COMMON COUNCIL NORWALK, CONNECTICUT | AGENDA 7:30 PM EST | APRIL 14, 2020 VIA TELECONFERENCE

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

To allow public access, anyone may access the meeting by either telephone, Zoom and/or the City of Norwalk Youtube Channel. Additional instructions for public access have been attached to the backup materials for this meeting (refer to attachment: "Participating and Attending Public Meetings Virtually). Please also see the information below concerning registration for this meeting.

Telephone Access (Listening Only)
Dial: 470-381-2552
Enter Webinar ID: 532 995 414

The Public may participate by registering in advance at:
https://zoom.us/webinar/register/WN_1vViHoJaQf6v9hGWhKStOg.

For those who wish to view but are not participating,
a live stream will be available on the City of Norwalk CT YouTube Channel
https://www.youtube.com/channel/UCRcAj0a6fNzo2prQ6LhSjVA

After registering, you will receive a confirmation email containing information about joining the webinar. Anyone who wants to provide public comment should submit them to the City Clerk, Donna King, at dking@norwalkct.org, in advance of the meeting. For these comments to be read into the record, they should be submitted at least three (3) hours in advance of the meeting start time. Donna King will read timely submitted public comments into the record at the meeting. For those who want to provide "live comments," they will need to use the Zoom link (see above) and click the raise your hand indicator. The host will call on them during the public comment section of the meeting.

Agenda

I. **ROLL CALL**

II. **ACCEPTANCE OF MINUTES** March 10, 2020

III. **PUBLIC PARTICIPATION**

IV. **MAYOR**

A. **RESIGNATION AND APPOINTMENTS**

RESIGNATIONS:

APPOINTMENTS:

REAPPOINTMENTS: Lewis A, Clark, Water Pollution Control Authority
John Flynn, Water Pollution Control Authority

MAYOR'S REMARKS:

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS

VI. REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS

A. CORPORATION COUNSEL

1. Authorization for discussion: Settlement: Rojas-Segura v. City of Norwalk

EXECUTIVE SESSION

VII. COMMON COUNCIL COMMITTEES

A. RECREATION, PARKS AND CULTURAL AFFAIRS COMMITTEE

1. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Lauren Shrage for the use of Calf Pasture Beach for the Light for Kara 5K Walk to be held Sunday, August 23, 2020 from 8:30 AM – 10:30 AM. Set up to begin at 6:00 AM with break down no later than 11:00 AM on Sunday, August 23, 2020. Estimated attendance 300.

2. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with American Foundation for Suicide Prevention for the use of Cranbury Park for their Out of the Darkness Community Walk to be held Sunday, October 25, 2020 from 8:30 AM – 12:00 Noon. Set up to begin at 7:30 AM with break down no later than 1:00 PM on Sunday, October 25, 2020. Estimated attendance 700

3. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Ninety 9 Bottles Events, LLC. for the use of Oyster Shell Park for their Craft Bear Festival to be held on Saturday, June 13, 2020 from 2:00 PM – 5:00 PM. Set up to begin at 9:00 AM with break down no later than 8:00 PM on Saturday, June 13, 2020. Estimated attendance 1,200

4. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with National Marine Manufacturers Association for their use of Calf Pasture Beach, Shady Beach, Taylor Farm and Marvin School for the 2020 Norwalk Boat Show to be held Thursday, September 24, 2020, Friday, September 25, 2020, Saturday, September 26, 2020 and Sunday, September 27, 2020 from 10:00 AM – 7:00 PM daily. Estimated attendance 15,000

5. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with the Exchange Club of Norwalk, CT for the Parking at Calf Pasture Beach, Shady Beach, Marvin School and Taylor Farm for the 2020 Norwalk Boat Show parking to be held Thursday, September 24, 2020 through Sunday, September 27, 2020 for a sum not to exceed $5,000.00. Account #014118-5258.

6. Authorize the Mayor, Harry W. Rilling, to enter into an agreement with Frank C. Godfrey American Legion Post 12 for the use of Veterans Park to host The Wall That Heals from Thursday, August 6, 2020 through Sunday, August 9, 2020 from 8:00 AM – 8:00 PM each day. Set up to begin at 9:00 AM on Tuesday, August 4, 2020 with break down no later than 8:00 PM on Monday, August 10, 2020. Estimated attendance 200 per day

B. ORDINANCE COMMITTEE

1. Approve the following revisions/amendments to Chapter 94 of the City Code:

   Chapter 94:
   o Ordinance name change to Chapter 94 of the City Code
   o Section 94-18: Disposal pass for residents and real property owners who pay vehicle tax to Norwalk
   o Section 94-19: Admission for residents and real property owners who do not pay vehicle tax to Norwalk
   o Section 94-20: Passes and permits
   o Section 94-21: Admission for non-residents and non-permit holders

2. Approve the following revisions/amendments to Chapter 74 of the City Code:

   Chapter 74:
   o Ordinance name change to Chapter 74, Article 1 of the City Code
   o Section 74-1: Free admission for residents and real property owners who pay vehicle tax to Norwalk
   o Section 74-2: Admission for residents and real property owners who do not pay vehicle tax to Norwalk
   o Section 74-3: Season sticker for residents and property owners of certain towns
   o Section 74-4: Parking fees
   o Section 74-5: Waterfront parking

3. Approve the following revisions/amendments to Chapter 95 of the City Code:

   Chapter 95:
   o Section 95-38: Policy and considerations
   o Section 95-39: Procedure

C. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1a. Authorize the Purchasing Agent to issue a Purchase Order to Insalco Corporation for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $232,962.18. Funds are available in Acct. #09185010 5777 C0608

1b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $11,648.00.

2a. Authorize the Purchasing Agent to issue a Purchase Order to Lakeshore Equipment Company dba Lakeshore Learning Materials for miscellaneous pre-kindergarten and kindergarten furniture for the Ponus Ridge School Addition and Alterations project for a total not to exceed $24,598.17. Funds are available in Acct. #09185010 5777 C0608

2b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $1,230.00.

3a. Authorize the Purchasing Agent to issue a Purchase Order to Robert H. Lord Company for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $161,698.11. Funds are available in Acct. #09185010 5777 C0608

3b. Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $8,085.00.

4a. Authorize the Purchasing Agent to issue a Purchase Order to RDC Holdings LLC, dba School Furnishings for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $14,764.58. Funds are available in Acct. #09185010 5777 C0608

4b. Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $1,000.00

5a. Authorize the Purchasing Agent to issue a Purchase Order to WB Mason Company for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $518,855.00. Funds are available in Acct. #09185010 5777 C0608

5b. Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $25,943.00

6a. Authorize the Purchasing Agent to issue a Purchase Order to ePlus Technology, Inc. for Network electronics, UPS and Phone Systems for the Ponus Ridge School Addition and Alterations project for a total not to exceed $85,528.11. Funds are available in Acct. #09185010 5777 C0608

6b. Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $4,276.00.

7a. Authorize the Purchasing Agent to issue a Purchase Order to Apple Inc. for Desktop Equipment for the Ponus Ridge School Addition and Alterations project for a total not to exceed $49,448.00. Funds are available in Acct. #09185010 5777 C0608

7b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $2,472.00.

8a. Authorize the Purchasing Agent to issue a Purchase Order to ESCEnvironmental Systems Corporation for Audio Video systems and Music Lab Devices for the Ponus Ridge School Addition and Alterations project for a total not to exceed $83,016.69. Funds are available in Acct. #09185010 5777 C0608

8b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $4,151.00.

9a. Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Building Service, LLC, for HVAC upgrade at the Norwalk Animal Control Building for a total not to exceed $69,682.08. Funds are available from account #014071 5561 and #0919 7100 5777 C0476

9b. Authorize the Office of Building Management to issue change orders on Contract for a total not to exceed $6,968.20.

D. FINANCE COMMITTEE

1. Accept and Approve the Report of the Claims Committee Dated:
March 12, 2020 and April 9, 2020.

2. For informational purposes only: Narrative on Tax Collections dated March 12, 2020 and April 9, 2020.

3. For informational purposes only: Monthly Tax Collector's Report Dated:
February 2020 and March 2020

4. Authorize the Mayor, Harry W. Rilling, to exercise the first and second extensions of the two (2) additional (1) one year extensions of the agreement between the City and Canon Solutions America, Inc. for City and Board of Education Centralized Mail Room Services at Norwalk City Hall, Project No. 3748, for an amount not to exceed $261,467.04 Account #: 01-100-013-13620-0-5259.

5. RESOLUTION: Approving a special capital appropriation in the amount of $275,000 to increase the available funds in the Public Works capital project, account 09204031-5777-C0313, Fleet Replacement, for the purchase of ten fleet vehicles and AssetWORKS Pool Car "Key Valet" software.

6. RESOLUTION: Authorizing the issuance of $275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation.

7. Authorize Mayor, Harry W. Rilling, to execute a document confirming to the Secretary of the Office of Policy and Management that the City of Norwalk has chosen to enact one or both of the tax relief programs set forth in the Governor's Executive Order 7S.

8. Review and approval of revised Operating and Capital Budget Deadlines schedule pursuant to State of Connecticut Executive Order 7C.

9. CFO FYE 2021 Operating Budget Update.

10. Authorize the Mayor, Harry W. Rilling, to execute a contract with Hilltop Securities Inc. to provide financial advisory consulting services for the period commencing July 1, 2020 and ending June 30, 2024, with pricing for services based upon the proposal submitted by Hilltop Securities Inc. to the City on January 28, 2020. Account #301340-5523.

11. Authorize the Mayor, Harry W. Rilling, to execute a contract with Blum, Shapiro & Company, PC to perform the City's annual financial statement audit for the five-year period fiscal years ending June 30, 2020, 2021, 2022, 2023 and 2024 for an amount not to exceed $495,000. Account #011310-5253.

E. <u>COMMUNITY SERVICES AND PERSONNEL COMMITTEE</u>

1. Authorize the Mayor, Harry W. Rilling, to execute any and all documents necessary to apply for and accept the School Readiness Grant which includes the Quality Enhancement Grant for the period July 1, 2020 to June 30, 2021.

VIII. <u>RESOLUTIONS FROM COMMON COUNCIL</u>

IX. <u>MOTIONS POSTPONED TO A SPECIFIC DATE</u>

X. <u>SUSPENSION OF RULES</u>

XI. <u>ADJOURNMENT</u>

REAPPOINTMENTS

WATER POLLUTION CONTROL AUTHORITY **M/C** **Nwlk. Code 91-2**

LEWIS A. CLARK (R) Term Expires – 4/01/23
24 Creeping Hemlock Drive
Norwalk, CT 06851

JOHN FLYNN (D) Term Expires – 4/01/23
9 Ledge Road
Norwalk, CT 06853

Instructions for Participating and Attending Public Meetings Virtually

CITY OF NORWALK

Norwalk City Hall
125 East Avenue, Room 202
Norwalk, CT 06851

TO: NORWALK RESIDENTS

FROM: THE MAYOR'S OFFICE

DATE: APRIL 6, 2020

RE: PARTICIPATING AND ATTENDING PUBLIC MEETINGS VIRTUALLY

Due to COVID-19, also known as the Coronavirus, the City has had to make a change in the way it conducts business to support the efforts of social/physical distancing to reduce community spread. As a result the City established a protocol for how to hold online Zoom meetings, the chosen virtual meeting software. This software allows the Common Council, Committees, Commissions, Authorities, Agencies, and other City meetings to conduct business virtually with the most available functions.

Using the Zoom platform you will be able to participate in public meetings by dialing in using the teleconference phone line or using the video conference link, both of which will be available on the meeting agenda (posted on the City of Norwalk's website), to listen and/or watch the meeting. For some meetings, as outlined on the agenda, you will be able to provide public comment.

Below are a few items to assist you in participating and to make sure that meetings progress accurately and efficiently for the record:

- **How to Test Your Audio and Internet Connection:** In order to make sure you are able to hear and have good internet connection using a computer be sure visit https://zoom.us/test before the meeting begins. If you have difficulty simply use the provided telephone call in number and mute your computer audio. This way you will be able to watch via the computer and listen via phone.

- **How to Join a Meeting and Participate or Watch a Meeting:** Meeting agenda's and notice are required to be posted to the City's website and calendar at least twenty-four (24) hours in advance of the meeting with all supporting materials and documentation for your review.

    - **To submit public comment** – there are two ways to participate in public comment:
        - **PUBLIC COMMENT Option 1:** It is strongly encouraged to submit all public comment before the meeting via email to the designated staff member (see the Designated Staff Members document posted on the City of Norwalk's website). Public comment received via email will be read by the designated staff member into the record, as part of the meeting, and will be provided to the Minute Taker for inclusion in the official meeting minutes. This is the simplest and most effective way to provide public comment on an agenda item. To watch the live stream via YouTube, please visit the URL link provided on the meeting agenda.
    - **PUBLIC COMMENT Option 2:** If you choose not to provide written comment in advance of the meeting, live comments will be permitted as part of the "public

comment/participation" or "public hearing" portion of the meeting, as identified by the Chair. For live comments you will need to use the Public Participation URL link, which will allow you to register with your name and phone number for the meeting. Once you have registered, you will be able to enter and participate in the meeting. For land use meetings, public hearing items are specifically listed on the agenda. If you wish to speak to a listed public hearing item, please use the "Raise Your Hand" function in the Zoom platform. The host will call on you and unmute you so you can speak. Please state your name and address for the record before you begin. You will have three minutes to comment. For other public agency meetings, please use the "Raise Your Hand" function in the Zoom platform when the meeting begins. The host will then call on you and unmute you so you can speak. Please state your name and address for the record before you begin. You will have three minutes to comment. Only items that are on the agenda can be commented on.

- **TO WATCH THE MEETING ONLY (no live public comment possible)**: A live stream has been set up for each meeting. To watch the live stream, please visit the URL link provided on the meeting agenda.
- **TO CALL INTO THE MEETING, WITHOUT A COMPUTER (no visual, or live public comment possible)**: A call in number will be provided on the meeting agenda. This will allow you to listen to the meeting, but it will not allow you to speak, as part of the meeting, or allow you to visually see the meeting take place.

- **How to register your Zoom account:** You have the option to register for your own Zoom account, but this is not required to listen or watch a meeting that is taking place. Before your first meeting be sure to go to https://zoom.us/ and sign up for free. You can also go directly to this link: https://zoom.us/signup. Here you will be able to provide your phone number, email, and name so that when you call in or watch live we will be able to identify you for the record and take your comments or questions accurately. This is required if you wish to give live comment during a Zoom meeting.

- **How to download Zoom:** You have the option to register for your own Zoom account, but this is not required to listen or watch a meeting that is taking place. Following your registration go to https://zoom.us/download to download Zoom. You DO NOT have to download Zoom to participate in a meeting. This is only to streamline the process. If you do not wish to download, skip this step and you can simply join by visiting the link provided on the City's website and the relative agenda. Please note that you will have limited capabilities if you just use the link. You will still be able to give comment but you may have other missing capabilities depending on your device.

- **Profanity, Hate Speech, Cursing, and Inappropriate Actions:** If anyone in the meeting uses any hate speech or any inappropriate language in the meeting you will be removed from the meeting and blocked from returning.

- **Seeing the Minutes and watching the Recording of the Meeting:** Within seven days of the meeting, the minutes as well as the recording will be posted to the City's website at https://www.norwalkct.org/1691/Recordings-of-Public-Hearings-and-Meetin (recordings), https://www.norwalkct.org/1077/Minutes (minutes), and also on the relative Common Council, Commission, Committee, or other's City of Norwalk webpage.

All in all, please remember that you are participating in a meeting virtually and take all possible precautions to ensure that the meeting can run smoothly and you can participate effectively. Should you have technical difficulties or questions please contact the designated staff member for the meeting. They will connect you with the appropriate person to answer your question.

Thank you all for your cooperation during this time. We hope to, virtually, see you all soon. Please ensure you and your families remain safe and healthy during this pandemic.

II

COMMON COUNCIL
NORWALK, CONNECTICUT

MARCH 10, 2020
COUNCIL CHAMBERS

ALL COMMON COUNCIL ACTIONS TAKEN AT THIS MEETING TO APPROVE EXPENDITURES AND CONTRACTS OR TO ACCEPT BIDS AND OTHER PROPOSALS REQUIRING THE EXPENDITURE OF CITY FUNDS ARE SUBJECT TO THE AVAILABILITY OF FUNDS

Mayor Rilling called the meeting to order at 7:33 p.m. and led the Assembly in reciting the Pledge of Allegiance.

Ms. King read the notice stating that the meeting was being audio recorded and videotaped with subtitles for public broadcast. She asked everyone to speak clearly, one at a time, into the microphone and said that assisted listening devices were available.

I. ROLL CALL

Ms. King called the Roll. The following Common Council members were present:

Council at Large:	Mr. Gregory Burnett Mr. Manny Langella	Ms. Dominique Johnson Ms. Barbara Smyth
District A:	Mr. David Heuvelman	Mr. Kadeem Roberts
District B:	Ms. Darlene Young	
District C:	Mr. John Kydes	Mr. George Theodoridis
District D:	Mr. George Tsiranides	Mr. Tom Keegan
District E:	Mr. Thomas Livingston	Ms. Lisa Shanahan

At Roll Call there were thirteen (13) Common Council members present and two (2) absent (Mr. Dumas and Mr. Sacchinelli)

Also present were Mayor Harry Rilling, City Clerk, Donna King and Corporation Counsel Mario Coppola.

II. ACCEPTANCE OF MINUTES

February 25, 2020

The following corrections were made:

Page 9: raging should be rating

** **MS. YOUNG MOVED TO APPROVE THE MINUTES AS AMENDED**
** **MOTION PASSED UNANIMOUSLY**

III. PUBLIC PARTICIPATION

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

Mr. John Romano spoke in support of this evening's appointees to the Harbor Management Commission. He put out a public call for women who wish to serve on the Harbor Management Commission.

Ms. Diane Lauricella spoke about the food recovery system and said she understood that the public would have to purchase the containers. She also asked the Common Council to table one of the three appointees to the Harbor Management Commission and said she was here to shine the light on gender diversity. She distributed a sheet that provided solutions as to how this process. Ms. Lauricella asked that a portal be created to announce board and commission openings on the City's website.

Ms. Lauricella said that she approached Mr. Romano, but he was unwilling to table the appointment of one of the three appointees to the Harbor Management Commission this evening.

Ms. Debbie Roselle was present to advocate for her husband Philip Roselle. She expressed concern over various sections of the Public Act No. 19-111.

IV. MAYOR

A. RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS:

APPOINTMENTS:

** **MR. ROBERTS MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

BRIAN KASPR, ARTS COMMISSION

Mr. Roberts spoke in support of the appointment.

** **MOTION PASSED UNANIMOUSLY**

** **MR. LANGELLA MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

DIANA REVOLUS, FAIR RENT COMMISSION

Mr. Langella and Ms. Young spoke in support of the appointment.

** **MOTION PASSED UNANIMOUSLY**

** **MR. KEEGAN MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

MATT GIFFORD, HARBOR MANAGEMENT

Mr. Keegan spoke in support of the appointment.

** **MOTION PASSED UNANIMOUSLY**

** **MR. ROBERTS MOVED TO APPROVE THE FOLLOWING APPOINTMENT**

BABAR R. SHEIKH, OAK HILLS PARK AUTHORITY

Mr. Roberts spoke in support of the appointment.

** **MOTION PASSED UNANIMOUSLY**

REAPPOINTMENTS:

** **MR. KYDES MOVED TO APPROVE THE FOLLOWING REAPPOINTMENTS**

ALAN L. KIBBE, HARBOR MANAGEMENT

DENNIS J. SANTELLA, HARBOR MANAGEMENT

Mr. Kydes spoke in support of the reappointments.

Ms. Johnson said she appreciated Mr. Romano effort to diversity the Harbor Management Commission.

** **MOTION PASSED UNANIMOUSLY**

Ms. King administered the Oath of Office to Mr. Kibbe, Mr. Gifford, Ms. Revolus and Mr. Sheikh

MAYOR'S REMARKS:

Mayor Rilling discussed the current situation with the Covid19 virus, including the Governor's Emergency Declarations. He said he and his team are meeting on a regular basis. He said they had to cancel extra-large events to help minimize the spread of the virus.

Mayor Rilling asked people to implement universal protective procedures, noting they do not know a lot about this particular strain. There is no inoculation for this, and they are learning something new every day. He said they learned that it is as, if not more contagious than the flu and can live on surfaces for more than a day.

Today, they had to cancel the Saint Patrick's Day parade. Mayor Rilling said it is a challenge and he has to make difficult decisions. He expressed appreciation for all the calls of support.

Mayor Rilling read a Proclamation for Women's History Month, which is celebrated in March.

V. COUNCIL PRESIDENT

A. GENERAL COUNCIL BUSINESS:

Ms. Smyth thanked Mr. Romano for his comments seeking more women to serve on the Harbor Management Commission.

RESIGNATIONS AND APPOINTMENTS

RESIGNATIONS: There were none.

APPOINTMENTS: There were none.

REAPPOINTMENTS:

** **MR. BURNETT MOVED TO APPROVE THE FOLLOWING REAPPOINTMENTS**

HAROLDO V. WILLIAMS, ETHICS BOARD

MIKLOS P. KOLESZAR, ETHICS BOARD

Mr. Burnett and Mr. Kydes spoke in support of Mr. Williams' reappointment. Mayor Rilling spoke in support of Mr. Williams' and Mr. Koleszar's reappointments.

** **MOTION PASSED UNANIMOUSLY**

Ms. King administered the Oath of Office to Mr. Williams and Mr. Koleszar.

B. CONSENT CALENDAR:

** **MR. LANGELLA MOVED THE FOLLOWING CONSENT CALENDAR:**

VII.A.1, VII.A.2, VII.A.3, VII.A.4, VII.A.5, VII.A.6, VII.C.1, VII.C.2, VII.D.1a, VII.D.1b, VII.D.2a, VII.D.2b, VII.D.3

VI. **REPORTS: DEPARTMENTS, BOARDS AND COMMISSIONS**

A. CORPORATION COUNSEL

VII. **COMMON COUNCIL COMMITTEES**

A. HEALTH AND PUBLIC SAFETY COMMITTEE

1. AUTHORIZE THE MAYOR HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO APPLY FOR AND ACCEPT GRANT FUNDS FROM THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION, IN THE AMOUNT OF $49,669.92. ACCOUNT TO BE DETERMINED.

2. AUTHORIZE THE POLICE CHIEF, THOMAS KULHAWIK, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS, INSTRUMENTS AND AMENDMENTS THERETO AS MAY BE NECESSARY TO IMPLEMENT ALL PROGRAMS THROUGH THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION HIGH VISIBILITY DISTRACTED DRIVING GRANT, PURSUANT TO SUCH GRANT FUNDING.

3. AUTHORIZE THE PURCHASING AGENT, SHARON CONNERS, TO EXECUTE A PURCHASE ORDER ON BEHALF OF THE POLICE DEPARTMENT, TO CI TECHNOLOGIES FOR THE PURCHASE OF IAPRO SOFTWARE AS PER SOLE SOURCE PROCUREMENT REQUEST, FOR AN AMOUNT NOT TO EXCEED $12,200.00. ACCOUNT #013049-5234.

4. AUTHORIZE THE POLICE CHIEF, THOMAS KULHAWIK, TO EXECUTE ANY AND ALL AGREEMENTS, DOCUMENTS OR AMENDMENTS AS MAY BE NECESSARY TO IMPLEMENT IAPRO ON A SOLE SOURCE PROCUREMENT BASIS.

5. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE ANY AND ALL DOCUMENTS NECESSARY TO EXECUTE A SERVICE AGREEMENT WITH LEXISNEXIS COPLOGIC SOLUTIONS, INC.

6. AUTHORIZE THE MAYOR, HARRY W. RILLING, UPON RECOMMENDATION AND REVIEW BY THE CORPORATION COUNSEL AND/OR ASSISTANT CORPORATION COUNSEL TO EXECUTE MEMORANDUM OF UNDERSTANDINGS BETWEEN THE NORWALK POLICE DEPARTMENT AND OTHER AGENCIES FOR THE PURPOSE OF PERMITTING OTHER AGENCIES TO USE AND ACCESS THE NORWALK POLICE DEPARTMENT FIRING RANGE FOR TRAINING PURPOSES.

C. PUBLIC WORKS COMMITTEE

1. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT BETWEEN THE CITY OF NORWALK AND TIGHE AND BOND, INC., TO PROVIDE CONSTRUCTION OBSERVATION SERVICES FOR DPW CAPITAL PROJECTS RELATED TO THE PAVING PROGRAM (PAVING, SIDEWALKS, DRAINAGE, ETC), FOR AN AMOUNT NOT TO EXCEED $210,850.00. ACCOUNT NO. 09 18 4021 5777 C0021 09 19 4021 5777 C0021

09 20 4021 5777 C0021 09 19 4021 5777 C0318 09 20 4021 5777 C0318 09 20 4027 5777 C0302 ED

2. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A LEASE AGREEMENT WITH THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION AT NO COST FOR THE CONSTRUCTION OF A PARKING LOT AS PART OF STATE PROJECT 102-350 NORWALK RIVER VALLEY TRAIL – PHASE 2.

D. LAND USE AND BUILDING MANAGEMENT COMMITTEE

1A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH CHAMPION MAINTENANCE CONTRACTOR FOR NEW CANAAN AVENUE FIRE STATION IMPROVEMENT PROJECT FOR A TOTAL NOT TO EXCEED $191,250.00. ACCOUNT #09153110 5777 C0557

1B. AUTHORIZE THE FIRE DEPARTMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $19,125.00 ACCOUNT #09153110 5777 C0557

2A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE A CONTRACT WITH ALL STATE CONSTRUCTION, LLC FOR THE NORWALK POLICE HEADQUARTERS – ROOF TOP MECHANICAL EQUIPMENT REPLACEMENT PROJECT FOR A TOTAL NOT TO EXCEED $30,112.00. ACCOUNT #09207100 5777 C0137

2B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $3,011.00.

3. "RESCIND: COMMON COUNCIL ACTION OF JANUARY 14, 2020 ITEM VII.D. 3A&B TO CORRECT THE NAME OF THE COMPANY FROM "UNIVERSAL BUSINESS SERVICES LLC" TO "UNIVERSAL BUILDING SERVICES, LLC". THE CORRECTED ACTION SHALL READ AS FOLLOWS:
RESCINDED

A. AUTHORIZE THE MAYOR, HARRY W. RILLING, TO EXECUTE AN AGREEMENT WITH UNIVERSAL BUILDING SERVICES, LLC FOR A TOTAL NOT TO EXCEED $64,839.96. FUNDS ARE AVAILABLE FROM ACCOUNT 0914 4071 5777 C0439.

B. AUTHORIZE THE OFFICE OF BUILDING MANAGEMENT TO ISSUE CHANGE ORDERS ON THE CONTRACT FOR A TOTAL NOT TO EXCEED $6,483.00

** **MOTION PASSED UNANIMOUSLY**

VII. COMMON COUNCIL COMMITTEES

B. COMMUNITY SERVICES AND PERSONNEL COMMITTEE

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

1. APPROVAL OF AND VOTE ON CITY PROCEDURE FOR COMPLIANCE WITH PUBLIC ACT NO. 19-111.

Mr. Burney explained that this evening's vote is on the procedure only. He added that this City of Norwalk procedure is for all applicants who may fall into the category. He explained the intent of the procedure.

** **MOTION PASSED UNANIMOUSLY**

Mayor Rilling expressed his thanks to Ms. Roselle.

C. PUBLIC WORKS COMMITTEE

** **MR. TSIRANIDES MOVED TO APPROVE THE FOLLOWING ITEM:**

3. AUTHORIZE THE CHIEF OF OPERATIONS AND PUBLIC WORKS, TO PURCHASE HOUSEHOLD FOOD COMPOSTING KITS FOR PILOT FOODS SCRAP COLLECTION PROGRAM FROM SPECIAL REVENUE ACCOUNT NO. 03 00 00 2612 (RESERVE FOR RECYCLING SUPPORT), FOR A SUM NOT TO EXCEED $10,000.00. MONEY COLLECTED FROM THE SALE OF THESE COMPOSTING KITS WILL BE DEPOSITED BACK INTO THE SAME SPECIAL REVENUE ACCOUNT.

Mr. Tsiranides explained that this is another example of the City of Norwalk's green initiative. He expressed his thanks to Ms. Shanahan and Mr. Livingston and all the others who worked on this.

Mr. Livingston said this is a small but very important first step. He commended Mayor Rilling and the Public Works Committee for moving this along.

Ms. Shanahan said this is a new initiative. A seminar will take place on April 29 at the Rowayton Center. Bins will be sold there; however, people do not need a bin. She said people will need a bag and bags will be sold there. Rowayton is 100% behind this initiative.

Mayor Rilling said this is important and a step in the right direction.

X. **MOTIONS POSTPONED TO A SPECIFIC DATE**

There were none.

XI. **SUSPENSION OF THE RULES**

There were none.

XII. **ADJOURNMENT**

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

There was no further business and the meeting was unanimously adjourned at 8:22 p.m.

Attest: ____________________________
Donna King, City Clerk

IV

Water Pollution Control Authority

Resume of Qualifications for Board Appointment

Name: Lewis W. Clark

Address: 24 Creeping Hemlock Dr. Norwalk CT. 06851

Occupation: Retired Birthday: 03/11/1938

Education: BS Chemical Engineering 1960, Carnegie Mellon University

MS Chemical Engineering 1964 Kansas State University

Work History: Twenty-six years with Dorr-Oliver Inc., Stamford, CT, a manufacturer of process equipment for the environmental and metallurgical industries. I was a process engineer for the design, sale and commissioning of a line of equipment. Later became head of the Process Engineering Department with an expertise in fluid bed incineration.

First visited the Norwalk plant in the late 1970's when Norwalk was incinerating their sewage sludge. For the next 25 years was in and out of the plant troubleshooting problems, commissioning the second Norwalk incinerator and sales visits with Dorr-Oliver customers.

WPCA Board member since 2007.

Dear Dilene:

Here is a little bit about me that you can include in my application for renewal on the Board for the WPCA.

I am a registered Professional Engineer in both New York and Connecticut. I have been in engineering practice for 60 years and retired in 2018.

I worked primarily in Manhattan as a consultant to high rise brick apartment building owners and since my retirement I have been happy to sit on the Board for the WPCA for approximately two years.

I hereby request that my service at the Board might be acceptable in order to renew my Board membership. I am in good health and would and want to continue to serve the WPCA.

Regards,

John Flynn

VII A

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2019

PRINT | PERSONAL/FAMILY: ____
COMPANY/BUSINESS ____

ORGANIZATION NAME: Light For Kara NON-PROFIT (501 C3) Yes ____ No X

NAME OF BENEFICIARY: Malta House / PSI CT Is this an Annual Event: Yes X No ____ # of years 3RD

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: Lauren Shrage TITLE: ____

YOUR NAME: Lauren Shrage TITLE: ____

ADDRESS: 5 Moorland Rd E-MAIL ADDRESS: LaurenMorrowShrage@gmail

CITY: Trumbull STATE: CT ZIP CODE: 06611

HOME PHONE: ____ BUSINESS PHONE: ____ CELL: 203-984-2765

FACILITY & EVENT INFORMATION

FACILITY/FIELD* REQUESTED: Calf Pasture # OF PARTICIPANTS: 300

EVENT: Light for Kara 5K DATE REQUESTED: 8/23/2020

SET UP TIME: 6AM STARTING TIME: 8:30 AM BREAKDOWN TIME: 10:30 AM ENDTIME: 11AM RAIN DATE: N/A
(RAIN DATE FOR BEACH RENTALS ONLY)

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY INCLUDING CRANBURY PARK

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

SERVING FOOD: YES NO ARE YOU USING A FOOD TRUCK? YES NO NAME: ____

ARE YOU REQUESTING A TENT? YES ____ NO *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY.

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES NO

BEACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ____ NO X
WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ____ NO X

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ____ NO X
If yes, name of person(s) ____ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [signature] DATE: 1/28/2020

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: 3/11/20 YES ____ NO ____ N/A ____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: ____ YES ____ NO ____ N/A ____

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

...NT PERSONAL/FAMILY______
COMPANY/BUSINESS______
...IZATION NAME: Club Connecticut NON-PROFIT (501C3) Yes X No____

...E OF BENEFICIARY: ______ Is this an Annual Event: Yes X No____ #of years 7
...ME OF CORPORATE OFFICER AUTHORIZED
...O EXECUTE THE LICENSE AGREEMENT: ______ TITLE: ______

YOUR NAME: JIM GERWECK TITLE: ______

ADDRESS: 156 Fillow St. Norwalk CT E-MAIL ADDRESS: jim@clubct.org

CITY: Norwalk STATE: CT ZIP CODE: 06850

HOME PHONE: 203 838 2745 BUSINESS PHONE: — CELL: 203 858 5449

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Vets Park/Oyster Shell # OF PARTICIPANTS ~~600~~ 500

EVENT: O'Neills 5K DATE REQUESTED: 5/17/20

SET UP TIME: 11AM STARTING TIME: 11AM BREAKDOWN TIME: 11AM ENDTIME: 11:30AM RAIN DATE: —
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK

SERVING FOOD: YES NO ARE YOU USING A FOOD TRUCK? YES NO NAME: ______

ARE YOU REQUESTING A TENT? YES___ NO ___ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES NO

BEACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES____ NO____
WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES____ NO____

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES____ NO ____
If yes, name of person(s) ______. Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: Jim Gerweck DATE: 2/20/20

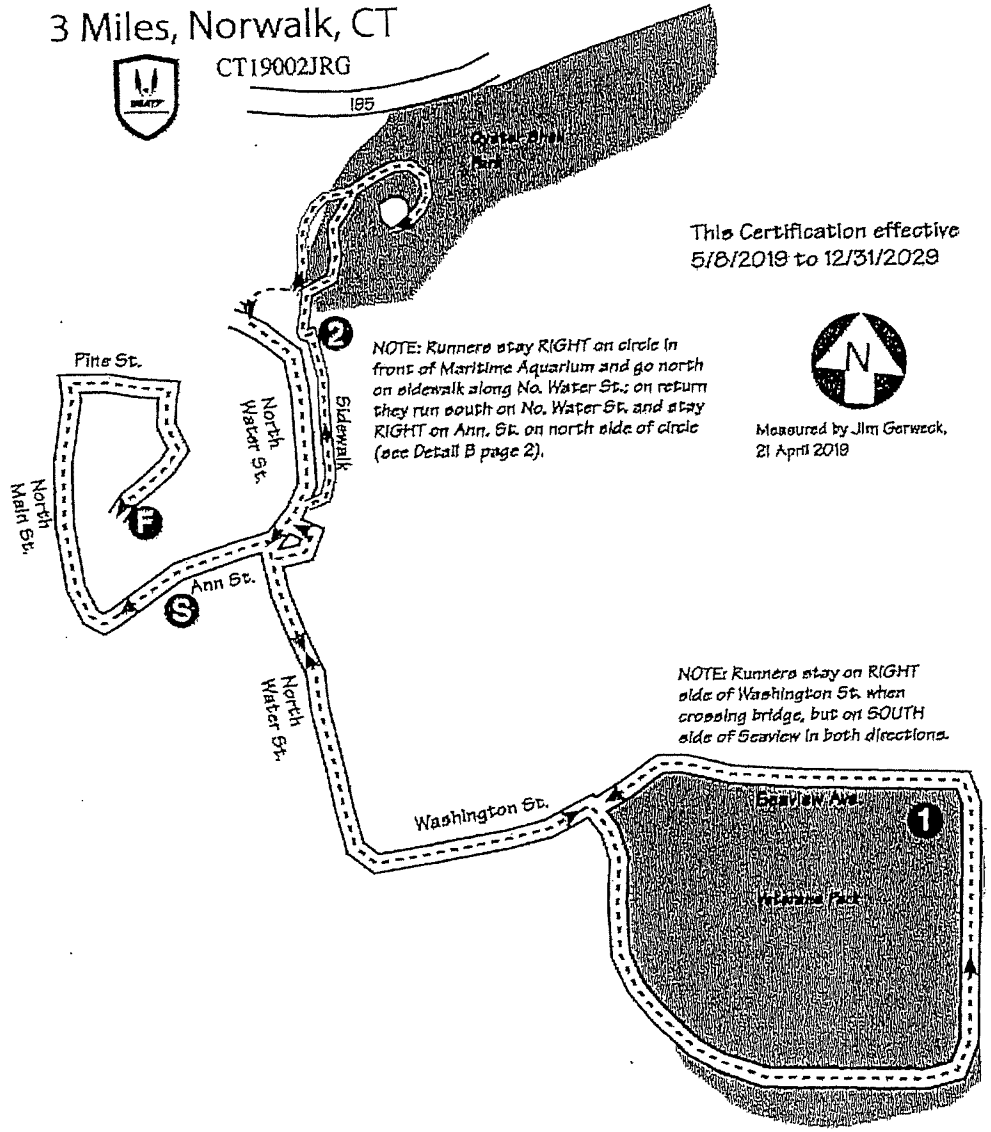
OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: ______ YES____ NO____ N/A ____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: ______ YES____ NO____ N/A ____

O'Neill's 2019

3 Miles, Norwalk, CT

CT19002JRG



CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

NT

PERSONAL/FAMILY________
COMPANY/BUSINESS _x________

ZATION NAME: _American Foundaton for Suicide Prevention________NON-PROFIT (501C3) Yes___x__ No_____

E OF BENEFICIARY: AFSP CT___________ Is this an Annual Event: Yes___x__ No_____ #of years____7____
ME OF CORPORATE OFFICER AUTHORIZED
O EXECUTE THE LICENSE AGREEMENT: _Michelle Peters____________TITLE: Area Director

OUR NAME: ______Michelle Peters________________________ TITLE: Area Director
ADDRESS: _PO BOX 333 Plainville CT 06062 _E-MAIL ADDRESS: _mpeters@afsp.org

CITY: _____Plainville ______________________________________ STATE: __CT________ZIP CODE: 06062

HOME PHONE: _860-794-2559_BUSINESS PHONE: _860-614-7208________________CELL:_860-614-7208______________

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: _Cranbury Park ______________________________________# OF
PARTICIPANTS_______700_______________________

EVENT: _Out of the Darkness Community Walk __________DATE REQUESTED: 10/25/2020 ______________________

SET UP TIME: __7:30______STARTING TIME: ___8:30______BREAKDOWN TIME: _12:00_______ENDTIME: _1:00pm_______ RAIN DATE: ________________

(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK

SERVING FOOD: NO ARE YOU USING A FOOD TRUCK? YES NAME: __TBD_______________________________

ARE YOU REQUESTING A TENT? YES_x____NO_____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES

BEACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES______NO_______
WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES______ NO_______

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES_______ NO _______
If yes, name of person(s) ______________________. Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: _Michelle Peters___________ DATE: ____1/22/2020________________

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: ____________ YES________ NO____________ N/A _______
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: ____________ YES________ NO____________ N/A _______

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

PERSONAL/FAMILY ________
COMPANY/BUSINESS X
NON-PROFIT (501C3) Yes ____ No X

SE PRINT
GANIZATION NAME: Ninety9 Bottles Events LLC

NAME OF BENEFICIARY: ____________ Is this an Annual Event: Yes X No ____ #of years 7

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: ____________ TITLE:

YOUR NAME: Kym Solena TITLE: Event Organizer

ADDRESS: 19 Midrocks Dr E-MAIL ADDRESS: ks00sus@yahoo.com

CITY: Norwalk STATE: CT ZIP CODE: 06851

HOME PHONE: ____________ BUSINESS PHONE: ____________ CELL: 2036445214

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Oyster Shell # OF PARTICIPANTS 1200

EVENT: Craft Beer Festival DATE REQUESTED: 6/13/20

SET UP TIME: 9 am STARTING TIME: 2 pm BREAKDOWN TIME: ______ ENDTIME: 5 pm RAIN DATE: no

(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: ~~YES~~ NO ARE YOU USING A FOOD TRUCK? YES NO NAME:

ARE YOU REQUESTING A TENT? YES ____ NO ____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO;
ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT
ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED
SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES NO
generator

BEACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES ______ NO ______
WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (including Splash Pad) at the Beach YES ______ NO ______

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES ______ NO ______

NORWALK RECREATION & PARKS DEPARTMENT
FACILITY APPLICATION FORM

PLEASE PRINT

PERSONAL/FAMILY
ASSOCIATION/CLUB
COMPANY/BUSINESS

ORGANIZATION NAME: __National Marine Manufacturers Association______
NAME OF CORPORATE OFFICER AUTHORIZED
TO EXECUTE THE LICENSE AGREEMENT: ____Jon Pritko______TITLE: __ Vice President of Northeast Shows________________

YOUR NAME: _____Josh Rosales________________________________TITLE:____Operations Manager____________

ADDRESS: _____330 West 38th Street, __________ E-MAIL ADDRESS: __jrosales@nmma.org______

CITY:_______New York____________________ STATE: ____NY______ZIP CODE: ________10018 __________________

HOME PHONE: ________________ BUSINESS PHONE: _646-370-3679_ CELL PHONE:__631-944-0469__________

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: __Calf Pasture Beach Park, Shady Beach, Marvin School Sites, Taylor Farm, _______

NUMBER OF PARTICIPANTS:__15,000+________ EVENT: ____2020 Norwalk Boat Show ______

DATE REQUESTED:___Sept. 24-27, 2020___________SET UP TIME: ___________ STARTING TIME:__10am Daily ____

ENDTIME: ___7pm Daily__(5pm on sunday)____RAIN DATE: ______N/a______________ (*RAIN DATE NOT APPLICABLE WITH PAVILION OR MANSION*)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES____ NO __X (exchange club)__________

ARE YOU SERVING FOOD: YES__X_______NO__________ (All food and beverages sold in Marina)

ARE YOU REQUESTING A TENT? YES - *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPT. *BOUNCING STRUCTURES; WATER DUNKING MACHINES; etc. REQUIRE A SEPARATE CERTIFICATE OF INSURANCE

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? NO

PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED ON CITY PARK PROPERTY; OPEN PIT FIRES ARE PROHIBITED
DEPOSIT/FEES ARE NON REFUNDABLE OR TRANSFERABLE; CERTIFICATE OF INSURANCE IS REQUIRED FOR ALL EVENTS

IS THE GROUP GOING TO SWIM? YES______ NO___X___ IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR

IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES_______ NO ____X____
If yes, name of person(S)______________________ Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency.

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: ______________________________ DATE: ___1/31/20__________

FOR OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: YES__________ NO__________ N/A _________DATE:____________
COMMON COUNCIL APPROVAL: YES__________ NO__________ N/A _________DATE:____________
DIRECTOR'S SIGNATURE: ______________________________ _________ DATE:____________
(Signature required)

Date to Committee:______________
Entered Into Calendar:______________
Deposit Received:______________
Insurance Received:______________
Entered Into RecTrac:______________

EXCHANGE
THE EXCHANGE CLUB OF NORWALK, CT

150 Connecticut Avenue * Norwalk, CT 06854-1930 * 203-852-1800

March 03, 2020

Nick Roberts
Director, Recreation & Parks Dept.
City Hall
East Avenue
East Norwalk, CT 06851

Dear Nick;

Please let this letter serve as a formal request to renew our contract for the parking at the annual **Norwalk International In-Water Boat Show.**

This event will be taking place on **September 24-27, 2020** at Cove Marina.

If you have any questions, please call, write or email.

Sincerely,

Ray A. Cooke

Ray A. Cooke
Past President, Norwalk Exchange Club
ray@exchangeclub.com

CITY OF NORWALK RECREATION & PARKS DEPARTMENT
FACILITIES RENTAL APPLICATION FORM 2018-2019

E PRINT

PERSONAL/FAMILY______
COMPANY/BUSINESS ______

RGANIZATION NAME: Frank C Godfrey American Legion Post 12 NON-PROFIT (501C3) Yes X No____

NAME OF BENEFICIARY: Jeffrey DeWitt Is this an Annual Event Yes____ No X #of years____

NAME OF CORPORATE OFFICER AUTHORIZED TO EXECUTE THE LICENSE AGREEMENT: ______ TITLE: ______

YOUR NAME: Jeffrey DeWitt TITLE: Chairman

ADDRESS: 28 Holiday Drive E-MAIL ADDRESS: jeffd1121@gmail.com

CITY: Norwalk STATE: CT ZIP CODE: 06851

HOME PHONE: ______ BUSINESS PHONE: ______ CELL: ______

FACILITY & EVENT INFORMATION

FACILITY REQUESTED: Veterans Park # OF PARTICIPANTS 200/day

EVENT: The Wall That Heals DATE REQUESTED: ______

SET UP TIME: 8/5 9:00am STARTING TIME: 8/4 4:00pm BREAKDOWN TIME: 8/9 3:00am ENDTIME: 8/9 6:00pm 8/10 RAIN DATE: none
(RAIN DATE FOR BEACH RENTALS ONLY)

ARE YOU REQUESTING THE USE OF ALCOHOLIC BEVERAGES AND/OR BEER KEGS? YES NO

(PLEASE NOTE: NO GLASS OR BOTTLES ALLOWED AT CITY PARK PROPERTY, INCLUDING CRANBURY PARK)

SERVING FOOD: YES NO ARE YOU USING A FOOD TRUCK? YES NO NAME: ______

ARE YOU REQUESTING A TENT? YES____ NO____ *ANY TENT (STRUCTURE) 10 x 10 FEET OR LARGER INCLUDING, BUT NOT LIMITED TO; ELECTRICAL LIGHTING EQUIPMENT, OVENS, GRILLS, ETC, REQUIRES A SEPARATE PERMIT FROM THE CODE ENFORCEMENT DEPARTMENT ADDITIONAL EQUIPMENT, i.e. INFLATABLES MUST RECEIVE APPROVAL FROM DIRECTOR OF RECREATION & PARKS. IF APPROVED SEPARATE INSURANCE MUST BE PURCHASED AND PRESENTED. BOUNCE HOUSES AND DRONES ARE NOT ALLOWED ON ANY CITY PROPERTY, INCLUDING SCHOOL GROUNDS AND PARKS. VIOLATION OF THIS RULE MAY JEAPORDIZE FUTURE EVENTS IN THE CITY

ARE YOU REQUESTING TO USE DISPLAY ADVERTISING AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SOLICIT CONTRIBUTIONS AT YOUR EVENT? YES NO
ARE YOU REQUESTING TO SELL FOOD, BEVERAGES, GOODS OR WARES? YES NO
WILL YOU BE USING TEMPORARY ELECTRICAL RESOURCES? YES NO

BEACH PERMITS ONLY:
WILL THE GROUP BE GOING INTO THE WATER IN ANY WAY, WADING, WALKING OR SWIMMING at the Beach? YES____ NO X
WILL THE GROUP HAVE ANY ACITIVITIES NEAR OR AROUND THE WATER (Including Splash Pad) at the Beach YES____ NO X

IT IS THE GROUP SUPERVISOR'S RESPONSIBILITY TO CONTACT THE LIFEGUARD SUPERVISOR ON DUTY SO THAT ALL RULES AND REGULATIONS ARE CLEAR AND ADHERED TO
IS A WATER SAFETY INSTRUCTOR OR A CERTIFIED LIFEGUARD ACCOMPANYING YOUR GROUP? YES____ NO ____
If yes, name of person(s) ______. Each group should have accessible a list with all the children's names that are attending the outings for accountability in case of emergency

ANY QUESTIONS ANSWERED YES, PLEASE EXPLAIN ON SEPARATE SHEET & ATTACH TO APPLICATION

APPLICANT'S SIGNATURE: [signature] DATE: 2/21/2020

OFFICE USE ONLY

RECREATION & PARK COMMITTEE APPROVAL: DATE TO COMMITTEE: ______ YES____ NO____ N/A ____
COMMON COUNCIL APPROVAL: DATE TO COMMITTEE: ______ YES____ NO____ N/A ____

VII B1

Chapter 94. ~~Solid Waste,~~ Collection and Disposal of Solid Waste and Use of Transfer Site and Yard Waste Site

§ 94-18 **Disposal pass for residents and/or real property owners who pay vehicle tax to Norwalk.**

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All non-commercial cars, SUVs and/or minivans of Norwalk residents and/or real property owners paying vehicle tax to Norwalk shall be entitled to free admission with a valid disposal pass to the Transfer Site and the Yard Waste Site. In order to maintain the validity of this pass, Norwalk residents and/or real property owners shall remain current on their vehicle tax. If Norwalk residents and/or real property owners are more than forty five days delinquent on their vehicle tax then this pass shall become invalid until the vehicle tax, and all applicable fees, interest and penalties, have been satisfied. The disposal pass must be displayed on the driver's side dashboard during use of both facilities.

§ 94-19 **Admission for residents and/or real property owners who do not pay vehicle tax to Norwalk.**

All non-commercial cars, SUVs and/or minivans of Norwalk residents and/or real property owners paying vehicle tax to a city other than Norwalk shall be entitled to purchase a disposal pass to the Transfer Site and the Yard Waste Site for a sum to be set pursuant to the Department of Operations and Public Works' fee schedule.

§ 94-20 **Passes and permits.**

A. A disposal pass, issued at the Norwalk Transfer Station by the Department of Operations and Public Works, is required for all non-commercial pickup trucks, vans and/or vehicles with trailers. Residents and/or real property owners with a non-commercial pickup truck, van and/or vehicle with trailer will be required to show a valid disposal pass in order to renew for a disposal pass.

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B. Commercial permits are required for all commercial vehicles. These permits are issued by the Department of Operations and Public Works. The fee schedule for commercial permits are set pursuant to the Department of Operations and Public Works' fee schedule.

§ 94-21 **Admission for non-residents, non-permit holders and/or non-real property owners.**

All vehicles of non-residents, non-permit holders and/or real property owners shall be entitled to use the transfer site and yard waste site for a sum to be set pursuant to the Department of Operations and Public Works' fee schedule.

VII B 2

Chapter 74. Parks and Recreation

Article I. Calf Pasture Beach~~, Transfer Station, Yard Waste Site~~ and Other City Parks

§ 74-1 **Free admission for residents and/or real property owners who pay vehicle tax to Norwalk. ~~with resident pass.~~**

A. All vehicles of Norwalk residents and/or real property owners paying vehicle tax to Norwalk ~~of the City~~ shall be entitled to free admission with a valid resident pass to the Norwalk public park system, ~~and the transfer station/yard waste site,~~ except as otherwise provided herein. In order to maintain the validity of this pass, Norwalk residents and/or real property owners shall remain current on their vehicle tax. If residents and/or real property owners are more than forty five days delinquent on their vehicle tax then this pass shall become invalid until the vehicle tax, and all applicable fees, interest and penalties, have been satisfied.

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B. To obtain a valid resident pass for a rental vehicle, residents and/or real property owners must provide the rental registration along with proof of residency by providing one of the following:

1. Current home lease/mortgage or property deed listing the Norwalk address and resident's name; or
2. Current City of Norwalk vehicle tax bill.

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C. A valid pass for a rental vehicle will issued as per the dates provided in the rental agreement.

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D. To obtain a valid resident pass for a company vehicle, residents and/or real property owners must provide the following:

1. Documentation from their employer on company letterhead stating that they are the sole driver of the vehicle;
2. A paystub from the employer who provided the letter in subsection (1); and
3. Proof of residency in Norwalk.

E. A valid pass for a company vehicle will be issued after providing all documentation identified in section D.

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§ 74-2 **Admission for residents and/or real property owners who do not pay vehicle tax to Norwalk.**

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All vehicles of Norwalk residents and/or real property owners paying vehicle tax to a city other than Norwalk shall be entitled to purchase a valid resident pass to the Norwalk public park system for a sum to be set pursuant to § 74-24 of the Code of the City of Norwalk.

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§ 74-3~~2~~ **Season sticker for residents and property owners of certain towns.**
All vehicles of residents and property owners of the Towns of New Canaan, Wilton, Weston, Redding and Ridgefield shall be entitled to a season parking privilege sticker to Calf Pasture Park from April 15 to October 15 in each year for a sum to be set pursuant to § **74-24** of the Code of the City of Norwalk.

§ 74-4~~3~~ **Parking fees.**

A. For all vehicles of persons other than those provided for in the three ~~two~~ preceding sections, a parking fee of a sum to be set pursuant to § 74-24 of the Code of the City of Norwalk shall be charged from January 1 to December 31 in each year.

B. Notwithstanding the foregoing, the Common Council may from time to time, by resolution, change the parking fees set out herein or may waive their imposition during short periods of time for special occasions or events.

~~§ 74-4 **Resident pass for certain residents and real property owners.**~~

~~A. The City will provide a resident pass for each of the following:~~

~~(1) Residents and real property owners of the City.~~

~~(a) The City of Norwalk resident pass is used by Norwalk residents and real property owners for access to the Norwalk transfer station and yard waste site, with noncommercial cars, SUVs, and/or minivans. The pass must be displayed on the driver's side dashboard during use of both facilities.~~

~~(b) Special permits are required for noncommercial pick-up trucks, vans and/or trailers that use either the Norwalk transfer station or yard waste site. These special permits are issued by the Department of Public Works.~~

~~(c) Commercial permits are required for all commercial vehicles that use either the Norwalk transfer station or yard waste site. These special permits are issued by the Department of Public Works.~~

~~(2) Residents of the surrounding towns named in § 74-2 of this Code will be supplied a sticker.~~

~~B. The sticker shall be prominently and permanently displayed as required by the Recreation and Parks Department and shall be nontransferable. Failure to display said sticker in a prominent and permanent manner as required by the Recreation and Parks Department shall be grounds for refusal into Calf Pasture Park, unless the nonresident fee is paid.~~

~~C. No fee shall be charged to Norwalk residents or real property owners for a resident pass.~~

§ 74-5 **Waterfront parking.**

No vehicles other than those owned by residents and/or real property owners of Norwalk ~~the City~~ shall park in the parking place along the waterfront at Calf Pasture Beach.

Commented [1]: Editor's Note: For parking provisions in general, see Ch. 98, Vehicles and Traffic.

§ 95-38 **Policy and considerations.**
If a City street or roadway is to be named in honor of an individual, it is generally required that such individual has made a significant contribution to the community through public service and deeds, and is respected for his or her accomplishments and good conduct. Consideration shall be given to individuals who have made recent accomplishments and contributions as well as individuals with historic ties to the City. An individual shall be deceased at least one year prior to the naming unless the Common Council determines by a two-thirds-majority plus one (11 votes) that a living individual or a person who has been deceased less than one year deserves the honor. Groups should not be in a position to influence the process by funding of past or future operations of the street or roadway, and it is ultimately important for the City to avoid any perception of improper manipulation, special favor, vested interest, or endorsement of businesses, products or services.

§ 95-39 **Procedure.**
Naming of City streets or roadways shall proceed as follows:

A. The proposed naming of a City street or roadway shall be placed on a Public Works regular meeting agenda for discussion and review. In the event that the street or roadway to be named is located within a City park, the proposed naming shall be placed on the Recreation, Parks and Cultural Affairs agenda for discussion and review.

B. A public hearing is required prior to forwarding the naming request to the full Common Council for approval. The hearing shall be held at a regular meeting of the Public Works Committee, and the scheduling of said hearing shall have been approved at a previous regular meeting by a majority vote of the Committee.

C. A two-thirds-majority (10 votes) of the Common Council is required for the approval of all honorary or historic street names, except in the case where a living individual or a person who has been deceased less than one year is the honoree in which case a two-thirds-majority plus one (11 votes) is required.

VII C

CITY OF NORWALK
Alan Lo, Buildings and Facilities Manager
alo@norwalkct.org P: 203-854-7877
Norwalk City Hall
125 East Avenue, PO Box 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

TO: NORWALK COMMON COUNCIL

FROM: ALAN LO, BUILDING & FACILITIES MANAGER

RE: PONUS RIDGE SCHOOL – FURNITURE FIXTURES & EQUIPMENT (FF&E)

DATE: APRIL 08, 2020

****

Subsequent to the Board of Education adoption of School Facilities Improvement Plan about 4 years ago, the City allocated $43 million for the addition and renovation of Ponus Ridge Middle School. The renovated Ponus Ridge School will be the home for a new Pre Kindergarten to 8th Grade Science Technology Engineering Arts and Math (STEAM) school program.

The existing Ponus Ridge Middle School, consisting of 6th, 7th and 8th grade classes, has a total enrollment of approximately 692 students. Each grade has a total of 9 sections. The existing building is approximately 104,000 square feet. The addition of PK to 5th Grade in 3 sections will increase student enrollment to 1,050 students. The new building addition(s) will be approximately 40,000 square feet. Overall, this project will contribute significantly to the City's efforts to increase school facilities necessary to meet enrollment needs.

At the present time the project is proceeding on budget with contingency set aside for upcoming summer work. Within the project budget, new furniture and technology was estimated for the expansion of the elementary program as well as for the re-programmed middle school classes and administration area in the amount of $1,665,000. As is consistent with the State's Office of School Construction Grants and Review (OSCG&R) and the City of Norwalk Purchasing requirements bid documents were compiled by the design team, approved by the State and issued for public bid through Norwalk's Purchasing Department.

The City received seven bids, however one was found to be non-compliant therefore was not accepted. The remaining six submissions were then further evaluated by the design team to create a comprehensive furniture package that complies with the specifications. Any alternative products and substitutions were closely evaluated to ensure that the final bid package aligned with the design intent. The design team's recommendations by vendor are hereby attached.

FF&E Budget		$1,665,000.00
Furniture bid	$ 952,878.04	
Technology Bid	$ 218,992.80	
Technology (Estimate) (Package to be presented for approval in May)	$ 116,634.63	
Sub-Total FF&E		$1,288,505.47
Remaining balance		$ 376,484.53

ACTION REQUESTED:

1a. Authorize the Purchasing Agent to issue a Purchase Order to Insalco Corporation for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $232,962.18. Funds are available in Acct. #09185010 5777 C0608

1b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $11,648.00.

2a. Authorize the Purchasing Agent to issue a Purchase Order to Lakeshore Equipment Company dba Lakeshore Learning Materials for miscellaneous pre-kindergarten and kindergarten furniture for the Ponus Ridge School Addition and Alterations project for a total not to exceed $24,598.17. Funds are available in Acct. #09185010 5777 C0608

2b. Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $1,230.00.

3a. Authorize the Purchasing Agent to issue a Purchase Order to Robert H. Lord Company for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $161,698.11. Funds are available in Acct. #09185010 5777 C0608

3b. Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $8,085.00.

4a. Authorize the Purchasing Agent to issue a Purchase Order to RDC Holdings LLC, dba School Furnishings for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $14,764.58. Funds are available in Acct. #09185010 5777 C0608

4b. Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $1,000.00

5a. Authorize the Purchasing Agent to issue a Purchase Order to WB Mason Company for various furniture items for the Ponus Ridge School Addition and Alterations project for a total not to exceed $518,855.00. Funds are available in Acct. #09185010 5777 C0608

5b. **Authorize the Purchasing Agent to issue a Change Order's on Purchase Orders for a total not to exceed $25,943.00**

6a. **Authorize the Purchasing Agent to issue a Purchase Order to ePlus Technology, Inc. for Network electronics, UPS and Phone Systems for the Ponus Ridge School Addition and Alterations project for a total not to exceed $85,528.11. Funds are available in Acct. #09185010 5777 C0608**

6b. **Authorize the Purchasing Agent to issue a Change Order on Purchase Orders for a total not to exceed $4,276.00.**

7a. **Authorize the Purchasing Agent to issue a Purchase Order to Apple Inc. for Desktop Equipment for the Ponus Ridge School Addition and Alterations project for a total not to excceed $49,448.00. Funds are available in Acct. #09185010 5777 C0608**

7b. **Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $2,472.00.**

8a. **Authorize the Purchasing Agent to issue a Purchase Order to ESC-Environmental Systems Corporation for Audio Video systems and Music Lab Devices for the Ponus Ridge School Addition and Alterations project for a total not to exceed $83,016.69. Funds are available in Acct. #09185010 5777 C0608**

8b. **Authorize the Purchasing Agent to issue a Change Order on Purchase Order for a total not to exceed $4,151.00.**

PERKINS —
EASTMAN

April 8, 2020

Mr. Alan Lo
Building and Facilities Manager
Engineering and Construction Division
City of Norwalk
125 East Avenue
Norwalk, CT 06851

RE: Ponus Ridge STEAM School
State Project #103-0246 EA/EC/CV
FF&E bid results and recommendations for Award

Dear Alan:

Perkins Eastman and their consultant, D'Agostino & Associates, offers the recommendations summarized below and in the attachments for award of the FF&E and Technology items/packages, which make up the OSCG Phase 2 of 2 for the Ponus Ridge STEAM School Project; approval for bid was received by the City from the State on March 6, 2020.

There were seven bidders for the FF&E items, only six bids were considered qualified. Three Technology items/systems were bid, the balance to be bought off of State Contract. There were no bidders for the three Technology items/systems. For those three items - Wireless AP's, Charger carts and the Visitor Management system – two quotes will be solicited for each item. Please also refer to D'Agostino's letter summarizing the procurement methods and results.

On March 31st, bids were due and opened by Norwalk Purchasing (handled digitally due to the COVID 19 situation). Norwalk Purchasing transmitted the bids to Perkins Eastman to use in developing the comparison and the list of recommendations for award. The FF&E attachments include the Bid Comparison matrix and individual sheets, organized by Dealer/Vendor, with the recommended items for award. For FF&E a combination of recommended items for a award are from five of the six bidders.

Summarized, at the bottom of this letter, are the total award values for each of the furniture vendors/dealers. A similar summary for the Technology portion is provided, based off of State Contract pricing and estimated values for the quotes that are being solicited.

Additionally, the team has prepared a proposed inventory of additional Middle School furniture for rooms that originally had not been slated to receive furniture. There is an opportunity to create an environment of unity across the School, by providing new furniture for both the areas of new construction and renovation along with areas that were only lightly touched by alternation. As background, the understanding is that this 'additional' Middle School furniture is not considered part of the project, so would not be eligible for reimbursement. The City's intent is to purchase these additional items as an extension from the bids that were submitted for the base project. The language for the bids allows the City to purchase one, none, all or more of the items using the unit costs from the bid.
Summarized below are the recommended awards for the bid, the 'additional' Middle School furniture is not summarized below (instead please see attachment). In

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Stamford
Toronto
Washington DC

addition to the attachments to this letter, please also refer to bid documents for details on the items and their locations.

RECOMMENDED FF&E AWARDS (see attachments for list of items)

DEALER/VENDOR FOR FURNITURE PACKAGE	TOTAL AWARD VALUE FOR RECOMMENDED ITEMS (ELIGIBLE + INELIGBILE)
1) Insalco	$232,962.18
2) Lakeshore	$ 24,598.17
3) RH Lord	$161,698.11
4) School Furnishings	$ 14,764.58
5) School Speicalty	$ 0
6) WB Mason	$518,855.00
TOTAL	**$952,878.04**

RECOMMENDED TECH + AV AWARDS (see D'Agostino's summary)

VENDOR + SYSTEM	TOTAL AWARD VALUE FOR RECOMMENDED ITEMS (ELIGIBLE + INELIGBILE)
1) ePlus (Network elec +UPS, phones)	$ 85,528.11
2) Apple (desktop equip)	$ 49,448.00
3) ESC (Audio Video)	$ 39,447.06
4) ESC (Music Lab Devices)	$ 44,569.63
5) TBD (Wireless AP's)	$ 87,254.63 (estimate)
6) TBD (Charging Carts)	$ 27,972.00 (estimate)
7) TBD (Visitor Manage System)	$ 1,408.00 (estimate)
TOTAL	**$ 335,627.43**

TOTAL FFE + TECHNOLOGY

VENDOR + SYSTEM	TOTAL AWARD VALUE FOR RECOMMENDED ITEMS (ELIGIBLE + INELIGBILE)
FFE	$952,878.04
TECHNOLOGY + AV	$335,627.43
TOTAL	**$1,288,505.47**

Sincerely,

Tina Greco, AIA, Senior Associate

cc: Joe Costa
Lynzee Halligan

Attachments:

- FFE: Bid Comparison Matrix, Award Recommendations for Insalco, Lakeshore, RH Lord, School Furnishings, School Specialty and WB Mason
- FFE: Additional MS Furniture matrix
- Technology and AV Summary letter from D'Agostino, Dated April 8, 2020

Ponus Ridge Steam School
INSALCO - RECOMMENDED ITEMS for AWARD

STATE #103-0246

TAG	IMAGE	BASIS OF DESIGN ITEM MANUFACTURER	BASIS OF DESIGN ITEM ITEM	INSALCO (1) MANUFACTURER	INSALCO (1) ITEM	INSALCO (1) UNIT COST	QUANTITY	WINNING BID	EXTENDED COSTS ELIGIBLE	EXTENDED COSTS INELIGIBLE	NOTES:
A-10		Safco	Office Trash/Recycling	BOD	BOD	$19.35	16	$19.35		$309.60	
AP-1		GE	Microwave	BOD	BOD	$195.94	1	$195.94	$195.94		
C-0		Paragon	Emoji Chair 12"	BOD	BOD	$68.76	36	$68.76	$2,475.36		
C-1		Paragon	Ready Chair 14"	BOD	BOD	$79.34	169	$79.34	$13,408.46		
C-2		Paragon	Ready Chair 16"	BOD	BOD	$79.34	150	$79.34	$11,901.00		
C-3		Paragon	Ready Chair 18"	BOD	BOD	$79.34	95	$79.34	$7,537.30		
CT-1		KI	Maestro Chair	BOD	BOD	$59.40	300	$59.40	$17,820.00		
D-1		Paragon	Student Desk 27x20	BOD	BOD	$185.12	156	$185.12	$28,878.72		
D-1A		Paragon	A&D Adjustable Student Desk	BOD	BOD	$206.27	9	$206.27	$1,856.43		
D-2		KI	IntelTect Wave	BOD	BOD	$129.00	151	$129.00	$19,479.00		
D-2A		KI	IntelTect Wave ADA	BOD	BOD	$157.50	8	$157.50	$1,260.00		
D-4A		KI	Adjustable Screen 35x24	BOD	BOD	$276.22	2	$276.22	$552.44		
F-1		KI	Connection Zone Pedestal	BOD	BOD	$220.73	54	$220.73	$11,919.42		
L-4		Media Technologies	2-Tier	BOD	BOD	$1,070.91	4	$1,070.91	$4,283.64		
L-5		Media Technologies	3-Tier	BOD	BOD	$1,142.73	2	$1,142.73	$2,285.46		
L-8		KI	MyPlace Backless Curve	BOD	BOD	$552.50	15	$552.50	$8,287.50		
M-1		National Public Seating	Melody Musician Chair	BOD	BOD	$59.29	38	$59.29	$2,253.02		
M-3		National Public Seating	Melody Music Stand	BOD	BOD	$35.46	38	$35.46	$1,347.48		
N-3		Safco	Medical Trash	BOD	BOD	$26.55	4	$26.55	$106.20		
S-2		KI	Ivy League Stool 18"	BOD	BOD	$55.50	48	$55.50	$2,664.00		
S-4		KI	Ivy League Stool 24"	BOD	BOD	$57.50	6	$57.50	$345.00		
ST-5		Hertz	Industrial Metal Shelving	Safco	6253 & 6256	$207.45	26	$207.45	$5,393.70		
ST-6		Steel Cabinets USA	All Purpose Storage Cabinet	BOD	BOD	$215.91	10	$215.91	$2,159.10		
ST-8		Safco	Industrial Metal Shelving	BOD	BOD	$142.65	20	$142.65	$2,853.00		
T-1		KI	Pirouette Nesting Training 60x18x29	BOD	BOD	$432.03	107	$432.03	$46,227.21		
T-2		KI	Pirouette Nesting Training 60x18x36	BOD	BOD	$517.40	3	$517.40	$1,552.20		
T-5		KI	EnSite Table	BOD	BOD	$442.50	6	$442.50	$2,655.00		
T-7		Paragon	Activity Puzzle Table	BOD	BOD	$481.30	15	$481.30	$7,219.50		
T-10		Lecro	Mystic End Table	BOD	BOD	$160.74	3	$160.74	$482.22		
T-11		Paragon	Youth Height Student Desk Rectangle	BOD	BOD	$267.09	4	$267.09	$1,068.36		
T-17		KI	Pirouette Nesting Training 60x24x36	BOD	BOD	$517.40	2	$517.40	$1,034.80		
T-18		Paragon	Student Desk Pacman	BOD	BOD	$267.09	3	$267.09	$801.27		
T-22		Studio Trends	Studio Desk	BOD	BOD	$470.58	29	$470.58	$13,646.82		
T-24		Paragon	Activity Table Kidney	BOD	BOD	$481.30	12	$481.30	$5,775.60		
T-25		Paragon	Youth Height Student Desk Rectangle	BOD	BOD	$325.27	6	$325.27	$1,951.62		
T-26		Paragon	Youth Height Student Desk Rectangle half	BOD	BOD	$325.27	3	$325.27	$975.81		
									ELIGIBLE	INELIGIBLE	TOTAL
						INSALCO TOTAL		FFE TOTAL:	$232,652.58	$309.60	$232,962.18

$232,962.18

Ponus Ridge Steam School
LAKESHORE - RECOMMENDED ITEMS for AWARD

STATE #103-0246

		BASIS OF DESIGN ITEM		LAKESHORE (2)					EXTENDED COSTS		NOTES:
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	WINNING BID	ELIGIBLE	INELIGIBLE	
A-2		Lakeshore	Mobile Easel	BOD	BOD	$413.03	23	$413.03	$9,500.84		
A-3		Lakeshore	Easy Stack Cot	BOD	BOD	$64.39	40	$64.39		$2,575.60	
A-4		Lakeshore	Easy Stack Cot Carrier	BOD	BOD	$82.79	4	$82.79		$331.16	
A-5		Lakeshore	Cot Clips	BOD	BOD	$10.11	8	$10.11		$80.88	
A-6		Lakeshore	Economy Sand & Water Table	BOD	BOD	$82.79	4	$82.79	$331.16		
A-14		Lakeshore	Folding Rest Mat	BOD	BOD	$36.79	1	$36.79		$36.79	
A-15		Lakeshore	Blocks	BOD	BOD	$119.59	5	$119.59	$597.95		
A-15B		Lakeshore	Block Shelf	BOD	BOD	$110.39	5	$110.39	$551.95		
R-1		Lakeshore	A Place For Everyone Carpet	BOD	BOD	$449.88	14	$449.88	$6,298.32		
R-2		Lakeshore	Everyone Carpet 9x8	BOD	BOD	$348.68	3	$348.68	$1,046.04		
R-3		Lakeshore	Comfy Round Rug 6'	BOD	BOD	$155.48	3	$155.48	$466.44		
R-5		Lakeshore	Comfy Rectangle Rug 9x12	BOD	BOD	$357.88	7	$357.88	$2,505.16		
S-6		Lakeshore	Balance Ball Seat	BOD	BOD	$22.99	12	$22.99		$275.88	

		ELIGIBLE	INELIGIBLE	TOTAL
LAKESHORE TOTAL	FFE TOTAL:	$23,297.86	$3,300.31	$24,598.17

$ 24,598.17

Ponus Ridge Steam School
ROBERT LORD – RECOMMENDED ITEMS for AWARD

STATE #103-0246

		BASIS OF DESIGN ITEM		ROBERT H. LORD (3)					EXTENDED COSTS			NOTES:
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	WINNING BID	ELIGIBLE	INELIGIBLE		
A-8		Smith System	Utility Cart	BOD	BOD	$392.80	1	$392.80	$392.80			
BK-10		VS America	Shift+Transfer Curved Double Sided Bookshelf	BOD	BOD	$1,816.00	12	$1,816.00	$21,792.00			
BK-15		VS America	Curved Single Sided Bookshelf	BOD	BOD	$1,340.00	2	$1,340.00	$2,680.00			
BK-2		VS America	Shift+Landscape Curved Bookshelf	BOD	BOD	$456.00	2	$456.00	$912.00			
BK-3		VS America	Shift+Landscape Straight Bookshelf	BOD	BOD	$404.00	12	$404.00	$4,848.00			
BK-6		Smith System	Booktruck	BOD	BOD	$409.58	3	$409.58	$1,228.74			
C-8		Coalesse	Enea Lottus Chair	ERG	6170	$203.99	14	$203.99	$2,855.86			BOD priced at $258 is rejected, lower priced and equal alternate is accepted.
C-9		Coalesse	Enea Lottus Stool	ERG	6188	$320.36	8	$320.36	$2,562.88			BOD priced at $350 is rejected, lower priced and equal alternate is accepted.
L-1		VS America	Shift+Landscape Curved Soft Seat	BOD	BOD	$880.00	23	$880.00	$20,240.00			
L-7		VS America	Shift+Landscape Rectangle Soft Seat	BOD	BOD	$1,077.60	15	$1,077.60	$16,164.00			
S-1G		VS America	Hokki Stool 12"	BOD	BOD	$80.00	22	$80.00	$1,760.00			
S-1B		VS America	Hokki Stool 15"	BOD	BOD	$83.20	29	$83.20	$2,412.80			
S-1R		VS America	Hokki Stool 18"	BOD	BOD	$92.80	17	$92.80	$1,577.60			
S-1H		VS America	Hokki Stool 24"	BOD	BOD	$104.00	40	$104.00	$4,160.00			
S-1L		VS America	Hokki Stool 24"	BOD	BOD	$104.00	8	$104.00	$832.00			
S-1A		VS America	Hokki Stool 24"	BOD	BOD	$104.00	12	$104.00	$1,248.00			
S-7		Smith System	Oodle 1 Base	BOD	BOD	$147.38	9	$147.38	$1,326.42			
S-8		Smith System	Oodle 3 Base	BOD	BOD	$198.87	3	$198.87	$596.61			
ST-4		VS America	Shift+Transfer Mobile Cabinets	BOD	BOD	$824.00	22	$824.00	$18,128.00			
T-6		Smith System	Elemental Round Table	BOD	BOD	$509.82	3	$509.82	$1,529.46			
T-12		Smith System	Interchange Racetrack Table	BOD	BOD	$526.43	10	$526.43	$5,264.30			
T-15		Paragon	HPL Science Table	BOD	BOD	$715.93	24	$715.93	$17,182.32			
T-20H		Smith System	Makerspace Table Hi-Top	BOD	BOD	$1,195.83	6	$1,195.83	$7,174.98			
T-20L		Smith System	Makerspace Table	BOD	BOD	$1,181.25	6	$1,181.25	$7,087.50			
T-21		Smith System	Elemental 6-Star Table	BOD	BOD	$622.68	18	$622.68	$11,208.24			
T-27		Smith System	Elemental 5-Star Table	BOD	BOD	$545.30	12	$545.30	$6,543.60			
									ELIGIBLE	INELIGIBLE	TOTAL	
				ROBERT H LORD TOTAL				FFE TOTAL:	$161,698.11	$0.00	$161,698.11	$161,698.11

Ponus Ridge Steam School
SCHOOL FURNISHINGS - RECOMMENDED ITEMS for AWARD

STATE #103-0246

		BASIS OF DESIGN ITEM		SCHOOL FURNISHINGS (4)					EXTENDED COSTS			
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	WINNING BID	ELIGIBLE	INELIGIBLE		NOTES:
A-9		Valley Forge Flag	U.S. Classroom Flag	BOD	BOD	$17.80	44	$17.80	$783.20			
A-12		KI	Roomscape Single Bed	BOD	BOD	$791.92	1	$791.92		$791.92		
L-6		Media Technologies	2-Tier Inside Corner	BOD	BOD	$1,414.11	1	$1,414.11	$1,414.11			
M-8		Wenger	Folding Conductor's Podium	BOD	BOD	$508.07	1	$508.07	$508.07			
T-14		Academia	Butcher Block Table	BOD	BOD	$938.94	12	$938.94	$11,267.28			
									ELIGIBLE	INELIGIBLE	TOTAL	
				SCHOOL FURNISHINGS TOTAL				FFE TOTAL:	$13,972.66	$791.92	$14,764.58	$ 14,764.58

STATE #103-0246

Ponus Ridge Steam School
WB MASON - RECOMMENDED ITEMS for AWARD

		BASIS OF DESIGN ITEM		WB MASON (6)					EXTENDED COSTS		NOTES:
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	WINNING BID	ELIGIBLE	INELIGIBLE	
A-1		KI	Connection Zone Mobile Screen	BOD	BOD	$1,495.00	12	$1,495.00	$17,940.00		
A-7		AWT World Trade Inc.	Port-O-Rack Drying Rack	BOD	BOD	$855.00	2	$855.00	$1,710.00		
A-11T		Rubbermaid	Classroom Trash	BOD	BOD	$7.00	36	$7.00		$252.00	
A-11R		Rubbermaid	Classroom Recycling	BOD	BOD	$8.50	36	$8.50		$306.00	
A-13		Greatmats	Gym Wall Pads	BOD	BOD	$93.00	63	$93.00	$5,859.00		
BK-4		BCI Libraries	Mdi Book Browser	BOD	BOD	$1,295.00	3	$1,295.00	$3,885.00		
BK-5A		Shulz	Single Sided Starter 13x36	BOD	BOD	$1,270.00	3	$1,270.00	$3,810.00		
BK-5B		Shulz	Single Sided Adder 13x36	BOD	BOD	$1,110.00	5	$1,110.00	$5,550.00		
BK-5C		Shulz	Ratio Shelving Double Sided	BOD	BOD	$1,695.00	3	$1,695.00	$5,085.00		
BK-5D		Shulz	Double Sided Adder 24x30	BOD	BOD	$1,475.00	3	$1,475.00	$4,425.00		
BK-5E		Shulz	Double Sided Adder 24x34	BOD	BOD	$1,475.00	3	$1,475.00	$4,425.00		
BK-5F		Shulz	Single Sided Starter 13x40	BOD	BOD	$1,240.00	8	$1,240.00	$9,920.00		
BK-5G		Shulz	Single Sided Adder 13x40	BOD	BOD	$1,059.00	12	$1,059.00	$12,708.00		
BK-7		Shulz	Ratio Inform Curve Shelving	BOD	BOD	$4,350.00	4	$4,350.00	$17,400.00		
BK-8		Virco	Bookshelf	BOD	BOD	$795.00	74	$795.00	$58,830.00		
C-4		KI	Ruckus Stack Chair 18"	BOD	BOD	$138.00	476	$138.00	$65,688.00		
C-6		KI	Ruckus Stool	BOD	BOD	$141.50	44	$141.50	$6,226.00		
C-7		Steelcase	Cobi	Humanscale	W16BMS1CF57	$429.00	57	$429.00	$24,453.00		Only vendor to submit BOD is disqualified (Red Thread). BOD priced at $375 is rejected, higher priced but equal
C-10		KI	Oath Task	BOD	BOD	$286.00	67	$286.00	$19,162.00		
C-11		West Elm	Work Slope Lounge Chair	Allsteel	CLG-UGAIIO	$734.00	11	$734.00	$8,074.00		Only vendor to submit BOD is disqualified (Red Thread). BOD priced at $532 is rejected, higher priced but equal alternate is accepted.
C-12		KI	Ruckus Stack Chair 15"	BOD	BOD	$136.00	37	$136.00	$5,032.00		
CF-2		KI	Shape Table Oval	BOD	BOD	$765.00	8	$765.00	$6,120.00		
CF-3		KI	Shape Table Rectangle 10'	BOD	BOD	$728.00	16	$728.00	$11,648.00		
CF-4		KI	Shape Table Rectangle 12'	BOD	BOD	$789.00	9	$789.00	$7,101.00		
D-3		KI	Workup Adjustable Crank Table 54x24	BOD	BOD	$604.00	53	$604.00	$32,012.00		
D-3A		KI	Universal Height Adjustable Screen 60x24	BOD	BOD	$394.00	3	$394.00	$1,182.00		
D-4		KI	Workup Adjustable Crank Table 36x24	BOD	BOD	$601.00	3	$601.00	$1,803.00		
D-5		BCI Libraries	Inform Desk	BOD	BOD	$6,345.00	2	$6,345.00	$12,690.00		The needed quantity of this item has increased from (1) to (2). The added D-5 will substitute the D-6 which received no bids.
F-2		KI	700 Series 4 Drawer Lateral File	BOD	BOD	$404.00	11	$404.00	$4,444.00		
F-3		Steelcase	Lateral File/Bookshelf	AIS	X-LAT2D FS36741 X-SO3C3736	$855.00	25	$855.00	$21,375.00		Only vendor to submit BOD is disqualified (Red Thread). BOD priced at $808 is rejected, higher priced but equal alternate is accepted.
F-4		KI	700 Series 4 Drawer Lateral File	BOD	BOD	$705.00	15	$705.00	$10,575.00		
L-2		KI	MyPlace 26" Round	BOD	BOD	$364.00	34	$364.00	$12,376.00		
L-3		Studio TK	Qui Ottoman 60"	BOD	BOD	$2,320.00	2	$2,320.00	$4,640.00		
L-9		Lesro	Sofa	BOD	BOD	$796.00	4	$796.00	$3,184.00		
L-10		BCI Libraries	Cocoon Module Horizontal	BOD	BOD	$2,090.00	2	$2,090.00	$4,180.00		
L-11		KI	MyPlace Lounge	BOD	BOD	$754.00	9	$754.00	$6,786.00		
L-12		KI	MyPlace Lounge Corner	BOD	BOD	$709.00	5	$709.00	$3,545.00		
L-13		Studio TK	Qui Ottoman 44.5"	BOD	BOD	$1,469.00	3	$1,469.00	$4,407.00		
M-2		National Public Seating	Music Chair Dolly	BOD	BOD	$155.00	3	$155.00	$465.00		
M-4		National Public Seating	Melody Music Stand Dolly	BOD	BOD	$295.00	2	$295.00	$590.00		
M-5		Marco Group	Mobile Violin/Viola Rack	BOD	BOD	$990.00	2	$990.00	$1,980.00		
M-6		Marco Group	Mobile Cello Rack	BOD	BOD	$856.00	1	$856.00	$856.00		
M-7		Wenger	Preface Conductor's Stand	BOD	BOD	$200.00	1	$200.00	$200.00		
M-9		Marco Group	Tall Folio Cabinet	BOD	BOD	$1,040.00	1	$1,040.00	$1,040.00		
M-10		Marco Group	Instrument Storage 4	BOD	BOD	$765.00	4	$765.00	$3,060.00		
M-11		Marco Group	Instrument Storage 6	BOD	BOD	$849.00	2	$849.00	$1,698.00		
N-1		Clinton Industries	Medical Cot	BOD	BOD	$415.00	8	$415.00	$3,320.00		
N-2		KI	MyWay Lounge	BOD	BOD	$955.00	1	$955.00	$955.00		
S-3		Clinton Industries	Medical Exam Stool Pneumatic	BOD	BOD	$117.00	2	$117.00	$234.00		

Ponus Ridge Steam School
WB MASON - RECOMMENDED ITEMS for AWARD

		BASIS OF DESIGN ITEM		WB MASON (6)					EXTENDED COSTS			STATE #103-0246
TAG	IMAGE	MANUFACTURER	ITEM	MANUFACTURER	ITEM	UNIT COST	QUANTITY	WINNING BID	ELIGIBLE	INELIGIBLE		NOTES:
ST-1		Steelcase	High Density Storage	AIS	X-SARTRS01524	$900.00	30	$900.00	$27,000.00			Only vendor to subm't BOD is disqualified (Red Thread). BOD priced at $1,400 is rejected, lower priced and equal alternate is accepted.
ST-2		KI	Connection Zone Lockers	BOD	BOD	$992.00	5	$992.00	$4,960.00			
ST-3		Global Industrial	Mobile Workcenter	BOD	BOD	$490.00	6	$490.00	$2,940.00			
ST-7		Norva Nivel	Steamspace Inv Caddy	BOD	BOD	$1,199.00	11	$1,199.00	$13,189.00			
T-3		KI	Pirouette Round Custom 25"	BOD	BOD	$552.00	3	$552.00	$1,656.00			
T-4		KI	Pirouette Nesting Collab 60x30x29	BOD	BOD	$531.50	12	$531.50	$6,378.00			
T-8		KI	Pirouette Square	BOD	BOD	$501.00	2	$501.00	$1,002.00			
T-9		Spec Furniture	Endzone 96x36x42	BOD	BOD	$2,095.00	1	$2,035.00	$2,035.00			
T-13		KI	Pirouette Round Table	BOD	BOD	$529.00	11	$529.00	$5,819.00			
T-19		KI	Pirouette Nesting Training 60x36x29	BOD	BOD	$590.00	18	$590.00	$10,620.00			
									ELIGIBLE	INELIGIBLE	TOTAL	
				WB Mason Total				FFE TOTAL:	$519,297.00	$558.00	$518,855.00	$518,855.00

d'agostino
& ASSOCIATES
Technology ~ Security ~ Audio Visual

Technology FF&E narrative

Project: Ponus Ridge School
Furniture, Furnishings and Equipment
State Project No. 103-0246-EA/EC/CV
Phase 2 of 2

Summary:

The following summarization defines the Technology systems, along with their intended functionality, which are planned to be specified into the above referenced project.

The Technology Systems described within this section shall include Network Electronics, UPS's, Wireless Access Points & Controllers, Voice Systems, Audio Visual systems and security equipment.

TECHNOLOGY SYSTEMS:

Network Electronics:

All devices shall be procured via the State of CT, DAS contract #DAS-18PSX0202. All configuration shall be performed by the BOE-IT department.

The Active Network Electronics have been specified as indicated by Owner. These devices shall support the data, security (access controls and video surveillance) and all current and future A/V application networks. Minimally, these devices shall be 10/100/1000 gigabit, Layer 3 protocol technology that will accommodate multiple VLANS, multicasting and routing capabilities. All of the Network devices shall be located within the TR's and MER and mounted onto the 19" racks.

There is no Master Format written specification sections required for these items, they are listed within the estimates which will be sent for pricing via the DAS contract portal.

Uninterrupted Power Supplies (UPS's):

All devices shall be procured via the State of CT, DAS contract #DAS-18PSX0202. All configuration shall be performed by the BOE-IT department.

UPS's shall be specified to provide continuous power to the network electronics and servers during a power outage for a predetermined period of time so that the client can have ample time to power down the electronics or for standby power to initiate.

There is no Master Format written specification sections required for these items, they are listed within the estimates which will be sent for pricing via the DAS contract portal.

Wireless Access Points:

All devices shall be publicly bid, thus a specification section 27 21 33 has been provided.

The Wireless system has been specified as indicated by Owner. Wireless Access Point's shall allow WiFi capability for student, staff and guests to access the Local Area Network and the internet. These Wifi devices shall be managed via a local wireless controller.

Voice System:

All devices shall be procured via the State of CT, DAS contract #DAS-18PSX0202. All configuration shall be performed by the BOE-IT department.

The Telephone System has been specified per the owner and is the same manufacturer currently utilized by the city of Norwalk.

There are only handsets included within this project and shall supplement the existing handsets within the school.

All handsets shall be capable to send and receive outside phone calls, which can be configured with an access code to attain an outside call.

The voice system and all handsets within this system shall interface with the Public Address (PA) system to allow for secured access to the controls of the PA system via any handset on the telephone system. This configuration was specified within the base construction technology specifications.

There is no Master Format written specification sections required for these items, they are listed within the estimates which will be sent for pricing via the DAS contract portal.

Audio Visual Products:

All devices shall be procured via the State of CT, DAS contract #DAS-19PSX0015.

This section has multiple AV devices that have been specified as indicated by Owner.

This items include:

- Digital Signage to display messages and other information within the main corridors.
- Green screen studio to be used for video productions and distribution.
- Other peripheral devices are indicated within the estimates.

There is no Master Format written specification sections required for these items, they are listed within the estimates which will be sent for pricing via the DAS contract portal.

Charging carts to charge mobile teaching devices shall be publicly bid and are shown in the technology Bid form and specification # 274163 - Audio Video Accessories. There will be one charging cart per teaching space as indicated on the Room Matrix sheet.

Music Lab Equipment;

All devices shall be procured via the State of CT, DAS contract #DAS-19PSX0015.

This section has multiple AV devices that have been specified as indicated by Owner. The devices specified were requested by the owner for curriculum to be taught.

Security Equipment – Visitor Management System

These devices shall be publicly bid for procurement and delivery to the Owner. All setup and required configuration shall be performed by the BOE-IT department.

These devices shall perform a background verification of all visitors visiting the school.

There is no Master Format written specification sections required for these items, they are listed within the estimates which will be sent for pricing via the DAS contract portal.

Desktop Equipment:

All devices shall be procured via the State of CT, DAS contract #DAS-13PSX0280.

These Apple devices are required to operate the Music Lab Audio Visual systems.

d'agostino & ASSOCIATES
Technology ~ Security ~ Audio Visual

April 8, 2020

RE: Ponus Ridge School Alterations & Additions
21 Hunter Lane
Norwalk, CT 06850
State Project # 103-0246 EA/EC/CV
Phase 2 of 2
Technology, Security & Audio-Visual Bid Results & Recommendations

Dear Committee:

The intent of this letter is to provide an update with the Technology FFE systems.

We have received State of CT DAS quotes for the following:

SYSTEM	ELIGIBLE	INELIGIBLE	TOTAL	CONTRACTOR / DAS Contract #
Network Electronics & UPS	$85,528.11		$ 85,528.11	ePlus - State DAS #18PSX0202
Phones	included in Above			ePlus - State DAS #18PSX0202
Desktop Equipment	47,432.00	$ 2,016.00	49,448.00	Apple - State DAS #13PSX0280
Audio Video Systems	21,167.06	18,280.00	39,447.06	ESC - State DAS #19PSX0015
Music Lab Devices	6,141.16	38,428.47	44,569.63	ESC - State DAS #19PSX0015
SUB-TOTAL	$160,268.33	$58,724.47	$218,992.80	

The following items were bid as part of the publicly bid manual, as they are not included as part of the State of CT, DAS contracts. No bids were received for these items. Our office will solicit 2 separate proposals for the Wireless AP's and the Charging Carts. We suggest procuring the Visitor Management System directly from the manufacture.

SYSTEM	ELIGIBLE	INELIGIBLE	TOTAL	CONTRACTOR
Wireless AP's	$87,254.63	$ 0.00	$87,254.63	Estimate – Soliciting 2 Quotes
Charging Carts	27,972.00	$ 0.00	27,972.00	Estimate – Soliciting 2 Quotes
Visitor Manage System	1,308.00	$100.00	1,408.00	Estimate
SUB-TOTAL	$116,534.63	$100.00	$116,634.63	Estimate
TOTAL	$276,802.96	$58,824.47	$335,627.43	

Our office makes the following award recommendations to be considered by the Building Committee:

NETWORK ELECTRONICS & UPS & PHONE SYSTEMS $ 85,528.11
State DAS #18PSX0202
ePlus Technology, Inc.
200 Corporate Place, Suite 300
Rocky Hill, CT 06067
Contact: Steve Plante | Senior Account Executive
Cell: 401-338-5069

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Technology - Security - Audio Visual

DESKTOP EQUIPMENT $ 49,448.00
State DAS #13PSX0280
Apple Inc.
5505 W Parmer Lane
Bldg 7
Austin, TX 78727
Contact: Jerry Mortensen
Phone: +1-512-6746877
email: jmortensen@apple.com

AUDIO VIDEO SYSTEMS $ 39,447.06 (* quote includes $9,217.03 for Installation)
& MUSIC LAB DEVICES $ 44,569.63 (* quote includes $9,217.04 for Installation)
ESC - State DAS #19PSX0015
ESC - Environmental Systems Corporation
18 Jansen Court
West Hartford, CT 06110
Contact: JD Centola
Phone: 860-953-8800
Cell: 860-883-3977

* Quotes above include a cost for installation – If installation is by BOE or AV Instructor, there would be a savings of $18,434.07. Additionally, the curriculum software was not included in the MUSIC LAB quote as it needs to be procured and registered by the BOE. This software is also ineligible for reimbursement.

Please contact me should have any questions regarding these budgetary estimates.

Best regards,

Marc J. D'Agostino

Enclosures: Technology Narrative
ePlus Bid Quotation 22486456
Apple Quote: 2206166526
ESC Quote dated April 7, 2020

TO: MEMBERS OF LAND USE & BUILDING MANAGEMENT COMMITTEE

FROM: NEIL RENNIE, PROPERTY MANAGER JL for Neil

DATE: APRIL 7, 2020

RE: NORWALK ANIMAL CONTROL – HVAC UP-GRADES

****

The Norwalk Animal Control Building is located at South Smith Street on the same property of the sewer treatment plant and DPW garage. It was constructed in 2002 and is 3,653 square feet. The building is heated by propane boilers which supply heat by hydronic heating system. The kennels are heated by two ceiling mounted heating units and during peak heating season, these units were only able to maintain heat at an average of sixty (60) degree. In the summer time, there is no air conditioning in the kennel except for two exhaust fans. Although the system met the requirements at the time, improvements to the animal living conditions are desired.

Recently, the City allocated $79,000.00 in the operating budget in an effort to implement HVAC improvements in the kennels. On February 20, 2020 the City's Purchasing Department solicited bids for the installation and up-grades to the HVAC system for the kennel side of the building. The new system will incorporate duct work with vents above every other dog kennel, new blower box with both heating and cooling exchangers. There will be a new fresh air system installed with tempered air (pre-heated or pre-cooled). The City received four (4) bids. The results are as follows:

FIRM	Low Bidder
UNIVERSAL BUILDING SERVICE, LLC	**$69,682.08**
SAV-MOR COOLING & HEATING INC.	$74,400.00
ALL STATE CONSTRUCTION INC.	$75,132.00
PERFORMANCE PLUMBING & HEATING, LLC	$102,970.00

Subsequent to a revaluation of the bid results, the Purchasing Department and the Office of Building Management are recommending the award to the apparent lowest bidder, Universal Building Service, LLC in the amount of $69,682.08. Every effort will be made to complete this project before peak cooling season.

ACTION REQUESTED:

a. **Authorize the Mayor, Harry W. Rilling, to execute an agreement with Universal Building Service, LLC, for HVAC upgrade at the Norwalk Animal Control Building for a total not to exceed $69,682.08. Funds are available from account #014071 5561 and #0919 7100 5777 C0476**

b. **Authorize the Office of Building Management to issue change orders on Contract for a total not to exceed $6,968.20.**

VII D

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
ACAR LEASING LTD	18-MV-300349	$211.27	PRORATION
	18-MV-300355	$451.58	PRORATION
	18-MV-300835	$179.87	PRORATION
ACAR LEASING LTD	18-MV-300458	$136.31	PRORATION
	18-MV-300527	$358.85	PRORATION
ACAR LEASING LTD	18-MV-300281	$524.76	PRORATION
ACAR LEASING LTD	18-MV-300783	$203.97	PRORATION
ARBIETRO-CORTEZ WILFREDO	18-MV-303022	$21.90	PRORATION
ARI FLEET LT LTD	18-MV-303231	$308.64	PRORATION
BIJOU JARED M	18-MV-401365	$15.67	PRORATION
CAB EAST LLC	18-MV-401794	$77.42	PRORATION
CAM BEATRICE	16-MV-309464	$914.28	PRORATION
	17-MV-309645	$684.79	PRORATION
	18-MV-309655	$605.18	PRORATION
CARTER ANNMARIE	18-MV-310603	$193.40	PRORATION
CRIOLLO-CHICA EUSEBIO B	18-MV-314862	$196.36	PRORATION
DEGENNARO JEANETTE	18-MV-316779	$72.17	PRORATION
FESENMEYER ELIZABETH M	16-MV-321853	$259.81	PRORATION
	17-MV-321998	$229.50	PRORATION
	18-MV-322165	$199.90	PRORATION
GARCIA-GARCIA ROBERTO	18-MV-366436	$31.67	PRORATION
GONZALEZ-FERREIRA ANEL ANAUDI	18-MV-326952	$118.46	PRORATION

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE — APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
HONDA LEASE TRUST	18-MV-331145	$60.96	PRORATION
	18-MV-331455	$399.29	PRORATION
	18-MV-331530	$73.73	PRORATION
	18-MV-406925	$108.39	PRORATION
HONDA LEASE TRUST	18-MV-331226	$387.90	PRORATION
	18-MV-330982	$442.08	PRORATION
HONDA LEASE TRUST	18-MV-331608	$323.02	PRORATION
HYUNDAI LEASE TITLING TRUST	18-MV-332407	$91.81	PRORATION
	18-MV-332450	$309.49	PRORATION
	18-MV-332587	$71.62	PRORATION
JACOBS JEFFREY L	18-MV-900049	$88.67	PRORATION
JOHNSON DOMINIQUE ELISE	18-MV-334177	$25.17	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334892	$127.28	PRORATION
JP MORGAN CHASE BANK NA	18-MV-334965	$63.01	PRORATION
KUPIEC KATARZYNA E	18-MV-337772	$269.82	PRORATION
LAMPERT SAM M	18-MV-800438	$139.28	PRORATION
LOPEZ-ESCALANTE WILDER JOSE	18-MV-356125	$70.55	PRORATION
MCLAREN REBECCA ADAMS	18-MV-343923	$260.90	PRORATION
MCRAE SHENIKA	18-MV-409567	$89.32	REFUND PYRL GARNISH
MOREL ANDREA	18-MV-346436	$369.88	PRORATION
	18-MV-346437	$173.73	PRORATION
NISSAN INFINITI LT	18-MV-349021	$182.00	PRORATION
NISSAN INFINITI LT	17-MV-348600	$336.25	PRORATION
	18-MV-348952	$345.29	PRORATION

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
RJ MASE LLC	17-MV-356371	$84.61	PRORATION
	18-MV-356850	$226.11	PRORATION
	18-MV-356849	$131.25	PRORATION
ROSALES SERGIO ARTURO	18-MV-357990	$287.93	PRORATION
RYDER TRUCK RENTAL INC	17-MV-412583	$94.06	PRORATION
SANTANA JESUS M	18-MV-359571	$488.02	PRORATION
SCHENARTS CHRISTOPHER PETER	18-MV-360150	$36.60	PRORATION
TOYOTA LEASE TRUST	18-MV-414216	$290.19	PRORATION
TOYOTA LEASE TRUST	18-MV-366957	$631.26	PRORATION
	18-MV-367074	$158.95	PRORATION
TOYOTA LEASE TRUST	18-MV-367395	$186.10	PRORATION
TOYOTA LEASE TRUST	18-MV-SEE BACK UP	$4,896.76	PRORATION
TOYOTA LEASE TRUST	18-MV-366898	$381.12	PRORATION
	18-MV-366908	$84.18	PRORATION
TSINGERLIOTIS GEORGE	18-MV-367727	$37.21	PRORATION
VENEGAS JOSE A	17-MV-415457	$133.71	PRORATION
VW CREDIT LEASING LTD	18-MV-370931	$707.16	PRORATION
	18-MV-371261	$218.62	PRORATION
	18-MV-371287	$157.82	PRORATION
VW CREDIT LEASING LTD	18-MV-370843	$649.53	PRORATION
VW CREDIT LEASING LTD	18-MV-371178	$144.04	PRORATION
	18-MV-371182	$215.42	PRORATION
	18-MV-371229	$108.12	PRORATION
	18-MV-371271	$218.62	PRORATION

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE — **APPROVED BY TAX COLLECTOR**

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
BEAN NANCY 8 HILLTOP RD 5-84A-39-0	18-RE-102284	$239.38	CORR HOT TUB VALUE
CARKNER ROBERT 16 NEW CANAAN WAY 5-53-9-16	18-RE-104372	$165.98	WEBSITE ERROR (INT)
CHARLESON LESLIE TRUST 10 NYLKED 6-60-6-0	18-RE-104922	$224.64	SPA VALUE CORR
DECICCIO JOSEPH 6 CRICKLEWOOD LN 5-26-43-0	18-RE-106924	$59.84	CORR HOT TUB VALUE
FRATARCANGELO ROSEMARY FRATARCANGELO PETER 14 FIRESIDE CT 5-63-168-0	18-RE-109785	$239.38	CORR THERAPUTIC SPA
GLAZER GROUP 194 PERRY AVE 5-39-19-0	18-RE-110735	$1,088.70	WEBSITE ERROR

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE **APPROVED BY TAX COLLECTOR**

PAY TO:	BILL No & AMOUNT REFUNDED	REASON
GLAZER J ANDREW & MARSHA 192 PERRY AVE 5-39-18-0	18-RE-110738 $481.86	WEBSITE ERROR
HAGOPIAN ERIN 80 COUNTY ST 212E 5-8-61-2/2E	18-RE-128908 $1,242.38	OVER PYMT
HOBBEHEYDAR, JAMSHID & MARGARET 14 POINT RD 5-84A-181-0	18-RE-112421 $239.38	CORR HOT TUB VALUE
ION BANK 2 CANFIELD CROSSING 3-78-13-2	18-RE-117451 $995.26	CORR HOT TUB VALUE
KEET GLENN 7 SYCAMORE ST 3-49-13-0	18-RE-113872 $161.63	WEBSITE ERROR
LERETA TAX SERVICES 24 SADDLE RD 5-16-126-0	18-RE-109356 $3,507.26	PAID IN ERROR/ OVER PAYMENT

AGENDA

CLAIMS COMMITTEE MEETING — **MARCH 12, 2020**

REFUNDS PROCESSED CLAIMS COMMITTEE — **APPROVED BY TAX COLLECTOR**

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
LERETA LLC			
16 CHRISTY ST			
5-58-99-0	18-RE-107763	$245.32	CORR SPA VALUE
LERETA LLC			
14 BETMARLEA RD			
5-63-119-0	18-RE-108387	$474.76	CORR SPA VALUE
LIBERTY BANK			
3 RAMPART RD			
5-73B-39-0	18-RE-126458	$245.32	CORR HOT TUB VALUE
MEGRUE JOHN F JR			
23 SHAGBARK RD			
5-84A-13A-0	18-RE-117708	$339.14	CORR SPA VALUE
MOLINA CARLOS R GUANACHE	16-RE-106734	$335.00	
332 WEST CEDAR ST	17-RE-118312	$352.00	
5-68-85-0	18-RE-118312	$350.00	ABATE SEWER
POLLARD HILLARY			
4 GWENDOLYN ST	17-RE-129299	$352.00	ABATE SEWER
5-3A-26-0	18-RE-121565	$360.00	SEPTIC PER WPCA

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
SOLLAZO VIRGINIA 1 OLD ROCK LN 5-61-18-0	18-RE-125221	$239.38	CORR HOT TUB VALUE
STIDOLPH RUSSELL & TRACEY 19 BLUFF AVE 6-17A-1-0	18-RE-125793	$336.93	CORR HOT TUB VALUE
TYSON TIMOTHY & AMY TRUSTEES 6 POINT RD 5-84A-9-0	18-RE-127455	$359.06	CORR THERAPUTIC SPA
UNION SAVINGS BANK 7 HERITAGE HILL RD 5-26-149-0	16-RE-111959	$6,109.42	DUP PYMT/OVER PYMT
WELLS FARGO REAL ESTATE TAX SERV 13 LANCASTER DR 5-56-477-0	18-RE-106995	$239.38	CORR HOT TUB VALUE
WELLS FARGO REAL ESTATE TAX SERV 8 LORI LN 5-18-69-0	18-RE-122237	$327.10	CORR HOT TUB VALUE

AGENDA

MARCH 12, 2020

CLAIMS COMMITTEE MEETING

REFUNDS PROCESSED CLAIMS COMMITTEE

APPROVED BY TAX COLLECTOR

PAY TO:	BILL No & AMOUNT REFUNDED		REASON
WELLS FARGO REAL ESTATE TAX SERV 30 DOUGLAS DR 5-55-37-0	18-RE107376	$735.96	CORR HOT TUB VALUE
YOUNG LANA P LIFE USE 10 FITCH ST 3-15-23-0	18-RE-129382	$257.50	ABATE SEWER NOT CONNECTED
MAX PRODUCTIONS LLC D/B/A MINUTEMAN PRESS PROP ID: 201936	16-PP-201936	$1,185.38	COURT STIP
WESTERN CONNECTICUT HEALTH NETWORK GREATER LIVING CAFÉ PROP ID: 141465	18-PP-201399	$683.21	EXEMPT ORG RTN FILED IN ERROR

TOYOTA LEASE TRUST

BILL #	PLATE #	VIN#	AMOUNT
18-366299	362ZLG	5TDJZRFHXHS381506	$ 536.79
18-366574	AC07468	2T3RFREV3GW476599	$144.17
18-366724	AB84358	JTDKN3DUXF1967646	$ 296.08
18-366743	AA37781	JTJBARBZ6F2036453	$ 94.62
18-366748	AB55658	2T2BK1BA6DC180087	$ 188.57
18-366772	AC37937	2T2BK1BA7FC339895	$ 240.95
18-366936	AF04471	2T2BZMCA2GC013273	$ 394.74
18-366959	AC95153	JTHCE1BL6D5009885	$ 221.84
18-366963	AF10238	5TDDCRFH7GS016648	$ 419.14
18-366967	AJ05209	2T2BK1BA0EC248174	$ 501.91
18-366970	C001098	2T3DFREV2FW371139	$ 331.94
18-367058	AA28037	2T1BURHE2FC465234	$ 250.15
18-367121	AF36277	JTJBARBZ5G2090151	$ 52.38
18-367142	AF15216	2T1BURHE6GC586995	$ 248.53
18-367150	AB95472	JTHCF5C2XD5063507	$ 201.92
18-367723	AA25467	2T1BURHE2FC454430	$ 187.63
18-367224	AB40275	JTHBK1GG9F2195653	$ 155.56
18-367254	AD36153	JTDKBRFU0G3504560	$ 166.95
18-367256	AE73792	2T2BZMCA9GC025310	$ 262.89
TOTAL			**$ 4,896.76**

CLAIMS COMMITTEE AGENDA

APRIL 9, 2020

REFUNDS PROCESSED & APPROVED BY THE TAX COLLECTOR

REFUND PAID TO	BILL NUMBER	AMOUNT	REASON
BUCCI, LISA	18-307895	$ 63.71	PRORATION
DAIMLER TRUST	18-403369	$ 126.85	PRORATION
DAIMLER TRUST	18-315790	$ 565.90	PRORATION
DANIELS, NEVINE	18-800765	$ 32.50	WEBSITE ERR (INT)
HALPIN, ELIZABETH LOUISE	18-328633	$ 22.18	PRORATION
HERRERA-MARTINEZ, ALMA DALILA	18-329941	$ 24.20	PRORATION
HONDA LEASE TRUST	18-331172	$ 71.12	PRORATION
HONDA LEASE TRUST	18-331459	$ 123.49	PRORATION
HYUNDAI LEASE TITLING TRUST	18-332655	$ 184.57	PRORATION
HYUNDAI LEASE TITLING TRUST	18-332468	$ 222.07	PRORATION
IRIAS, LESLIE	18-333143	$ 56.89	PRORATION
JP MORGAN CHASE BANK NA	18-334885	$ 274.34	PRORATION
MCCURDY-LITTLE, LORAINE AURORA	18-343558	$ 99.97	ABATEMENT
NATAL, JR., LUIS R	18-347646	$ 145.86	P/R GARN ERROR
PHILLIPS, ALEXUS A	16-411033, 17-352962 & 18-353233	$ 823.96	ABATEMENT
SFORZA, GIUSIPPE	18-361031	$ 126.97	PRORATION
SMITH, JOSEPH	18-362366	$ 144.13	P/R GARN ERROR
VAULT TRUST	18-369498	$ 149.26	PRORATION

COVELLO, JENNIFER 14 HARVANN ROAD 5-56-696-0	18-106118	$ 3,067.20	DUP PYMT
FAVAZZO, THOMAS & ELIZABETH 26 HOLIDAY DRIVE 5-18-53-0	18-108990	$ 245.32	ASSMNT CORRECT (HOT TUB)

CLAIMS COMMITTEE AGENDA

APRIL 9, 2020

REFUNDS PROCESSED & APPROVED BY THE TAX COLLECTOR

REFUND PAID TO	BILL NUMBER	AMOUNT	REASON
HORRIGAN, GREGORY & JUDITH 10 SHOREHAVEN ROAD 3-77-12-0	18-112566	$ 1,020.04	ASSMNT CORRECT (HOT TUB)
KANE, ROBERT & GRACE 7 DEERWOOD MANOR 5-19-91-0	18-113670	$ 108.09	WEBSITE ERR (INTEREST)
MCKINLEY PROPERTIES LLC 18 MCKINLEY STREET 6-12-23-0	16-117460, 17-117533 & 18-117535	$ 2,094.00	SEWER USE FEE ABATEMENT
RODRIGUEZ, KATHLEEN & DECK, MICHAEL 15 BUTTONBALL TRAIL 5-21-219-0	18-122810	$ 245.34	ASSMNT CORRECT (HOT TUB)
TCF EQUIPMENT FINANCE INC CT-NORWALK	17-203183 & 18-203186	$ 3,309.66	OVERPAYMENT

CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: March 12, 2020
Re: Narrative for February, 2020 Tax Collector's Report

As of the end of February 2020, two thirds of the way through our current fiscal year, we had collected more than $324 million, or **97.26%** of our now nearly $334 million adjusted tax levy. As of the end of February, 2020, we collected more than $16 million of our sewer use levy, or **97.57%.** We also collected 83.62% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to taxes (-.31%) and very slightly ahead with regard to sewer use collections (.08%). With regard to prior years' collections, through the month of February 2020, we showed a net collection of more than $2.9 million in back taxes, interest, lien fees and other fees. Please note this figure is a net figure, which is why we show less collected year to date than compared with last year – we 'lost' some prior year collection (revenue) due to recent settlements of court cases initiated by taxpayers who appealed their tax assessments.

The collection period ended on Monday, February 3, 2020, and there were no major issues. We issued delinquent notices, called 'demand' notices, on February 19 for taxpayers who still owed past due taxes. We gave them a pay-by date of March 11, and are filing lien continuing certificates tomorrow, Friday, March 13.

We began work in December 2019 on the tax sale that will be held on July 20, 2020. We identified 185 properties that would potentially be included in the sale, and sent preliminary correspondence to the owners notifying them of the sale with the intention of providing as much advance notice as possible - approximately three months more time than required by statute. Since we sent the letters, we have already collected more than $1.9 million in taxes on these properties. Nearly 40 properties have paid in full, and partial payments have been made on others. Our preliminary criteria was either three years in arrears, or $15,000 or more due. We also included accounts that were close to the $15,000 threshold, in case that amount changes. The properties we identified in December represented approximately $4.6 million in taxes, including second installment payments that became delinquent on February 3. We will re-examine our list and plan to finalize the criteria for inclusion by the end of this month, once we are able to analyze how we did with this last collection, how close we are to meeting our current budgeted collection goals, and what policy makers have included as goals for us in the FYE 2021 budget.

Maintaining a high current tax collection rate by efficiently enforcing collection of past due taxes allows budget making authorities to set lower mill rates, because there can be less of an 'allowance' for anticipated uncollectibles in the coming fiscal year. When taxpayers fail to pay on time, the city is nonetheless committed to spending to bring to fruition all of the programs planned for that fiscal year. Because some will not pay on time, mill rates are set slightly higher to allow for 'uncollected taxes'. If we keep the current tax collection rate high, that 'uncollectible' amount can be less. This is the driver for our aggressive and consistent tax collection enforcement policies. It is important to remember this as policy makers continue crafting our annual municipal budget, as approximately 90% of the Norwalk's annual operating revenue is generated from property taxes.

Norwalk city officials have determined that city hall will have restricted opening hours for the next two weeks in response to coronavirus concerns, and with the health and safety of our taxpayers and staff in mind. More information about this will be promulgated by the appropriate city officials. For now, beginning Monday, March 16, the tax collector's office intends to be open to the public from 10 am – 4 pm on Tuesday, Wednesday, and Thursday, and will provide full service to the public during those hours. We will be closed to the public Mondays and Fridays.

When city hall is closed, taxpayers are reminded that they still can pay by mail, or over the telephone or online 24/7. Information is available on the tax collector's home page of the city website, www.norwalkct.org. Updates on our hours of operation and other matters will be timely posted to our website.

The situation is evolving so quickly that it is premature to predict what might occur between now and the rest of the fiscal year. I will keep everybody informed, and intend to do whatever is necessary to fulfill our obligations and continue providing the services for which we are responsible.

CITY OF NORWALK, DEPARTMENT OF FINANCE
Tax Collector's Office

P: 203-854-7731 / F: 203-854-7770

125 East Avenue Room 105
Norwalk, Connecticut 06851
www.norwalkct.org

NORWALK
The Sound of Connecticut

To: Mayor Harry Rilling; Board of Estimate and Taxation; Finance & Claims Committee
From: Lisa Biagiarelli, Tax Collector
Date: April 9, 2020
Re: Narrative for March, 2020 Tax Collector's Report

As of the end of March, 2020, three fourths of the way through our current fiscal year, we had collected more than $326 million, or **97.96%** of our $333+ million adjusted tax levy. As of the end of March, 2020, we collected more than $16 million of our sewer use levy, or **98.05%.** We also collected 84.65% of the year's IPP (Industrial Pretreatment Program) fee on behalf of the Water Pollution Control Authority. Compared with the prior fiscal year, we are slightly behind with regard to taxes (-.27%) and very slightly behind with regard to sewer use collections (-.12%). With regard to prior years' collections, through the month of March, 2020, we showed a net collection of more than $3.1 million in back taxes, interest, lien fees and other fees. Please note this figure is a net figure - we 'lost' some prior year collection (revenue) due to recent settlements of court cases initiated by taxpayers who appealed their tax assessments.

Much has happened in the month since my last report. We issued delinquent notices, called 'demand' notices, on February 19 for taxpayers who still owed past due taxes. We gave them a pay-by date of March 11, and filed our lien continuing certificates on Friday, March 13. Things were fairly normal up through that date. Beginning on March 16, City Hall was closed to the public, and our office began working with reduced staff and reduced hours. However, we have been open every single business day since the state of emergency began. We continue to process and post tax payments, respond to inquiries, receive and send mail, report to the Department of Motor Vehicles, process credits and refunds, file and release tax liens, and perform all our other functions. Taxpayers may still pay by mail, on line or over the telephone. When paying on line, they may use an electronic check (ACH payment), or a debit, credit or ATM card.

Under normal circumstances, by this time we would be finalizing our tax sale list and preparing to send our next set of demand notices. However, on April 1, the state of Connecticut issued an executive order that, among other things, halts tax sales until at least 30 days after the governor lifts the state of emergency he declared on March 10, 2020. So for now, our tax sale is 'on hold,' until the fall at the earliest. Since we began working on the sale in November 2019, 43 accounts paid in full, and we collected $1,984,436 – just short of $2 million.

We will continue to correspond with taxpayers who are involved in the sale, and advise them of what is happening. It is still in their best interest to continue to work toward paying their accounts, because the taxes that we were seeking to collect through the tax sale were delinquent prior to the Covid 19 outbreak, and their status will not be affected by it, beyond our waiting longer to collect them

The executive order of March 10, referred to as EO 7S, is the state's attempt to allow municipalities the flexibility to possibly extend property tax deadlines, or for a limited time offer a reduced interest rate on taxes that are now coming due. The legislative body of the municipality must decide which of two plans (or both) to adopt, and must respond to the state OPM by April 25. I will address this more in a separate report (at this meeting).

The tax collector's office staff is working behind closed doors in city hall in split shifts, with staff coming in three days a week. We have staff in the office to process payments and respond to telephone and email inquiries Tuesday, Wednesday and Thursday from 10 am – 3 pm. We are closed Monday and Friday, but either the assistant tax collector or I have usually been here on those days as well, at least for part of the day. I have been given a laptop, and can do some work from home. We no longer handle currency, as we have no in-person customers.

We are looking into opening a satellite location elsewhere in the building where we can offer walk-up service for those taxpayers who still desire an in-person transaction instead of paying on line, over the phone or through the mail. The closing of the building and all the effects of Covid 19 have impacted our collections and activity, and we are looking for ways to mitigate the drop in collections and also prepare for what might be many weeks of closure or reduced working hours. We consider ourselves 'essential' in terms of both function and service. We are following all directives concerning physical distancing, sanitizing (with supplies brought from home), and so on. Any employee who is sick, or who has had contact with a person who has Covid 19, is directed to stay home for at least two weeks.

Taxpayers are reminded that in spite of our restricted hours and reduced staffing, they still can pay by mail, or over the telephone or online 24/7. Information is available on the tax collector's home page of the city website, www.norwalkct.org. Updates on our hours of operation and other matters will be timely posted to our website. The situation is evolving so quickly that it is premature to predict what might occur next. I will keep everybody informed, and intend to do whatever is necessary to fulfill our obligations and continue providing the services for which we are responsible.

It is heartening that our collections in the months prior to the Covid 19 outbreak were strong, and that we were working ahead of schedule. It appears that this will allow us to meet our budgeted collection goals in spite of what has happened in the last month.

TAX COLLECTOR'S REPORT
FEBRUARY 2020

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - FEB 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$18,361,776.80	90.46%	$19,910,406.45	($388,440.50)	92.22%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,657,570.62	77.90%	$3,405,231.85	($6,401.74)	78.04%
PERSONAL PROPERTY	$18,801,474.70	$17,851,804.98	94.95%	$18,808,739.42	$7,264.72	94.91%
REAL ESTATE	$292,525,761.66	$285,608,688.97	97.64%	$291,509,640.55	($1,016,121.11)	97.98%
TOTAL TAX	**$335,037,716.90**	**$324,479,841.37**	**96.85%**	**$333,634,018.27**	**($1,403,698.63)**	**97.26%**
SEWER USE	$16,686,428.00	$16,180,051.06	96.97%	$16,582,531.90	($103,896.10)	97.57%
IPP FEE	$203,250.00	$174,553.74	85.88%	$208,750.00	$5,500.00	83.62%
FISCAL YEAR 2018-2019 (2017 GRAND LIST)	**ORIGINAL LEVY**	**JUN 18 - FEB 19**				
AUTOMOBILE-REGULAR	$19,785,892.64	$17,965,363.98	90.80%	$19,428,267.15	($357,625.49)	92.47%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$2,753,174.70	76.67%	$3,529,762.60	($61,207.47)	78.00%
PERSONAL PROPERTY	$21,248,718.54	$20,500,650.64	96.48%	$21,241,215.20	($7,503.34)	96.51%
REAL ESTATE	$280,979,420.26	$276,095,142.64	98.26%	$281,034,567.11	$55,146.85	98.24%
TOTAL TAX	**$325,605,001.51**	**$317,314,331.96**	**97.45%**	**$325,233,812.06**	**($371,189.45)**	**97.56%**
SEWER USE	$15,844,431.00	$15,864,403.00	100.13%	$16,272,214.00	$427,783.00	97.49%
IPP FEE	$207,250.00	$178,736.35	86.24%	$207,500.00	$250.00	86.14%
TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$7,165,509.41	-0.61%	$8,400,206.21	($1,032,509.18)	-0.31%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	$315,648.06	-3.16%	$310,317.90	($531,679.10)	0.08%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	($4,182.61)	-0.36%	$1,250.00	$5,250.00	-2.52%

BACK TAXES COLLECTED	FISCAL YR 2018-2019 (JUL 19 - FEB 20)	FISCAL YR 2017-2018 (JUL 18 - FEB 19)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,495,129.24	$1,935,646.46	($440,517.22)
PRIOR SEWER USE FEE	$125,286.23	$261,938.51	($136,652.28)
PRIOR IPP FEE	$11,729.88	$11,374.91	$354.97
TOTAL PRIOR TAX, SEWER & IPP	**$1,632,145.35**	**$2,208,959.88**	**($576,814.53)**
CURRENT INTEREST	$544,810.97	$490,643.45	$54,167.52
PRIOR INTEREST	$579,161.56	$557,267.36	$21,894.20
SEWER USE FEE INTEREST	$66,038.03	$50,067.52	$15,970.51
IPP FEE INTEREST	$6,028.00	$6,896.82	($868.82)
TOTAL INTEREST COLLECTED	**$1,196,038.56**	**$1,104,875.15**	**$91,163.41**
PRIOR LIEN FEE	$10,814.84	$10,086.21	$728.63
CURRENT LIEN FEE	$0.00	$0.00	$0.00
TOTAL LIEN FEE COLLECTED	**$10,814.84**	**$10,086.21**	**$728.63**
MISC FEES COLLECTED**	**$93,828.97**	**$371,730.66**	**($277,901.69)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$2,932,827.72**	**$3,695,651.90**	**($762,824.18)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS
** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

TAX COLLECTOR'S REPORT
MARCH 2020

FISCAL YEAR 2019-2020 (2018 GRAND LIST)	ORIGINAL LEVY	ADJ. TAX COLLECTIONS JUN 19 - MAR 20	COLLECTION %	CORRECTED LEVY*	CHANGE IN LEVY	COLLECTION %
AUTOMOBILE-REGULAR	$20,298,846.95	$18,591,579.34	91.59%	$19,897,513.10	($401,333.85)	93.44%
AUTOMOBILE-SUPPLEMENTAL	$3,411,633.59	$2,831,947.79	83.01%	$3,403,066.33	($8,567.26)	83.22%
PERSONAL PROPERTY	$18,801,474.70	$17,981,429.10	95.64%	$18,815,063.94	$13,589.24	95.57%
REAL ESTATE	$292,525,761.66	$287,292,005.20	98.21%	$291,380,924.97	($1,144,836.69)	98.60%
TOTAL TAX	**$335,037,716.90**	**$326,696,961.43**	**97.51%**	**$333,496,568.34**	**($1,541,148.56)**	**97.96%**
SEWER USE	$16,686,428.00	$16,259,976.00	97.44%	$16,582,531.90	($103,896.10)	98.05%
IPP FEE	$203,250.00	$176,712.87	86.94%	$208,750.00	$5,500.00	84.65%

FISCAL YEAR 2018-2019 (2017 GRAND LIST)	ORIGINAL LEVY	JUN 18 - MAR 19				
AUTOMOBILE-REGULAR	$19,785,892.64	$18,200,105.52	91.99%	$19,422,161.12	($363,731.52)	93.71%
AUTOMOBILE-SUPPLEMENTAL	$3,590,970.07	$2,938,858.71	81.84%	$3,522,807.79	($68,162.28)	83.42%
PERSONAL PROPERTY	$21,248,718.54	$20,603,523.43	96.96%	$21,254,391.76	$5,673.22	96.94%
REAL ESTATE	$280,979,420.26	$277,731,465.26	98.84%	$281,034,486.77	$55,066.51	98.82%
TOTAL TAX	**$325,605,001.51**	**$319,473,952.92**	**98.12%**	**$325,233,847.44**	**($371,154.07)**	**98.23%**
SEWER USE	$15,844,431.00	$15,975,983.83	100.83%	$16,272,214.00	$427,783.00	98.18%
IPP FEE	$207,250.00	$179,753.41	86.73%	$207,500.00	$250.00	86.63%

TAX DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$9,432,715.39	$7,223,008.51	-0.61%	$8,262,720.90	($1,169,994.49)	-0.27%
SEWER DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	$841,997.00	$283,992.17	-3.39%	$310,317.90	($531,679.10)	-0.12%
IPP DIFFERENCE 2018 G.L. vs. 2017 G.L. INCREASE/(DECREASE)	($4,000.00)	($3,040.54)	0.21%	$1,250.00	$5,250.00	-1.98%

BACK TAXES COLLECTED	FISCAL YR 2018-2019 (JUL 19 - MAR 20)	FISCAL YR 2017-2018 (JUL 18 - MAR 19)	CUR YR vs.PRIOR YR INC/(DEC)
PRIOR TAXES	$1,572,953.27	$2,061,646.54	($488,693.27)
PRIOR SEWER USE FEE	$125,160.73	$264,772.80	($139,612.07)
PRIOR IPP FEE	$11,729.88	$12,183.43	($453.55)
TOTAL PRIOR TAX, SEWER & IPP	**$1,709,843.88**	**$2,338,602.77**	**($628,758.89)**
CURRENT INTEREST	$672,880.79	$627,896.48	$44,984.31
PRIOR INTEREST	$619,162.53	$606,473.56	$12,688.97
SEWER USE FEE INTEREST	$70,578.94	$57,052.09	$13,526.85
IPP FEE INTEREST	$6,304.00	$7,332.09	($1,028.09)
TOTAL INTEREST COLLECTED	**$1,368,926.26**	**$1,298,754.22**	**$70,172.04**
PRIOR LIEN FEE	$11,270.84	$10,422.21	$848.63
CURRENT LIEN FEE	$1,423.01	$627.42	$795.59
TOTAL LIEN FEE COLLECTED	**$12,693.85**	**$11,049.63**	**$1,644.22**
MISC FEES COLLECTED**	**$106,703.87**	**$388,748.73**	**($282,044.86)**
TOTAL PRIOR TAX, ALL INTEREST & ALL FEES	**$3,198,167.86**	**$4,037,155.35**	**($838,987.49)**

* CORRECTED LEVY INCLUDING CERTIFICATES OF CORRECTION & SUSPENSE TRANSFERS
** PRIOR & CURRENT FISCAL YEAR INCLUDES TAX SALE AND TITLE SEARCH FEES PROCESSED THRU MUNIS

NORWALK
The Sound of Connecticut

DEPARTMENT OF FINANCE

PURCHASING DIVISION

RE: RFP #3748 Request for Centralized Mailroom Services for the City of Norwalk and Board of Education Locations

On August 8, 2017, the Common Council authorized the action to execute a three (3) year agreement (07/01/2017-06/30/2020) for mailroom services for City and Board of Education locations with Canon Solutions America, Inc. for a total amount not to exceed $352,142.33. In the RFP documents and submissions, the City of Norwalk has the option to extend for two (2) additional one-year extensions.

We (City and BOE) have been satisfied with the service provided by Canon Solutions America, Inc... They have been very customer focus, provided conscious staff and prompt to respond to any changes/issues.

Canon has requested a price adjustment to the extended periods as the following:

- Year 1 (07/01/2020-06/30/2021) from $122,702.08 to $129,353.52.
- Year 2 (07/01/2021-06/30/2022) from $125,462.88 to $132,113.52.

Based on the consensus of the City and BOE and Canon's quality of service, we are recommending Canon be extended for the next two extension periods and the above stated pricing.

Regards,

Sharon Conners

Purchasing Agent

Agenda Language:

Authorize the Mayor, Harry W. Rilling, to exercise the first and second extensions of the two (2) additional (1) one year extensions of the agreement between the City and Canon Solutions America, Inc. for City and Board of Education Centralized Mail Room Services at Norwalk City Hall, Project No. 3748, for an amount not to exceed $261,467.04.

Account #: 01-100-013-13620-0-5259

Conners, Sharon

From:	Conners, Sharon
Sent:	Tuesday, March 3, 2020 1:46 PM
To:	Angel Manuel Negron
Cc:	Richard F. Fehn; Hodel, Bill; Karen Bartron
Subject:	RE: RFP 3748 Centralized Mailroom Services-City of Norwalk (City & BOE) - Renewal
Attachments:	Norwalk.pdf

Angel,

Thank you for providing the information.

This request to extend will have to go before the Finance Committee of the Common Council for review and authorization and then the Common Council before it even goes to the Law department to draft the extension. As you know it's quite a lengthy procedural process.

The plan is to get it before the Finance Committee this month. I will keep you inform of the progress.

Sharon Conners
Purchasing Agent

NORWALK
The Sound of Connecticut

City of Norwalk, Connecticut
125 East Avenue
PO BOX 5125
Norwalk, CT 06856-5125
203-854-7947 office
203-854-7817 fax

Purchasing & Central Services
Visit SONO
Like us on Facebook

Attn: As of 07/29/2019, The Purchasing Department has relocated to Room 202

From: Angel Manuel Negron [mailto:anegron@csa.canon.com]
Sent: Tuesday, February 25, 2020 4:39 PM
To: Conners, Sharon <sconners@norwalkct.org>; Hodel, Bill <hodelw@norwalkps.org>
Cc: Richard F. Fehn <rfehn@csa.canon.com>
Subject: RFP 3748 Centralized Mailroom Services-City of Norwalk (City & BOE) - Renewal

Sharon, Bill ,

According to the Centralized Mail Room Services (City Locations AND BOE Locations) Contract the two one year options have annual bill rates of $122,702.08 (2021) and $125,462.88 (2022). These annual bill rates equate to a monthly rates of $10,225 (07/01/20-06/30/21) and $10,455 (07/01/2021-06/30/2022). These rates did include $145.54/mo for Iserve mail tracking but was never implemented or billed.

Monthly Contractual Bill Rate (BOE & City):
Year 2021: $10,225 - $145.54 Iserve = **$10,079.46** adjusted base rate
Year 2022: $10,455 - $145.54 Iserve = **$10,309.46** adjusted base rate

We have indicted the need for us to increase our fees by $350/mo per account.
The new proposed extension rates:

Year 2021: $10,079.46 + $700 = **$10,779.46** new monthly rate. The BOE and City would pay $5,389.73 each.
Year 2022: $10,309.46 + $700 = **$11,009.46** new monthly rate. The BOE and City would pay $5,504.73 each.

Upon your approval, I can draft up an amendment to extend the terms by 24 months.

Please advise.

Angel Negron
Manager, Operations

Global Managed Services (GMS)

Canon Solutions America, Inc.
1133 Westchester Ave, Suite A140 White Plains, NY 10604
www.csa.canon.com
anegron@csa.canon.com
T 914.286.2678 **C** 914.318.4309

2.2 ALTERNATE PRICING RESPONSE FORM - RFP # 3748 - CENTRALIZED MAIL ROOM SERVICES - City Locations AND Board of Education locations

Vendor Name - Canon Solutions America, Inc.		
Address - One Canon Park, Melville, NY 11747		
Phone - 347.404.1762	**Fax - 212.850.1132**	**Email mkrumholz@csa.canon.com**
Manager - Mike Krumholz, Enterprise Account Executive		**Fed ID# 13-2677004**

The undersigned hereby declares that he has or they have carefully examined the plans, specifications and project site and has satisfied himself as to all the quantities and conditions, and understands that in signing this proposal he waives all right to plead any misunderstanding regarding the same.

The undersigned further understands and agrees that he will furnish and provide all the necessary material, machinery, implements, tools, labor, services, and other items of whatever nature, and to do and perform all the work necessary under the aforesaid conditions, to carry out the contract and to accept in full compensation therefore the amount of the contract as agreed to by the Contractor and the City.

It is further understood and agreed that all information included in, attached to, or required by the Request for Proposal shall be public record upon delivery to the City.

A. PROPOSED PRICING – INITIAL PERIODS

1	**PROPOSAL LUMP SUM [07/01/17 - 06/30/18]**	$ 114,778.88
2	**PROPOSAL LUMP SUM [07/01/18 - 06/30/19]**	$ 117,361.41
3	**PROPOSAL LUMP SUM [07/01/19 - 06/30/20]**	$ 120,002.04
4	**TOTAL PROPOSAL LUMP SUM [07/01/17 - 06/30/20]**	$ 352,142.33
	Lump Sum in Writing	.
	.	

B. PROPOSED PRICING – EXTENSION PERIODS – POTENTIAL

5	**PROPOSAL LUMP SUM [07/01/20 - 06/30/21]**	$ 122,702.08
6	**PROPOSAL LUMP SUM [07/01/21 - 06/30/22]**	$ 125,462.88

Submitted by - [signature]	
Charles Bruschi, Senior VP, Finance Accounting & Budget Authorized Agent of Company (name and title)	Date 5/ /2017

The above signatory acknowledges receipt of the following addenda issued during the bidding period and understands that they are a part of the bidding documents (if applicable):

CANON SOLUTIONS LEGAL APPROVED FORM 5/15/17 DATE

Addendum #	1	Dated	5/1/2017	Addendum #	3	Dated	5/2/2017
Addendum #	2	Dated	5/1/2017	Addendum #	4	Dated	5/9/2017

Vendor Name _ Canon Solutions America, Inc.

C. Provide proposed costs for the following *additional* products / services as noted:

	Description	Proposed Cost
7.	Provide, upon receipt, supplemental mailroom personnel on a short-term temporary basis (part-time, up to 20 hours per week)	$ 24.50 per hour
8.	Provide, upon receipt, supplemental mailroom personnel on a short-term temporary basis (full-time, 21 - 37.5 hours per week)	$ 24.50 per hour
9.	Provide, upon receipt, supplemental mailroom personnel on a long-term basis – over 6 months (part-time, up to 20 hours per week)	$ 24.50 per hour
10.	Provide, upon receipt, supplemental mailroom personnel on a long-term basis – over 6 months (full-time, 21-37.5 hours per week)	$ 24.50 per hour

Note: include with your submission a detail overview of the additional products / services proposed.

D. Identify the key project team members who will provide these services. Quantify the key project team members level of involvement (X%). Provide an hourly rate (2012/2013) for each member.

	Name	Title	% Involved	
A	Michael Krumholz	Enterprise Account Executive	- 100%	$0.00
B	Angel Negron	Operations Manager	- 100%	$0.00
C	Richard Fehn	Regional Operations Manager	- 25%	$0.00
D	Change Mgmt/Project Mgmt Teams		- 25%	$0.00

D. Proposed Overtime Hourly Rates: provide an hourly over-time rate for key project team members who will provide these services:

	Name	Title	Hourly Rates	
A		Lead Site Representative/Site Rep	- $38	Weekday
B		Lead/RSR/Site Rep	- $45	Weekend
C		After Hour Delivery Mileage Rate	- $0.63	Per mile
D			-	

Note: provide proposed overtime rate(s) for off hours production weekdays, weekends, etc....

Canon Solutions America, Inc.
One Canon Park,
Melville, NY 11747
Phone: 800.815.4000
www.csa.canon.com

2.2 PRICING RESPONSE FORM

Below are the cost components that make up the lump sum in Option 1:

Van:

- Maintenance and tags - $496.18 (Monthly)
- Gas and oil - $120.45 (Monthly)

Staff:

- Lead Site Representative – Mail - $4,353.05 (Monthly)
  - Includes a phone for this individual

Below are the cost components that make up the lump sum in Option 2:

Van:

- Maintenance and tags - $496.18 (Monthly)
- Gas and oil - $362.63 (Monthly)

Staff:

- Lead Site Representative – Mail - $4,353.05 (Monthly)
  - Includes a phone for this individual
- Site Representative – Messenger - $4,353.05 (Monthly)
  - Includes a phone for this individual

Optional Mail Tracking Software: iServe: $145.55 (Monthly)

NORWALK
The Sound of Connecticut

NORWALK PLANNING COMMISSION
125 East Avenue
Norwalk, Connecticut

MEMORANDUM February 20, 2020

TO: Common Council

FROM: Bryan Baker, Land Use Planner

SUBJECT: Special Capital Appropriation – DPW – Fleet replacement

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At their February 18th, 2020 special meeting, the Planning Commission voted on the following resolution:

RESOLVED by the Norwalk Planning Commission that the special capital appropriation request from the Department of Public Works for $275,000 for fleet replacement be **APPROVED** for the following reason(s):

1. To implement the 2019-2029 Plan of Conservation and Development goal to make "Norwalk city government a model of sustainability" by "replacing city vehicles incrementally with electric or hybrid vehicles," (*Chapter 8: Sustainability & The Norwalk Environment pg. 145)*

BE IT FURTHER RESOLVED that notice of this action be forwarded to the Common Council.

CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: December 2, 2019

TO: Harry Rilling, Mayor
The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Henry M. Dachowitz, Chief Financial Officer

RE: Public Works Special Capital Appropriation-Fleet Replacement

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Attached is a special capital appropriation request from the Public Works department in the amount of $275,000.

This appropriation will fund the new vehicles and software to implement a self-service fleet rotation system. These purchases will also stock the City's fleet with more efficient and environmentally friendly vehicles. Specifically the appropriation will fund the following purchases:

1. Ten (10) – 2020 Ford Fusion Hybrid Vehicles for a total of $233,639
2. AssetWORKS Pool Car "Key Valet Software for a total of $41,043
3. Hardware Installation/Incidentals totaling $319

The Finance Department recommends the approval of this Special Capital Appropriation request.

ACTION REQUESTED:

1. RESOLUTION: Approve special capital appropriations totaling $275,000 to increase the available funds in Public Works Capital Project number 90-20-4031-5777-C0313, Fleet Replacement, for the purchase of ten fleet vehicles and AssetWORKS Pool Car "Key Valet" software.

2. RESOLUTION: Authorize the issuance of $275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation.

CITY OF NORWALK
Office of the Mayor
P: 203-854-7701 / F: 203-854-7939
125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

DATE: December 2, 2019

TO: The Members of the Board of Estimate & Taxation
The Members of the Planning Commission
The Members of the Common Council

FROM: Harry Rilling, Mayor Harry Rilling

RE: Public Works Special Capital Appropriation-Fleet Replacement

Attached is a request from Public Works for a $275,000 special capital appropriation to fund ten pooled vehicles for City employee use. The funds will also fund the purchase of pool vehicle valet software, AssetWORKS. The project will promote a balanced vehicle utilization, reduce maintenance costs and ultimately increase vehicle useful life. Additionally, purchasing Hybrid vehicles will support greater fuel efficiency and environmentally sound practices.

In the attached documents, the Chief Financial Officer and the Chief of Operations & Public Works have provided additional information regarding funding for these projects.

ACTION REQUESTED:

3. RESOLUTION: Approve special capital appropriations totaling $275,000 to increase the available funds in Public Works Capital Project number 90-20-4031-5777-C0313, Fleet Replacement, for the purchase of ten fleet vehicles and AssetWORKS Pool Car "Key Valet" software.

4. RESOLUTION: Authorize the issuance of $275,000 of General Obligation Bonds of the City of Norwalk to meet said appropriation.

CITY OF NORWALK
Anthony R. Carr, PE, CFM
Chief of Operations and Public Works
acarr@norwalkct.org
P: 203-854-7792 / F: 203-857-0143
Norwalk City Hall
125 East Avenue, P.O. Box 5125
Norwalk, CT 06856-5125

NORWALK
Public Works

MEMORANDUM

TO: Ms. Angela Fogel, Director of Management and Budgets

FROM: Mr. Anthony R. Carr, PE, CFM – Chief of Operations and Public Works ARC

CC: Mayor Harry W. Rilling
Ms. Laoise King, Chief of Staff
Councilman George Tsiranides, Public Works Chairman
Mr. Henry M. Dachowitz, Chief Financial Officer
Mr. Chris Torre, Superintendent of Operations, Department of Public Works
Mr. Joel Grant, Fleet Services Manager, Department of Public Works
Ms. Monique Cipriano, Executive Secretary, Department of Public Works
Ms. Dilene Byrd, Records Data Entry Clerk, Department of Public Works
Ms. Sharon Conners, Purchasing Agent, Finance Department

RE: Special Appropriation Request for Procurement of DPW Pool Car Hybrid Vehicles and AssetWORKS "KeyValet" Software

DATE: November 26, 2019

We are respectfully requesting a special appropriation of $275,000.00 for additional funding for Public Works capital project no. 09-20-4031-5777-C0313 "Fleet Replacement". This includes the procurement and implementation of ten (10) 2020 Ford Fusion hybrid vehicles ($233,638.60) and AssetWORKS pool car "KeyValet" software ($41,042.60 + $318.80 Incidentals). Please refer to the attached Gengras Ford LLC and AssetWORKS quotes for additional information.

CITY HALL POOL CAR BACKGROUND

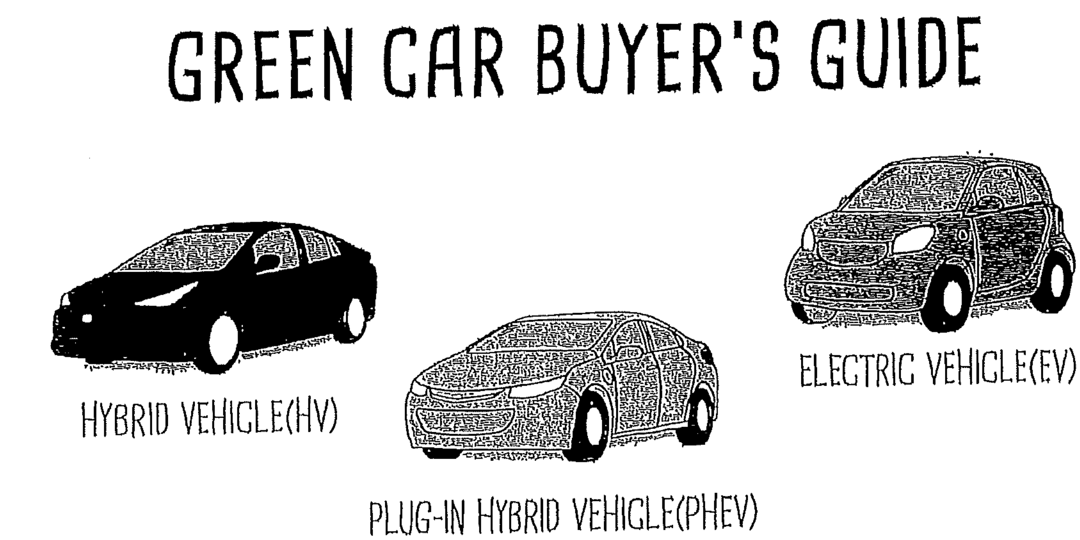
City Hall (i.e. Health Department and those listed below) vehicle fleet is managed and maintained by Public Works. There are sixteen (16) "pool car" vehicles allocated to the following City Departments/Divisions for official use during City working hours:

- Engineering
- Recreation and Parks
- Planning and Zoning
- Transportation Parking Mobility (TMP)
- Purchasing
- Tax Assessor

- Conservation

The pool cars consist of the 2008 Ford Taurus and are reaching their useful life. In 2019, four (4) pool car vehicles experienced complete break line failure and replacement. Subsequently, the remaining twelve (12) pool car vehicle break lines were replaced to eliminate potential future safety issues. The average vehicle break line replacement cost is approximately $800 (±$10,000 for the 16 pool cars). This figure does not include the increased operating costs associated with the maintenance and corrective repairs for the aging pool cars. In a planned effort to sustainably revitalize the DPW fleet and enhance vehicular safety, we have selected the 2020 Ford Fusion hybrid vehicle to replace the 2008 Ford Taurus.

HYBRID VEHICLE BACKGROUND AND ANNUAL COST SAVINGS



Essentially a hybrid engine is a regular engine with an electric motor attached to supplement a portion of the vehicle's workload. The engine itself still runs on a fossil fuel (gasoline) like traditional cars. However, it consumes significantly less fuel and generates much less exhaust emissions. A hybrid vehicle will use the electric motor to power the vehicle at lower speeds. It will then switch to the combustion (gasoline) engine when faster speeds are required. The hybrid system may make use of both the electric and combustion side of things if extra "power" is required (e.g. when climbing a steep hill).

Think of a hybrid vehicle as a regular internal-combustion-engine vehicle with an extra electrical motor. This motor can be used in certain situations, with the result that overall you use less fuel and have fewer emissions. In some situations, the engine can shut off entirely, relying solely on the battery. The battery is charged by capturing energy from the braking system or directly from the gas motor. There is no plug-in electric charging required for hybrid vehicles.

The 2020 Ford Fusion hybrid averages forty-three (43) miles per gallon (MPG). When compared to a conventional gasoline 2020 Ford Fusion at 25 MPG, each hybrid vehicle will result in an approximate $200 annual savings in fuel cost. Based on current Fleet data, and gas cost at $2.19 per gallon, (10) hybrid pool car vehicles driving an average of 5,000 miles yearly, equates to an approximate $ 2,000 reduction in annual fuel costs. Please refer to the attached US Department of Energy vehicle comparison for additional information. This analysis does not include annual escalating maintenance and repair costs when compared to the 2008 Ford Taurus (which averages approximately 13.3 MPG). Each 2008 Ford Taurus pool cars results in an additional annual fuel cost of approximately $600 (i.e. ±$6,000 yearly for 10 pool cars) when compared to the 2020 Ford Fusion Hybrid.

ASSETWORKS POOL CAR "KEYVALET" SOFTWARE

The second component of this request is the purchase and implementation of the AssetWORKS pool car "KeyValet" software. Public Works currently utilizes the AssetWORKS software for a variety of fleet management services. The pool car key valet concept (successfully implemented in Stamford) promotes the following key benefits:

- Consolidation of fleet pool car vehicles, thus allowing for an increased number of vehicles that can be used as loaner vehicles during servicing, surplus (i.e. part replacement) and/or auctioned for additional revenue.

- Reduction in annual maintenance and repair costs since previously stagnant/unused vehicles become more frequently rotated and avoids issues (e.g. poor brake/engine fluid circulation, rotting/failure of lines, rust/debris accumulation in critical components, etc.) associated with imbalanced/infrequent use.

The pool car key valet system will consist of a web based platform for staff vehicle requests. Once the reservation has been completed, staff will receive an automated email containing a confirmation code which allows them to access the vehicle's key at the pool car lot. Using their smart card or confirmation code, staff is able to release the correct key from the secure key box. Only one key for their pool type vehicle can be accessed. The City can configure the system to pre-assign with parameters such as low mileage, high mileage or random. When the key lock box door is closed, the reservation automatically dispatches the vehicle and the staff trip begins. Using their smart card, confirmation code or vehicle number to open the key box, staff then returns the keys to the designated position.

The vehicle keys will be securely stored in a mounted box located on the first floor of City Hall. The pool car "KeyValet" system will be made available to the Departments/Divisions listed above. Over the next several months, Public Works will coordinate with the pertinent City Departments for the successful procurement, installation and implementation of the pool car key valet system.

For additional information on the AssetWORKS "KeyValet" software, please refer to the following link: https://www.assetworks.com/resource-items/keyvalet-solution-sheet/

As part of the "KeyValet' implementation, vehicle user information (e.g. driver's license) will be input into the AssetWORKS software database. This will assist the Finance Department with their risk management and insurance processes since City employee driver's license will be validated prior to issuance of a pool car or other City vehicle. Pool car users will be required to read and accept the vehicle use policy.

It is the Department of Public Works recommendation that procurement of the 2020 Ford Fusion hybrid vehicles and AssetWORKS "KeyValet" software will be an overall operational benefit, safety enhancement and continue to strongly promote sustainability for the City's Public Works fleet.

Your consideration to this matter is greatly appreciated.

Gengras Ford, LLC

225 New Britain Avenue
Plainville, CT 06062
Phone: 860.793.8885
www.gengras.com

GENGRAS PEOPLE COME FIRST | Ford

Quote Number: 191010010

CONTRACT NO: 19PSX0161

Make	MY	Model	Contract Price
Ford	2020	Fusion SE Hybrid	$ 23,017

All specifications are subject to verification of manufacturer's published standard and optional equipment. Vehicle to include all manufacturers standard equipment plus the following options:

	Option Code		*Description*	*List Price*
1	YZ		Oxford White	$ -
2	DE		ECO Cloth Ebony/Med Lt Stone	$ -
3	997		2.5L I4 IVCT	$ -
4	44W		Six speed Automatic Trans	$ -
5	55M		Floorliners	$ 170
6	Key		Extra Fob Key	$ 199
7				$ -
8				$ -
9				$ -
10				$ -
11				$ -
12				$ -
13				$ -
14				$ -
15				$ -
			Total Options per Contract Price (list price)	$ 369
			Total Factory Options Discount (6%)	$ (22)
			Total Options per Contract Price (net price)	$ 347

Aftermarket Accessories

	Vendor / Manufacturer	Hours	Description	List Price
1		0.0		$ -
2		0.0		$ -
3		0.0		$ -
4		0.0		$ -
5		0.0		$ -
6		0.0		$ -
7		0.0		$ -
8		0.0		$ -
	Total Hours	0.0		
			Total Aftermarket Options (list price)	$ -
			Total Aftermarket Options Discount (20%)	$ -
			Total Hours x $130 / hour rate	$ -
			Total Net Aftermarket Options plus Total Labor	$ -

Trade Allowance

Year	Make	VIN	Description / Mileage	Allowance
				$ -
				$ -
				$ -
				$ -
			Total Trade in Allowance	$ -

Comments:
Factory ordered cars. Estimated order to delivery lead time is late February on an order placed this week.

Additional fees / Charges

Dealer Conveyance Fee ($599.00)	$ -
Registration Fee	$ -
DMV Inspection Fee (as required)	$ -
Total Additional Fees	$ -

Customer:	City of Norwalk
FIN Code:	QQ243
VIN:	

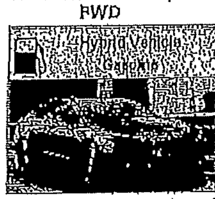
Total (per unit) $ 23,363.86

Quantity	10

Grand Total (all) $ 233,638.60

Compare Side-by-Side

Fuel Economy | Energy and Environment | Safety | Specs

	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD
Personalize	 1.5 L, 4 cyl, Automatic (S6), Turbo MSRP: $23,170 - $34,450	 2.0 L, 4 cyl, Automatic (variable gear ratios) MSRP: $28,000 - $34,595
EPA Fuel Economy	Regular Gasoline 25 combined city/highway MPG 23 city 34 highway 4.0 gal/100mi Gasoline 412 miles Total Range	Regular Gasoline 43 combined city/highway MPG 43 city 41 highway 2.3 gal/100mi Gasoline 602 miles Total Range
Unofficial MPG Estimates from Vehicle Owners Learn more about "My MPG" Disclaimer	User MPG estimates are not yet available for this vehicle	User MPG estimates are not yet available for this vehicle
You save or spend* Note: The average 2020 vehicle gets 27 MPG	You SPEND $250 more in fuel costs over 5 years compared to the average new vehicle	You SAVE $750 in fuel costs over 5 years compared to the average new vehicle
Annual Fuel Cost*	$450	$250
Cost to Drive 25 Miles	$2.15	$1.25
Cost to Fill the Tank	$35	$30
Tank Size	16.5 gallons	14.0 gallons

Add a Vehicle

*Based on 20% highway, 80% city driving, 5,000 annual miles and your fuel prices. Personalize.
MSRP and tank size data provided by Edmunds.com, Inc.
Range on a tank and refueling costs assume 100% of fuel in tank will be used before refueling.

U.S. DEPARTMENT OF ENERGY | Energy Efficiency & Renewable Energy

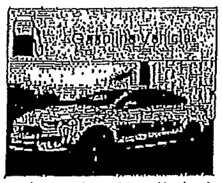
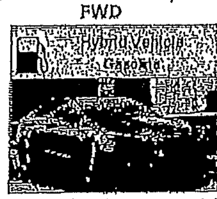
Office of Transportation & Air Quality | U.S. ENVIRONMENTAL PROTECTION AGENCY

www.fueleconomy.gov

the official U.S. government source for fuel economy information

Compare Side-by-Side

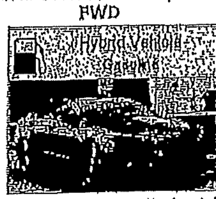
Fuel Economy | Energy and Environment | Safety | Specs

	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD	
Personalize	 1.5 L, 4 cyl, Automatic (S6), Turbo MSRP: \$23,170 - \$34,450	 2.0 L, 4 cyl, Automatic (variable gear ratios) MSRP: \$28,000 - \$34,595	Add a Vehicle
Energy Impact Score			
Annual Petroleum Consumption - U.S. barrel - Imported barrel 1 barrel = 42 gallons	REGULAR GASOLINE 4.4 barrels	REGULAR GASOLINE 2.6 barrels	
Greenhouse Gas Emissions			
Units: Grams per mile Show: Tailpipe CO2	REGULAR GASOLINE 355 grams per mile 6 (1–10 Best)	REGULAR GASOLINE 208 grams per mile 9 (1–10 Best)	
EPA Smog Rating			
State of purchase: Select State			

*Based on 20% highway, 80% city driving, 5,000 annual miles and your fuel prices. Personalize.

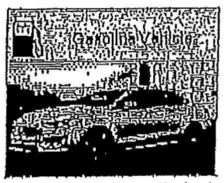
Compare Side-by-Side

Fuel Economy | Energy and Environment | Safety | Specs

	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD	
Personalize	 1.5 L, 4 cyl, Automatic (S6), Turbo MSRP: $23,170 - $34,450	 2.0 L, 4 cyl, Automatic (variable gear ratios) MSRP: $28,000 - $34,595	Add a Vehicle
NHTSA Crash Test Results			
Safety Ratings For more information visit: www.safercar.gov	Not Available	Not Available	

Compare Side-by-Side

Fuel Economy | Energy and Environment | Safety | Specs

Personalize	2020 Ford Fusion FWD	2020 Ford Fusion Hybrid FWD	Add a Vehicle
			
	1.5 L, 4 cyl, Automatic (S6), Turbo	2.0 L, 4 cyl, Automatic (variable gear ratios)	
	MSRP: $23,170 - $34,450	MSRP: $28,000 - $34,595	

Vehicle Specification Data		
EPA Size Class ⓘ	Midsize Cars	Midsize Cars
Drive	Front-Wheel Drive	Front-Wheel Drive
Start-Stop Technology	Yes	Yes
Gas Guzzler	No	No
Turbocharger	Yes	No
Supercharger	No	No
Passenger Volume	103 ft^3 (4 door)	103 ft^3 (4 door)
Luggage Volume	16 ft^3 (4 door)	12 ft^3 (4 door)
Fuel Type	Regular Gasoline	Regular Gasoline
Engine Descriptor ⓘ	SIDI	Hybrid
Transmission Descriptor ⓘ		

AssetWORKS

ORDER FORM

AssetWorks LLC
998 Old Eagle School Road, Suite 1215
Wayne, PA 19087

Order #: Q-03922-2
Date: 3/22/2019

Ship To
Sharon Conners
City of Norwalk, CT
15 S. Smith St
Norwalk, Connecticut 06850
United States
203-854-7947
sconners@norwalkct.org

Bill To
City of Norwalk, CT
15 S. Smith St
Norwalk, Connecticut 06850
United States

This Order Schedule is issued pursuant to GSA Contract #: GS-35F-317GA between AssetWorks and the above named Customer. Parties agree to be bound by those terms and conditions. Pricing below is valid if this Order Form is signed on or by 6/20/2019.

License

Description	QTY	UNIT PRICE	Line Total
Motor Pool Module	500.00	USD 3.82	USD 1,909.32
Motor Pool Reservations Module	500.00	USD 1.91	USD 957.18
KeyValet Module (1st site)	1.00	USD 5,969.77	USD 5,969.77
		License TOTAL:	USD 8,836.27

Maintenance

Description	Line Total
Software Maintenance	USD 2,069.00
Maintenance TOTAL:	USD 2,069.00

Year Two Maintenance & Support not to exceed a 5% increase over year one.

Hardware

Description	QTY	UNIT PRICE	Line Total
Hardware Shipping Fee	1.00	USD 253.78	USD 253.78
		Hardware TOTAL:	USD 253.78

KeyValet

Description	QTY	UNIT PRICE	Line Total
Key Cabinet - 2 Modules (up to 32 Keys)	1.00	USD 6,658.19	USD 6,658.19

Description	QTY	UNIT PRICE	Line Total
Key Module - 16 Keys	2.00	USD 1,734.26	USD 3,468.51
Smartkeys (Tamper proof) (SK30) (2161-00A) (Bag of 5)	6.00	USD 69.73	USD 418.40
Reader, Proximity, (2152-000)	1.00	USD 421.66	USD 421.66
		KeyValet TOTAL:	USD 10,966.76

Service

Description	Line Total
Project Management Services	USD 3,222.25
Motor Pool System Configuration Services	USD 1,611.12
Motor Pool Training Services	USD 805.56
KV Software Installation	USD 1,611.12
KV System Configuration Services	USD 4,027.81
KV System Testing Services	USD 1,611.12
KV Training & Go Live Support Services	USD 4,027.81
Travel Costs	USD 2,000.00
Service TOTAL:	USD 18,916.79

TOTAL:	USD 41,042.60

Key Valet Project Scope and Assumptions

Customer must be on supported version of FleetFocus per KeyValet site readiness document.
Upgrade services for FASuite are not included.
Training on KeyValet software and hardware is for Motor Pool Administrators. Customer personnel to conduct end-user training.
Quote includes setup of Motor Pool and training on core Motor Pool screens / Reservations Portal in FASuite.
Assumes fleet assets are setup and ready for configuration with Motor Pool functionality in FASuite.
Assumes one physical on-site trip for testing, training and go live support.
KeyValet site readiness document attached to quote must be reviewed and accepted by Customer.
KeyValet site readiness document will be reviewed at project kick off by the services delivery team.
Requires use of MAXQueue and will require a stand-alone instance of MAXQueue for KeyValet services
All warranties conveyed by the manufacturer to AssetWorks are included
Shipping: Hardware shipping expense is an estimate. Actual shipping cost will be invoiced.
Customer to install all hardware and mount box ahead of AssetWorks trip
Customer should not install software and/or computer related services without AssetWorks' onsite assistance.
VIB installation and training is not included in this quote; would require a separate quote to add hardware and services for go live / training
Limited 1 year HARDWARE warranty includes parts (labor not included)
Key Cabinets are Ethernet enabled and all Key Cabinets must have access to a Customer's network
Two sets of control keys: default cam locks.

All components that comprise the KeyValet Product, specifically software and hardware, must be purchased from and delivered by AssetWorks
Costs are estimated for a time and materials project and do not include applicable taxes
Actual costs might be greater or lesser than those presented in this quote

Professional Services Assumptions
FleetFocus license is based on active units in fleet
Additional Components can be licensed at a rate of $5 per component
Crystal Reports Enterprise Required for FleetFocus Standard Reports
AssetWorks assumes that the client will install the required Oracle or SQL Server database licenses
All warranties conveyed by the manufacturer to AssetWorks are included
All costs quoted in USD
All software licenses and the first year maintenance fees will be invoiced upon contract execution
Professional Services engagements have 6-8 week lead time from execution of contract/order
Travel: Expenses will be reimbursed as incurred. Expenses include actual costs for lodging, air and ground travel and per diem rates for meal expenses (corporate rate/government agreement).
All training sessions will use standard application training materials.
If additional scope is added or required, a change order will be necessary
If this order is abandoned/paused by the client for any reason mid-effort, the client will be billed for all of AssetWorks time incurred at the current contracted labor rate
Customer will make appropriate technical resources available to AssetWorks' consultants.
Customer will have all of the necessary and appropriate personnel at all of the meetings for the purpose of defining the requirements of the system.
Customer will appoint a single point of contact for the duration of the project. This person should have project management responsibilities and decision-making authority. This person will be the focal point of contact for AssetWorks' Customer Support and Professional Services department.

In the event Customer's business practices require that Customer issue a purchase order number prior to payment of any AssetWorks invoices issued under this Agreement, then such purchase order number must be entered below. Customer's execution of the Order Form without designating a purchase order number shall be deemed Customer's acknowledgement that no purchase order number is required for payment of invoices hereunder.

Purchase Order Number:____________________

Accepted by Customer:		Accepted by AssetWorks:	
Signature:		**Signature:**	
Name (Print):		**Name (Print):**	
Title:		**Title:**	
Date:		**Date:**	

Please sign and email to Orlando Barrett at orlando.barrett@assetworks.com.

THANK YOU FOR YOUR BUSINESS!

Site Readiness

The following represents a checklist of items that need to be completed for a site to be considered "KeyValet Ready". Items marked "VDC ONLY" apply only to customers who have also purchased the wireless Vehicle Data Collector (VDC) option and will be installing Vehicle Information Boxes (VIBs) in motor pool units.

Core Software

- In order to utilize the latest KeyValet software functionality, customers must be on a recent release of FleetFocus software.

FA Customers

- Must be on a minimum core software version of 16.0+.
- FA customers that wish to use features such as "Prompt Fuel Level" must be on a minimum core software version of 17.0.0.
- FA customers must have a separate MaxQueue Instance for KeyValet services. KeyValet services cannot be configured on an existing MaxQueue Instance.

M5 Customers

- No such compatibility issues with M5 core versions.
- M5 customers MUST have a MaxQueue Instance for KeyValet services installed in order to implement KeyValet.

Hardware Mounting

- All KeyValet system(s) (cabinet & controller) will be mounted to an appropriate wall location.
- Indoors within a temperature environment of 45° to 105°F
- Avoids direct sunlight
  Note: Direct sunlight should be avoided on the equipment due to the extra heat it would apply to the system.

Network

- Client must have a tested and working Ethernet network connection for the KeyValet controller. This connection needs to be able to ping the FleetFocus server successfully.
- Client must assign the KeyValet Kiosk a static IP address on the corresponding network.
- TightVNC must be installed on administrator's workstation for remote access of the KeyValet.

Electrical

- Provide two grounded 110V outlets at the location where the KeyValet system will be installed. *Note: The KeyValet system may be optionally hard wired and is the responsibility of the client.*
- AssetWorks recommends using an Uninterrupted Power Supply (UPS) device along with the KeyValet system to allow for proper system shutdown in the event of a power outage. *Note: Placement of UPS device will be at client discretion.*

HID Cards and/or Fuel Fobs

- If operators will be using HID cards for Reservations on the Fly, all pertinent HID card information MUST be supplied to AssetWorks. In addition, a spare HID card must be sent to AssetWorks Hardware Support to test compatibility. Same applies for the use of fuel fobs for vehicle return.
  AssetWorks
  Attn: Hardware Support
  998 Old Eagle School Rd. Suite 1215

Wayne, PA 19087

VDC Only

- Customer must mount VDC Antenna centrally to reach all applicable vehicles with a radius of up to 300 feet. Must have conduit from VDC unit to KeyValet system. VDC Antenna can be installed up to 300 feet away from KeyValet system. (300 ft is in "open air" or line-of sight.)
  Note: Structures, buildings and other objects, natural or manmade, can dramatically reduce the range that can be covered by the VDC antenna. Please consult with AssetWorks on the best possible location for your site.
- A network cable and a single 14 AWG (at minimum) THHN green wire for grounding purposes must be run from the VDC antenna to the KeyValet controller if RFID option is purchased. Network cable to be terminated with RJ45 adapters 8 pin. Wire run is limited to 300 feet.
- A third receptacle must be provided inside the KeyValet system to provide power for the RFU box. Receptacle can simply be a small power strip placed inside the KeyValet system (AssetWorks is happy assist on this manner).
- VIBs must be installed and configured by the client.

Motor Pool

- Motor pool units must to be set up in core software by pool location and pool type.
- A list of motor pool units and pool locations must be provided to AssetWorks for KeyValet configuration.
- If using VDC, VIBs must be set up and configured properly with respective Equipment fuel card ID's.
- Operators must be set up with Operator ID and email within core. (If using HID cards for Reservations on The Fly, and/or fuel fobs for vehicle returns, these must be set up in core as well.)
- Reservation portal must be configured for operators to access and create reservations.

Tamper Proof Key Rings

- If customer wishes to use tamper proof key rings, customer must also purchase proprietary vise for securing key rings.

AssetWorks assumes all KeyValet sites will be made "KeyValet Ready" before the onsite arrival of any AssetWorks personnel. "KeyValet Ready" means that all aforementioned items where applicable, have been configured by the client. Failure to comply with aforementioned outline may lead to a delay in the project's planned completion date in which AssetWorks is not held responsible should client not meet "KeyValet Ready" guidelines.

OFFICE OF POLICY AND MANAGEMENT GUIDANCE
Executive Order No. 7S
Explanation of Purpose and Intent

Section 6, Executive Order 7S
Suspension and Modification of Tax Deadlines and Collection Efforts

Property taxation is a state function granted within certain parameters to local municipalities. Due to COVID-19 the state deems it necessary to make some changes to the normal deadlines and procedures. There will be two programs designed to offer support to eligible taxpayers who have been affected by COVID-19. The state has established the "Deferment Program" and the "Low Interest Rate Program."

The EO defines "municipality" as indicated in 7-148. This means only towns, cities and boroughs, and does not include special taxing districts and special services districts. Unless and until the EO is amended these programs and procedures apply only to "municipalities" as defined above, and NOT to special taxing districts.

The legislative body of each municipality must determine if they will offer one plan, or both plans. Municipalities can offer either plan or both but must offer at least one. In municipalities where the legislative body is the town meeting, the board of selectmen decides which program to offer. Towns must notify OPM by April 25 of their choice.

Section a: "Deferment Program"

Think of this program as an extended grace period program. What is "deferred" is not a tax but rather the last day to pay without interest. **The deadline is deferred, not the tax.** Eligible taxpayers ("eligible" will be defined later) are entitled to **defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days.**

This will have different applications depending on when taxes or other charges (municipal sewer, utility, etc.) are 'due' in a given municipality. Any tax that comes due between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan.

<u>For semiannual and annual towns</u>: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, instead of the last day to pay being August 3, 2020 (August 1 falls on a Saturday), <u>the last day to pay will instead be October 1, 2020 (90 days from July 1) because the last day to pay is being deferred, or the grace period is being extended</u>.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, instead of the last day to pay being May 1, 2020, the grace period would be extended for 90 days instead of 30, and the last day to pay would instead be July 1, 2020.

"Eligible" taxpayers, businesses, nonprofits, and residents (that covers everybody) are those that "attest to or document significant economic impact by COVID-19, and / or those that document they are providing relief to those significantly affected by COVID-19." There is separate guidance about eligibility for this program and is detailed on the application forms provided by OPM.

Municipalities may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents, upon approval of the legislative body or by the Board of Selectmen in towns where the town meeting is the legislative body. This means the town is free to 'open up' the extended grace period to others not specifically mentioned in the EO. For example, a municipality could decide to offer the extended grace period to ALL taxpayers, period, without distinction. This is a decision up to the towns. If a municipality decides to "open up" the eligibility, the need for applications may be moot.

This program does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent.

Section b: "Low Interest Rate Program"

This is another option for towns to consider. It can be offered in conjunction with the deferment program, or instead of it. This program does not say a taxpayer can have an extended grace period with no interest at all. Rather, it addresses the rate of interest that is to be charged on a delinquent or past due bill. Interest is normally charged at the rate of 1.5% per month, 18% per year from the due date of the tax, with a portion of a month being considered a full month. However, **this program will allow for a lower rate of interest: .25% per month, or 3% per year, from the due date of the tax, for a period of up to 90 days only.**

This program provides a 'window' of 90 days from the due date where taxpayers would be able to pay at a reduced interest rate. They would not have an extended grace period, but they would be paying significantly less interest if they pay late.

Any tax, or municipal water, sewer, or electricity charge that comes due at any time between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan (section i).

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, the last day to pay will (still) be August 3, 2020 (August 1 is a Saturday) but if the taxpayer pays on August 4 or later, they will not be paying 1.5% per month interest, but rather only .25% per month interest. On August 4, 2020 the interest charged would not be 3%, but rather .25 x 2 months or .5% This plan would remain in force only for 90 days from the due date of July 1; it would end on October 2, 2020.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, the last day to pay will (still) be May 1, 2020, but if the taxpayer pays on May 2 or later, they will not be paying 1.5% per month interest but rather only .25 % per month interest. On May 2, the interest charged would not be 3% but rather .25 x 2 months, or .5%. This plan would remain in force only for 90 days from the due date of the tax or charge. Once the 90 days was up, the plan would no longer be in effect.

This program **does not require taxpayers to qualify based upon eligibility criteria** as with the deferment program. However, please refer to eligibility of landlords in Section c, below.

The EO provides that if there is a case where any tax, charge etc. is already subject to an interest rate that is less than 3% per year, then that lower rate will apply instead.

The EO also addresses past due charges that were already delinquent on March 10, 2020 (section ii). If a bill was already delinquent on or before March 10, 2020, it shall be subject to .25% per month, 3% per year interest for a period of 90 days from the EO (until July 1, 2020) only. For the time period from April 1, 2020 (the date of the EO) to July 1, 2020, the delinquent taxpayer pays .25% per month or portion thereof instead of the normal 1.5% per month – but ONLY on those last three months, and only if they are making a payment.

On July 2, 2020, unless this EO is extended or other directives are subsequently given, the 'window' closes, and interest once again goes back to the statutory rate of 1.5% per month from due date. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

If a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the 'window' and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

Section c: Eligibility of Landlords

The EO states that in order to be eligible for the extended grace period/deferral program, a "landlord," or any taxpayer that rents or leases to tenants or lessees, must provide documentation to the municipality that the property being taxed has, or will, suffer a significant income decline, or that commensurate forbearance was offered to the tenants or lessees.

The EO states that in order to be eligible for the lower/reduced interest rate program, the landlord must offer 'commensurate forbearance' to tenants or lessees upon their request.

The application forms provided by OPM have more detail about this section and contains specific sections to be completed by landlords.

Section d: Escrow Payments

This section of the EO states that an individual taxpayer's eligibility for either program is irrelevant if the taxes on the property are paid on their behalf by an escrow agent, financial institution, mortgage service agent or bank. <u>The escrow agents are still expected to remit tax payments on behalf of their customers according to the regular timetable</u> – in other words, by August 3 for semiannual and annual towns. The EO states this is the case 'so long as the borrower remains current on their mortgage or is in a forbearance or deferment program.' The EO does not address what the expectation is if the borrower is NOT current or is NOT in such a program.

Section e: Liens Remain Valid

Nothing in the EO affects ANY PROVISION of the Connecticut General Statutes relating to <u>the continuing, recording and releasing of property tax liens</u>. Tax collectors still rely on the existence of the inchoate lien as of the date of assessment. Intent to lien notices are to be sent. Lien continuing certificates are still to be filed in the land records on the regular timetable. Liens are still to be released according to the regular timetable.

Finally, "...the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof." Take this to mean 'deferred' as defined in section a. Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtue of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the 'deferment' (extended grace period) has concluded.

Section 11, Executive Order 7S
Suspension of Non-Judicial Tax Sales

Section 11 postpones all pending tax sales and redemption deadlines. Effective on April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the emergency and can be rescheduled by the tax collector no sooner than thirty (30) days after the Governor declares the emergency has ended. Tax sale notices which went out before the EO remain valid. Adjournment notices can go out by first-class mail in the meantime, but the return-receipt notices and newspaper advertising required by General Statutes 12-157(a) should not be resumed until the new auction date is known, and their timing will be calculated from the new date.

Section 11 also extends any six-month redemption deadline pending at the time the EO was signed, which was 9:00 p.m. on April 1, 2020. The length of the extension is equal to the number of days that the emergency is in effect, which will be March 10, 2020 through until whatever date the Governor declares it has ended. The interest rate the purchaser earns during the extended portion of the redemption period is 0.25% per month but remains at 1.5% per month for the regular part of the redemption period. The EO does not reinstate any redemption period which had already expired. This means any tax sale conducted before October 2, 2019 is not affected by EO unless its redemption period was extended by a bankruptcy filing or other law. Deeds and affidavits can still be recorded for tax sales whose redemption deadlines expired before then.

OFFICE OF POLICY AND MANAGEMENT GUIDANCE
ON TAX PROGRAMS PURSUANT TO SECTIONS 6 AND 11 of
EXECUTIVE ORDER 7S

1. **What kinds of municipalities do the tax programs apply to?**

Section 6 applies to all towns, cities, boroughs in Connecticut including their water pollution control authorities. These municipalities must adopt either or both programs created in the Order.

Note that a future EO may expand these programs to apply to all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes. OPM is receiving input on this expansion and will update this guidance if the program is expanded to apply to quasi-municipal corporations.

2. **What kinds of taxes and charges does Section 6 apply to?**

Section 6 applies to unescrowed taxes on real estate, motor vehicles, and personal property as well as unescrowed municipal water, sewer, and electric charges.

Section 6 does not apply to trash and sanitation charges, landlord rental fees, fines, and other kinds of municipal assessments, penalties, and charges regardless of when they come due. It also does not apply to water, sewer, and electrical charges by private providers. All of these taxes and charges must therefore be paid normally.

3. **What is the difference between the two Programs in Section 6?**

Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic.

The Deferment Program effectively delays certain pay by dates (the last day to pay) by ninety (90) days for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

The Low Interest Program would reduce the interest rate for a three-month window to three (3) per cent for all taxpayers owing taxes and charges automatically.

Every town, city, and borough must adopt either Program, or both Programs and notify the Office of Policy and Management by filling out the OPM Certification Form, no later than April 25, 2020.

4. **What are the requirements for landlords?**

Landlords are not eligible for either Program for relief from taxes and charges on their rental or leased properties unless they pass on "commensurate forbearance" to their tenants or lessees.

Commensurate forbearance, for purposes of both programs, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days from the due date; b) a deferral of one month's rent to be paid over the 90 day period; or c) forbearance substantially similar to (a) or (b) as determined by the tax collector.

For the Deferment Program, the landlord must provide documentation that the property will suffer a significant revenue decline related to the COVID-19 emergency, or that commensurate forbearance was offered to tenants or lessees. Landlords are subject to auditing and may be asked by their municipality to provide their tenants' names and contact information, or other information identified by the municipality to confirm eligibility.

For the Low Interest Program, there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance, when requested.

5. **When does the taxpayer have to submit their application?**

Deferment Program applications and any required documentation or related information must be submitted to the municipality no later than July 1, 2020 in any manner the municipality specifies, which may be in person, by mail and/or electronically. Each municipality shall utilize the guidance provided by the Office of Policy and Management for determining eligibility.

6. **How is interest calculated under the Programs?**

If a municipality adopts the Deferment Program, the interest will be zero for any tax or charge owed by an approved taxpayer which would otherwise come due between March 10 and July 1, 2020, inclusive so long as it is paid within ninety (90) days of the original due date. The practical effect of this Program is simply to extend the usual interest-free grace period to ninety (90) days. It would be as though the phrases "the first day of the month next succeeding the month in which" and "the same date of the month next succeeding the month corresponding to that of the month on which" in General Statutes 12-146 were both replaced with "the ninetieth day after." For water and sewer charges, it would be as though the words "thirty days" in General Statutes 7-239(b), 7-254(a), and 7-258(a) were replaced with "ninety days."

If a municipality adopts the Low Interest Program, interest is reduced automatically for everyone from 1.5% per month to a maximum of 0.25% per month on taxes and charges which come due between March 10 and July 1, 2020, inclusive. (If any tax or charge would otherwise accrue interest at a rate of less than 3% per annum, the lower rate continues to apply.) This Program also imposes the same cap on any delinquent taxes and charges which came due before March 10, 2020 and remain unpaid, but only to the extent of the interest which accrues on them between April 1, 2020 and July 1, 2020. Interest which had already accrued on delinquencies before April 1, 2020 remains unaffected. For example, if a tax which had previously come due on July 1, 2019 is paid in mid-May 2020, a municipality which adopted this Program would charge nine months of interest at 1.5% each plus two months of interest at 0.25% each. Regardless of whether a tax or charge was due before or after March 10, 2020, any portion not paid by July 1, 2020 accrues interest as it normally would, both within and outside the low-interest period. For example, if a tax due on July 1, 2019 is paid in mid-August 2020, the municipality would charge 14 months of interest at 1.5% each; no portion of the tax would remain entitled to the 0.25% per month interest rate. A tax due on July 1, 2020, however, would remain entitled to the normal one-month grace period which would apply normally (or 30 days for a sewer charge).

7. **Do the programs require refunding payments which the municipality has already received?**

Neither program requires any municipality to refund any payment, regardless of when it was made or how it was affected by either Program. If a payment is made which exceeds the correct amount due as affected by either Program, the normal overpayment procedures in General Statutes 12-129 apply.

8. **How does the suspension of tax sales in Section 11 affect notices of tax sales previously issued for auctions which were to take place after the date of the Order?**

Section 11 does not invalidate any notice issued under General Statutes Section 12-157 before the Order was signed. Although the Order itself postpones all pending tax sale auctions by operation of law, the municipality may issue adjournment notices in accordance with the second sentence of General Statutes Section 12-157(b) which state that the auction will be rescheduled to a date to be determined. In the interim, the other pre-auction notices which would otherwise be required by General Statutes Section 12-157(a) should not be issued. After the Governor declares the COVID-19 emergency to have ended, the tax collector may select a new auction date which is no less than 30 days later and issue any remaining pre-auction notices required by General Statutes Section 12-157(a) as calculated from that new date. If all three pre-auction notices required by General Statutes Section 12-157(a) had already been issued before the Order was signed, notice of the new auction date should be issued in accordance with the second sentence of General Statutes Section 12-157(b).

9. **Which tax sale redemption periods are extended by Section 11?**

Section 11 extends every six-month redemption period under General Statutes Section 12-157(f) which was in effect at the time the Order was signed. It does not reinstate any redemption deadline which had already expired before the Order was issued at 9:00 p.m. on April 1, 2020. This means that no tax sale which occurred before October 2, 2019 is affected by the Order except those for which the redemption deadline had already been extended by 11 U.S.C. Section 108 of the Bankruptcy Code or by another law or court order. For any tax sale procedure for which the redemption period expired before the Order was issued, Section 11 does not prohibit municipalities from depositing excess funds with the Superior Court under General Statutes Section 12-157(i), recording deeds or affidavits as provided in General Statutes Sections 12-157(f) or 12-167(a), or otherwise concluding the procedure as provided by law.

STATE OF CONNECTICUT

OFFICE OF POLICY AND MANAGEMENT

INTERGOVERNMENTAL POLICY AND PLANNING DIVISION

GOVERNOR'S EXECUTIVE ORDER 7S SECTION 6
MUNICIPALITY PROGRAM ELECTION

The municipality of ______________________________ by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on ______________________, that we will participate in the following program(s):

☐ **Deferment Program.** During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by CO VID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

☐ **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

PROGRAM CONTACT:

Printed Name: ________________________________ Title: ____________________

Email Address: ________________________________ Phone: ____________________

CEO CERTIFICATION:

Dated this _____ day of April, 2020.

Printed Name: ________________________________ Title: ____________________

Email Address: ____

Signature: ____

DUE TO OPM NO LATER THAN APRIL 25, 2020 ~ RETURN TO: Martin.Heft@ct.gov

PLEASE PRINT LEGIBLY MUNICIPALITY NAME ______________________

APPLICATION FOR MUNICIPAL TAX RELIEF DEFERRAL PROGRAM UNDER EXECUTIVE ORDER 7S

For deferral of real estate, motor vehicle, and personal property taxes and/or municipal electric, water and sewer charges due to a town, city, and/or borough between and including March 10, 2020 and July 1, 2020.

1. PROPERTY OWNER NAME LAST	FIRST	MIDDLE INITIAL		DATE OF BIRTH
2. IF YOU ARE NOT THE OWNER, YOUR AUTHORITY TO MAKE THIS APPLICATION ON THE OWNER'S BEHALF (E.G., BUSINESS'S MANAGER, INDIVIDUAL POWER-OF-ATTORNEY, ETC.)				
3. MAILING ADDRESS NUMBER AND STREET	MUNICIPALITY	STATE	ZIP CODE	
4. DAYTIME TELEPHONE WITH AREA CODE		EMAIL ADDRESS		

5. PROPERTY FOR WHICH DEFERRAL IS REQUESTED

ADDRESS(ES) OF REAL ESTATE: ______________________

YEAR, MAKE, MODEL OF VEHICLE(S): ______________________

TYPE(S) OF PERSONAL PROPERTY: ______________________

DEFERRAL PROGRAM: ☐ I request that the applicable real estate, motor vehicle, and personal property taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty. Deferral, for purposes of this program, means that the tax or charge can be paid up to 90 days after its due date without interest or penalty.

CHECK PROPER ELIGIBILITY:

☐**Resident**: My household has suffered a reduction in income of at least 20% due to COVID-19.

- ☐ Since March 10, 2020, I have been either (1) been furloughed without pay; (2) had my hours significantly reduced; or (3) am unemployed. This has resulted in at least a 20% reduction in my household income.
- ☐ Proof of Residency is attached (i.e. a copy of driver's license, utility bill, or other proof of residency)

☐**Business / Non-Profit:** Revenue is expected to decrease at least 30% in the March to June 2020 period versus the March to June 2019 period at this property.

- ☐ Proof of Ownership is attached (i.e. copy of my business license, utility bill, Secretary of State listing, or other proof of ownership)

LANDLORDS - <u>Fill Out this Section only if you are the landlord of the real estate listed above.</u>

☐ <u>Deferral Program.</u> If the municipality has adopted the Deferral Program, I request that the applicable real estate taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty.

- ☐ I have attached documentation proving that the property has or will suffer a significant revenue decline, OR
- ☐ I have attached documentation proving that commensurate forbearance was offered to the tenants or lessees.

"Commensurate forbearance, for purposes of this program, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days after its due date; b) a deferral of one month's rent to be paid over the 90 day period, or c) forbearance substantially similar to (a) or (b) as determined by the tax collector. Documentation includes, but is not limited to, proof that some tenants or lessees have received forbearance or that the landlord has actively communicated with tenants or lessees to offer forbearance.

CERTIFICATION:

(A) I am aware of the amount and/or basis of the taxes, charges, and assessments that I am requesting to be deferred and I hereby irrevocably waive all rights to appeal or dispute them on any basis. I understand that the municipality's lien, priority, and enforcement rights will remain unaffected during and after this period.

(B) I understand that this request, if approved, will not defer any taxes, charges, fees, or assessments I may owe the municipality which came due before March 10, 2020 or after July 1, 2020 or the interest and penalties applicable to them, or any other debt I may owe the municipality at any time.

(C) I authorize the municipality and its agents to verify the statements above, and any certification information I have provided, from its records and other third parties. I consent to those third parties releasing relevant information to the municipality and its agents for this purpose upon the municipality's request and that a copy of this application shall be adequate evidence of my consent. I hold the municipality harmless in their collection of this data.

(D) I understand that I must pay all taxes, charges, and assessments deferred in full (i) within ninety (90) days after the original due date or (ii) immediately, if the municipality determines that I am not eligible for deferment. I understand that if I fail to make payments as noted in this section, all interest, fees, and penalties will be applied to all unpaid portions retroactive to the original due date.

APPLICANT'S ATTESTATION	**Under penalties of perjury, I hereby swear or affirm that that I have read and understood all of the statements above, that they are true and accurate, and that I have attached any and all additional information necessary to process my application herein. I attest that this application, and all attachments, are genuine and unaltered.**
SIGNATURE OF APPLICANT X	Date signed (Mo., Day,Yr.) _____/_____/_____

STOP! DO NOT WRITE BELOW THIS LINE
FOR TAX COLLECTOR'S USE ONLY

DEFERRAL FOR:	☐ Real Estate Tax ☐ Motor Vehicle Tax ☐ Supp. Motor Vehicle Tax ☐ Personal Property Tax ☐ Water Charges ☐ Sewer Usage Charges ☐ Sewer Assessment Charges ☐ Electric Charge
TAX COLLECTOR'S DETERMINATION	__ I am satisfied that the applicant meets all the necessary statutory requirements __ This claim is denied for the following reason(s):
SIGNATURE OF TAX COLLECTOR OR MEMBER OF TAX COLLECTOR'S STAFF X	Date signed (Mo.,Day,Yr.) _____/_____/_____

Common Council

Request for Item to be Placed on Agenda

Date of Request: April 31, 2020
(Note-agenda closes 12:00 noon on the Thursday before the Council meeting).

Person/Department/Committee making request: Finance Department

---

Section on Agenda where item is to appear: __________

Has item been to a Council Committee? Yes: ______ No: X Which One? __________

Has the item been reviewed by the Planning and Zoning Commission under Section 8-24 of the State Statutes? Yes: ______ No: ______ N/A: X

List item/s and Action to be taken: (Attach document to be approved or backup material. If a contract is to be awarded, please include name of contractor, amount of contract to be awarded and account from which payment will be made).

RESOLUTION:
WHEREAS, Governor Lamont proclaimed a state of emergency throughout the State of Connecticut as a result of the coronavirus disease (COVID-19) outbreak on March 10, 2020.

WHEREAS, in light of this state of emergency, Governor Lamont's Executive Order No. 7(C)(5) provides that all municipal budget deadlines are extended by thirty days in light of the coronavirus disease (COVID-19) outbreak.

In light of this state of emergency and Governor Lamont's Executive Order No. 7(C)(5), now, therefore, be it resolved by the Common Council of the City of Norwalk that it approves the extension of all municipal budget deadlines for an additional thirty days, concerning the proposed operating budget schedule for the 2021 fiscal year.

CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

DATE: March 31, 2020

TO: The Members of the Finance & Claims Committee
The Members of the Common Council

FROM: Henry M. Dachowitz, Chief Financial Officer

RE: Operating and Capital Budget Deadlines

Due to the recent outbreak of the coronavirus disease (COVID-19), the remaining budget deadlines for FYE 2021 Operating and Capital budgets will be delayed in accordance with Governor Lamont's thirty-day extension (Executive Order No. 7(C)(5)).

RESOLUTION:

WHEREAS, Governor Lamont proclaimed a state of emergency throughout the State of Connecticut as a result of the coronavirus disease (COVID-19) outbreak on March 10, 2020.

WHEREAS, in light of this state of emergency, Governor Lamont's Executive Order No. 7(C)(5) provides that all municipal budget deadlines are extended by thirty days in light of the coronavirus disease (COVID-19) outbreak.

In light of this state of emergency and Governor Lamont's Executive Order No. 7(C)(5), now, therefore, be it resolved by the Common Council of the City of Norwalk that it approves the extension of all municipal budget deadlines for an additional thirty days, concerning the proposed operating budget schedule for the 2021 fiscal year.

Extension of all Municipal Budget Deadlines

FYE 2021 PROPOSED OPERATING BUDGET DATES

	Proposed Date		Charter Deadline Text	Deadline Date	Add: 30 Days
BET Finance/BOE meeting & Deliberation	4/20/2020		Not in charter		
BET OPBUD Public Hearing	4/22/2020		Not later than first Monday of April	4/6/2020	5/6/2020
BET Votes on Tentative Budget (regular meeting)	5/4/2020		Not in charter	4/6/2020	5/6/2020
BET Forwards Tentative Budget to Common Council	5/5/2020		Not later than first Monday of April	4/6/2020	5/6/2020
Common Council sets Final Cap (regular meeting)	5/12/2020		Not later than 3rd Tuesday in April	4/21/2020	5/21/2020
BET makes necessary alterations to accommodate Common Council final CAP	5/15/2020		No date (after Final Cap, Before Publishing)		
BET publishes tentative	5/19/2020		Three days before the 4th Wednesday in April	4/19/2020	5/19/2020
BET Approves OPBUD and Tax Rates	6/1/2020		First Monday in May	5/4/2020	6/3/2020

FYE 2021 PROPOSED CAPITAL BUDGET DATES					
	Proposed Date		**Charter Deadline Text**	**Deadline Date**	**Add: 30 Days**
Mayor forwards recommended budget	4/14/2020		On or before March 15	3/15/2020	4/14/2020
BET sets Capital Budget CAP	4/22/2020		On or before April 1	4/1/2020	5/1/2020
Planning Committee Meets with departments	5/7/2020		Not in charter - regular meeting		
Common Council approves CAPBUD	5/12/2020		On or before April 15	4/15/2020	5/15/2020
CFO Transmit CAPBUD financing recommendation to Common Council and BET	5/20/2020		On or before May 1	5/1/2020	5/31/2020
Bonding Resolution approved by Common Council	6/9/2020		Not in charter - regular meeting		

CITY OF NORWALK
CONNECTICUT

OPERATING BUDGET SUBJECT TO BET APPROVAL

FISCAL YEAR
2020 - 2021

APRIL 9, 2020

FYE 2021 ORIGINAL RECOMMENDED OPERATING BUDGET AS OF COMMON COUNCIL CAP ON FEBRUARY 25TH 2020

	FYE 2020 BUDGET	FYE 2021 Recommended As of February 25th Council CAP	2020 Budget vs. 2021 Recommended	2020 Budget vs. Rec %
Expenditures				
BOARD OF EDUCATION	$ 198,491,359	$ 208,415,928	$9,924,569	5.0%
CHIEF OF STAFF	$ 753,070	$ 777,051	$23,981	3.2%
COMMUNITY SERVICE	$ 7,333,336	$ 9,075,019	$1,741,683	23.8%
CONTINGENCY	$ 1,103,427	$ 2,797,788	$1,694,361	153.6%
CORPORATION COUNSEL	$ 1,211,455	$ 1,232,985	$21,530	1.8%
DEBT SERVICE	$ 29,685,460	$ 32,446,428	$2,760,968	9.3%
ECONOMIC AND COMMUNITY DEVELOPMENT	$ 4,496,786	$ 4,289,722	($207,064)	(4.6%)
EMPLOYEE BENEFITS	$ 33,284,802	$ 34,160,344	$875,542	2.6%
FINANCE	$ 6,267,358	$ 6,595,001	$327,643	5.2%
FIRE DEPARTMENT	$ 19,568,250	$ 19,559,500	($8,750)	(0.0%)
GRANTS	$ 2,282,966	$ 1,357,807	($925,159)	(40.5%)
HUMAN RESOURCES & PERSONNEL	$ 634,804	$ 664,913	$30,109	4.7%
LEGISLATIVE	$ 14,550	$ 17,208	$2,658	18.3%
MAYOR	$ 160,939	$ 166,018	$5,079	3.2%
ORGANIZATIONAL MEMBERSHIPS	$ 106,589	$ 84,048	($22,541)	(21.1%)
PENSION PLANS	$ 11,861,868	$ 13,172,540	$1,310,672	11.0%
POLICE DEPARTMENT	$ 26,569,041	$ 26,315,925	($253,116)	(1.0%)
PUBLIC WORKS	$ 17,685,850	$ 18,287,021	$601,171	3.4%
RECREATION & PARKS	$ 4,748,172	$ 4,944,263	$196,091	4.1%
REGISTRAR OF VOTERS	$ 621,998	$ 613,590	($8,408)	(1.4%)
TOWN CLERK	$ 651,163	$ 657,002	$5,839	0.9%
Expenditures Total	$ 367,533,243	$ 385,630,101	$18,096,858	4.9%

FYE 2021 ORIGINAL RECOMMENDED OPERATING BUDGET AS OF COMMON COUNCIL CAP ON FEBRUARY 25TH 2020

	FYE 2020 BUDGET	FYE 2021 Recommended As of February 25th Council CAP	2020 Budget vs. 2021 Recommended	2020 Budget vs. Rec %
Expenditures Total	$ 367,533,243	$ 385,630,101	$18,096,858	4.9%
Tax Adjustments				
ELDERLY TAX RELIEF	$ 1,851,130	$ 1,600,000	($251,130)	(13.6%)
OTHER PROGRAMS	$ 618,181	$ 500,000	($118,181)	(19.1%)
TAX APPEALS	$ 3,000,000	$ 3,000,000	$0	0.0%
Tax Adjustments Total	$ 5,469,311	**$ 5,100,000**	**($369,311)**	**(6.8%)**
Reserve For Uncollected	$ 4,645,356	**$ 4,754,516**	**$109,160**	**2.3%**
Collection Rate	*98.6%*	***98.6%***	***$0***	***0.0%***
Gross Tax Levy	377,647,910	395,484,617	$17,836,707	4.7%
Other Tax Revenue				
BACK TAX COLLECTIONS	$ 3,000,000	$ 3,700,000	$700,000	23.3%
SUPPLEMENTAL AUTO	$ 2,600,000	$ 3,200,000	$600,000	23.1%
Other Tax Revenue Total	$ 5,600,000	**$ 6,900,000**	**$1,300,000**	**23.2%**
Non-tax Revenue				
DEPARTMENTAL RECEIPTS	$ 11,744,632	$ 11,235,424	($509,208)	(4.3%)
INTEREST & PENALTIES	$ 1,903,401	$ 1,659,648	($243,753)	(12.8%)
INTERGOVERNMENTAL	$ 16,603,868	$ 19,361,518	$2,757,650	16.6%
INVESTMENT INCOME	$ 1,500,000	$ 1,500,000	$0	0.0%
MISCELLANEOUS	$ 2,484,883	$ 2,119,744	($365,139)	(14.7%)
Non-tax Revenue Total	$ 34,236,784	**$ 35,876,334**	**$1,639,550**	**4.8%**
Fund Balance Transfer	$ 6,000,000	$ 8,000,000	**$2,000,000**	**33.3%**
Net Tax Levy	$ 331,811,126	$ 344,708,283	$12,897,157	3.89%
Net Grand List	14,311,193,584	**14,311,193,584**	**$0**	**0.0%**
Average Mill Rate	23.185	24.09	0.901	3.89%

IMPACT OF COVID-19 RECOMMENDED BUDGET UPDATES

	Increase to Revenue (MM)	Decrease to Revenue (MM)
1 Grand List Increase $417.3MM (including SONO Collection)		
$417.3MM (including SONO Collection)	$9.96	
$344.5MM (SONO Collection alone; $8.22MM rev increase)		
2 Decreased Collection Rate assumption from 98.6% ---> 97.5%		
Reserve for Uncollected Taxes		($3.6)
3 Reduced "Other Taxes" Projection		
Back Taxes		($0.7)
Supplemental Auto Taxes		($0.6)
4 Decreased "Non-Tax Revenue" Forecast (Intergovernmental)		
Education Cost Sharing (ECS) Grant from CT (2.5)		
WPCA Expense Reimbursement +0.5		($2.0)
Total adjustments	$9.96	($6.90)
NET Effect of All Adjustments	**$3.06**	

GRAND LIST

- The 2019 Grand List Increase is Primarily Related to the SONO COLLECTION Valuation

FYE 2021 OPERATING BUDGET GRAND LIST		
FYE 2021 RECOMMENDED BUDGET (GL 2018)	$	14,311,193,584
FYE 2021 TENTATIVE APPROVED BUDGET (GL 2019)	$	14,728,523,380
INCREASE IN GRAND LIST	**$**	**417,329,796**
AVERAGE MILL RATE		23.875
TOTAL INCREASE IN TAX REVENUE	**$**	**9,963,749**

SONO COLLECTION ASSESSED VALUE	$	344,482,840
Average Mill Rate		23.875
SONO COLLECTION TAX REVENUE	$	8,224,623

REDUCED COLLECTION RATE EXPECTATIONS

	COLLECTION RATE	RESERVE FOR UNCOLLECTED
FYE 2021 RECOMMENDED BUDGET	98.60%	$ (4,754,516)
FYE 2021 TENTATIVE APPROVED BUDGET	97.58%	$ (8,386,451)
DECREASE	**(1.0%)**	**$ (3,631,935)**

DECREASED OTHER TAX REVENUE EXPECTATIONS

	FYE 2021 RECOMMENDED BUDGET	FYE 2021 TENTATIVE APPROVED	DECREASE
BACK-TAX COLLECTIONS	$ 3,700,000	$ 3,000,000	$ (700,000)
SUPPLEMENTAL AUTO	$ 3,200,000	$ 2,600,000	$ (600,000)
DECREASE	**$ 6,900,000**	**$ 5,600,000**	**$ (1,300,000)**

DECREASED NON-TAX REVENUE EXPECTATIONS

	FYE 2021 RECOMMENDED BUDGET	FYE 2021 TENTATIVE APPROVED	CHANGE
EDUCATION COST SHARING (ECS) GRANT	$ 12,590,479	$ 10,095,131	$ (2,495,348)
WPCA EXPENSE REIMBURSEMENT	$ 51,996	$ 540,000	$ 488,004
SUBTOTAL	**$ 12,642,475**	**$ 10,635,131**	**$ (2,007,344)**
OTHER	$ 23,233,859	$ 23,233,859	$ 0
TOTAL NON-TAX REVENUE	**$ 35,876,334**	**$ 33,868,990**	**$ (2,007,344)**

FYE 2021 RECOMMENDED BUDGET POST-COVID-19 UPDATES SUBJECT TO BET APPROVAL

	FYE 2020 BUDGET	FYE 2021 Recommended As of February 25th Council CAP	2020 Budget vs. 2021 Recommended	2020 Budget vs. Rec %	(1) FYE 2021 Recommended Budget Post-Covid-19 Updates	FYE 2020 vs. 2021 Updated Recommended	FYE 2020 vs. Updated Rec %
Expenditures							
BOARD OF EDUCATION	$ 198,491,359	$ 208,415,928	$9,924,569	5.0%	$ 208,415,928	$ 9,924,569	5.0%
CHIEF OF STAFF	$ 753,070	$ 777,051	$23,981	3.2%	$ 780,951	$ 27,881	3.7%
COMMUNITY SERVICE	$ 7,333,336	$ 9,075,019	$1,741,683	23.8%	$ 9,146,000	$ 1,812,664	24.7%
CONTINGENCY	$ 1,103,427	$ 2,797,788	$1,694,361	153.6%	$ 2,785,377	$ 1,681,950	152.4%
CORPORATION COUNSEL	$ 1,211,455	$ 1,232,985	$21,530	1.8%	$ 1,232,985	$ 21,530	1.8%
DEBT SERVICE	$ 29,685,460	$ 32,446,428	$2,760,968	9.3%	$ 32,446,428	$ 2,760,968	9.3%
ECONOMIC AND COMMUNITY DEVELOPMENT	$ 4,496,786	$ 4,289,722	($207,064)	(4.6%)	$ 4,377,782	$ (119,004)	(2.6%)
EMPLOYEE BENEFITS	$ 33,284,802	$ 34,160,344	$875,542	2.6%	$ 33,988,048	$ 703,246	2.1%
FINANCE	$ 6,267,358	$ 6,595,001	$327,643	5.2%	$ 6,621,281	$ 353,923	5.6%
FIRE DEPARTMENT	$ 19,568,250	$ 19,559,500	($8,750)	(0.0%)	$ 19,569,495	$ 1,245	0.0%
GRANTS	$ 2,282,966	$ 1,357,807	($925,159)	(40.5%)	$ 1,357,807	$ (925,159)	(40.5%)
HUMAN RESOURCES & PERSONNEL	$ 634,804	$ 664,913	$30,109	4.7%	$ 664,913	$ 30,109	4.7%
LEGISLATIVE	$ 14,550	$ 17,208	$2,658	18.3%	$ 17,208	$ 2,658	18.3%
MAYOR	$ 160,939	$ 166,018	$5,079	3.2%	$ 166,018	$ 5,079	3.2%
ORGANIZATIONAL MEMBERSHIPS	$ 106,589	$ 84,048	($22,541)	(21.1%)	$ 84,048	$ (22,541)	(21.1%)
PENSION PLANS	$ 11,861,868	$ 13,172,540	$1,310,672	11.0%	$ 13,172,540	$ 1,310,672	11.0%
POLICE DEPARTMENT	$ 26,569,041	$ 26,315,925	($253,116)	(1.0%)	$ 26,309,016	$ (260,025)	(1.0%)
PUBLIC WORKS	$ 17,685,850	$ 18,287,021	$601,171	3.4%	$ 18,262,021	$ 576,171	3.3%
RECREATION & PARKS	$ 4,748,172	$ 4,944,263	$196,091	4.1%	$ 4,961,663	$ 213,491	4.5%
REGISTRAR OF VOTERS	$ 621,998	$ 613,590	($8,408)	(1.4%)	$ 613,590	$ (8,408)	(1.4%)
TOWN CLERK	$ 651,163	$ 657,002	$5,839	0.9%	$ 657,002	$ 5,839	0.9%
Expenditures Total	$ 367,533,243	$ 385,630,101	$18,096,858	4.9%	$ 385,630,101	$ 18,096,858	4.9%

FYE 2021 RECOMMENDED BUDGET POST-COVID-19 UPDATES SUBJECT TO BET APPROVAL

	FYE 2020 BUDGET	FYE 2021 Recommended As of February 25th Council CAP	2020 Budget vs. 2021 Recommended	2020 Budget vs. Rec %	(1) FYE 2021 Recommended Budget Post-Covid-19 Updates	FYE 2020 vs. 2021 Updated Recommended	FYE 2020 vs. Updated Rec %
Expenditures Total	$ 367,533,243	$ 385,630,101	$18,096,858	4.9%	$ 385,630,101	$ 18,096,858	4.9%
⊟ **Tax Adjustments**							
ELDERLY TAX RELIEF	$ 1,851,130	$ 1,600,000	($251,130)	(13.6%)	$ 1,600,000	$ (251,130)	(13.6%)
OTHER PROGRAMS	$ 618,181	$ 500,000	($118,181)	(19.1%)	$ 500,000	$ (118,181)	(19.1%)
TAX APPEALS	$ 3,000,000	$ 3,000,000	$0	0.0%	$ 3,000,000	$ 0	0.0%
Tax Adjustments Total	$ 5,469,311	$ 5,100,000	($369,311)	(6.8%)	$ 5,100,000	$ (369,311)	(6.8%)
⊞ **Reserve For Uncollected**	$ 4,645,356	$ 4,754,516	$109,160	2.3%	$ 8,386,451	$ 3,741,095	80.5%
⊞ *Collection Rate*	98.6%	98.6%	$0	0.0%	97.58%	-1.0%	-1.0%
Gross Tax Levy	377,647,910	395,484,617	$17,836,707	4.7%	399,116,552	21,468,642	5.7%
⊟ **Other Tax Revenue**							
BACK TAX COLLECTIONS	$ 3,000,000	$ 3,700,000	$700,000	23.3%	$ 3,000,000	$ 0	0.0%
SUPPLEMENTAL AUTO	$ 2,600,000	$ 3,200,000	$600,000	23.1%	$ 2,600,000	$ 0	0.0%
Other Tax Revenue Total	$ 5,600,000	$ 6,900,000	$1,300,000	23.2%	$ 5,600,000	$ 0	0.0%
⊟ **Non-tax Revenue**							
DEPARTMENTAL RECEIPTS	$ 11,744,632	$ 11,235,424	($509,208)	(4.3%)	$ 11,235,424	$ (509,208)	(4.3%)
INTEREST & PENALTIES	$ 1,903,401	$ 1,659,648	($243,753)	(12.8%)	$ 1,659,648	$ (243,753)	(12.8%)
INTERGOVERNMENTAL	$ 16,603,868	$ 19,361,518	$2,757,650	16.6%	$ 16,866,170	$ 262,302	1.6%
INVESTMENT INCOME	$ 1,500,000	$ 1,500,000	$0	0.0%	$ 1,500,000	$ 0	0.0%
MISCELLANEOUS	$ 2,484,883	$ 2,119,744	($365,139)	(14.7%)	$ 2,607,748	$ 122,865	4.9%
Non-tax Revenue Total	$ 34,236,784	$ 35,876,334	$1,639,550	4.8%	$ 33,868,990	$ (367,794)	(1.1%)
⊞ **Fund Balance Transfer**	$ 6,000,000	$ 8,000,000	$2,000,000	33.3%	$ 8,000,000	$ 2,000,000	33.3%
Net Tax Levy	$ 331,811,126	$ 344,708,283	$12,897,157	3.89%	$ 351,647,562	$ 19,836,436	6.0%
⊞ **Net Grand List**	14,311,193,584	14,311,193,584	$0	0.0%	14,728,523,380	417,329,796	2.92%
Average Mill Rate	23.185	24.087	0.901	3.887%	23.875	0.690	2.975%

(1) Reduced Supplemental Auto by $600K; Reduced Back-tax Collections by $700K. Decreased Collection Rate from 98.6% to 97.58%

MEDIAN SINGLE FAMILY TAX BILLS BY DISTRICT

ORIGINAL FYE 2021 RECOMMENDED BUDGET AS OF COMMON COUCIL CAP FEBRAURY 25TH 2020

TAX BILL VARIANCE

FYE 2021 Original Recommended Budget (as of Feb 25th Common Council Cap)

vs. FYE 2020 Approved Budget

	Average Mill Rate	First District	Second District	Third District	Fouth District	Fifth District	Sixth District
Median Home Value (2018 GL & 2019 GL)		**$ 240,170**	**$ 227,420**	**$ 304,840**	**$ 275,550**	**$ 375,840**	**$ 764,730**
MILL RATES							
FYE 2020 APPROVED MILL RATES	23.185	23.32	23.32	23.32	23.36	22.80	21.40
FYE 2021 ORIGINAL RECOMMENDED MILL RATES	24.087	24.17	24.17	24.17	24.25	23.81	22.35
TAX BILLS							
FYE 2020 APPROVED TAX BILL		$ 5,600	$ 5,302	$ 7,107	$ 6,438	$ 8,568	$ 16,361
FYE 2021 ORIGINAL RECOMMENDED TAX BILL		$ 5,805	$ 5,497	$ 7,369	$ 6,683	$ 8,950	$ 17,092
Tax Bill $ Increase		**$ 206**	**$ 195**	**$ 261**	**$ 245**	**$ 381**	**$ 731**
Tax Bill % Increase		**3.68%**	**3.68%**	**3.68%**	**3.81%**	**4.45%**	**4.47%**

MEDIAN SINGLE FAMILY TAX BILLS BY DISTRICT

TAX BILL VARIANCE
for the FYE 2021 Original Recommended Budget (as of Feb 25th Common Council Cap) and the FYE 2021 Updated Recommended Budget (subject to BET Approval)
All Variance Comparisons vs. FYE 2020 Approved Budget

	First District	Second District	Third District	Fouth District	Fifth District	Sixth District
Median Home Value-2018 GL	$ 240,170	$ 227,420	$ 304,840	$ 275,550	$ 375,840	$ 764,730
Median Home Value-2019 GL	$ 240,510	$ 227,665	$ 304,840	$ 276,490	$ 375,995	$ 762,310
TAX BILLS						
FYE 2020 Approved Budget	$ 5,600	$ 5,302	$ 7,107	$ 6,438	$ 8,568	$ 16,361
FYE 2021 Original Recommended Budget (as of Feb 25th CC Cap)	$ 5,805	$ 5,497	$ 7,369	$ 6,683	$ 8,950	$ 17,092
FYE 2021 Updated Recommended (subject to BET Approval)	$ 5,762	$ 5,454	$ 7,303	$ 6,646	$ 8,876	$ 16,963
TAX BILL INCREASES						
COMPARED TO FYE 2020 APPROVED BUDGET						
Tax Bill $ Increase - FYE 2021 Original Recommended Budget (as of Feb 25th CC Cap)	$ 206	$ 195	$ 261	$ 245	$ 381	$ 731
Tax Bill $ Increase - FYE 2021 Updated Recommended Budget (subject to BET Approval)	$ 162	$ 152	$ 195	$ 208	$ 307	$ 602
Tax Bill Monthly $ Increase - FYE 2021 Updated Budget (subject to BET)	$ 14	$ 13	$ 16	$ 17	$ 26	$ 50
Tax Bill % Increase - FYE 2021 Original Recommended Budget (as of Feb 25th CC Cap)	3.68%	3.68%	3.68%	3.81%	4.45%	4.47%
Tax Bill % Increase - FYE 2021 Updated Recommended Budget (subject to BET Approval	2.89%	2.86%	2.75%	3.23%	3.59%	3.68%

- Despite more conservative revenue estimates that incorporate evolving economic constraints, the median tax bill is LESS than that projected in the FYE 2021 Recommended Budget.
- This is due to a $10MM increase in revenues related to this year's growth in the Grand List less $7.0MM in reduced revenue projections for other taxes.

IN CONCLUSION

A one-time delay in finalizing the Grand List generated an additional $10MM in our Operating Budget.

- 2MM was used to offset a reduction in "Non-Tax Revenue
- 5MM was used to protect the budget fro COVID-related costs
- $3MM was used to lower taxes → lower Mill Rates

We are fortunate to have a large "Rainy Day" Fund. It is available and will be used to offset COVID-related reductions in revenues and increases in expenditures, as needed.

Ultimately, this Operating Budget provides:

- The departments with sufficient funds to provide their services,
- The City is protected from $5MM of COVID related costs, and
- The Mill Rates are only going up by an average of 2.98%

The average Tax Bill will increase as follows:

	MONTHLY
First District	$13.50
Second District	$12.67
Third District	$16.25
Fourth District	$17.33
Fifth District	$25.58
Sixth District	$50.17

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MEMORANDUM OF LAW

To:	Mayor Harry Rilling Common Council Members Laoise King, Chief of Staff Henry Dachowitz, CFO Lisa Biagiarelli, Tax Collector William Ford, Tax Assessor
From:	Mario Coppola, Corporation Counsel
Date:	April 7, 2020
Re:	**Executive Order 7S – Local Tax Relief Options**

A. Executive Summary

On April 1, 2020, Governor Lamont issued Executive Order 7S, which suspends and modifies state and local law regarding tax deadlines and collection, and requires that municipalities establish one or both of two new tax relief programs that would be offered to eligible taxpayers, businesses or non-profits who have been economically affected by the COVID-19 pandemic (collectively referred to as the "Tax Programs"). One of the programs provides for a 90-day deferment (AKA - extended grace period) to pay taxes from the next tax payment date. For those taxpayers eligible for the deferment, taxes would be due on October 1, 2020 instead of July 1, 2020. The other program provides for a lower interest rate on a tax delinquency thereby lowering the interest rate from 18% to 3% for a 90-day period from the due date of the tax. In addition to the Tax Programs, Order 7S also made changes to the other laws involving municipal tax collections and tax assessment deferrals.

Yesterday the Office of Policy and Management ("OPM") issued: (1) a memorandum which provides an explanation of the purpose and intent of Order 7S (attached as **Exhibit 1**); (2) an application for tax deferment program (attached as **Exhibit 2**); and (3) a form notice for the municipalities to issue to OPM to choose one or both of the programs (attached as **Exhibit 3**).

1. What taxes are applicable?

The Tax Programs apply to all real property, personal property or motor vehicle taxes, as well as municipal water, sewer, and electric charges or assessments, becoming due anytime between and including March 10, 2020 through July 1, 2020.

2. What is the significance of the March 10th and July 1st dates in Order 7S?

Please note that Order 7S mentions both the March 10th and July 1st dates because some municipalities in Connecticut issue tax bills on a quarterly basis. The March 10th date is only relevant to those municipalities which issue tax bills on a quarterly basis. The July 1st date is the only applicable date for the rest of municipalities that issue tax bills on a biannual basis. In the City, this program would apply only for the upcoming July tax bill installment.

3. Tax Programs are not available to escrow agents

Order 7S explicitly excludes any escrow agents from participating in the Tax Programs. Order 7S provides that an individual taxpayer cannot be eligible for either of the Tax Programs if the taxes are paid on his/her/its behalf by an escrow agent, financial institution, mortgage service agent or bank. Therefore, escrow agents (such as mortgage servicers) are required to make tax payments on behalf of their customers on time (i.e., by August 3, 2020) or else the taxpayer will incur normal statutory interest on any delinquent amount at the normal rate of 18% per year.

4. The City must decide regarding Tax Programs by April 25, 2020

The Order is a mandatory directive that the City adopt one, or both, relief program(s). Specifically, "[e]ach municipality…*shall participate* in one or both program(s) and *shall notify* the Secretary of [OPM]…" (emphasis added). The City must make this decision by April 25, 2020. The form notice that is attached as **Exhibit 3** must be filed with the State.

B. Deferment Program

1. What is the deferment?

The *deferment program* provides *for a* 90-day deferment on taxes and municipal charges that become due on or between March 10th and July 1st for eligible taxpayers showing substantial economic impact. "Think of this program as an extended grace period program. What is *deferred* is not a tax but rather the last day to pay without interest. The deadline is deferred, not the tax. Eligible taxpayers are entitled to defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days." *See, OPM Memo p. 1.*

2. **Who is eligible for the deferment?**

Order 7S states that the deferral program is available for "eligible" taxpayers, businesses, nonprofits and residents, however, Order 7S does not explain the eligibility criteria. Rather, Order 7S just provided that OPM would issue guidance as to which taxpayers, businesses, nonprofits and residents shall be considered eligible for the deferment program, but that the municipality's legislative body may vote to expend the eligibility for the deferment program. On April 6, 2020, the OPM issued a form application for the deferment program (**Exhibit 2**) which provides that the eligibility standards are as follows:

a. For residential properties the taxpayer must have experienced due to the Covid-19 crisis at least a 20% reduction in household income since March 10, 2020 as result: (i) being furloughed without pay; (2) having hours for work significantly reduced; or (iii) being unemployed.

b. For businesses and nonprofits, the standard is "revenue is expected to decrease at least 30% in March to June 2020 period versus March to June 2019 period at this property".

Order 7S provides that for any landlord to be eligible for the deferment the landlord must provide documentation showing (1) that he or she has or will suffer a "significant income decline" or (2) has offered "commensurate forbearance" to tenants. The deferment application (**Exhibit 2**) confirms that "commensurate forbearance, for purposes of this program, means either (a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days after its due date; (b) a deferral of one month's rent to be paid over the 90 day period, or (c) forbearance substantially similar to (a) or (b) as determined by the tax collector."

Municipalities may extend the eligibility for the deferment program beyond the eligibility standards set forth in the OPM application upon approval of the legislative body of the municipality. For example, the City could decide to provide the deferred (extended) tax bill date of October 1, 2020 to all taxpayers in the City.

The OPM memorandum confirms that the deferment program "does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent." *See, OPM Memorandum p. 2.*

3. **Liens and Tax sales**

The Order does not change the existing statutory authority relating to the continuing, recording and releasing of property tax liens. Tax collectors can still file intent to lien notices and lien continuing certificates. "Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtual of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the deferment (extended grace period) has concluded."

Section 11 of Order 7S specifically postpones all pending tax sales and redemption deadlines so that effective April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the COVID-19 state of emergency that was issued by the Governor and cannot be rescheduled by the tax collector until no earlier than 30 days after the Governor declares that the state of emergency has ended.

C. Low Interest Program

The *low interest program* provides a three percent (3%) interest rate for a 90-day period on delinquent taxes. All delinquent taxpayers can take advantage of this program, with the exception that landlords must still establish certain eligibility criteria.

1. How does the Low Interest Program Work for Taxes Due July 1, 2020?

For municipalities that collect taxes on a semi-annual basis so that the next tax bill is due on July 1, 2020, the program provides a window of 90 days from the due date. Please note that the due date is July 1, 2020 and the last date to pay the bill without incurring interest would be August 3, 2020 (because August 1, 2020 falls on a Saturday). Normally, a taxpayer would start to accrue interest on the amount due on the July 1, 2020 tax bill starting on August 4, 2020 and the interest would accrue at a rate of 1.5% per month (18% per annum). Under this program, the interest rate incurred on the delinquent amount for July, August and September 2020 would be reduced from 1.5% per month (18% per annum) to 0.25% per month (3% per annum). After 90 days (i.e., as of October 2020), interest returns to 3% per month (18% per annum).

2. How does the Low Interest Program work for previously delinquent taxes?

Under the low interest program, tax delinquencies that existed on or before March 10, 2020 are processed differently than taxes that are due on July 1, 2020 and subject to the 90-day deferment (i.e, extended grace period). Order 7S(6)(b)(ii) states "any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, 2020 shall be subject to interest at the rate of three (3) percent per annum for ninety days from this Order, unless such delinquent prior is subject to interest and penalties at less than three (3) percent per annum." First, this provision provides that the lower interest rate on a tax delinquency shall take effect starting on the date of Order 7S, which is April 1, 2020, and shall continue for 90 days. Therefore, the interest rate on any amount of tax delinquency shall be reduced to 0.25% per month (3% per annum) for April, May and June 2020, and then the interest rate on any amount of the tax delinquency that remains as of July 1, 2020 shall be levied interest at the normal rate of 1.5% per month (18% per annum).

3. **The benefit of the Low Rate Program for existing delinquent taxes only applies if the taxpayer makes some payment within the 90-day period.**

The OPM memorandum (**Exhibit** 1) confirms that any taxpayer who has a tax delinquency as of March 10, 2020 only gets the benefit of the reduced interest rate at 0.25% per month (3% per annum) if the taxpayer makes "a payment" towards the tax delinquency during the 90 day period from April 1, 2020 to July 1, 2020 when the interest rate is lowered. Page 4 of the OPM memorandum states "[i]f a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the *window* and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed." Therefore, if a taxpayer with a prior delinquency just pays $1 from April 1, 2020 to July 1, 2020 then the reduced rate of 0.25% per month (3% per annum) that was applied for April, May and June 2020 shall remain unchanged and not retroactively increased back to 1.5% per month (18% per annum).

4. **Who is eligible?**

The low interest program does not require taxpayers to qualify based upon eligibility criteria as is required with the deferment program except for landlords. Page 7 of the OPM memorandum (**Exhibit** 1) states that "there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance…."

D. Applicability to Tax Assessments

In addition to affecting tax collection processes, Order 7S also applies to a few areas of tax assessment.

Section 8 of Order 7S provides changes to the application process for the "Homeowner's Elderly/Disabled Circuit Breaker Tax Relief Program and the Homeowner's Elderly/Disabled Freeze Tax Relief Program. For both programs, any taxpayer who was granted benefits for the 2017 Grand List, and who is required to recertify in order to receive benefits for the 2019 Grand List (which is due and payable on July 1, 2020 and January 1, 2021) shall automatically continue to receive benefits until the biennial cycle ending for the 2021 Grand List (which is due and payable on July 1, 2022 and January 1, 2023).

Section 10 of Order 7S extend the deadline for commercial properties to file an income and expense report from June 15, 2020 to August 15, 2020.

EXHIBIT 1

OFFICE OF POLICY AND MANAGEMENT GUIDANCE
Executive Order No. 7S
Explanation of Purpose and Intent

Section 6, Executive Order 7S
Suspension and Modification of Tax Deadlines and Collection Efforts

Property taxation is a state function granted within certain parameters to local municipalities. Due to COVID-19 the state deems it necessary to make some changes to the normal deadlines and procedures. There will be two programs designed to offer support to eligible taxpayers who have been affected by COVID-19. The state has established the "Deferment Program" and the "Low Interest Rate Program."

The EO defines "municipality" as indicated in 7-148. This means only towns, cities and boroughs, and does not include special taxing districts and special services districts. Unless and until the EO is amended these programs and procedures apply only to "municipalities" as defined above, and NOT to special taxing districts.

The legislative body of each municipality must determine if they will offer one plan, or both plans. Municipalities can offer either plan or both but must offer at least one. In municipalities where the legislative body is the town meeting, the board of selectmen decides which program to offer. Towns must notify OPM by April 25 of their choice.

Section a: "Deferment Program"

Think of this program as an extended grace period program. What is "deferred" is not a tax but rather the last day to pay without interest. **The deadline is deferred, not the tax.** Eligible taxpayers ("eligible" will be defined later) are entitled to **defer their payment deadline until 90 days from the tax due date, instead of the usual 30 days.**

This will have different applications depending on when taxes or other charges (municipal sewer, utility, etc.) are 'due' in a given municipality. Any tax that comes due between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan.

<u>For semiannual and annual towns</u>: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, instead of the last day to pay being August 3, 2020 (August 1 falls on a Saturday), <u>the last day to pay will instead be October 1, 2020 (90 days from July 1) because the last day to pay is being deferred, or the grace period is being extended</u>.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, instead of the last day to pay being May 1, 2020, the grace period would be extended for 90 days instead of 30, and the last day to pay would instead be July 1, 2020.

"Eligible" taxpayers, businesses, nonprofits, and residents (that covers everybody) are those that "attest to or document significant economic impact by COVID-19, and / or those that document they are providing relief to those significantly affected by COVID-19." There is separate guidance about eligibility for this program and is detailed on the application forms provided by OPM.

Municipalities may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents, upon approval of the legislative body or by the Board of Selectmen in towns where the town meeting is the legislative body. This means the town is free to 'open up' the extended grace period to others not specifically mentioned in the EO. For example, a municipality could decide to offer the extended grace period to ALL taxpayers, period, without distinction. This is a decision up to the towns. If a municipality decides to "open up" the eligibility, the need for applications may be moot.

This program does not address taxes that are already past due. It is not an amnesty or waiver of interest or other charges on taxes that are already delinquent.

Section b: "Low Interest Rate Program"

This is another option for towns to consider. It can be offered in conjunction with the deferment program, or instead of it. This program does not say a taxpayer can have an extended grace period with no interest at all. Rather, it addresses the rate of interest that is to be charged on a delinquent or past due bill. Interest is normally charged at the rate of 1.5% per month, 18% per year from the due date of the tax, with a portion of a month being considered a full month. However, **this program will allow for a lower rate of interest: .25% per month, or 3% per year, from the due date of the tax, for a period of up to 90 days only**.

This program provides a 'window' of 90 days from the due date where taxpayers would be able to pay at a reduced interest rate. They would not have an extended grace period, but they would be paying significantly less interest if they pay late.

Any tax, or municipal water, sewer, or electricity charge that comes due at any time between March 10, 2020 and July 1, 2020, inclusive, can be covered by this plan (section i).

For semiannual and annual towns: the next installment comes due on July 1, 2020. This plan covers installments that come due up through and including July 1, 2020. For the July 1, 2020 installment, the last day to pay will (still) be August 3, 2020 (August 1 is a Saturday) but if the taxpayer pays on August 4 or later, they will not be paying 1.5% per month interest, but rather only .25% per month interest. On August 4, 2020 the interest charged would not be 3%, but rather .25 x 2 months or .5% This plan would remain in force only for 90 days from the due date of July 1; it would end on October 2, 2020.

The plan covers any real estate, motor vehicle or personal property tax, and any municipal water, sewer or electric rate, charge or assessment.

For towns that have taxes or other charges coming due between March 10 and July 1 (quarterly billing towns, and towns that bill other charges between March and July): those bills are covered by this plan. For example, if an installment or bill became due and payable on April 1, 2020, the last day to pay will (still) be May 1, 2020, but if the taxpayer pays on May 2 or later, they will not be paying 1.5% per month interest but rather only .25 % per month interest. On May 2, the interest charged would not be 3% but rather .25 x 2 months, or .5%. This plan would remain in force only for 90 days from the due date of the tax or charge. Once the 90 days was up, the plan would no longer be in effect.

This program **does not require taxpayers to qualify based upon eligibility criteria** as with the deferment program. However, please refer to eligibility of landlords in Section c, below.

The EO provides that if there is a case where any tax, charge etc. is already subject to an interest rate that is less than 3% per year, then that lower rate will apply instead.

The EO also addresses past due charges that were already delinquent on March 10, 2020 (section ii). If a bill was already delinquent on or before March 10, 2020, it shall be subject to .25% per month, 3% per year interest for a period of 90 days from the EO (until July 1, 2020) only. For the time period from April 1, 2020 (the date of the EO) to July 1, 2020, the delinquent taxpayer pays .25% per month or portion thereof instead of the normal 1.5% per month - but ONLY on those last three months, and only if they are making a payment.

On July 2, 2020, unless this EO is extended or other directives are subsequently given, the 'window' closes, and interest once again goes back to the statutory rate of 1.5% per month from due date. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

If a taxpayer has made a partial payment between April 1 and July 1, 2020, but has not paid in full, interest goes back to the former rate. If a taxpayer has not made any payment at all during that time, they lose the benefit of the 'window' and all of their interest is calculated at the rate of 1.5% per month from the due date, as if the opportunity for the reduced rate had not ever existed. ("Following the 90 days, the portion that remains delinquent shall be subject to interest and penalties as previously established.")

Section c: Eligibility of Landlords

The EO states that in order to be eligible for the extended grace period/deferral program, a "landlord," or any taxpayer that rents or leases to tenants or lessees, must provide documentation to the municipality that the property being taxed has, or will, suffer a significant income decline, or that commensurate forbearance was offered to the tenants or lessees.

The EO states that in order to be eligible for the lower/reduced interest rate program, the landlord must offer 'commensurate forbearance' to tenants or lessees upon their request.

The application forms provided by OPM have more detail about this section and contains specific sections to be completed by landlords.

Section d: Escrow Payments

This section of the EO states that an individual taxpayer's eligibility for either program is irrelevant if the taxes on the property are paid on their behalf by an escrow agent, financial institution, mortgage service agent or bank. <u>The escrow agents are still expected to remit tax payments on behalf of their customers according to the regular timetable</u> – in other words, by August 3 for semiannual and annual towns. The EO states this is the case 'so long as the borrower remains current on their mortgage or is in a forbearance or deferment program.' The EO does not address what the expectation is if the borrower is NOT current or is NOT in such a program.

Section e: Liens Remain Valid

Nothing in the EO affects ANY PROVISION of the Connecticut General Statutes relating to <u>the continuing, recording and releasing of property tax liens</u>. Tax collectors still rely on the existence of the inchoate lien as of the date of assessment. Intent to lien notices are to be sent. Lien continuing certificates are still to be filed in the land records on the regular timetable. Liens are still to be released according to the regular timetable.

Finally, "...the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof." Take this to mean 'deferred' as defined in section a. Even if a tax is deferred according to the program (extended grace period granted) the priority/precedence of that property tax remains in effect, is not lessened or reduced by virtue of participation in the extended grace period program, and will be subject to normal collection enforcement procedures once the 'deferment' (extended grace period) has concluded.

Section 11, Executive Order 7S
Suspension of Non-Judicial Tax Sales

Section 11 postpones all pending tax sales and redemption deadlines. Effective on April 1, 2020, any upcoming tax sales are automatically postponed for the duration of the emergency and can be rescheduled by the tax collector no sooner than thirty (30) days after the Governor declares the emergency has ended. Tax sale notices which went out before the EO remain valid. Adjournment notices can go out by first-class mail in the meantime, but the return-receipt notices and newspaper advertising required by General Statutes 12-157(a) should not be resumed until the new auction date is known, and their timing will be calculated from the new date.

Section 11 also extends any six-month redemption deadline pending at the time the EO was signed, which was 9:00 p.m. on April 1, 2020. The length of the extension is equal to the number of days that the emergency is in effect, which will be March 10, 2020 through until whatever date the Governor declares it has ended. The interest rate the purchaser earns during the extended portion of the redemption period is 0.25% per month but remains at 1.5% per month for the regular part of the redemption period. The EO does not reinstate any redemption period which had already expired. This means any tax sale conducted before October 2, 2019 is not affected by EO unless its redemption period was extended by a bankruptcy filing or other law. Deeds and affidavits can still be recorded for tax sales whose redemption deadlines expired before then.

OFFICE OF POLICY AND MANAGEMENT GUIDANCE ON TAX PROGRAMS PURSUANT TO SECTIONS 6 AND 11 of EXECUTIVE ORDER 7S

1. **What kinds of municipalities do the tax programs apply to?**

Section 6 applies to all towns, cities, boroughs in Connecticut including their water pollution control authorities. These municipalities must adopt either or both programs created in the Order.

Note that a future EO may expand these programs to apply to all municipalities and quasi-municipal corporations, whether created by statute, ordinance, charter, legislative or special act, including but not limited to any town, city or borough, whether consolidated or unconsolidated, any village, school, sewer, fire, lighting, special services or special taxing districts, beach or improvement association, any regional water or resource recovery authority or any other political subdivision of the state or of any municipality having the power to make appropriations or to levy assessments or taxes. OPM is receiving input on this expansion and will update this guidance if the program is expanded to apply to quasi-municipal corporations.

2. **What kinds of taxes and charges does Section 6 apply to?**

Section 6 applies to unescrowed taxes on real estate, motor vehicles, and personal property as well as unescrowed municipal water, sewer, and electric charges.

Section 6 does not apply to trash and sanitation charges, landlord rental fees, fines, and other kinds of municipal assessments, penalties, and charges regardless of when they come due. It also does not apply to water, sewer, and electrical charges by private providers. All of these taxes and charges must therefore be paid normally.

3. **What is the difference between the two Programs in Section 6?**

Section 6 creates two Programs for relief from certain taxes and charges. Two programs are offered to provide municipalities flexibility, but also to ensure that all taxpayers have some type of tax relief available during the COVID-19 pandemic.

The Deferment Program effectively delays certain pay by dates (the last day to pay) by ninety (90) days for eligible taxpayers who apply and are approved as meeting the guidelines set forth by the Office of Policy and Management. All other taxpayers who do not apply or who are not approved would remain responsible to pay their taxes and charges normally, unless a municipality votes to extend eligibility to such taxpayers. The EO makes clear that a municipality may extend eligibility to other categories of taxpayers, businesses, nonprofits and residents. Therefore it is up to each town whether to use the "Application for Municipal Tax Relief" available on OPM's website, or choose to create a different form reflecting eligibility standards approved by its local legislative body, except that landlords participating in the deferral program must provide documentation to the municipality that the relevant parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees in either case.

The Low Interest Program would reduce the interest rate for a three-month window to three (3) per cent for all taxpayers owing taxes and charges automatically.

Every town, city, and borough must adopt either Program, or both Programs and notify the Office of Policy and Management by filling out the OPM Certification Form, no later than April 25, 2020.

4. **What are the requirements for landlords?**

Landlords are not eligible for either Program for relief from taxes and charges on their rental or leased properties unless they pass on "commensurate forbearance" to their tenants or lessees.

Commensurate forbearance, for purposes of both programs, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days from the due date; b) a deferral of one month's rent to be paid over the 90 day period; or c) forbearance substantially similar to (a) or (b) as determined by the tax collector.

For the Deferment Program, the landlord must provide documentation that the property will suffer a significant revenue decline related to the COVID-19 emergency, or that commensurate forbearance was offered to tenants or lessees. Landlords are subject to auditing and may be asked by their municipality to provide their tenants' names and contact information, or other information identified by the municipality to confirm eligibility.

For the Low Interest Program, there is no documentation requirement for ease of administration, but landlords are subject to auditing and should not take advantage of this program unless they pass along to the tenants commensurate forbearance, when requested.

5. **When does the taxpayer have to submit their application?**

Deferment Program applications and any required documentation or related information must be submitted to the municipality no later than July 1, 2020 in any manner the municipality specifies, which may be in person, by mail and/or electronically. Each municipality shall utilize the guidance provided by the Office of Policy and Management for determining eligibility.

6. **How is interest calculated under the Programs?**

If a municipality adopts the Deferment Program, the interest will be zero for any tax or charge owed by an approved taxpayer which would otherwise come due between March 10 and July 1, 2020, inclusive so long as it is paid within ninety (90) days of the original due date. The practical effect of this Program is simply to extend the usual interest-free grace period to ninety (90) days. It would be as though the phrases "the first day of the month next succeeding the month in which" and "the same date of the month next succeeding the month corresponding to that of the month on which" in General Statutes 12-146 were both replaced with "the ninetieth day after." For water and sewer charges, it would be as though the words "thirty days" in General Statutes 7-239(b), 7-254(a), and 7-258(a) were replaced with "ninety days."

If a municipality adopts the Low Interest Program, interest is reduced automatically for everyone from 1.5% per month to a maximum of 0.25% per month on taxes and charges which come due between March 10 and July 1, 2020, inclusive. (If any tax or charge would otherwise accrue interest at a rate of less than 3% per annum, the lower rate continues to apply.) This Program also imposes the same cap on any delinquent taxes and charges which came due before March 10, 2020 and remain unpaid, but only to the extent of the interest which accrues on them between April 1, 2020 and July 1, 2020. Interest which had already accrued on delinquencies before April 1, 2020 remains unaffected. For example, if a tax which had previously come due on July 1, 2019 is paid in mid-May 2020, a municipality which adopted this Program would charge nine months of interest at 1.5% each plus two months of interest at 0.25% each. Regardless of whether a tax or charge was due before or after March 10, 2020, any portion not paid by July 1, 2020 accrues interest as it normally would, both within and outside the low-interest period. For example, if a tax due on July 1, 2019 is paid in mid-August 2020, the municipality would charge 14 months of interest at 1.5% each; no portion of the tax would remain entitled to the 0.25% per month interest rate. A tax due on July 1, 2020, however, would remain entitled to the normal one-month grace period which would apply normally (or 30 days for a sewer charge).

7. **Do the programs require refunding payments which the municipality has already received?**

Neither program requires any municipality to refund any payment, regardless of when it was made or how it was affected by either Program. If a payment is made which exceeds the correct amount due as affected by either Program, the normal overpayment procedures in General Statutes 12-129 apply.

8. **How does the suspension of tax sales in Section 11 affect notices of tax sales previously issued for auctions which were to take place after the date of the Order?**

Section 11 does not invalidate any notice issued under General Statutes Section 12-157 before the Order was signed. Although the Order itself postpones all pending tax sale auctions by operation of law, the municipality may issue adjournment notices in accordance with the second sentence of General Statutes Section 12-157(b) which state that the auction will be rescheduled to a date to be determined. In the interim, the other pre-auction notices which would otherwise be required by General Statutes Section 12-157(a) should not be issued. After the Governor declares the COVID-19 emergency to have ended, the tax collector may select a new auction date which is no less than 30 days later and issue any remaining pre-auction notices required by General Statutes Section 12-157(a) as calculated from that new date. If all three pre-auction notices required by General Statutes Section 12-157(a) had already been issued before the Order was signed, notice of the new auction date should be issued in accordance with the second sentence of General Statutes Section 12-157(b).

9. **Which tax sale redemption periods are extended by Section 11?**

Section 11 extends every six-month redemption period under General Statutes Section 12-157(f) which was in effect at the time the Order was signed. It does not reinstate any redemption deadline which had already expired before the Order was issued at 9:00 p.m. on April 1, 2020. This means that no tax sale which occurred before October 2, 2019 is affected by the Order except those for which the redemption deadline had already been extended by 11 U.S.C. Section 108 of the Bankruptcy Code or by another law or court order. For any tax sale procedure for which the redemption period expired before the Order was issued, Section 11 does not prohibit municipalities from depositing excess funds with the Superior Court under General Statutes Section 12-157(i), recording deeds or affidavits as provided in General Statutes Sections 12-157(f) or 12-167(a), or otherwise concluding the procedure as provided by law.

EXHIBIT 2

PLEASE PRINT LEGIBLY **MUNICIPALITY NAME** ____________________________

APPLICATION FOR MUNICIPAL TAX RELIEF DEFERRAL PROGRAM UNDER EXECUTIVE ORDER 7S
For deferral of real estate, motor vehicle, and personal property taxes and/or municipal electric, water and sewer charges due to a town, city, and/or borough between and including March 10, 2020 and July 1, 2020.

1. PROPERTY OWNER NAME LAST FIRST MIDDLE INITIAL	DATE OF BIRTH
2. IF YOU ARE NOT THE OWNER, YOUR AUTHORITY TO MAKE THIS APPLICATION ON THE OWNER'S BEHALF (E.G., BUSINESS'S MANAGER, INDIVIDUAL POWER-OF-ATTORNEY, ETC.)	
3. MAILING ADDRESS NUMBER AND STREET MUNICIPALITY STATE ZIP CODE	
4. DAYTIME TELEPHONE WITH AREA CODE	EMAIL ADDRESS

5. PROPERTY FOR WHICH DEFERRAL IS REQUESTED

ADDRESS(ES) OF REAL ESTATE: ____________________________

YEAR, MAKE, MODEL OF VEHICLE(S): ____________________________

TYPE(S) OF PERSONAL PROPERTY: ____________________________

DEFERRAL PROGRAM: ☐ I request that the applicable real estate, motor vehicle, and personal property taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty. Deferral, for purposes of this program, means that the tax or charge can be paid up to 90 days after its due date without interest or penalty.

CHECK PROPER ELIGIBILITY:

☐**Resident**: My household has suffered a reduction in income of at least 20% due to COVID-19.

- ☐ Since March 10, 2020, I have been either (1) been furloughed without pay; (2) had my hours significantly reduced; or (3) am unemployed. This has resulted in at least a 20% reduction in my household income.
- ☐ Proof of Residency is attached (i.e. a copy of driver's license, utility bill, or other proof of residency)

☐**Business / Non-Profit:** Revenue is expected to decrease at least 30% in the March to June 2020 period versus the March to June 2019 period at this property.

- ☐ Proof of Ownership is attached (i.e. copy of my business license, utility bill, Secretary of State listing, or other proof of ownership)

LANDLORDS - <u>Fill Out this Section only if you are the landlord of the real estate listed above.</u>

☐ <u>Deferral Program.</u> If the municipality has adopted the Deferral Program, I request that the applicable real estate taxes and any municipal electric, water or sewer charges or assessments on the property identified above, which would otherwise be due between and including March 10, 2020 and July 1, 2020, be deferred until ninety (90) days after the original due date of each without interest or penalty.

- ☐ I have attached documentation proving that the property has or will suffer a significant revenue decline, OR
- ☐ I have attached documentation proving that commensurate forbearance was offered to the tenants or lessees.

"Commensurate forbearance, for purposes of this program, means either a) a deferral of 25% of rent (approximating the property tax portion of rent) for the ninety (90) days after its due date; b) a deferral of one month's rent to be paid over the 90 day period, or c) forbearance substantially similar to (a) or (b) as determined by the tax collector. Documentation includes, but is not limited to, proof that some tenants or lessees have received forbearance or that the landlord has actively communicated with tenants or lessees to offer forbearance.

CERTIFICATION:

(A) I am aware of the amount and/or basis of the taxes, charges, and assessments that I am requesting to be deferred and I hereby irrevocably waive all rights to appeal or dispute them on any basis. I understand that the municipality's lien, priority, and enforcement rights will remain unaffected during and after this period.

(B) I understand that this request, if approved, will not defer any taxes, charges, fees, or assessments I may owe the municipality which came due before March 10, 2020 or after July 1, 2020 or the interest and penalties applicable to them, or any other debt I may owe the municipality at any time.

(C) I authorize the municipality and its agents to verify the statements above, and any certification information I have provided, from its records and other third parties. I consent to those third parties releasing relevant information to the municipality and its agents for this purpose upon the municipality's request and that a copy of this application shall be adequate evidence of my consent. I hold the municipality harmless in their collection of this data.

(D) I understand that I must pay all taxes, charges, and assessments deferred in full (i) within ninety (90) days after the original due date or (ii) immediately, if the municipality determines that I am not eligible for deferment. I understand that if I fail to make payments as noted in this section, all interest, fees, and penalties will be applied to all unpaid portions retroactive to the original due date.

APPLICANT'S ATTESTATION	Under penalties of perjury, I hereby swear or affirm that that I have read and understood all of the statements above, that they are true and accurate, and that I have attached any and all additional information necessary to process my application herein. I attest that this application, and all attachments, are genuine and unaltered.
SIGNATURE OF APPLICANT X	Date signed (Mo., Day,Yr.) ______/______/______

DEFERRAL FOR:	☐ Real Estate Tax ☐ Motor Vehicle Tax ☐ Supp. Motor Vehicle Tax ☐ Personal Property Tax ☐ Water Charges ☐ Sewer Usage Charges ☐ Sewer Assessment Charges ☐ Electric Charge
TAX COLLECTOR'S DETERMINATION	__ I am satisfied that the applicant meets all the necessary statutory requirements __ This claim is denied for the following reason(s):
SIGNATURE OF TAX COLLECTOR OR MEMBER OF TAX COLLECTOR'S STAFF X	Date signed (Mo.,Day,Yr.) ______/______/______

EXHIBIT 3

GOVERNOR'S EXECUCTIVE ORDER 7S SECTION 6
MUNICIPALITY PROGRAM ELECTION

The municipality of ____________________________ by determination of our local legislative body, or in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, voted and approved on ______________________, that we will participate in the following program(s):

☐ **Deferment Program.** During the period of March 10, 2020, the date that the Governor declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by CO VID-19, and/ or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

☐ **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

PROGRAM CONTACT:

Printed Name: ________________________________ Title: ____________________

Email Address: ________________________________ Phone: __________________

CEO CERTIFICATION:

Dated this _____ day of April, 2020.

Printed Name: ________________________________ Title: ____________________

Email Address: ____

Signature: ____

STATE OF CONNECTICUT

BY HIS EXCELLENCY

NED LAMONT

EXECUTIVE ORDER NO. 7S

PROTECTION OF PUBLIC HEALTH AND SAFETY DURING COVID-19 PANDEMIC AND RESPONSE – SAFE STORES, RELIEF FOR POLICYHOLDERS, TAXPAYERS, AND TENANTS

WHEREAS, on March 10, 2020, I issued a declaration of public health and civil preparedness emergencies, proclaiming a state of emergency throughout the State of Connecticut as a result of the coronavirus disease 2019 (COVID-19) outbreak in the United States and confirmed spread in Connecticut; and

WHEREAS, pursuant to such declaration, I have issued seventeen (17) executive orders to suspend or modify statutes and to take other actions necessary to protect public health and safety and to mitigate the effects of the COVID-19 pandemic; and

WHEREAS, COVID-19 is a respiratory disease that spreads easily from person to person and may result in serious illness or death; and

WHEREAS, the World Health Organization has declared the COVID-19 outbreak a pandemic; and

WHEREAS, the risk of severe illness and death from COVID-19 appears to be higher for individuals who are 60 years of age or older and for those who have chronic health conditions; and

WHEREAS, to reduce the spread of COVID-19, the United States Centers for Disease Control and Prevention and the Connecticut Department of Public Health recommend implementation of community mitigation strategies to increase containment of the virus and to slow transmission of the virus, including cancellation of gatherings of ten people or more and social distancing in smaller gatherings; and

WHEREAS, my Executive Order No. 7N imposed certain safety restrictions and mandates on retail establishments in order to limit the spread of COVID-19 among customers, employees, and others entering such establishments; and

WHEREAS, there exists a compelling state interest in a consistent and easily understandable statewide approach to reducing the risk of transmission of COVID-19 among customers, staff, and other persons entering retail establishments, to limit community transmission of COVID-19 statewide, and to ensure the continuity of essential retail services and safe conduct of permitted non-essential retail services; and

WHEREAS, widespread financial hardship caused by the COVID-19 pandemic and necessary responses to it may prevent policyholders from timely payment of insurance premiums, and any resulting penalties, including cancellation or non-renewal of policies, create additional hardship, cause further damage to the economy, and endanger property and public health; and

WHEREAS, to encourage social distancing and protect public health and safety, my Executive Order 7D, dated March 16, 2020 and Executive Order 7G, dated March 19, 2020, closed bars and restaurants to all on-premise service of food and beverages; and

WHEREAS, many businesses may be experiencing lost revenue from the prohibition of on-premise food and beverage sales, which will hinder their ability to make timely payments to their creditors; and

WHEREAS, the State of Connecticut serves many elders and disabled individuals through multiple home and community based services waivers and Medicaid state plan benefits under the Medicaid program, including clients of the Department of Social Services, Department of Mental Health and Addiction Services and the Department of Developmental Services, who rely upon these home-based services to remain in their homes, avoid institutionalization and achieve maximum independence and functioning, and certain adjustments to the provision of services under these various waivers are necessary to ensure continuity of services and provide greater flexibility during COVID-19;

WHEREAS, the Centers for Medicare & Medicaid Services has advised the Department of Social Services that it may, on an expedited basis, and without providing a notice and comment period, take advantage of opportunities included in Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act, and also including, as applicable, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act, in order to act quickly to address critical health needs of Medicaid beneficiaries and others in Connecticut in response to COVID-19; and

WHEREAS, Chapter 204 of the Connecticut General Statutes sets forth tax collection deadlines that will be difficult for residential and commercial property owners to meet in light of the significant job and economic losses experienced by Connecticut residents and businesses; and

WHEREAS, municipalities have sought relief on behalf of taxpayers who are struggling due to business operations being suspended or ceased, layoffs and other complications due to the COVID-19 pandemic; and

WHEREAS, certain municipal charters, ordinances or resolutions require critical town fiscal and budgetary decisions to be voted on by referendum or town meeting that create a risk to public health; and

WHEREAS, Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes require municipalities to conduct specific duties, including but not limited to processing tax relief claims that require in-person meetings and application filing requirements for taxpayers who have attained age sixty-five or over or are totally disabled; and

WHEREAS, Section 12-62 of the Connecticut General Statutes requires municipalities to conduct in-person inspections which will create increased risk of transmission of COVID-19; and

WHEREAS, Section 12-63c of the Connecticut General Statutes requires taxpayer filings based on information in Income and Expense Statements by Assessors, which were previously extended under Executive Order 7I, Section 15; and

WHEREAS, it will promote the public health and safety of all Connecticut residents to prohibit evictions during the public health and civil preparedness emergency; and

WHEREAS, the Judicial Branch has suspended all evictions and ejectment proceedings and Executive Order No. 7G suspended non-critical court operations;

NOW, THEREFORE, I, NED LAMONT, Governor of the State of Connecticut, by virtue of the authority vested in me by the Constitution and the laws of the State of Connecticut, do hereby **ORDER AND DIRECT:**

1. **Safe Stores Mandatory Statewide Rules, Amending Executive Order No. 7N, Sec. 3.** Effective upon the opening of each retail establishment for the first time on April 3, 2020, every retail establishment in the State of Connecticut shall take additional protective measures to reduce the risk of transmission of COVID-19 between and among customers, employees, and other persons such as delivery drivers or maintenance people. The Commissioner of Economic and Community Development, in consultation with the Commissioner of Public Health, shall issue mandatory statewide rules prescribing such additional protective measures no later than 11:59 p.m. on April 1, 2020. Such rules shall be mandatory throughout the state and shall supersede and preempt any current or future municipal order and shall supersede the requirements of Executive Order No. 7N, Sec. 3, providing that nothing in this order shall eliminate or reduce the requirements of Executive Order No. 7N, Sec. 3 regarding firearms transactions.

2. **60-Day Grace Period for Premium Payments, Policy Cancellations and Non-Renewals of Insurance Policies.** Beginning on April 1, 2020, for a period of sixty (60) calendar days ending on June 1, 2020, no insurer may, without a court order, lapse, terminate or cause to be forfeited a covered insurance policy because a covered policyholder does not pay a premium or interest or indebtedness on a premium under the policy that is due except as provided hereunder. This grace period shall apply to entities licensed or regulated by the Insurance Department including admitted and non-admitted insurance companies that provide any insurance coverage in Connecticut including, life, health, auto, property, casualty and other types of insurance as follows:

    a. Insurers shall provide such 60-day grace period to individuals that have individual insurance policies who, as a result of the COVID-19 pandemic, were laid off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue. Such individuals may be required to provide an affidavit or other statement acceptable to their insurance carrier, explaining that as a result of the COVID-19 pandemic they were laid off, furloughed, or fired from employment or otherwise sustained a significant loss in revenue.

b. Insurers shall provide such 60-day grace period to businesses that are group policyholders, have group insurance and/or have property/casualty insurance that were required to close or significantly reduce operations or suffered significant revenue loss as a result of the COVID-19 pandemic. Such businesses may be required to provide an affidavit or other statement acceptable to their insurance carriers, explaining that as a result of the COVID-19 pandemic, they were required to close or significantly reduce their business operations or suffered a significant revenue loss.

c. This 60-day grace period is not automatic. To be eligible, affected policyholders must provide the information outlined above in an affidavit or other statement acceptable to their insurance carriers. Carriers shall provide instructions on how policyholders are to provide such information.

d. Policyholders are advised that this grace period is not a waiver or forgiveness of the premium; it is only an extension of time in which to pay premiums. Policyholders are advised that they may be subject to restrictions if they are in receipt of state or federal stimulus funding relating to COVID-19.

e. Individuals or businesses that do not meet the criteria for the 60-day grace period set forth above, will need to contact their insurance carrier should they wish to discuss a premium deferral.

f. This order does not apply to self-funded health plans.

g. If a carrier has already provided a policyholder with a 60-day grace period for March and April 2020 premiums, or offers to provide a 60-day grace period for that time frame and it is accepted, the carrier will be deemed to have satisfied the requirements of this Executive Order with respect to that policyholder.

h. This 60-day grace period shall only apply to policyholders that were in good standing with their insurance carrier on March 12, 2020, and shall only apply to premiums due after the initial premium has been made to secure coverage.

i. This 60-day grace period applies only to cancellation or non-renewals attributed to a failure to pay premiums during the applicable 60-day grace period. If a policy is to be cancelled or non-renewed for any other allowable reason, the cancellation or non-renewal may be made pursuant to statutory notice requirements and for legally recognized reasons.

3. **Extension of 30-Day Period of Credit for Liquor Permittees.** Section 30-48(b) of the Connecticut General Statutes and Sections 30-6-A36 and 30-6-A37a of the Regulations of Connecticut State Agencies, which permit no more than a thirty-day period of credit, from

manufacturers, wholesalers, or others specified in such statute and regulations, is modified so that the maximum period of credit shall be ninety days after the date of delivery for all permittees prohibited from engaging in on-premise sales per Executive Order No. 7D, as amended by Executive Order No. 7H. The extension of credit shall not apply to permits that were delinquent at the time Executive Order No. 7D became effective on March 16, 2020. The period of delinquency shall begin on the ninety-first day after the date of delivery. All other requirements under the above-referenced statute and regulations shall apply, except as modified to reflect the increased period of credit, and the standard thirty-day period of credit shall continue to apply to all permittees whose businesses who were not engaging in on-premise sales at the time Executive Order No. 7D became effective. The credit extension shall remain in effect for any delivery made prior to the time Executive Order No. 7D expires or is terminated, or if extended or renewed, through any period of extension or renewal.

4. **Daily Payment of Certain Taxes Changed to Weekly.** Section 12-575 (h) of the Connecticut General Statutes is modified so that the licensee authorized to operate off-track betting in Connecticut shall file with the Department of Consumer Protection: a daily electronic report of the amount of wagers collected; and, no later than 12:00 PM every Tuesday, the tax filing and payment for the week preceding.

5. **Flexibility to Amend Medicaid Waivers and State Plan.** Section 17b-8 of the Connecticut General Statutes, to the extent that it requires: the submission of proposed applications to submit waivers or make certain amendments to Medicaid waivers or the Medicaid state plan (for such amendments that would have required a waiver but for the Affordable Care Act) to the joint standing committees having cognizance of matters relating to human services and appropriations; a 30-day public notice and comment period prior to submission of the proposed amendments to said committees; the holding of a public hearing by said committees; and the approval of the applications for amendment by said committees, is modified retroactive to the declaration of public health and civil preparedness emergency on March 10, 2020, to authorize the Commissioner of Social Services, on an expedited basis, to exercise the waiver flexibilities provided in response to COVID-19 and afforded by Appendix K to the Home and Community Based Waivers under Section 1915(c), as well as Sections 1115 (a) and 1135, of the Social Security Act and also including, as applicable and in response to COVID-19, amendments to Medicaid state plan provisions under other relevant provisions, such as sections 1915(i), 1915(k) and 1945 of the Social Security Act. The suspension of the aforesaid requirements is limited solely to emergency waivers related to the COVID-19 declared public health and civil preparedness emergencies.

6. **Suspension and Modification of Tax Deadlines and Collection Efforts.** Notwithstanding any contrary provisions of Chapter 204 of the Connecticut General Statutes or of any special act, charter, home-rule ordinance, local ordinance or other local law, there shall be established two programs to offer support to eligible taxpayers, businesses, nonprofits, and residents who have been economically affected by the COVID-19 pandemic. Such programs shall be known as the "Deferment Program" and the "Low Interest Rate Program." Each

municipality, as defined in section 7-148 of the general statutes, by determination of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, shall participate in one or both programs and shall notify the Secretary of the Office of Policy and Management no later than April 25, 2020, about which program or programs it is electing to participate in.

a. **Deferment Program.** During the period of March 10, 2020, the date that I declared the public health and civil preparedness emergency, through and including July 1, 2020, municipalities participating in the Deferment Program shall offer to eligible taxpayers, businesses, nonprofits, and residents a deferment by ninety (90) days of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments for such tax, rate, charge, or assessment from the time that it became due and payable. Eligible taxpayers, businesses, nonprofits, and residents are those that attest to or document significant economic impact by COVID-19, and/or those that document they are providing relief to those significantly affected by the COVID-19 pandemic. The Secretary of the Office of Policy and Management shall issue guidance as to which taxpayers, businesses, nonprofits, and residents shall be considered eligible for the Deferment Program, but participating municipalities may, upon approval of its local legislative body, or, in any town in which the legislative body is a town meeting, by a vote of the board of selectmen, extend eligibility for the deferment program to other categories of taxpayers, businesses, nonprofits, and residents.

b. **Low Interest Rate Program.** For municipalities participating in the Low Interest Rate Program, notwithstanding Section 12-146 of the General Statutes, (i) the delinquent portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric charges or assessments or part thereof shall be subject to interest at the rate of three (3) per cent per annum for ninety days from the time when it became due and payable until the same is paid, for any such tax, rate, charge, or assessment due and payable from March 10 through and including July 1, 2020, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety days, the portion that remains delinquent shall be subject to interest and penalties as previously established; and (ii) any portion of the principal of any taxes on real property, personal property or motor vehicles, or municipal water, sewer and electric rates, charges or assessments or part thereof that had been delinquent on or prior to March 10, shall be subject to interest at the rate of three (3) per cent per annum for ninety days from this Order, unless such delinquent portion is subject to interest and penalties at less than three (3) per cent per annum. Following the ninety (90) days, the portion that remains delinquent shall be subject to interest and penalties as previously established.

c. **Eligibility of Landlords**. In order for a landlord, or any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee, to be eligible for the Deferment Program, said landlord must provide documentation to the municipality that the parcel has or will suffer a significant income decline or that commensurate forbearance was offered to their tenants or lessees. Any taxpayer that rents or leases to any commercial, residential, or institutional tenant or lessee shall only be eligible for the Low Interest Rate Program if said landlord offers commensurate forbearance to tenants or lessees, upon their request.

d. **Escrow Payments.** Financial institutions and mortgage servicers that hold property tax payments in escrow on behalf of a borrower shall continue to remit property taxes to the municipality, so long as the borrower remains current on their mortgage or is in a forbearance or deferment program, irrespective of the borrower's eligibility for or participation in the Deferment Program or the Low Interest Rate Program.

e. **Liens Remain Valid.** Nothing in this order affects any provision of the Connecticut General Statutes relating to continuing, recording and releasing property tax liens and the precedence and enforcement of taxes, rates, charges and assessments shall remain applicable to any deferred tax, rate, charge or assessment or installment or portion thereof.

7. **Allowance of Suspension of In-Person Voting Requirements for Critical and Time Sensitive Municipal Fiscal Deadlines.** Notwithstanding any contrary provision of the Connecticut General Statutes, including Title 7, or any special act, municipal charter, ordinance or resolution that conflicts with this order, the legislative body of a municipality, or in a municipality where the legislative body is a town meeting other than a representative town meeting, the board of selectmen, and the budget-making authority of said municipality if different from the legislative body or board of selectmen, by majority vote of each such body, as applicable, may authorize (i) any supplemental, additional or special appropriations under Section 7-348 of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, (ii) any tax anticipation notes to be issued under Section 7-405a of the Connecticut General Statutes or comparable provisions of any special act, municipal charter or ordinance, or (iii) municipal general obligation bonds or notes to be issued in anticipation of such bonds to be issued pursuant to Chapter 109 of the Connecticut General Statutes for capital improvement purposes, without complying with any requirements for in-person approval by electors or taxpayers, including but not limited to, annual or special town meetings requiring votes or referenda. Notwithstanding the foregoing, if the legislative body and budget-making authority, if they are separate entities, are taking any action specified in (ii) or (iii) above, or any action under (i) above, which involves an appropriation in an amount in excess of 1% of the current year's total municipal budget without complying with any in-person approval requirements normally required by statute, special act, municipal charter, ordinance or resolution, such body(ies) shall make specific findings that such actions are necessary to permit the orderly operation of the municipality and that there is a need to act immediately and during the duration of the public health and civil preparedness emergency in order to avoid endangering public health and welfare, prevent significant financial loss, or that action is otherwise necessary for the protection of persons and property within the municipality. In so acting, the legislative body and, if different from the legislative body, the budget-making

authority of the municipality, shall comply with open meeting requirements set forth in Executive Order No. 7B. All conditions precedent to any such approval, including without limitation, public notices, hearings or presentations, shall proceed in a manner as closely consistent with the applicable statutes, special acts, town charters, municipal ordinances, resolutions or procedures as possible, and in compliance with the open meeting provisions set forth in Executive Order 7B. Nothing in this order shall be construed to prohibit a municipality from conducting any in-person meeting, approval process, or referendum, provided such municipality first consults with local or state public health officials and conducts such meeting, approval process, or referendum in a way that significantly reduces the risk of transmission of COVID-19

8. **Suspension of Reapplication Filing Requirement for the Homeowners' Elderly/Disabled Circuit Breaker Tax Relief Program and for the Homeowners' Elderly/Disabled Freeze Tax Relief Program.** The biennial filing requirements under Sections 12-170aa(e) and (f) and Sections 12-129b and 12-129c of the Connecticut General Statutes for any taxpayers who were granted the benefit for the Grand List year 2017 and who is required to recertify for the Grand List year 2019, are suspended and such taxpayers shall automatically maintain their benefits for the next biennial cycle ending in Grand List year 2021.

9. **Substitution of Full Inspection Requirements Pertaining to October 1, 2020 Grand List Revaluations.** The requirement set forth under Section 12-62 of the Connecticut General Statutes pertaining to October 1, 2020 Grand List revaluations that require a full interior inspection of property, for which such interior inspection that has not yet been completed, is suspended and replaced with the alternative requirement to send a questionnaire to the owner as outlined in Section 12-62(b)(4).

10. **Extension of Deadline to File Income and Expense Statement.** The taxpayer filing deadline set forth under Section 12-63c of the Connecticut General Statutes is extended to August 15, 2020.

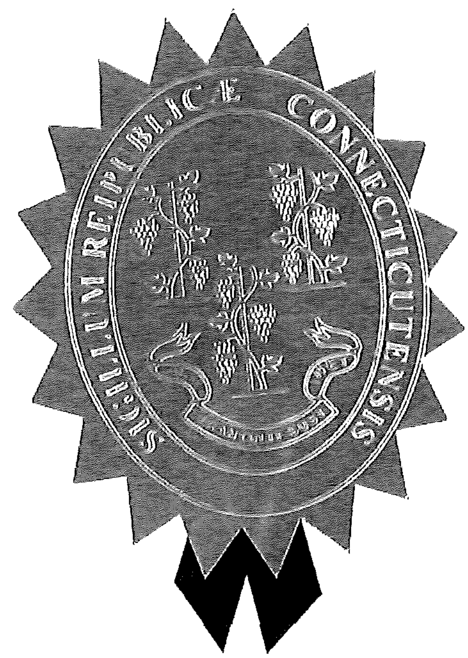
11. **Suspension of Non-Judicial Tax Sales.** Notwithstanding any contrary provision of the Connecticut General Statutes, including but not limited to Section 12-157 or Section 7-258, or any special act, municipal charter or ordinance that conflicts with this order, (1) no municipality nor water pollution control authority may conduct any sale pursuant to General Statutes Section 12-157 or Section 7-258, until thirty days after the end of the public health and civil preparedness emergency, including any period of renewal or extension of such emergency. Any sale for which notice had been filed prior to March 10, 2020 shall be adjourned by operation of law to a date to be determined by the tax collector. Such adjourned date shall be no earlier than thirty days after the end of the public health and civil preparedness emergency; and (2) For any sales held under Section 12-157 or Section 7-258 that were conducted prior to March 10, 2020, any six-month redemption period in General Statutes Section 12-157 shall be extended for the number of calendar days the public health and civil preparedness emergency remains in effect. The time period from March 10, 2020 to the end of the emergency shall be considered a

"holding period." Redemption interest during said holding period shall be charged at a monthly rate equivalent to three per cent per annum.

Unless otherwise specified herein, this order shall take effect immediately and shall remain in effect for the duration of the public health and civil preparedness emergency, unless earlier modified or terminated by me.

Dated at Hartford, Connecticut, this 1st day of April, 2020.

Ned Lamont
Governor



By His Excellency's Command

Denise W. Merrill
Secretary of the State

CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
hdachowitz@norwalkct.org

Mobile: 516-728-4991
Office: 203-854-7870

125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

MEMORANDUM

To: Greg Burnett, Chairman, Finance and Claims Committee
From: Henry M. Dachowitz, CFO
Date: April 7, 2020
Subject: Financial Advisory Services – Authorization to Execute Agreement

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The City recently issued Request for Proposal (RFP) #3983 requesting proposals from qualified proposers to provide professional Financial Advisory services to the City; these services are primarily related to the issuance of City bonded debt. The City usually issues debt annually to finance its Capital Budget projects. Additionally, when market conditions are favorable, the City will issue Refunding Bonds to refinance existing debt at lower interest rates.

The role of the Financial Advisor in these financing transactions includes the following:

- Review and evaluate the City's Capital Plan; and prepare schedules related to the City's outstanding indebtedness, projected debt service schedules, and the impact of the proposed Capital and Borrowing Plan on the City's Mill Rates.

- Assist the City in evaluating the impact of budgetary and financial decisions on the City's credit capacity and Credit Ratings.

- Make recommendations regarding the timing of bond sales, method of sale, and the structuring of bond issuances. Analyze alternative bond structures and provide the City with professional guidance concerning such alternatives. Assist the City in maintaining and updating its formal debt management policies.

- Coordinate all tasks associated with an issuance of bonds including preparation and distribution of the Official Statement, and preparation of the presentation to the Credit Rating Agencies. Prepare and coordinate a comprehensive financing schedule for all members of the financing team. Coordinate with the City's Bond Counsel and Underwriters as necessary.

- Develop RFP's (Requests for Proposals) for Paying Agent and other services related to the issuance of securities.

- Develop a pre-marketing plan for the securities to ensure robust competition among potential underwriters and purchasers of the City's bonds.

- Evaluate bids, verify the calculation of True Interest Cost (TIC), and verify the winning bid(s). If conducting a negotiated transaction, provide pricing guidance and recommendations so that the City secures the lowest TIC.

- Coordinate the final closing of the transaction.

Additionally, the Financial Advisor must be available throughout the year to counsel and advise the CFO and the City's financial team regarding other financial matters affecting the City such as Operating and Capital Budget preparation, financial aspects of the Pension Plans (their funding and their actuarial assumptions), and the financial status of the Connecticut State Government (especially as it relates to the State's funding of the City through grants and their issuance of mandates which obligate the City to fund).

The City received two (2) proposals in response to our solicitation. Both proposals were evaluated based on the criteria contained in the City's RFP and both were interviewed in ZOOM video conference calls. The selection panel unanimously recommended that Hilltop Securities, Inc. (Hilltop, the successor to Independent Bond and Investment Consultants, LLC or IBIC) be selected as the City's Financial Advisor (FA) based on Hilltop's extensive experience serving as a Municipal FA in the State of Connecticut, their demonstrated track record of offering superior service to their clients, the extensive support from their national-firm capabilities (especially their trading desk offering valuable pricing guidance), their experience working with the City of Norwalk, and their competitive price. Hilltop presently serves as the City's Financial Advisor and we are proposing to maintain the existing professional relationship with Hilltop.

Our current agreement with Hilltop expired February 29, 2020 so this new agreement is for 4 years and 4 months commencing March 1, 2020 and expiring June 30, 2024.

Of the two proposers Hilltop offered the lower total projected cost to the City. Pricing for these services is quoted on a per issue basis.

Hilltop's quoted price for a General Obligation New Money issue is $1,000 per $1 million of bonds issued (with a minimum fee of $12,000 and a maximum fee of $16,000 per issuance). Their quoted price for a General Obligation Refunding Bond issue is $1,200 per $1 million of bonds issued (minimum fee of $17,000 and maximum fee of $22,000). Hilltop's quoted price for a General Obligation Bond Anticipation Note (BAN) issue is $500 per $1 million of BANs issued (minimum fee of $5,000 and maximum fee of $10,000).

Based on the City's expected bond issuance over the term of this contract (four GO New Money offerings and three refundings), we project the total value of the contract with Hilltop to be $130,000. The other proposer had total projected costs over the term of the contract of $159,000.

ACTION REQUESTED: Authorize the Mayor, Harry W. Rilling, to execute a contract with Hilltop Securities, Inc. to provide Financial Advisory consulting services for the period commencing July 1, 2020 and ending June 30, 2024, with pricing for services based upon the proposal submitted by Hilltop to the City on January 28, 2020. Account #301340-5523.

Cc: Harry W. Rilling, Mayor

CITY OF NORWALK
Henry M. Dachowitz
Chief Financial Officer
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Mobile: 516-728-4991
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125 East Avenue, PO BOX 5125
Norwalk, CT 06856-5125

NORWALK
The Sound of Connecticut

MEMORANDUM

To: Greg Burnett, Chairman, Finance Committee
From: Henry M. Dachowitz, CFO
Date: April 7, 2020
Subject: Auditing Services – Authorization to Execute Agreement

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The City recently issued Request for Proposal (RFP) #3987 requesting proposals from qualified CPA firms to perform the City's annual Financial Statement Audit (including the Single Audit of Grants) and to assist in the preparation of the City's Comprehensive Annual Financial Report (CAFR) for the five (5) year period commencing July 1, 2020 and ending June 30, 2025 (covering audits of Fiscal Years Ending June 30, 2020 through FYE June 30, 2024). The City is required by State law to have a financial statement audit completed each year by an independent outside auditor.

The City received three (3) proposals in response to our solicitation, but then one proposer, our current auditor RSM, withdrew their proposal. I questioned our Audit Partner about their bid withdrawal. He assured me it had nothing to do with the City of Norwalk. RSM had two senior staff members leave the firm (one temporarily due to maternity leave) and the firm then decided to reduce their commitment to their Government client practice. Knowing that we were in the midst of an RFP they felt we would be well positioned to minimize disruptions in service. They have committed to work with whomever we select as their successor for a smooth transition.

Both remaining proposals were evaluated based on the criteria contained in the City's RFP and both firms were interviewed in ZOOM video conference calls. The selection panel unanimously recommended that Blum, Shapiro & Company, PC (blumshapiro) be selected as the City's Auditor due to a number of factors.

Blumshapiro is the largest independent accounting, tax and consulting firm in New England and is ranked #59 in the country. They are auditors for 45 municipalities in Connecticut including Bridgeport, Hartford, Stamford and Waterbury, and count over 55 CT towns, cities and school districts as clients. The selection committee was impressed by their extensive experience serving as an auditor in the State of Connecticut, their demonstrated track record of offering superior service to their clients, the depth and capability of their staff, and the significant training programs they invest in for their staff development. They proposed a more rigorous IT audit as part of their program, and their plans and timetables for completing their work were more detailed and specific.

Norwalk has had recent experience working with the blumshapiro firm since they conducted a CyberSecurity review of both the City and Board of Education, and are currently assessing the City's IT operations. Last, their price proposal was slightly less expensive than the other firm's.

Blumshapiro quoted a fixed price fee of $95,000 for FY2020 increasing by $2,000 each year for a 5 year total of $495,000 over the life of this contract. The other proposer's fixed price quote was also $95,000 for FY2020 however their annual increases were slightly higher for a 5 year total of $500,130.

Given all these factors the unanimous choice was blumshapiro.

> **ACTION REQUESTED:** Authorize the Mayor, Harry W. Rilling, to execute a contract with Blum, Shapiro & Company, PC to perform the City's annual financial statement audit for the five-year period fiscal years ending June 30, 2020, 2021, 2022, 2023 and 2024 for an amount not to exceed $495,000. Account #011310-5253.

Cc: Harry W. Rilling, Mayor

CITY OF NORWALK
Chitsamay Lam
Comptroller
clam@norwalkct.org
P: 203-854-7711 / F: 203-854-7710
125 East Avenue
Norwalk, CT 06851

Date: April 2020

To: Greg Burnett, Chairman, Finance and Claims Committee

From: Chitsamay Lam, Comptroller

Re: Auditor Appointment of Fiscal Year 2019-2020

Connecticut General Statutes (C.G.S. Sections 7-396 and 4-232) require the appointing authority of any municipality, audited agency or non-profit agency to file with the Secretary of the Connecticut Office of Policy and Management (OPM) the name of the independent auditor designated to conduct the audit. The notification must be made at least thirty days before the end of the fiscal period of the entity for which the audit is required.

APPOINTMENT OF AUDITOR ANNUAL NOTIFICATION

TO: Municipal Finance Services
Office of Policy and Management
450 Capitol Avenue, MS#54MFS
Hartford, CT 06106-1379

Complete this fillable form and return by e-mail attachment to the e-mail address below. For questions on this form please contact us at the telephone number indicated below.

E-Mail: **OPM.mfsforms@ct.gov** **Telephone:** (860) 418-6400

FROM: Entity Name: City of Norwalk, Connecticut

Entity Address: 125 East Avenue, Norwalk, CT 06856-5125

Federal Employer Identification Number (FEIN): 06-6011881

Chief Fiscal Officer (Municipal): Henry M. Dachowitz, CFO

Executive Director (Nonprofit): ______

Telephone (with area code): 203-854-7870

Email Address: hdachowitz@norwalkct.org

Chair, Board of Directors (Nonprofit): ______

Telephone Number of Bd. Chairman: ______

The following information is furnished in compliance with CT General Statutes 7-396 and/or 4-232:

1. Independent Accountant or Accounting Firm Performing the Audit:

   Firm Name: ______

   Firm Address: ______

   State of CT Board of Accountancy CPA Firm Permit: ______

   Audit Firm Federal Employer Identification Number: ______

   Contact Person & Title: ______

   Telephone (with area code): ______

   Email Address: ______

2. Fiscal Period of Audit: From: July 1, 2019 (beginning of fiscal year) To: June 30, 2020 (end of fiscal year)

3. Appointment Date of Auditor: ______

4. Name/Title of Appointing Authority: ______

Note: C.G.S. 7-396 and 4-232 require this form to be submitted on an annual basis no later than 30 days prior to the fiscal year end of the entity to be audited. This form will not be accepted without a complete and accurate federal employer identification number of the entity and its auditor.

4/22/19

VII E

SCHOOL READINESS GRANT PROGRAM
Fiscal Year 2021
(July 1, 2020 – June 30, 2021)

LOCAL REQUEST FOR PROPOSAL

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

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

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

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

Local School Readiness RFP Basic Requirements Checklist

These items are listed in the order in which they appear in the RFP

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

The following program information has been submitted:

- ☐ Completed cover page with contact information
- ☐ Licensing Information (license and most recent licensing inspection report) or
- ☐ License Status Verification Form *(license exempt programs only)*
- ☐ Professional Registry, Staff Qualification Detail Report
- ☐ Professional Registry, NAEYC Candidacy Staff Report
- ☐ Proposed activities A-G are all addressed
- ☐ Program description A-D are all addressed
    - ☐ Program calendar
    - ☐ Class size and teacher/child ratio (if not included in program description)
    - ☐ Curriculum and assessment (if not included in program description)
- ☐ Family handbook (do NOT submit other program documents unless specifically requested)
    - ☐ List of literacy activities
    - ☐ Kindergarten orientation activities done at the program or in collaboration with the schools
- ☐ Statement of Assurances signature page
- ☐ Completed School Readiness local program data workbook
- ☐ Completed School Readiness local program budget workbook
- ☐ Interagency Collaboration Agreements

LOCAL SUB-GRANTEE RFP TABLE OF CONTENTS

DIRECTIONS

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

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

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

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

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

SCHOOL READINESS POLICIES AND REQUIREMENTS

LICENSING/ACCREDITATION/APPROVALS

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

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

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

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

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

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

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

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

LICENSING STATUS VERIFICATION FORM

Must be submitted annually by license exempt programs

Connecticut General Statutes, Section 19a-77(b) provides that a program administered by a public school system is not required to be licensed to operate. In addition, the licensing requirement does not apply to programs administered by private schools that are approved by the State Board of Education and have filed a yearly attendance form with the Connecticut State Department of Education (CSDE). "Administered by" means that a public school system or a CSDE approved private school retains responsibility for the management and oversight of the program and for the program staff and the children served.

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

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

______________________________ located at ______________________________.
(Name of Program) (Program Address)

_____ **Yes**, the ☐ board of education, ☐ charter school, ☐ CSDE approved private school, or ☐ RESC administers the above named program and therefore retains responsibility for the management and oversight of such program, for the staff employed at the program and the children attending the program.
This arrangement is effective from: ____________ to ____________.
Start date End date

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

__________________ __________________ ☐ Superintendent of Schools
Signature Printed Name ☐ Charter School Director
☐ CSDE Approved Private School Administrator
☐ RESC Executive Director

for the ______________________ ☐ Board of Education
Name of Grantee ☐ Charter School
☐ CSDE Approved Private School
☐ RESC

________________ (___) ____ - ______ ________________
City or Town Phone Number email address

TEACHER EDUCATION REQUIREMENT

Programs applying for School Readiness spaces must meet teacher education requirements specified in School Readiness General Policy A-01 for the entire program, NOT just funded classrooms, as follows:

PA 19-34 (SB 932) Program Compliance Benchmarks and Details			
A	**B**	**C**	**D**
Goal: All DQSMs have at least a CDA credential + 12 ECE credits	**Goal: 50% or more DQSMs have at least an associate degree in ECE, AND the remaining percentage have a CDA credential plus 12 ECE credits**	**Goal: 50% or more DQSMs have a qualifying bachelor degree in ECE, AND the remaining percentage have an associate degree in ECE or an ECTC associate level (traditional or IRR)**	**Goal: 100% DQSMs have a qualifying bachelor degree in ECE**
Until June 30, 2022	**July 1, 2022 to June 30, 2025**	**July 1, 2025 to June 30, 2029**	**From July 1, 2029 on**
100% of DQSMs must be career ladder[1] 7 or higher in the Registry , meeting one of the following: 1. Current CDA credential plus 12 ECE credits 2. Associate degree or higher plus 12 or more ECE credits 3. Current teacher certification in ECE/Special Education 4. Any grandfathered QSM status	At least 50% of DQSMs have one of the following: 1. Current teacher certification ECE/ Special Education 2. ECTC (Early Childhood Teacher Credential) Associate or Bachelor level; traditional college route or IRR (Individual Review Route) 3. Associate degree or higher specifically in ECE 4. Any grandfathered QSM status	At least 50% of DQSMs have one of the following: 1. Current teacher certification ECE/ Special Education 2. ECTC (Early Childhood Teacher Credential) Bachelor level only; traditional college route or IRR (Individual Review Route) 3. Bachelor degree specifically in ECE 4. Grandfathered QSM status with expiration 2099	100% of DQSMs have one of the following: 1. Current teacher certification ECE/Special Education 2. ECTC (Early Childhood Teacher Credential) Bachelor level only; traditional college route or IRR (Individual Review Route) 3. Bachelor degree specifically in ECE 4. Grandfathered expiration 2099
	Remaining % have: CDA credential plus 12 ECE credits The OEC also recognizes any non-qualifying degree (not mentioned above; ladder level 9 or higher)	Remaining % have: Associate degree ECE OR ECTC (Early Childhood Teacher Credential) Associate level; traditional college route or IRR (Individual Review Route)	

[1] https://www.ccacregistry.org/index.cfm?module=careerLadder&navID=nav33

Notes:

Individual QSM eligibility is automatically calculated for every OEC Registry account holder. Detail of status is found on the user's *Education and Training Report* AND *Registry membership card.*

Program compliance is automatically calculated in the OEC Registry, and is visible in the *Designated QSM Compliance Report for State Funded Programs* (extra detail) and the *Designated QSM Summary Report for State Funded Programs* (short form), accessible by authorized administrative access

STAFFING

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

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

1. Staff Qualifications Detail Report
2. NAEYC Staff Report

SPACE TYPES

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

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

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

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

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

THE EVERY STUDENT SUCCEEDS ACT OF 2016 (ESSA)

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

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

GRANT SUBMISSION INFORMATION

Date of Board Acceptance

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

Freedom of Information Act

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

Obligations of Grantees and Sub-Grantees

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

State Monitoring and Evaluation

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

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

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

Reporting Requirements

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

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

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

Review of Applications and Grant Awards

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

Reservations and Restrictions

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

Waiting Lists

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

Delivery of Applications

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

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

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

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

Mailing/Delivery address and email is:

____

____

____

____

Additional criteria may be added to this request for proposals at the discretion of the School Readiness Council. Any additional criteria should be documented in the community request for proposal submitted to the OEC.

GLOSSARY/DEFINITIONS

Child Standards – The CT Early Learning and Development Standards (CT ELDS) set forth what young children birth to age five should know and be able to do. They should be used for programs to implement necessary adjustments to the curriculum and experiences that support children in the development of skills and knowledge. All state funded programs are required to use the CT ELDS.

Child Assessment - The CT DOTS is aligned to the CT ELDS is currently available as an assessment tool to inform curriculum and design instruction. The CT Preschool Assessment Framework is also available as an assessment tool to inform curriculum and design instruction.

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

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

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

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

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

Teacher – Each classroom that provides services under the School Readiness Grant must be staffed for all operating hours for Part-Day and School-Day spaces and for six hours per day for Full-Day spaces, with a teacher meeting Qualified Staff Member requirements (QSM). For additional information see GP A-01 and GP A-03.

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

FY21 GRANT COVER PAGE

DUE DATE
(Determined by local School Readiness Council)

____

SUBMISSION INFORMATION

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

Please check one: New Agency/Program ________ Existing Agency/Program________

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

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

PROPOSED ACTIVITIES FY 2021

Provide a response to each of the following:

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

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

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

C. Describe any plans for building or securing a new facility, renovating an existing structure. Include any planned efforts to expand existing facilities to serve more children. ***(Note: Any proposed new site must participate in the RFP process, recommended for funding by the SRC and approved by the OEC. Changes in location for approved SR programs must be approved by the SRC and OEC in advance).***

D. Indicate any current fiscal commitments (loans, e.g. CHEFA) or financial applications (e.g., grants) that are or will be used to benefit the School Readiness programs.

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

F. Describe how the program includes children with disabilities and their families as well as those with learning differences and special health care needs.

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

PROGRAM DESCRIPTION

Provide a response to each of the following:

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

A. Attach a copy of a program calendar for July 1, 2020, to June 30, 2021, and clearly identify all closings and the program's Alternative Care Plan. Programs must adhere to the required number of days open by program type as outlined in GP B-04. Full-day/full-year programs must be available to families for 50 weeks. Consult GP B-04 and School Readiness Council policy for information about the required Alternative Care Plan Policy.

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

C. Describe the curriculum and assessment tools used in your program. Does the program utilize a published curriculum and assessment? If so, identify the curriculum and assessment and describe the training received by staff to implement it. Describe the relationship between your curriculum and assessment practices and the CT ELDS.

D. Describe the daily schedule in the program.

PROGRAM DOCUMENTS

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

General Information

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

Program Components

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

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

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

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

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

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

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

* Family Handbook Pg. #	NAEYC or Head Start document	Other Source	**H. Professional Development Plan and Experiences** *Professional development is considered to be an experience of sufficient duration (at least 2 hours) provided by a person with expertise, knowledge, and training in the subject matter.*
			H 1. All staff members have a written professional development plan outlining professional goals that increase their knowledge and expertise in early childhood practice.
			H 2. Each staff member participates in early-literacy skill development training, and cultural and linguistic diversity training for early childhood classrooms within their first year of employment.
			H 3. Each staff member engages in professional development experiences each year that increases their awareness, knowledge, and practice of recognition and response to children's needs. (i.e., planning, observing, adaptive strategies, use of screening and assessment, special education strategies).
			H 4. Each year all staff members choose at least two early childhood-related professional development experiences that will advance their practice.
			*H 5. Statements regarding the impact of professional development on program quality.
			H 6. Other:

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

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

STATEMENT OF ASSURANCES FY 21

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

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

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

PROJECT TITLE: SCHOOL READINESS GRANT PROGRAM

THE APPLICANT: ______________________________ HEREBY ASSURES THAT:

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

M. REQUIRED LANGUAGE (NON-DISCRIMINATION)

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

a) For purposes of this Section, the following terms are defined as follows:
   1) "Commission" means the Commission on Human Rights and Opportunities;
   2) "Contract" and "contract" include any extension or modification of the Contract or contract;
   3) "Contractor" and "contractor" include any successors or assigns of the Contractor or contractor;
   4) "Gender identity or expression" means a person's gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person's physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person's core identity or not being asserted for an improper purpose;
   5) "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
   6) "good faith efforts" shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
   7) "marital status" means being single, married as recognized by the state of Connecticut, widowed, separated or divorced;
   8) "mental disability" means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
   9) "minority business enterprise" means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statutes §32-9n; and
   10) "public works contract" means any agreement between any individual, form or corporation and the State of any political subdivision of the State other than a community for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

   For purposes of this Section, the terms "Contract" and "contract" do not include a contract where each contractor is (1) a political subdivision of the state, including, but not limited to, a community, (2) a quasi-public agency, as defined in Connecticut General Statutes § 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Connecticut General Statutes § 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

b) (1) The Contractor agrees and warrants that in for performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (2) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the Commission; (3) the contractor agrees to provide each labor union or representative of workers with which the contractor has a collective bargaining agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission, advising the labor union or workers' representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (4) the Contractor agrees to comply with each provision of this Section and Connecticut General Statutes §46a-68e and §46a-68f and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56, 46a-68e and 46a-68f.; and (5) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and Connecticut General Statutes §46a-56. If the contract is a public works contract, the Contractor agrees and warrants that he will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works projects.

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

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

e) The Contractor shall include the provisions of subsection (b) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions, including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of

Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

f) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.

g) (1) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the Contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to Connecticut General Statutes §46a-56; and (4) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of the Section and Connecticut General Statutes § 46a-56.

h) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statutes §46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

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

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

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

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

STATEMENT OF ASSURANCES SIGNATURE PAGE FY 21

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

Signature of Official: ______________________________

Name: (please type) ______________________________

Title: (please type) ______________________________

Date: ______________________________

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

Signature of Fiscal Agent: ______________________________ **Date:** ______________

Name & Title (please print): ______________________________

PROGRAM DATA

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

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

BUDGET

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

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

The ED114 is a detailed line item budget that reflects the programs requested use of funds for the proposed space capacity represented in this RFP for the **FY 2021**. (*Budget total must equal the requested School Readiness funds.*)

There are no indirect costs or carry-over funds allowed.
All funds, including family fees, must be spent by June 30, 2021.
A new ED114 budget form is required annually.

BUDGET OBJECT CODES

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

Master Budget Form Object Code Descriptions/Includable Items

111A Non-Instructional
Amounts paid to administrative employees of the grantee not involved in providing direct services to pupils/clients. Include all gross salary payments for these individuals while they are on the grantee payroll including overtime salaries or salaries paid to employees of a temporary nature.

111B Instructional
Salaries for employees providing direct instruction/counseling to pupils/clients. This category is used for both counselors and teachers. Include all salaries for these individuals while they are on the grantee payroll including overtime salaries or salaries of temporary employees. Substitute teachers or teachers hired on a temporary basis to perform work in positions of either a temporary or permanent nature are also reported here. Tutors or individuals whose services are acquired through a contract are not included in the category. A general rule of thumb is that a person for whom the grantee is paying employee benefits and who is on the grantee payroll is included; a person who is paid a fee with no grantee obligation for benefits is not.

200 Personal Services - Employee Benefits
Amounts paid by the grantee on behalf of the employees whose salaries are reported in objects 100 or 111A and 111B. These amounts are not included in the gross salary, but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer's cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen's compensation insurance.

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

321 Tutors (Instructional Non-Payroll Services)
Payments for services performed by qualified persons directly engaged in providing learning experiences for students. Include the services of teachers and teachers' aides who are not on the payroll of the grantee.

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

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

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

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

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

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

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

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

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

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

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

INTERAGENCY COLLABORATION AGREEMENTS

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

PLEASE NOTE:

- Agreements may be for one or two years.
- If collaboration agreements are completed on a community basis, all signatures for programs involved in the collaboration must be on a single agreement form.
- Agreements must clearly specify:
    - the individual responsibilities and duties of each agency as it relates to the school readiness families;
    - include the number of people to be served; and
    - a description of the services to be provided.
- Do not include agreements with consultants required by licensing.

SAMPLE

INTERAGENCY COLLABORATION
LETTER OF AGREEMENT

____________________ would like to enter into a collaborative agreement with____________________
(Proposing Agency Name) (Collaborating Agency Name)

for the following services for FY 2021.

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

____

____

____

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

____

____

____

PROPOSING AGENCY	COLLABORATING AGENCY
____________________	____________________
Name:____________________	Name:____________________
Title:____________________	Title:____________________
Address:____________________	Address:____________________
____________________ (Signature)	____________________ (Signature)
Date:____________________	Date:____________________

ATTACHMENTS

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

QE BUDGET JUSTIFICATION PAGE

***All totals in budget justification page are linked to the

Municipality: Norwalk July 1, 2019 to June 30, 2020

Line Items	NARRATIVE		
111A	**NON-INSTRUCTIONAL**	**ANNUAL**	
	TOTALS	**$**	**-**
111B	**INSTRUCTIONAL**	**ANNUAL**	
	Educational Coaches (AOK) staff $50/hr x45hrs/provider x1 provider	$	2,250.00
	TOTALS	**$**	**2,250.00**
200	**PERSONNEL SERVICES / BENEFITS**	**ANNUAL**	
	TOTALS	**$**	**-**
320	**PROFESSIONAL EDUCATION SERVICES**	**ANNUAL**	
	TOTALS	**$**	**-**
321	**TUTORS (NON-PAYROLL SERVICES)**	**ANNUAL**	
	TOTALS	**$**	**-**
322	**IN-SERVICE (INSTRUCTIONAL PROGRAM IMPROVEMENT SERVICES)**	**ANNUAL**	
	Litearcy How- coaching/workshops	$	10,000.00
	CES- Supporting the Needs of Diverse Learners 2 x $750	$	1,500.00
	CES- Coaching 3 days $3750	$	3,750.00
	CES- Supporting Math Learners 2 x $750	$	1,500.00
	Challenging behavior/Social emotional coaching	$	5,000.00
	Diveristy training	$	1,500.00
	Literacy training	$	1,500.00
	TOTALS	**$**	**24,750.00**
323	**PUPIL SERVICES (NON-PAYROLL SERVICES)**	**ANNUAL**	
	TOTALS	**$**	**-**
324	**FIELD TRIPS**	**ANNUAL**	
	Kith/Kin	$	1,000.00
	TOTALS	**$**	**1,000.00**
325	**PARENT ACTIVITIES**	**ANNUAL**	

	TOTALS	$ -
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	ANNUAL
	TOTALS	$ -
340	OTHER PROFESSIONAL TECHNICAL SERVICES	ANNUAL
	TOTALS	$ -
400	PURCHASED PROPERTY SERVICES	ANNUAL
	TOTALS	$ -
500	OTHER PURCHASED SERVICES	ANNUAL
	All Our Kin: travel	$ 120.00
	Tuition Reimbusrement 7 x $600	$ 4,200.00
	TOTALS	$ 4,320.00
600	SUPPLIES	ANNUAL
	All Our Kin: materials $150/provider 1 provider	$ 150.00
	Printing materials/materials for parents	$ 80.00
	Materials for professional development events	$ 2,000.00
	Materials for Kindergarten Transition	$ 3,138.00
	TOTALS	$ 5,368.00
700	PROPERTY	ANNUAL
	TOTALS	$ -
	GRAND TOTAL	$ 37,688.00

FISCAL YEAR 2020
ED 114 BUDGET FORM

GRANTEE NAME:	Norwalk		
GRANT TITLE:	**School Readiness Quality Enhancement Grant**	**Grant Period:**	**7/1/2019 to 6/30/2020**
Project Title	**School Readiness Quality Enhancement**	**Total Award:**	**$ 37,688.00**

Accounting Classification: Fund: 11000 SPID: 17097 PROG: 82079 CF1: 170018/170035

CODES	DESCRIPTIONS	ANNUAL	
111a	Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other)	$	-
111b	Instructional	$	2,250.00
200	Benefits	$	-
320	Professional Education Services	$	-
321	Tutors	$	-
322	In-service	$	24,750.00
323	Pupil Services	$	-
324	Field Trips	$	1,000.00
325	Parent Activities	$	-
330	Employee Training and Development Services	$	-
340	Other Professional Technical Services	$	-
400	Purchased Property Services	$	-
500	Other Purchased Services	$	4,320.00
600	Supplies	$	5,368.00
700	Property	$	-
	TOTAL	**$**	**37,688.00**
		Original Date:	Revised Date:

BUDGET JUSTIFICATION PAGE

***All totals in budget justification page are linked to the

Municipality: Norwalk July 1, 2019 to June 30, 2020

Line Items	NARRATIVE		
		ADMIN	**SPACE ALLOCATION**
100	**PERSONAL SERVICES**		
	School Readiness Coordinator Salary	$ 86,451.00	
	TOTALS	**$ 86,451.00**	
		ADMIN	**SPACE ALLOCATION**
200	**PERSONNEL SERVICES / BENEFITS**		
	Benefits	$ 13,549.00	
	TOTALS	**$ 13,549.00**	
		ADMIN	**SPACE ALLOCATION**
300	**PURCHASED PROFESSIONAL AND TECHNICA**		
	TOTALS	$ -	
		ADMIN	**SPACE ALLOCATION**
500	**OTHER PURCHASED SERVICES**		
	Carousel Preschool LLC		$ 356,960.00
	The Children's Playhouse Inc.		$ 312,340.00
	The Children's Playhouse, Too		$ 276,644.00
	Growing Seeds Child Development Center		$ 267,720.00
	L'il Critters Preschool		$ 374,808.00
	Norwalk Public Schools		
	*ELLI @ Fox Run		$ 120,000.00
	*ELLI @ Jeffe		$ 120,000.00
	*ELLI @ Naramake		$ 108,000.00
	*ELLI @ Tracey		$ 108,000.00
	*Norwalk Early Childhood Center		$ 120,000.00
	Norwalk Community College Child Development Lab S		$ 120,000.00
	Catholic Charities Room to Grow Preschool		$ 1,177,968.00
	Stepping Stones Early Learning Lab School		$ 133,860.00
	Under One Roof/The Marvin Children's Center		$ 356,960.00
	Odyssey Learning Inc,		$ 1,383,220.00
	TOTALS	**$ -**	**$ 5,336,480.00**
		ADMIN	**SPACE ALLOCATION**
600	**SUPPLIES**		
	TOTALS	$ -	

FISCAL YEAR 2020			
ED 114 SCHOOL READINESS BUDGET FORM			
GRANTEE NAME:	Norwalk		
GRANT TITLE:	**School Readiness Grant Program**	**Grant Period:**	**7/1/2019 to 6/30/2020**
Project Title	**School Readiness Grant Program**	**Total Award:**	**$ 5,436,480.00**
Accounting Classification: Fund 11000 SPID: 16274 Year: 2020		PROG: 83013/83014	CF1: 170002/170003
CODES	**DESCRIPTIONS**	**Admin Budget**	**Space Allocation Budget**
100	Personal Services Salaries	$ 86,451.00	
200	Benefits	$ 13,549.00	
300	Purchased professional and technical serv	$ -	
500	Other purchased services	$ -	$ 5,336,480.00
600	Supplies	$ -	
	Subtotals	**$ 100,000.00**	**$ 5,336,480.00**
		Original Date:	Revised Date: