# HEALTH, WELFARE AND PUBLIC SAFETY COMMITTEE
# MEETING AGENDA
# February 28, 2019
# 7:00 PM, ROOM 231 City Hall

**I. Welcome and Roll Call**

**II. Approval of September 27, 2018 Minutes**

**III. Public Participation**

**IV. New Business**

**Action Items**

**Early Childhood**

1. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept the School Readiness Grant which includes the Quality Enhancement Grant for the period July 1, 2019 to June 30, 2020.

**Police Department**

2. Authorize the Purchasing Agent to execute a purchase order, on behalf of the Norwalk Police Department, to Fleet Auto Supply for sole source purchase and installation of upfit to Community Outreach vehicle for the amount not to exceed $45,000.00. Funds from the Choice Neighborhood Initiative Grant as administered by the Norwalk Housing Authority.

**Discussion Items:**

1. Springwood Ely Park
2. Flooding

**CITY OF NORWALK**
**HEALTH, WELFARE**
**&**
**PUBLIC SAFETY COMMITTEE**
**SEPTEMBER 27, 2018**

ATTENDANCE: Nick Sacchinelli, Chair; Douglas Hempstead; Eloisa Melendez; George Tsiranides; Chris Yerinides

STAFF: Gabriel Asare, Systems Engineer, Deanna D'Amore, Director of Health; Deputy Chief Susan Zecca, Norwalk Police Department; Glenn Iannaccone, PHEP Coordinator, Norwalk Health Department, Susan Sweitzer, Redevelopment Agency

## 1. WELCOME AND ROLL CALL

Mr. Sacchinelli called the meeting to order at 7:04 p.m. and called the Roll.

## 2. APPROVAL OF AUGUST 23, 2018 MINUTES

** **MR. YERINIDES MOVED TO APPROVE THE MINUTES AS PRESENTED**
** **MOTION PASSED UNANIMOUSLY**

## 3. PUBLIC PARTICIPATION

***Public participation comments are not verbatim and represent a summarization of statements unless otherwise noted.***

Ms. Diane Lauricella said she was here to listen and to learn about the Ryan Park clean up. She said she requested to see simple data from the site. She said people living in that area deserve to know what is there. Ms. Lauricella suggested that this Common Council may want to get a second opinion to be sure the site is cleaned up and to know what is under there.

No other members of the public wished to speak.

Police Department

** **MR. TSIRANIDES MOVED THE FOLLOWING ITEMS:**

**1A. AUTHORIZE THE PURCHASING AGENT TO EXECUTE A PURCHASE ORDER ON BEHALF OF THE NORWALK POLICE**

**DEPARTMENT, TO MOTOROLA SOLUTIONS, INC., PRICING PER STATE OF CONNECTICUT MASTER CONTRACT #A-99001 FOR THE PURCHASE OF FOR APX60000 AND APX8000 PORTABLE RADIOS, CHARGERS, BATTERIES AND ACCESSORIES NOT TO EXCEED $1,228,136.00. ACCOUNT# 09193610 5777 C0615.**

**1B. AUTHORIZE THE PURCHASING AGENT TO EXECUTE CHANGE ORDERS NOT TO EXCEED $12,000.00. ACCOUNT# 09193610 5777 C0596.**

Deputy Chief Zecca explained they are replacing all of the portable radios because the existing radios are no longer supported by Motorola. She said they currently work with Motorola and they are happy with their service.

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED THE FOLLOWING ITEMS:**

**2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH MOTOROLA SOLUTIONS, INC. FOR THE SUPPLY AND INSTALLATION OF EQUIPMENT TO ENHANCE THE POLICE AND FIRE RADIO SYSTEMS, PRICING AS PER STATE OF CONNECTICUT MASTER CONTRACT #A-99-001, FOR AN AMOUNT NOT TO EXCEED $316,558.88; $220,000.00 FROM ACCOUNT# 091636110 5777 C0561 AND REMAINDER FROM ACCOUNT #09163610 5777 C0615.**

**2B. AUTHORIZE CHIEF THOMAS KULHAWIK TO EXECUTE CHANGE ORDER(S) TO THE ABOVE AGREEMENT FOR THE TOTAL AMOUNT NOT TO EXCEED $31,600. ACCOUNT# 091636110 05777 C0561 AND #091636110 5777 C0615.**

Deputy Chief Zecca reviewed the items. This system is compatible with the Motorola portable radios.

**** MOTION PASSED UNANIMOUSLY**

**** MR. YERINIDES MOVED TO APPROVE THE FOLLOWING ITEMS:**

**3A. AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE AN AGREEMENT WITH LOW BIDDER, SECURITY SPECIALIST FOR SUPPLY AND INSTALLATION OF SECURITY CAMERA AND NETWORK EQUIPMENT TERMS AND CONDITIONS AS PER BID #3850 FOR AN AMOUNT NOT TO EXCEED $25,388.58. ACCOUNT #09163610 5777 C0596.**

**3B. AUTHORIZE CHIEF THOMAS KULHAWIK TO EXECUTE CHANGE ORDER(S) TO THE ABOVE AGREEMENT FOR THE TOTAL AMOUNT NOT TO EXCEED $2500.00. ACCOUNT# 09163610 5777 C0596.**

Deputy Chief Zecca explained these items are in the capital budget. Mr. Asare said this is a request for five cameras. He described where the cameras will be located and how they will be used.

** **MOTION PASSED UNANIMOUSLY**

** **MS. MELENDEZ MOVED TO SUSPEND THE RULES TO ADD THE FOLLOWING ITEM TO THE AGENDA**
** **MOTION PASSED UNANIMOUSLY**

** **MS. MELENDEZ MOVED THE FOLLOWING ITEM:**

**AUTHORIZE THE MAYOR, HARRY W. RILLING TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM THE STATE OF CONNECTICUT UNDER THE BODY-WORN RECORDING EQUIPMENT (BWRE) REIMBURSEMENT GRANT IN THE AMOUNT OF $204,488.00**

Deputy Chief Zecca explained this is for a grant application and authorization for the Police Department to apply for reimbursement.

** **MOTION PASSED UNANIMOUSLY**

<u>Health Department</u>

** **MR. HEMPSTEAD MOVED TO APPROVE THE FOLLOWING ITEMS:**

**4A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM YALE NEW HAVEN HEALTH SYSTEM CORP IN THE AMOUNT OF $75,217 FOR THE PERIOD BEGINNING JULY 1, 2018 THROUGH JUNE 30, 2019 FOR PUBLIC HEALTH EMERGENCY PREPAREDNESS.**

**4B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE**

**PUBLIC HEALTH EMERGENCY PREPAREDNESS GRANT FOR THE PERIOD BEGINNING JULY 1, 2018 THROUGH JUNE 30, 2019.**

Ms. D'Amore explained the items. Mr. Iannaccone described the volunteer training and said when they started they had no one, but now they are up to 77 volunteers.

**** MOTION PASSED UNANIMOUSLY**

**** MR. HEMPSTEAD MOVED TO APPROVE THE FOLLOWING ITEMS:**

**5A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM OPTIMUS HEALTH CARE INC. FOR CONTRACT PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019 FOR THE WIC PROGRAM.**

**5B. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS, OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT THE WIC PROGRAM FOR THE PERIOD OCTOBER 1, 2018 THROUGH SEPTEMBER 30, 2019.**

Ms. D'Amore explained the items. In response to Mr. Sacchinelli's question, she provided an overview of new grants the Health Department has received within the past year. In addition, they continue to look for additional funding sources.

<u>Discussion Items:</u>

1. Community Infrastructure Review

Mr. Sacchinelli said this item came from residents who asked about sidewalks and lighting. Mr. Hempstead noted the safe streets program started eight years ago and came through Public Works. He said he would like to see any data from that program.

Mr. Sacchinelli said he would like to hear from the Committee and look into a Safe Walk to School grant. Mr. Tsiranides said Crossing Guards make a big difference and asked if the grant could be used for additional Crossing Guards. Ms. D'Amore said she would check.

Mr. Sacchinelli said he would keep this item on the agenda for further discussion. Mr. D'Amore suggested working with the Bike/Walk Commission on this. She also said if the Committee has any specific projects/research requests, student interns may be able to work on that project.

Mr. Sacchinelli asked the Committee members to bring ideas to the next meeting.

2. Garbage & Odor

Ms. D'Amore gave an update on odors coming from City Carting. She said Public Works reached out to them and are now removing garbage collected on Fridays. An inspector from the Health Department has also investigated and has spoken with management. They have fixed a bay door.

Mr. Hempstead suggested that if they have to get an annual license, they are inspected annually the way it is done with restaurants. Ms. Melendez asked Ms. D'Amore to find out what other communities do.

## V. **OLD BUSINESS**

Discussion Items:

2. Ryan Park Cleanup

Mr. Ryan Bardosz, Senior Project Manager gave a Power Point presentation showing the updates on the Ryan Park Improvements Project. He gave a history of the site. He reviewed the remediation process.

Mr. Hempstead asked if there would be any monitoring wells on the site. Mr. Bardosz said there are no plans to do post remediation ground monitoring. Mr. Hempstead asked if the City could request that. Mr. Bardosz said it could.

Mr. Bardosz reviewed the post remediation steps.

1. Potential Preparedness Community Awareness Event

Ms. Sacchinelli did not have an update this evening.

Mr. Sacchinelli will add flooding to the next agenda.

**** MR. HEMPSTEAD MOVED TO ADJOURN**
**** MOTION PASSED UNANIMOUSLY**

There was no further business and the meeting was unanimously adjourned at 8:30 p.m.

Respectfully submitted,

Rosemarie Lombardi
Telesco Secretarial Services

# SCHOOL READINESS GRANT PROGRAM
# Fiscal Year 2020
# (July 1, 2019 – June 30, 2020)

## LOCAL REQUEST FOR PROPOSAL

### Legislative Authority
### Connecticut General Statutes (CGS)
### Sections 10-16o through 10-16u

**Purpose of Grant as outlined in Connecticut General Statutes Section 10-16o is to:**

1) provide open access for children to quality programs that promote the health and safety of children and prepare them for formal schooling;
2) provide opportunities for parents to choose among affordable and accredited programs;
3) encourage coordination and cooperation among programs and prevent the duplication of services;
4) recognize the specific service needs and unique resources available to particular municipalities and provide flexibility in the implementation of programs;
5) prevent or minimize the potential for developmental delay in children prior to their reaching the age of five;
6) enhance federally funded school readiness programs;
7) strengthen the family through: (A) encouragement of parental involvement in a child's development and education; and (B) enhancement of a family's capacity to meet the special needs of the children, including children with disabilities;
8) reduce educational costs by decreasing the need for special education services for school age children and to avoid grade repetition;
9) assure that children with disabilities are integrated into programs available to children who are not disabled; and
10) improve the availability and quality of school readiness programs and their coordination with the services of child care providers.

Responses to the RFP are also used to monitor compliance with the School Readiness quality components.

**Local School Readiness RFP Basic Requirements Checklist**

- ☐ Application submitted by deadline
- ☐ Required Signatures received by deadline

The following program information has been submitted:

- ☐ Completed cover page with contact information
- ☐ Licensing Information (license and most recent licensing inspection report) or
- ☐ License Status Verification Form *(license exempt programs only)*
- ☐ Registry OEC Health and Safety Orientation Report (applicable to programs accepting Care4Kids funds)
- ☐ Professional Registry, Staff Qualification Detail Report (without wage information)
- ☐ Registry Designated QSM Report
- ☐ Professional Registry, NAEYC Staff Report
- ☐ Proposed activities A-G are all addressed
- ☐ Program description A-E are all addressed
  - ☐ Program calendar
  - ☐ Class size and teacher/child ratio (if not included in program description)
  - ☐ Curriculum and assessment documents (planning documents, assessment work, curriculum description, etc)
- ☐ Family handbook (do NOT submit other program documents unless specifically requested)
  - ☐ List of literacy activities (item E3 in the Program Documents Section)
  - ☐ Kindergarten orientation activities done at the program or in collaboration with the schools (item G2 in the Program Documents Section)
- ☐ Statement of Assurances signature page
- ☐ Completed School Readiness local program data workbook
- ☐ Completed School Readiness local program budget workbook
- ☐ Interagency Collaboration Agreements

## LOCAL SUB-GRANTEE RFP TABLE OF CONTENTS

# DIRECTIONS

This application is for all programs wishing to be considered for funding from the School Readiness Council for state funded School Readiness spaces. All programs interested in being considered for School Readiness spaces must complete this application for review by the local School Readiness Council. All completed applications will be scored. Recommendations for allocation of School Readiness spaces will be made based on the availability of spaces **AND** application scores.

Please note that in order for applications to be considered for funding:

1. All sections must be completed and all materials/forms submitted to ___________________.

2. Program must be in compliance with all policies and requirements for School Readiness. School Readiness General Policies (GPs) are available at http://www.ct.gov/oec/generalpolicies.

3. Programs must meet all health and safety requirements mandated by the OEC (licensed and license exempt).

**If the School Readiness Council added items to this OEC local request for proposal, the items are listed here and were approved by the Office of Early Childhood prior to release of this application.**

# SCHOOL READINESS POLICIES AND REQUIREMENTS

## LICENSING/ACCREDITATION/APPROVALS

Grantees must ensure that all sites are licensed by the OEC or meet legal requirements to be considered license exempt. Applicants must include a copy of the current license and the most recent full licensing inspection report from the OEC for each site requesting School Readiness funds. If the site is meets the definition of license exempt, the Licensing Status Verification Form must be completed and submitted with the application. Programs (both licensed and license exempt) must meet all health and safety requirements mandated by the OEC.

**PLEASE NOTE: Applicants claiming license exemption must meet these basic licensing requirements:**

- **Class size:** No more than 20 children per classroom space at any one time (18 recommended);
- **Class space:** minimum 35 square feet per child;
- **Outdoor space:** minimum 75 square feet per child;
- **Outdoor play equipment:** Shock-absorbing materials under outdoor play equipment five feet or less must meet ECERS standards of six inches of resilient surfaces (wood chips, shredded bark, etc.);
- **Supervision:** All children MUST be supervised visually at ALL times. One adult for every 10 children (or less) is the required staff-to-child ratio; and
- **Other health and safety requirements:** additional requirements may be mandated by the Office of Early Childhood.

**License exempt only**: ☐ By checking this box, the program attests to meeting the above safety requirements.

**Care4Kids**: ☐ By checking this box, the program attests to being a Care4Kids provider accepting Care4Kids funds. **Programs that receive Care4Kids must include the Registry's OEC Health and Safety Orientation Report as part of their application.**

All program sites must be accredited/approved or in process of becoming accredited/approved. All programs must submit evidence of National Association for the Education of Young Children (NAEYC) Accreditation or for new programs only, willingness to become accredited by NAEYC within three years of accepting funding or evidence of Head Start approval. The following documentation is required:

- Accredited by the National Association for the Education of Young Children (NAEYC);
  - For currently accredited sites, submit a copy of your NAEYC certificate and maintain your accreditation status; and
  - For new sites not currently accredited, a statement signed by the director acknowledging that the program will become NAEYC accredited within three years; **or**
- Head Start approval as documented by the programs most recent Head Start grant award letter.

Programs approved by Head Start must electronically submit a copy of their most recent Financial Assistance Award Letter from the United States Department of Health and Human Service, Administration of Children and Families. In addition, submit a copy of the Head Start approved Quality Improvement Plan demonstrating progress toward correcting any areas of deficiencies and/or non-compliances.

Applicants must meet the program requirements and quality standards for participation in School Readiness program as described in CGS Section 10-16q (a). (see GP A-02 and GP B-05).

## LICENSING STATUS VERIFICATION FORM

**Must be submitted annually by license exempt programs**

Connecticut General Statutes, Section 19a-77(b) provides that a program administered by a public school system is not required to be licensed to operate. In addition, the licensing requirement does not apply to programs administered by private schools that are approved by the State Board of Education and have filed a yearly attendance form with the Connecticut State Department of Education (CSDE), provided the provisions of childcare services are only to those children whose ages are covered under such approval or accreditation. “Administered by” has been interpreted by the OEC to mean that a public school system or a CSDE approved private school retains ultimate responsibility for the management and oversight of the program and for the program staff and the children served.

If a School Readiness grantee submits to the OEC sub-grantee applications with sites that are not required to be licensed by the OEC to provide child day care, the grantee must complete this form for each license exempt site. One of the following persons must complete and sign this form, as appropriate: the superintendent of schools, charter school director, administrator of a CSDE approved private school or executive director of a Regional Education Service Center (RESC).

Please check the appropriate boxes below with an “X”, provide your signature, and indicate whether your board of education, charter school, CSDE approved private school or RESC administers the program.

__________________________________________ located at _____________________________________________.
(Name of Program) (Program Address)

_____ **Yes**, the ☐ board of education, ☐ charter school, ☐ CSDE approved private school, or ☐ RESC administers the above named program and therefore retains ultimate responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program.

This arrangement is effective from: _________________ to _________________.
Start date End date

- ☐ If yes, please check this box to verify that the above named program shall inform the parents and legal guardians of the children participating in such program that such program is not licensed by the OEC to provide child care services.

_____ **No**, the ☐ board of education, ☐ charter school, ☐ CSDE approved private school, or ☐ RESC does not administer the above named program and does not retain ultimate responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program.

______________________________ ______________________________
Signature Printed Name

☐ Superintendent of Schools ☐ Charter School Director ☐ CSDE Approved Private School Administrator

☐ RESC Executive Director

for the _____________________________________________________________________
Name of Grantee

☐ Board of Education ☐ Charter School ☐ CSDE Approved Private School ☐ RESC ☐ Charter School

_____________________________ ( ___ ) ____ - _________ _____________________________@________________
City or Town Phone Number email address

**STAFFING**

All staff working with children in School Readiness sites and managing a School Readiness site must be registered in the Early Childhood Professional Development Registry (see GP A-01). The OEC and School Readiness Liaisons use the Professional Development Registry to verify and monitor staff qualifications.

**In this application, all programs must submit the following Registry reports:**

1. Staff Qualifications Detail Report (Do not send the wage data. DELETE THESE COLUMNS BEFORE SENDING). Download report, delete wage columns, save report, format to print on one legal sized sheet of paper.
2. NAEYC Candidacy Staff Report

**TEACHER EDUCATION REQUIREMENT**

Programs applying for School Readiness spaces must meet teacher education requirements specified in School Readiness General Policy A-01 for the entire program, NOT just funded classrooms. A DQSM is a Teacher assigned to a classroom and cannot act as a floater. See the chart below as well as the definitions outlined in GP A-01.

**In this application, all programs must submit the Registry Designated QSM Report**

| QSM Qualifying Options | | |
|---|---|---|
| Until June 30, 2020 | July 1, 2020 – June 30, 2023 | July 1, 2023 and after |
| A current CDA credential plus 12 early childhood credits,<br>**OR**<br>One of the options in the next column. | 50% or more of the designated QSMs must have one of the following:<br><br>A Bachelor degree or higher specific to an early childhood concentration from any regionally accredited higher education institution, **OR**<br><br>A current Connecticut State Department of Education (CSDE) appropriate Early Childhood Certification Endorsement (see list page 6), **OR**<br><br>A Bachelor degree specific to an early childhood concentration from the OEC Approved College Listing, **AND** a B level ECTC (Early Childhood Teacher Credential) **OR**<br><br>A Bachelor degree in any other field **AND** 12 credits or more in early childhood or child development from any college not listed on the approved list; **AND** successful completion of the B level Early Childhood Teacher Credential (ECTC) Individual Review Route; **OR**<br><br>Is a Grandfathered Qualified Staff Member (QSM)<br><br>The remaining % of designated QSMs must have, from a regionally accredited higher education institution:<br>• an Associate degree in early childhood,<br>• an Associate degree in any field and 12 early childhood credits, or<br>• a higher degree not identified above. | 100% of the designated QSMs must have one of the following:<br><br>A Bachelor degree or higher specific to an early childhood concentration from any regionally accredited higher education institution, **OR**<br><br>A current Connecticut State Department of Education (CSDE) appropriate Early Childhood Certification Endorsement (see list page 6), **OR**<br><br>A Bachelor degree specific to an early childhood concentration from the OEC Approved College Listing, **AND** a B level ECTC (Early Childhood Teacher Credential) **OR**<br><br>A Bachelor degree in any other field **AND** 12 credits or more in early childhood or child development from any college not listed on the approved list; **AND** successful completion of the ECTC Individual Review Route; **OR**<br><br>Is a Grandfathered Qualified Staff Member (QSM) |

**SPACE TYPES**

Program sites must offer space types that meet one of the following requirements as outlined in GP B-04 including minimum attendance requirements.

- **Full-Day/Full-Year** – site must provide preschool services five days per week, 10 hours per day, for a minimum of 50 weeks per year and adhere to the policy for an alternative plan of care outlined in GP B-04.

- **School-Day/School-Year** – site must provide preschool services for five days per week, a minimum of six hours per day for a minimum of 180 consecutive days.

- **Part-Day/Part-Year** – site must provide preschool services for children not enrolled in any other program for a minimum of two and one-half hours per day, five days per week for 180 consecutive days.

- **Extended Day (Priority School Readiness Only)** – site must provide services that extend the hours per day, days per week and weeks per year for children in an existing part-time program, not funded by school readiness. This space type is intended to provide children enrolled in a part-time service to receive a Full-Day/Full-Year program (five days per week, 10 hours per day, 50 weeks and adhere to the policy for an alternative plan of care outlined in GP B-04).

**THE EVERY STUDENT SUCCEEDS ACT OF 2016 (ESSA)**

Public preschool programs, administered by a local or regional board of education must follow the same guidelines as grades K-12. LEA preschool programs must:

- allow immediate enrollment of homeless students who are unable to present health or other required forms;
- provide continuity of care;
- provide transportation to the school of origin to provide continuity of care; and
- the local or regional board of education's McKinney Vento Liaison can provide additional information and/or clarification for these requirements.

**NONSECTARIAN POLICY**

Under Connecticut General Statutes (C.G.S.) Section 10-16p (a) (1), a School Readiness program must be a "nonsectarian program" which is defined in section 10-16p (f) as "any public or private school readiness program that is not violative of the Establishment Clause of the Constitution of the State of Connecticut or the Establishment Clause of the Constitution of the United States of America".

For more information please read GP C-05 and certify below that your program meets the nonsectarian policy outlined therein.

☐ By checking this box my program certifies that it adheres to the nonsectarian policy outlined in GP C-05.

## GRANT SUBMISSION INFORMATION

### Date of Board Acceptance

**IF** the submission of the application for the Local RFP for School Readiness and Grant Program requires the official approval and/or endorsement of any Board or like body (e.g., town council, etc.), the approval and/or endorsement of such body should be submitted with the grant application. If it is not possible to obtain Board approval prior to submission of the grant application, then the official Board approval should be sent separately as soon as possible. The application should document the date of expected Board approval.

### Freedom of Information Act

All of the information contained in the grant application submitted in response to the Local RFP for the School Readiness Grant Program is subject to the provisions of Chapter 3 of the Connecticut General Statutes (Public Records and Meetings and Freedom of Information Act (FOIA) Sections 1-13 through 1-21K). The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency, as defined in the statute, are public records and every person has the right to inspect and receive a copy of such records.

### Obligations of Grantees and Sub-Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Connecticut General Statutes Section 4a-60, 4a-60a and Sections 4a-68j-I et seq. of the Regulations of Connecticut State Agencies. Furthermore, the grantee must submit periodic reports of its employment and sub-contracting practices in such form, in such manner and in such time as may be prescribed by the Commission on Human Rights and Opportunities.

### State Monitoring and Evaluation

The OEC, or its designee, may conduct site visits both announced and announced to grantees and sub-grantees funded under this grant program to monitor a community's progress and compliance with the intent of the legislative act and in accordance with the RFP.

### Management and Control of the Program and Grant Consultation Role of the State

The sub-grantee will have overall management control of the grant. While state agency staff may be consulted for their expertise, they will not be directly responsible for the selection of sub-grantees or vendors, nor will they be directly involved in the expenditure and payment of funds obligated by the grantee or sub-grantee.

### Reporting Requirements

Within 60 days after the close of the fiscal year, each sub-grantee must file a financial statement of expenditures with the community on such forms as the community and/or the OEC may require.

The applicant must complete and submit the monthly data reports to the community at the end of each month.

The applicant must complete and submit any reports or provide data as required by the OEC.

**Review of Applications and Grant Awards**

The community reserves the right to make a grant award decision under this program without discussion with the applicants. Therefore, applications should be submitted which present the project in the most favorable light from both technical and cost standpoints.

**Reservations and Restrictions**

The OEC reserves the right not to fund an applicant or grantee if it is determined that the grantee cannot manage the fiscal responsibilities required under this grant or is out of compliance with policies governing this grant. In turn, the community reserves the right not to fund an applicant or a sub-grantee if it is determined that the sub-grantee cannot manage the fiscal responsibilities required under this grant program or is out of compliance with policies governing this grant.

**Waiting Lists**

The program agrees to share waiting lists of children and families with the OEC and/or the School Readiness Council upon request.

**Delivery of Applications**

Delivery of the Local RFP for the School Readiness Program application is required by ________ on _____________________________.

1. Original, hard-copy signature pages (Statement of Assurances) must be mailed or hand-delivered to _________________.

2. The RFP and original signatures **must be received by ___________ on_____________, IRRESPECTIVE OF POSTMARK DATE**. Faxed or scanned copies of signatures will not be accepted.

**IMPORTANT NOTE:** Late or incomplete applications MAY not be considered for funding.

Mailing/Delivery address and email is:

_______________________________________

_______________________________________

_______________________________________

_______________________________________

***Additional criteria may be added to this request for proposals once approved by the OEC. Any additional council criteria approved by OEC should be documented in the community request for proposal submitted to the OEC.***

## GLOSSARY/DEFINITIONS

**Child Standards –** The CT Early Learning and Development Standards (CT ELDS) set forth what young children birth to age five should know and be able to do. Curriculum and assessments should be based upon, or aligned to, the CT ELDS. All state-funded programs are responsible for ensuring that the skills and behaviors in the CT ELDS are addressed. Programs may use the Head Start Early Learning Outcomes Framework (HS ELOF) as the child standards in conjunction with the crosswalk outlining additional skills to be addressed from the CT ELDS when it becomes available.

**Child Assessment** – Programs are required to use an assessment tool designed for the purpose of informing curriculum and instruction practices that is aligned to the CT ELDS. The Connecticut Documentation and Observation for Teaching System (CT DOTS) is a tool that is available at no cost that meets this criteria. Programs that are still using the Connecticut Preschool Assessment Framework (CT PAF) should develop a plan for transitioning to CT DOTS or another assessment tool that meets this criteria.

**General Policies–** General Policies (GPs) provide guidance to School Readiness Councils, School Readiness Liaisons and providers about school readiness policies and procedures. Programs are required to adhere to all applicable School Readiness general policies.

**Inclusion/Integration –** It is expected that all children with and without disabilities shall have the same access to School Readiness programs as other children. Programs must adhere to the requirements of the **Americans with Disabilities Act (ADA)** and the **Individuals with Disabilities Education Act** (**IDEA)** that require that no child be excluded based on disability.

**Parent Fees & Sliding Fee Scale –** The amount of money parents are required to pay for participation in the School Readiness program is based on the sliding fee scale or is stated on their childcare certificate. Fees must be used to support the activities of the School Readiness program that the child is attending. The School Readiness Council may choose to exempt only Part-Day/Part-Year Programs from this requirement. For additional information, see GP B-01 and GP B-02**.** A scale of fees based on income and family size. For all children, except those with a childcare certificate, the programs must use the Sliding Fee Scale to determine the fees charged to parents for School Readiness programs, in accordance to policy guidelines provided by their local School Readiness Council.

**Program Standards –** Programs who either have or are seeking NAEYC accreditation must meet the NAEYC standards. Head Start programs must meet the Head Start Program Performance Standards. For additional information, see GP A-02 and GP B-05**.**

**Quality Components** – The 11 components required of School Readiness programs required by the legislation: collaboration, parent involvement, health, nutrition, pre-literacy practices, family literacy, admission policies, transition to kindergarten, professional development, a sliding fee scale and an annual program evaluation.

**Teacher –** Each classroom that provides services under the School Readiness Grant must be staffed for all operating hours for Part-Day and School-Day spaces and for six hours per day for Full-Day spaces, by a teacher who meets the definition outlined in GP A-01 and GP A-03.

**Professional Learning for Teaching Staff** - Fifteen hours of professional learning are required annually for teaching staff. Teachers must participate in a minimum of two professional development trainings each year focused on early childhood development, trauma informed practice or topics directly related to the field of early childhood education and one training in inclusive practices for children with disabilities and learning differences. (see item H3 in Program Documents Section). New staff must have or obtain specific training in pre-literacy skill development and in racial and ethnic diversity within a year of hire.

**Significant Health Risk Items (Licensing) –** Items assessed that pose a significant and immediate risk to children that include ratios, group size, supervision, program capacity, and items related to bodies of water as applicable.

## GRANT COVER PAGE

**DUE DATE**

(Determined by local School Readiness Council)

____________

## SUBMISSION INFORMATION

| | | | |
|---|---|---|---|
| ***Agency/Program Name:*** | | | |
| ***Street Address:*** | | | |
| ***City, State, Zip*** | | | |
| ***Primary Contact Person:*** | | ***Email:*** | |
| ***Telephone:*** | | ***Fax:*** | |

**Please check one:** New Agency/Program _________ Existing Agency/Program_________

## PROGRAM FISCAL AGENT *(To be completed if the Fiscal Agent is other than the applicant agency)*

| | | | |
|---|---|---|---|
| ***Agency/Program Name:*** | | | |
| ***Street Address:*** | | | |
| ***City, State, Zip*** | | | |
| ***Primary Contact Person:*** | | ***Email:*** | |
| ***Telephone:*** | | ***Fax:*** | |

## PROPOSED ACTIVITIES FY 2020

**Provide a response to each of the following:**

If a question does not apply to your program note “N/A” in the space provided.  You may answer directly on the application or attach your response.  If using attachments, make sure they are clearly labeled and “see attached” is noted on the application.

A. Indicate how the program will seek out and identify families who meet the income criteria of being at or below 75% of the state's median income (*this is expected to represent at least 60% of families served*).

B. Describe any plans to locate two or more programs or services in the same setting and/or collaborative agreements with other community providers and agencies.  Collaborative programming with other agencies, programs or services should be reflected in an interagency agreement.  See attachments for interagency agreement forms.

C. Describe any plans for building or securing a new facility, renovating an existing structure.  Include any planned efforts to expand existing facilities to serve more children.

D. Describe efforts to seek out and retain qualified staff to meet the 2023 requirements outlined in GP A-01.

E. Describe any collaborative efforts or joint activities with other early childhood programs in your community. For currently funded School Readiness programs include any joint activities funded by family fees or other School Readiness funds. Please note if program participation is mandatory or voluntary and how children will benefit because of the program's participation.

F. Describe how the program includes children with disabilities and their families as well as those with learning differences, challenging behaviors and/or special health care needs. Please describe the program's relationship with Public School Special Education Services.

G. Describe additional activities or efforts that you would like considered as part of your application for School Readiness funding.

## PROGRAM DESCRIPTION

**Provide a response to each of the following:**

If a question does not apply to your program note "N/A" in the space provided. You may answer directly on the application or attach your response. If using attachments, make sure they are clearly labeled and "see attached" is noted on the application.

A. Attach a copy of a program calendar for July 1, 2019, to June 30, 2020, and clearly identify all closings and the program's Alternative Care Plan. Programs must adhere to the required number of days open by program type as outlined in GP B-04. Full-day/full-year programs must be available to families for 50 weeks. Consult GP B-04 and School Readiness Council policy for information about the required Alternative Care Plan Policy.

B. Class size may not exceed 20 children; the OEC recommends a class size of 18 children. A class is a well-defined space with clear physical barriers that is used by the same set of children with assigned teacher and staff. Below, please describe the program's class size and teacher to child ratio for each class. Label classrooms as they are listed in the Professional Registry.

C. Describe the curricular approach or tools used in your program. If your program utilizes a published curriculum, include information about the tools used, training provided on the tools, and the process used to adjust curriculum/instruction for individual children. If your program plans experiences on an ongoing basis, provide information about the planning process and the training or coaching staff receive related to the process. Include the relationship between your curriculum and the CT ELDS.

D. Describe your program's approach to assessment. What tool(s) and processes are used for gathering information to inform curriculum and instruction and meet the needs of individual learners? Include information about the alignment of tools used to the CT ELDS. If your program is currently using the Connecticut Preschool Assessment Framework (CT PAF), describe the plan to transition to CT DOTS or another tool. Include information about any other assessments used, including the purpose, training, and how data is reviewed and used.

E. Describe the daily schedule in the program.

## PROGRAM DOCUMENTS

Please indicate below which of your program's current documents contain information that shows evidence your program meets the School Readiness Program Quality Components. **Submit a copy of the Family Handbook with your completed application.** Indicate the page numbers of the Family Handbook that address the information marked by an asterisk (*) in the checklist below. Items not marked with an asterisk (*) may be identified in other documents. **DO NOT SUBMIT OTHER DOCUMENTS**; just check the appropriate box indicating you have documents on site that meet the non-asterisk quality components. If there are parts of a section that are not checked off as being met through any existing program document, provide a written statement addressing how the program plans to meet this requirement.

### General Information

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | |
|---|---|---|---|
| | | | *GI 1. Services provided (including age range of children). |
| | | | *GI 2. Hours of operation (hours per day, days per week, months per year). |
| | | | *GI 3. Enrollment policy ***** (include the policy for children not yet toilet trained). |
| | | | *GI 4. Program mission/purpose statement and education philosophy/framework statement. |
| | | | *GI 5. Open access to parents/guardians. |
| | | | *GI 6. Parent conferences. |
| | | | *GI 7. Commitment to include children with special needs. |
| | | | *GI 8. Discipline policy. |
| | | | GI 9. Where/how special education services are provided (i.e. on-site, by whom, off-site, by whom)? |

### Program Components

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **A. Plan for collaboration with other community programs and services** |
|---|---|---|---|
| | | | A 1. Process to identify and refer families to programs and services. |
| | | | A 2. Coordination of resources to eliminate duplication. |
| | | | A 3. Unique resources specific to your community. |
| | | | A 4. Public school efforts to provide information, training and technical assistance to the SR staff to supporting children and families. |
| | | | A 4. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **B. Parent involvement, parenting education and outreach** |
|---|---|---|---|
| | | | *B 1. Parent advisory council (including decision-making policy). |
| | | | *B 2. Home/school partnership initiatives designed to develop reciprocal communication and engagement. |
| | | | *B 3. Opportunities for parenting education and other support activities. |
| | | | B 4. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **C. Referrals for Health Services, Including Referrals for Appropriate Immunizations and Screenings.** |
|---|---|---|---|
| | | | C 1. Use of the ED 191 form for health records. |
| | | | C 2. Child health files include health screens pursuant to *Early and Periodic Screening, Diagnosis and Treatment (EPSDT).* |
| | | | C 3. Tracking system for health record expiration and accuracy. |
| | | | *C 4. Providing vision, hearing, and dental screenings either on-site or in collaboration with another agency. |
| | | | *C 5. Processes to assist families to secure medical insurance, a medical home, on-going well-child care, immunizations, and health, dental and nutritional screenings. |
| | | | C 6. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **D. Nutrition Services** |
|---|---|---|---|
| | | | D 1. Identification and documentation of children's nutritional needs. |
| | | | *D 2. Participation in the *Child and Adult Care Food Program (CACFP)* and the *National School Lunch Program (NSLP).* |
| | | | *D 3. If your program does not participate in CACFP or NSLP, how does it ensure that the meals and snacks served meet the CACFP requirements? |
| | | | D 4. Nutrition services, including nutrition education, provided by the program. |
| | | | D 5. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **E. Family Literacy** |
|---|---|---|---|
| | | | E 1. Process for the identification of families' literacy education/training needs and assistance with access to literacy program. |
| | | | *E 2. Assistance to families in accessing adult education programs, job training, and public library services. |
| | | | *E 3. Opportunities to support families in interactive literacy activities. (Attach a list of sample activities) |
| | | | E 4. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **F. Admission Policies** |
|---|---|---|---|
| | | | *F 1. Promote the enrollment of children from diverse racial, ethnic and economic backgrounds. |
| | | | *F 2. Include non-discrimination statement and confidentiality statement. |
| | | | *F 3. Access to all 3-and 4-year old children. |
| | | | F 4. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **G. Transition Plan** |
|---|---|---|---|
| | | | *G 1. Collaboration between the School Readiness staff and kindergarten staff. |
| | | | *G 2. Orientation activities for children and families that prepare them for transition to kindergarten. (Attach a list of activities) |
| | | | *G 3. Supports provided to families in transitioning their child to kindergarten. |
| | | | *G 4. Records transferred to kindergarten. |
| | | | G 5. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **H. Professional Development Plan and Experiences** *Professional development is considered to be an experience of sufficient duration (at least 2 hours) provided by a person with expertise, knowledge, and training in the subject matter.* |
|---|---|---|---|
| | | | H 1. All staff members have a written professional development plan outlining professional goals that increase their knowledge and expertise in early childhood practice. |
| | | | H 2. Each staff member participates in early-literacy skill development training, and cultural and linguistic diversity training for early childhood classrooms within their first year of employment. |
| | | | H 3. Each staff member engages in **15** hours of professional development experiences each year that increases their awareness, knowledge, and practice of recognition and response to children's needs. (i.e., planning, observing, adaptive strategies, use of screening and assessment, special education strategies, general child development, trauma informed practice, etc.). |
| | | | *H 4. Statements regarding the impact of professional development on program quality. |
| | | | H 5. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **I. Sliding Fee Scale** |
|---|---|---|---|
| | | | *I 1. Use of the current OEC School Readiness sliding fee scale. |
| | | | *I 2. Assisting families with access to the Child Care Assistance Program (Care-4-Kids). *Care-4-Kids application is voluntary for School Readiness enrollment.* |
| | | | *I 3. Procedures for fee determination and re-determination. |
| | | | *I 4. Fee calculation is reviewed with parent, includes parent signature and parent receives a copy of the fee calculation form. |
| | | | I 5. Other: |

| * Family Handbook Pg. # | NAEYC or Head Start document | Other Source | **J. Evaluation of the Effectiveness of Program** |
|---|---|---|---|
| | | | *J 1. The CT ELDS as the child level standards and an appropriate assessment aligned to the CT ELDS are used for planning learning experiences, observing and documenting child progress, and implementing teaching strategies. All curriculum used must align with the CT ELDS. |
| | | | *J 2. Staff, parents, and others collect information on quality from many sources, and engage in a reflective process to assess the effectiveness of the program as measured by accreditation/approval entities, OEC evaluation measures, and program measures. |
| | | | J 3. How does the program document the efforts described in J 1 and J 2, monitor progress, and report to families and the School Readiness Council? |
| | | | J 4. Other: |

# STATEMENT OF ASSURANCES

The Statement of Assurances Signature Page included in this grant must provide the authorized signatures of the applicant agency (e.g., mayor and superintendent of schools).

Please note that the authorized signatures of the eligible applicant must also be provided on the cover page of the grant application submitted with the grant (see application instructions).

***Applicants need only submit the Statement of Assurances Signature Page with submission of their grant application.***

**PROJECT TITLE:** **SCHOOL READINESS GRANT PROGRAM**

**THE APPLICANT:** ______________________ HEREBY ASSURES THAT:

A. The applicant has the necessary legal authority to apply for and receive the proposed grant;
B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application;
C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant;
D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the Connecticut Office of Early Childhood and the Connecticut State Department of Education;
E. Grant funds shall not be used to supplant funds normally budgeted by the agency;
F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded;
G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education for the Office of Early Childhood, including information relating to the project records and access thereto as the Connecticut Office of Early Childhood and Connecticut State Department of Edu cation may find necessary;
H. The Connecticut Office of Early Childhood reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant;
I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding;
J. The applicant will protect and save harmless the Office of Early Childhood and the State Department of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant;
K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the Connecticut General Statutes, and the applicant shall return to the Connecticut State Department of Education any monies not expended in accordance with the approved program/operation budget as determined by the audit; and
L. Programs are required to meet all health and safety requirements mandated by the Office of Early Childhood for both license and license exempt programs.

M. REQUIRED LANGUAGE (NON-DISCRIMINATION)

References in this section to "contract" shall mean this grant agreement and to "contractor" shall mean the Grantee.

a) For purposes of this Section, the following terms are defined as follows:
   1) "Commission" means the Commission on Human Rights and Opportunities;
   2) "Contract" and "contract" include any extension or modification of the Contract or contract;
   3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
   4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
   5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
   6) "good faith efforts" shall 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;
   7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
   8) "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;
   9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a 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 Connecticut General Statutes §32-9n; and
   10) "public works contract" means any agreement between any individual, form or corporation and the State of any political subdivision of the State other than a community 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.

   For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a community, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 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).

b) (1) The Contractor agrees and warrants that in for performance of the Contract such Contractor will not discriminate or 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, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor 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; and the Contractor 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, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor 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 said Commission pursuant to Connecticut General Statutes §46a-56, 46a-68e and 46a-68f.; and (5) the Contractor 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 Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

c) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor'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.

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

e) The Contractor shall include the provisions of subsection (b) of this Section 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 subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor 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 Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor 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.

f) The Contractor 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.

g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor 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 the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor 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 Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor 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 Contractor which relate to the provisions of the Section and Connecticut General Statutes § 46a-56.

h) The Contractor shall include the provisions of the foregoing paragraph 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 subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor 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 contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor 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.

N. The grant award is subject to approval of the Connecticut Office of Early Childhood and availability of state or federal funds.

O. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the Connecticut General Statutes concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

P. The Connecticut Office of Early Childhood reserves the right to negotiate terms, including the withholding of funds, based on the grantee's inability to comply with the assurances.

**Q.** The Connecticut Office of Early Childhood reserves the right to de-fund sub-grantees of the School Readiness Council based on the sub-grantee's inability to comply with School Readiness General Policies.

**STATEMENT OF ASSURANCES SIGNATURE PAGE**

I, the undersigned authorized official; do hereby certify that these assurances shall be fully implemented.

**Signature of Official:** ______________________________

**Name: (please type)** ______________________________

**Title: (please type)** ______________________________

**Date:** ______________________________

To be signed below **ONLY** if the Fiscal Agent is other than the program applying for the funds:

**Signature of Fiscal Agent: ________________________________________ Date: _______________**

**Name & Title (please print): __________________________________________________________**

## PROGRAM DATA

Each applicant is required to complete a **School Readiness Local Program Data Workbook** (see attachments) which contains three tabs: (1) Program Information; (2) Accreditation/Approval Status; and (3) Space Proposal.

Complete the forms in the workbook as they pertain to your site and attach with your RFP submission. Please also e-mail your entire workbook to your School Readiness Liaison. Detailed directions on how to complete the workbook are located within the electronic file.

# BUDGET

Each applicant is required to complete a **School Readiness Local Program Budget Workbook** (see attachments) which contains two tabs: (1) Budget Justification and (2) ED114.

On the **Budget Justification** tab, provide a brief explanation justifying each line item expenditure proposed in the grant budget. Justifications for line item expenses must reflect the programs needs to ensure high-quality programming for children.

The ED114 is a detailed line item budget that reflects the programs requested use of funds for the proposed space capacity represented in this RFP for the **FY 2020**. (*Budget total must equal the requested School Readiness funds.*)

**There are no indirect costs or carry-over funds allowed.**
**All funds, including family fees, must be spent by June 30, 2020.**
**A new ED114 budget form is required annually.**

## BUDGET OBJECT CODES

The OEC is using object code definitions from the United States Department of Education publication "Financial Accounting for Local and State School Systems." (http://nces.ed.gov/pubs2009/2009325.pdf) Per federal definition, an object is used to describe the service or commodity obtained as the result of a specific expenditure. For a specific grant, it may be necessary to modify what can be included in a given object based on the grant legislation. Please review the instructions for specific grant budget development carefully.

### Master Budget Form Object Code Descriptions/Includable Items

111A Non-Instructional

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.

111B Instructional

Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

200 Personal Services - Employee Benefits

Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. 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 part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

320 Professional Educational Services

Services supporting the instructional program and its administration. Included are curriculum improvement services, assessment, counseling and guidance services, library and media support, and contracted instructional services.

321 Tutors (Instructional Non-Payroll Services)

Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

322 In-service (Instructional Program Improvement Services)

Payments for services performed by persons qualified to assist teachers and supervisors to enhance the quality of the teaching process. This category includes curriculum consultants, in-service training specialists, etc., who are not on the grantee payroll.

323 Pupil Services (Non-Payroll Services)
Expense for certified or licensed individuals who are not on the grantee payroll and who assist in solving pupils' mental and physical problems. This category includes medical doctors, therapists, audiologists, neurologists, psychologists, psychiatrists, contracted guidance counselors, etc.

324 Field Trips
Costs incurred for conducting educational activities off site. Includes admission costs to educational centers, fees for tour guides, etc.

325 Parental Activities
Expenditures related to services for parenting including workshop presenters, counseling services, baby-sitting services, and overall seminar/workshop costs.

330 Employee Training and Development Services
Services supporting the professional and technical development of school district personnel, including instructional, administrative, and service employees. Included are course registration fees (that are not tuition reimbursement), charges from external vendors to conduct training courses (at either school district facilities or off-site), and other expenditures associated with training or professional development by third-party vendors.

340 Other Professional Services
Professional services other than educational services that support the operation of the school district. Included, for example, are medical doctors, lawyers, architects, auditors, accountants, therapists, audiologists, dieticians, editors, negotiations specialists, paying agents, systems analysts, and planners.

341 Audit
Direct cost for the audit of the grant program by an independent auditor. This category is separated from object code 340 as many grants do not include this cost as an eligible grant expenditure.

400 Purchased Property Services
Services purchased to operate, repair, maintain, and rent property owned or used by the grantee. These services are performed by persons other than grantee employees. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

500 Other Purchased Services
Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.

600 Supplies
Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

700 Property
Expenditures for acquiring fixed assets, including land or existing buildings, improvements of grounds, initial equipment, additional equipment, and replacement of equipment.

## INTERAGENCY COLLABORATION AGREEMENTS

Programs should have collaborative agreements with outside community agencies in order to provide support and services to families as required by the collaboration quality components.  These agreements should include, but are not limited to, agencies such as health, mental health, WIC, libraries, adult education and job training programs.  These agreements may be developed as a community effort that is signed by the individual programs or individual agreements signed by each program.

**PLEASE NOTE:**

- Agreements may be for one or two years.

- If collaboration agreements are completed on a community basis, all signatures for programs involved in the collaboration must be on a single agreement form.

- Agreements must clearly specify:

    - the individual responsibilities and duties of each agency as it relates to the school readiness families;
    - include the number of people to be served; and
    - a description of the services to be provided.

- Do not include agreements with consultants required by licensing.

**<u>SAMPLE**</u>

**INTERAGENCY COLLABORATION**
**LETTER OF AGREEMENT**

_______________________ would like to enter into a collaborative agreement with________________________
(Proposing Agency Name) (Collaborating Agency Name)

for the following services for FY 2020.

**Responsibilities of Proposing Agency:**
*(Describe the specific activity to be provided by proposing agency for this application)*

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

**Responsibilities of Collaborating Agency:**
*(Describe the specific activity to be provided by the collaborating agency for this application, the number of people to be served, and the location of the activity)*

_____________________________________________________________________________________________

_____________________________________________________________________________________________

_____________________________________________________________________________________________

| PROPOSING AGENCY | COLLABORATING AGENCY |
| --- | --- |
| _______________________________________ | _______________________________________ |
| Name:_________________________________ | Name:_________________________________ |
| Title:_________________________________ | Title:_________________________________ |
| Address:______________________________ | Address:______________________________ |
| _______________________________________<br>(Signature) | _______________________________________<br>(Signature) |
| Date:_________________________________ | Date:_________________________________ |

## ATTACHMENTS

- School Readiness Local Program Data Workbook
- School Readiness Local Program Budget Workbook
- Local School Readiness Application Scoring Packet

# QE INDIVIDUAL VENDOR JUSTIFICATION PAGE

*****All totals in budget justification page are linked to the ED114 budget form and will auto-calculate*****

**Municipality: Norwalk** July 1, 2018 to June 30, 2019

| Line Items | NARRATIVE | |
|---|---|---|
| **111A** | **NON-INSTRUCTIONAL** | **ANNUAL** |
| | | |
| | **TOTALS** | **$ -** |
| **111B** | **INSTRUCTIONAL** | **ANNUAL** |
| | Substitute Teachers 20 @ $20 per hour * 4 hours prek-k transition | $ 1,600.00 |
| | Substitute Teachers for CTQ | $ 4,000.00 |
| | **TOTALS** | **$ 5,600.00** |
| **200** | **PERSONNEL SERVICES / BENEFITS** | **ANNUAL** |
| | | |
| | | |
| | **TOTALS** | **$ -** |
| **320** | **PROFESSIONAL EDUCATION SERVICES** | **ANNUAL** |
| | | |
| | | |
| | **TOTALS** | **$ -** |
| **321** | **TUTORS (NON-PAYROLL SERVICES)** | **ANNUAL** |
| | | |
| | | |
| | **TOTALS** | **$ -** |
| **322** | **IN-SERVICE (INSTRUCTIONAL PROGRAM IMPROVEMENT SERVICES)** | **ANNUAL** |
| | CLASS/Making the Most of Classroom Interactions | $ 3,000.00 |
| | Literacy How workshops and coaching | $ 10,000.00 |
| | Challenging Behavior Coaching | $ 4,472.00 |
| | Speical Needs | $ 2,000.00 |
| | All our Kin | $ 1,000.00 |
| | | |
| | **TOTALS** | **$ 20,472.00** |
| **323** | **PUPIL SERVICES (NON-PAYROLL SERVICES)** | **ANNUAL** |
| | Kindergarten Registration Support Staff for School Readiness and Home Daycare | $ 1,000.00 |
| | $20 per hour @ 50 hours (to be shared by all programs | |
| | **TOTALS** | **$ 1,000.00** |
| **324** | **FIELD TRIPS** | **ANNUAL** |
| | Kith/Kin | $ 1,000.00 |
| | | |
| | | |
| | **TOTALS** | **$ 1,000.00** |
| **325** | **PARENT ACTIVITIES** | **ANNUAL** |
| | Community Wide "Get Ready for Kindergaten" Orientation | |
| | Drummer | $ 500.00 |
| | Guitar Player | $ 500.00 |
| | Supplies | $ 500.00 |
| | **TOTALS** | **$ 1,500.00** |
| **330** | **EMPLOYEE TRAINING AND DEVELOPMENT SERVICES** | **ANNUAL** |
| | Cultural Relevance | $ 3,000.00 |
| | | |
| | **TOTALS** | **$ 3,000.00** |
| **340** | **OTHER PROFESSIONAL TECHNICAL SERVICES** | **ANNUAL** |
| | | |
| | **TOTALS** | **$ -** |
| **400** | **PURCHASED PROPERTY SERVICES** | **ANNUAL** |
| | | |
| | | |
| | **TOTALS** | **$ -** |
| **500** | **OTHER PURCHASED SERVICES** | **ANNUAL** |
| | Tuition reimbursement-SR and Non-SR staff | $ 2,330.00 |
| | | |
| | **TOTALS** | **$ 2,330.00** |
| **600** | **SUPPLIES** | **ANNUAL** |
| | Materials for professional development events | $ 1,500.00 |
| | ELLI @ Fox Run multicultural supplies | $ 328.54 |
| | ELLI @ Naramake multicultural supplies | $ 328.73 |
| | ELLI @ Tracey multicultural supplies | $ 328.73 |
| | Materials to suuport 2nd Pre K-K Convening | $ 300.00 |
| | | |
| | **TOTALS** | **$ 2,786.00** |
| **700** | **PROPERTY** | **ANNUAL** |
| | | |
| | | |
| | **TOTALS** | **$ -** |
| | | |
| | **GRAND TOTAL** | **$ 37,688.00** |

| FISCAL YEAR 2019 | | | |
|---|---|---|---|
| **ED 114 BUDGET FORM** | | | |
| **GRANTEE NAME:** | Norwalk School Readiness Quality Enhancement Grant | | |
| **GRANT TITLE:** | **School Readiness Quality Enhancement Grant** | **Grant Period:** | **7/1/2018 to 6/30/2019** |
| **Project Title** | **Priority SR Quality Enhancement** | **Total Award:** | **$ 37,688.00** |
| | | | |
| **CODES** | **DESCRIPTIONS** | **ANNUAL** | |
| 111a | Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other) | $ | - |
| 111b | Instructional | $ | 5,600.00 |
| 200 | Benefits | $ | - |
| 320 | Professional Education Services | $ | - |
| 321 | Tutors | $ | - |
| 322 | In-service | $ | 20,472.00 |
| 323 | Pupil Services | $ | 1,000.00 |
| 324 | Field Trips | $ | 1,000.00 |
| 325 | Parent Activities | $ | 1,500.00 |
| 330 | Employee Training and Development Services | $ | 3,000.00 |
| 340 | Other Professional Technical Services | $ | - |
| 400 | Purchased Property Services | $ | - |
| 500 | Other Purchased Services | $ | 2,330.00 |
| 600 | Supplies | $ | 2,786.00 |
| 700 | Property | $ | - |
| | | | |
| | **TOTAL** | **$** | **37,688.00** |
| | | Original Date: | Revised Date: |

| 2019-2020 Proposal | # FD/FY Spaces | # SD/SY Spaces | Total Cost |
|---|---|---|---|
| Carousel Preschool LLC | 40 | 0 | $ 356,960.00 |
| The Children's Playhouse Inc. | 35 | 0 | $ 312,340.00 |
| The Children's Playhouse, Too | 31 | 0 | $ 276,644.00 |
| Growing Seeds Child Development Center | 35 | 0 | $ 312,340.00 |
| L'il Critters Preschool | 42 | 0 | $ 374,808.00 |
| Catholic Charities Room to Grow Preschool | 132 | 0 | $ 1,177,968.00 |
| Stepping Stones Early Learning Lab School | 10 | 0 | $ 89,240.00 |
| Under One Roof/The Marvin Children's Center | 40 | 0 | $ 356,960.00 |
| Odyssey Learning Inc, | 155 | 0 | $ 1,383,220.00 |
| Norwalk Public Schools | 0 | | |
| *ELLI @ Fox Run | 0 | 20 | $ 120,000.00 |
| *ELLI @ Jefferson | | 20 | $ 120,000.00 |
| *ELLI @ Naramake | 0 | 18 | $ 108,000.00 |
| *ELLI @ Tracey | 0 | 18 | $ 108,000.00 |
| *Norwalk Early Childhood Center | 0 | 20 | $ 120,000.00 |
| Norwalk Community College Child Development Lab School | 0 | 20 | $ 120,000.00 |
| Total | 520 | 116 | $ 5,336,480.00 |

Norwalk Department of Police Service

# Memo

| | |
|---|---|
| **To:** | Health Welfare and Public Safety Committee |
| **From:** | Deputy Chief Susan Zecca |
| **CC:** | |
| **Re:** | Authoriations request |
| **Date:** | February 21, 2019 |

We have received funding in the Critical Community Improvements area of the Choice Neighborhood Initiative grant as administered by the Norwalk Housing Authority for the purchase of a Community Outreach vehicle. The base vehicle is a Ford Transit Cargo van which will be customized to our needs. We are requesting authorization for customization of this vehicle through a sole source purchase based on lack of qualified companies within reasonable proximity to Norwalk to provide for proper oversight of this customized work.

Authorization is as follows:

1) Authorize the Purchasing Agent to execute a purchase order, on behalf of the Norwalk Police Department, to Fleet Auto Supply for sole source purchase and installation of upfit to Community Outreach vehicle for the amount not to exceed $45,000.00. Funds from the Choice Neighborhood Initiative Grant as administered by the Norwalk Housing Authority.

A representative from the Police Department will be present at your meeting to answer any questions.

**Fleet Auto Supply**
**Emergency Vehicle Equipment**
*"Protecting those who serve since 1992"*
**757 1st Ave, West Haven, CT 06516**
**888-WE-FLASH**

January 29 2019

Norwalk Police Dept.
Norwalk Connecticut

Community Policing Tranist

Deputy Chief S. Zecca
Lt. T. Blake

In review of the provided specifications. Feet Auto Supply is proud to Provide a quote of $45,000.00 to provide goods and services as specified in the Customer provided specifactions. All items will be pre approved by the Norwalk Police Dept. Payment will be split in three equal payments, an initial down Payment to allow parts to be ordered, a second equal payment with a review of The work accomplished and the third payment with delivery of the vehicle. The estimated build time of this vehicle is approximately twelve to sixteen Weeks.

Sincerely

William Chizmadia
Owner Operator

**Fleet Auto Supply**
**757 First Avenue West Haven Ct 06516**
**203 931 0388 203 931 7484 fax**
**fasbpt@aol.com**

**To:** **Lt. T. Blake**
**Re:** **Transit Quote**

**From:** **William Chizmadia**
**February 12 2019**

| QTY | MODEL NUMBER | DESCRIPTION | LIST PRICE | COST EACH | EXTENDED |
|---|---|---|---|---|---|
| 1 | PROVIDE AND INSTALL WHELEN LED WARNING AND SCENE LIGHT PACKAGE TO INCLUDE PUBLIC ADDRESS, SIREN, AND OPERATING SYSTEM . | | | $ 5,000.00 | $ 5,000.00 |
| 1 | PROVIDE AND INSTALL EXTERIOR FEATURES, INCLUDING AWNING REAR AND SIDE ENTRANCE STEPS | | | $ 3,500.00 | $ 3,500.00 |
| 1 | PROVIDE , MANUFACTURE AND INSTALLATION OF INTERIOR CUSTOM CABINET, COUNTERTOPS , CEILING PANELS AND TRIM PANELS, CUSTOM FLOORING. AUXILARY POWER CABLE SYSTEM | | | $ 8,000.00 | $ 8,000.00 |
| 1 | PROVIDE AND INSTALL INTERIOR OPERATIONS CENTER EQUIP INCLUDING LED MONITOR, OPERATOR CHAIRS, ELECTRICAL OUTLETS, USB PORTS 120V OUTLETS AND CONSOLE FOR TWO WAY RADIO EQUIPMENT AND INTERIOR LIGI | THING AND DRY ERASE BOARDS | | $ 8,500.00 | $ 8,500.00 |
| 1 | PROVIDE AND INSTALL AUXILARY HEAT AND AIR CONDITIONING ROOF MOUNT UNIT. | | | $ 5,000.00 | $ 5,000.00 |
| 1 | PROVIDE AND INSTALL REMOTE CAMERA SYSTEM | | | $ 5,000.00 | $ 5,000.00 |
| 1 | PRVOIDE AND INSTALL REMOTE GENERATOR AND VEHICLE DOCK SYSTEM FOR GENERATOR | | | $ 5,000.00 | $ 5,000.00 |
| 1 | PROVIDE AND INSTALL VEHICLE GRAPHICS CUSTOM WRAP TO CUSTOMER SPECIFICATIONS | | | $ 5,000.00 | $ 5,000.00 |
| | | | | TOTAL | $ 45,000.00 |

# SOLE SOURCE PROCUREMENT REQUEST

**Date - February 21, 2019**

**Please read the Sole Source procurement Policy printed on page 2 before filling out this request. This form is to be used in conjunction with the Procurement Request Form.**

**Briefly describe the scope of services or equipment needed. Attach a Procurement Request Form and complete specifications.**

**This purchase qualifies as a Sole Source procurement for the following reason(s):**

- [ ] **The compatibility of equipment is of paramount consideration.**
- [ ] **The compatibility of accessories, replacement parts is of paramount consideration.**
- [ ] **The sole supplier's item is needed for trial use or testing.**
- [ ] **The sole supplier's item is to be produced for resale or donation.**
- [ ] **A Public utility service**
- [X] **Other, please explain -**

**Close proximity for oversight of this project is paramount**

**Outline any research you did in determining that this vendor is the only one able to supply this item or service. Be specific as to names and addresses of firms or people contacted. Attach supportive documentation.**

Fleet Auto Supply is the only company we have found in CT that can provide and install the custom equipment on premises. Fleet Auto Supply has provided up-fit on our vehicle fleet for many years and we are satisfied with the quality of their work. This project is for the up-fit of a specialty vehicle and we feel close oversight is important as equipment is ordered and installed to ensure the end product is correct. Additionally we have viewed Fleet Auto Supply's work on a similar vehicle for another agency and are satisfied that Fleet Auto can provide this high quality custom work.

Department Head's Signature

| The Purchasing Agent | | Corporation Council | |
|---|---|---|---|
| [X] Supports | [ ] Does not support | [X] Supports | [ ] Does not support |

This request for a sole source purchase

Signature

2/21/2019

Signature