



SPECIAL MEETING – COMMUNITY SERVICES COMMITTEE AGENDA

JUNE 18, 2025, 7:30 PM

HYBRID VIA ZOOM AND COMMON COUNCIL CHAMBERS

To allow public access, anyone may access a meeting by telephone and/or Zoom, or a recording in the City of Norwalk YouTube channel. Specific instructions and links can be found at norwalkct.gov/meetings.



Members of the public may call in to participate. Callers will not be able to see the meeting participants. All participants will be muted upon entering the meeting. To speak, dial *9 on the phone and you will be called on by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide "live comments" may also use the Zoom meeting platform. All participants will be muted upon entering the meeting. To speak, click the "raise your hand indicator" and you will be called by the host of the meeting during the public comment section. All speakers must state their name and address. Comments must be on a topic on the agenda, and are limited to three minutes. Anyone disrupting the orderly conduct of the meeting, including by using threatening, hateful, or sexually-explicit language, will be removed. Please find the information using the link above.



Members of the public who wish to provide public comment are encouraged to submit those via email in advance of the meeting. For these comments to be included into the record, they must be submitted by 12:00 p.m. the day of the meeting. Please email Lamond Daniels at ldaniels@norwalkct.gov with the subject line "Public Comment" to provide written public comment prior to the meeting.

I. CALL TO ORDER / ROLL CALL

II. PUBLIC COMMENTS

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: March 19, 2025

IV. ACTION ITEMS

A. Authorize the Mayor, Harry W. Rilling to execute any and all agreements, documents, instruments, or amendments as may be necessary to accept funds in the amount of \$35,000 in connection with the CT Department of Children and Families JRB & Enhancement grant to support the Norwalk Juvenile Review Board (JRB).

B. Authorize the Mayor, Harry W. Rilling to execute any and all agreements,

documents, instruments to accept DCF Youth Service Bureau (YSB) grant funds to support the operations and various programs within the Youth Services division. The funds are segregated into a Base grant of approximately* \$54,950; Supplemental funds \$27,578; and Enhancement funds of \$12,992 for a total amount of \$95,520.

- C. Authorize the Mayor, Harry W. Rilling to execute any and all agreements, documents instruments, or amendments as may be necessary with Compass Consulting & Coaching, led by Chrissy Mahanna, LCSW to design, coordinate and implement the Nonprofit Capacity Accelerator Initiative in the amount of \$30,000. Account # 012010-5A0620.
- D. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Family & Children’s Agency, 9 Mott Avenue, 4th Floor, Norwalk, CT 06850, in the amount of \$163,000.00, to provide Municipal Agent for the Elderly services for Norwalk residents for the period of July 1, 2025 through June 30, 2026. Account #: 012010-5298
- E. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Mid-Fairfield Community Care Center, located at 100 East Avenue, Norwalk CT, in the amount of \$200,000.00 to support the Latinx Integrated Care (LINC) Program for the period of July 1, 2025 through June 30, 2026. Account #: 012010-5298
- F. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the Norwalk Senior Center, located at 11 Allen Road, Norwalk, CT 06851, in the amount of \$400,000.00, to provide ongoing senior services for Norwalk residents for the period of July 1, 2025 through June 30, 2026. Account #: 012010-5A0620
- G. Authorize the Mayor to extend the term of the Agreement with Connecticut Institute for Communities, Inc. (CIFC), located at 11 Ingalls Avenue, Norwalk, CT 06854 (Ely Center), for support of the Greater Norwalk Head Start and Early Head Start programs services for period of three years, from July 1, 2025 through June 30, 2028, in the amount of \$500,000.00 per year, to satisfy the non-federal share requirement under DHHS Award Number 01CH010527-04-00, in accordance with Section 640(b) of the Head Start Act and CFR §1303.4. Account #: 012010-5A0620

V. ADJOURNMENT

UPCOMING MEETINGS

July 16, 2025

**CITY OF NORWALK
COMMUNITY SERVICES COMMITTEE
MARCH 19, 2025
VIA ZOOM VIRTUAL MEETING**

ATTENDANCE: Nicol Ayers: Chair, Barbara Smyth, Douglas Sutton, Anne Wennerstrand, Heather Dunn, Dajuan Wiggins Sr., Greg Burnett

STAFF: Lamond Daniels; Chief of Community Services.

OTHER: Novellette Peterkin, Kelly Tomlinson, Darlene Hoffler, Deanna D'Amore

I. CALL TO ORDER / ROLL CALL

Ms. Ayers called the meeting to order at 7:01 p.m.. She called the roll as indicated above. A quorum was present.

II. PUBLIC PARTICIPATION

There was no one present from the public for comment.

III. ACCEPTANCE OF MINUTES

A. Regular Meeting: February 19, 2025

** MS. SMYTH MOVED TO APPROVE THE MINUTES.
** THE MOTION PASSED UNANIMOUSLY.

IV. DISCUSSION

**CITY OF NORWALK
COMMUNITY SERVICES COMMITTEE
MARCH 19, 2025**

A. Updates from the Chief of Community Services, Lamond Daniels

Chief Daniels thanked the chair for her continued support for their work. He then proceeded to give his update on the Norwalk opioid settlement fund partially funded by the National opioid funding program. He mentioned the RFP draft for the mini-grant program. He informed the committee of the request for additional funding to Staff the Community Resource Hub.

Ms. Smyth asked if they needed help at the BET meeting. Chief Daniels didn't feel it was necessary

Chief Daniels presented a slide show updating the following:

- The Mini Grant Program
- The recommended timeline
- The Opioid Settlement Fund
- The local context
- Their two pronged strategy

Ms. Ayers had a question about the funding for the specialist. Chief Daniels explained they were already paying for two full-time mental health counselors embedded in the police department. This funding would pay for a part-time recovery support specialist.

Ms. Wennerstrand asked if the recovery support specialist was a licensed position. Chief Daniels said he didn't know but added the position would be contracted from the same group they hired the mental health counselors from. He did say the two mental health counselors are master's level and he feels comfortable that the individual would be licensed with the appropriate credentials.

V. ACTION ITEMS

A. COMMUNITY SERVICES

1. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Carver Foundation, Inc. to provide financial assistance for the 2025 Summer Enrichment Program in the amount of \$147,000. Account No. 012010-5A0620.

Chief Daniels remarked on the long standing history the city has with the Carver Foundation.

Ms. Smyth thanked Ms. Peterkin for her work, She stated it was a pleasure to support the

**CITY OF NORWALK
COMMUNITY SERVICES COMMITTEE
MARCH 19, 2025**

summer enrichment program, and she wished they could do more.

Chief Daniels confirmed for Mr. Wiggins that this was the same program they funded last year. Ms. Peterkin went into detail about how the funds were dispersed. She described the six-week program, its cost, and its various components e.g. a certified literacy teacher, a math and science teacher. She elaborated further saying they take at least one trip a week, and there's swimming and project-based learning.

**** MS. AYERS MOVED TO APPROVE THE MOTION.
** THE MOTION PASSED UNANIMOUSLY.**

B. HEALTH

1. Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with CINTAS Corporation for a period of five (5) years, in the amount of \$2476.00 for year one (1) increased by 3% for each year thereafter. Account # 0120-70-5276.

Ms. Hoffler explained they were looking to update the services for clinical apparel and laundering services. She indicated they had investigated and received quotes from several companies. She stated agreement before them is standard for the industry.

**** MS. AYERS MOVED TO APPROVE THE MOTION.
** THE MOTION PASSED UNANIMOUSLY**

2. Authorize the Mayor, Harry W. Rilling, to execute agreements with CT State Community College – Norwalk for Health Department staff and volunteers to use space on CT State Norwalk campus for the Know Your Numbers health screening program on various dates between April 1, 2025 and March 31, 2026.

Ms. Tomlinson explained as part of the Know Your Numbers health screening they are looking to partner with CT State to offer screenings to their faculty and staff. She stated as part of that work they asked that a facility and equipment use agreement be signed,

Ms. Ayers wanted clarification on the agreement. Ms. Tomlinson said they were agreeing to have a screening at their location and to use their tables and chairs. The agreement they would be signing was just saying that.

Ms. Wennerstrand wanted a description of the program. Ms. Tomlinson explained they use their staff and ER emergency response team volunteers to offer blood pressure, blood sugar, BMI, and waist circumference screening along with health education. The goal is to help people know and understand their numbers and encourage them to see their healthcare provider regularly.

**** MS. AYERS MOVED TO APPROVE THE MOTION.
** THE MOTION PASSED UNANIMOUSLY**

Mr. Burnett had a technical issue and wanted it noted that he voted in favor for all three action items

VI. ADJOURNMENT

**** MR. WIGGANS MOVED TO ADJOURN THE MEETING.
** THE MOTION PASSED UNANIMOUSLY**

The meeting was adjourned at **7:30 p.m.**

UPCOMING MEETINGS

April 16, 2025

Respectfully submitted
China Mayhew
Telesco Secretarial Services

ACTION ITEMS FOR COMMUNITY SERVICES COMMITTEE 6/18/2025

Action item #1

Authorize the Mayor, Harry W. Rilling to execute any and all agreements, documents, instruments, or amendments as may be necessary to accept funds in the amount of \$35,000 in connection with the CT Department of Children and Families JRB & Enhancement grant to support the Norwalk Juvenile Review Board (JRB).

Additional information: These funds support specialized mentoring for youth involved in the JRB program. In the past year, the Critical Messenger program from Elm Village was the subcontracted service provider of these services.

Action item #2

Authorize the Mayor, Harry W. Rilling to execute any and all agreements, documents, instruments to accept DCF Youth Service Bureau (YSB) grant funds to support the operations and various programs within the Youth Services division. The funds are segregated into a Base grant of approximately* \$54,950; Supplemental funds \$27,578; and Enhancement funds of \$12,992 for a total amount of \$95,520.

Additional information: *Funding is based on funds allocated last year and may change slightly after final allocations by DCF are decided after the close of the State's fiscal year and finalized budget. Flat funding for FY26 is expected.

The base grant and some of supplemental funds are treated as revenue to support the overall Youth Services division budget. This amount is \$62,093. The balance of the supplemental funds \$20,435 supports the part-time Juvenile Review Board (JRB) victim support assistant. The enhancement funding supports a middle school youth development program, Peer Connection operated by Youth Services staff. The enhancement funds also support a part-time webpage manager for the Youth Services division. These grant funds are non-competitive and statutorily defined by the State of Connecticut. The application covers a two-year period consistent with the State's 2-year budget cycle.

Please see grant application as back-up



JRB SUPPORT AND ENHANCEMENT: LETTER OF AGREEMENT

By this signed Letter of Agreement (LOA), _____ (JRB/YDT Name) agrees to work with the Connecticut Youth Services Association (CYSA) for the Juvenile Review Board (JRB) Support and Enhancement Program and support CYSA in its application and procurement of funds for this program. As a part of this Agreement _____ (JRB/YDT Name) agrees to participate in this program and adhere to the guidelines specified in this document. _____ (JRB/YDT Name) will receive support and assistance from CYSA's Youth Justice Consultant. _____ (JRB/YDT Name) also agrees to submit to CYSA the information needed to complete the application for funds and/or direct services, collect and share required data with CYSA in a timely manner.

The Juvenile Review Board Support and Enhancement Program funding provides support outlined in the following Scope of Service for the period effective 7/1/2025 to 6/30/2026. _____ (JRB/YDT Name) agrees to the following Scope of Services.

SCOPE OF SERVICES

Population Served:

- Agree to serve a target population of children and youth, ages 10-17 from the town(s) your JRB/YDT serves.
- Appropriate referrals for JRB/YDT that can be accepted include pre or post arrest referrals from the police, cases referred from Juvenile Court, or cases referred from the school for an arrestable offense.
- Encourage middle and high schools to refer appropriate/arrestable cases (if capacity at the JRB/YDT exists to accommodate).
- Work with local police departments to encourage the referral of cases to the JRB/YDT and will accept cases referred from Juvenile Court unless cases are unable to be accommodated.

JRB Structure/Service Model:

- Operate your JRB/YDT based on a community-based service delivery model.
- Demonstrate meeting on a regular basis with an established team.
- Help youth, when appropriate, develop competencies in the areas of education, social skills, problem solving, employment/vocational opportunities, and life skills aiming to prevent any future behaviors that would lead to a JRB/YDT referral.
- Operate your JRB/YDT using the Restorative Justice model throughout the process and utilize its principles for the provision of services, which include but are not limited to the following:
 - Utilize the new RJ diversion protocols and procedures, with fidelity, upon their release.
 - Require that the youth and family acknowledge responsibility.
 - Require that the youth/parent enter into an agreement with the JRB/YDT to make reparations for their referred behavior.
 - In addition to creating an agreement that includes repair for harm done/restoration of relationships, other recommendations for the youth can be made, if necessary and appropriate to address needs, and may include but are not limited to positive youth development activities, mental health or



substance abuse assessment and/or treatment, apology letter, mediation, appropriate community service related to the incident.

Staffing/Panel Members:

- Minimum of 75% of all JRB/YDT members have completed training in Restorative Justice.
- Case manager will monitor and ensure completion of the agreement.
- Number of Panel numbers present at each panel meeting should be between 4 and 8 people (with a goal of 6 or less), not including the family.

Panel Meeting/Overall Process:

- Panel meetings must be held in a neutral, non-threatening, and easily accessible location and cannot include a police department.
- Ohio Scales (or other screenings required by DCF) must be completed by the youth and parent during intake and at case closing.
- When services are appropriate, the JRB should provide coordination of interventions with other service providers whenever possible to minimize costs and to make sure services are not already available “in kind” or “at no cost”.
- All JRB cases must remain open for a MINIMUM of 6 months to appropriately measure success.
- A “case closing” meeting must be conducted for successful cases and should include the following:
 - Youth and parent/guardian must be present (unless there are special circumstances) and all necessary paperwork must be completed before the case is officially closed. The case manager can conduct the case closing if the full board cannot meet.
 - Youth and parent/guardian must complete the post completion survey/exit survey on satisfaction with the process as a part of the case completion requirements.

Data and Reporting Requirements:

- Collect and report on data as required by DCF in a format provided by CYSA/DillingerRAD.
- Cash Request due dates (Should be requested in 4 equal payments)
 - Quarter 1: Upon receipt of award notification
 - Quarter 2: September 12
 - Quarter 3: December 12
 - Quarter 4: March 13
- Financial Reporting due dates:
 - Budget Revisions Report: If necessary, based on amount awarded (at time of award).
 - Financial/Budget Report:
 - Bi-annually: December 14
 - Final Report: July 13
 - Includes a budget overview of grant funds spent along with a narrative inclusive of cases seen, activities completed by the JRB, barriers.
- Program Reporting:
 - Programmatic/Data report: July 14



- Bi-annually: December 13
- Final Report: July 14
 - Includes a budget overview of grant funds spent along with a narrative inclusive of cases seen, activities completed by the JRB, barriers.

Use of Funding/Funding Requirements:

- Case management hours for the JRB to enhance the process and increase referral capacity and success rates. A qualified Case Manager can provide support to the JRB for an agreed amount of time or an existing JRB Case Managers can increase hours devoted to JRB duties.
- Memberships or scholarships for Pro Social activities that foster positive development such as youth development programs, classes, clubs, leagues, gyms, etc. These should be utilized to provide structure and opportunity for social skills building and for sustained benefit.
- Funding for direct services can be allocated across these categories or in a combination thereof:
 - Transportation: for youth and families to participate in the JRB or Board recommended activities and services.
 - Youth Employment Services: stipends or funded worksites, or other subsidized employment opportunities not otherwise available in the community. Existing, federally or locally funded programs should be exhausted first.
 - Treatment Services: may include evaluation, counseling services, mentoring and mediation services not otherwise available in the community.
 - Tutoring: may include tutoring by a qualified adult or other peer qualified to provide tutoring services, or summer courses/summer school.
- Comprehensive Liability: minimum of \$1,000,000 each occurrence and a minimum of \$2,000,000 general aggregate Auto Liability: \$1,000,000 per accident; combined single limit; Workers' Compensation: Statutory Limits within the State of Connecticut; Sexual Abuse/ Molestation Liability: \$1,000,000 per occurrence, \$1,000,000 per aggregate; Professional Liability: \$1,000,000, \$1,000,000 per aggregate.
- Documentation, including receipts, must be retained for all funds utilized.
- Annual random subrecipient fiscal monitoring will be conducted.

By signing below, I, _____, (NAME & TITLE), the authorized agent for
 _____ (JRB/YDT Name) agree to the above specifications.

David Walenczyk _____ **

Name Title Date

Scott Cochran President, CYSA Date

**pending approval by Norwalk Common Council, and acceptance by Mayor

Harry W. Rilling Mayor, City of Norwalk

DCF JRB GRANT YEAR 7A BUDGET DOCUMENT (2025-26)

JRB NAME: _____

Please complete the following with your proposed budget. Your budget will be approved, or you will be requested to revise your budget based on the amount of your award. If you need to revise your budget, please complete a budget revision form. If you are not requesting money for a particular line item, please place N/A in your proposed budget. This form should be used for reporting for the entire year.

2025-2026 BUDGET

PERSONNEL	Proposed	Approved	July-Dec	Jan-June	Total Year End
Staffing (Case Management)					
Benefits					
Other Staffing (please identify)					
Total for Personnel					
PRO SOCIAL ACTIVITIES	Proposed	Approved	July-Dec	Jan-June	Total Year End
Total for Pro Social					
DIRECT SERVICES	Proposed	Approved	July-Dec	Jan-June	Total Year End
Transportation					
Youth Employment					
Treatment					
Tutoring/Mentoring					
Other (please identify)					
Total for Direct Services					
GRAND TOTAL					

***Please be sure to complete the budget narrative on page 2.**

DCF JRB GRANT YEAR 7A BUDGET DOCUMENT (2025-26)

BUDGET NARRATIVE (2025-26):

Please provide a narrative for each of the line items in which you are requesting funding. Funding does not need to be requested for each line item. Use "N/A" for any category you are not requesting.

Personnel: Please include details/breakdowns of costs below including hourly rates, number of hours, number of weeks, etc.

Staffing:	
Benefits:	
Other	
TOTAL for Personnel:	

Pro Social Activities: Please list all activities/clubs/programs, etc. along with the cost per youth for each.

Direct Costs: Please include specific details and the breakdowns of costs/cost per youth below. Explain the use of funds for each.

Transportation	
Treatment	
Tutoring/Mentoring	
Other:	
TOTAL for Direct Costs:	

GRAND TOTAL \$: _____

Narrative: Norwalk Youth Services has utilized the services of mentors with a background of lived experience as well as vocational goal setting and training. Critical Messenger, a program of Elm Village, Inc., has been the mentoring program utilized over the past fiscal year, and alternative but similar mentor services are also being considered for the upcoming fiscal year. This involves weekly 1:1 and/or group mentoring sessions of 2 hours duration for a fee of \$85.00 per participant, per program hour. Youth are provided life skills mentoring sessions along with connection to vocational training opportunities aligned with their interests. The program is monitored by Norwalk Youth Services staff but the services provided are subcontracted.



DCF JRB/YDT SUPPORT AND ENHANCEMENT GRANT

2025-26 POLICY AND PROCEDURE

Policy Overview:

Annually, for the life of the grant, CYSA receives funding from DCF via quarterly payments. As a part of the grant from DCF, CYSA awards subrecipients with funding to enhance and support their JRB/YDT. Grant funds also support a grant monitor, training, and other administrative functions. Subrecipients receive funds based on an application process and funds are distributed quarterly. Each JRB/YDT subrecipient must adhere to the requirements set forth in the scope of services and in this document.

JRB Eligibility:

- All JRBs/YDTs active prior to the FY and whose communities fall in DCF Regions 3 and Region 6 are eligible.
- Ten previously identified JRBs/YDTs in DCF Regions 1, 2 and 4 are eligible to receive funds. These include Enfield, East Hartford, Hamden, Manchester, Norwalk, West Hartford, West Haven, Windsor, Stamford, Stratford.

Approved Uses of Funding:

- Case management hours for the JRB/YDT to increase referral capacity and success rates. A qualified Case Manager can provide support to the JRB/YDT for an agreed amount of time or an existing JRB/YDT Case Managers can increase hours devoted to JRB/YDT duties.
- Memberships or scholarships for Pro Social activities that foster positive development such as youth development programs, classes, clubs, leagues, gyms, etc. These should be organized to provide structure and opportunity for social skills building and for sustained benefit.
- Funding for direct services can be allocated across these categories or in a combination thereof.
 - Transportation: for youth and families to participate in the JRB/YDT or recommended activities and services.
 - Youth Employment Services: stipends or funded worksites, or other subsidized employment opportunities not otherwise available in the community. Existing, federally or locally funded programs should be exhausted first.
 - Treatment Services: may include evaluation, counseling services, mentoring and mediation services not otherwise available in the community.
 - Tutoring: may include tutoring by a qualified adult or other peer qualified to provide tutoring services, or summer courses/summer school
- Documentation, including receipts, must be retained for all funds utilized.

Application:

- Applications are updated annually and released in May/June. Applications are sent via email using a Google form.



- All JRBs/YDTs in DCF Regions 3 and 6 will be offered the opportunity to apply for funds as well as those predetermined JRBs in Regions 1, 2 and 5.
- Applications must be completed in full, received by the due date and include a budget and signed Agreement/Scope of Services to be considered for funding.
- Late applications will only be considered if an extension was previously approved.

Award Process:

- Applications are reviewed and approved based on information provided in the application, appropriateness of funds, budget narrative, overall stated need and are weighted based on past case outcomes and completion rates.
- Awards are based on the total amount of funds available from DCF.
- The previous level of the award will be considered when determining the level of current funding.

Award Letters:

- Award letters will be sent out via email in June/July and include the cash request forms and budget revision form (if applicable), as well as a schedule of due dates, the Grant Policy Document, and any other necessary documentation.

Budget Revisions:

- Any single line item with a financial change exceeding 5%.
- Accepted twice per year (Dec 12 and March 13)
- Budget revisions outside of the approved line items are approved by the grant monitor in consultation with DCF.

Schedule of Due Dates:

- Cash Requests (Should be requested in 4 equal payments)
 - Quarter 1: Upon receipt of award notification
 - Quarter 2: September 12
 - Quarter 3: December 12
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- Financial Reporting:
 - Budget Revisions Report: If necessary, based on amount awarded.
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- Program Reporting:
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Scope of Services (See letter of agreement)

Oversight and Audit Requirements:

- Oversight will be provided by the grant monitor (CYSA Consultant), with additional support from CYSA's Executive Director.
- Each JRB/YDT is required to carry the following insurance coverage.
 - Comprehensive Liability a minimum of \$1,000,000 each occurrence and a minimum of \$2,000,000 general aggregate Auto Liability: \$1,000,000 per accident; combined single limit; Workers' Compensation: Statutory Limits within the State of Connecticut; Sexual Abuse/ Molestation Liability: \$1,000,000 per occurrence, \$1,000,000 per aggregate; Professional Liability: \$1,000,000, \$1,000,000 per aggregate.
- CYSA will facilitate annual random subrecipient fiscal monitoring to ensure grant awardees are administering grant funds in compliance with grant requirements.
 - Subrecipients will be notified by the Grant Monitor prior to when fiscal information will be requested. The Grant Monitor will work directly with the grant awardee to review items required for the monitoring process.
- CYSA reserves the right to discontinue funding if a grantee is not abiding by the requirements in the Scope of Services. All efforts will be made to work with the grantee to correct any issues that may arise before discontinuing funds. Discontinuation of funds will be decided on by the evaluation committee.

ACTION ITEMS FOR COMMUNITY SERVICES COMMITTEE 6/18/2025

Action item #1

Authorize the Mayor, Harry W. Rilling to execute any and all agreements, documents, instruments, or amendments as may be necessary to accept funds in the amount of \$35,000 in connection with the CT Department of Children and Families JRB & Enhancement grant to support the Norwalk Juvenile Review Board (JRB).

Additional information: These funds support specialized mentoring for youth involved in the JRB program. In the past year, the Critical Messenger program from Elm Village was the subcontracted service provider of these services.

Action item #2

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Additional information: *Funding is based on funds allocated last year and may change slightly after final allocations by DCF are decided after the close of the State's fiscal year and finalized budget. Flat funding for FY26 is expected.

The base grant and some of supplemental funds are treated as revenue to support the overall Youth Services division budget. This amount is \$62,093. The balance of the supplemental funds \$20,435 supports the part-time Juvenile Review Board (JRB) victim support assistant. The enhancement funding supports a middle school youth development program, Peer Connection operated by Youth Services staff. The enhancement funds also support a part-time webpage manager for the Youth Services division. These grant funds are non-competitive and statutorily defined by the State of Connecticut. The application covers a two-year period consistent with the State's 2-year budget cycle.

Please see grant application as back-up



FY 2026 YSB Grant Application

The following application must be completed by 5pm Thursday 5/15/25 to ensure continued DCF funding throughout the year. All questions in the application are mandatory and must be completed in order to advance through the application. However, the link that you have been sent to complete the application is a unique link for your organization, as a result you can begin the application and then leave and return at a later time if needed. Many questions in the application have follow-up questions depending on the answers chosen. Follow-up questions will appear as answers are selected. All follow-up questions are also mandatory. If you have any technical questions or issues while completing the application please contact info@dillingerrad.org. If you have any content questions or issues while completing the application please contact Michelle Milczanowski at support@ctyouthservices.org.

To review the guidelines as indicated in regulations referenced in 10-19m-2 (a,b), see the following link. [State Statute 10-19m](#)

Application instructions, budget documents and training information can be found at:

[State Website Application Instructions](#)

or

[CYSA Website Application Instructions](#)

Section I - Youth Service Bureau Grant Application

Please indicate which DCF Grant Funds your organization is applying for in the coming year (check all that apply).

- Base/Main Grant
- Enhancement Grant
- Supplemental Grant

Please enter the Confirmation Code from the required application training.

051525

Section II - Youth Service Bureau Profile

Which YSB are you representing?

- Norwalk

What is your name?

AnaVivian Escalante

What is your role at the YSB?

Director of Human Services- I oversee youth services

Please provide an email address where you can be contacted if there are any questions with your submission?

AEstrella@NorwalkCT.org

Section III - YSB Contact Information

1. Name of YSB Director

David Walenczyk

2. Phone number of YSB Director

203-854-7782

3. Email of YSB Director

dwalenczyk@norwalkct.gov

4. Which of the following roles will the YSB Director fill? (check all that apply)

- Municipal Contact
- Primary Program Contact
- Primary Data Contact
- Primary Financial Contact
- Secondary Program Contact
- Secondary Data Contact
- Secondary Financial Contact

5. Name of secondary organizational contact

AnaVivian Escalante

6. Phone number of secondary organizational contact.

203-854-7255
475-747-7727

7. Email of secondary organizational contact.

AEstrella@NorwalkCt.gov

8. Which of the following roles will the secondary organizational contact fill? (check all that apply)

- Municipal Contact
- Primary Program Contact
- Primary Data Contact
- Primary Financial Contact
- Secondary Program Contact
- Secondary Data Contact
- Secondary Financial Contact

13. Are there additional organizational contacts that you would like to share?

- Yes
- No

Section IV - YSB Demographic Information

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

14. The structure of your YSB would be best described as which of the following?

- Department of a municipality(s)
- Nonprofit organization
- Contracted organization
- None of the above

14b. Which best describes your municipal-based YSB?

- The YSB is an independent department.
- The YSB is housed within a larger department (example: Social Services)

14c. What is the name of the larger municipal department that your YSB is a part of?

Community Services- Human Services- Youth Services- YSB

Section V - YSB Staffing

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

15. Which towns does your organization represent as a YSB? (check all that apply)

- Andover
- Ansonia
- Ashford
- Avon
- Barkhamsted
- Beacon Falls
- Berlin
- Bethany
- Bethel
- Bethlehem
- Bloomfield
- Bolton
- Bozrah
- Branford
- Bridgeport
- Bridgewater
- Bristol
- Brookfield
- Brooklyn
- Burlington
- Canaan
- Canterbury
- Canton
- Chaplin
- Cheshire
- Chester
- Clinton
- Colchester
- Colebrook
- Columbia
- Cornwall
- Coventry

- Cromwell
- Danbury
- Darien
- Deep River
- Derby
- Durham
- Eastford
- East Granby
- East Haddam
- East Hampton
- East Hartford
- East Haven
- East Lyme
- Easton
- East Windsor
- Ellington
- Enfield
- Essex
- Fairfield
- Farmington
- Franklin
- Glastonbury
- Goshen
- Granby
- Greenwich
- Griswold
- Groton
- Guilford
- Haddam
- Hamden
- Hampton
- Hartford
- Hartland
- Harwinton
- Hebron
- Kent
- Killingly
- Killingworth
- Lebanon
- Ledyard
- Lisbon

- Litchfield
- Lyme
- Madison
- Manchester
- Mansfield
- Marlborough
- Meriden
- Middlebury
- Middlefield
- Middletown
- Milford
- Monroe
- Montville
- Morris
- Naugatuck
- New Britain
- New Canaan
- New Fairfield
- New Hartford
- New Haven
- Newington
- New London
- New Milford
- Newtown
- Norfolk
- North Branford
- North Canaan
- North Haven
- North Stonington
- Norwalk
- Norwich
- Old Lyme
- Old Saybrook
- Orange
- Oxford
- Plainfield
- Plainville
- Plymouth
- Pomfret
- Portland
- Preston

- Prospect
- Putnam
- Redding
- Ridgefield
- Rocky Hill
- Roxbury
- Salem
- Salisbury
- Scotland
- Seymour
- Sharon
- Shelton
- Sherman
- Simsbury
- Somers
- Southbury
- Southington
- South Windsor
- Sprague
- Stafford
- Stamford
- Sterling
- Stonington
- Stratford
- Suffield
- Thomaston
- Thompson
- Tolland
- Torrington
- Trumbull
- Union
- Vernon
- Voluntown
- Wallingford
- Warren
- Washington
- Waterbury
- Waterford
- Watertown
- Westbrook
- West Hartford

- West Haven
- Weston
- Westport
- Wethersfield
- Willington
- Wilton
- Winchester
- Windham
- Windsor
- Windsor Locks
- Wolcott
- Woodbridge
- Woodbury
- Woodstock

16. How many hours a week is your YSB able to be open and/or provide programming to your community?

- 10 or less hours per week
- 11-20 hours per week
- 21-30 hours per week
- 31-40 hours per week
- 41 or more hours per week

17. What was the total YSB Budget for FY24-25? (Please include all funding sources in the total, DCF grant, municipal funding, outside grants, donations, fees etc.)

Total YSB Budget	\$ 524,360
Total	\$ 524,360

18. Based on your organization's per week FTE (full time equivalent), the YSB director or equivalent (*individual responsible for the YSB*) is...

- full-time.
- part-time.

19. What is the YSB Director's (or equivalent) salary range?

- \$24,999 or below
- \$25,000-\$39,999
- \$40,000-\$54,999
- \$55,000-\$69,999
- \$70,000-\$89,999
- \$90,000-\$124,999
- \$125,000 or higher

20. What is the YSB Director's (or equivalent) highest level of education completed?

- Associate's Degree
- Bachelor's Degree
- Master's Degree
- Doctorate
- Other

21. Based on your organization's per week FTE, how many additional unique full-time staff (besides the YSB Director) work in your organization?

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7 or more

22. Based on your organization's per week FTE, how many unique **part-time staff work in your organization?**

- 0
- 1
- 2
- 3
- 4
- 5
- 6
- 7 or more

22a. What is the total equivalent FTE of all part-time staff combined? (example: If FTE for your organization equals 40 hours and you have 2 part-time staff that each work 20 hours, your organization's total equivalent FTE of all part-time staff would be 1)

- 0.5 or less
- 0.6 - 1
- 1.1 - 2
- 2.1 - 3
- 3.1 or greater

Section VI - YSB Programming

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

23. Which of the following populations does your YSB typically serve through programming? (check all that apply)

- Birth to five
- Elementary-age youth
- Middle school-age youth
- High school-age youth
- Parents/Adults

24. Please indicate which of the following programs are offered by your YSB and whether they are provided through direct services, referral/contractual means, or both? (Please see Glossary in the Budget spreadsheet for definitions and examples.)

	Direct Service	Referral/Contractual Means	BOTH Direct Service and Referral/Contractual Means
After-School Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Volunteer & Community Service Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>

	Direct Service	Referral/Contractual Means	BOTH Direct Service and Referral/Contractual Means
Behavioral Health Evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Mental Health Evaluations	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Substance Use Evaluations	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Individual Counseling/Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Group Counseling/Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family Counseling/Therapy	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Parent Support Groups	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Family Homelessness Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minor Homelessness Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Crisis Intervention	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Teen Center/Drop-In Center	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Work Placement Programs and Employment Counseling/Training	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Juvenile Diversion Programs	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Youth Leadership Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Mentoring Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Parent/Child Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Positive Youth Involvement/Youth Self-Advocacy Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Prevention Programs/Basic Needs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Recreation/Leisure/Sports Programs	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Educational Support	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Summer Programs	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Other (Program 1)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Other (Program 2)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Section VII - Juvenile Diversion

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

25. Does your community have an active Juvenile Review Board?

- Yes
- No

25a. Who runs the Juvenile Review Board in your community?

- YSB
- Police
- Other Organization

26. Are there other juvenile diversion programs in your community besides the JRB?

- Yes
- No

Section VIII - Court Ordered Community Service

27. Does your organization offer court ordered community service? ("Offering" could mean your organization connects youth with community partners that carry out community service OR your organization organizes and carries out community services directly.)

- Yes
- No

Section IX - YSB Educational Support

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

28. Which of the following education supports does your YSB offer?

- Detention/Suspension/Expulsion Programs
- Alternative and Special Education Opportunities
- Educational Advocacy
- Tutoring
- Other
- None of the Above

29. Does your organization offer healthy relationships programming?

- Yes
- No

30. Does your organization offer intimate partner violence programming?

- Yes
- No

31. Does your organization offer teens as parents programming?

- Yes
- No

32. Does your organization offer teen pregnancy prevention programming?

- Yes
- No

Section X - Teen Male Specific Programming

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

33. Does your organization offer healthy masculinity programming?

- Yes
- No

34. Does your organization offer healthy male relationships programming?

- Yes
- No

35. Does your organization offer male intimate partner violence prevention programming?

- Yes
- No

36. Does your organization offer male teens as parents programming?

- Yes
- No

37. Does your organization offer male teen pregnancy prevention programming?

- Yes
- No

38. Does your organization have other teen male-specific programs? (example: Boys Council)

- Yes
- No

Section XI - YSB Advisory Board

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

39. Does your organization have an Advisory Board?

- Yes
- No

39b. Is your YSB Advisory Board currently active?

- Yes
- No

39c. Please upload a file containing a complete list of current Advisory Board members, their contact information, and the organization or role the board member is representing.



YSAB Board.docx(16.50 Kb)

39e. How frequently does your Advisory Board meet?

- Twice a month
- Once a month
- Once quarterly
- Once every six months
- As needed
- Other

39g. Does your Advisory Board meet the guidelines as indicated in regulations referenced in 10-19m-2 (a,b)? See link for reference (https://eregulations.ct.gov/eRegsPortal/Browse/RCSA/Title_10Subtitle_10-19mSection_10-19m-2/)

- Yes
- No

Section XII - Administrative Core Unit Functions

Reminder: Some questions in this section may have follow-up questions depending on the answers chosen, however, follow-up questions will only appear as answers are selected.

40. How does your organization accomplish the Community Involvement ACU Function? (check all that apply)

- Board/Task Force/Coalition involvement
- Collaboration of community partners
- Community organization
- Community outreach
- Coordinating community partners
- Empowering community partners
- Local networking/engagement
- Mobilizing community partners
- Regional networking/engagement
- Running meetings
- Statewide networking/engagement
- Volunteering recruitment
- Youth advisory board
- Other
- The Community Involvement ACU Function is not completed by anyone in our community

41. What parties are responsible for accomplishing the Community Involvement ACU Functions? (check all that apply)

- YSB Director (or equivalent position)
- Other YSB Staff Members
- YSB Advisory Board
- School(s)
- Local Collaboratives
- Other Community Entities
- Other municipal staff member or municipal division

44. How does your organization accomplish the Research and Assessment ACU Function? (check all that apply)

- Action planning
- Facilitate community conversations
- Gathering input from various sources
- Grant writing
- Needs identification and assessment
- Program evaluation
- Program selection
- Review and analyze data
- Statistical analysis
- Strategic planning
- Other
- The Research and Assessment ACU Function is not completed by anyone in our community

45. What parties are responsible for accomplishing the Research and Assessment ACU Functions? (check all that apply)

- YSB Director (or equivalent position)
- Other YSB Staff Members
- YSB Advisory Board
- School(s)
- Local Collaboratives
- Other Community Entities
- Other municipal staff member or municipal division

42. How does your organization accomplish the Resource Development ACU Function? (check all that apply)

- Building of support network
- Developing state awareness
- Fostering engagement and support
- Fundraising
- Identifying potential funding opportunities
- Netowrking
- Program development
- Professional development
- Providing consulting to other groups
- Providing information
- Providing technical assistance
- Relationship building
- Other
- The Resource Development ACU Function is not completed by anyone in our community

43. What parties are responsible for accomplishing the Resource Development ACU Functions? (check all that apply)

- YSB Director (or equivalent position)
- Other YSB Staff Members
- YSB Advisory Board
- School(s)
- Local Collaboratives
- Other Community Entities
- Other municipal staff member or municipal division

46. How does your organization accomplish the Advocacy ACU Function? (check all that apply)

- Advocate on the local level
- Advocate on the state level
- Develop relationships with local officials
- Development relationships state officials
- Endorsing/Creating legislation
- Increase community awareness of youth needs
- Letter writing
- Media relations
- Networking
- Participate and/or testify at public hearings
- Proactive trend awareness of youth issues
- State funding
- Voice for youth and related issues
- Other
- The Advocacy ACU Function is not completed by anyone in our community

47. What parties are responsible for accomplishing the Advocacy ACU Functions? (check all that apply)

- YSB Director (or equivalent position)
- Other YSB Staff Members
- YSB Advisory Board
- School(s)
- Local Collaboratives
- Other Community Entities
- Other municipal staff member or municipal division

48. How does your organization accomplish the Management and Administration ACU Function? (check all that apply)

- Board management
- Casework
- Clinical supervision
- Data collection
- Decision making
- Facility management
- Filing regulations and implementation
- Financial management
- Insurance
- Legal issues
- Maintenance of organizational structure
- Marketing
- Monitoring of subcontractors
- Oversight of programs and services
- Policy development
- Program evaluations
- Program monitoring
- Staff development
- Staff evaluation
- Staff morale and information services
- Staff retention
- Staff supervision
- Tax Issues
- Other
- The Management and Administration ACU Function is not completed by anyone in our community

49. What parties are responsible for accomplishing the Management and Administration ACU Functions? (check all that apply)

- YSB Director (or equivalent position)
- Other YSB Staff Members
- YSB Advisory Board
- School(s)
- Local Collaboratives
- Other Community Entities
- Other municipal staff member or municipal division

The following section will enable your organization to upload your completed budget summary.

Please upload your organization's FY26 Budget file. (please provide Budget file as an Excel file)



SFY26_DCF...6.xls(176.00 Kb)

Section XIV - Attestation/Certifications

The following questions must be signed under the authority of the Superintendent, Department Head, Town Manager, First Selectman, Mayor, or YSB Director.

Certification that Current Affirmative Action Packet is on File

By typing my name below, I, the undersigned authorized official, hereby certify that the applying organization/agency has a current affirmative action packet on file with the Department of Children and Families. The affirmative action packet is, by reference, part of this application.

AnaVivian Escalante

Statutory Requirement of Administrative Core Unit Functions

By typing my name below, I, the undersigned authorized official, hereby recognize and support the statutory requirements and regulations of the Youth Service Bureau (C.G.S. Sections 10-19m through 10-19p) to provide the five Administrative Core Unit (ACU) functions of:

- 1. Community Involvement,*
- 2. Research and Assessment,*
- 3. Resource Development,*
- 4. Advocacy,*
- 5. Management & Administration.*

AnaVivian Escalante

Statement of Assurances

By typing my name below, I, the undersigned authorized official; hereby certify that this Youth Service Bureau will comply with all contractual terms and conditions of the grant as presented in the assurances in Attachment A; Application for Funds Directions.

AnaVivian Escalante

Authority to Submit

By typing my name below, I attest to all above requirements and certifications. I certify that the information submitted is in conformance with the instructions and is an accurate representation of the YSB's planned programs and services for the period July 1, 2025, through June 30, 2026. A new form will be submitted if changes occur.

AnaVivian Escalante

Acknowledgement of Training

By typing my name below, I acknowledge that at least one member of my organizational staff attended or watched in full, the Application Training that was provided on April 10th 2025. As a result of this training our organization is fully aware of and understands all requirements for the complete submission of this Grant Packet.

AnaVivian Escalante

Statement of Understanding

By typing my name below, I acknowledge that this FY2026 YSB Grant Application is only one of two parts of the required Grant Packet that is due to DCF by May 15, 2025. The remaining portion of the Grant Packet is the YSB Impact Plan and must be submitted separately to ensure that all required components are provided to DCF by the due date.

AnaVivian Escalante



CITY OF NORWALK
Lamond Daniels, LCSW, MPA
Chief of Community Services
125 East Avenue, Room #202
Norwalk, CT 06856
Office: (203) 854-7718
Mobile: (475) 459-8532
NorwalkCT.gov/1898/Community-Services
ldaniels@norwalkct.gov

May 27, 2025

Nonprofit Capacity Accelerator Initiative

Sole Source Procurement – Compass Consulting + Coaching

City of Norwalk

Community Services Department

Account #: 012010-5A0620

Overview

The City of Norwalk’s Community Services Department will contract directly, through sole source procurement, with **Compass Consulting + Coaching, led by Chrissy Mahanna, LCSW**, to design, coordinate, and implement the Nonprofit Capacity Accelerator Initiative. This initiative will strengthen the operational and strategic infrastructure of small, Norwalk-serving nonprofit organizations through a structured learning cohort and individualized technical assistance.

This program is funded through remaining grant dollars designated to support community capacity-building. The focus is equipping small nonprofits with the tools, frameworks, and professional insight needed to grow their impact and access larger streams of funding—particularly those that have historically lacked access to formal technical assistance or institutional investment.

Program Objectives

The Capacity Accelerator will provide:

- Structured training on core nonprofit development competencies
- Practical tools for strategic and financial planning
- Guidance on articulating mission, designing programs, and tracking outcomes
- Real-world preparation for applying to local, state, and federal grant opportunities

Core Learning Topics

Grant Readiness & Proposal Development

- Understanding grant terminology and funder expectations
- Developing a boilerplate narrative and budget

Mission, Vision & Organizational Identity

- Clarifying purpose, theory of change, and value proposition

Program Design & Outcome Measurement

- Logic models, KPIs, and evaluation methods tailored for small organizations

Fundraising & Strategic Growth

- Diversifying income (grants, donors, earned income)
- Annual fundraising strategy

Nonprofit Management Essentials

- Governance, compliance, and administrative systems
- Building a sustainability roadmap

Scope of Work

Compass Consulting + Coaching will:

- Develop and deliver a multi-session training cohort for Norwalk-based nonprofits with annual budgets under \$1M
- Provide individualized technical assistance to each participating organization
- Deliver all materials, evaluation tools, and reporting in alignment with City requirements
- Coordinate logistics, communications, and program execution in partnership with Community Services staff

Implementation Timeline

Project activities will begin upon contract execution and continue through full program delivery in the upcoming fiscal year.

Budget

\$30,000.00

Contact

City of Norwalk
Community Services Department
impactgrant@norwalkct.gov
(203) 854-7718



DEPT OF FINANCE
 Purchasing Department
NONCOMPETITIVE PROCUREMENT JUSTIFICATION FORM

DATE: May 27, 2025

DEPARTMENT: Community Services

Procurement by non-competitive proposals may be used only when the award of a contract is infeasible under informal competitive Quotations (§3-204), Informal Competitive Request for Proposals (§3-205), seal bids, or competitive proposals and at least one of the following circumstances applies:

Check One:

<input checked="" type="checkbox"/>	The item is available only from a single source (justification is attached). The provisions of this regulation apply to all sole source procurements unless emergency conditions exist as defined by Purchasing Guideline on Emergency Procurements
<input type="checkbox"/>	After solicitation of a number sources, competition is determined inadequate (record of source contacts and/or attempts to obtain pricing is attached)
<input type="checkbox"/>	The compatibility of equipment, accessories, or replacement parts is of paramount consideration
<input type="checkbox"/>	The item/service is available on a Cooperative Purchasing Agreement (please provide the organization name, quote and the contract/agreement number)
<input type="checkbox"/>	The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation (documented emergency contingency is attached). Please forward this form and supporting documentation within 48 hours of the Emergency
<input checked="" type="checkbox"/>	Other, please explain: Specialized expertise, prior city work, and timeline constraints. See attached justification.

TOTAL COST: \$30,000 MUNIS Account: 012010-5A0620

VENDOR: Chrissy Mahanna, LCSW – Compass Consulting + Coaching

Purchasing Agent Signature	The Purchasing Agent		Department Head Signature
Sharon Conners Digitally signed by Sharon Conners Date: 2025.05.27 15:53:44 -04'00'	<input checked="" type="checkbox"/>	Supports	
	<input type="checkbox"/>	Does Not Support	Department Head Name
	<input checked="" type="checkbox"/>	Single Source Requires Common Council Authorization (in excess of \$20,000.00)?	Lamon d Daniels, LCSW, MPA Date 5/27/25

JUSTIFICATION:

This contract is recommended as a sole source procurement for the following reasons:

- Proven Track Record with the City: Chrissy Mahanna, LCSW, and her firm Compass Consulting + Coaching, recently led the City of Norwalk’s Youth Mental Health Services Gap Analysis, a major cross-sector project that mapped local services, identified critical system gaps, and produced actionable, data-informed recommendations.
- Local Expertise + Community Trust: As both a licensed social worker and Norwalk resident, Chrissy brings unmatched contextual awareness and established relationships within the city’s nonprofit and service ecosystem.
- Specialized and Integrated Skill Set: Chrissy combines clinical insight, facilitation skills, and organizational development expertise—an uncommon mix that aligns with the Accelerator’s emphasis on strengthening small nonprofits.
- Time-Sensitive Funding Timeline: A full RFP process is not feasible due to a June 30, 2025 obligation deadline.
- Mission Alignment and Readiness: Compass Consulting has submitted a draft curriculum and plan aligned with the initiative’s stated objectives and needs of small nonprofits.

ANY OTHER VENDORS CONTACTED FOR PRICING? (Please attach quotes): n/a

Vendor 1: _____

Vendor 2: _____

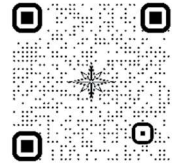
Purchasing Agent Notes: Project Manager notes and additional memo, requesting it as a Sole Source request even though the first check box- Sole Source was not checked off

Chrissy Mahanna, L.C.S.W.

13 Mail Coach Drive Norwalk, CT

(203) 939-7526

Chrissy@CompassConsultingCT.com



PROFESSIONAL EXPERIENCE

Compass Consulting + Coaching

Norwalk, Connecticut

Principal

April 2024 – Current

- Short- and long-term management consulting for non-profit organizations focusing on program development, establishing KPI/outcome metrics, strategic planning, grant writing, regulatory compliance, and risk management
- Providing individualized coaching to realize personal goals and/or hone leadership skills
- Offering opportunities for two cohorts (recent MSW graduates and emerging non-profit leaders) to establish a professional peer group aiming to support each other through common pitfalls/barriers, celebrate successes, and troubleshoot work-related issues.

Support Center

New York, New York

Consultant

May 2024 – Current

- Short- and long-term management consulting for non-profit organizations focusing on program development, establishing KPI/outcome metrics, strategic planning, grant writing, regulatory compliance, and risk management

Family & Children's Agency (FCA)

Norwalk, Connecticut

Vice President, Strategy & Operational Effectiveness

January 2023 – April 2024

- Identified opportunities to increase the Agency's portfolio of programs that aligned with the goals outlined in the Agency's Strategic Plan and promoted the fiscal health of the organization
- Oversaw all facets of the Agency's continuous quality improvement process, including: strategic planning; analyzing KPIs/outcome metrics; monitoring risk; and ensuring the Agency maintained its accreditations/licenses
- Through an inclusive process that valued employee, client and stakeholder voices equally, led program development efforts using outcome and community well-being data to ensure the Agency provided high-quality services that met the dynamic needs of the community
- Diversified the Agency's private, state, and federal funding sources
- Oversaw FCA's IT infrastructure (including our electronic health record) to ensure it functioned efficiently and reliably

Director, Operational Effectiveness

March 2015- December 2022

- Oversaw a comprehensive continuous quality improvement plan within the Agency including monitoring and evaluating outcome metrics using the Results Based Accountability framework
- Facilitated FCA's strategic planning process in collaboration with the Board of Directors and FCA's Executive Team
- Lead pan-agency initiatives to improve service quality and organizational culture, including championing a Trauma and Gender Responsive Care initiative and Co-Chairing FCA's Social Justice Workgroup
- Oversaw and execute the Agency's successful re-licensing and re-accreditation processes to maintain in good standing with the CT Department of Children & Families, CT Department of Public Health, NY Office of Children and Family Services, the Council on Accreditation and IAAME (the Hague Convention)
- Worked to fully integrate Quality Improvement functions into the Agency's Electronic Health Record
- Used qualitative and quantitative data to monitor both program efficacy and emerging client

- needs to proactively develop/refine programming
- Monitored risk and compliance throughout the Agency on an on-going basis, analyzing trends and reporting out to a sub-committee of the Board quarterly
- Functioned as the Agency's grant writer, working to diversify the Agency's private, state and federal funding sources
- Prospected new potential major grantors and steward relationships to expand FCA's private/corporate grant portfolio resulting in the Agency's private foundation awards increasing by over 90% in five years

Manager, Grants & Program Development

November 2013 -March 2015

- Secured over \$1.7M in private, state and federal grant awards in Fiscal Year 2013-2014
- Collaborated with Executive Leadership to complete the Agency's 2015-2018 Strategic Plan
- Monitored incident, accident and grievance reports throughout the Agency on an on- going basis, reporting out to a sub-committee of the Board quarterly
- Collaborated with Program Directors to refine and evaluate outcomes using the RBA framework
- Worked to modify and develop new programming to meet client needs and/or gaps in service, including the expansion of the Agency's after school program

Coordinator, Grants & Program Development

April 2013- November 2013

- Received two new state grant awards totaling over \$600K to expand programming and support infrastructure improvements while strengthening the Agency's portfolio of private grant funders.
- Helped facilitate the successful merger of a long-standing mentoring program into the Agency's After School Program.
- Collaborated with Program Directors to measure outcomes using the Results Based Accountability (RBA) framework in FCA's seven departments
- Monitored incident, accident and grievance reports throughout the Agency on an on- going basis, reporting out to a sub-committee of the Board quarterly

Liberation Programs, Inc.

Norwalk, Connecticut

Quality Specialist

October 2012 – April 2013

- Conducted over 90 internal audits monthly for clinical content, financial risk, utilization review and compliance with accreditation and regulatory standards
- Wrote monthly all staff memo based on audit trends, providing targeted suggestions for improvement
- Issued monthly data-driven performance reports to Program Directors and executive leadership
- Prepared and implemented a self-study plan for up-coming CARF survey
- Submitted incident reports to the Department of Public Health and Department of Mental health and Addiction Services as needed
- Developed a training module to guide clinical documentation quality improvement efforts
- Reviewed client grievances, ensuring program management's timely response

SUNY Downstate Medical Center

Brooklyn, New York

STAR Health Center

January 2012 – June 2012

Senior Clinical Specialist

- Launched STAR's sole satellite site at Bridge Back to Life, a community-based addiction treatment center
- Utilized standardized assessment tools to measure client progress

- Created and managed three databases to monitor recruitment, retention and treatment efficacy
- Specialized in working with individuals with co-occurring Substance Use Disorders and Post-Traumatic Stress Disorder and/or other psychiatric disorders
- Assessed and treated clients through individual and group psychotherapy, intake and assessment, crisis intervention and case management
- Began two gender-specific *Seeking Safety* groups for clients with histories of trauma
- Developed collaborative treatment plans based on time-limited, measurable outcomes

City College of New York
Center for Trauma and Addiction
Project Manager

New York, New York
 August 2008- January 2012

- Oversaw the implementation of two federally funded clinical research trials
- Provided clinical supervision and training to a staff of ten
- Systematized the Center's internship program, developing a service-learning curriculum and a student-driven evaluation tool
- Implemented and oversaw participant recruitment and retention
- Conducted diagnostic assessments and cognitive testing
- Monitored staff and participant adherence to research protocols
- Prepared and submitted grants to funding agencies within the National Institute of Health
- Wrote annual progress reports to federal funders and Institutional Review Boards
- Oversaw database management including data collection, coding and entry
- Wrote weekly reports on recruitment, attendance, retention and clinical issues
- Streamlined existing protocols and developed new procedures with the Center's multidisciplinary team
- Managed facilities and community space

Therapist

- Counseled individuals with co-occurring substance use disorders and Post-Traumatic Stress Disorder using *Seeking Safety* and *Motivational Interviewing*
- Provision of referrals for ancillary and/or aftercare services.

Friend's House in Rosehill
Preventing HIV/AIDS in the Next Generation
Program Coordinator

New York, New York
 August 2007- August 2008

- Trained and recruited eight seropositive team members
- Marketed programs for teens, elderly and special populations through outreach to local community organizations and news media
- Oversaw program budget by monitoring revenues and expenditures
- Developed a curriculum for senior citizens
- Assisted with grant writing

Columbia University School of Social Work
Social Intervention Group
Senior Clinical Research Assistant

New York, New York
 September 2006 – August 2008

- Conducted standardized assessments to diagnose Post-Traumatic Stress Disorder, Substance Use Disorders and Mood Disorders.
- Provided brief interventions using Motivational Enhancement Therapy
- Coordinated participant recruitment efforts and supervised two research assistants

- Assisted with grant writing by conducting literature reviews and collecting programmatic data

Sexual Assault Crisis and Education Center

Child Advocate

Stamford, Connecticut

August 2005 – July 2006

- Counseled survivors of sexual assault and their families
- Advocated for clients in medical and legal settings
- Facilitated therapeutic support groups
- Initiated LGBTQ training for staff and volunteers
- Provided 24-hour clinical supervision for hotline counselors
- Began a county-wide social service outreach plan to expand the network of support for survivors of sexual assault
- Created curricula for three psycho-educational groups of female adolescents, men and women in substance abuse treatment programs

TEACHING EXPERIENCE

Sacred Heart University

Master of Social Work Program

Fairfield, Connecticut

Adjunct Lecturer

- Generalist Field Practicum
- Specialized Field Practicum
- Social Work Generalist Practice

Fall 2020 – Spring 2021

Fall 2021 – Spring 2022

Fall 2022

City College of New York

Masters in Mental Health Counseling Program

New York, New York

Adjunct Lecturer

- Substance Abuse: Cause & Treatment

Spring 2012

Field Instructor

Masters level Social Work Students

Norwalk, Connecticut

2015-16; 2016-17; 2017-18; 2021-22

EDUCATION

Columbia University School of Social Work

Masters in Social Work, 2007

University of Vermont

Baccalaureate in Social Work, 2005

PROFESSIONAL LICENSURE & CERTIFICATIONS

John F. Kennedy School of Government at Harvard University, Executive Education

March 2025

Awarded a certificate of completion for the Driving Nonprofit Performance and Innovation Program

Registered Yoga Teacher

February 2023 - Current

Yoga Alliance

Seminar In Field Instruction (SIFI)

May 2016 - Current

Fordham University

Licensed Clinical Social Worker, CT Department of Public Health

August 2013 - Current

License Number: 8400

VOLUNTEER EXPERIENCE

Norwalk ACTS

June 2024 - Current

- Member, Board of Directors

Community Mindfulness Project

February 2025 - Current

- Vice Chair, Board of Directors

Social Impact Partners

- Partner

July 2024 - Current

Impact Fairfield County

- Grant Review Committee member

July 2022 - Current



CITY OF NORWALK
Lamond Daniels, LCSW, MPA
Chief of Community Services
125 East Avenue, Room #202
Norwalk, CT 06856
Office: (203) 854-7718
Mobile: (475) 459-8532
NorwalkCT.gov/1898/Community-Services
ldaniels@norwalkct.gov

MEMORANDUM

TO: Councilwoman Nicol Ayers, Chair, Community Services Committee
FROM: Lamond Daniels, Chief of Community Services
DATE: June 11, 2025
RE: Extension of Agreement – Municipal Agent for the Elderly (FY2026)

Background:

The City of Norwalk entered into an agreement with **Family & Children’s Agency (FCA)** to serve as the Municipal Agent for the Elderly, in accordance with Connecticut General Statutes §17b-452. The agreement was originally executed on **August 21, 2021**, and included provisions allowing for two one-year extensions.

FCA, under the leadership of Robert F. Cashel, President & CEO, has effectively provided outreach, advocacy, and coordination of services for Norwalk’s senior residents. The agency continues to serve as a vital partner in supporting the health and well-being of the City’s aging population.

Contract Extension:

*Per Section C of the original agreement, the City may **unilaterally exercise its right to extend the agreement for a second one-year term, expiring on June 30, 2026, with no change in terms, conditions, or compensation. Written notice must be provided at least ninety (90) days prior to expiration of the current term.***

Through this memo, we are formally exercising that right to extend the agreement for **Fiscal Year 2026 (July 1, 2025 – June 30, 2026)** in the amount of **\$163,000.00**.

Action Item:

Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Family & Children’s Agency, 9 Mott Avenue, 4th Floor, Norwalk, CT 06850, in the amount of \$163,000.00, to provide Municipal Agent for the Elderly services for Norwalk residents for the period of July 1, 2025 through June 30, 2026.

Account #: 012010-5298

Respectfully Submitted By,

Lamond Daniels, LCSW, MPA
Chief of Community Services

**AMENDMENT NO. 1 TO
AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
FAMILY & CHILDREN'S AGENCY, INC.
TO SERVE AS A MUNICIPAL AGENT FOR THE ELDERLY**

THIS FIRST AMENDMENT ("Amendment No. 1") entered into this 12th day of June, 2024, by and between the **CITY OF NORWALK**, acting herein by Harry W. Rilling, its Mayor, duly authorized (hereinafter referred to as the "City"), and **FAMILY & CHILDREN'S AGENCY, INC.**, a corporation organized and existing under the laws of the State of Connecticut, having offices at 9 Mott Avenue, Norwalk, CT 06850, acting herein by Robert Cashel its President and CEO, duly authorized (hereinafter referred to as the "Municipal Agent"). The City and the Municipal Agent hereinafter referred to as the "Parties" and individually as the "Party."

WHEREAS, the Parties entered into an Agreement dated August 2, 2021 (the "Agreement") whereby the Municipal Agent for the pursuant set forth therein;

WHEREAS, the Parties desire amend the Agreement to extend the term for an additional period of one (1) for the compensation stated herein; and

NOW, THEREFORE, in consideration of the mutual covenants and understandings herein contained, the Parties hereby amend the Agreement as follows:

1. The Recitals set forth above are incorporated herein by reference.
2. Capitalized terms used herein but not defined shall have the meaning as ascribed to them in the Agreement.
3. Pursuant to Section 3[A.], the Agreement is hereby extended pursuant to its first extension option for an additional period of one year commencing on July 1, 2024 and ending on June 30, 2025 (the "First Extension"). For pursuant of clarity, the First Extension represents Year 4 of the Agreement.
4. Subject to the condition set forth in Paragraph 5 of this Amendment No. 1, the City shall compensate the Municipal Agent for the satisfactory completion of the Services and of all of the Municipal Agent's duties, obligations and responsibilities under this Agreement, subject to additions and deductions as herein provided, the total sum of **ONE HUNDRED SIXTY-THREE THOUSAND DOLLARS AND 00/100 CENTS (\$163,000.00)** during the *First Extension Term* in the manner set forth in the Agreement.
5. The Municipal Agent shall submit to the Director a new Proposed Program Budget consistent in form and substance with the initial Proposed Program Budget set forth in the Municipal Agents Proposal for approval by the Director, said approval not to be unreasonably withheld.

6. This Amendment No. 1 shall be effective on the Effective Date set forth above.

7. Except as expressly modified by this Amendment No. 1, all of the terms and provisions of the Agreement, as previously amended (if applicable), are and will remain in full force and effect and are hereby ratified and confirmed by the Parties. On and after the Effective Date of this Amendment No. 1, each reference in the Agreement, to "this Agreement," "the Agreement," "hereunder," "hereof," "herein," or words of like import and each reference to the Agreement, in any other contracts, documents, or instruments executed and delivered pursuant to, or in connection with, the Agreement, will mean and be a reference to the Agreement, as previously amended and amended herein.

8. This Amendment No. 1 may be executed and delivered via facsimile or electronic mail by either of the Parties and the receiving party may rely on the receipt of such document so executed and delivered via facsimile or electronically as if the original had been received.

[SIGNATURES ON FOLLOWING PAGE]

Witnesses' signatures:

Sally Johnson
[Signature]

[Signature]
Ligia Masilamoni

CITY OF NORWALK

By: Harry W. Rilling
Harry W. Rilling
Its Mayor
Duly Authorized

Date signed: 6/12/24

FAMILY & CHILDREN'S AGENCY, INC.

By: [Signature]
Robert Cashel
Its President & CEO
Duly Authorized

Date signed: 6/10/24

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: [Signature]
Darin Callahan
Assistant Corporation Counsel

APPROVED AS TO
AVAILABILITY OF FUNDS:

By: Karen Y. Hill
Comptroller/Deputy Comptroller

Date: 6-12-24



CITY OF NORWALK
Lamond Daniels, LCSW, MPA
Chief of Community Services
125 East Avenue, Room #202
Norwalk, CT 06856
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Mobile: (475) 459-8532
NorwalkCT.gov/1898/Community-Services
ldaniels@norwalkct.gov

MEMORANDUM

TO: Councilwoman Nicol Ayers, Chair, Community Services Committee
FROM: Lamond Daniels, Chief of Community Services
DATE: June 11, 2025
RE: FY2026 Funding for Mid-Fairfield Community Care Center – Latinx Integrated Care (LINC) Program

Background:

Mid-Fairfield Community Care Center has been a valued partner in addressing behavioral health needs among underserved populations in Norwalk. Through its **Latinx Integrated Care (LINC) Program**, the organization has provided culturally and linguistically responsive mental health services, case management, and care coordination for members of the Latinx community.

The program has demonstrated measurable impact in reducing barriers to care and improving health outcomes. I commend Mid-Fairfield for its innovative and focused approach to serving this specialized population.

FY2026 Update:

For **Fiscal Year 2026 (July 1, 2025 – June 30, 2026)**, the City has allocated **\$200,000** to support the LINC Program. This represents a **50% reduction from the previous fiscal year**. While reduced, this allocation reflects a continued commitment to sustaining core elements of the program while balancing broader budgetary constraints.

Action Item:

Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with Mid-Fairfield Community Care Center, located at [Insert Address], in the amount of \$200,000.00 to support the Latinx Integrated Care (LINC) Program for the period of July 1, 2025 through June 30, 2026.
Account #: 012010-5298

Respectfully Submitted By,

Lamond Daniels, LCSW, MPA
Chief of Community Services

FIFTH AMENDMENT TO AGREEMENT

ELL School Based Initiative

THIS FIFTH AMENDMENT TO AGREEMENT, effective as of July 1, 2024 (the "Effective Date") is made and entered into by and between the **CITY OF NORWALK** (the "City"), a municipal corporation organized and existing under the laws of the State of Connecticut, acting herein by Harry W. Rilling, its Mayor, the Norwalk **BOARD OF EDUCATION** the ("Board of Education"), a public school district organized and existing under the laws of the State of Connecticut and acting herein by Dr. Alexandra Estrella, its Superintendent (collectively, the Board and City hereinafter referred to as the "Public Parties"), and the **MID-FAIRFIELD CHILD GUIDANCE CENTER, INC.** ("Mid-Fairfield") a corporation organized and existing under the laws of the State of Connecticut, with a principal place of business at 100 East Avenue, Norwalk, Connecticut, acting herein by Alice Forrester, its Chief Executive Officer. The Public Parties and Mid-Fairfield may be referred to collectively herein as the "Parties."

WITNESSETH:

WHEREAS, the City, Board of Education and Mid-Fairfield entered into that certain contract dated January 1, 2020 (the "Initial Agreement")

WHEREAS, the City, Board of Education and Mid-Fairfield amended the said Initial Agreement pursuant to the First Amendment thereto with an effective date of January 1, 2021 (the "First Amendment");

WHEREAS, the City, Board of Education and Mid-Fairfield further amended the Initial Agreement pursuant to the Second Amendment thereto with an effective date of July 1, 2021 (the "Second Amendment");

WHEREAS, the City, Board of Education and Mid-Fairfield further amended the Initial Agreement pursuant to the Third Amendment thereto with an effective date of July 1, 2023 which was a scrivener's error and the Parties hereto acknowledge and agree correct effective date is July 1, 2022 (the "Third Amendment");

WHEREAS, the City, Board of Education and Mid-Fairfield further amended the Initial Agreement pursuant to the Fourth Amendment thereto with an effective date of June 30, 2023 (the "Fourth Amendment");

WHEREAS, Initial Agreement, First Amendment, Second Amendment, Third Amendment and Fourth Amendment collectively referred to as the "Agreement;"

WHEREAS, the Term of the Agreement expires on June 30, 2024; and

WHEREAS, the City of Norwalk, the Board of Education, and Mid-Fairfield desire to extend the Agreement until June 30, 2025, upon the terms set forth herein.

NOW THEREFORE, in consideration of the mutual covenants and agreement herein contained, the parties agree as follows:

A. **RECITALS**. The above Recitals are true and correct and are a part of this Amendment.

B. **DEFINITIONS**. Except as otherwise provided in this Fifth Amendment, the capitalized terms used herein shall have the meaning ascribed to them in the Agreement.

C. **AMENDMENT TO THE AGREEMENT**. As of the Effective Date of this Fifth Amendment, the Agreement is hereby amended or modified, *mutatis mutandis*, as follows:

1. Section 4.1 of the Agreement is hereby amended by added the following:

4.1 Except as otherwise provided in this Agreement, the City shall compensate Mid-Fairfield for performance of the Program Services under this Agreement during the Fifth Extension Term in a maximum amount not to exceed the sum of THREE HUNDRED THOUSAND DOLLARS AND 00/100 CENTS (\$300,000.00) payable in accordance with the compensation schedule attached hereto as Exhibit C-4. The compensation provided under this Agreement constitutes full and complete payment for all costs and expenses assumed by Mid-Fairfield in performing this Agreement including but not limited to labor, materials, product, tools and machinery, salaries, meetings, and all similar expenses. No costs in excess of this stated amount shall be paid or reimbursed by the City without specific prior written approval of the Director.

2. Section 5 of this Agreement is hereby amended to extend the Term from July 1, 2024 through June 30, 2025 (the "Fifth Extension Term").

D. **GENERAL PROVISIONS**.

1. This Fifth Amendment shall be effective on the Effective Date set forth above.

2. Except as expressly provided in this Fifth Amendment, all the terms and provisions of the Agreement are and will remain in full force and effect and are hereby ratified and confirmed by the Parties. Without limiting the generality of the foregoing, the amendments contained herein will not be construed as an amendment to or waiver of any other provision of the Agreement or as a waiver of or consent to any further or future action on the part of either Party that would require the waiver or consent of the other Party. Except as expressly provided in this Fifth Amendment, Mid-Fairfield shall perform the Services on the same terms and conditions pertaining to the Services in the Agreement. On and after the Effective Date of this Fifth, each reference in the Agreement to "this Agreement," "the Agreement," "this Contract," "the Contract," "hereunder," "hereof," "herein," or words of like import and each reference to the Agreement in

any other agreements, documents, or instruments executed and delivered pursuant to, or in connection with, the Agreement will mean and be a reference to the Agreement as amended by this Fifth Amendment.

3. This Fifth Amendment may be executed and delivered via facsimile or electronic mail by either of the parties and the receiving party may rely on the receipt of such document so executed and delivered via facsimile or electronically as if the original had been received.

[Signatures follow on next page]

**THE MID-FAIRFIELD CHILD
GUIDANCE CENTER, INC.**

By: Alice M. Forrester
Alice M. Forrester, Ph.D.
Its Chief Executive Officer
Duly Authorized

Date Signed: 11/19/24

Witness: Yvonne Springer
Name: YVONNE Springer

Witness: Rebecca Charles
Name: Rebecca Charles

NORWALK BOARD OF EDUCATION

By: Alexandra Estrella
Alexandra Estrella, Ph.D.
Its Superintendent
Duly Authorized

Date Signed: 11/22/24

Witness: Jeannette Morales
Name: Jeannette Morales

Witness: Anastasia Christopoulos
Name: Anastasia Christopoulos

CITY OF NORWALK

By: Harry W. Rilling
Harry W. Rilling
Its Mayor
Duly Authorized

Date Signed: 11/25/24

Witness: Sally Johnson
Name: Sally Johnson

Witness: Irene T. Dixon
Name: Irene T. Dixon

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: _____

APPROVED AS TO
AVAILABILITY OF FUNDS:

By: _____
Comptroller/Deputy Comptroller

Date: _____

Schedule C-4
Compensation Schedule (REVISED 11/12/24)

A. Compensation: The City shall compensate Mid-Fairfield for each month of Mid-Fairfield performance of the Program Services based on the following schedule:

(i) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from July 1, 2024 until July 31, 2024.

(ii) **Twenty Five Thousand Dollars (25,000.00)** for the performance of Program Services under this Agreement for the period from August 1, 2024 until August 31, 2024.

(iii) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from September 1, 2024 until September 30, 2024.

(iv) **Twenty-Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from October 1, 2024 until October 31, 2024.

(v) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from November 1, 2024 until November 30, 2024.

(vi) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from December 1, 2024 until December 31, 2024.

(vii) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from January 1, 2025 until January 31, 2025.

(viii) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from February 1, 2025 until February 28, 2025.

(ix) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from March 1, 2025 until March 31, 2025.

(x) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from April 1, 2025 until April 30, 2025.

(xi) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from May 1, 2025 until May 31, 2025.

(xii) **Twenty Five Thousand Dollars (\$25,000.00)** for the performance of Program Services under this Agreement for the period from June 1, 2025 until June 30, 2025.

Compensation payments shall be due Mid-Fairfield on a monthly basis on Net 45 payment terms. Notwithstanding the forgoing, the Parties agree that this Agreement was executed retroactive to July 1, 2024. Any payment due hereunder and not previously paid as of the date last signed by a Party hereto (the, the Signing Date”) shall be deemed timely paid within 45 days of the Signing Date.

B. Reimbursement: Reimbursement: The City shall not provide any additional funds pursuant to the reimbursement provisions set forth in prior agreements for expenses incurred by Mid-Fairfield in the course of supporting families. All funds designated for such support shall be allocated solely in accordance with the terms outlined in Schedule C-4 Compensation Schedule (REVISED 11/12/24), and shall not be subject to reimbursement or further disbursement outside of that schedule..



CITY OF NORWALK
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Chief of Community Services
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Norwalk, CT 06856
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Mobile: (475) 459-8532
NorwalkCT.gov/1898/Community-Services
ldaniels@norwalkct.gov

MEMORANDUM

TO: Councilwoman Nicol Ayers, Chair, Community Services Committee
FROM: Lamond Daniels Chief of Community Services
DATE: June 11, 2025
RE: Contract Authorization – Norwalk Senior Center FY2026

Overview:

The Norwalk Senior Center has been a longstanding and valued partner in the City's efforts to serve older adults. For decades, the City has maintained a legacy grant relationship with the Senior Center, providing operational funding through an established line item in the Community Services Department budget.

In **Fiscal Year 2025**, the allocation to the Norwalk Senior Center increased from \$390,000 to **\$400,000**, reflecting the City's ongoing commitment to support senior services including transportation, meals, wellness programs, and case management.

Current Action:

For **Fiscal Year 2026 (July 1, 2025 – June 30, 2026)**, the City has again allocated **\$400,000** in the adopted budget to support the Norwalk Senior Center. As part of aligning with City procurement and funding standards, we are now seeking to **formalize this relationship via a service contract**. Corporation Counsel will prepare the agreement, which will outline service expectations, reporting, and payment terms.

This contract will ensure continued transparency, accountability, and alignment with the City.

Requested Committee Action:

Authorize the Mayor, Harry W. Rilling, to execute any and all agreements, documents, instruments, or amendments as may be necessary with the **Norwalk Senior Center**, located at **11 Allen Road, Norwalk, CT 06851**, in the amount of **\$400,000.00**, to provide ongoing senior services for Norwalk residents for the period of **July 1, 2025 through June 30, 2026**.

Account #: 012010-5A0620

Respectfully Submitted By,

Lamond Daniels, LCSW, MPA
Chief of Community Services



CITY OF NORWALK
Lamond Daniels, LCSW, MPA
Chief of Community Services
125 East Avenue, Room #202
Norwalk, CT 06856
Office: (203) 854-7718
Mobile: (475) 459-8532
NorwalkCT.gov/1898/Community-Services
ldaniels@norwalkct.gov

MEMORANDUM

TO: Nicol Ayers, Chair, Community Services Committee
FROM: Lamond Daniels, Chief of Community Services
DATE: June 11, 2025
RE: FY2026 Contract Reactivation – Connecticut Institute for Communities, Inc. (CIFIC) – Greater Norwalk Head Start

Background:

The City of Norwalk has historically provided **Connecticut Institute for Communities, Inc. (CIFIC)** with financial support to operate the **Greater Norwalk Head Start and Early Head Start programs**. These services are critical to promoting school readiness, early development, and family engagement for low-income children and families in Norwalk.

This relationship is considered a **legacy grant**, and CIFIC has received an annual allocation of **\$500,000** through the City's budget. A formal contract was last executed on **May 28, 2021** for the period **July 1, 2021 through June 30, 2022**. Unfortunately, due to administrative oversight, this agreement was not renewed in subsequent years, although CIFIC has continued to receive City funding as allocated.

Federal Grant Match Requirement:

CIFIC is the recipient of federal funds under **DHHS Award Number 01CH010527-04-00**, which partially funds the Head Start and Early Head Start programs. This award is governed by the terms and conditions set forth in the federal grant, including compliance with **Section 640(b) of the Head Start Act and CFR §1303.4**, which requires recipients to secure a **non-federal match** to support program costs.

The **Department of Community Services**, on behalf of the City of Norwalk, wishes to continue fulfilling the non-federal match obligation by funding a portion of the program's costs, subject to the terms and conditions of the renewed agreement.

FY2026 Action:

To rectify the contract lapse and meet the City's commitment to supporting early childhood education and compliance with federal grant match requirements, we recommend **reactivating the agreement** with CIFIC for the period of **July 1, 2025 through June 30, 2026** in the amount of **\$500,000.00**. Corporation Counsel will draft the updated agreement incorporating the federal match language, consistent with the terms of the original 2021 contract.

Action Item:

Authorize the Mayor to extend the term of the Agreement with Connecticut Institute for Communities, Inc. (CIFIC), located at 11 Ingalls Avenue, Norwalk, CT 06854 (Ely Center), for support of the Greater Norwalk Head Start and Early Head Start programs services for period of

three years, from July 1, 2025 through June 30, 2028, in the amount of \$500,000.00 per year, to satisfy the non-federal share requirement under DHHS Award Number 01CH010527-04-00, in accordance with Section 640(b) of the Head Start Act and CFR §1303.4. Account #: 012010-5A0620

Respectfully Submitted By,



Lamond Daniels, LCSW, MPA
Chief of Community Services

PROGRAM SUPPORT AGREEMENT
BY AND BETWEEN
CITY OF NORWALK
AND
CONNECTICUT INSTITUTE FOR COMMUNITIES, INC.

THIS AGREEMENT, entered into this 28th day of May, 2021, by and between the **CITY OF NORWALK**, acting herein by Harry W. Rilling, its Mayor, duly authorized (hereinafter referred to as the "City"), and **CONNECTICUT INSTITUTE FOR COMMUNITIES, INC.**, a Connecticut corporation having a principal place of business at 120 Main Street, Danbury, Connecticut 06810, acting herein by James H. Maloney, its President and Chief Executive Officer, duly authorized (hereinafter referred to as "CIFIC").

WITNESSETH:

WHEREAS, the Head Start and Early Head Start Programs are administered by the Office of Head Start, within the Administration for Children and Families, U.S. Department of Health and Human Services ("DHHS") to promote school readiness of young children from low-income families; and

WHEREAS, the Head Start Act stipulates that federal funding for Head Start must be supplemented in part by non-Federal matching funds;

WHEREAS, CIFIC currently operates, and desires to continue operating the Greater Norwalk Head Start and Early Head Start Programs (the "Programs"), serving residents of the City; and

WHEREAS, on December 9, 2020, DHHS issued Award #01CH010527-04-00 (the "Grant Award"), awarding to CIFIC federal monies for the purpose of partially funding the Programs, subject to the terms and conditions set forth in the Grant Award, specifically including *inter alia* Section 640(b) of the Head Start Act and CFR 1303.4 which requires a non-federal match of Program costs; and

WHEREAS, the City, through its Department of Community Services wishes to support the continued operations of the Greater Norwalk Head Start program and satisfy the non-Federal matching requirement by funding a portion of program costs upon the terms and conditions more specifically set forth herein, and

NOW, THEREFORE, CIFIC and City enter into this Agreement to provide for continued funding of the non-Federal matching requirement upon the following terms and conditions:

1. **SCOPE OF RESPONSIBILITIES**

Funding provided under this Agreement (hereinafter, "Matching Funds") shall be used exclusively for the purpose of funding CIFIC's operation of the Programs. Programs

shall be administered by CIFIC in accordance with the requirements of this Agreement; all applicable state, local and federal laws; and the requirements set forth in the Grant Award, a copy of which is attached hereto as **Exhibit A**.

CIFIC shall be responsible for all aspects of day-to-day operations of the Program, shall develop and implement student programming and shall hire, supervise and direct a sufficient number of qualified personnel to staff and service the Programs. All employees will work under the supervision and direction of the CIFIC Chief Executive Officer.

2. **TERM**

The effective term of this Agreement shall be from July 1, 2021 through June 30, 2022.

3. **PROGRAM FEES**

Commencing on July 1, 2021 and continuing thereafter on a quarterly basis, the City shall remit payments to CIFIC in the amount of **One Hundred Twenty Five Thousand (\$125,000) dollars**. Payments shall be made in arrears by check or electronic funds transfer and shall be due within thirty (30) days after the close of each quarter.

4. **CIFIC RESPONSIBILITIES & DELIVERABLES**

A. **Budget.**

- a. By no later than May 30th of each year throughout the term of this Agreement, CIFIC shall deliver to the City Early Childhood Coordinator for review and approval a draft budget for the upcoming fiscal year, commencing July 1st. The City shall make such modifications to the annual budget as it deems appropriate or advisable in its discretion and CIFIC shall operate within such budget. Material deviations from the approved budget (deviations in excess of \$2,500 for any single line item) shall require prompt City notification.
- b. By December 31st of each year throughout the term of this Agreement, CIFIC shall furnish a budget update setting forth available year to date income and expenses, anticipated costs until the conclusion of the then-current year, and identifying budget line-item variances in excess of 10%.
- c. By July 30th of each year, CIFIC shall furnish a final accounting and reconciliation of income and expenses for the most recently completed fiscal year. This obligation shall survive the term of the Agreement so that CIFIC shall maintain an obligation to deliver a final accounting of income and expenses for the final year of the Agreement.

B. Reporting. CIFC shall deliver to the City Program Coordinator, the following reports:

- a. Quarterly Manage by Outcomes Report utilizing Teaching Strategies Gold Data, due upon receipt;
- b. Annual "Head Start" report sent to DHHS, such report to be sent by CIFC at the same time as it is sent to DHHS;
- c. Federal Head Start site visit reports including remediation plans, due upon receipt or submission, as applicable, to Head Start;
- d. Department of Public Health and Connecticut Office of Early Childhood Licensing site visit reports including remediation plans, due upon receipt or submission, as applicable, to the State of Connecticut;
- e. Teacher observation reports using the "CLASS" observation tool, due upon receipt from Head Start;
- f. Monthly enrollment reports as required through the subcontractor agreement for the Child Daycare Contract funding;
- g. Copies of site visit and file review reports as required through the subcontractor agreement for the Child Daycare contract funding;
- h. Such other reports as may be requested by the City Program Coordinator.

C. Norwalk Community Engagement.

- a. Regular participation by CIFC as a member of the Norwalk Early Childhood Council;
- b. Participation on Norwalk ACTS/ Norwalk Early Childhood Council work groups such as the PK-K Transition and Race and Equity Workshops;
- c. Participation in PELI assessment for all preschool children at the beginning, middle and end of each school year;
- d. Ages and States Questionnaire for all participants as per Norwalk policy and documented in the online Brooks Publishing portal;
- e. Outreach to families of rising kindergarten students through the Welcome to Kindergarten Workshops and kindergarten registration activities with the goal of registering all children as early as possible.

D. Other.

- a. The City shall be consulted in any decision-making process and afforded as much notice as practicable regarding prolonged closings or significant changes to program calendar;
- b. CIFC shall collaborate with other early care and educational programs in Norwalk to support families in need of childcare services in the event of a temporary program closure;
- c. Representation by City staff on at least one federally-required advisory group.
- d. CIFC shall immediately notify the City upon the occurrence of any of the following:
 - i. Notice of a default or imminent threat of default under the Grant Award;
 - ii. Any threatened or actual lawsuit CIFC is aware of and relating to the Programs

5. CITY RESPONSIBILITIES

- A. The City shall provide support and guidance through the City's Community Services Department, the Early Childhood Program Coordinator, and Norwalk's School Readiness Liaison;
- B. The City shall provide support in marketing the Programs through Community Services family navigators and the Norwalk Early Childhood Council Facebook page and email list;
- C. The City shall provide support in Pre-Kindergarten to Kindergarten transition activities for children and their families.

6. CLIENT-RELATED SAFEGUARDS

A. Inspection of Work Performed. The City and its authorized representatives shall, at all times, have the right to inspect, monitor and evaluate the conduct and operations of the Programs to ensure compliance with this Agreement. CIFC and all subcontractors must allow such access, cooperate with and assist the City and its representatives for such purposes. All inspections and evaluations shall be performed so as not to unduly delay or interfere with the Programs. CIFC shall disclose information concerning its clients, applicants and their families as may be requested by the City, unless otherwise prohibited by federal or state law. Written evaluations of the Programs created pursuant to this Section shall be made available to CIFC.

B. Safeguarding Client Information. In accordance with all applicable Federal and State laws concerning confidentiality and as may be further provided under this Agreement, CIFIC shall safeguard the use, publication and disclosure of information on all applicants for and all clients who receive services or participate in the Programs.

C. Reporting of Client Abuse or Neglect. CIFIC shall comply with all reporting requirements relative to client abuse and neglect, including but not limited to the requirements specified in C.G.S. §§ 17a-101 through 103, 19a-216, 46b-120 (related to children); C.G.S. § 46a-11b (relative to persons with mental retardation); and C.G.S. § 17b-407 (relative to elderly persons).

D. Background Checks. All employees, agents, and volunteers of CIFIC and its subcontractors for the Programs shall undergo criminal background checks pursuant to the State of Connecticut Department of Public Safety Administration and Operations Manual or such other applicable procedures governing child care workers. CIFIC shall cooperate fully as necessary or reasonably requested with the State and its agents in connection with such background checks.

7. INSURANCE

CIFIC shall obtain, at its expense, and maintain during the term of this Agreement, the insurance coverage listed in the Rider attached hereto as **Exhibit B** and incorporated herein.

The insurance provided shall comply with the minimum coverage requirements specified in **Exhibit B** (the "City's Insurance Rider") and all applicable federal, state and/or municipal laws and regulations. The Parties agree and understand that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or exclude the City from requiring higher limits and/or additional coverage to be provided by CIFIC.

Failure to Purchase or Maintain Insurance: If the City is damaged by the failure of CIFIC to purchase or maintain insurance required herein CIFIC shall bear all costs attributable thereto.

Additional Insured: The liability insurance coverage, except Professional Liability and Workers' Compensation, shall be endorsed to include the City and the State of Connecticut as additional insureds with respect to CIFIC's activities to be performed under this Agreement.

Separation of Insureds: Each policy shall state that CIFIC's insurance shall apply separately to each insured against whom a claim is made or suit is brought, except with respect to the limits of the insurer's liability.

Verification of Coverage: CIFIC shall furnish the City with certificates of insurance verifying the coverage required by this Agreement. The certificates and endorsements for each

insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring certificates shall be filed with the City's Office of Corporation Counsel and Finance Department (Attn: Risk Manager) thirty (30) days prior to policy expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required hereunder shall be mailed to the City of Norwalk, Corporation Counsel and to the Finance Department (Attn: Risk Manager), 125 East Avenue, Room 237, P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Other Insurance: CIFIC's insurance shall be primary, not contributory, and shall not be treated as being in excess of any other insurance or self-insurance maintained by the City.

8. BOOKS OF ACCOUNT AND MAINTENANCE OF RECORDS

CIFIC agrees to establish and maintain throughout the term of this Agreement, sufficient recordkeeping, documenting, reporting, and accounting procedures in compliance with all applicable requirements of the City and the Department of Health and Human Services in order to assure the proper accounting and fiscal control of all funds paid by the City to CIFIC under this Agreement and compliance with federal reporting requirements. All Program costs and expenditures must be supported by properly executed payrolls, time records, invoices, contracts, vouchers, receipts, leases or other official documentation evidencing in proper detail the nature and propriety of the charges in compliance with the terms and conditions of this Agreement and all applicable laws and regulations governing the Matching Funds.

CIFIC agrees that any records with respect to all matters covered by this Agreement shall be maintained for a minimum of six (6) years after disbursement of the final payment under this Agreement, or payment upon termination under Section 9 hereof and submission to the City of CIFIC's annual financial audit. Such records will be kept beyond the six-year period if there is any pending, threatened, or unresolved audit of the records, claim or litigation concerning CIFIC or the Programs. Throughout this period the records shall be subject to monitoring, inspection, review and audit by authorized employees and agents of the City.

CIFIC agrees to make available to the City upon request all books, documents, papers and records concerning charges, fees, and costs associated with the performance of this Agreement and Programs operated hereunder (the "Records"). CIFIC agrees that all Records prepared and maintained by it, and all information contained therein, shall not be made available to any individual or organization, other than authorized government officials or as may be required by State or Federal law.

9. **AUDIT REQUIREMENTS.**

The City and its agents may, at reasonable hours, inspect and examine all of the parts of CIFIC's plants and places of business which, in any way, are related to, or involved in, the performance of the Programs and this Agreement. CIFIC shall comply with federal and state single audit standards as applicable. CIFIC shall maintain accurate and complete Records. CIFIC shall make all of its Records available at all reasonable hours for audit and inspection by the City. The City shall make all requests for any audit or inspection in writing and shall provide CIFIC with at least twenty-four (24) hours' notice prior to the requested audit and inspection date. If the City suspects fraud or other abuse, or in the event of an emergency, the City is not obligated to provide any prior notice. CIFIC will pay for all costs and expenses of any audit and inspection which reveals information that, in the sole determination of the City, is sufficient to constitute a breach by CIFIC on this Agreement. CIFIC will remit full payment to the City, as applicable, for such audit or inspection no later than thirty (30) days after receiving an invoice from the City. CIFIC shall keep and preserve or cause to be kept and preserved all of its Records until six (6) years after the latter of (i) final payment under this Agreement, (ii) the expiration or earlier termination of this Agreement, as the same may be modified for any reason. The City may request an audit or inspection at any time during this period. If any claim or audit is started before the expiration of this period, CIFIC shall retain or cause to be retained all Records until all claims or audit findings have been resolved.

10. **NON-ASSIGNABILITY**

CIFIC shall not assign, subcontract or transfer any interest, right, obligation or responsibility of this Agreement without prior written consent of the City, which may be withheld in the sole discretion of the City. Any such assignment, subcontracting or transfer in violation of this requirement shall be void and will constitute grounds for termination of this Agreement by the City.

11. **EVENTS OF DEFAULT AND REMEDIES**

A. **Events of Default**

Any of the following occurrences shall constitute an Event of Default under this Agreement:

- i. CIFIC, its successors or assigns, fails to properly and effectively perform and comply with all of the covenants, conditions, obligations and agreements on their part as set forth in this Agreement;
- ii. A determination is made by competent authority such as, but not limited to, any Federal, State or local government official, or a certified public accountant, that CIFIC's management or any accounting for its Matching Funds, from whatever source, is improper, inadequate or illegal in any way;

- iii. The entering of a decree or order by a court having jurisdiction in the matter, declaring CIFIC a bankrupt or insolvent or approving as properly filed a petition seeking reorganization, readjustment, arrangement, composition or similar relief for CIFIC under the federal bankruptcy laws, or any other similar applicable federal or state law;
- iv. A competent authority determines that CIFIC is in default of any federal, state or local tax obligation or is otherwise unable or unwilling to perform the full extent of its obligations hereunder;
- v. A default under the Grant Award, after any applicable cure period has lapsed.

B. Election of Remedies

If any Event of Default hereunder occurs or continues to occur, the City may elect to pursue any one or more of the following remedies, in any combination or sequence as it deems necessary:

- i. withholding or reducing payment of Matching Funds to CIFIC until the matter is resolved or default remedied to the City's reasonable satisfaction;
- ii. suspension of all or part of the Matching Funds provided for the operation of any Programs hereunder;
- iii. requiring CIFIC to correct or cure such default to the satisfaction of the City within a definite period of time;
- iv. permanent discontinuance of the Matching Funds, requiring the repayment of any Matching Funds paid to CIFIC hereunder;
- v. termination of this Agreement for cause pursuant to Section 11.B. below; and
- vi. any combination of the above.

No waiver of any breach of this Agreement shall be interpreted or deemed to be a waiver of any other or subsequent breach. The pursuit of any remedy or the failure or declination to pursue any available remedy at any time or for any reason shall not prevent the City from pursuing any other remedy at any other time, shall not constitute a waiver by the City of any other right or remedy, and shall not give rise to a cause of action against the City by CIFIC or any third party beneficiary of the Programs and services to be provided hereunder. All remedies afforded by this Agreement shall be taken and construed as cumulative; that is, in addition to every other remedy provided in this Agreement, at law or in equity. The failure to insist on strict performance of any section

of this Agreement shall only be deemed to be a waiver of rights and remedies concerning that specific instance of performance and shall not be deemed to be a waiver of any subsequent right, remedy or breach. The failure of the City to pursue any right or remedy hereunder for any default or breach by CIFIC shall not constitute a waiver of the City's rights or remedies upon any subsequent default or breach, all of which rights and remedies shall be available to the City at any other time.

12. TERMINATION OF AGREEMENT

A. Termination:

"Termination," for purposes of this Agreement, shall mean the cessation of the following obligations prior to the expiration date of the term only: the City's obligation, as described in this Agreement, to provide Matching Funds for CIFIC for purposes of the Programs and CIFIC's obligation to continue the operation and management of the Programs as described in Section 1, Scope of Services of this Agreement to the extent that such Programs are supported by the Matching Funds. Further, if, upon termination, any documentation, data, studies, reports, accounting records or files concerning activities, programs, services or funding provided hereunder remain incomplete as of the date of termination, CIFIC shall be and remain obligated to complete the same in a professional and reasonable manner and within a reasonable period of time. CIFIC shall also be responsible to conclude all programs and services in a reasonable manner and to maintain records and books of account as set out in Section 6 hereof.

B. Termination for Cause:

Except as otherwise provided herein, upon the occurrence of any Event of Default, as set forth in Section 10 hereof, the City may terminate this Agreement after providing thirty (30) days' prior written notice and a reasonable opportunity to cure any default to the City's reasonable satisfaction. If following such opportunity to cure, the default is not resolved to the City's reasonable satisfaction, the City may terminate the Agreement (i) upon thirty (30) days' prior written notice to CIFIC, or (ii) the date the DHHS terminates the Grant Award, whichever occurs first. Thereafter, all finished or unfinished documents, data, studies, reports, and files prepared by CIFIC under this Agreement shall, at the option of the City, become the property of the City and CIFIC shall be entitled to be compensated for all eligible costs incurred in the satisfactory completion of services hereunder up to the date of termination, based on a determination by the City of the amount due to CIFIC. The City's determination of the amount due to CIFIC hereunder shall be final and binding on the parties.

C. Termination for Convenience:

The City may terminate this Agreement at any time by giving a minimum of sixty (60) days prior written notice to CIFIC or in the case of the DHHS withdrawing all or a portion of the Grant Award, as soon as practical following receipt of notice from the DHHS. If the Agreement is terminated by the City without cause, CIFIC will be paid a

portion of the total Matching Funds equal to City's proportionate share of eligible costs directly incurred in the performance of Programs services hereunder completed to the date of termination. The City shall calculate the amount so due and such determination by the City shall be final and binding on the parties. Termination under this section shall not give rise to any cause of action or claim for damages against the City, or any employee, official or agent thereof.

D. Upon the termination of this Agreement, CIFIC shall return all unexpended Matching Funds to the City no later than thirty (30) calendar days after CIFIC receives a demand from the City.

E. Notwithstanding termination hereunder, the provisions of Sections 1, 6, 7, 9, 14, 15, 18, and 19 hereunder shall survive and remain binding on the Parties.

13. MONITORING AND COMPLIANCE

The City reserves the right but shall not be obligated to monitor the manner, means, and operation of the Programs by CIFIC, as well as to evaluate the quality thereof in terms of the goals of the Programs. In particular, CIFIC shall make the Programs and its Records open and available to representatives of the City for purposes of site visits or examination of records in order to monitor progress and compliance with all applicable requirements. However, notwithstanding the above, the City shall not thereby, to any extent, be or become responsible for the actions, omissions and practices of CIFIC nor shall it have any obligation to monitor or oversee such actions, operations and practices. CIFIC remains independently and solely responsible for its personnel, including the Programs' staff, and the operation of the Programs. CIFIC agrees to comply with evaluation and information requirements, including, but not limited to, site visits, program and fiscal audits, and periodic and quarterly reports. CIFIC shall comply fully with all recommendations and requirements of the City resulting from such evaluations and audits, and shall correct, within a reasonable period of time, not to exceed any date set by the City for completion, any deficiencies in its activities and services identified by the City. This provision shall not in any way cause the City to incur any responsibility for or liability in connection with CIFIC's Programs or operation of the same. CIFIC shall at all times remain solely responsible for its Programs and services.

14. REVERSION OF ASSETS

Upon expiration or termination of this Agreement, CIFIC shall transfer and relinquish to the City its title to any and all unobligated Matching Funds on hand at the date of completion of the Programs, together with all accounts receivable attributable to the use of Matching Funds provided by the City under this Agreement.

15. AMENDMENTS

This Agreement may be amended only by written instrument formally executed by the parties hereto acting by their duly authorized representatives. Any changes in the

Scope of Services to be performed hereunder shall be mutually agreed upon by and between the City and CIFIC and incorporated within a written amendment to this Agreement.

16. **CONFLICT OF INTEREST**

A. No member of the governing body of the City, its designees or agents, and no other public official, either paid or unpaid, who exercises any functions or responsibilities with respect to the Programs operated thereunder during the individual's tenure or for one (1) year thereafter, shall have any personal or financial interest, direct or indirect, in any contract or subcontract, or the proceeds thereof for work and/or services performed or assets provided in connection with or assisted under this Agreement. Nor shall any member, official, appointee or employee of the City participate in any decision relating to the funding of the Programs and activities hereunder which affects his/her personal interests or the interests of any corporation, partnership or association in which such person is, directly or indirectly, interested.

B. No member of the governing or managing body of CIFIC, its designees or agents, and no one employed or hired by CIFIC, either paid or unpaid, who exercises any functions or responsibilities with respect to the Programs during the individual's tenure or for one (1) year thereafter, shall benefit in any personal or financial way, either directly or indirectly, in any contract or subcontract, or the proceeds thereof for work and/or services performed or assets provided in connection with or assisted under this Agreement. Nor shall any member, official, appointee or employee of CIFIC participate in any decision relating to the funding of the Programs and activities hereunder which affects his/her personal interests or the interests of any corporation, partnership or association in which such person is, directly or indirectly, interested.

C. Any violation of the provisions of this section shall, at the option of the City and subject to the terms and provisions of Paragraph A of Section 11, render null and void this Agreement, and the City's obligation to provide Matching Funds hereunder.

D. CIFIC covenants that it presently has no interest, and shall not acquire any interest, direct or indirect, which would conflict or give the appearance of any conflict, in any manner or degree with the performance of its services hereunder, and covenants that in the performance of this Agreement, it shall not employ, hire or contract with any person having any such interest. CIFIC shall incorporate, or cause to be incorporated, in all such legal documents entered into in connection with the Programs or other services provided pursuant to this Agreement, a provision prohibiting such interest in furtherance of the purposes of this section.

E. CIFIC will establish safeguards to prohibit employees, volunteers and agents from using their positions for any purpose that is, or gives the appearance of being, motivated for political purposes or by a desire for private gain for themselves or others, particularly those with whom they have family, business, or other personal ties.

17. **INDEMNIFICATION**

The following terms as used in this Section 18 shall have the following meaning: "Claims" shall mean all actions, suits, claims, demands, investigations and proceedings of any kind, open, pending or threatened, whether mature, unmatured, contingent, known or unknown, at law or in equity, in any forum; "Contractor Parties" shall mean CIFIC's members, directors, officers, shareholders, partners, managers, principal officers, representatives, agents, servants, consultants, employees or any one of them or any other person or entity with whom CIFIC is in privity of oral or written contract (e.g. subcontractor) and CIFIC intends for such other person or entity to perform under this Agreement in any capacity.

CIFIC shall indemnify, defend and hold harmless the City and its respective officers, representatives, agents, servants, employees, successors and assigns from and against any and all (1) Claims arising, directly or indirectly, in connection with this Agreement, including the acts of commission or omission (collectively, the "Acts") of CIFIC or Contractor Parties; and (2) liabilities, damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, arising, directly or indirectly, in connection with Claims, Acts or this Agreement, including, without limitation, the Grant Agreement.

CIFIC shall use counsel reasonably acceptable to the City in carrying out its obligations under this section.

CIFIC shall reimburse the City for any and all damages to the real or personal property of the City caused by the Acts of CIFIC or any Contractor Parties. The City shall give the CIFIC reasonable notice of any such Claims.

CIFIC's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of this Agreement, including, without limitation, the Grant Agreement, without being lessened or compromised in any way, even where CIFIC is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims and/or where the State and/or the City is alleged or is found to have merely contributed in part to the Acts giving rise to the Claims. CIFIC shall not be responsible for indemnifying or holding the State or the City harmless from any liability solely from the negligence of the State or the City any other person or entity acting under the direct control or supervision of the State or the City.

This section shall survive the termination of the Agreement and shall not be limited by reason of any insurance coverage.

18. **NONDISCRIMINATION**

During the performance of this Agreement, the Contractor agrees not to discriminate nor to permit any discrimination against any employee or applicant for employment because of race, color, religion, age, sex, gender identity or expression,

marital status, national origin, sexual orientation, ancestry, present or past history of mental disability, intellectual disability, learning disability, physical disability including, but not limited to blindness, unless it is proven that the disability or characteristic prevents proper performance of the work involved.

19. **GENERAL CONDITIONS**

A. CIFC shall comply with all applicable federal, state or local statutes, regulations, ordinances, rules and other laws in the performance of this Agreement, and all requirements of the DHHS Grant Award.

B. Each and every provision and clause required by law to be inserted in this Agreement shall be deemed to be inserted and the Agreement shall be read and enforced as though such provisions and clauses were included herein. If, through mistake or otherwise, any such provision is not inserted or is not correctly inserted then the parties hereby agree to physically amend this Agreement to include such provision.

C. If any provision of this Agreement is held invalid, the balance of the provisions of this Agreement shall not be affected thereby if such provisions would then continue to conform to the requirements of applicable laws. The remaining provisions shall thereupon continue in full force and effect.

D. In no event shall anything in this Agreement be deemed to confer upon any person or entity agency status or third party beneficiary rights against the City. CIFC, its officers, employees and agents shall, at all times, act in an independent capacity and not as officers, employees or agents of the City or State of Connecticut.

E. This Agreement shall be governed by and construed in accordance with the laws of the State of Connecticut, the ordinances of the City of Norwalk and the terms and requirements of the Grant Award, and will be administered on behalf of the City by its Early Childhood Coordinator, Mary Oster, or her successor.

F. This Agreement and the exhibits and attachments hereto incorporate all of the understandings of the parties and supersede any and all agreements reached by the parties prior to the execution of this Agreement, whether oral or written. The City and CIFC each binds itself and its successors and assigns to the other party and to its successors and assigns with respect to each and every covenant of this Agreement. No amendment to or modification or other alteration of this Agreement shall be valid or binding upon the parties unless made in writing, signed by the parties and, if applicable, approved by the City's Common Council.

G. Any failure by the City or CIFC to insist upon strict performance by the other of any of the terms or provisions hereof shall not constitute a waiver of any right hereunder or at law. Each party hereto, notwithstanding any such failure, shall have the right to insist upon the strict performance by the other, of any and all of the terms and provisions of this Agreement. Neither party hereto shall be relieved of any obligation hereunder by

reason of the failure of the other to comply with or otherwise enforce any of the provisions of this Agreement.

H. CIFIC hereby agrees that, throughout the period of the Agreement all taxes, contractual obligations and audit responsibilities owed by CIFIC to the City shall be and remain current.

I. In the event that any Federal or State authority, or agency or court of competent jurisdiction subsequently determines CIFIC's use of the Matching Funds is to any extent improper, illegal or otherwise fails to conform with applicable laws and regulations, then CIFIC shall be responsible to immediately repay to the City all monies advanced or granted hereunder. Furthermore, such an event will give rise to the City's right to terminate this Agreement without notice or an opportunity to cure.

20. NOTICES

All notices, approvals, demands, requests, or other documents required or permitted under this Agreement, other than routine communications necessary for the day-to-day performance of services and activities, shall be deemed properly given if hand delivered, sent by email or facsimile with appropriate delivery confirmation, or within five (5) days that the same is sent by United States registered or certified mail, postage prepaid, to the following addresses:

To the City:

Early Childhood Coordinator
City of Norwalk
125 East Avenue, 3rd Floor
Norwalk, Connecticut 06851

With a copy to:

Office of Corporation Counsel
125 East Avenue, Room 237
P.O. Box 5125
Norwalk, Connecticut 06856-5125

Finance Department (For insurance purposes)
125 East Avenue
P.O. Box 5125
Norwalk, CT 06856-5125
Attn: Risk Manager

To Connecticut Institute For Communities, Inc.:

James H. Maloney, President and Chief Executive Officer
Connecticut Institute For Communities, Inc.
120 Main Street, 4th Floor
Danbury, Connecticut 06810

21. **ELECTRONIC SIGANTURES.**

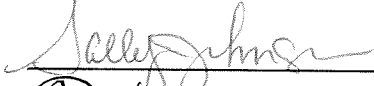
This Agreement may be executed and delivered via facsimile or electronic mail by either of the parties and the receiving party may rely on the receipt of such document so executed and delivered via facsimile or electronically as if the original had been received.

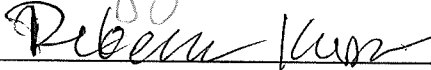
IN WITNESS WHEREOF, the parties have caused two (2) counterparts of this Agreement to be executed the day and year first above written.

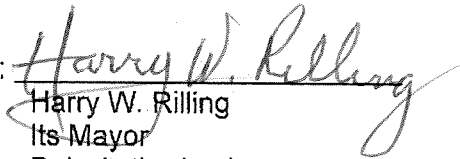
Signed, Sealed and Delivered
in the Presence of:

CITY OF NORWALK

Witnesses:





By: 

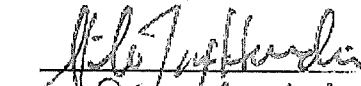
Harry W. Rilling
Its Mayor
Duly Authorized

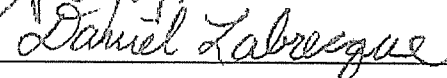
Date Signed: 5/28/2021

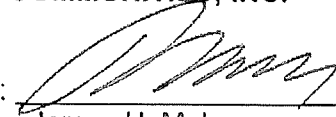
Signed, Sealed and Delivered
in the Presence of:

CONNECTICUT INSTITUTE FOR
COMMUNITIES, INC.

Witnesses:



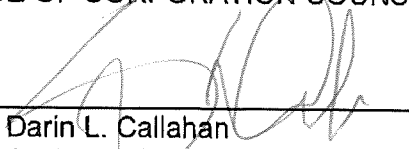


By: 

James H. Maloney
Its President and Chief Executive Officer
Duly Authorized

Date Signed: 4/19/21

APPROVED AS TO FORM:
OFFICE OF CORPORATION COUNSEL

By: 
Darin L. Callahan
Assistant Corporation Counsel

APPROVED AS TO
AVAILABILITY OF FUNDS:

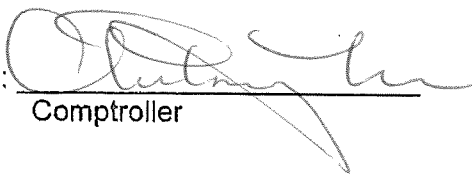
By:  05-27-2021
Comptroller

EXHIBIT A
GRANT AWARD



Department of Health and Human Services
Administration for Children and Families

Notice of Award

CC. JHM ✓

Award# 01CH010527-04-00

FAIN# 01CH010527

Federal Award Date: 12/09/2020

NT

DS

Recipient Information

- 1. Recipient Name**
Connecticut Institute For Communities, Inc.
120 Main St Fl 4
Danbury, CT 06810-7834
203-743-9760
- 2. Congressional District of Recipient**
05
- 3. Payment System Identifier (ID)**
1912187143A1
- 4. Employer Identification Number (EIN)**
912187143
- 5. Data Universal Numbering System (DUNS)**
165144226
- 6. Recipient's Unique Entity Identifier**
- 7. Project Director or Principal Investigator**
Mrs. Nicole Taxilarridis
taxilarridn@ct-institute.org
203-743-9760
- 8. Authorized Official**
Francis Muska
Board Chair
aui7@sbeglobal.net
2037439760x202

Federal Agency Information
ACF/OHS Region I Grants Office

- 9. Awarding Agency Contact Information**
Mr. Jeffrey Arciero
Grants Management Officer
jeffrey.arciero@acf.hhs.gov
617-565-2446

10. Program Official Contact Information

Ms. Marina Winkler
Regional Program Manager
marina.winkler@acf.hhs.gov
617-565-1797

Federal Award Information

- 11. Award Number**
01CH010527-04-00
- 12. Unique Federal Award Identification Number (FAIN)**
01CH010527
- 13. Statutory Authority**
42 USC 9801 ET SEQ.
- 14. Federal Award Project Title**
Head Start and Early Head Start
- 15. Assistance Listing Number**
93.600
- 16. Assistance Listing Program Title**
Head Start
- 17. Award Action Type**
Non-Competing Continuation
- 18. Is the Award R&D?**
No

Summary Federal Award Financial Information

19. Budget Period Start Date	01/01/2021	- End Date	12/31/2021
20. Total Amount of Federal Funds Obligated by this Action			\$881,572.00
20a. Direct Cost Amount			\$881,572.00
20b. Indirect Cost Amount			\$0.00
21. Authorized Carryover			\$0.00
22. Offset			\$0.00
23. Total Amount of Federal Funds Obligated this budget period			\$0.00
24. Total Approved Cost Sharing or Matching, where applicable			\$440,786.00
25. Total Federal and Non-Federal Approved this Budget Period			\$1,322,358.00
26. Project Period Start Date	05/01/2018	- End Date	04/30/2023
27. Total Amount of the Federal Award including Approved Cost Sharing or Matching this Project Period			\$6,053,469.00

28. Authorized Treatment of Program Income

Additional Costs

29. Grants Management Officer - Signature

Mr. Jeffrey Arciero
Grants Management Officer

30. Remarks



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 01CH010527-04-00
FAIN# 01CH010527
Federal Award Date: 12/09/2020

Recipient Information	
Recipient Name Connecticut Institute For Communities, Inc. 120 Main St Fl 4 Danbury, CT 06810-7834 203-743-9760	
Congressional District of Recipient 05	
Payment Account Number and Type 1912187143A1	
Employer Identification Number (EIN) Data 912137143	
Universal Numbering System (DUNS) 165144226	
Recipient's Unique Entity Identifier Not Available	
31. Assistance Type Project Grant	
32. Type of Award Service	

33. Approved Budget (Excludes Direct Assistance)	
i. Financial Assistance from the Federal Awarding Agency Only	
ii. Total project costs including grant funds and all other financial participation	
a. Salaries and Wages	\$651,940.00
b. Fringe Benefits	\$123,327.00
c. Total Personnel Costs	\$775,267.00
d. Equipment	\$0.00
e. Supplies	\$40,620.00
f. Travel	\$0.00
g. Construction	\$0.00
h. Other	\$36,131.00
i. Contractual	\$29,502.00
j. TOTAL DIRECT COSTS	\$881,572.00
k. INDIRECT COSTS	\$0.00
l. TOTAL APPROVED BUDGET	\$881,572.00
m. Federal Share	\$881,572.00
n. Non-Federal Share	\$440,786.00

34. Accounting Classification Codes						
FY-ACCOUNT NO.	DOCUMENT NO.	ADMINISTRATIVE CODE	OBJECT CLASS	AMT ACTION	FINANCIAL ASSISTANCE	APPROPRIATION
1-G014122	01CH01052704	ACFOHS	41.51		\$867,876.00	75-21-1536
1-G014120	01CH01052704	ACFOHS	41.51		\$9,875.00	75-21-1536
1-G014121	01CH01052704	ACFOHS	41.51		\$3,821.00	75-21-1536



Department of Health and Human Services
Administration for Children and Families

Notice of Award

Award# 01CH010527-04-00
FAIN# 01CH010527
Federal Award Date: 12/09/2020

35. Terms And Conditions

STANDARD TERMS

1. Paid by DHHS Payment Management System (PMS), see attached for payment information. This award is subject to the requirements of the HHS Grants Policy Statement (HHS GPS) that are applicable to you based on your recipient type and the purpose of this award.

This includes requirements in Parts I and II (available at <http://www.hhs.gov/grants/grants/policies-regulations/index.html>) of the HHS GPS. Although consistent with the HHS GPS, any applicable statutory or regulatory requirements, including 45 CFR Part 75, directly apply to this award apart from any coverage in the HHS GPS. This award is subject to requirements or limitations in any applicable Appropriations Act. This award is subject to the requirements of Section 106 (g) of the trafficking Victims Protection Act of 2000, as amended (22 U.S.C. 7104). For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>
This award is subject to the Federal Financial Accountability and Transparency Act (FFATA or Transparency) of 2006 subaward and executive compensation reporting requirements. For the full text of the award term, go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>. This award is subject to requirements as set forth in 2 CFR 25.110 Central Contractor Registration (CCR) and DATA Universal Number System (DUNS). For full text go to <http://www.acf.hhs.gov/discretionary-post-award-requirements>

Consistent with 45 CFR 75.113, applicants and recipients must disclose in a timely manner, in writing to the HHS awarding agency, with a copy to the HHS Office of Inspector General (OIG), all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Subrecipients must disclose, in a timely manner, in writing to the prime recipient (pass through entity) and the HHS OIG, all information related to violations of federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the federal award. Disclosures must be sent in writing to the awarding agency and to the HHS OIG at the following addresses:

The Administration for Children for Children and Families U.S. Department of Health and Human Services Office of Grants Management ATTN: Grants Management Specialist 330 C Street, SW., Switzer Building Corridor 3200 Washington, DC 20201 AND
U.S. Department of Health and Human Services Office of Inspector General ATTN: Mandatory Grant Disclosures, Intake Coordinator 330 Independence Avenue, SW, Cohen Building Room 5527 Washington, DC 20201 Fax: (202) 205-0604 (Include "Mandatory Grant Disclosures" in subject line) or Email: MandatoryGranteeDisclosures@oig.hhs.gov
Failure to make required disclosures can result in any of the remedies described in 45 CFR 75.371 Remedies for noncompliance, including suspension or debarment (See 2 CFR parts 180 & 376 and 31 U.S.C. 3321).

This award is subject to the requirements as set forth in 45 CFR Part 87. This award is subject to HHS regulations codified at 45 CFR Chapter XIII, Parts 1301, 1302, 1303, 1304 and 1305. Attached are terms and conditions, reporting requirements, and payment instructions. Initial expenditure of funds by the grantee constitutes acceptance of this award.

AWARD ATTACHMENTS

Connecticut Institute For Communities, Inc.

01CH010527-04-00

1. 01CH010527-04-00 CIFIC NCC Remarks

30. REMARKS (Continued from previous page)

This action awards partial funds for the 01/01/2021-12/31/2021 budget period.

The projected annual levels based on the application submitted for this period are \$1,398,444 for Head Start operations; \$337,308 for Early Head Start operations; \$19,750 for Head Start training and technical assistance; and \$7,641 for Early Head Start training and technical assistance. Subject to availability of a Fiscal Year 2021 appropriation, the balance of funds will be awarded at a later date.

Federal Head Start population: 120 children.

State Head Start population: 20 children.

Designated Head Start service area(s): Norwalk, Weston, Westport, Wilton, New Canaan in Fairfield County, Connecticut.

Approved program option(s) for the Head Start program: Center-based.

Early Head Start population: 16 infants, toddlers, and pregnant women.

Designated Early Head Start service area(s): Norwalk, Weston, Westport, Wilton, New Canaan in Fairfield County, Connecticut.

Approved program option(s) for the Early Head Start program: Center-based.

This grant is subject to the requirements included in Attachment 1.

Attachment 1

Award Number: 01CH010527/04

Recipient Organization: CONNECTICUT INSTITUTE FOR COMMUNITIES, INC.

This grant is subject to Section 640(b) of the Head Start Act and 45 C.F.R. § 1303.4 requiring a non-federal match of 20 percent of the total cost of the program. This grant is also subject to the requirements in Section 644(b) of the Head Start Act and 45 C.F.R. § 1303.5 limiting development and administrative costs to a maximum of 15 percent of the total costs of the program, including the non-federal match contribution of such costs. The requirements for a non-federal match of 20 percent and the limitation of 15 percent for development and administrative costs apply to the 01/01/2021-12/31/2021 budget period unless a waiver is approved. Any request for a waiver of the non-federal match, or a portion thereof, that meets the conditions under Section 640(b)(1)-(5) of the Head Start Act and 45 C.F.R. § 1303.4 or a waiver of the limitation on development and administrative costs that meets the conditions under 45 C.F.R. § 1303.5 must be submitted in advance of the end of the budget period. Any waiver request submitted after the expiration of the project period will not be considered.

The HHS Uniform Administrative Requirements (see 45 C.F.R. § 75.308(c)(1)(ii)) provide the authority to ACF to approve key staff of Head Start grantees. For the purposes of this grant, key staff is defined as the Head Start Director or person carrying out the duties of the Head Start Director if not under that title and the Chief Executive Officer, Executive Director and/or Chief Fiscal Officer if any of those positions is funded, either directly or through indirect cost recovery, more than 50 percent with Head Start funds.

Section 653 of the Head Start Act prohibits the use of any federal funds, including Head Start grant funds, to pay any portion of the compensation of an individual employed by a Head Start agency if that individual's compensation exceeds the rate payable for Level II of the Executive Schedule.

Prior written approval must be obtained for the purchase of equipment and other capital expenditures as described in 45 C.F.R. § 75.439(a). Prior written approval must also be obtained under 45 C.F.R. § 75.439(b)(3) and 45 C.F.R. Part 1303 Subpart E - Facilities to use Head Start grant funds for the initial or ongoing purchase, construction and major renovation of facilities. No Head Start grant funds may be used toward the payment of one-time expenses, principal and interest for the acquisition, construction or major renovation of a facility without prior written approval of the Administration for Children and Families.

EXHIBIT B
NORWALK CITY INSURANCE RIDER

INSURANCE RIDER

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the City from requiring additional limits and coverage to be provided under the Contractor's policies.

The insurance obligations under this agreement shall be (1) all the insurance coverage and/or limits carried by or available to the Contractor; or (2) the minimum insurance coverage requirements and/or limits shown in this agreement, whichever is greater.

Minimum Scope and Limits of Insurance:

Workers' Compensation insurance: With respect to all operations the Contractor performs, it shall carry workers' compensation insurance in accordance with the requirements of the laws of the State of Connecticut, and employer's liability limits of One Hundred Thousand Dollars (\$100,000) coverage for each accident, One Hundred Thousand Dollars (\$100,000) coverage for each employee by disease, Five Hundred Thousand Dollars (\$500,000) policy limit coverage for disease.

Commercial General Liability: With respect to all operations the Contractor performs it shall carry Commercial General Liability insurance providing for a total limit of One Million Dollars (\$1,000,000) coverage per occurrence for all damages arising out of bodily injury, personal injury, property damage, products/completed operations, and contractual liability coverage for the indemnification obligations arising under this Agreement. The annual aggregate limit shall not be less than Two Million Dollars (\$2,000,000).

It shall also provide General Liability due to Bodily Injury arising from physical abuse, sexual molestation or sexual misconduct. Bodily Injury includes mental anguish, mental injury, shock, fright or death resulting in physical injury.

Automobile Liability: With respect to each owned, non-owned, or hired vehicles the Contractor shall carry Automobile Liability insurance providing One Million Dollars (\$1,000,000) coverage per accident for bodily injury and property damage.

Umbrella/Excess Liability: With respect to all operations the Contractor performs, the insurance limits required can be provided with a combination of Umbrella or Excess Liability insurance that would "follow form" of the underlying required terms and conditions.

Sexual Misconduct and Molestation: With respect to all operations the Contractor performs it shall carry Sexual Misconduct and Molestation insurance limits of at least One Million Dollars

(\$1,000,000) per occurrence and must include an additional insured endorsement naming the City of Norwalk as additional insured. This insurance may be either a separate policy or an endorsement to the General Liability policy. General Liability must expressly state that there is no exclusion under Automobile coverage for this policy

Errors and Omissions/Professional Liability: With respect to any damage caused by an error, omission or any negligent or wrongful act of the Contractor, its employees, volunteers or others who work on your behalf or any subcontractors or sub-consultants performing or failing to perform any professional services under this Agreement, the Contractor shall carry One Million Dollars (\$1,000,000) coverage per claim.

"Tail" Coverage: If any of the required liability insurance is on a "claims made" basis, "tail" coverage will be required at the completion of the Project for a duration of twenty-four (24) months, or the maximum time period reasonably available in the marketplace. Contractor shall furnish certification of "tail" coverage as described or continuous "claims made" liability coverage for twenty-four (24) months following Project completion. Continuous "claims made" coverage will be acceptable in lieu of "tail" coverage provided its retroactive date is on or before the effective date of this Agreement. If continuous "claims made" coverage is used, Contractor shall be required to keep the coverage in effect for a duration of not less than twenty-four (24) months from the date of final completion of the Project.

Acceptability of Insurers: The Contractor's policies shall be written by insurance companies licensed to do business in the State of Connecticut, with an AM Best rating of A-VII, or better. Additionally, all carriers are subject to approval by the City of Norwalk and/or the Norwalk Board of Education, as appropriate.

Subcontractors: The Engineer shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractor. All Certificates of Insurance shall be provided to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager) as required herein.

Aggregate Limits: Any aggregate limits must be declared to and be approved by the City. It is agreed that the Contractor shall notify the City whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein. Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions: Any deductible or self-insured retention must be declared to and approved by the City. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Notice of Cancellation or Nonrenewal: Each insurance policy required shall be endorsed to state that coverage shall not be suspended, voided, cancelled, or reduced in coverage or in limits before the expiration date except after thirty (30) days prior written notice by certified mail,

return receipt requested, has been given to the City. Notwithstanding this requirement, the Contractor is primarily responsible for providing such written notice to the City thirty (30) days prior to any policy change or cancellation that would result in a change of the amount or type of coverage provided. In the event of any such change the Contractor shall provide comparable substitute coverage so that there is no lapse in applicable coverage or reduction in the amount of coverage available to the City related to the Contractor's Basic Services or Additional Services.

Waiver of Governmental Immunity: Unless requested otherwise by the City, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the City.

Additional Insured: The liability insurance coverage, except Errors and Omissions, Professional Liability, or Workers' Compensation, if included, required for the performance of the Services shall include the City and the State of Connecticut as additional insured parties with respect to the Contractor's activities to be performed under this Agreement. Coverage shall be primary and non-contributory with any other insurance and self-insurance.

Waiver of Subrogation: The Contractor hereby waives the right to subrogate or seek recovery from City of Norwalk and its insurance carriers.

Certificate of Insurance: As evidence of the insurance coverage required by this Agreement, the Engineer shall furnish Certificate(s) of Insurance to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager) prior to the Engineer's commencement of Basic Services under this Agreement. The Certificate(s) will specify all parties who are endorsed on the policy as Additional Insureds (or Loss Payees). The Certificates and endorsements for each insurance policy are to be signed by a person authorized by the insurer to bind coverage on its behalf. Renewals of expiring Certificates shall be filed thirty (30) days prior to expiration. The City reserves the right to require complete, certified copies of all required policies at any time.

All insurance documents required should be mailed to the City's Corporation Counsel and to the City's Finance Department (Attn: Risk Manager), P.O. Box 5125, Norwalk, Connecticut 06856-5125.

Waiver of requirements: The Corporation Counsel may vary these insurance requirements at Corporation Counsel's sole discretion if Corporation Counsel determines that the City's interests will be adequately protected by the provision of different types or other amounts of coverage.