and agree to cooperate with the company's Affirmative Action Plan?
Indicate on the line below if the company is non-union.

☐ Yes ☐ No Explain _____

h. Are all employee facilities such as drinking fountains, rest rooms, recreational facilities, lunchrooms, etc., provided for all employees on a non-segregated, equal basis?

☐ Yes ☐ No Explain _____

i. If company provides educational or formal training to employees or prospective employees, is the opportunity to participate offered to all without regard to race, color, religion, national origin, age, sex, political belief, physical or learning disability (including blindness), marital status, past or present history of mental disorder, sexual orientation, or mental retardation?

☐ Yes ☐ No Explain _____

6. Hiring and Recruitment:

Do you use the following recruitment sources? *(If company is not now utilizing sources marked with an asterisk it should utilize these recruitment sources in the future.)*

Source	Yes/No	
* State Employment Service	☐ Yes	☐ No
* Employment agencies specializing in minority and women recruitment	☐ Yes	☐ No
* Schools and colleges serving minority and women communities	☐ Yes	☐ No
* Ads in newspapers with outreach to minority and women groups	☐ Yes	☐ No
- Walk - ins	☐ Yes	☐ No
- Referred by present employees	☐ Yes	☐ No
- Referred by labor organization	☐ Yes	☐ No
* Referred by organizations having contact with minority and women members	☐ Yes	☐ No
- Other (specify) _____	☐ Yes	☐ No

7. Describe any other actions of the company which show corporate social responsibility, such as membership on boards of minority and women organizations, involvement in training programs, etc. (If company is not involved at present, it should note that it will investigate what it can do in this area in the future.)

_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____
_____

8. The company agrees to submit annual updates of the Affirmative Action Plan according to the guidelines furnished by the Authority.