

Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

AMENDED

Board of Selectmen Agenda
Regular Meeting Immediately Following
Commission Chair Meeting @ 7 p.m.
Thursday, April 17, 2014
Colchester Town Hall
Meeting Room 1

HANCY A. BRAY
TOWN CLERK

2014 APR 14 PM 3:56

RECEIVED
COLCHESTER, CT

1. Call to Order
2. Additions to the Agenda
3. Approve Minutes of the April 3, 2014 Regular Board of Selectmen Meeting
4. Citizen's Comments
5. Boards and Commissions – Interviews and/or Possible Appointments and Resignations
 - a. Commission on Aging – Dani Swenson to be interviewed
6. Budget Transfer
7. Tax Refunds & Rebates
8. Discussion and Possible Action to authorize the First Selectman to sign the Discovery Grant/Early Literacy Grant and the School Readiness Grant submission for the Collaborative for Colchester's Children
9. Discussion and Possible Action to authorize the First Selectman to sign the grant award letter and all necessary documents for the Right Response CT Network Grant.
10. Discussion and Possible Action to award the Linwood Avenue Streetscape Improvements Project to Bid
11. Discussion and Possible Action to approve the John W. Sawchuk Catering and Concessions to operate the concession stand until 12/31/2016
12. Discussion and Possible Action to approve the flying of the Donate for Life Flag from April 14-25
13. Discussion and Possible Action to approve the EMPG Grant and Region 4 MOA
14. Discussion and Possible Action to approve the Small Cities Modification Agreement
15. Discussion of Successor First Selectman
16. Citizen's Comments

17. First Selectman's Report

18. Liaison Report

19. Interviews for Acting Tax Collector

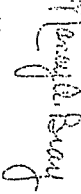
20. Executive Session to Discuss Acting Tax Collector Appointment

21. Discussion and Possible Appointment of Acting Tax Collector

22. Adjourn

**Board of Selectmen Agenda
Regular Meeting Immediately Following
Commission Chair Meeting @ 7 p.m.
Thursday, April 17, 2014
Colchester Town Hall
Meeting Room 1**

HANCOY A. BRAY
TOWN CLERK



2014 APR 14 PM 3:05

RECEIVED
COLCHESTER, CT

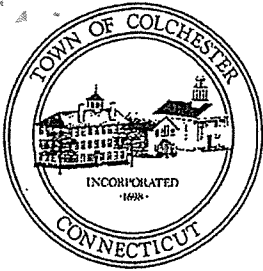
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20. Discussion and Possible Appointment of Acting Tax Collector

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Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Board of Selectmen Minutes
Regular Meeting Minutes
Thursday, April 3, 2014
Colchester Town Hall – 7:00 PM
Meeting Room 1

NANDY A. DRAY
TOWN CLERK

2014 APR - 7 PM 12:56

RECEIVED
COLCHESTER, CT

MEMBERS PRESENT: First Selectman Gregg Schuster, Selectman Stan Soby, Selectman Denise Mizla, and Selectman Rosemary Coyle

MEMBERS ABSENT: Selectman Mike Caplet

OTHERS PRESENT: Jim Paggioli, Adam Turner, Dot Mrowka, Robert Parlee, Rob Tarlov, Brad Bernier, Tricia Dean and other citizens

1. **Call to Order**
First Selectman G. Schuster called the meeting to order at 7:02 p.m.
2. **Additions to the Agenda - none**
3. **Approve Minutes of the March 20, 2014 Regular Board of Selectmen Meeting**
D. Mizla moved to approve the Regular Board of Selectmen Meeting minutes of March 20, 2014, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
4. **Citizen's Comments- none**
5. **Boards and Commissions – Interviews and/or Possible Appointments and Resignations**
 - a. **Economic Development – Beverly Carr Possible Appointment for a Five Year Term to expire 10/31/2015**
R. Coyle moved to appoint B. Carr as a member of the Economic Development Commission for a Five Year Term to expire 10/31/2015, seconded by S. Soby. Unanimously approved. MOTION CARRIED
 - b. **Commission on Aging – Susan Choma Alternate Appointment for a Three Year Term to expire 12/31/2016**
R. Coyle moved to appoint S. Choma as Alternate Appointment for a Three Year Term to expire 12/31/2016, seconded by S. Soby. Unanimously approved. MOTION CARRIED
6. **Budget Transfers - none**
7. **Tax Refunds & Rebates - none**
8. **Discussion and Possible Action to pass a resolution to enter into contracts with the Department of Energy and Environmental Protection regarding a DEEP Grant for improvements to the Airline Trail in the amount of \$20,000 and to authorize the First Selectman sign and execute all such documents that may be required by the local, state or federal governments in connection with said contracts and execute and amendments, rescissions and revisions thereto.**
S. Soby moved to authorize to pass a resolution that is in the best interests of the Town of Colchester CT to enter into contracts with the Department of Energy and Environmental Protection regarding a DEEP Grant for improvements to the Airline Trail in the amount of \$20,000. In furtherance of this resolution Gregg Schuster the First Selectman is duly authorized to enter into and sign said contracts on behalf of the Town of Colchester. Gregg Schuster currently holds the position of First Selectman and has held that office since November 2009. The First Selectman is further authorized to provide such information and execute such documents that may be required by the local, state or federal governments in connection with said contracts and execute any amendments, rescissions, and revisions thereto, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.
9. **Discussion and Possible Action to apply for a STEAP grant in the amount of \$350,000 to make bridge improvement to the Paper Mill Bridge and make other actions to demolish and rehabilitate the mill site as a town park and authorize the First Selectman to enter into and sign said application to the State on behalf of the Town of Colchester.**
Adam Turner, Town Planning Director, showed the Board pictures of the bridge. Several fires have damaged the building over the years. A. Turner stated the building is a shell and dangerous. He is working with the family that owns the property

to address the issues. The DEEP and Nature Conservancy have their own interest to restore the river
G. Schuster thanked Adam, the family and the nature conservancy for getting the grant. He is glad to see in the foreseeable future the damn and park revamped.

R. Coyle motioned that the Board of Selectman pass a resolution that is in the best interests of the Town of Colchester CT to apply for a STEAP grant in the amount of \$350,000 to make bridge improvement to the Paper Mill Bridge and make other actions to demolish and rehabilitate the mill site as a town park. In furtherance of this resolution Gregg Schuster the First Selectman is duly authorized to enter into and sign said application to the State on behalf of the Town of Colchester. Gregg Schuster currently holds the position of First Selectman and has held that office since November 2009. The First Selectman is further authorized to provide such information and execute such documents that may be required by State governments in connection with said application, seconded by S. Soby . Unanimously approved. MOTION CARRIED.

10. Discussion and Possible Action to approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2014-15 and authorize the First Selectman to sign all necessary documents.

S. Soby moved to approve the submission of Title III Grant Renewal Application to secure grant funding for the Making Memories Program, FY 2014-15 and authorize the First Selectman to sign all necessary documents, seconded by R. Coyle. Unanimously approved. MOTION CARRIED.

11. Discussion and Possible Action to authorize the First Selectman to sign the contract with Donna Chalmers, Zumba Gold Instructor for the Senior Center, beginning 4/9/2014 and ending 6/25/2014

D. Mizla moved to authorize the First Selectman to sign the contract with Donna Chalmers, Zumba Gold Instructor for the Senior Center, beginning 4/9/2014 and ending 6/25/2014, seconded by R. Coyle . Unanimously approved. MOTION CARRIED.

12. Discussion and Possible Action on 2015-2015 Budget

S. Soby motioned to set the annual town meeting for Wednesday April 23, 2014 at 7pm at the Town Hall, seconded by R. Coyle. Unanimously approved. MOTION CARRIED

13. Citizen's Comments - none

14. First Selectman's Report

Senior Center Negotiation Committee met on 4/2. It was an organizational meeting. Next step is the engineers report. Committee next meeting date set for May 15, 2014.

15. Liaison Report

D. Mizla gave a report on Youth and Social Services 4/2 meeting. QPR (Suicide Prevention Program) is on track. April Vacation Day trips have been planned, April 5th Community Cleanup day, and 6/14 Tie Dye Fest. Sergeant Suchecki spoke at the meeting about local businesses and selling drug paraphernalia. Other towns have tried to pass an ordinance against selling paraphernalia at stores unsuccessfully.

S. Soby gave a report on the Police Commission meeting. They are committed to working with the Board of Finance and providing any information necessary around the issue of 24/7 staffing and a plan to get there in a way that makes sense for the town and meets the safety needs of those in town.

Officer first class program - officers creating a facebook page to push out useful information to the community. Policy was approved by the police committee last meeting.

16. Executive Session to Discuss Colchester Police Employee

R. Coyle moved to go into Executive Session to discuss Colchester Police Employee and invited all members of the Police Commission and Chairmen of the Board of Finance, seconded by S. Soby. Unanimously approved. MOTION CARRIED

The Board of Selectmen along with R. Tarlov, R. Parlee, E. Fusco, S. Caron, and F. Jackter entered into executive session at 7:27 p.m.

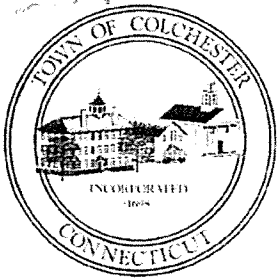
The Board exited from executive session at 8:07 p.m.

17. Adjourn

S. Soby moved to adjourn at 8:08 p.m., seconded by D. Mizla . Unanimously approved. MOTION CARRIED.

Respectfully submitted,

Tricia Dean, Clerk



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

DATE: 4-3-14

BOARDS & COMMISSIONS APPLICATION

Name: Dani Swenson

Address: 28 Shailer Hill Rd Colchester, CT. 06415

Home Phone: 860-690-7227 Email dsvenson@yahoo.com FAX: _____

Work Phone: same Email daniswenson@yahoo.com Town Residency 3 mths Years

Party Affiliation: Democrat Republican Unaffiliated (circle one)

Commission or Board you are interested in serving on: Commission on Aging and Youth Services Advisory Board.

Educational Background: List name and location of school, # of years attended, Subjects/Major, Did you graduate?

High School: Danvers High School - general studies
1988 - yes

College: multiple - North Shore CC, McIntosh,
Univ of Phoenix

Trade, Business _____
Or Correspondence _____
School _____

Work Experience: List length of employment, name and address of employer, position & reason for leaving:

See resume

recently relocated to Connecticut

Are you capable of making the commitment of time necessary to serve on this Board or Commission? Yes

Why are you interested in serving? My background is in Elder Care and the Elderly - it's a passion of mine

Do you have any experience or familiarity with this area? Yes

I would love the opportunity to get more involved in the community.

If you are not appointed to this board or commission, would you be interested in other forms of public service?

Which ones? yes, youth services as well. I have twin 11 year olds new to the community

Date: 3-3-14

Signature:

Dawn Swenson

860-690-7227

Dani DeLucca
28 Shailor Hill Road
Colchester, CT
~~207-251-9430~~ 860-690-7227

EXPERIENCE

District Sales Manager

Benefitmall, Freeport, ME- September 2013- Present

- Outreach appointments to new prospects and businesses
- Provide the best solutions to serve their payroll and Human Resource needs
- Payroll and tax filing
- Keeping companies in compliance with the Reform Care Act
- Sales of 401K plans and Section 125 flex plans, workers compensation, pay cards

Community Marketing/Outreach/Sales Director

Brightview Senior Living, Woburn, MA – September 2011 – April 2012

- Strategize and coordinate marketing events to promote community for potential sales
- Perform outreach to health care industry and others
- Make sales calls to Adult children and seniors to tour community
- Close potential residents and follow through to end of sale and admission with families
- Maintain high knowledge of the industry and its needs

Director of Community Relations

Sunrise Senior Living, Kennebunk, ME - July 2010-March 2011

- Made sales calls to Seniors and their families and toured the community.
- Closed potential residents on the community and compiled contracts for move-in.
- Outside marketing of the Community to Hospitals, Rehabilitation Facilities, and others
- Acquired information and compiled Sales and Marketing reports as well as Occupancy Reports
- Assisted in planning Wellness and Matter of Balance activities with area agencies and within the community

Co-Owner

Downeast Industries Inc. , Sanford, ME - June 2004-July 2010

- Outreach appointments and prospecting for new business
- Broker incomings Sales Calls for price quotes and availability through sale
- Handle all accounting, bookkeeping and filing responsibilities
- Coordinated all in house community activities and charitable events
- Planned and coordinated all marketing and promotional activities such as trade shows and website marketing

Real Estate- Senior Specialist

Century 21 Samia Realty, Wells, ME - June 2002-June 2004

- Helped buyers search for homes, showed homes and went to closings with owner
- Helped Sellers list properties, had showings of those properties, went to closing with owner

Home Mortgage Consultant/Renovation Specialist

Wells Fargo Home Mortgage, Kennebunk, ME - March 2000- March 2001

- Maintained an account base of over 100 Realtors, Contractors and builders throughout Southern Maine
- Prospected Realtors on a weekly basis
- Coordinated promotional marketing programs for potential business
- Searched for the best financing options for customers
- Processed loan applications for approval of home loan financing-proceeded with closing and funding of loan

**EDUCATION
ACTIVITIES**

- Seeking Bachelor of Science, Psychology
- Girl Scout Leader 2008-2009
 - Special Olympics 1992-2000

**COMPUTER
KNOWLEDGE**

- Word for Windows, EXCEL, Microsoft Publisher, Microsoft Outlook

April 10, 2014

Early Childhood Grant Opportunities

Submitted by: Cindy Praisner

Purpose: Seeking action for the BOS to approve the submission of the following grant applications and authorize the signing of all necessary documentation by the First Selectman.

Discovery Grant/Early Literacy Grant

Amount: \$90,000 (\$40,000 Discovery and \$50,000 Early Literacy)

Time Period: July 1, 2014 through June 30, 2015

Purpose: To support the efforts of the Collaborative for Colchester's Children (Birth to 8 Initiative) and our Early Literacy Action Plan.

Grantors: William Casper Graustein Memorial Fund, State Office of Early Childhood, the Children's Fund of Connecticut, and the Annie E. Casey Foundation.

Required Cash Match: \$35,000- A local match is required and will be met through the reallocation of school readiness dollars toward the Early Childhood Coordinator salary \$23,255, the provision of employee benefits \$5,023, the .25 allocation for the coordinator's salary in the BOE budget \$20,291, and the funds in the Town budget \$5,000. If necessary, cash donations can also be used to meet the required match.

Action Required: To approve the Discovery/Early Literacy Grant and authorize First Selectman to sign all necessary documents.

Competitive School Readiness Grant

Amount: \$107,000

Time Period: July 1, 2014 through June 30, 2015

Purpose: To support the school readiness component of Colchester's Early Childhood Initiative by providing subsidized preschool slots; funding part of Early Childhood Coordinator salary and travel expenses; monitoring School Readiness classrooms; and purchasing instructional materials for School Readiness classrooms.

Grantor: Office of Early Childhood

No Cash Match Required

Action Required: To approve the School Readiness Grant submission and authorize the First Selectman to sign all necessary documents.

April 17, 2014

Competitive School Readiness Grant

Grantor: CT State Office of Early Childhood

Amount: \$107,000 Due: May 21, 2014

Time Period: July 1, 2014 through June 30, 2015

Purpose: To support the school readiness component of Colchester's Early Childhood Initiative by providing subsidized preschool slots; funding part of Early Childhood Coordinator salary and travel expenses; monitoring School Readiness classrooms; and purchasing instructional materials for School Readiness classrooms.

No Cash Match Required

Proposed Budget:

Coordinator	\$23,255
Tuition	\$81,550
Travel	\$350
Monitoring Visits	\$1,300
Professional Development	\$545

Action Required: To approve the School Readiness Grant submission and authorize the First Selectman to sign all necessary documents.

Quality Enhancement Grant

Grantor: CT State Office of Early Childhood

Amount: \$3,790 Due: May 21, 2014

Time Period: July 1, 2014 through June 30, 2015

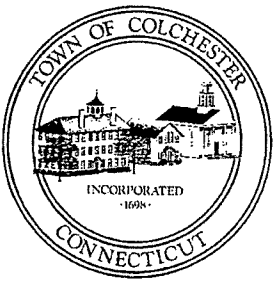
Purpose: To provide funding for programs that focus on education and early care that address quality standards and/or expand comprehensive services for children and families by providing professional development to community preschool providers in the area of classroom management through the development of emotional intelligence and self-regulation.

No Cash Match Required

Grant will cover the costs for a consultant and materials for providing professional development to community preschool providers in the area of classroom management through the development of emotional intelligence and self-regulation. *Conscious Discipline Based Model*

Open Bid for Professional Development.

Action Required: To approve the Quality Enhancement Grant submission and authorize First Selectman to sign all necessary documents.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

April 7, 2014

Ms. Carmen Siberon
William Caspar Graustein Memorial Fund
One Hamden Center, Suite 2B
2319 Whitney Avenue
Hamden, CT 06518

Dear Ms. Siberon,

Because the work of the Collaborative for Colchester's Children is one of our most important and effective partners for improving the learning and well-being of our youngest citizens, I am pleased to inform you that in the 2014-15 school year, the Town of Colchester has allocated a total of \$5,000 of its financial resources to support our Early Childhood Initiative.

The Town of Colchester Board of Selectmen realizes the importance of the Collaborative for Colchester's Children's mission to ensure the health, happiness, and education of children birth to age eight. The Collaborative provides the necessary leadership and support to bring together school and community-based early childhood initiatives in our community.

We in Colchester recognize the Collaborative for Colchester's strong leadership is a key to its success. We appreciate that you continue to provide Colchester with the opportunity for funding that will further strengthen our capacity to do more for young children and their families.

Sincerely,

Gregg Schuster
First Selectman

A Birth to Age Eight Community Partnership

CONTINUATION OF THE DISCOVERY INITIATIVE

Application for

Option 1

Year 5: July 1, 2014 – June 30, 2015

SUPPORTED BY:

THE WILLIAM CASPAR GRAUSTEIN MEMORIAL FUND

IN PARTNERSHIP WITH:

THE OFFICE OF EARLY CHILDHOOD
THE CHILDREN'S FUND OF CONNECTICUT
THE ANNIE E. CASEY FOUNDATION

Applications Due: April 25, 2014

Published: March 14, 2014

VII. APPLICATION SECTIONS AND ATTACHMENTS

Community Name Colchester

Please use list below and check off all the documents you are submitting with this application.

SECTION A: CONTACTS AND ASSURANCES

Please submit the following documents:

- n/c 1. 2014-2015 Application Assurances (**Attachment 1**)
- 2. Primary Discovery Contact Sheet (**Attachment 2**)
- n/c 3. Collaborative Sponsor Agreement (**Attachment 3**)

SECTION B: CORE FUNDING REQUIREMENTS

Please describe how your community has met the match requirement and provide evidence that the core funding requirements for the option for which you are applying has been met.

- n/c 1. Letter of commitment for local match funding from each funding source(s)
- 2. Community Plan - two (2) hard copies and an electronic copy- Attachments 8 and 9

SECTION C: PERFORMANCE MEASURES AND DATA SYSTEMS

Please describe how your community collaborative is collecting data and reporting on performance measures.

- 1. Share at least one report you have used to highlight changes in local data you are tracking.

SECTION D: ORGANIZATIONAL STRUCTURE

Please provide a description of how the community collaborative and its committee's function (e.g., committee structure, frequency of meetings, etc.) and a description of the relationship between the community collaborative and the school readiness council (SRC).

- 1. Organizational chart for the early childhood collaborative (Attachment 13)
- 2. Membership rosters for the early childhood collaborative and all committees (**Attachment 4**) – revised
- 2a. Result We Want for overview of integration of initiative (Attachment 14)
- 3. By-laws or other operating guidelines for the early childhood collaborative and its committees (Attachment 15)
- 4. All collaborative agreements or Memorandums of Understanding (MOU) that have been executed with key partners that outline their role in the collaborative and strategy implementation (Attachment 16)

SECTION E: COMMUNITY SELF-ASSESSMENT

1. Community Self-Assessment Tool Report Form - please fill in the Comments/Helpful Tools field (**Attachment 5**).

2. Based on your results, please tell us which of the Community Self-Assessment indicators needs the most improvement, what is preventing you from making progress, and how you will address these barriers?

SECTION F: SUSTAINABILITY

1. Please provide a 1-2 page narrative that describes the strategies that your community is working on to sustain its collaborative infrastructure (i.e., the staff, consultants and other related supports such as coordination, communication, data collection and tracking systems). Please include any barriers to sustaining your

collaborative structure and implementing your strategies, such as half-day kindergarten, access to data, and state categorical funding streams?

2. If a one time grant of up to \$10,000 were made available, please provide a brief description of how you would use these additional resources to support local infrastructure (i.e., the staff, consultants and other related supports such as coordination, communication, data collection and tracking systems).

SECTION G: BUDGET

1. Use revised 2014-2015 Budget Form (**Attachment 6**)

2. Budget Narrative for the 2014-2015 Budget Form

SECTION H: Early Literacy Partnership Grantees ONLY

1. Submit a 1-2 page narrative describing:

- a. Progress on the action plan, an analysis of data and performance measures and how collaborative is using the data this year;
- b. The outcome of efforts to leverage resources in support of your early literacy action plan; and
- c. Action plan approach and rationale including changes, if any you will be making in 2015.

2. Update and submit your early literacy action plan for the period July 2014 – June 2015 (**Attachment 7**)

SECTION A: CONTACTS AND ASSURANCES

Please see the following documents:

2014-2015 Application Assurances (**Attachment 1**)

Primary Discovery Contact Sheet (**Attachment 2**)

Collaborative Sponsor Agreement (**Attachment 3**)

SECTION B: CORE FUNDING REQUIREMENTS

Please describe how your community has met the match requirement and provide evidence that the core funding requirements for the option for which you are applying has been met.

The Collaborative for Colchester's Children has met the required match of \$35,000 as follows:

Redeployment of School Readiness Funds for Coordinator Salary	\$23,255.00
Personnel Services provided by the BOE for payroll deductions	\$ 5,297.32
.25 FTE Early Childhood Coordinator position in BOE budget*	\$20,291.00
Line item in Board of Selectman budget*	\$ 5,000.00
TOTAL	\$ 53,843.32

*Items require voter approval through budget process; there is commitment to maintain both amounts by administration, however, if budgets are not approved and further reductions are necessary, an amount required to meet our \$35,000 match will be maintained.

Letter of commitment for local match funding from each funding source(s): Not yet complete.

Community Plan – Our community plan is currently being added and updated into our Community Scorecard using Results Scorecard software. The process has been a collaborative work involving the membership of C3. As this is a time intensive process, the update is not complete. We have populated most of our Headline Indicators at this time. The Collaborative is committed to completing the Headline Indicators as well as adding Performance Measures to this system. Additionally, we have begun meeting with our Sustainability Consultant and expect to be able to update our Financing Plan as a result of that work.

Two (2) hard copies and an electronic copy of the following are attached:

- Original Blueprint plan (Attachment 8)
- Updates in our Results Scorecard (Attachment 9)

SECTION C: PERFORMANCE MEASURES AND DATA SYSTEMS

Please describe how your community collaborative is collecting data and reporting on performance measures.

Our Collaborative is collecting the following performance measure data:

Attendance Sheets: Attendance is taken at all programs, workshops, and sponsored story times at Cragin. These sheets are collected and compiled in an Attendance Program spreadsheet that tracks the attendance of individuals by programs attended and frequency of attendance. This data is aggregated to determine the number of families we are serving as a measure of reach and the amount of programming that they are attending which measures the depth of our connection. (Attachment 10)

Feedback Forms: Feedback forms are designed to evaluate how well we are doing (quality is good or excellent) as well as try to assess whether anyone is better off (will you change an action or attitude as a result of participation). These forms are collected at the end of all program and workshop series as well as after most one-time events or workshops. This information is compiled in our Annual Program Report spreadsheet. (Attachment 11)

Early Literacy Partnership Grant: There are a number of performance measure data associated with the Early Literacy work. These data are collected through a variety of means including professional development exit surveys, assessment of students, specially designed surveys for particular data pieces, CLASS assessment reports, meeting notes and records. This information is compiled in our Early Literacy Measures Matrix. (Attachment 12) The Collaborative reports data annually in our Annual Report provided to members of the Collaborative and our C3 Annual Meeting in September. These reports are also shared with the Board of Selectmen, Board of Education, and Board of Finance via email as part of the updates that we provide each Board annually. The annual report is also made available to the Colchester community on the C3 website. Other specific performance measures such as number of families serviced and satisfaction rates are part of our presentations. Additionally, we will periodically report on performance measures at C3 meetings when data is showing significant change.

The Collaborative has invested a great deal of time into creating our Results Scorecard. This has required updating our Community Blueprint plan and has supported our planning and increased our focus on strategies that are impactful. The Program Accountability Coordinator and the Early Childhood Coordinator have begun to look at adding our Performance Measures to the Scorecard as well. This will be a major focus in 2014-15 as we complete our work with the Indicator level data. Until then, we will maintain our data in excel spreadsheets designed for the purposes noted above.

One report we have used to highlight changes in local data is the Kindergarten reading data. The Collaborative tracks the data collected by the Colchester Public Schools on reading assessments completed in Kindergarten. This particular report shows an increase in the number of Kindergarten Students performing at grade level upon entering Kindergarten as well as an increase in the number of students performing at grade level throughout the Kindergarten year. This increase has been attributed to a number of factors including full day Kindergarten, professional development in community preschool programs, enhanced preschool options and curriculum, and the new writing workshop model instituted at Colchester Elementary School. The District shared this data at a Board of Education meeting and at a School Readiness/Discovery Council meeting. The Collaborative shared this data at its meeting in February. See data table entitled *Kindergarten Reading Achievement*.

Kindergarten Reading Achievement

Kindergarten	September '06	February '07	May '07	September '07	February '08	May '08
At grade level	90 – 40%	107 – 48%	143 – 65%	122 - 56%	132 – 60%	149 – 68%

Kindergarten	September '08	February '09	May '09	September '09	February '10	May '10
At grade level	101 – 49%	121 – 58%	153 – 75%	130 - 55%	156 – 66%	169 – 73%

Kindergarten	Fall 2012 170 students	Winter 2013 168 students	Spring 2013	Fall 2013 160 students	Winter 2014 156 students
At Grade level	125 – 74%	120 – 71%	116 – 69%	117 – 73%	132 – 85%

Note significant improvement in winter 2013-14, first year of full day Kindergarten.

Note 2012, first year of Early Reading Intervention Curriculum

Note improvement in incoming scores—with the advent of C3 and the Early Education Coordinator work, we have enhanced preschool options and curriculum.

SECTION D: ORGANIZATIONAL STRUCTURE

Please provide a description of how the community collaborative and its committee's function (e.g., committee structure, frequency of meetings, etc.) and a description of the relationship between the community collaborative and the school readiness council (SRC).

The Collaborative meets six times per year as a large work group. These meetings usually have about 20-25 people in attendance representing pertinent stakeholders such as early education programs, school district staff, community agencies, a liaison to the Board of Education, parents, representation from relevant Town departments and a local hospital. This group also consists of individuals at leadership levels such as the First Selectman, Superintendent of Schools and school building administrators. Large group work meetings serve many functions but are often used to allow for discussion of indicators or strategies that require the input of multiple disciplines. The large group approves of plans, strategies, and budgets as well as reviews progress.

C3 has several groups that also act as committees to the larger group. The School Readiness/Discovery Council is the largest and most well established group. It meets six times per year outside of the large group meetings. These meetings are held during the early evening to facilitate the participation of community providers, the Colchester Public Schools Director of Pupil Services, community members who work during business hours, and an additional liaison to the Board of Education. The Coordinator also meets with specific groups of people depending on the implementation work. Two such groups are the Colchester Public Schools Early Literacy Team and the staff at Cragin Memorial Library. These groups meet periodically to plan for the implementation of the Early Literacy Partnership Grant. This year, we have also had ad hoc teams meet as we have worked to create the Results Scorecard. Individuals with experience in an indicator area have met to assist with the update of the Story Behind the Curve, Partners, and the What Works sections of the Scorecard. Some indicators such as behavioral referrals have also been addressed with the large group due to high interest across partners.

The Early Care Collaborative is also a sub-committee of the larger Collaborative. This group consists of center-based and home-based preschool providers from area programs. The Early Care Collaborative builds relationships with and between local providers; provides an opportunity for them to share concerns; and serves as a vehicle for professional development.

The School Readiness/Discovery Council is a sub-committee of the larger Collaborative. Updates for Collaborative work are shared at both the School Readiness and the large work group meetings to keep all members abreast of progress and efforts. The School Readiness/Discovery Council must adhere to its legislative requirements but the work easily falls within the purview of the Collaborative. For example, this group updated the indicator *percent of students with preschool experience* for the Results Scorecard.

Included find:

Organizational chart for the early childhood collaborative (Attachment 13)

Membership rosters for the early childhood collaborative and all committees (Attachment 4)

Result We Want for overall view of integration of strategies across the initiative (Attachment 14)

By-laws for the early childhood collaborative and its committees (Attachment 15)

The attached By-Laws were proposed but not yet adopted. A retreat in the spring of 2012 suggested that we need to change the way the Collaborative functions in order to keep all partners invested. We have been using this year as a means to determine how best to structure our meeting work. The process

has been delayed due to the change in Coordinator and the introduction of the Results Scorecard into our planning and meeting process. The Collaborative should be able to clarify the specifics of the operation of the group next year and adopt new by-laws then.

Memorandums of Understanding (MOU) have been executed with key partners that outline their role in the collaborative and strategy implementation (Attachment 16)

SECTION E: COMMUNITY SELF-ASSESSMENT

Based on your results, please tell us which of the Community Self-Assessment indicators needs the most improvement, what is preventing you from making progress, and how you will address these barriers?

Our Collaborative performs well on most of the indicators on the Community Self-Assessment tool. The indicator that needs the most improvement is Parent Leadership and Engagement. We have not made adequate progress in this area due to difficulty engaging new parents. As the Collaborative has aged, we have not continued to add new parent members to the Collaborative or the School Readiness/Discovery Council. The parents who have remained with us are largely those involved in other capacities and their children are generally now older than age eight. Additionally, efforts to provide a leadership development program in 2012-2013 did not meet with success due to lack of available trainers.

The Collaborative is addressing this barrier by building relationships with parents whose children are eight and under. We have connected with many parents during the past year through our Family Resource Center programs, parent workshops and our strong partnership with Early Head Start. Our Quality Enhancement grant was written to address parent leadership in 2013-14. As part of this grant, we planned a mini-version of a parent empowerment program in five sessions called Empowering Parents in Colchester (EPiC). The program was scheduled to meet at two times of day- one morning series and one in the evening. The evening series was cancelled due to low enrollment. With our remaining morning series occurring in late spring, our goal is to use this program as an opportunity to build an ongoing parent council that would meet several times a year. This group would allow for skill-building as well as opportunities to share their concerns and participate in decision-making. It is our hope that spreading the commitment to one time per month versus several weeks in a row will allow for greater participation in the future. Additionally, the Coordinator is reaching out personally to several individuals who have shown an interest in being involved and/or have demonstrated leadership ability. Finally, the Collaborative will offer childcare for any parents wishing to participate in meetings.

SECTION F: SUSTAINABILITY

Please provide a 1-2 page narrative that describes the strategies that your community is working on to sustain its collaborative infrastructure (i.e., the staff, consultants and other related supports such as coordination, communication, data collection and tracking systems). Please include any barriers to sustaining your collaborative structure and implementing your strategies, such as half-day kindergarten, access to data, and state categorical funding streams?

The Collaborative has created a Sustainability Team that includes the Early Childhood Coordinator, First Selectman, Superintendent of Schools, Chairman of the Board of Education, a community program director, and a community member. This initial team has begun to meet with a consultant to create a sustainability plan. The plan will be created based upon the framework of the *The Finance Project's Sustainability Planning Workbook*. The process will include a self-assessment which can be used to prioritize our needs. Other elements that will be addressed are clarifying long-term goals; creating a plan to secure fiscal resources needed to accomplish our goals, and building community support and organizational capacity. The team has set time to gather over six meeting dates with two to four hour commitments for each. Our timeline would have a draft of a sustainability plan by the end of September. This plan would then be brought to the large work group for approval and the creation of strategies. Additionally, the Collaborative has already been creating and building a relationship with the Board of Education, Board of Finance, and Board of Selectmen over the past few years. Collaborative staff members update the Boards annually on our work and progress; review pertinent changes in expected funding; and provide research and information on the benefits of early intervention. Requests were made of both the Board of Selectmen and the Board of Education to support the work of the Collaborative. This year the Board of Education has allocated \$20,291 toward .25 FTE of the Early Childhood Coordinator salary as well as maintaining its redeployment of funds from the School Readiness grant and payroll contributions. Other capacity building efforts by the District are included in Section H: Outcomes of efforts to leverage resources. The First Selectman included \$10,000 in his proposed budget to the Board of Finance. This amount has been reduced to \$5,000 after cuts to the budget were required. This sustains the funding at the same amount received last year. The Collaborative is also working on creating a base of community donors that might support the implementation costs associated with our work. We have developed a business support form as well as created an account for receipt of donations. In our first request last year, we received \$600. Additional staff time is required to maximize the potential of local community support.

Barriers to maintaining our Collaborative structure and implementing our strategies are stable funding, time, and transportation. Funding and time are key issues for maintaining our Collaborative structure. We have hired paid staff members to fill key roles for the Collaborative including: coordination, communication, and data collection. Without these paid positions, the work would rely on volunteers and the addition of work to already "full-plates" of existing employees. In such conditions, the infrastructure would be scattered, the implementation of strategies would be slowed drastically, and the comprehensive and coordinated nature of the work would be reduced. As it is now, the paid staff members of the Collaborative are all part-time with much more to do than there is time in a work week. Without funding to maintain these positions and potentially increase the time available, the initiative will be constrained. In fact, the implementation of our strategies is based largely on the amount of time that Collaborative and Partner staff have available and is not keeping pace with planned expectations. To address that for the year 2014-2015 and to improve our efficiency, there has been a consolidation of various jobs into an Assistant to the Coordinator position incorporating the roles of clerk, program implementation, and communications. Additionally, one of our most frustrating barriers to the implementation of our strategies is the lack of transportation in our rural town. This year, we have had

several students unable to attend preschool programs due to a lack of transportation. In these cases, funding was available for the preschool program itself but transportation was beyond our means. This lack of transportation also reduces our ability to reach some of the most needy families with our Family Resource Center programs and parent workshops.

If a one-time grant of up to \$10,000 were made available, please provide a brief description of how you would use these additional resources to support local infrastructure (i.e., the staff, consultants and other related supports such as coordination, communication, data collection and tracking systems).

Our Collaborative would use the additional resources to support the infrastructure of the support system for children with socio-emotional needs. Past data collected and analyzed as part of our initiative has indicated how student need in these critical life skills affects both the individual student as well as his/her entire classroom. Though we have begun collecting data that measures the behavioral and emotional strengths and weaknesses of individual students in grades K-2, through the use of the BASC™-2 Behavioral and Emotional Screening System (BASC-2 BESS), we have not been able to provide intervention to match the identification of need. With this funding, the Collaborative could contract with a consultant trained in the creation of systemic strategies to address behavioral needs. The consultant would work with social work professionals in our elementary and intermediate school buildings to develop a comprehensive plan to address needs identified at the Tier 2 and 3 level thus building capacity and creating an alignment in approach across classrooms and schools. These changes would support teachers and students allowing for greater gain from our other investments in teacher efficacy that would be sustainable in future years.

SECTION G: BUDGET

See 2014-2015 Budget Form and Budget Narrative for the 2014-2015 Budget Form (**Attachment 6**)

SECTION H: Early Literacy Partnership Grantees ONLY

Progress on the action plan, an analysis of data and performance measures and how collaborative is using the data this year;

Progress on the action plan.

The Collaborative has made great gains in implementing the actions identified in our Early Literacy Partnership plan. Our partnerships have allowed us to implement our strategies with all actions on track to be complete by the end of June. Most of the strategies and actions have now been integrated into our new Results Scorecard that indicates specific actions and progress. See Plan Updates for specific information (Attachment 9).

The library has enabled the Collaborative to reach families with very young children through workshops and library programs as well as low-income neighborhoods and community programs and camps through the Bookmobile. Additional changes to the physical environment in the Children's Department are creating a more interactive atmosphere and encouraging child and caregiver play. Library staff is coordinating with area community providers to showcase quality story times.

Colchester Elementary School has embraced increased teacher efficacy as the means to increase literacy outcomes for children and are seeing the positive impact of their work within the same year.

The Writer's Workshop model is being implemented in all classrooms in the building. Teachers are impressed with student progress and students are loving the writing process. Leveled Literacy Instruction training was received and shared with CES staff. These interventions are occurring within classrooms as part of the reading program. Again progress is already being seen. Ongoing in-house professional development in literacy practices with coaching has become part of the instructional culture. Additionally, the Behavioral and Emotional Screening System (BESS) is continuing to be used by teachers and has proven to be an accurate indicator of all types of social-emotional need. Acceptance of the BESS scores as a Headline Indicator is being considered. Finally, the district preschool teachers participated in over a dozen home visits with families in an effort to develop stronger family engagement practices. The initial experience has been positive though they have not yet reached all families. Materials have been purchased for Jack Jackter Intermediate School in Leveled Literacy Instruction to strengthen the alignment between school curricula. Additionally, staff from JJIS attended a workshop in Coaching Writing.

The Collaborative has continued to improve teacher quality in community programs at the preschool level through professional development opportunities in Early Writing, teaching of social skills through Second Step programs, and the use of the CLASS as an observation tool in School Readiness classrooms. In addition, early literacy materials which aligned with the professional development have been provided to teachers. Our Family Liaison is also working with a few families experiencing significant stressors to stabilize family circumstances and support our students readiness to learn.

Our Family Resource Center (a partnership with Colchester Public Schools and Early Head Start) has continued to deliver programming that connects families, models skills, and provides opportunities for socialization. The response to these opportunities is overwhelmingly positive and additional sections of classes were added to address long wait lists.

Analysis of Data and Performance Measures

Performance measures have been developed for all of the actions and collection tools created for almost all actions. Data collection and management is a time consuming process especially with the required three types of data per action. We have found that some pieces of data have much more value for implementation and planning than others. Additionally, anecdotal evidence is being collected and sometimes speaks more strongly than quantitative data does. A data matrix indicates the status of each measure. See *Early Literacy Performance Measures Attachment 12*.

Use of Data

A majority of the actions will require data collection in June 2014 after programming is completed. That said, the data currently available is being used for ongoing program evaluation and for planning for next year. The feedback data received thus far from professional development at both the district and community provider level indicated that the support in literacy development skills are both needed and wanted. Informal feedback from the professional development work with Teacher's College has been positive. Feedback from parents about Family Resource Center programs and workshops has also been positive and so we are continuing to offer these workshops until mid-May. The CLASS tool has been useful for the observer in noting strengths and areas of need for School Readiness classrooms. Monitors received training in how to coach programs to increase the scores on the CLASS as a means to make the tool more useful for teachers. The Results Scorecard planning and updating process has helped us use our Headline Indicators to refocus our efforts on those area identified in the plan.

The outcome of efforts to leverage resources in support of your early literacy action plan.

The provision of professional development to teachers at Colchester Elementary School has leveraged additional support from the District through the provision of substitute teachers for all professional development days. This commitment will increase the availability of early literacy funds to continue strengthening the resources that the school has to provide literacy instruction. It will also allow for additional training to occur for select lead staff members and supportive materials to be purchased in the amount of approximately \$9,000 from the 2013-14 budget. A commitment to fund substitutes for professional development in 2014-15 has been made as well. Additionally, the District has purchased the Wilson Just Words remedial reading training and materials at over \$22,000 for staff K-8 as a result of conversations at the early literacy planning meetings. Another initiative funded by the District in partnership with University of Connecticut has been the training of teachers in Reading Recovery for grade one. The District has also committed dollars for the 2014-2015 school year to continue to support the literacy work begun with Partnership funds. Next year, a total of \$14,000 has been budgeted to partner with the Collaborative in the continuation of the Teacher's College in Writing training as well as support the beginning of a new Reader's Workshop model in PreK and Kindergarten.

The community partnerships that have developed as a result of work on the plan have increased our use of partner volunteers and staff to implement strategies. Cragin Memorial Library staff volunteers have assisted our Bookmobile effort and part-time staff have provided staff development opportunities for area providers at a cost effective rate.

The Collaborative for Colchester's Children, in partnership with Cragin Memorial Library applied and was awarded a grant from The Colchester Learning Foundation. This grant, in the amount of \$500.00, is to support the efforts of our Second Step social skills development initiative. These additional funds will allow us to provide parent workshops, purchase related materials for the library's collection, and provide resources for community providers. This approach further integrates the social skills initiative into the community.

Finally our early literacy efforts, and the positive results that we are beginning to see, bolsters our support from the community itself. These initiatives give us visibility and provide concrete actions to build awareness of our Collaborative. These successes have allowed for the increased support of the Board of Education in the 2014-2015 school budget as well as the continued support of the Board of Selectmen. If the budget passes, an additional \$25,291 will be added to our Collaborative efforts.

Action plan approach and rationale including changes, if any you will be making in 2014.

The early literacy funds have been fully integrated into our strategies with our partners; most notably the Colchester Public Schools, the Cragin Memorial Library and our families. This integration has allowed us to hone in on the actions that are providing the most impact for our families as well as establish programs that need to be maintained through our Collaborative budget. As a result of our past experience, the early literacy action plan will be simplified to include those elements most clearly providing impact in the area of capacity building and community outreach activities through our partnership with the library.

Our past work with Colchester Public Schools had brought to light sub-groups of children that are struggling to make progress in literacy. That work has helped inform staff at CES and JJIS. The implications of the added awareness have become part of the standard procedures now. For example, the knowledge that students with past speech issues have been correlated to reading deficits with Colchester students has prompted staff to inquire about past speech therapy for any struggling student. Addressing these sub-group deficits alone, however, were not creating a large impact on reading scores due to the small numbers found in each group. The teacher evaluation process instituted this year strengthened our commitment that teacher efficacy was most important for student progress. Therefore, the action plan this year will focus on continuing to build teacher capacity in a balanced literacy approach as well as building resources needed to support the new learning.

The professional development opportunities provided to community preschool programs have been well received. However, it has been difficult to provide instruction to all programs when the quality of teaching and professional knowledge is at very different levels and the number of resources available is also highly variable.

This year we plan to continue supporting programs but in a more individualized and differentiated manner through the use of a consultant and the Early Language and Literacy Classroom Observation tool. Through this approach, we can provide teachers with the amount of support needed and move all of our early learning classrooms to the same standard for literacy instruction. The provision of material resources will be tied to the development of a plan to address deficits in individual program environments.

Cragin Memorial Library will continue to be a major partner with us as we connect with families and build their awareness of important pre-reading experiences. The Bookmobile will be more active in the community during the summer months to stave off summer learning loss. It will travel to community programs and our local parks and recreation camp to meet students where they are. Story times that have a literacy focus will continue to be offered through the library. These specially designed story times allow caregiver and child to remain together while the instruction of an easily applied literacy skill is embedded within the activities. Finally, in recognition that Cragin is the place that meets our families first, additional funding to continue developing resources to create an interactive literacy environment is allocated.

Many elements have been moved from our early literacy plan to our Collaborative plan. Most of those actions have been embraced as an activity to be sustained and will be the responsibility of the larger Collaborative to implement and fund. The professional development remaining in the plan will focus our efforts on building capacity that will be self-sustainable. Our actions that partner with the library will assist us in continuing to find the best means for connecting with families and building our resources to do so.

Early literacy action plan for the period July 2014 – June 2015 (**Attachment 7**)

ATTACHMENT 1: 2014 – 2015 APPLICATION ASSURANCES

On behalf of the community of Colchester, we the undersigned submit this grant application to the William Caspar Graustein Memorial Fund and the funding partners. We attest to the appropriateness and accuracy of the information contained herein, and certify that this application, if funded, will comply with all requirements. Any funds received from the funding partners will be used solely to support the purpose, goals and objectives as stated herein. The attached Discovery application is the result of a collaborative and inclusive community planning process. We agree to participate in the evaluation, documentation and specified technical assistance provided through this grant opportunity.

<p>Chief Elected Official Name Gregg Schuster Signature Date Telephone 860-537-7220 E-mail firstselectman@colchesterct.gov</p>	<p>Superintendent of Schools Name Jeffry P. Mathieu Signature Date Telephone 860-537-7260 E-mail mathieuj@colchesterct.org</p>
<p>Health Partner Name Charles Seeman, Executive Director United Community and Family Services Signature Date Telephone 860-889-2375 E-mail cseeman@ucfs.org</p>	<p>Parent Leader Name Alyson Darvas Signature Date Telephone 860-531-2122 E-mail littlesmartyhands@gmail.com</p>
<p>Early Childhood Collaborative Chair Name Kate Byroade Signature Date Telephone 860-537-5752 E-mail librarydirector@colchesterct.gov</p>	
<p><i>Complete only if a single entity has not yet been established</i></p>	
<p>Discovery Collaborative Chair Name Signature Date Telephone E-mail</p>	<p>School Readiness Council Chair Name Signature Date Telephone E-mail</p>

ATTACHMENT 2: PRIMARY CONTACT SHEET 2014

Name of Discovery Community: Colchester

Collaborative Sponsor Contact

Organization: United Community and Family Services

Executive Director: Charles Seeman

Address: 47 Town Street

City, state, zip: Norwich, CT 06360

Telephone: 860-889-2375 Fax: 860-889-3450 E-mail: cseeman@ucfs.org

Primary Contact

The Primary Contact serves as the local *single point of contact* for communications with the Memorial Fund and the local collaborative. In many cases this individual is the paid or designated staff for the **Early Childhood Collaborative**. In the event that the contact changes, please notify the Memorial Fund so we can have the most current information.

Primary Contact: Cindy Praisner

Organization: Collaborative for Colchester's Children

Address: 315 Halls Hill Rd

City, state, zip: Colchester, CT 06415

Telephone: 860-537-0717 Fax: 860-537-6573 E-mail: cpraisner@colchesterct.org

ATTACHMENT 3: COLLABORATIVE SPONSOR AGREEMENT

Community: Colchester

Collaborative Sponsor: United Community and Family Services

Please note: No branch of local, state or federal government can act as collaborative sponsor for the purposes of the Discovery Grant Program.

The Collaborative Sponsor has reviewed and understands the responsibilities and essential qualifications for supporting the community collaborative listed below.

1. RESPONSIBILITIES

- Receive and manage grant resources at the direction of the local collaborative group
- Provide the local collaborative group with the staffing and other support services that are necessary in support of collaborative actions
- Administer the grant award, including conducting a certified audit, either separately or displayed as a distinct program within the organization's audit of all Memorial Fund funds
- Serve as one of the primary contacts for the Discovery Grant

2. QUALIFICATIONS

- 501(c) 3 status
- Fiscally sound and responsible
- Ability to work with parents, schools and related health and human service providers
- Experience in the engagement and management of comprehensive community based initiatives
- Understands the process and importance of increasing and sustaining community engagement and parental involvement
- Experience being a champion for children, birth to age eight and their families
- Experience in the management of subcontracts for services, multiple interagency agreements and cross agency staff management and redeployment
- Able to account for redeployed and in-kind matching resources to the collaborative

As Collaborative Sponsor, the undersigned agrees to accept the responsibility for supporting the collaborative in their management of the Discovery Birth to Age Eight grant proposal to build capacity and sustain collective community decision making and accountability for the status of young children and families.

Authorized Signatory's Name: Charles Seeman

Position: Executive Director

Signature

Date

SUBMIT THE FOLLOWING DOCUMENTATION WITH THIS SIGNED AGREEMENT

IRS 501(c) 3 Determination Letter
Current Audit or Financials
List of Board Members

ATTACHMENT 3: COLLABORATIVE SPONSOR AGREEMENT

SEE ATTACHMENT 3A FOR ADDITIONAL DOCUMENTS

- IRS 501(c) 3 Determination Letter
- Current Audit or Financials
- List of Board Members

Attachment 4: Membership Rosters For The Early Childhood Collaborative And All Committees

Make additional copies of this form if needed (see Note 1 below). This form must be completed and submitted as part of your application.

Note: For the purposes of this chart, ONLY include program volunteers who participate regularly in collaborative meetings and decision-making. In addition, the term "parent" refers to people involved in the Discovery work primarily in their role as parents, particularly those parents who are not already working on behalf of children in their professional capacity.

- Key 1:** Parent/Guardian (P) Teacher (T) Early Care Provider (ECP) Health Professional (HP) Board of Ed. Member (BOE)
 Community Resident (CR) Faith Community (FC) Chief Elected Official (EO) City/Town Council (CTC) Social Service Provider (SP)
 Law Enforcement (LE) Higher Education (HE) Corporate Sector (CS) School Administrator (SA) Other (O)
 Small Business (SB) Unions (U) Legislators (LS)

Key 2: Member (M), Committee Member (CM), Committee Chair (CmC), Executive Committee Member (ECM), Collaborative Chair (CC)

Key 3: White (W), Black or African American (B), Hispanic or Latino (H), Asian (A), American Indian or Alaskan Native (AI), Multi-Race (M), Other (O)

Name	Key 1 Stakeholder Role	Town/City Resident Yes / No	School, Organization or Group	Position or Title in Organization or Group	Key 2 Role in Collaborative Group:				Key 3 Race/Ethnicity	
					M	CM	CmC	ECM		CC
Anderson, Becky	ECP	Yes	Home Daycare	Early Care Provider	X					
Bowes, Yolanda	SP	No	UCFS	Community Outreach Coordinator	X					W
Byroade, Kate	L	No	Cragin Memorial Library	Director		X			X	W
Cicero, Katie	ECP	Yes	Home Daycare, TCCA	Early Care Provider	X					W
Cook, Lisa	HP	No	Backus Hospital	Community Relations	X					W
Darvas, Alyson	P	Yes	Community	MOM's Club	X					W
Deloreto, Carolynne	P	Yes	CT DPH	Child Care Licensing Specialist		X		X		W
Deshais, Cyndi	O	No	Center for School Change	Consultant	X					W
Donahue, Michelle	T	No	Colchester Cooperative Nursery School	Preschool Teacher	X					W
Eselunas, Linda	T	No	Colchester Cooperative Nursery School	Preschool Teacher Assistant	X					W
Foley, Christine	ECP	Yes	Colchester K.I.D.S	Owner	X					W
Gambolati, Karen	T	Yes	Colchester Public Schools	Math Specialist	X	X				W

Attachment 4: Membership Rosters For The Early Childhood Collaborative And All Committees

Make additional copies of this form if needed (see Note 1 below). This form must be completed and submitted as part of your application.

Germain, Karen	ECP	Yes	Home Daycare, TCCA	Early Care Provider	X							W
Giugno, Karen	L	No	Town of Colchester, Board of Selectman Designee Cragin Memorial Library	Children's Librarian	X	X						W
Gilbert, Barbara	SA	No	Colchester Public Schools	Director of Curriculum		X						W
Guertin, Mary	SP	No	TVCCA	Executive Director		X						W
Guinness, Karen	P	Yes	Citizen at Large	Parent		X						W
Hagan, Kim	ECP	No	C.A.S.T.L.E	Program Director		X						W
Hancin, Cheryl	O	No	Town of Colchester Park and Recreation	Recreation Director		X						W
Hermann, Erin	T	No	Colchester Public Schools	Literacy Specialist		X						W
Kennedy, Donald	BOE, P	Yes	Colchester Public Schools Board of Education	Elected Official		X						W
LePage, Dawn	O,P	Yes	Town of Colchester and Colchester Public Schools	Office Professional		X						W
MacDonald, Joann	L	No	Cragin Memorial Library	Children's Librarian		X						W
Maffuid, AnnMarie	HP	Yes	Colchester Counseling Associates, UCFS	LMFT		X						W
Marks, Jennifer	T	Yes	Community	Preschool Teacher		X						W
Matheson, Jennifer	ECP	Yes	Curley's Kids	Director		X						W
Mathieu, Jeffrey	SA	No	Colchester Public Schools	Superintendent		X	X					W
McCune, Lynne	T	Yes	Colchester Public Schools	Parent, Reading Specialist		X	X					W
Merrill, Jill	T	Yes	Colchester Early Childhood Program	Preschool Teacher		X						W
Morgan, Michele	O	Yes	Colchester Public Schools	Communication Coordinator		X						W
O'Donnell, Joan	ECP	No	C.A.S.T.L.E.	Director, C3 Chairman		X						W
Owens, Brenda	ECP	No	Curley's Kids	Owner		X						W
Pothier, Deborah	ECP	Yes	Home Daycare, TCCA	Early Care Provider		X						W
Praisner, Cindy	O	Yes	Citizen at Large	Early Childhood Coordinator		X	X					W
Prawl, Kathleen	ECP	Yes	Home Daycare, TCCA	Early Care Provider		X						W
Reynolds, Jennifer	SA	Yes	Colchester Public Schools	Principal 3-5		X	X					W
Rubin, Linda	ECP	Yes	Colchester Early Childhood Program	Preschool Teacher		X						W

Attachment 4: Membership Rosters For The Early Childhood Collaborative And All Committees

Make additional copies of this form if needed (see Note 1 below). This form must be completed and submitted as part of your application.

Salazar, Joanne	T	No	Colchester Early Childhood Program	Preschool Speech Language Pathologist	X					W
Sandberg, Debra	SA	No	Colchester Public Schools	Principal	X	X				W
Schuster, Gregg	EO,P	Yes	Town of Colchester	First Selectman	X	X				W
Shaughnessy, Katherine	SA	No	Colchester Public Schools	Director of Pupil Services	X					W
Silva-Cohen, Michelle	ECP	Yes	C.A.S.T.L.E	Early Care Provider	X					w
Sloat, Jennifer	O	No	Town of Colchester Youth & Social Services Bureau	Program Coordinator	X					W
Stella, Deana	ECP	Yes	Community	Preschool Teacher	X					W
Swain, Kristina	T, ECP	Yes	C.A.S.T.L.E	Preschool Teacher	X					W
Tanner, Kathleen	T	Yes	Citizen at Large	Retired Kindergarten Teacher	X					W
Tierney, Lorraine	T	Yes	Colchester Public Schools	Speech Pathologist	X					W
Tomasi, Mary	BOE, , EO	Yes	Colchester Public Schools Board of Education	Elected Official	X					W
Vasellina, Susan	T	No	Colchester Early Childhood Program	Speech Pathologist	X					W
Watson, Anne	SA	No	Colchester Public Schools	Principal of PreK-2	X	X				W
Welling, Eliza	T	No	Colchester Early Childhood Program	Special Education Teacher	x					W
Young, Evamarie	P	Yes	Citizen at Large	Parent	X					W
Yuris, Jennifer	T	No	Colchester's Early Childhood Program	Preschool Teacher	X					W

Attachment 5: Community Self Assessment Report Form

<i>Indicator</i>		<i>Column Score</i>	<i>Comments/Helpful Tools</i>
<i>Collaborative</i>	Broad and Inclusive Collaborative	3.0	<i>Missing some members-faith and economic diversity</i>
	Engaged Collaborative Group	4.0	<i>Discussions are open and constructive; Organizations are committing resources; have public visibility are working on recognition</i>
	Strategic Use of Data	3.5	<i>Struggle finding appropriate data; need better data not necessarily more; all on board to use it; Results Scorecard has helped us look at things differently.</i>
	Governance Structure with Working Committees	2.75	<i>Our current structure is working though not formalized; formal structure was not working; need a more defined process for the development of leaders; working on a parent-focused committee</i>
<i>Parent & Leadership Engagement</i>	Parent Leadership & Engagement	2.0	<i>Missing 1,2, and 4 from rubric level 3. Could do more to capture parents already engaged in our FRC programs. EPIC workshops may serve as a base for a parent-focused and engagement committee. Need to address parent engagement as a whole group-use Honeycomb.</i>
	Support of Mayor/Chief Elected Official (CEO)	4.0	<i>Financial support is now in place!</i>
	Support of Superintendent	4.0	<i>Continues to be a strength for us.</i>
	Strong Collaborative Leadership (CHAIR)	2.0	<i>Last chair reached term limits; seat was empty for a few months; work best when chair serves as support for coordinator but may not be best for sustainability; role is not a high priority for the group.</i>

Attachment 5: Community Self Assessment Report Form

	Engaged Collaborative Agent (CA)	3.25	Serve as an equal partner which makes scoring difficult; our expectations of them are not the same as the rubric.
	Community Champion/ Spokesperson	4.0	BOE chair serves as a champion; First Selectman and Superintendent in formal leadership; MOMs club parent Alyson Darvas is also a champion for C3
	Strong and Skilled Facilitator (COORDINATOR)	4.0	Acts as neutral facilitator; addressing parent role.
	Coordinator time is at least 20 Hours	Yes	Coordinator works 22.5 hours per week for 121 days.
	Meaningful Local Match	4.0	Funding plan is being developed with Sustainability Team.
Staff Support			
Meaningful Local Match			
			Column scores are an average of C3 large work group scores and School Readiness/Discovery Council scores.

*Group decided to score rubric in whole numbers based upon where there was a preponderance of evidence; in past years we have used partial scoring.

ATTACHMENT 6: PARTNERSHIP BUDGET: JULY 1, 2014 TO JUNE 30, 2015
(EXCEL VERSION ATTACHED TO EMAIL)

Revenues	JULY 1, 2014 – JUNE 30, 2015				Total
A. New Partnership Request (Including New GMF, CHDI and OEC Funds)	90,000				90,000
B. Projected GMF/CHDI Carry-in (Projected as of June 30, 2014)	7,000 (Sustainability Funds)				7,000
Total Partnership Request (A + B)	97,000				97,000
Total Local Match (cash & redeployed)	53,843.01				53,843.01
Total Revenue (Total Request+ Local Match)	150,843.01				150,843.01
Expenses	JULY 1, 2014 – JUNE 30, 2015				Total
	Partnership Funds	Local Match			
		New	Redeployed	Source	
(100) Collaborative Staff Salaries					
(111A) Administrator/Supervisor		20,291	23,255	BOE	43,546
(111A) Clerical					
(111A) Other	25,696				25,696
(200) Collaborative Staff Benefits					
(200) Personnel Services/Fringe			5,297.01	BOE	5,297.01
(300) Purchased Services					
(325) Parent Activities	8,400				8,400
(330) Other Technical Services (Consultants)					
(500) Other Purchased Services					
(530) Communications					
(580) Travel					
(590) Other Services	60,000	4,000		BOS	64,000
(590) Meeting facilities/food	440				440
(590) Child care	1,280				1280
(590) Other	980	1,000		BOS	1980
(600) Supplies					
(600) Administrative Supplies	204				204
Grand Total Expenses	97,000	25,291	28,552.01		150,843.01

Note: Numbers in parentheses represent state budget codes (See Budget Codes Explanations attached.)

*Total "Partnership Funds" in Expenses should equal "Total Partnership Request" line in the Revenue section.

ATTACHMENT 6: PARTNERSHIP BUDGET: JULY 1, 2014 TO JUNE 30, 2015
(EXCEL VERSION ATTACHED TO EMAIL)

BUDGET CODES AND EXPLANATIONS

COLLABORATIVE STAFF SALARIES (100)

- 111A** **(Non-Instructional) Administrative/Supervisor Salaries/Clerical/Other:** Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature. Include salaries for employees performing clerical/secretarial services. Include all gross salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Include salaries for any other employee not fitting into objects 111B. Include the gross salaries for these individuals including overtime salaries or temporary employees. Included can be janitorial personnel costs, grant activity coordinators, salaries, and food service personnel.

COLLABORATIVE STAFF BENEFITS (200)

- 200** **Personnel Services - Employee Benefits:** Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 111A. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are parts of the cost of personal services. Included is the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

PURCHASED SERVICES (300)

- 325** **Parent Activities:** Expenditures related to services for parents, including workshop presenters, childcare services, participation stipends, and overall seminar/workshop costs.
- 330** **Other Technical Services (Consultants):** Payments for professional or technical services that are not directly related to instructional activities. Included are payments for data processing, management consultants, legal services, etc.

OTHER PURCHASED SERVICES (500)

- 530** **Communications:** Payments for services provided by persons or businesses to assist in transmitting and receiving messages or information. This category includes telephone, FAX services, postage, and postage machine rental.
- 580** **Travel:** Expenditures for transportation, meals, hotel and other expenses associated with staff or collaborative members' travel, including conference or workshop fees. Per diem payments to staff in lieu of reimbursement for subsistence (room and board) are included.
- 590** **Other Purchased Services:** All other payments for services rendered by organizations or personnel not on the grantee payroll not detailed in 530 or 580. These include printing and advertising costs.

SUPPLIES (600)

- 600** **Administrative Supplies:** Expenditures for consumable items directly related to program administrative (non-instructional) activities.

ATTACHMENT 6: PARTNERSHIP BUDGET: JULY 1, 2014 TO JUNE 30, 2015
(EXCEL VERSION ATTACHED TO EMAIL)

COLCHESTER'S DISCOVERY GRANT
BUDGET JUSTIFICATION JULY 1, 2014 THROUGH JUNE 30, 2015

Code Descriptions Budget Amount

111A ADMINISTRATOR/SUPERVISOR SALARIES \$0

Early Childhood Coordinator – position dedicated to coordinating the activities of Colchester's community-wide local plan, including:

- Organizing, planning and facilitating all Leadership Work Group, Early Care Collaborative; School Readiness/Discovery Council and Team Leader/Specialist meetings;
- Promote community understanding of blueprint goals, strategies, and activities and encourage community involvement.
- Ensuring direct, transparent communication throughout the structure of the Collaborative and back into the Colchester community;
- Oversight and management of Team Leaders, Specialists, Clerk and Data Management Coordinator;
- Maintaining all aspects of the School Readiness, Discovery, and Local Planning Grants, including fiscal management, reporting, data collection, and implementation;
- Facilitating dialogue between and among local child care and education programs and the Colchester Public Schools.
- Identification of and provision of professional development programs for teachers and staff involved in early childcare and education
- Alignment of all efforts of School Readiness, Discovery and Early Childhood Blueprint
- Supporting the establishment of a Family Resource center in our community.
- Engaging community partners (i.e. Library, Social Services) for participation in the Blueprint, school readiness, and Discovery initiatives
- Facilitating dialogue between community stakeholders i.e. businesses, local child care and education programs, parents, Colchester Public Schools, seniors, and other community partners
- Assisting in data gathering to establish and ensure accountability with blueprint plan i.e. through focus groups, dialogue forums, and needs assessments, other data gathering methods.
- Disseminate data and committee/sub-committee results to community at large

.6 Early Childhood Coordinator position is being funded via reallocation from School Readiness Grant and .25 allocation in the Colchester Public Schools budget.
(total: \$43,546 per academic year).

111A OTHER \$25,696

Assistant to the Coordinator \$19,756

The Assistant to the Coordinator will support the Early Childhood Coordinator with tasks involved in all aspects of the Collaborative for Colchester's Children including communications, program implementation, and clerical duties. The Assistant to the Coordinator is responsible for the following:

- Maintain records of meetings and reports as assigned
- Word process C3 materials, including, but not limited to: memos, letters, newsletters, agendas, minutes and reports

ATTACHMENT 6: PARTNERSHIP BUDGET: JULY 1, 2014 TO JUNE 30, 2015
(EXCEL VERSION ATTACHED TO EMAIL)

- Communicate with staff, parents and outside agencies and services accurately and maintain a high level of confidentiality in and out of the office
- Answer questions and assist parents, students, staff and the public
- Design and implement public relations and marketing materials for the C3 organization and all C3 related programs and events including but not limited to press releases, media alerts, fact sheets, brochures, talking points, op-ed pieces, etc.
- Maintain and update C3 website as needed
- Develop relationships with media outlets & reporters covering early care and education, health and well being, family supports for children birth through age eight and their families (pitch story ideas, follow up, coordinate interviews, maintain detailed notes regarding communication with reporters)
- Organize and arrange for special events
- Lead assigned planning groups to plan and implement programs and activities
- Lead operations in a manner that is professional, inclusive, productive, and successful
- Assist the Program Accountability Coordinator in the collection of accurate performance measure data related to implemented programs and activities
- Communicate member recommendations, decisions, processes, needs and results to C3
- Promote community understanding of blueprint goals, strategies, and activities and encourage community involvement
- Attend C3 meetings, up to 6 times per year.

Program Accountability Coordinator \$ 5,940

Program Accountability Coordinator will be responsible for the collection, analysis, reporting out of all population data collected to measure impact on headline and secondary indicators as well as programmatic and systemic data obtained from measuring performance. Including the following:

- Assist Board and Work Groups, and Partners in the development of performance measures for all selected activities and overarching strategies;
- Collect, analyze, and update all data;
- Work with Early Childhood Coordinator to develop means of reporting progress back to community;
- Work to ensure a continual feedback loop from the community to the Collaborative for Colchester's Children;
- Coordinate with C3 Program Coordinator, Board, and relevant partners;
- Promote community understanding of blueprint goals, strategies, and activities and encourage community involvement.

200 Collaborative Staff Benefits

200 Personnel Services/Fringe (\$5297.01 paid by BOE) \$ 0

300 PURCHASED SERVICES \$ 8,400

325 Parent Activities \$ 8,400
 Family Resource Center programming \$6,500
 Parent Workshops \$1,400
 Parent and Child Literacy Workshops/Story times (ELPG) \$ 500

500 OTHER PURCHASED SERVICES \$60,000

590 Other Services \$2,000
 Bookmobile Coordinator \$2,000

The Bookmobile Coordinator position includes the coordination of Bookmobile visits to targeted neighborhoods, community programs, and camps and includes the following responsibilities:

ATTACHMENT 6: PARTNERSHIP BUDGET: JULY 1, 2014 TO JUNE 30, 2015
(EXCEL VERSION ATTACHED TO EMAIL)

- Create a schedule for Bookmobile visits;
- Communicate schedule with Communications Coordinator in order to ensure awareness of planned visits;
- Develop relationships with apartment complex managers, program providers and camp staff;
- Organize books, load car, put out signs;
- Collect required data on Bookmobile use;
- Promote community understanding of blueprint goals, strategies, and activities and encourage community involvement;
- Coordinate with Early Childhood Coordinator, Program & Accountability Coordinators, Board, and partners on an ongoing basis.

Health Coordinator \$3,500

The Health Coordinator position will work to improve the health condition of children and pregnant mothers in our community including the areas of prenatal health, dental health, nutrition, and physical activity in order to promote school readiness.

- Research and identify the major health issues experienced by young children in Colchester based upon data related to our community;
- Promote early developmental and behavioral screening with families through the Help Me Grow program and other available resources;
- Develop strategies to address identified health issues;
- Identify and reach out to community stakeholders, coordinate partnerships with community organizations and develop relationships with area providers of health services for children and pregnant women;
- Promote community understanding of blueprint goals, strategies, and activities and encourage community involvement;
- Coordinate with Early Childhood Coordinator, Program & Accountability Coordinators, Board, and partners on an ongoing basis.

Family Liaison (\$4,000 Funded through the BOS) \$ 0

The Family Liaison will work directly with those families in our School Readiness programs that require additional support in the areas of health, education, nutrition, mental health, advocacy, and transition.

- Design and nurture family chosen goals;
- Connect families with community resources to achieve family goals;
- Work to empower families to reach goals;
- Be respectful of each family's culture and background;
- Promote community understanding of blueprint goals, strategies, and activities and encourage community involvement;
- Coordinate with Early Childhood Coordinator, Program & Accountability Coordinators, Board, and partners on an ongoing basis.

Professional Development for Writer's Workshop (ELPG) \$ 6,000

Professional Development for Reader's Workshop (ELPG) \$ 8,000

Professional Development for Small Group Instruction (ELPG) \$ 7,600

ATTACHMENT 6: PARTNERSHIP BUDGET: JULY 1, 2014 TO JUNE 30, 2015
(EXCEL VERSION ATTACHED TO EMAIL)

Materials for Reader’s Workshop PreK-K (ELPG)	\$10,700
Scope and Sequence Curricular Work (ELPG)	\$ 3,300
BESS Screening Tool for Grade 3 (ELPG)	\$ 900
Pre-K Early Literacy Improvement Consultant using ELLCO (ELPG)	\$1,400
Literacy Materials for Pre-K as related to ELLCO (ELPG)	\$ 8,600
Literacy Materials for Cragin Memorial Library (ELPG)	\$1,000
Sustainability Consultant (carry over funds allocated for Sustainability)	\$7,000
590 Meeting facilities/food	\$ 440
590 Childcare	\$1,280
590 Other- Website Hosting/ Maintenance and Results Scorecard Fees (Additional \$1,000 funded through BOS)	\$ 980 \$ 0
600 ADMINISTRATIVE SUPPLIES	\$ 204
Paper, ink, cartridges, chart paper, pens, markers, etc.	

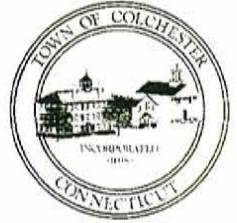
TOTAL: \$97,000.00



Colchester Youth & Social Services

127 Norwich Avenue, Suite 205, Colchester, Connecticut 06415

P: 860-537-7255 F: 860-537-1731 E: youthservices@colchesterct.gov



Memo

To: Board of Selectman
From: Valerie Geato
Date: April 4, 2014
Re: Right Response Network Grant

The Right response CT Network grant award has been extended to September 30, 2014 from the original deadline of June 30, 2014. As a result, an up-to-date resolution must be passed.

RESOLUTION

RESOLVED: That the First Selectman is authorized to sign the grant award letter and all necessary documents for the Right Response CT Network Grant.



STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

March 21, 2014

The Honorable Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

03-26-14A10:51 RCVD

Dear Selectman Schuster:

I am pleased to inform you that your current Right Response CT Network grant award has been extended to September 30, 2014. Please sign and date the enclosed grant award. Keep a copy for your file and return the original to my attention along with an up-to-date certified resolution passed by the municipality's governing board, e.g., town or city council, indicating that the municipal officer that signs the grant award is specifically authorized to do so.

Should you have any questions or concerns regarding your grant, do not hesitate to contact me at 860-418-6316. Thank you for partnering with us to reduce arrests in schools.

Sincerely,

Valerie LaMotte
Policy and Planning Manager

cc: Valerie Geato
Maggie Cosgrove



**STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT**
Criminal Justice Policy and Planning Division
450 Capitol Avenue, MS#52CJP
Hartford, CT 06106-1379

NOTICE OF REVISED GRANT AWARD

The Office of Policy and Management, Criminal Justice Policy and Planning Division, hereby makes the following grant award in accordance with the federal Juvenile Accountability Block Grants Program, and in accordance with the grant solicitation and the attached grant application, if applicable.

Grantee Town of Colchester
Address 127 Norwich Avenue
City/State/Zip Colchester, CT 06415
State Code: 028

OPM Grant Number 10JB32R031
Project Title Safe School Collaborative
Date of Award 3/6/14
Revised Period of Award **From:** October 1, 2013 **To:** September 30, 2014
Amount of Award
Total Budget **Federal:** \$30,000
\$30,000

Federal Grant Number 2010-JB-FX-0081 **CATALOG OF FEDERAL DOMESTIC ASSISTANCE**
Grantee Fiscal Year **From:** July 1, 2013 **(CFDA) Number:** 16.523
To: June 30, 2014


My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:

1. I have the authority to execute this agreement on behalf of the grantee; and
2. The grantee will comply with all attached Grant Conditions.



BY:  4/1/14
Signature of Authorized Official **Gregg Schuster** Date
First Selectman
Typed Name and Title of Authorized Official

FOR THE OFFICE OF POLICY AND MANAGEMENT

BY:  3/20/14
Signature of Authorized Official Date
Benjamin Barnes, Secretary or Karen Buffkin, Deputy Secretary
Typed Name and Title of Authorized Official

For OPM Business Office Use Only

DEPT	FUND	SID	ACCOUNT	PROGRAM	PROJ 4ONLY	BUD REF	CHART FIELD 2
OPM20350	12060	21672	55050	13008	2381	2010	

OFFICE OF POLICY AND MANAGEMENT
Criminal Justice Policy and Planning Division
450 CAPITOL AVENUE
MS #52CJP
HARTFORD, CT 06106

GENERAL GRANT CONDITIONS

SECTION 1: Use of Grant Funds.

The Grantee agrees to expend the grant funds awarded pursuant to this agreement for allowable purposes only and to comply with all of the terms and conditions of the grant award and any related documents that set forth its obligations as Grantee. Grant funds shall not, without advance written approval by the Office of Policy and Management (OPM), be obligated prior to the starting date or subsequent to the end date of the grant period.

SECTION 2: Fiscal Control.

The Grantee shall maintain accounting records and establish policies and provide procedures to assure sound fiscal control, effective management, and efficient use of grant funds. The Grantee shall establish fiscal control and accounting procedures to assure proper disbursement of, and accounting for, grant funds. Accounting procedures must provide for the accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be adequate to insure that expenditures charged to grant activities are made for allowable purposes only.

SECTION 3: Retention of Records and Records Accessibility.

3.1 All services performed by Grantee shall be subject to the inspection and approval of OPM at all times, and Grantee shall furnish all information concerning the services.

OPM or its representatives shall have the right, at reasonable hours, to inspect or examine the part of the plant or place of business or any books, records, and other documents of Grantee or its subcontractors or subgrantees pertaining to work performed under this agreement and shall allow such representatives free access to any and all such plants, places of business, books and records. OPM or its representatives will give the Grantee or its subcontractors or subgrantees at least twenty-four (24) hours notice of such intended examination. At OPM's request, the Grantee or subcontractors or subgrantees shall provide OPM with hard copies or an electronic format of any data or information in the possession or control of the Grantee, subcontractor or subgrantee which pertains to OPM's business under this agreement.

3.2 The Grantee shall retain and maintain accurate records and documents relating to performance of services under this agreement for a minimum of three (3) years starting from the date of submission of the final expenditure report with the following qualifications and shall make them available for inspection and audit by OPM or its representative:

- a. If any litigation, claim or audit is started before the expiration date of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved; and
- b. Records for the purchase of equipment (i.e., non-expendable, tangible personal property) acquired with grant funds shall be retained for three years after the final disposition of said property.

3.3 Any subcontractor or subgrantee under this agreement shall retain and maintain accurate records and documents relating to performance of services under this agreement for a minimum of three (3) years from the expiration of the subcontract or subgrant and shall make them available for inspection and audit by OPM or its representative.

3.4 The Grantee must incorporate this paragraph verbatim into any agreement it enters into with any subcontractor or subgrantee providing services under this agreement.

SECTION 4: Insurance.

The Grantee agrees that while performing any service specified in this grant, the Grantee shall maintain sufficient insurance (liability and/or other), according to the nature of the service to be performed, so as to "save harmless" OPM and the State of Connecticut from any insurable cause whatsoever. If requested, certificates of insurance shall be filed with OPM prior to the award of funding.

SECTION 5: Conflict of Interest.

No person who is an officer, employee, consultant or review board member of the Grantee shall participate in the selection, award or administration of a contract, subcontract, or subgrant or in the selection and supervision of an employee if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the officer, employee, consultant, review board member or any member of his/her immediate family, his/her partner, or an organization which employs, or is about to employ any of the above, has a financial interest in the entity or firm selected for the contract, subcontract, or subgrant or when the individual employee is related to any of the foregoing persons.

SECTION 6: Reports.

The Grantee shall submit such reports as OPM shall reasonably request and shall comply with all provisions regarding the submission of such reports. Reports shall include, but not be limited to, revised project narratives, revised budgets and budget narratives, progress reports, financial reports, cash requests, grantee affirmative action packets, and subgrantee packets and budgets. Cash requests may be withheld by OPM until complete and timely reports are received and approved.

SECTION 7: Funding Limitation.

Funding of this project in no way obligates OPM to fund the project in excess of this grant, beyond the period of this grant, or in future years.

SECTION 8: Revised Budget.

If the grant amount and/or the distribution of funds between categories of funds, as identified on the Notice of Grant Award, is different from the amount and/or the distribution in the grant application budget, the Grantee agrees to submit to OPM a revised budget and budget narrative equal to and in the same distribution as the grant award not later than thirty (30) days after signing of the grant. Cash requests will be withheld until the revision is received and approved.

SECTION 9: Audits.

9.1 In accordance with the following conditions, the Grantee agrees to conduct and submit to OPM two completed audit packages with management letters and corrective action plans for audits of each of the fiscal years included in the period of this grant and any amendments thereto.

9.2 If the Grantee meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, the Grantee is required to submit a State Single Audit Report to OPM. Connecticut General Statutes § 4-231 requires those non-state entities which expended a total amount of State Financial Assistance equal to or in excess of \$300,000 in any fiscal year to have either a single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the Grantee received State Financial Assistance from OPM for this grant and it is the only State Financial Assistance that the Grantee has received during this fiscal period. The State Single Audit Report should be filed with OPM no later than six months after the end of the audit period.

9.3 If the Grantee receives any federal funds in this grant, as identified on the Notice of Grant Award, and meets the requirements of OMB Circular A-133, Audits of State and Local Governments and Non Profit Organizations, the Grantee is required to submit an audit conducted in accordance with Generally Accepted Accounting Principles (GAAP) and/or Generally Accepted Governmental Auditing Standards (GAGAS) issued by the Comptroller General of the United States, as well as OMB Circular A-133. This circular requires those state and local governments and non-profit organizations which expended a total amount of federal financial assistance equal to or in excess of \$500,000 in any fiscal year to have a federal single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the Grantee receives Financial Assistance under only one federal program. For audit purposes, State or grantee match funds, as identified on the Notice of Grant Award, are subject to the same requirements as the federal monies. OMB Circular A-133 requires that the audit report be submitted by the earlier of 30 days after the date of receipt of the auditor's report(s), or 9 months after the end of the audit period.

SECTION 10: Unexpended Funds and/or Disallowed Costs.

If project costs are less than the grant, and/or any project costs have been disallowed, the Grantee agrees to return the unexpended/disallowed funds to OPM no later than sixty (60) days following closeout of the grant.

SECTION 11: Nondiscrimination and Affirmative Action.

11.1 The Grantee agrees and warrants that in the performance of the Grant Award such Grantee will not discriminate nor permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or the State of Connecticut.

11.2 The Grantee agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Grantee that such disability prevents performance of the work involved.

11.3 The Grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the Grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the State Commission on Human Rights and Opportunities.

11.4 The Grantee agrees and warrants that in the performance of the grant such Grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.

11.5 The Grantee agrees to provide each labor union or representative of workers with which such Grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such Grantee has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment.

11.6 The Grantee agrees to comply with each provision of this section and Connecticut General Statutes §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by the Commission on Human Rights and Opportunities pursuant to Connecticut General Statutes §§ 46a-56, 46a-68e and 46a-68f.

11.7 The Grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Grantee which relate to the provisions of this section and Connecticut General Statutes § 46a-56.

11.8 If the grant is a public works contract, the Grantee agrees and warrants that the Grantee will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.

11.9 Determination of the Grantee's good faith efforts shall include but shall not be limited to the following factors: The Grantee's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission on Human Rights and Opportunities may prescribe that are designed to ensure the participation of minority business enterprises in public works projects. The Grantee shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts. For the purposes of this paragraph, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons who are active in the daily affairs of the enterprise, who have the power to direct the management and policies of the enterprise and who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes § 32-9n; "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "good faith efforts" includes, but is not limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; and "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

11.10 The Grantee shall include the provisions of subsections 11.1 to 11.8, inclusive, in every subcontract or purchase order entered into in order to fulfill any obligation of a grant with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by

regulations or orders of the Commission on Human Rights and Opportunities. The Grantee shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes § 46a-56; provided, if such Grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Grantee may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

11.11 For the purposes of this entire Non-Discrimination section, "Grant Award" includes any extension or modification of the Grant Award, "Grantee" includes any successors or assigns of the Grantee, "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced, and "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders. For the purposes of this section, "Grant" does not include a grant where each grantee is (1) a political subdivision of the state, including, but not limited to, a municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

SECTION 12: Executive Orders.

12.1 This agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill regarding nondiscrimination promulgated June 16, 1971, and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the agreement is completed or terminated prior to completion. This agreement may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this agreement.

12.2 This agreement is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the granting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to performance in regard to listing all employment openings with the Connecticut State Employment Service. This agreement may be canceled, terminated or suspended by the granting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner is not a party to this agreement.

12.3 This agreement is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, regarding Violence in the Workforce Prevention and, such Executive Order is incorporated herein by reference and made a part thereof. This agreement may be canceled, terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen.

SECTION 13: Americans with Disabilities Act.

This section applies to those grantees, which are or will become responsible for compliance with the terms of the Americans with Disabilities Act of 1990 during the grant award period. The Grantee represents that it is familiar with the terms of this Act and that it is in compliance with the law. Failure of the Grantee to satisfy this standard either now or during the period of the grant, as it may be amended, will render the grant voidable at the option of OPM upon notice to the Grantee. The Grantee warrants that it will hold OPM and the State harmless from any liability, which may be imposed upon OPM and the State as a result of any failure of the Grantee to be in compliance with this Act.

SECTION 14: Independent Contractor.

The Grantee shall act as an independent contractor in performing this agreement, maintaining complete control over its employees and all of its subcontractors. Before hiring outside consultants or

entering into contractual agreements with persons, partnerships or companies, the Grantee will notify OPM of the contractor's identity.

SECTION 15: Federal Compliance and Assurances.

If the Grantee receives any federal funds in this grant, as identified on the Notice of Grant Award, the Grantee and all its subgrantees will comply with the nondiscrimination requirement of Title VI of the Civil Rights Act of 1964; Title IX of the Education Amendments of 1972; Section 504 of the Rehabilitation Act of 1973 as amended; and the Age Discrimination Act of 1975, to the effect that no person shall, on the grounds of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination under, or denied employment in connection with any program or activity funded in whole or in part with funds made available in this grant.

SECTION 16: Non-Supplanting.

16.1 If the Grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the Grantee agrees that these grant funds will be used to supplement and increase, but not supplant, the level of state, local, private and federal funds that would, otherwise, be made available for this project and to serve this target population and will in no event replace such state, local, private and federal funds.

16.2 The Grantee shall not use state funds conveyed by the grant to supplant any local funds, if a municipality, or other state funds, if a state agency, which were budgeted for purposes analogous to that of the state grant funds. OPM may waive this provision upon request and for good cause shown, when it is satisfied that the reduction in local funds or other state funds, as the case may be, is due to circumstances not related to the grant.

SECTION 17: Additional Federal Conditions.

If the Grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the Grantee agrees to comply with the attached Additional Federal Conditions which have been issued by the federal grantor agency to OPM and which are, hereby, made a part of this grant award.

SECTION 18: Indemnification.

The Grantee, hereby, agrees to indemnify, defend and save harmless the State of Connecticut, including, but not limited to, OPM, their respective officers, employees and agents for any breach of this agreement.

SECTION 19: Large State Contracts.

Pursuant to Connecticut General Statutes §§ 4-250 and 4-252, Contractor must present at the execution of each large state contract (having a total cost to the State of more than \$500,000 in a calendar or fiscal year) an executed gift affidavit, which Contractor shall update on an annual basis in accordance with paragraph 8 of Governor M. Jodi Rell's Executive Order No. 1. In addition, pursuant to paragraph 8 of Governor M. Jodi Rell's Executive Order No. 1, anyone who executes and files said gift affidavit shall also execute and file a campaign contribution affidavit disclosing all contributions made to campaigns of candidates for statewide public office or the General Assembly.

SECTION 20: State Contracting Standards Board.

Pursuant to paragraph 6(a) of Governor M. Jodi Rell's Executive Order No. 7C, Grantee acknowledges and accepts that, for cause, the State Contracting Standards Board may review and recommend, for OPM's consideration and final OPM determination, termination of this grant contract. "For Cause" means: (1) a violation of the State ethics laws (Chapter 10 of the Connecticut General Statutes) or Connecticut General Statutes § 4a-100 or (2) wanton or reckless disregard of any State contracting and procurement process by any person substantially involved in such contract or state contracting agency.

SECTION 21: Campaign Contribution and Solicitation Prohibitions.

For all State contracts as defined in Section 9-612 of the Connecticut General Statutes having a value in a calendar year of \$50,000 or more or a combination or series of such agreements or contracts having a value of \$100,000 or more, the authorized signatory to this agreement expressly acknowledges receipt of the State Elections Enforcement Commission's notice advising state contractors of state campaign contribution and solicitation prohibitions, and will inform its principals of the contents of the notice. See Attachment A.

SECTION 22: Non-Discrimination Certification.

Pursuant to Connecticut General Statutes §§ 4a-60(a)(1) and 4a-60a(a)(1), every Grantee is required to provide the State with a non-discrimination certificate for all State contracts regardless of type, term, cost or value. The appropriate form must be submitted to the awarding State agency prior to contract execution. Copies of "nondiscrimination certification" forms that will satisfy the statutory requirements may be found on OPM's website. The applicable certification form must be signed by an authorized signatory of the Grantee.

SECTION 23: Additional Restrictions on Use of Federal Funds.

Pursuant to 18 U.S.C. § 1913 and 31 U.S.C. § 1352, Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government without the express prior written approval of federal government.

SECTION 24: Iran Certification.

Effective October 1, 2013, this certification must accompany any large state contract. When submitting your bid or proposal, or, if there was no bid process, prior to executing a contract, this certification must be completed by any corporation, general partnership, limited partnership, limited liability partnership, joint venture, nonprofit organization or other business organization **whose principal place of business is located outside of the United States**. United States subsidiaries of foreign corporations are exempt. For purposes of this certification, a "foreign corporation" is one that is organized and incorporated outside the United States of America. "Large state contract" has the same meaning as provided in section 4-250 of the Connecticut General Statutes.

SECTION 25: Forum and Choice of Law.

The parties deem the Grant to have been made in the City of Hartford, State of Connecticut. Both parties agree that it is fair and reasonable for the validity and construction of the Grant to be, and it shall be, governed by the laws and court decisions of the State of Connecticut, without giving effect to its principles of conflicts of laws. To the extent that any immunities provided by Federal law or the laws of the State of Connecticut do not bar an action against the State, and to the extent that these courts are courts of competent jurisdiction, for the purpose of venue, the complaint shall be made returnable to the Judicial District of Hartford only or shall be brought in the United States District Court for the District of Connecticut only, and shall not be transferred to any other court, provided, however, that nothing here constitutes a waiver or compromise of the sovereign immunity of the State of Connecticut. The Grantee waives any objection which it may now have or will have to the laying of venue of any Claims in any forum and further irrevocably submits to such jurisdiction in any suit, action or proceeding.

SECTION 26: Special Grant Conditions.

The Grantee agrees to comply with the attached Special Grant Conditions, which have been issued in connection with this specific grant award, and which are hereby made a part of this award.

ATTACHMENT A

NOTICE TO EXECUTIVE BRANCH STATE CONTRACTORS AND PROSPECTIVE STATE CONTRACTORS OF CAMPAIGN CONTRIBUTION AND SOLICITATION BAN

This notice is provided under the authority of Connecticut General Statutes Section 9-612(g)(2), as amended by P.A. 10-1, and is for the purpose of informing state contractors and prospective state contractors of the following law (italicized words are defined below):

Campaign Contribution and Solicitation Limitations

No *state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor*, with regard to a *state contract or state contract solicitation* with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee (which includes town committees).

In addition, no holder or principal of a holder of a valid prequalification certificate, shall make a contribution to (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of State senator or State representative, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

On and after January 1, 2011, no state contractor, prospective state contractor, principal of a state contractor or principal of a prospective state contractor, with regard to a state contract or state contract solicitation with or from a state agency in the executive branch or a quasi-public agency or a holder, or principal of a holder of a valid prequalification certificate, shall **knowingly solicit** contributions from the state contractor's or prospective state contractor's employees or from a *subcontractor or principals of the subcontractor* on behalf of (i) an exploratory committee or candidate committee established by a candidate for nomination or election to the office of Governor, Lieutenant Governor, Attorney General, State Comptroller, Secretary of the State or State Treasurer, (ii) a political committee authorized to make contributions or expenditures to or for the benefit of such candidates, or (iii) a party committee.

Duty to Inform

State contractors and prospective state contractors are required to inform their principals of the above prohibitions, as applicable, and the possible penalties and other consequences of any violation thereof.

Penalties for Violations

Contributions or solicitations of contributions made in violation of the above prohibitions may result in the following civil and criminal penalties:

Civil penalties—Up to \$2,000 or twice the amount of the prohibited contribution, whichever is greater, against a principal or a contractor. Any state contractor or prospective state contractor which fails to make reasonable efforts to comply with the provisions requiring notice to its principals of these prohibitions and the possible consequences of their violations may also be subject to civil penalties of up to \$2,000 or twice the amount of the prohibited contributions made by their principals.

Criminal penalties—Any knowing and willful violation of the prohibition is a Class D felony, which may subject the violator to imprisonment of not more than 5 years, or not more than \$5,000 in fines, or both.

Contract Consequences

In the case of a state contractor, contributions made or solicited in violation of the above prohibitions may result in the contract being voided.

Revised October 2013

In the case of a prospective state contractor, contributions made or solicited in violation of the above prohibitions shall result in the contract described in the state contract solicitation not being awarded to the prospective state contractor, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

The State shall not award any other state contract to anyone found in violation of the above prohibitions for a period of one year after the election for which such contribution is made or solicited, unless the State Elections Enforcement Commission determines that mitigating circumstances exist concerning such violation.

Definitions:

"State contractor" means a person, business entity or nonprofit organization that enters into a state contract. Such person, business entity or nonprofit organization shall be deemed to be a state contractor until December thirty-first of the year in which such contract terminates. "State contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Prospective state contractor" means a person, business entity or nonprofit organization that (i) submits a response to a state contract solicitation by the state, a state agency or a quasi-public agency, or a proposal in response to a request for proposals by the state, a state agency or a quasi-public agency, until the contract has been entered into, or (ii) holds a valid prequalification certificate issued by the Commissioner of Administrative Services under section 4a-100. "Prospective state contractor" does not include a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a state contractor or prospective state contractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a state contractor or prospective state contractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a state contractor or prospective state contractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a state contractor or prospective state contractor, which is not a business entity, or if a state contractor or prospective state contractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any state contractor or prospective state contractor who has *managerial or discretionary responsibilities with respect to a state contract*, (v) the spouse or a *dependent child* who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the state contractor or prospective state contractor.

"State contract" means an agreement or contract with the state or any state agency or any quasi-public agency, let through a procurement process or otherwise, having a value of fifty thousand dollars or more, or a combination or series of such agreements or contracts having a value of one hundred thousand dollars or more in a calendar year, for (i) the rendition of services, (ii) the furnishing of any goods, material, supplies, equipment or any items of any kind, (iii) the construction, alteration or repair of any public building or public work, (iv) the acquisition, sale or lease of any land or building, (v) a licensing arrangement, or (vi) a grant, loan or loan guarantee. "State contract" does not include any agreement or contract with the state, any state agency or any quasi-public agency that is exclusively federally funded, an education loan, a loan to an

individual for other than commercial purposes or any agreement or contract between the state or any state agency and the United States Department of Navy or the United States Department of Defense.

"State contract solicitation" means a request by a state agency or quasi-public agency, in whatever form issued, including, but not limited to, an invitation to bid, request for proposals, request for information or request for quotes, inviting bids, quotes or other types of submittals, through a competitive procurement process or another process authorized by law waiving competitive procurement.

"Managerial or discretionary responsibilities with respect to a state contract" means having direct, extensive and substantive responsibilities with respect to the negotiation of the state contract and not peripheral, clerical or ministerial responsibilities.

"Dependent child" means a child residing in an individual's household who may legally be claimed as a dependent on the federal income tax of such individual.

"Solicit" means (A) requesting that a contribution be made, (B) participating in any fund-raising activities for a candidate committee, exploratory committee, political committee or party committee, including, but not limited to, forwarding tickets to potential contributors, receiving contributions for transmission to any such committee or bundling contributions, (C) serving as chairperson, treasurer or deputy treasurer of any such committee, or (D) establishing a political committee for the sole purpose of soliciting or receiving contributions for any committee. Solicit does not include: (i) making a contribution that is otherwise permitted by Chapter 155 of the Connecticut General Statutes; (ii) informing any person of a position taken by a candidate for public office or a public official, (iii) notifying the person of any activities of, or contact information for, any candidate for public office; or (iv) serving as a member in any party committee or as an officer of such committee that is not otherwise prohibited in this section.

"Subcontractor" means any person, business entity or nonprofit organization that contracts to perform part or all of the obligations of a state contractor's state contract. Such person, business entity or nonprofit organization shall be deemed to be a subcontractor until December thirty first of the year in which the subcontract terminates. "Subcontractor" does not include (i) a municipality or any other political subdivision of the state, including any entities or associations duly created by the municipality or political subdivision exclusively amongst themselves to further any purpose authorized by statute or charter, or (ii) an employee in the executive or legislative branch of state government or a quasi-public agency, whether in the classified or unclassified service and full or part-time, and only in such person's capacity as a state or quasi-public agency employee.

"Principal of a subcontractor" means (i) any individual who is a member of the board of directors of, or has an ownership interest of five per cent or more in, a subcontractor, which is a business entity, except for an individual who is a member of the board of directors of a nonprofit organization, (ii) an individual who is employed by a subcontractor, which is a business entity, as president, treasurer or executive vice president, (iii) an individual who is the chief executive officer of a subcontractor, which is not a business entity, or if a subcontractor has no such officer, then the officer who duly possesses comparable powers and duties, (iv) an officer or an employee of any subcontractor who has managerial or discretionary responsibilities with respect to a subcontract with a state contractor, (v) the spouse or a dependent child who is eighteen years of age or older of an individual described in this subparagraph, or (vi) a political committee established or controlled by an individual described in this subparagraph or the business entity or nonprofit organization that is the subcontractor.

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT
CRIMINAL JUSTICE POLICY AND PLANNING DIVISION
450 Capitol Avenue-MS#52CPD, Hartford, CT 06106-1379

Federal Grant Conditions
Juvenile Accountability Block Grants Program, 2010

1. **Financial Requirements.** The grantee agrees to comply with the financial and administrative requirements set forth in the current edition of the Office of Justice Programs (OJP) Financial Guide, with all Juvenile Accountability Block Grants (JABG) program requirements as outlined in the JAIBG Program Guidance Manual, Version 3.0 (September 2000) or future JABG Program Guidance Manuals, and with JABG program regulations (28 C.F.R. Part 31).
2. **Equal Employment Opportunity Plan.** Each grantee receiving U.S. Department of Justice funds from this office that receives \$25,000 or more in federal funds *and* which has 50 or more employees must have an Equal Employment Opportunity (EEOP) *on file* for review upon request by the Office of Civil Rights (OCR) of the U.S. Department of Justice. Any grantee with 50 or more employees which receives \$500,000 or more in federal funds, or \$1,000,000 in any 18 month period, must submit an EEOP *directly* to OCR. Grantees receiving \$25,000 or more, but which have *less* than 50 employees, are not required to have an EEOP; however, they must certify the number of employees *directly* to OCR. Submissions to OCR should be made within 60 days of receipt of the grant, and a copy of the transmittal letter *only* (OPM does not need a copy of grantee's EEOP) should be filed with OPM. Grantees receiving *less* than \$25,000, regardless of their number of employees, are not subject to the federal EEOP requirement. Submissions should be forwarded to: U.S. Department of Justice, Office of Justice Programs, Office for Civil Rights, 810 Seventh Street, N.W., Room 5107, Washington, D.C. 20531.
3. **Protection of Human Research Subjects.** The Grantee agrees to comply with the requirement of 28 C.F.R. Part 46 and all Office of Justice Programs policies and procedures regarding the protection of human research subjects, including obtainment of Institutional Review Board approval, if appropriate, and subject informed consent.
4. **Right of Privacy for Recipients of Services.** The Grantee agrees to comply with all confidentiality requirements of 42 U.S.C. section 3789g and 28 CFR Part 22 that are applicable to collection, use, and revelation of data or information. Recipient further agrees, as a condition of grant approval, to submit a Privacy Certificate that is in accord with requirements of 28 CFR Part 22 and, in particular, section 22.23.
5. **Lobbying.** Grantee understands and agrees that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of the Office of Policy and Management.
6. **Reporting of Fraud.** The grantee must promptly refer to the Department of Justice, Office of the Inspector General any credible evidence that a principal, employee, agent, contractor, subgrantee, subcontractor, or other person has either 1) submitted a false claim for grant funds under the False Claims Act: or 2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct involving grant funds. This condition also applies to any subrecipients. Potential fraud, waste, abuse, or misconduct should be reported to the OIG by -

mail:

Office of the Inspector General
U.S. Department of Justice
950 Pennsylvania Avenue, N.W.
Room 4706
Washington, D.C. 20530

e-mail:

oig.hotline@usdoj.gov

hotline: (contact information in English and Spanish): (800) 869-4499

or hotline fax: (202) 616-9881

Additional information is available from the DOJ OIG website at www.usdoj.gov/oig.

STATE OF CONNECTICUT
OFFICE OF POLICY AND MANAGEMENT

Criminal Justice Policy and Planning Division
450 CAPITOL AVENUE
MS # 52CJP
HARTFORD, CT 06106

SPECIAL GRANT CONDITIONS

Check applicable box, if required.

- 1. The Grantee agrees to complete and submit to OPM a revised project narrative not later than thirty (30) days after signing this grant award. The Grantee must contact OPM program staff at _____ regarding the required revisions.
- 2. Specific funding limitations have been applied to this grant. Please contact OPM program staff at valerie.lamotte@ct.gov for further detail on these funding restrictions.
- 3. The Grantee is required to participate in training session(s) on Effective School Staff Interactions with Students and Police. The Grantee must contact Valerie LaMotte to schedule training and determine if there are other technical assistance opportunities.
- 4. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category by more than 10% of the budget category or by more than \$500, whichever is greater, or (2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to OPM by letter.
- 5. The Grantee must submit to OPM for review and approval a revised budget itemization for any proposed change (1) which will alter a budget category or (2) which moves resources between budget categories or (3) which moves resources to a line-item not previously approved by OPM.
- 6. The Grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of OPM or any party designated by OPM for such purpose. The Grantee further agrees that such cooperation includes but is not limited to: (1) collecting and maintaining project data, including client data, (2) supplying project data to OPM or its designee; and (3) permitting access by OPM or its designee to any and all project information whether stored by manual or electronic means.
- 7. Grantee's attendance at all training events, seminars and conferences must be approved by OPM prior to submitting registration for the event. Requests to attend training events must include names of staff, purpose of training, justification/need for training, location, dates and costs. Staff attending training events may be required to present a summary of the training to OPM and/or other Grantees.
- 8. It will be the sole responsibility of the Grantee, and its staff, to insure that any report, article, computer program, database or other product or publication, whether oral or in writing, resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the Grantee.
- 9. The Grantee certifies that the application on which this grant is based was presented to the

superintendent of schools for its school district and his or her comments thereon were given consideration prior to the submission of the application to OPM.

10. The Grantee shall comply with the following statutes, regulations, guidelines and requirements, to the extent applicable and mandated by the controlling underlying federal grant program:

- Section 3789d(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended.
- 28 C.F.R. Part 42, Subparts C, D, E.
- 28 C.F.R. Part 23 (Criminal Intelligence Systems).
- 28 C.F.R. Part 38 (Equal Treatment of Faith Based Organizations).
- U.S. Department of Justice, Office of Justice Program (OJP) Financial Guide.
- To avoid duplicating existing networks or IT systems in any initiatives funded by Bureau of Justice (BJA) for law enforcement information sharing systems, which involve interstate connectivity between jurisdiction, such systems shall employ, to the extent possible, existing networks as the communication backbone to achieve interstate connectivity, unless the Grantee can demonstrate to the satisfaction of BJA that this requirement would not be cost effective or would impair the functionality of an existing or proposed IT system.

11. The Grantee agrees to and shall comply with all other applicable attachments provided by the federal government, as may be amended.

12. The Grantee agrees to and shall comply with the scope of work in the Grant, as may be amended.

13. The Grantee shall comply with all requirements of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5, as amended, that are attached hereto.

14. If applicable, the Grantee shall grant to other Connecticut municipalities or towns and/or the State limited, non-exclusive and royalty free license to use any Proprietary Computer Software or related electronic applications and all updates, upgrades and modifications developed pursuant to this Grant, but excluding Third-Party Software. For the purpose of this grant "Computer Software" means (i) computer programs that comprise a series of instructions, rules, routines, or statements, regardless of the media in which recorded, that allow or cause a computer to perform a specific operation or series of operations; and (ii) recorded information comprised of source code listings, design details, algorithms, processes, flow charts, formulas, and related material that would enable the computer program to be produced, created, or compiled.

15. If applicable, during the term of this Grant, including any extension thereof, Grantee and, if applicable, Grantee's subcontractor, shall install, run and maintain all upgrades, enhancements, and new releases of Grantee's proprietary Computer Software and Grantee's subcontractor's Computer Software and provide copies of such to all third parties granted a license to use such Computer Software.



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

April 9, 2014

To: Colchester Board of Selectmen

From: Salvatore A. Tassone P.E. – Town Engineer

Re: Linwood Avenue Streetscape Improvements

DOH Grant project No. MS-3-028-01 (**AWARD OF CONTRACT**)

Town staff has reviewed the bids submitted for the referenced project. The apparent low bidder is Colonna Concrete & Asphalt Paving LLC of 1233 Johnson Road, Woodbridge, CT. 06525. This is the same contractor that completed the recent Lebanon Avenue & South Main Street Streetscape improvements.

The bid submitted by Colonna Concrete & Asphalt Paving LLC is in the amount of \$307,654.00. The available construction phase grant funding is approximately \$275,000.00. Town staff has determined and the contractor has concurred that by modifying the scope of work to eliminate/reduce certain landscape items for a savings of \$34,400, the revised low bid amount will be \$273,254.00. It is therefore recommended that the referenced contract be awarded to Colonna Concrete & Asphalt Paving LLC as the lowest responsible bidder.

RECOMMENDED MOTION:

Motion that the Town of Colchester award the Linwood Avenue Streetscape Improvements project to Colonna Concrete & Asphalt Paving LLC, based on the modified scope of work as recommended by the Town Engineer and town staff.

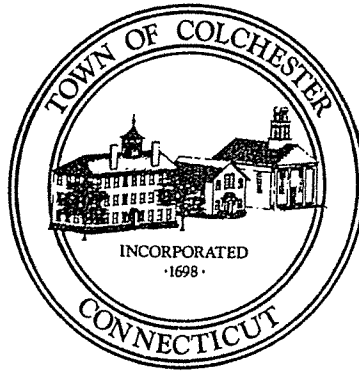
Please note that after the contract has been awarded, the attached letter (from the First Selectman) should be mailed to the contractor informing him of the award and the need to follow up with all necessary paperwork including performance bond, Certificates of Insurance and Contract signing at the required pre-construction meeting.

Cc. James Paggioli – Director of Public Works

Jay Gigliotti – Wetlands Enforcement Officer

Gregg Schuster

First Selectman



BID OPENING

DATE: 4/4/14 TIME: 2⁰⁰

PLACE: First Selectman's Office, Suite 201, 127 Norwich Avenue, Colchester, CT 06415

BID OPENING: Streetscape Improvements

IN ATTENDANCE FOR THE TOWN: Sal Tassone,
Tricia Dean

The following companies submitted bids. Those in attendance were advised that the decision to award the bid would be made at the later date by the Board of Selectmen.

COMPANY	BID AMOUNT
<u>Colonna Concrete, Woodbridge CT</u>	<u>(307654.00)</u> <u>307,654.00</u>
<u>Eleuthera Assoc. Lebanon CT</u>	<u>308,333.00</u>
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Insert Date

DRAFT COPY

Colonna Concrete & Asphalt Paving LLC

C/O John Colonna

1233 Johnson Road

Woodbridge, CT. 06525

Mr. Colonna,

At the Board of Selectman's meeting on April 17, 2014 the Selectmen awarded your company the bid for Linwood Avenue Streetscape Improvements in the modified bid amount of \$273,254.00 reflecting proposed reductions to landscape items as agreed in communications with town staff.

Please plan to attend a pre-construction meeting at 9:00 AM on Tuesday April 29, 2014 at the Colchester Town Hall, 127 Norwich Avenue, Colchester CT. and be prepared to sign three copies of the **attached contract agreement**. Also, please bring with you, the required performance bond and certificates of insurance for liability.

Gregg Schuster

Colchester First Selectman

AGREEMENT

THIS AGREEMENT, made this _____ day of _____, _____ by and between THE TOWN OF COLCHESTER, a Municipal Corporation, hereinafter called "OWNER" and

_____ doing business as (and individual) or (a corporation) hereinafter called "CONTRACTOR".

WITNESSETH: That for and in consideration of the payments and agreements hereafter mentioned;

1. The CONTRACTOR will commence and complete construction of the PROJECT titled STREETScape IMPROVEMENTS: LINWOOD AVENUE STREETScape IMPROVEMENTS, COLCHESTER CONNECTICUT, PLAN AND TECHNICAL SPECIFICATIONS latest revision date of February 28, 2014, prepared by Brewster Architects for the Town of Colchester.
2. The CONTRACTOR will furnish all of the material, supplies, tools, equipment, labor and other services necessary for the construction and completion of the PROJECT described herein.
3. The CONTRACTOR will commence work required by the CONTRACT DOCUMENTS within 10 calendar days after the date of the NOTICE TO PROCEED and will complete the same within 120 consecutive calendar days unless the period for completion is extended otherwise by a contract modification.
4. The CONTRACTOR agrees to perform all the work described in the CONTRACT DOCUMENTS (as modified by email agreement dated April 9, 2014) and comply with the terms therein for the modified bid amount of \$273,254.00 reflecting agreed upon reductions to landscape items.
5. The term "CONTRACT DOCUMENTS" means and includes the following:
 - Invitation to bid
 - Information for bidders
 - Bid Proposal (modified by email correspondence dated April 9, 2014)
 - Bid Bond
 - Performance Bond
 - Contract Agreement
 - Drawings prepared by Brewster Architects latest date February 28, 2014
 - Technical Specifications prepared by Brewster Architects latest date February 28, 2014
 - Connecticut DOH Grant guidelines

6. The OWNER will pay the CONTRACTOR in the manner and at such times as set forth in the Measurement and Payment section of the Technical Specifications, such amounts as required by the CONTRACT DOCUMENTS.
7. This Agreement shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns. IN WITNESS WHEREOF, the parties hereto have executed, or caused to be executed by their duly authorized officials, this Agreement in (3 copies) each which shall be deemed an original on the date first above written.

OWNER: Town of Colchester

BY: _____

NAME: Gregg Schuster

TITLE: First Selectman

(SEAL)

ATTEST: _____

NAME: _____

TITLE: _____

CONTRACTOR: _____

BY: _____

NAME: _____

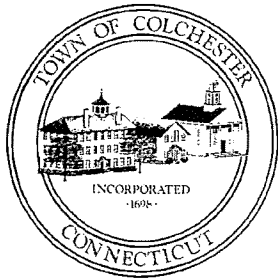
ADDRESS: _____

(SEAL)

ATTEST: _____

NAME: _____

TITLE: _____



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMO

To: Board of Selectman

From: Recreation Commission

Date: April 8, 2014

Re: Concession Stand RFP at Rec Plex

On April 7, the Recreation Commission reviewed and selected John W. Sawchuk Catering and Concessions to operate the concession stand until Dec. 31, 2016. The vendor bid to pay the town \$1150 per year to rent the space with a \$500 deposit. There were no other bidders.

Recommended Motion

Motion for BOS to approve the John W. Sawchuk Catering and Concessions to operate the concession stand until Dec. 31, 2016.

Official Proposal Sheet
"Operation of a Food & Soft Drink Concession
at Colchester Recreation Complex"
RFP #2014-05

Company Name: JOHN W. SAWCHUK
CATERING AND CONCESSIONS

Contact: John W. SAWCHUK

Address: 228 McDONALD RD COLCHESTER CT 06415

City, State, Zip: _____

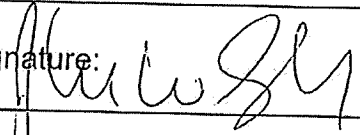
Phone: 860-608-1076 Fax: _____
860-537-2751

Email: JGALLEYS@GMAIL.COM

The following items are included with this application:

- Menu and Price List
- Hours of Operation
- Yearly Rental Fee
- Resume of On-site Manager
- Proof of Insurance
- Worker's Comp Certificate
- Proof of proper licenses/permits
- Three (3) references related to applicant's food service experience
- \$500 Security Deposit payable to "Town of Colchester"

Authorized by (please print): JOHN W SAWCHUK

Authorized Signature: 

Date: April 6, 2014

Minimum Hours of Operation

I understand the importance of the concession stand being open and the service that it provides. I also know that it requires working with the leagues and other users of the park to determine what the best hours of operation should be. What is listed here would be the bare minimum starting point while school is still in session. The bottom line is – **We will be open!**

Mon – Fri 4pm to 8:30
Sat 9am to 6 pm
Sun 11am to 6pm

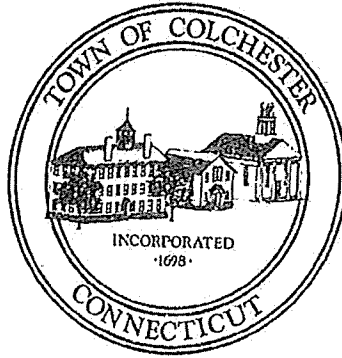
Rental Fee

I propose a rental fee of \$1150 for the 6 months and 2 half months of the first year payable in three equal parts on the successive dates of May 5, June 5 and July 5.

Proof of Licenses

- QFO was recently renewed and a copy is enclosed
- Ct Sales Tax Id Number: Organization : Sawchuk John W
Ct Reg : 55509947001
- Currently paying Property Tax to Town of Colchester on my catering and concessioning equipment.
- Required Town permits to be obtained after the awarding of bid with the assistance of Director of Public Works Jim Paqqioli as per our recent conversation.

Gregg Schuster



First Selectman

BID OPENING

DATE: 4/7/14

TIME: 2⁰⁰

PLACE: First Selectman's Office, Suite 201, 127 Norwich Avenue, Colchester, CT 06415

BID OPENING: Operation of a Food & Soft Drink

IN ATTENDANCE FOR THE TOWN: Cheryl Harlin CONCESSION

Tricia Dean

The following companies submitted bids. Those in attendance were advised that the decision to award the bid would be made at the later date by the Board of Selectmen.

COMPANY	BID AMOUNT
<u>John Sawchuk</u>	<u>\$500 (dep) + \$1,150 rent</u> <u>TTL: \$1,550</u>
<u> </u>	<u> </u>
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John W. Sawchuk

Objective

To once again offer quality food and service to all of the Leagues, players, fans and users of the Colchester Recreation Complex in a consistent and reliable manner.

Education

1999 Central Connecticut State University New Britain, CT
B.S. Business Administration

Experience

Independent Caterer – Full service catering for dinners, meetings, events and special occasions for numerous clients including:

- Thames Yacht Club, New London
- Colchester Federated Church
- Colchester Lion's Club
- Colchester Business Association
- Grassroots East
- Lyme Arts Association
- Uconn Surplus Auctions

General Manager – Buddy's Dugout, Norwich, Ct

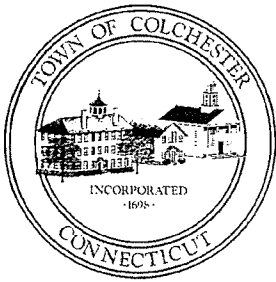
Kitchen Manager/Head Chef – Lyme Tavern, East Lyme Ct

Owner/Operator –

- The Galley and Emporium - Thames Yacht Club – New London, CT
- The Dugout, at Recreation Park Colchester, Ct - Concession stand to the youth leagues
- American Grille, Colchester, CT – Full service fifty-five seat restaurant

Community Affiliations

- Past President, Colchester Softball League
 - Former Board Member, Colchester Little League
 - Member of Colchester Lions Club
 - Former Diaconate Chair, Colchester Federated Church
 - Moderator – New London Association - United Church of Christ
 - National Delegate – UCC General Synod
 - Justice of the Peace
 - Member – Colchester Historical Society
-



Town of Colchester, Connecticut

127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMO

To: Board of Selectman

From: Recreation Commission

Date: April 8, 2014


Re: Donate for Life Flag

On April 7, the Recreation Commission reviewed and approved the Donate for Life Flag to be flown at Town Hall from April 18 - 25, 2014.

Recommended Motion

Motion for BOS to approve the flying of the Donate for Life Flag from April 18- 25.

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works 
CC:
Date: 4-11-2014
Re: FFY 2013 State Homeland Security Grant Program- Region 4 Custodial Ownership of Regional Assets.
FFY 2013 EMPG Grant Application.

As part of the administration of the State Homeland Security Grant Program FFY 2013 fund, the State of Connecticut DEMHS retained pass-through funds from SHSGP Grant Number: EMW-2013-SS-00076-S01 for seven set aside projects. WINCOG has been delegated the financial and programmatic oversight of Region 4 allocation of grant funds in conjunction with recommendations from Region 4 REPT for regional projects not included within the seven set aside projects.

The funds available for the Region 4 projects not included within the seven set aside projects is \$1,342,087. Projects are eligible for grant funding are determined by the Region 4 REPT and approved by the State of Connecticut DEMHS. As such, projects must serve a regional need.

In conjunction with Region 4 actually acquiring regional equipment, a 2013 HSGP Omnibus Memorandum of Agreement is required to approved by the Board of Selectmen and the First Selectman be authorized to sign the MOA. This MOA is required to be approved and signed regardless of the custodial ownership of any regional asset by the Town of Colchester. As shown on the attached MOA, the first page (Checklist) and page 9 reference the ability of any town within the region to "mark off", no custodial assets at this time. Essentially the agreement would acknowledge the roles of WINCOG and the REPT for the region, for any Town within the region. Also the MOA lists any of the general conditions that would be required for a municipality should they wish to become a custodial owner of a regional asset.

Previously, The Town of Colchester has become the custodial owner of a Towable Electronic Message Board and has deployed and trained personnel within the Town and outside of the Town within Region 4 on the Regional Asset. It is recommended that the Board of Selectman continue to enter into the MOA in order to maintain the asset within Colchester and to be eligible for possible FY 13 grant funding opportunities.

Proposed Motion:

Resolved that the Town of Colchester Board of Selectmen enter into a Memorandum of Agreement with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; specifically the Memorandum of Agreement Regarding Use of Federal Fiscal Year 2013 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4, and authorize the First Selectman to sign all and any documents necessary to do so.

The Second issue is the FFY 13 Emergency Management Performance Grant Application authorization. The annual grant recovers 50% of expenditures involved with the maintenance, staffing and improvement of Emergency Management activities and EOC's up to an allotted cap. The available funding during FFY 13 has been raised for the Town of Colchester to \$8,017.00. It is recommended that the Board of Selectmen authorize the First Selectman to submit the grant application with the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security for the EMOG grant.

Proposed Motion:

Resolved that the Town of Colchester Board of Selectmen authorize the First Selectman to sign the completed FY 2013 EMPG application package DESPP/DEMHS and to submit said package to the State of Connecticut DESPP/DEMHS offices.

Town of Colchester Interoffice Memorandum

To: Gregg Schuster, First Selectman
From: James Paggioli, L.S., Director of Public Works
CC:
Date: 3/2/13
Re: FFY 2011 State Homeland Security Grant Program- Region 4 Custodial Ownership of Regional Assets.

As part of the administration of the State Homeland Security Grant Program FFY 2011 fund, the State of Connecticut DEMHS retained pass-through funds from SHSGP Grant Number: EMW-2011-SS-00097 for six set aside projects. WINCOG has been delegated the financial and programmatic oversight of Region 4 allocation of grant funds in conjunction with recommendations from Region 4 REPT for regional projects not included within the six set aside projects.

The funds available for the Region 4 projects not included within the six set aside projects is \$507,718. Projects are eligible for grant funding are determined by the Region 4 REPT and approved by the State of Connecticut DEMHS. As such, projects must serve a regional need.

A program that was submitted and awarded funds was the need to address emergency traffic control issues throughout the region. As such three (3) Traffic Control Trailers, three (3) Towable Light Towers, and three (3) Towable Electronic Message Boards were obtained by the region. Of the assets acquired, the Town of Colchester has the opportunity to have the Custodial Ownership of one of the Towable Electronic Message Boards. Said message board would be stored at the Town of Colchester Department of Public Works Yard and be available for emergency use and other traffic control issues when not needed for emergency use within the region. Emergency use would be determined by either Region 4 staff of DEMHS and coordination with the RESF#3 (Public Works) Chairman. The assets are labeled separately from Town of Colchester owned equipment.

In conjunction with Region 4 actually acquiring regional equipment, a 2011 HSGP Omnibus Memorandum of Agreement is required to be approved by the Board of Selectmen and the First Selectman be authorized to sign the MOA. This MOA is required to be approved and signed regardless of the custodial ownership of any regional asset by the Town of Colchester. As shown on the attached MOA, the first page (Checklist) and page 9 reference the ability of any town within the region to "mark off", no custodial assets at this time. Essentially the agreement would acknowledge the roles of WINCOG and the REPT for the region, for any Town within the region. Also the MOA lists any of the general conditions that would be required for a municipality should they wish to become a custodial owner of a regional asset.

I would recommend that the Board of Selectmen approve the Custodial Ownership of one (1) of the Towable Electronic Message Boards for the region in accordance with the MOA and the Amendment to Appendix A for the Town of Colchester. Having the asset located within the Town would allow for the required training events coincide with events in town that are not emergencies, however present traffic control issues for the Town. Additionally with the asset located in town, there exist the probability that when region wide emergencies do occur, our ability to utilize the asset will be prioritized since the Town will have a first call for the asset since we know it exists within the Town. The recent three region wide events have shown that the ability to act "regionally" has been limited due to the availability of staff to have resources available to assist outside of town borders until many days after the initial event. Should the sign be required outside of the Town borders, the Statewide inter-municipal mutual aid agreements would provide a means for recouping costs for transportation of the asset.

Proposed Motion:

Resolved that the Town of Colchester Board of Selectmen enter into a Memorandum of Agreement with and deliver to the State of Connecticut Department of Emergency Management and Homeland Security any and all documents which it deems to be necessary or appropriate; specifically the Memorandum of Agreement Regarding Use of Federal Fiscal Year 2011 State Homeland Security Grant Funding and Custodial Ownership of Regional Assets in DEMHS Region 4, and authorize the First Selectman to sign all and any documents necessary to do so.

Furthermore that the Board of Selectmen accept for the Town of Colchester under Custodial Ownership one (1) Towable Electronic Message Board under the terms listed within the above said Memorandum of Agreement and authorize the First Selectman to sign the Amendment to Appendix A within the Memorandum of Agreement which lists said Towable Electronic Message Board for Custodial Ownership of the Regional Asset.



FFY 2013 STATE HOMELAND SECURITY GRANT PROGRAM
REGION 4 MEMORANDUM OF AGREEMENT



Data Sheet

- Step 1- Fill out this datasheet form to auto populate MOA document.
Step 2- Print out entire document by clicking the button below.
Step 3- Complete the instructions on the following page.

Town Information:	
Person Completing Document:	
Municipality Name (ie. Town of):	
Municipality Short Name:	
Town CEO Name:	
Town CEO Title (ie. Mayor):	
Date Recieved By Town:	

Point of Contact Information:	
Point of Contact Name:	
Address:	
Email:	
Phone:	
Fax:	

Please print this document before continuing.



**FFY 2013 STATE HOMELAND SECURITY GRANT PROGRAM
REGION 4 MEMORANDUM OF AGREEMENT
CHECKLIST**



Please use this checklist to insure completion and accuracy of the following agreement. All items should be checked off once completed

1. Instructions for

Received by: _____ Phone Number: _____

For the MOA:

- A municipal point of contact been identified in Part III, Section L.
- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.

For Appendix A

- The Chief Executive Officer has checked the box marked "NONE AT THIS TIME" or listed equipment and funding source as applicable. Please provide a detailed description and list only that equipment purchased with FFY 2013 grant funds.
- The Chief Executive Officer has signed and dated Appendix A.
- The Chief Executive Officer's name and title has been typed in the space provided.

For Amendment to Appendix A

Does not need to be completed at this time. This form is to be used at a later date if it is determined the town will serve as the custodial owner of regional equipment.

Authorizing Resolution Attached

The Blanket Resolution Template includes the recommended language for the resolution. If you do not use this template, the resolution must reference the FFY 2013 Homeland Security Grant Program. No other resolutions will be accepted.

Once complete, mail the complete MOA package to: Mr. Mark Paquette, Executive Director - Windham Region Council of Governments 700 Main Street, Willimantic, Connecticut 06226.

2. Instructions for Southeastern Connecticut Council of Governments

Received by: _____ Phone Number: _____

Review and Signature

- The Chief Executive Officer has signed and dated the agreement.
- The Chief Executive Officer's name and title has been typed in the space provided.
- The Region 4 REPT Chair has signed and dated the agreement.
- The Region 4 REPT Chair's name has been typed in the space provided.
- All of the items listed on this checklist have been completed and are correct.

Once complete please contact the Strategic Planning and Community Preparedness Unit to schedule a MOA review meeting with Kristina Andres. You can contact her at 860-685-8038 or via email at kristina.andres@ct.gov.

DUE DATE: April 4, 2014

MEMORANDUM OF AGREEMENT

REGARDING USE OF FEDERAL FISCAL YEAR 2013 STATE HOMELAND SECURITY GRANT FUNDING AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS IN DEMHS REGION 4

I. AGREEMENT REGARDING THE USE OF FEDERAL HOMELAND SECURITY GRANT FUNDS TO SUPPORT REGIONAL SET-ASIDE PROJECTS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the _____, the Southeastern Connecticut Council of Governments (SCCOG) and the Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for Federal Fiscal Year 2013 State Homeland Security Grant Program (SHSGP), Grant Number EMW-2013-SS-00076-S01, including the following programs: Metropolitan Medical Response System (MMRS); Citizen Corps Program (CCP). DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. The DEMHS Coordinating Council, now known as the DEMHS Advisory Council, has approved the allocation formula for grant funds available under such programs as the SHSGP, MMRS, CCP;
4. DESPP/DEMHS is retaining pass-through funds from SHSGP Grant Number EMW-2013-SS-00076-S01 in the total amount of \$1,342,087 on behalf of local units of government, for the following seven regional set-aside projects designed to benefit the state's municipalities:
 - a. Expanded Regional Collaboration;
 - b. Connecticut Intelligence/Fusion Center/Critical Infrastructure;
 - c. CBRNE Detection/IED Attack Deterrence;
 - d. Medical Preparation and Response;
 - e. NIMS/ICS Training and Exercise;
 - f. Metropolitan Medical Response System; and
 - g. Citizen Corps. Program
5. DEMHS – in coordination and cooperation with the municipalities located within DEMHS Region 4, including _____ – has created, and established bylaws for, the Region 4 REPT, a multi-disciplinary, multi-jurisdictional regional group to facilitate planning and resource coordination within DEMHS Region 4.
6. _____ is eligible to participate in those Federal Fiscal Year 2013 SHSGP regional allocations made through the Region 4 REPT and not included in the set-aside projects, in the amount of \$267,081 for Region 4, which will be made available to the jurisdictions in Region 4 in the manner recommended by the Region 4 REPT in accordance with its approved bylaws, upon execution of the grant application and as accepted by the SAA.

B. Purpose of Agreement

The SAA and _____ enter into Part I of this MOA authorizing the SAA to act as the agent of _____ and allowing the SAA to retain and administer grant funds provided under Grant Number EMW-2013-SS-00076-S01 the seven regional set-aside projects listed above, and also for SCCOG to provide the financial and programmatic oversight described below.

C. SAA and _____ Responsibilities.

The SAA agrees to administer the SHSGP grant funds of \$1,342,087 for in furtherance of the seven regional set-aside projects listed above.

_____ agrees to allow the SAA to provide financial and programmatic oversight of the \$1,342,087 for the purpose of supporting the allocations and uses of funds under Grant Number EMW-2013-SS-00076-S01 consistent with the 2013 State Homeland Security Grant Application that has been

reviewed and approved by the federal Department of Homeland Security and supported by the Initial Strategy Implementation Spending Plan (ISIP) approved by the Emergency Management & Homeland Security Coordinating Council, now known as the DEMHS Advisory Council. agrees to allow the SAA to hold, manage, and disburse the grant funds that have been reserved for the seven regional set-aside projects listed above.

D. Southeastern Connecticut Council of Governments and Responsibilities.

also agrees to allow Southeastern Connecticut Council of Governments to provide financial and programmatic oversight of the Federal Fiscal Year 2013 regional allocation not included in the seven regional set-aside projects in the amount of \$267,081 targeted to member municipalities in DEMHS Region 4 and recommended through the Region 4 REPT in accordance with its approved bylaws. Such funds will be applied to specific projects developed and approved by the Region 4 REPT and DEMHS.

II. AGREEMENT REGARDING CUSTODIAL OWNERSHIP OF REGIONAL ASSETS

A. Introduction

The following facts are understood and agreed to by all parties:

1. The parties to this part of the Memorandum of Agreement (MOA) are the State of Connecticut Department of Emergency Services and Public Protection (DESPP), including the Division of Emergency Management & Homeland Security (DEMHS), the _____, the Southeastern Connecticut Council of Governments (SCCOG), and the DEMHS Region 4 Regional Emergency Planning Team (Region 4 REPT).
2. DESPP is the designated recipient and State Administrative Agency (SAA) of the United States Department of Homeland Security for grants awarded beginning in Federal Fiscal Year (FFY) 2004, up to the present time. DEMHS is the division of DESPP responsible for program management of the grants, including consulting with the DEMHS Advisory Council, and the DEMHS Regional Planning Teams to provide a coordinated and integrated program of emergency management and homeland security.
3. _____ has agreed to operate as the custodial owner of the asset(s) described in Appendix A, on behalf of _____ the region, and if necessary, the State.
4. The parties also agree that _____ may operate as the custodial owner of additional assets purchased on behalf of the Region from FFY 2013 grant funds, as approved by the Region 4 REPT, and DEMHS, which assets will be added to Appendix A by attached amendment within thirty (30) days of approval by the Region 4 REPT.
5. The Region 4 REPT has been established to foster regional collaboration and mutual aid through, among other things, collaborative plan development, resource sharing and coordination.
6. SCCOG has agreed to operate as the fiscal agent for the federal SHSGP grants awarded to DEMHS Region 4 for Federal Fiscal Year 2013;

B. Purpose.

DESPP/DEMHS, the Region 4 REPT, Southeastern Connecticut Council of Governments, and _____, enter into Part II of this MOA regarding asset(s) for which _____ agrees to be the custodial owner, and which are described in Appendix A, as may be amended.

C. Agreements and Responsibilities of the Parties.

1. Definitions.

As used in this MOA:

- The term “authorized training” means training that is authorized by DEMHS.

- The term "custodial owner" means a political subdivision or tribe that has agreed to accept title and responsibility for the asset(s), subject to possible redeployment under the terms outlined in Paragraph C(4) below.

2. Responsibilities of DEMHS and SCCOG

In its role as SAA, DEMHS will subgrant funds to SCCOG, which, as the Region 4 Fiscal Agent, will procure the asset(s) listed in Appendix A.

3. Amendment of Appendix A.

The parties agree that decisions regarding the placement of regional assets in _____ may be made after the execution of this agreement and that Appendix A shall be amended accordingly (see attached form. _____ agrees to be bound by the terms of this agreement for any asset added to Appendix A. The parties also agree that any amendment to Appendix A must be signed by the DEMHS Deputy Commissioner, the Chair of the Region 4 REPT, and the Chief Executive Officer, or his/her designee, of

4. Responsibilities of Custodial Owner

_____ understands that it is the Custodial Owner, on behalf of itself and the Region, of the asset(s) listed in Appendix A, as may be amended pursuant to Paragraph C(4) above. As Custodial Owner, _____ agrees:

- To safeguard the asset(s) in a secure location, including, for example, providing refrigeration or protection from the elements, if appropriate;
- To regularly test, use and maintain the asset(s) in working order. It is understood by the parties that trained personnel of _____'s municipal agencies may use the asset(s) for appropriate emergency response/emergency management purposes, including authorized training and exercise;
- To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested: under the terms of this MOA; under a mutual aid agreement, including a civil preparedness mutual aid agreement approved by DESPP/DEMHS, as required by Conn. Gen. Stat. §28-7(d); under the terms of the intrastate mutual aid system, Connecticut General Statutes §28-22a; or at any time by the State of Connecticut, including DESPP/DEMHS;
- To provide the asset(s) in a timely manner, in working order, and with appropriate staffing, if necessary, when deployment is requested for authorized training and/or exercise;
- To maintain records of the use of the asset(s), including deployment for an actual incident or for authorized training, and to provide these records to DESPP/DEMHS as requested;
- To maintain an inventory of the asset(s), including a unique tagging system (including the DEMHS logo) so that the asset(s) can be easily identified as separate from the Custodial Owner's other property, and to provide that inventory to DESPP/DEMHS as requested.
- To maintain all necessary insurance regarding the asset(s) and their use;
- To cooperate with any state or federal audit of the asset(s) and/or their use;
- To abide by the bylaws and/or procedures established under any applicable State of Connecticut or regional plan;
- That the State, including DESPP/DEMHS, does not guarantee any further funding for, or provision of repairs to, the asset(s) beyond the terms of this MOA;
- That all maintenance and operations of the asset(s) by _____ shall conform to the manufacturer's recommendations. If appropriate, _____ shall maintain trained personnel available to transport and supervise the operation of the asset(s). All personnel or agents of _____ performing any maintenance or repair services in connection with these asset(s) shall be fully qualified and authorized or permitted under federal, state, and local laws to perform such services.

5. Responsibilities of the REPT.

The Region 4 REPT understands and acknowledges that, in accepting responsibility as the custodial owner of the asset(s), _____ is furthering regional collaboration and mutual aid on behalf of all of the members of Region 4.

6. Assignment of Asset(s).

If _____ does not comply with the requirements under this MOA, or terminates its involvement in this MOA, then DEMHS, in consultation with the REPT Chair, may redirect the asset(s), preferably to a different town within the Region. Whenever possible, DEMHS will provide 60 days' notice before re-assigning the asset.

III. GENERAL TERMS OF AGREEMENT APPLICABLE TO ALL PARTS OF THIS MEMORANDUM OF AGREEMENT

A. Effective Date.

The terms of this agreement will become effective when all parties have executed it.

B. Authority to Enter Agreement.

DESPP/DEMHS is authorized to enter into this Agreement through the Deputy Commissioner of the DESPP/DEMHS pursuant to the authority provided under Connecticut General Statutes §4-8 and Titles 28 and 29. The City of _____ is authorized to enter into this agreement through its Chief Executive Officer, authorized pursuant to the attached [original or certified copy of resolution, ordinance or charter provision]. The other persons executing this Memorandum of Agreement (MOA) on behalf of their respective entities hereby represent and warrant that they have the right, power, legal capacity, and appropriate authority to enter into this agreement on behalf of the entity for which they sign, as indicated by valid resolutions, if necessary.

C. Duration of Agreement.

Part I of this MOA, as modified with the consent of the parties, remains in full force and effect until the end of the grant period, or any extension thereof, covered by this MOA, unless cancelled by the SAA, giving _____ written notice of such intention at least thirty (30) days in advance. Any party may terminate its involvement with Part II of this agreement upon sixty days' written notice to the other parties. DESPP/DEMHS reserves the right to cancel any funding under this MOA without prior written notice when the funding is no longer available.

D. Amendment of the Agreement.

This agreement may be modified upon the mutual written consent of the parties.

E. Litigation.

The Parties agree to good faith consultation with one another to resolve disagreements that may arise under or relating to this MOA before referring the matter to any other person or entity for settlement. The Parties agree that any disputes under Part II, Paragraph C.6 shall be resolved by DEMHS. The Parties also agree that the sole and exclusive means for the presentation of any claim against the State, including the SAA, arising from this agreement shall be in accordance with Chapter 53 of the Connecticut General Statutes (Claims Against the State) and the Parties further agree not to initiate legal proceedings in any State or Federal Court in addition to, or in lieu of, said Chapter 53 proceedings.

F. State Liability.

The Parties agree to indemnify and hold harmless the State of Connecticut with regard to the activities described within this MOA, and recognize that the State does not waive its right to sovereign immunity with regard to any provision of this MOA. The State of Connecticut assumes no liability for funding under the terms of this MOA until _____ through the Region 4 REPT, is notified by the SAA that this MOA has been approved and executed by DEMHS and by any other applicable state agency.

G. Audit Compliance.

If _____ through the Region 4 REPT, agrees to serve as a host or custodial owner of equipment purchased with the grant funds referenced in this MOA, then _____ must comply with the Federal Single Audit Act of 1984, P.L. 98-502 and the Amendments of 1996, P.L. 104-156 and with the Connecticut Statutes §7-396a and 396b, and the State Single Audit Act § 4-230 through 236 inclusive, and the regulations promulgated thereunder. _____ agrees that all fiscal records, if any, pertaining to the projects shall be maintained for a period of not less than three (3) years from the date of the signing of this MOA. Such records will be made available to state and/or federal auditors upon request.

H. Lobbying, Debarment, and Suspension.

_____ commits to compliance with the requirements under 28 CFR Part 66 (Uniform Administrative Requirements for Grants to States); 28 CFR Part 69, New Restrictions on Lobbying; 28 CFR Part 67, Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug Free Workplace (Grants); Office of Management and Budget (OMB) Circular A-87, addressing cost principles for grants to state and local governments; 28 CFR Part 70 (Common Rules for

Administrative Requirements for Grants to Non-Profits); OMB Circulars A-122 and A-21 addressing Cost Principles for Grants to Non-Profit Entities and requirements included in the Department of Homeland Security Office of Grants and Training Financial Guides.

I. Executive Orders.

This contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill promulgated June 16, 1971, and, as such, this contract may be cancelled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Three, or any State or federal law concerning non-discrimination, notwithstanding that the Labor Commissioner is not a party to this contract. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Three is incorporated herein by reference and made a part hereof. The parties agree and abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to non-discrimination, until the contract is completed or terminated prior to completion. _____ agrees, as part consideration hereof, that this contract is subject to the Guidelines and Rules issued by the State Labor Commissioner to implement Executive Order No. Three, and that it will not discriminate in its employment practices or policies, will file all reports as required, and will fully cooperate with the State of Connecticut and the State Labor Commissioner.

This contract is also subject to the provision of Executive Order No. 16 of Governor John G. Rowland promulgated August 4, 1999 adopting a zero tolerance policy for workplace violence, and as such, this contract may be cancelled terminated or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen. The parties to this contract, as part of the consideration hereof, agree that said Executive Order No. Sixteen is incorporated herein by reference and made a part thereof. The parties agree to abide by such Executive Order.

The contract is also subject to provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, and, as such this contract may be cancelled, terminated or suspended by the contracting agency or the State Labor Commissioner for violation of or non-compliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner may not be a party to this contract. The parties to this contract, as part of the consideration hereof, agree that Executive Order No. Seventeen is incorporated herein by reference and made a part hereof. The parties agree to abide by such Executive Order and agree that the contracting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to contract performance in regard to listing all employment openings with the Connecticut State Employment Service.

J. Non-Discrimination Clause.

In accordance with Public Act 88-351, the Town agrees and warrants that, (a) For the purposes of this section, "minority business enterprise" means any small grantee or supplier of materials fifty-one percent or more of the capital stock, if any, or asset(s) of which is owned by person or persons: (1) Who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise and (3) who are members of a minority, as such term is defined in subsection (a) of Conn. Gen. Stat. Sect. 32-9n; and "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations. "Good faith efforts" include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements.

For purposes of the section, "Commission" means the Commission on Human Rights and Opportunities.

For purposes of this section, "Public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway, or other changes or improvements in real property, or which is financed in whole or in part by the State, including but not limited to, matching expenditures, grants, loans, insurance or guarantees.

The Town agrees and warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group or persons on the grounds of race, color, religious creed, age, marital status, national origin, sex, mental retardation or physical disability, including but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut. The Town further agrees to take affirmative action to insure that applicants with job related qualifications

are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, or physical disability, including, but not limited to, blindness, unless it is shown by such Town that such disability prevents performance of the work involved: the Town agrees, in all solicitations or advertisements for employees placed by or on behalf of the Town, to state that it is an "affirmative action – equal opportunity employer" in accordance with the regulations adopted by the Commission; the Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract of understanding and each vendor with which Town has a contract of understanding, a notice to be provided by the Commission advising the labor union or workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; the Town agrees to comply with each provision of this section and Conn. Gen. Stat. Sect. 46a-68f and with each regulation or relevant order issued by said Commission pursuant to Conn. Gen. Stat. Sect. 46a-56, as amended by Section 5 of Public Act 89-253, 46a-68e and 46a-68f; the Town agrees to provide the Commission of Human Rights and Opportunities with such information requested by the Commission, permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and section 46a-56. If the contract is a public works contract, the Town agrees and warrants that he will make good faith efforts to employ minority business enterprises as subgrantees and suppliers of materials on such public works project.

Determination of the Town's good faith efforts shall include but shall not be limited to the following factors: The Town's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.

The Town shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.

The Town shall include the provisions of subsection (b) of this section in every subcontract or purchase order entered into in order to fulfill any obligation or a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer, unless exempted by regulations or orders of the Commission. The Town shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Conn. Gen. Stat. Sect. 47a-56, as amended by Section 5 of Public Act 89-253; provided, if such Town becomes involved in, or is threatened with litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation prior thereto to protect the interest of the State and the State may so enter.

The Town agrees to comply with the regulations referred to in this section as they exist on the date of this contract and as they may be adopted or amended from time to time during the term of this contract and any amendments thereto.

Pursuant to Public Act 89-227, as amended, as of January 1, 1991, no agency of the State of Connecticut may purchase new products packaged in or composed in whole or part of polystyrene foam if such foam is manufactured using chlorofluorocarbons (CFC). Manufacturers are required by the Act to provide information regarding the CFC content of polystyrene foam used in such products or packaging to any person selling the product who requests such information. By submitting an offer to sell to or accepting an order from the State of Connecticut the vendor certifies that no CFC are used in the manufacture of polystyrene foam contained in such products or packaging.

K. Non-discrimination on the Grounds of Sexual Orientation.

1. The Town agrees/warrants that in the performance of the contract such Town will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
2. The Town agrees to provide each labor union or representative of workers with which such Town has a collective bargaining agreement or other contract or understanding and each vendor with which such Town has a contract or understanding and each vendor with which such Town or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Town's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment;

3. The Town agrees to comply with each provision of this Section and Sections 46a-68f of the General Statutes and with each regulation or relevant order issued by said Commission pursuant to Sections 46a-56, 46a-68e and 46a-68f of the General Statutes;
4. The Town agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Town as related to the provisions of this section and Section 46a-56 of the General Statutes.
5. The Town shall include the provisions of paragraph (1) of this addendum in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subgrantee, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Town shall take such actions with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for non-compliance in accordance with Section 46a-56 of the General Statutes; provided, if such Town becomes involved in, or is threatened with, litigation with a subgrantee or vendor as a result of such direction by the Commission, the Town may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

L. Points of Contact.

1. The Point of Contact for the SAA	
Name & Title: Deputy Commissioner William P. Shea	
Address: 25 Sigourney Street, 6 th Floor, Hartford, CT 06106	
Emails: William.shea@ct.gov and Rita.Stewart@ct.gov	Phone: 860-256-0800
	Fax: 860-256-0815
2. The Point of Contact for	
Name & Title:	
Address:	
Email Address:	Phone:
	Fax:

M. Other provisions.

Nothing in this agreement is intended to conflict with current laws or regulations of the State of Connecticut or . If a term of this agreement is inconsistent with such authority, then that term shall be invalid, but the remaining terms and conditions of this agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have set their hands and seals on the dates written below:

THE

By: _____ Date: _____
Its Chief Executive Officer
Duly Authorized
Typed Name &
Title: _____

THE SOUTHEASTERN CONNECTICUT COUNCIL OF GOVERNMENTS

By: _____ Date: _____
Its Executive Director
Duly Authorized
Typed Name _____

THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM

By: _____ Date: _____
Its Chair
Duly Authorized
Typed Name: Thomas Sparkman, REPT Chair

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY**

By: _____ Date: _____
William P. Shea
Duly Authorized

Appendix A

The following is a list of the assets for which the
custodial owner:

has agreed to serve as the

NONE AT THIS TIME

Equipment Description

THE

By:

Its Chief Executive Officer
Duly Authorized
Typed Name &
Title:

Date:

MEMORANDUM OF AGREEMENT

REGARDING USE OF
FEDERAL FISCAL YEAR 2013 STATE HOMELAND SECURITY GRANT FUNDING
AND CUSTODIAL OWNERSHIP OF REGIONAL ASSETS
IN DEMHS REGION 4

AMENDMENT TO APPENDIX A

FOR THE

Equipment Description

THE

By:

Its Chief Executive Officer
Duly Authorized
Typed Name &
Title: _____

Date: _____

THE REGION 4 REGIONAL EMERGENCY PLANNING TEAM

By:

Its Chair
Duly Authorized
Typed Name: Thomas Sparkman, REPT Chair

Date: _____

DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION/
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY

By:

William P. Shea
Deputy Commissioner
Duly Authorized

Date: _____



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



September 18, 2013

The Honorable Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Mr. Schuster:

The 2014 Emergency Management Performance Grant Program (EMPG) application process has begun. The State and Local Assistance Program (SLA) is accepting budgets and applications to provide funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

Enclosed is your Emergency Management Performance Grant (EMPG) application package. This package includes all of the forms necessary to complete the application. Optional forms for one-time activities such as hiring a new Emergency Management Director are now available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>. In order to receive full funding, municipalities must complete the program requirements listed in the Advisory Bulletin and prepare an application for the performance period of 10/1/13 through 9/30/14. This package must be returned by mail to the DEMHS Region 4 Office (see address on page 2 of the attached application package) by **October 15th, 2013**.

The per capita allocation for this year will be \$0.50 cents per capita (same as last year). A baseline of \$3,000.00 will be used for towns with a population less than 6,000 persons. The maximum allocation for the municipality of Colchester this year will be **\$8,017.00**. This funding is being provided from the EMPG FFY 2013 account and requires an equal amount in cash or in-kind match provided by the municipality. The in-kind cost cap remains at \$10,000.00 and the in-kind share cap remains at 66% of the annual allocation (See attached Advisory Bulletin for details).

The Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management and Homeland Security (DEMHS) requires that all towns participating in the EMPG Program have a functional Emergency Operations Center, an updated Local Emergency Operations Plan, access to Web EOC, and a VHF High Band Radio with a minimum power output of 35 Watts dedicated to operate on the channel assigned to their DEMHS Regional Office.

25 Sigourney Street, 6th floor, Hartford, CT 06106
Phone: 860.256.0800 / Fax: 860.256.0815
An Affirmative Action/Equal Employment Opportunity Employer

As a result of the tragic events in Newtown and Boston during the past year the Federal Emergency Management Agency (FEMA) is requiring that all local Emergency Management Directors and any staff that are paid by the EMPG complete IS 100, 200, 700 and 800 and participate in a minimum of 4 exercises / real world events and 1 statewide exercise each year. Governor Malloy has also re-affirmed Connecticut's commitment to conform to the National Incident Management System (NIMS) by signing Executive Order 34 which mandates that all emergency management personnel be trained and complete annual exercises required to be NIMS compliant.

It is strongly recommended that your community take advantage of this valuable program to sustain and enhance your emergency management programs. If you have any questions, please feel free to contact our office at 860-537-7560, fax us at 860-537-7564 or send an email to Anthony.Scalora@ct.gov

Sincerely,

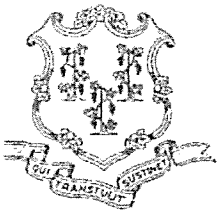


Douglas W. Glowacki
EMPG Program Manager

Enclosures

cc:

Mr. N. Reed Gustafson, Emergency Management Director



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



EMERGENCY MANAGEMENT PERFORMANCE GRANT

Program Application for the Period from 10/1/13 to 9/30/14

State and Local Assistance to Municipalities



Connecticut Department of Emergency Services and Public
Protection

Division of Emergency Management
And Homeland Security

William P. Shea, Deputy Commissioner

William J. Hackett, Director

August 16, 2013

EMPG Application Deadline: October 15th, 2013

25 Sigourney Street, 6th floor, Hartford, CT 06106

Phone: 860.256.0800 / Fax: 860.256.0815

An Affirmative Action/Equal Employment Opportunity Employer

Emergency Management Performance Grant Application

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Advisory Bulletin 2014-1	4
Municipal Resolution	9
Budget for the period from 10/1/13 to 9/30/14	13
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EMPG Application Deadline: October 15th, 2013

DEMHS Regional Offices

Region 1 Robert Kenny
Regional Coordinator 149 Prospect Street, Bridgeport, CT 06601
Phone: 203.696.2640 Fax: 203.334.1560
Email: Robert.Kenny@ct.gov

Region 2 John Field
Regional Coordinator 1111 Country Club Road, Middletown, CT 06457
Phone: 860.685.8105 Fax: 860.685.8366
Email: John.Field@ct.gov

Region 3 Thomas Gavaghan
Regional Coordinator 360 Broad Street, Hartford, CT 06105
Phone: 860.529.6893 Fax: 860.257.4621
Email: Thomas.Gavaghan@ct.gov

Region 4 Anthony Scalora
Regional Coordinator 15-B Old Hartford Road, Colchester, CT 06415
Phone: 860.537.7560 Fax: 860.537.7564
Email: Anthony.Scalora@ct.gov

Region 5 Thomas Vannini
Regional Coordinator 55 West Main St Suite 300 Box 4 Waterbury, CT 06702
Phone: 203.591.3500 Fax: 203.591.3529
Email: Thomas.Vannini@ct.gov

Instructions to Applicants

1. All forms shown in this application are also available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.
2. Fill out the Applicant Information and Data Sheet.
3. Read the Advisory Bulletin 2014-1.
4. Please prepare a municipal resolution authorizing you to sign the subgrant award. The subgrant award will be issued after your application is reviewed and approved.
5. Fill in your budget request for the performance period of **10/1/2013 through 9/30/2014. Please do not exceed your per capita allocation as shown in the cover letter.**
6. Complete the master staffing Form 85-17 (p. 15) and provide training certificates if available.
7. Please review the remaining list of forms available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692> to determine if any of these forms will be needed for your application:

Emergency Management Director Job Description – Use this form if you have hired a new Emergency Management Director.

Emergency Management Deputy Director Job Description – Use this form if you have hired a new Emergency Management Deputy Director.

Emergency Management Support Staff Job Description – Use this form if you have hired new Emergency Management Support Staff (e.g. Clerical).

Request for Transcripts from EMI – Use this form to request a transcript of the courses you have completed through FEMA and/or the Emergency Management Institute (EMI).

Once all of the necessary forms are filled out and signed, you can complete the application by signing and dating the Applicant Information and Data Sheet on the next page.

For assistance filling out this application please contact your DEMHS Regional Coordinator.

EMPG Application Deadline: October 15th, 2013

Emergency Management Performance Grant Application



STATE OF CONNECTICUT
Department of Emergency Services & Public Protection
Division of Emergency Management & Homeland Security
Emergency Management Performance Grant (EMPG) Application



Additional copies of this kit are available on our website at
<http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>.

Mail Completed Applications To:
 Your DEMHS Regional Coordinator

FOR DEMHS USE ONLY
 Application Tracking #: _____
 Date Received: _____

APPLICANT INFORMATION AND DATA SHEET

1. Name of Municipality or Agency Applying for Sub-grant: _____	2. Period of Award for this Sub-grant: 10/1/13 – 9/30/14
3. Point of Contact (Project Director) Name & Address Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____	4. Official Authorized to Sign for the Applicant: Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____
5. Application Prepared by: (If Different than Point of Contact) Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____	6. Municipal/Agency Financial Officer Name: _____ Title: _____ Organization: _____ Address Line 1: _____ Address Line 2: _____ City/State/Zip: _____ Phone: _____ Fax: _____ E-mail: _____

8. I, the undersigned, for and on behalf of the named municipality, state agency, or regional planning organization, do herewith apply for this subgrant, attest that, to the best of my knowledge, the statements made herein are true, and agree to any general or special grant conditions attached to this grant application form.

SIGNATURE OF AUTHORIZED OFFICIAL: X _____ DATE: _____

PLEASE SIGN

8. Applicant FEIN: _____

9. Applicant DUNS #: _____

FEDERAL SINGLE AUDIT INFORMATION

ACKNOWLEDGEMENT OF FEDERAL SINGLE AUDIT SELF REPORTING REQUIREMENTS

- Sub-grantees that are required to undergo a Federal Single Audit as mandated by OMB Circular A-133 must alert CT DEMHS, in writing, to any specific findings and/or deficiencies with regards to the use of federal grant funds within 45 days of receipt of their audit report. This notification must identify the finding(s) / deficiencies and a corrective action plan for each.
- All sub-grantees must submit to CT DEMHS a copy of the audit report section pertaining to use of federal grant funds regardless of any findings or deficiencies, within 45 days of the receipt of that report.

Please initial here _____ to indicate that you have read and understood this requirement.

PLEASE INITIAL

Please note that the information required for boxes 10 through 14 refers to the sub-grantee's audit cycle:

10. Applicant Fiscal Year End: _____	11. Date of Last Audit: _____
12. Dates Covered by Last Audit: _____ to _____	13. Date of Next Audit: _____
14. Dates to be Covered by Next Audit: _____ to _____	

Advisory Bulletin 2014-1

Revised July - 2013

1. Purpose: The purpose of this Advisory Bulletin is to establish a uniform policy for the Emergency Management Performance Grant (EMPG) reimbursements to towns and to verify training and exercise requirements for EMPG- funded staff. The Federal Emergency Management Agency now requires all EMPG- funded staff including all Emergency Management Directors (EMDs) and their paid EMPG staff to complete a program of training and exercises that build, sustain, and deliver core capabilities. Recent disasters here and around the country have shown that a higher level of training and regular exercises result in faster and better coordination of responses for all hazards. Governor Malloy has re-affirmed Connecticut's commitment to the National Incident Management System, including the Incident Command System, in Executive Order 34 (http://ct.gov/malloy/lib/malloy/EO_34_NIMS.pdf) which he signed on June 12th, 2013. The basic courses are ICS 100, 200, 700, and 800, which are available on line at <http://training.fema.gov/IS/crslst.asp>.

Applicants that are considering any activities that may require an Environmental or Historic Preservation (EHP) review must fill out an EHP questionnaire available on the DEMHS website at www.ct.gov/demhs. Activities that may require EHP review include but are not limited to: construction of communication towers; modification or renovation of existing buildings, structures and facilities, or; new construction, including replacement of facilities.

Each town's annual budget submission will also be reviewed for compliance with this bulletin and references. The State and Local Assistance Program (SLA) is funded by the Emergency Management Performance Grant (EMPG). The Department of Emergency Services and Public Protection (DESPP) is the State Administrative Agency (SAA) for the EMPG; therefore, the Commissioner of DESPP, through his designee the Deputy Commissioner of DEMHS, has sole authority to allocate funding from the EMPG and designate an eligible funding match to the EMPG.

2. Historical References:
 - a. Civil Preparedness Guide 1-3, August 1992.
 - b. Civil Preparedness Guide 1-8A, October 1985. This Guide lists most of the criteria for an eligible Civil Preparedness program.
 - c. Division of Emergency Management and Homeland Security (DEMHS) EMPG SLA Application Package, which is issued annually with attachments.
3. General Considerations and Objectives of this Policy:
 - a. Federal funding constraints will determine the total annual allocation.
 - b. Town/City allocations are calculated on a per capita basis.
 - c. The purpose of the EMPG Program is to provide financial assistance to jurisdictions for developing and staffing a comprehensive, all-hazard Emergency Management program.
 - d. The program is performance oriented and requires participating jurisdictions to demonstrate a commitment to planning, training and exercises to build and improve their ability to respond to all-hazard emergencies and coordinate a multi-agency emergency response.
 - e. This program will reimburse up to 50% of eligible costs associated with creating and maintaining a comprehensive all-hazard emergency management program.

Emergency Management Performance Grant Application

4. Criteria Governing Allowable Costs: These criteria are required in order to insure equitable allocation of limited funds by restricting expenditures not essential to maintaining an Emergency Management program and to achieve economies demanded by federal budget constraints. All eligible costs are federally reimbursable at 50% with a required 50% municipal match (cash and/or limited in-kind services).
5. Eligible Costs:
 - a. Full-Time or Deputy Local Directors: May count 100% of their Salary and benefits to be reimbursed at a rate of 50%.
 - b. Full-Time Administrative or Support Staff: May count 100% of their Salary and benefits to be reimbursed at a rate of 50%.
 - c. Part-Time Local Director: Town paid salary and benefits are eligible if individual is not otherwise employed by the town. If the Part-Time Local Director is otherwise employed by the town, then he or she may only count the percentage of his/her salary and benefits for time actually employed in emergency management (civil preparedness) programs management towards reimbursement.
 - d. Part-Time Deputy Local Director: Town paid salary and benefits are eligible if individual is not otherwise employed by town. If the Part-Time Deputy Director is otherwise employed by the town, then he or she may only count the percentage of his/her salary and benefits for time actually employed in emergency management (civil preparedness) programs management towards reimbursement. All work will be reimbursed at a rate of 50%. **If the town chooses to have a part-time deputy local director, any EMPG funds used must be taken from the town's existing EMPG annual allocation—no additional funds will be provided for this position.**
 - e. Part-Time Administrative or Support Staff:
 - 1) Not Otherwise Employed by the Town – Part-time administrative or support staff is eligible in the same manner as full-time staff.
 - 2) Otherwise Employed by the Town – Town employees performing emergency management work may count 100% of their time on an hourly basis. All work will be based upon the percentage of time actually employed in emergency management (civil preparedness) programs management. The salary and benefits are reimbursed at a rate of 50%.
 - f. Volunteer Time for EMD and Clerical Staff:
 - 1) For Emergency Management Directors and Deputy EMDs, volunteer time will be reimbursed at a rate of \$30.00 per hour up to \$240.00 per day.
 - 2) For Clerical Staff, volunteer time will be reimbursed at \$25.00 per hour up to \$200.00 per day.
 - 3) In addition to the standard forms used for reimbursements, all requests for the reimbursement of volunteer time must include documentation showing dates and hours worked, a brief description of the work performed, hourly rate of pay and a signed letter on town letterhead from the Chief Executive Officer or Finance Director verifying the accuracy and validity of the volunteer time.
 - g. Emergency Management Directors (EMDs) Serving in more than One Municipality: Under certain circumstances, an individual may serve as the EMD for more than one municipality. The following conditions must be met:
 - 1) Towns considering sharing one EMD must submit a written proposal to the DESPP/DEMHS Deputy Commissioner, or his designee.
 - 2) In addition to the conditions shown below, the proposal must explain how the EMD will be compensated and by whom. The EMD must not replicate the same hours for both towns. The EMD and the towns must show that each town is paying for a

Emergency Management Performance Grant Application

discrete, separate number of hours, and must ensure that no double billing of hours occurs;

- 3) If approved by the DESPP/DEMHS Deputy Commissioner, or his designee, the merger plan/agreement must be signed by each town's chief executive officer;
 - 4) The plan/agreement must be reviewed and signed off on formally by each CEO annually, and must be annexed to the local emergency operations plan of each town;
 - 5) There must be at least one additional individual in each town, in addition to the EMD, who has received the proper training on NIMS, high band radio use, Web EOC, shelter information, and whatever other information is deemed necessary by DEMHS or the town to perform the duties of an emergency management director in an emergency;
 - 6) Each town must have functioning emergency management equipment, especially communications equipment. If the towns are very small, it might be possible for them to merge their Emergency Operations Centers; however each town must have and maintain basic equipment, kept in working condition and tested regularly;
 - 7) As a general rule, the towns should be contiguous, or there must be an explanation in the agreement between the towns as to why these towns are sharing an EMD.
- h. Travel / Training Costs: Requests for reimbursement of travel costs (excluding normal commuting to work) for training and travel in direct support of the emergency management program will be approved on a case by case basis and must be submitted to DEMHS via the respective Regional Coordinator for prior approval within the existing annual budget (no budget increase). Reimbursements will be paid within the quarterly reimbursement and audit quality documentation of expenditures will be required.
- i. EOC Communications Costs:
- 1) A main voice phone line and 1 FAX line are allowable providing they are used for Emergency Management program support only.
 - 2) Cell phone, Blackberry or Pager service for the EMD.
 - 3) Satellite or Cable TV equipment and monthly costs.
 - 4) Satellite Radio Network
 - 5) Direction and Control Radio Communications
 - 6) Ham radios (Go Kits).
- j. Information Technology (IT) Equipment for EOC:
- 1) Desktop computers (at least one must be equipped with Web EOC).
 - 2) Laptop computers (at least one must be equipped with Web EOC). Laptop computers also must be placed on the town equipment inventory system.
 - 3) Networked printers, fax machines and scanners.
 - 4) Wireless networking (WI-FI) at the local EOC. (Note: Will only be considered eligible if the EOC is already equipped with a main voice phone, fax line, cell phones, pager service, a high-band radio and WEB EOC).
 - 5) Internet Service Provider (ISP) costs.
- k. All Other Expenses: Other costs that are in direct support of the local Emergency Management Program may be included in the proposed budget and must be pre approved by DEMHS on a case by case basis if funding is available.

6. Ineligible Costs

- a. Part-Time Deputy Directors, Liaison Representatives or Similar Positions who are employed by the Town in a Non-Civil Preparedness Position: EMPG reimbursement

Emergency Management Performance Grant Application

of salaries is not authorized. An exception may be requested in cases when the Deputy is temporarily performing the duties of a full-time Deputy Director; reimbursement will be limited to the period of substitution. An exception may be requested on a project application basis when the representative is required to work on an emergency management project; reimbursement will be limited to 20% of the annual allocation for that town.

7. In Kind Costs:

Allowed In- Kind Costs	Un-allowed In-Kind Costs
<ol style="list-style-type: none"> 1.) Volunteer time for local directors and Deputy Directors (for work that would otherwise be eligible for full-time pay) will be counted as in-kind services at a rate of \$30.00 per hour up to \$240.00 per day. 2.) Volunteer time for clerical or administrative support (for work that would be eligible for full-time pay) will be counted as in kind services at a rate of \$25.00 per hour up to \$200.00 per day. 3.) Maintenance of a Direction and Control communications system (batteries, repairs, repair parts, monthly telephone costs) and service charge is allowable for EOC equipment. 4.) Donated equipment (new equipment only) for use in the EOC. 	<ol style="list-style-type: none"> 1) Any costs counted towards other federal cost-sharing requirements cannot be claimed under this cost-sharing in-kind service. 2) Costs that exceed \$10,000 or 66% of the total municipal EMPG budget (whichever is lesser). <p>Further guidance is available in 44 CFR Section 13.24 (Google on the web).</p>

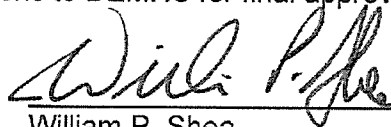
8. Program Requirements: In order to participate in the EMPG SLA program, jurisdictions must meet the following criteria. Failure to meet these minimum criteria by the end of the fiscal year (plus a 90-day grace period) will result in a funding reduction for the following fiscal year.

TASK #	Description	Reduction Percentage
1	Have an officially appointed Emergency Management Director (EMD).	Funding suspended until condition is met.
2	Have a Local Emergency Operations Plan (LEOP) updated annually and signed by the EMD and Chief Executive Officer of that jurisdiction. The LEOP must also be approved by the Commissioner of DESPP or his designee.	Funding suspended until condition is met.
3	Participate in the State DEMHS High-band radio network.	Funding suspended until condition is met.
4	Participation in the WEB EOC computer network.	Funding suspended until condition is met.

Emergency Management Performance Grant Application

5	Towns must submit sheltering data to DEMHS to Rita Stewart at rita.stewart@ct.gov or in conjunction with Item #2 above.	Funding suspended until condition is met.
6	EMDs must provide 24 hour contact information to their respective DEMHS Regional Coordinator to facilitate emergency situation reporting and coordination of requests for state assistance.	5% of annual budget.
7	Conduct at least 1 exercise of their LEOP annually and submit after action reviews to DEMHS through their respective Regional Coordinator. Major activations (including situation reports to substantiate the activation) also qualify.	5% of annual budget.
8	Submit an annual proposed budget to DEMHS through their respective Regional Coordinator.	5% of annual budget.
9	Submit audit quality documentation (Reimbursement Request Forms, Financial and Progress Reports) of program expenses to DEMHS on a quarterly basis through their respective Regional Coordinator in a timely manner.	Failure to submit audit quality document will result in non-reimbursement of expenses.

9. Program Assistance: DEMHS Regional Coordinators and Planners will be available to assist jurisdictions in development of budget proposals, reimbursement requests and all associated reporting and documentation associated with this program. Regional Coordinators will review all budget submissions and make recommendations on EMPG program eligibility, and make submissions along with recommendations to DEMHS for final approval.


30 AUG 13

 William P. Shea Date
 Deputy Commissioner

Supersedes Edition of 1/3/13

EMPG Application Deadline: October 15th, 2013

Municipal Resolution

Please provide a municipal resolution to grant the Chief Executive Officer the authority to sign the EMPG application package DESPP /DEMHS on behalf of the municipality if you have not already done so for the year.

- The resolution attached to the EMPG application for 2012 is acceptable if it did not reference a particular funding year and the Chief Executive Officer has not changed. Please have your town clerk certify that the Chief Executive Officer has not changed and notarize the existing resolution.
- For all other cases a copy of a blanket resolution is shown on the next page for use in preparing a new resolution.

AUTHORIZING RESOLUTION OF THE

(Insert name of governing body—for example, town council)

CERTIFICATION:

I, _____, the _____ of _____,
(keeper of the records—for ex. town clerk or secretary of council)

do hereby certify that the following is a true and correct copy of a resolution adopted by
_____ at its duly called and held meeting on _____, 2013,
(name of governing body) *(Month, Day)*

at which a quorum was present and acting throughout, and that the resolution has not been modified, rescinded, or revoked and is at present in full force and effect:

RESOLVED, that the _____ may enter into with and deliver
(name of governing body)

to the State of Connecticut Department of Emergency Services and Public Protection, Division of Emergency Management and Homeland Security, any and all documents which it deems to be necessary or appropriate; and

FURTHER RESOLVED, that _____, as _____ of
(name and title of officer)

(name of governing body)

is authorized and directed to execute and deliver any and all documents on behalf of the

(name of governing body)

and to do and perform all acts and things which he/she deems to be necessary or appropriate to carry out the terms of such documents.

Emergency Management Performance Grant Application

The undersigned further certifies that _____

(name of officer)

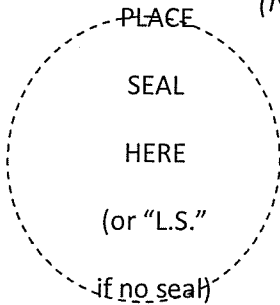
now holds the office of _____ and that he/she has held that office since

_____.

IN WITNESS WHEREOF: The undersigned has executed this certificate this _____ day of

_____ 2013.

(Name and title of record keeper)



The Chief Executive Officer has not changed since the previous resolution was authorized on _____

Date

Notary, Please sign and place seal here.

EMPG Application Deadline: October 15th, 2013

Budget Preparation

On the following page, please provide your request for federal funding required to operate your emergency management program on a day- to- day basis. This request should be no greater than the local allocation amount shown in your cover letter. Remember that your request covers the period from October 1, 2013 through September 30, 2014.

1. Personnel Compensation: *includes but is not limited to*

- | | |
|--|---|
| <input type="checkbox"/> Salary | <input type="checkbox"/> Un-employment compensation contributions |
| <input type="checkbox"/> Payments for vacation time | <input type="checkbox"/> Worker's compensation insurance |
| <input type="checkbox"/> Sick leave time | <input type="checkbox"/> Pension plan |
| <input type="checkbox"/> Terminal Illness leave | |
| <input type="checkbox"/> Employer contribution for social security | |
| <input type="checkbox"/> Employee's health insurance | |

2. In-Kind Costs: *The total aggregate of all in-kind costs cannot exceed \$10,000.00 or 66% of the total municipal EMPG budget (whichever is lesser). In-kind costs may include*

- Volunteer time for local Directors and Deputy Directors at a rate of \$30.00 per hour
- Volunteer time for clerical or administrative support a rate of \$25.00 per hour
- Maintenance and /or Operations costs of EOC equipment
- Donated Equipment (*new equipment only*) for use in the EOC

3. Communications costs:

- | | |
|---|--|
| <input type="checkbox"/> Voice Line | <input type="checkbox"/> TV(Cable/Satellite) |
| <input type="checkbox"/> Fax line | <input type="checkbox"/> Wi-Fi/ Internet |
| <input type="checkbox"/> Cell
Phone/blackberry/pager | <input type="checkbox"/> Direction & Control Radio |
| | <input type="checkbox"/> Ham Radio |

4. Information Technology (IT) Equipment for EOC:

- | | |
|--|--|
| <input type="checkbox"/> Desktop Computers(<i>must be equipped with WEBOC</i>) | <input type="checkbox"/> Fax Machines/Scanners |
| <input type="checkbox"/> Networked Printers | <input type="checkbox"/> GPS |
| | <input type="checkbox"/> Fax/cell/pager services |
| | <input type="checkbox"/> WEB EOC |

5. All Other Expenses: *Other costs that are in direct support of the local emergency management program may be included in the proposed budget and may be approved on a case by case basis if funding is available. These items will be given second priority:*

- See DEMHS Advisory Bulletin 2014-1 for additional information.
- Enter the total costs on the following page. The amount of the Federal share requested (50% of total cost) will be calculated automatically

EMPG Application Deadline: October 15th, 2013

**Municipal Budget Application for Grant Performance Period
(10/1/2013 – 9/30/2014)**

TOWN OF _____

Double-Click on Table to enter amounts (Calculations are made automatically)

Round All Amounts to Nearest Whole Dollar

Click Here Prior to Exiting Sheet	Total Cost (100% of Cost)	Federal Share (50% of Cost)	Non Federal Local Match
Description of Costs	Fill In Local Amounts Here	Calculated Automatically	Calculated Automatically
1. Personnel Costs: (Salaries for full or part-time EMD or Deputy EMD and Support Staff)	\$0.00	\$0.00	\$0.00
2. Personnel Benefits*: (Life, Health & Un-Employment Insurance, Workers Compensation, FICA, & pension plans for all staff listed above)	\$0.00	\$0.00	\$0.00
3. (Or a Percentage of Personnel Costs* in Lieu of Total Amount Show n in 2.).	\$0.00	\$0.00	\$0.00
4. In-Kind Services (Limited to 66% of annual budget or a maximum of \$10,000 (Whichever is lesser).			
Volunteer EMD or Support Staff	\$0.00	\$0.00	\$0.00
Donations of New Equipment	\$0.00	\$0.00	\$0.00
Maintenance and Operations	\$0.00	\$0.00	\$0.00
Briefly explain all in-kind services here:			
5. Communications Costs: (Telephone, Fax, Cell Phone, Blackberry, Pager, Satellite or Cable TV).	\$0.00	\$0.00	\$0.00
6. Information Technology Costs: (Computers, Printers, Fax Machines, Scanners, GPS, WIFI).	\$0.00	\$0.00	\$0.00
7. All Other Costs: (Must receive pre-approval from DEMHS Regional Coordinator).	\$0.00	\$0.00	\$0.00
Grand Total :	\$0.00	\$0.00	\$0.00

Please remember to scroll back to the top of the table when you are finished editing.

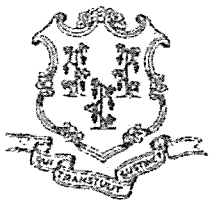
*If a municipality is requesting either personnel benefits or a percentage of personnel costs the municipal Finance Director must include a letter with the application detailing the percentage of fringe benefits being claimed and a percentage breakdown of the benefits (e.g. 7.5% FICA, 3.5% Medicare etc.).

Emergency Management Performance Grant Application

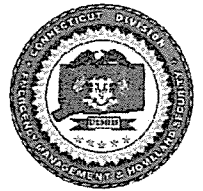
Master Staffing Pattern

FEDERAL EMERGENCY MANAGEMENT AGENCY EMERGENCY MANAGEMENT ASSISTANCE STAFFING PATTERN		Performance Period October 1 st , 2013 – September 30, 2014		O.M.B. No. 3067-0090		
NAME OF ORGANIZATION (CITY/TOWN NAME)	EMERGENCY MANAGEMENT			STATE	DATE	
POSITION (1)	GROSS ANNUAL SALARY (Fed. Share) (2)	FEMA FUNDING PROGRAM (3)	WORK YEARS (4)	DATE HIRED OR VACANCY (Mo/Yr) (5)	NAMES (6)	TRAINING COMPLETED (All EMD's and EMPG Funded Support Staff Must Complete by Sept 30, 2014) Circle or Underline Completed Courses and Provide Certificates or Transcripts (7)
Emergency Management Director	82,000	EMPG	7	11/1/05	John Smith	IS 100 IS 200 IS 700 IS 800
E. M. Secretary	75,000	EMPG	5	12/15/07	Jane Smith	IS 100 IS 200 IS 700 IS 800
Chief Executive Officer		EMPG				IS 100 IS 200 IS 700 IS 800
Fire Marshal		EMPG				IS 100 IS 200 IS 700 IS 800
Fire Chief		EMPG				IS 100 IS 200 IS 700 IS 800
Police Chief		EMPG				IS 100 IS 200 IS 700 IS 800
Public Works Director		EMPG				IS 100 IS 200 IS 700 IS 800
Health Director		EMPG				IS 100 IS 200 IS 700 IS 800
Operations Officer		EMPG				IS 100 IS 200 IS 700 IS 800
Radiological Protection Officer		EMPG				IS 100 IS 200 IS 700 IS 800
Assist. RADEF Officer		EMPG				IS 100 IS 200 IS 700 IS 800
Communications Office		EMPG				IS 100 IS 200 IS 700 IS 800
Damage Assessment Officer		EMPG				IS 100 IS 200 IS 700 IS 800
Shelter Officer		EMPG				IS 100 IS 200 IS 700 IS 800

FEMA Form 85-17



STATE OF CONNECTICUT
DEPARTMENT OF EMERGENCY SERVICES & PUBLIC PROTECTION
DIVISION OF EMERGENCY MANAGEMENT & HOMELAND SECURITY



September 16, 2013

The Honorable Gregg Schuster
First Selectman
Town of Colchester
127 Norwich Avenue
Colchester, CT 06415

Dear Mr. Schuster:

The 2014 Emergency Management Performance Grant Program (EMPG) application process has begun. The State and Local Assistance Program (SLA) is accepting budgets and applications to provide funding for municipal Emergency Operations Centers (EOC), staffing and other emergency management activities.

Enclosed is your Emergency Management Performance Grant (EMPG) application package. This package includes all of the forms necessary to complete the application. Optional forms for one-time activities such as hiring a new Emergency Management Director are now available on our website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411692>. In order to receive full funding, municipalities must complete the program requirements listed in the Advisory Bulletin and prepare an application for the performance period of 10/1/13 through 9/30/14. This package must be returned by mail to the DEMHS Region 4 Office (see address on page 2 of the attached application package) by **October 15th, 2013**.

The per capita allocation for this year will be \$0.50 cents per capita (same as last year). A baseline of \$3,000.00 will be used for towns with a population less than 6,000 persons. The maximum allocation for the municipality of Colchester this year will be \$7,842.50. This funding is being provided from the EMPG FFY 2013 account and requires an equal amount in cash or in-kind match provided by the municipality. The in-kind cost cap remains at \$10,000.00 and the in-kind share cap remains at 66% of the annual allocation (See attached Advisory Bulletin for details).

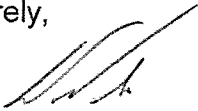
The Department of Emergency Services and Public Protection (DESPP) Division of Emergency Management and Homeland Security (DEMHS) requires that all towns participating in the EMPG Program have a functional Emergency Operations Center, an updated Local Emergency Operations Plan, access to Web EOC, and a VHF High Band Radio with a minimum power output of 35 Watts dedicated to operate on the channel assigned to their DEMHS Regional Office.

25 Sigourney Street, 6th floor, Hartford, CT 06106
Phone: 860.256.0800 / Fax: 860.256.0815
An Affirmative Action/Equal Employment Opportunity Employer

As a result of the tragic events in Newtown and Boston during the past year the Federal Emergency Management Agency (FEMA) is requiring that all local Emergency Management Directors and any staff that are paid by the EMPG complete IS 100, 200, 700 and 800 and participate in a minimum of 4 exercises / real world events and 1 statewide exercise each year. Governor Malloy has also re-affirmed Connecticut's commitment to conform to the National Incident Management System (NIMS) by signing Executive Order 34 which mandates that all emergency management personnel be trained and complete annual exercises required to be NIMS compliant.

It is strongly recommended that your community take advantage of this valuable program to sustain and enhance your emergency management programs. If you have any questions, please feel free to contact our office at 860-537-7560, fax us at 860-537-7564 or send an email to Anthony.Scalora@ct.gov

Sincerely,



Douglas W. Glowacki
EMPG Program Manager

Enclosures

cc:

Mr. N. Reed Gustafson, Emergency Management Director

MODIFICATION OF AGREEMENT – ZOLDAK, SMALL CITIES PROGRAM

NOTE - On October 24, 2013 Barbara Zoldak (Borrower) executed and delivered to the Town of Colchester (Lender) a Small Cities Promissory Note in the amount of \$11,450.00. On March 13, 2014 the Promissory Note was amended to \$7,000.00

Copy of amended note is attached.

MOTION - to give First Selectman, Gregg Schuster permission to sign the Modification Agreement as presented.

RETURN TO: L. WAGNER & ASSOCIATES
51 LAKESIDE BOULEVARD EAST
WATERBURY, CT 06708

MODIFICATION AGREEMENT

AGREEMENT made this 13th day of March, 2014, by and between Barbara Zoldak of the Town of Colchester, County of New London, and State of Connecticut, hereinafter referred to as the "Borrower" and the Town of Colchester a Municipal Corporation having its corporate limits and existence in County of New London and State of Connecticut, hereinafter referred to as the "Lender".

WHEREAS, on October 24, 2013, the Borrower executed and delivered to the Lender a Small Cities Promissory Note in the amount of Eleven Thousand Four Hundred Fifty and 00/100 Dollars (\$11,450.00) dated on said date, hereinafter referred to as the "Note";

WHEREAS, on October 24, 2013, the Borrower executed and delivered to the Lender a Memorandum of Agreement setting forth the general terms and conditions of the financial assistance provided by the Lender, hereinafter referred to as the "Agreement";

WHEREAS, on October 24, 2013, the Borrower in order to secure said Note executed and delivered to the Lender a Open-End Mortgage Deed dated on said date, hereinafter referred to as the "Mortgage Deed";

WHEREAS, said Note, Agreement, and Mortgage Deed were recorded on October 24, 2013 in Volume 1214 Page 184 of the Colchester Land Records; and

WHEREAS, there has been an Decrease of funds being advanced by the Lender for a total indebtedness of \$7,000.00; and

WHEREAS, the parties desire to amend and modify the Note, the Agreement, and the Mortgage Deed; and parties have agreed to a modification and amendment of the terms of the Note, Agreement, and Mortgage Deed.

NOW THEREFORE, the parties hereby agree as follows:

1. Paragraph 1 of the Note, is modified and amended to read as follows:
For Value Received, I promise to pay you on your order, On Demand, the principal amount of Seven Thousand and 00/100 Dollars (\$7,000.00) should I default as defined below.
2. The sum stated in the Mortgage Deed referred to above is amended to read:
Seven Thousand and 00/100 Dollars (\$7,000.00).
3. The sum stated in Page 1 and Paragraph 4 of Page 2 of the Agreement referred to above is amended to read: Seven Thousand and 00/100 Dollars (\$7,000.00).
4. Nothing herein contained shall operate to release the Borrower from their liability to pay the Note and to keep and perform the terms, conditions, obligations and agreements contained in the Mortgage Deed except as herein modified and the Borrower agrees to pay the balance of indebtedness evidenced and secured by the Mortgage Deed with interest and all other payments required to be made by the Note and Mortgage Deed in accordance with the provisions thereof except as herein modified.
5. The Borrower agrees that every provision, obligation, right and power contained in and under the Mortgage Deed and Note shall continue in full force and effect, affected only to the extent of the change herein set forth.

IN WITNESS WHEREOF, the parties have caused their presence to be executed and their respective seals hereunder affixed the day and year first above written.

Signed, Sealed and Delivered in the Presence of:

Edward Smith
Witness: EDWARD L SMITH JR.

Barbara Zoldak
Owner: Barbara Zoldak

Justin Lafontaine
Witness: Justin Lafontaine

STATE OF CONNECTICUT
COUNTY OF NEW LONDON

SS: COLCHESTER

Personally appeared Barbara Zoldak, signer and sealer of the foregoing instrument and acknowledged the same to be of his/her their free act and deed before me on this 13th day of March, 2014.

NANCY A. BRAY
NOTARY PUBLIC
MY COMMISSION EXPIRES
JUNE 30, 2018

Nancy A. Bray
Notary Public
My Commission Expires 6/30/2018

THE TOWN OF COLCHESTER

Witness:

Name: Gregg Schuster
Title: First Selectman

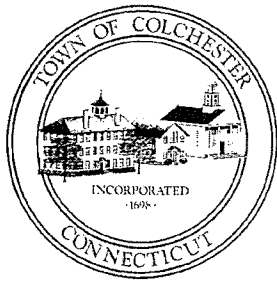
Witness:

STATE OF CONNECTICUT
COUNTY OF NEW LONDON

SS: COLCHESTER

Personally appeared Gregg Schuster, First Selectman of Town of Colchester, as aforesaid, signer and sealer of the foregoing instrument and acknowledged the same to be his free act and deed as such First Selectman and the free act and deed of said Municipal Corporation before me on this _____ day of _____, 2014.

Notary Public
My Commission Expires



Town of Colchester, Connecticut


127 Norwich Avenue, Colchester, Connecticut 06415

Gregg Schuster, First Selectman

MEMORANDUM

To: Board of Selectmen

cc:

From: Gregg Schuster, First Selectman 

Date: 4/14/14

Re: First Selectman Successor Discussion

As you know, I have announced my intent to resign as First Selectman in the coming weeks. Upon my resignation, the board will have to appoint a Successor First Selectman for the remainder of my term. Section C-303 (C) of the Town Charter states:

In the event of a vacancy in the office of First Selectman, the remaining members of the Board of Selectmen shall, with all deliberate speed, select one of its members to assume the position of First Selectman for the unexpired term (the "Successor First Selectman"), which Successor First Selectman shall be a member of the same political party as the prior First Selectman or, if the prior First Selectman was not affiliated with any political party, then such Successor First Selectman shall also not be affiliated with any political party. Notwithstanding the foregoing, if the prior First Selectman has changed political parties or has become unaffiliated subsequent to being elected, then the Successor First Selectman shall be a member of the prior First Selectman's political party (or unaffiliated, if applicable) at the time such prior First Selectman was elected. If none of the members of the Board of Selectmen is able to assume the role of the Successor First Selectman in accordance with the provisions of this Section C-303(C), then the Board of Selectmen shall select an elector to assume the role of the Successor First Selectman in accordance with the provisions of this Section C-303(C).

It would be beneficial if the board could come to a consensus on who the Successor First Selectman will be so that I may immediately begin the transition process.