

AGENDA

CITY COUNCIL MEETING

MONDAY, AUGUST 1, 2016

7:00 P.M.

CITY COUNCIL CHAMBERS, CITY HALL – 45 LYON TERRACE
BRIDGEPORT, CONNECTICUT

Prayer

Pledge of Allegiance

Roll Call

MINUTES FOR APPROVAL:

Approval of City Council Minutes: June 1, 2016 (Public Hearing) and June 6, 2016

COMMUNICATIONS TO BE REFERRED TO COMMITTEES:

- 167-15** Communication from Emergency Management and Homeland Security re: Grant Submission: Omnibus Memorandum of Agreement (MOA) to the Connecticut Department of Emergency Management & Homeland Security and the City of Stamford for the State Homeland Security Grant Program (HSGP), referred to Public Safety and Transportation Committee.
- 168-15** Communication from City Attorney re: Twenty Day Notice to Settle Pending Litigation Pursuant to Municipal Code Section 2.10.130 with Thomas Flynn, **ACCEPTED AND MADE PART OF THE RECORD.**
- 171-15** Communication from Labor Relations re: (Ref. #73-14) Proposed Memorandum of Understanding (MOU) with National Association of Government Employees, Local RI-200 (NAGE) regarding their Collective Bargaining Unit Agreement, referred to Contracts Committee.
- 172-15** Communication from Labor Relations re: (Ref. #185-14) Proposed Memorandum of Understanding (MOU) with Bridgeport City Supervisor's Association (BCSA) regarding their Collective Bargaining Unit Agreement, referred to Contracts Committee.

PETITIONS TO BE REFERRED TO COMMITTEES:

- 173-15** Petition from Kathleen Maher, Barnum Museum re: Grant Submission: State of Connecticut Department of Economic & Community Development ("DECD") for the Preservation and Restoration of the Historic Barnum Museum located at 820 Main Street, referred to Economic and Community Development and Environment Committee.

PETITIONS TO BE REFERRED TO COMMITTEES CONTINUED:

- 174-15** Petition from Kathleen Maher, Barnum Museum re: Grant Submission: State of Connecticut Department of Economic & Community Development (“DECD”) Historic Preservation Office (“SHPO”) Grant for the Preservation and Restoration of the Historic Barnum Museum located at 820 Main Street, referred to Economic and Community Development and Environment Committee.

RESOLUTIONS TO BE REFERRED TO BOARDS, COMMISSIONS, ETC.:

- 169-15** Resolution presented by Council Member(s) Banta, Taylor-Moye and Lyons re: Request that James Street between Harral and Washington Avenues be given the Honorary Designation of “Officer Gerald T. DiJoseph Way” with appropriate signage, referred to Public Safety and Transportation Committee.
- 170-15** Resolution presented by Council Member(s) Burns and Bukovsky re: Proposed Amendments to the Municipal Code of Ordinances, Title 3 Revenue and Finance, amend to add New Chapter 3.70 Surcharge on the Admission Charge at Webster Bank Arena and the Ballpark at Harbor Yard, referred to Ordinance Committee.

MATTERS TO BE ACTED UPON (CONSENT CALENDAR):

- *103-15** Public Safety and Transportation Committee Report re: Grant Submission: Bureau of Justice Assistance Smart Policing Initiative (Project #17338).
- *104-15** Public Safety and Transportation Committee Report re: Grant Submission: FEMA Fiscal Year 2016 Port Security Grant Program (Project #17388 #17389, #17390 and #17391).
- *138-15** Public Safety and Transportation Committee Report re: Grant Submission: 2015 Federal Emergency Management Agency (FEMA) – Staffing for Adequate Fire and Emergency Response Program (Project #17332).
- *139-15** Public Safety and Transportation Committee Report re: Grant Submission: 2015 Federal Emergency Management Agency (FEMA) – Assistance to Firefighters Grant (AFG) for Personal Protective Equipment and Cylinder Purchase (Project #17345).
- *163-15** Economic and Community Development and Environment Committee Report re: Grant Submission: Upper East Side Public Library Construction Grant Application to Connecticut State Library (Project #17268).
- *149-15** Education and Social Services Committee Report: Grant Submission: State of Connecticut Early Childhood Department for the School Readiness Grant Program to Provide Preschool Spaces for Children that are three and four years old who reside in the City for the Period of July 1, 2016 through June 30, 2017.

THE FOLLOWING NAMED PERSON HAS REQUESTED PERMISSION TO ADDRESS THE CITY COUNCIL ON MONDAY, AUGUST 1, 2016 AT 6:30 P.M., IN THE CITY COUNCIL CHAMBERS, CITY HALL, 45 LYON TERRACE, BRIDGEPORT, CT.

NAME	SUBJECT
George Mintz 86 Ridgebrook Drive Bridgeport, CT 06606	Parks Department, Parades and City Services.
John Marshall Lee 30 Beacon Street Bridgeport, CT 06605	Fiscal Governance – A Road Map?
David M. Walker 37 Beacon Street Bridgeport, CT 06605	City Finances.
Douglass Taft Davidoff 114 State Street, Apt. 202 Bridgeport, CT 06604	City Council Process (Oath).
Peter D. Spain, MPH 280 Grovers Avenue Bridgeport, CT 06605	Finance Oversight Boards – The NYC Example.
Mary-Jane Foster 40 Anchorage Drive Bridgeport, CT 06605	Taxes.

**CITY COUNCIL MEETING
PUBLIC SPEAKING
MONDAY, AUGUST 1, 2016
6:30 PM
City Council Chambers, City Hall
45 Lyon Terrace
Bridgeport, CT**

CALL TO ORDER

Council President McCarthy called the Public Speaking Session to order at 6:39 p.m.

ROLL CALL

No roll call was taken.

Attendance was taken by the secretary. The following members were present:

130th District: Kathryn Bukovsky, Scott Burns
131st District: Denese Taylor-Moye
132nd District: John Olson
133rd District: Thomas McCarthy, Jeanette Herron
134th District: AmyMarie Vizzo-Paniccia, Michelle Lyons
135th District:
136th District:
137th District: Aidee Nieves, Milta Feliciano
138th District: Anthony Paoletto, Nessah Smith
139th District: James Holloway

**RECEIVED
CITY CLERK'S OFFICE
2016 AUG - 8 A 11: 25**
**ATTEST
CITY CLERK**

A quorum was present.

THE FOLLOWING NAMED PERSON HAS REQUESTED PERMISSION TO ADDRESS THE CITY COUNCIL ON MONDAY, AUGUST 1, 2016 AT 6:30 P.M., IN THE CITY COUNCIL CHAMBERS, CITY HALL, 45 LYON TERRACE, BRIDGEPORT, CT.

NAME	SUBJECT
George Mintz 86 Ridgebrook Drive Bridgeport, CT 06606	Parks Department, Parades and City Services.

Mr. Mintz came forward and thanked the Office of the Mayor, the City of Bridgeport and the City Council for their support in making the Juneteenth parade the most colorful and diverse in Bridgeport.

Mr. Mintz said that the parade was held on June 11th from 12 to 2 p.m. and the parade route was 9/10th mile. He asked the Council why the Juneteenth members of the parade ended up directing traffic, lining up the floats and dealing with the crowd because there were no police barriers in place. This is not how the other parades and events are handled. He asked why things like the Public Facilities bleachers, and other amenities were not offered to the parade organizers. Mr. Mintz said that his organization was told that they had to remove all the posters and flyers but other organizations are not required to do the same thing. The police officers that had been paid for were not available. Despite the rain and the negative press coverage, the Juneteenth parade prevailed.

Mr. Mintz said that he was present to remind the Council Members that diversity is the City's strength and equality is for all. Democracy works best when it is not compromised. Bridgeport is a wonderful city, but it must insure that all the residents receive fair and equal treatment, including the Juneteenth parade. He concluded by saying that it was important not to remain silent about things that matter.

John Marshall Lee
30 Beacon Street
Bridgeport, CT 06605

Fiscal Governance – A Road Map?

Council members, fellow citizens and taxpayers.....

It's a hot night in the summer by temperature and thank goodness not with the violence experienced in other communities. But the financial news, released for fiscal year 2016 remains disappointing. The City ended the year with a genuine deficit....that is the red boot representing the Operating Budget. And another red boot represents the City balance sheet where liabilities greatly exceed assets. The last Fiscal Year shows revenues about \$800,000 excess of budget but expenses were over budget by over \$4 Million, for a deficit around \$3.2 Million before adjustments and audit. Facing over \$9 Million of hopeful revenue budgeting that did not materialize and expenses that were due but not part of the budget, each of which the City Council reviewed and approved, show that informed oversight is necessary. Is it time to see if April 2016 decisions are working? Sale of City property provided an unplanned \$5 Million infusion to revenue.

Police and Fire Overtime exceeded large budgets by nearly \$6.2 Million even with salary savings. Something deeper is at work in the Police Department budget and it needs examination and understanding by the City Council. Nearly \$18 Million of unbudgeted line items were offset by nearly \$14.5 of city savings over the last 7 months, debt refinancing, pension partial payment deferral and some favorable news on health plan claims expense. Bottom line still shows around a \$3 Million deficit. Bring on the auditors and let's see how the responsibility for enthusiastic and unrealistic revenues plus failure to include State pension payments due in the 2016 budget brought us to this scramble and disorder.

Compliments to Ken Flatto for getting draft June 2016 reports out in a timely fashion and for providing both unaudited and audited reports for June 2015 that were undone by the Finch administration. Use actual and audited numbers from two past years in the future to balance City

figures before blithely assuming they are correct. When State revenue assumptions fail their budgeted and approved levels, make adjustments immediately.

Open, accountable, transparent, and honest process that would include public availability with hard copy and electronic data is part of good governance. Where is the State website connection announced six months ago so we can see where every City check goes? When I attend a City meeting and raise my hand to make a comment or ask a question, is it open to adjourn the meeting, and say we can talk later? Why is the taxpayer component excluded from the public record that the taxpayer is funding? Failure to listen to people who attend citizen meetings is disrespectful assuming time is available, as it is more often than not. Failure to include Bridgeport voters does not encourage attendance, and maybe the answer lies there?

Accountability is a matter of setting a plan based on announced priorities and then living up to them. Is there an alternative City definition? However if you have asked the City for employee data listing all employees by department and position, showing compensation and full time or part time status (including grants and seasonal payrolls) how can you trust the budget document? Include vacancies, but without such a list, how can you verify? How do you trust? And if "price tags" relating to matters for your referral or approval are not included with narratives, how is the public able to trust that you are looking out for spending their money?

Transparency is another matter. It should be simple and understood by many. Is that true of the Labor Relations Department 2012 contract with the Police Department completed three years late with post-retirement expenses still not provided to the public in terms of annual payments? What happened to \$950,000 of OPED Capital funds that paid a note for the Non-City Department, the Port Authority? Was the Council consulted? Do you care? What do you understand about your funds transfer authority with the City? Where does this matter rest today? Ask for the story please.

Finally, there seem to be a number of departments with cash revenues which do not show them. Why is that? Lighthouse with self-stated \$850,000 of fees is a question that was asked. Is there an answer for the fee and tax paying public? In the past month you allocated \$250,000 for youth summer programs. How many programs put in requests and for how much? Who was awarded funds, for how much, and how many youth are assisted?

School funding? Helping K and pre-K to become readers? One hundred police hires? Where are metrics posted? Time will tell.

David M. Walker
37 Beacon Street
Bridgeport, CT 06605

City Finances.

Mr. Walker came forward and said that he was a co-founder of the Citizens Working for a Better Bridgeport and said that he had been before the Council about financial matters previously. Mr. Walker listed a number of financial obligations and pointed out that the City has one of the highest rates of taxes in the country. The recent 29.7% tax increase will harm the City because the businesses will not locate in Bridgeport. The City's tax base has declined while the spending is out of control. Neighboring towns have lower tax rates, and better schools. He said that there

needs to be a financial oversight board. He suggested that the board be modeled on the Federal Budget Oversight group that is working on the financial situation in Puerto Rico. The future of the City is in the hands of the Council.

Douglass Taft Davidoff
114 State Street, Apt. 202
Bridgeport, CT 06604

City Council Process (Oath).

Council President McCarthy called Mr. Davidoff to come forward to speak. There was no response. He called for Mr. Davidoff to come forward two more times. There was no response.

Council Member Vizzo-Paniccia joined the meeting at 6:48 p.m.

Peter D. Spain, MPH
280 Grovers Avenue
Bridgeport, CT 06605

Finance Oversight Boards – The NYC
Example.

Mr. Spain came forward and said spoke about his qualification. He asked if Bridgeport was in a financial death spiral. He said that if that was so, he did not know how the City would avoid bankruptcy without harming everyone. He suggested that a group of outside financial experts be called to examine the finances. Washington D.C. Has a Control Board that looks at every item. Bridgeport has Mr. David Walker and Mr. Walker has offered his expertise to the City.

Council Member Salter joined the meeting at 6:51 p.m.

Mary-Jane Foster
40 Anchorage Drive
Bridgeport, CT 06605

Taxes.

Ms. Foster said that with the 29.7% increase in the mill rate, everyone lost value, not just the North End or Black Rock. Everyone is in this together. It is time to look at the situation and have an honest and open conversation. She said that after tax increase follows tax increase, something has to be done. She said that the solution will require transparency, patience and time. The City cannot sustain where they are right now. If it is the formation of financial oversight board, then let them do their job and guide the City back on to firm ground.

Council Member Brantley joined the meeting at 6:56 p.m.

Jim Fox
Bridgeport, CT

Financial Oversight Board

Mr. Jim Fox came forward and said that Mayor Ganim had some suggestions. He suggested that a question be added to the ballot for the establishment of a financial oversight board. Next year, the elected Board of Finance would be in place with a single mission. Fairfield does it and

it works. Mr. Fox then spoke about some of the problems such as a Stratford driveway and the two SUVs that were purchased for the Port Authority.

ADJOURNMENT

Council President McCarthy adjourned the Public Speaking Portion of the Council Meeting at 7:05 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services

**CITY OF BRIDGEPORT
CITY COUNCIL MEETING
MONDAY, AUGUST 1, 2016**

7:00 PM

City Council Chambers, City Hall - 45 Lyon Terrace

Bridgeport, Connecticut

CALL TO ORDER

Mayor Ganim called the meeting to order at 7:07 p.m.

PRAYER

Mayor Ganim requested Council Member McBride-Lee lead those present in prayer.

PLEDGE OF ALLEGIANCE

Mayor Ganim requested City Clerk Lydia Martinez to lead those present in reciting the Pledge of Allegiance.

ROLL CALL

City Clerk Lydia Martinez called the roll.

The following members were present:

130th District: Kathryn Bukovsky, Scott Burns
131st District: Denese Taylor-Moye
132nd District: John Olson, M. Evette Brantley
133rd District: Thomas McCarthy, Jeanette Herron
134th District: Michelle Lyons, AmyMarie Vizzo-Paniccia
135th District: Mary McBride-Lee, Richard Salter
136th District: Alfredo Castillo
137th District: Aidee Nieves, Milta Feliciano
138th District: Anthony Paoletto, Nessah Smith
139th District: Eneida Martinez, James Holloway

A quorum was present.

MINUTES FOR APPROVAL:

Approval of City Council Minutes: June 1, 2016 (Public Hearing) and June 6, 2016

**** COUNCIL MEMBER BRANTLEY MOVED TO APPROVE THE CITY COUNCIL MINUTES FOR THE JUNE 1, 2016 PUBLIC HEARING AND JUNE 6, 2016 MEETING.**
**** COUNCIL PRESIDENT MCCARTHY SECONDED.**
**** THE MOTION TO APPROVE THE CITY COUNCIL MINUTES FOR THE JUNE 1, 2016 PUBLIC HEARING AND JUNE 6, 2016 MEETING AS SUBMITTED PASSED UNANIMOUSLY.**

COMMUNICATIONS TO BE REFERRED TO COMMITTEES:

**** COUNCIL MEMBER MARTINEZ MOVED TO COMBINE AND REFER THE FOLLOWING ITEMS:**

167-15 COMMUNICATION FROM EMERGENCY MANAGEMENT AND HOMELAND SECURITY RE: GRANT SUBMISSION: OMNIBUS MEMORANDUM OF AGREEMENT (MOA) TO THE CONNECTICUT DEPARTMENT OF EMERGENCY MANAGEMENT & HOMELAND SECURITY AND THE CITY OF STAMFORD FOR THE STATE HOMELAND SECURITY GRANT PROGRAM (HSGP), REFERRED TO PUBLIC SAFETY AND TRANSPORTATION COMMITTEE.

168-15 COMMUNICATION FROM CITY ATTORNEY RE: TWENTY DAY NOTICE TO SETTLE PENDING LITIGATION PURSUANT TO MUNICIPAL CODE SECTION 2.10.130 WITH THOMAS FLYNN, ACCEPTED AND MADE PART OF THE RECORD.

171-15 COMMUNICATION FROM LABOR RELATIONS RE: (REF. #73-14) PROPOSED MEMORANDUM OF UNDERSTANDING (MOU) WITH NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES, LOCAL RI-200 (NAGE) REGARDING THEIR COLLECTIVE BARGAINING UNIT AGREEMENT, REFERRED TO CONTRACTS COMMITTEE.

172-15 COMMUNICATION FROM LABOR RELATIONS RE: (REF. #185-14) PROPOSED MEMORANDUM OF UNDERSTANDING (MOU) WITH BRIDGEPORT CITY SUPERVISOR'S ASSOCIATION (BCSA) REGARDING THEIR COLLECTIVE BARGAINING UNIT AGREEMENT, REFERRED TO CONTRACTS COMMITTEE.

PETITIONS TO BE REFERRED TO COMMITTEES:

173-15 PETITION FROM KATHLEEN MAHER, BARNUM MUSEUM RE: GRANT SUBMISSION: STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT ("DECD") FOR THE PRESERVATION AND RESTORATION OF THE HISTORIC BARNUM MUSEUM LOCATED AT 820 MAIN STREET, REFERRED TO ECONOMIC AND COMMUNITY DEVELOPMENT AND ENVIRONMENT COMMITTEE.

174-15 PETITION FROM KATHLEEN MAHER, BARNUM MUSEUM RE: GRANT SUBMISSION: STATE OF CONNECTICUT DEPARTMENT OF ECONOMIC & COMMUNITY DEVELOPMENT (“DECD”) HISTORIC PRESERVATION OFFICE (“SHPO”) GRANT FOR THE PRESERVATION AND RESTORATION OF THE HISTORIC BARNUM MUSEUM LOCATED AT 820 MAIN STREET, REFERRED TO ECONOMIC AND COMMUNITY DEVELOPMENT AND ENVIRONMENT COMMITTEE.

RESOLUTIONS TO BE REFERRED TO BOARDS, COMMISSIONS, ETC.:

169-15 RESOLUTION PRESENTED BY COUNCIL MEMBER(S) BANTA, TAYLOR-MOYE AND LYONS RE: REQUEST THAT JAMES STREET BETWEEN HARRAL AND WASHINGTON AVENUES BE GIVEN THE HONORARY DESIGNATION OF “OFFICER GERALD T. DIJOSEPH WAY” WITH APPROPRIATE SIGNAGE, REFERRED TO PUBLIC SAFETY AND TRANSPORTATION COMMITTEE.

170-15 RESOLUTION PRESENTED BY COUNCIL MEMBER(S) BURNS AND BUKOVSKY RE: PROPOSED AMENDMENTS TO THE MUNICIPAL CODE OF ORDINANCES, TITLE 3 REVENUE AND FINANCE, AMEND TO ADD NEW CHAPTER 3.70 SURCHARGE ON THE ADMISSION CHARGE AT WEBSTER BANK ARENA AND THE BALLPARK AT HARBOR YARD, REFERRED TO ORDINANCE COMMITTEE.

**** COUNCIL MEMBER BRANTLEY SECONDED.**

**** THE MOTION PASSED UNANIMOUSLY.**

MATTERS TO BE ACTED UPON (CONSENT CALENDAR):

Mayor Ganim then asked if there was any Council Member who would like to remove an item from the Consent Calendar. No one wished to remove any items from the Consent Calendar.

City Clerk Martinez read the following items into the record:

***103-15 Public Safety and Transportation Committee Report re: Grant Submission: Bureau of Justice Assistance Smart Policing Initiative (Project #17338).**

***104-15 Public Safety and Transportation Committee Report re: Grant Submission: FEMA Fiscal Year 2016 Port Security Grant Program (Project #17388 #17389, #17390 and #17391).**

***138-15 Public Safety and Transportation Committee Report re: Grant Submission: 2015 Federal Emergency Management Agency (FEMA) – Staffing for Adequate Fire and Emergency Response Program (Project #17332).**

***139-15 Public Safety and Transportation Committee Report re: Grant Submission: 2015 Federal Emergency Management Agency (FEMA) – Assistance to Firefighters Grant (AFG) for Personal Protective Equipment and Cylinder Purchase (Project #17345).**

***163-15 Economic and Community Development and Environment Committee Report re: Grant Submission: Upper East Side Public Library Construction Grant Application to Connecticut State Library (Project #17268).**

***149-15 Education and Social Services Committee Report: Grant Submission: State of Connecticut Early Childhood Department for the School Readiness Grant Program to Provide Preschool Spaces for Children that are three and four years old who reside in the City for the Period of July 1, 2016 through June 30, 2017.**

**** COUNCIL MEMBER MARTINEZ MOVED THE FOLLOWING ITEMS ON THE CONSENT CALENDAR:**

***103-15 PUBLIC SAFETY AND TRANSPORTATION COMMITTEE REPORT RE: GRANT SUBMISSION: BUREAU OF JUSTICE ASSISTANCE SMART POLICING INITIATIVE (PROJECT #17338).**

***104-15 PUBLIC SAFETY AND TRANSPORTATION COMMITTEE REPORT RE: GRANT SUBMISSION: FEMA FISCAL YEAR 2016 PORT SECURITY GRANT PROGRAM (PROJECT #17388 #17389, #17390 AND #17391).**

***138-15 PUBLIC SAFETY AND TRANSPORTATION COMMITTEE REPORT RE: GRANT SUBMISSION: 2015 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – STAFFING FOR ADEQUATE FIRE AND EMERGENCY RESPONSE PROGRAM (PROJECT #17332).**

***139-15 PUBLIC SAFETY AND TRANSPORTATION COMMITTEE REPORT RE: GRANT SUBMISSION: 2015 FEDERAL EMERGENCY MANAGEMENT AGENCY (FEMA) – ASSISTANCE TO FIREFIGHTERS GRANT (AFG) FOR PERSONAL PROTECTIVE EQUIPMENT AND CYLINDER PURCHASE (PROJECT #17345).**

***163-15 ECONOMIC AND COMMUNITY DEVELOPMENT AND ENVIRONMENT COMMITTEE REPORT RE: GRANT SUBMISSION: UPPER EAST SIDE PUBLIC LIBRARY CONSTRUCTION GRANT APPLICATION TO CONNECTICUT STATE LIBRARY (PROJECT #17268).**

***149-15 EDUCATION AND SOCIAL SERVICES COMMITTEE REPORT: GRANT SUBMISSION: STATE OF CONNECTICUT EARLY CHILDHOOD DEPARTMENT FOR THE SCHOOL READINESS GRANT PROGRAM TO PROVIDE PRESCHOOL SPACES FOR CHILDREN THAT ARE THREE AND FOUR YEARS OLD WHO RESIDE IN THE CITY FOR THE PERIOD OF JULY 1, 2016 THROUGH JUNE 30, 2017.**

**** COUNCIL MEMBER CASTILLO SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

ADJOURNMENT

**** COUNCIL MEMBER PAOLETTO MOVED TO ADJOURN.
** COUNCIL MEMBER MARTINEZ SECONDED.
** THE MOTION PASSED UNANIMOUSLY.**

The meeting adjourned at 7:12 p.m.

Respectfully submitted,

S. L. Soltes
Telesco Secretarial Services.



Mayor Joseph P. Ganim

City of Bridgeport
**OFFICE OF EMERGENCY MANAGEMENT
& HOMELAND SECURITY/
EMERGENCY COMMUNICATIONS**

581 North Washington Avenue
Bridgeport, Connecticut 06604
Telephone (203) 579-3822
Fax (203) 579-3881



Scott T. Appleby, CEM
Director

July 12, 2016

Office of the City Clerk
City of Bridgeport
45 Lyon Terrace, Room 204
Bridgeport, Connecticut 06604

Re: New Resolution – **Homeland Security Grant Program (HSGP)
Omnibus Memorandum of Agreement (MOA)**

Attached, please find a MOA Resolution for the City of Bridgeport to go into contract with the City of Stamford (Region Fiduciary) and the State of CT Division of Emergency Service & Public Protection (DESPP) and their Department of Emergency Management & Homeland Security (DEMHS) to be referred to the **Committee on Public Safety & Transportation** of the City Council.

Grant: City of Bridgeport MOA to the **Connecticut Department of Emergency Management & Homeland Security and City of Stamford for the State Homeland Security Grant Program**

If you have any questions or require any additional information please contact me at 203-579-3822 or scott.appleby@bridgeportct.gov

Thank you,

Scott Appleby, CEM
Office of Emergency Management & Homeland Security

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 14 A 10:53
ATTEST
CITY CLERK

A Resolution by the Bridgeport City Council

Regarding the

**Connecticut Department of Emergency Management & Homeland Security (CTDEMHS) MOA
For the State Homeland Security Grant Program**

WHEREAS, the **Connecticut Department of Emergency Management & Homeland Security** is authorized to extend homeland security funding to Region 1 in the form of a grant; and

WHEREAS, this funding has been made possible through the **City of Stamford as the Region 1 Fiduciary** and

WHEREAS, funds under this grant will be used for example to deliver regional emergency equipment, conduct regional community outreach & education, coordinate regional emergency planning and regional hazard/threat assessments, develop regional mass care process, and establish a regional unified command communication platform and structure.

WHEREAS, it is desirable and in the public interest that the City of Bridgeport, submits an MOA to the **City of Stamford acting as Regional Fiduciary for the CT DEMHS State Homeland Security Grant Program** to fund various regional homeland Security projects..

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's MOA **with the City of Stamford as Regional Fiduciary** for the purpose of the **CT DEMHS State Homeland Security Grant Program**; and
2. That it hereby authorizes, directs and empowers the Mayor or his designee, the **Director of Emergency Management**, to execute an MOA to the **City of Stamford acting as Fiduciary of the Connecticut DEMHS State Homeland Security Grant Program** and to provide such additional information and to execute such other contracts, amendments, and documents as may be necessary to administer this program.



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



**FFY Homeland Security Grant Program (HSGP)
Omnibus Memorandum of Agreement (MOA)
FAQ Sheet and Talking Points**

What is the 2015 HSGP Omnibus MOA?

The FFY 2015 HSGP Omnibus MOA is an Agreement between the State of Connecticut, local municipalities and the 5 regional fiduciary agents responsible for providing programmatic and financial oversight to projects determined to be beneficial by the Regional REPTs and DEMHS.

Who administers and collects the MOAs?

The State of Connecticut DESPP/DEMHS Strategic Planning and Community Preparedness unit develops the MOAs based off of federal funding allocations approved by the DEMHS Advisory Council and the Federal Department of Homeland Security (DHS). It is administered and collected by the regional fiduciary who delivers the documents to the State of Connecticut, DESPP/DEMHS, Strategic Planning and Community Preparedness Unit upon completion.

Why is this done on a yearly basis?

Funding availability changes on a year to year basis and requires yearly MOAs that delineate these funding differences.

Who do I send my completed MOA to?

The completed MOAs need to be submitted to the DEMHS regional fiduciary agent as outlined on page two of the MOA Document.

How do I populate my town information into the MOA form?

The blank areas indicating the Municipality throughout the document are populated by completing the **MOA Datasheet** electronically prior to printing for signature

Do I need a new municipal resolution?

A new municipal resolution is required when there is a new municipal CEO. It is required that you provide a certified copy of your original resolution every year to indicate a resolution is in place. If the municipality does not choose to use the Blanket Resolution a new resolution will be required yearly that indicates the year of funding.

Why is there no longer and Appendix A Attached?

The fiduciary and municipality should complete Appendix A, for any municipality that takes ownership of equipment purchased with 2015 HSGP Funds. (These documents are no longer attached to the MOA, but will be sent directly to the fiduciary)

CITY OF BRIDGEPORT
OFFICE OF THE CITY ATTORNEY

CITY ATTORNEY
R. Christopher Meyer

999 Broad Street
Bridgeport, Connecticut 06604-4328

ASSISTANT CITY ATTORNEYS
Edmund F. Schmidt
Eroll V. Skyers

DEPUTY CITY ATTORNEY
John P. Bohannon, Jr.

ASSOCIATE CITY ATTORNEYS
Mark T. Anastasi
Gregory M. Conte
Richard G. Kascak, Jr.
Russell D. Liskov
John R. Mitola
Ronald J. Pacacha
Lisa R. Trachtenburg
July 18, 2016



**COMM. #168-15 ACCEPTED AND MADE PART OF THE RECORD
ON 8/1/2016**

Telephone (203) 576-7647
Facsimile (203) 576-8252

The Honorable City Council
City of Bridgeport
45 Lyon Terrace
Bridgeport, CT 06604

Re: **SETTLEMENT OF CLAIM
THOMAS FLYNN v. CITY OF BRIDGEPORT**

Dear Honorable Members:

The Office of the City Attorney proposes to settle the above referenced litigation in the amount of \$20,000 payable to Thomas Bucci, Esq., Trustees for Thomas Flynn. The action was claiming violation of the Rehabilitation Act, claiming that the City discriminated against the Plaintiff because of a claimed disability.

Pursuant to the City Council's Ordinance Section 2.10.130, this office hereby provides notice of its intent to settle this matter in accordance with the terms set forth in said Section 2.10.130.

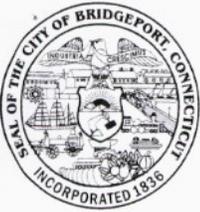
If you wish to discuss the details of this case or have any questions, please feel free to contact me. Further, if I do not hear from you within the twenty (20) day time period provided by the Ordinance, I will proceed to finalize settlement of this matter.

Very truly yours,

R. Christopher Meyer
City Attorney

RCM/kl

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 19 P 1:48
ATTEST
CITY CLERK



CITY OF BRIDGEPORT, CONNECTICUT
OFFICE OF LABOR RELATIONS

45 Lyon Terrace • Bridgeport, Connecticut 06604 • Telephone (203) 576-7610

JANENE HAWKINS
Director

JOSEPH P. GANIM
Mayor

July 20, 2016

Honorable City Council Members
Office of the City Clerk
City of Bridgeport

RE: NAGE, Local RI-200

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 21 A 10: 28
ATTEST
CITY CLERK

Dear Honorable Members:

The City of Bridgeport and the National Association of Government Employees, Local R1-200 (NAGE) have reached an agreement regarding their bargaining unit contract that provides the City with important concessions beneficial to the City.

Attached for your review is an executed Memorandum of Understanding between the City and NAGE.

Please note that Connecticut General Statute §7-474(b) imposes two (2) important time constraints related to action by a legislative body on this type of agreement. These are:

1. [The agreement] shall be submitted by the bargaining representative of the municipality within fourteen days of the date on which such agreement is reached to the legislative body which may approve or reject such request as a whole ... [As this agreement was signed on July 19, 2016, we have met this requirement.]
2. Such request [to approve the agreement] shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body. [Based on this language, if the City Council does not accept or reject the agreement by Thursday, September 1, 2016, the agreement will be considered approved by operation of law.]

This office respectfully requests the City Council approve the attached negotiated agreement.

Sincerely,

Janene Hawkins
Director of Labor Relations



City of Bridgeport

Office of Labor Relations and Benefits Administration

MEMORANDUM

TO: Lydia Martinez, City Clerk

FROM: Philip J. White, Labor Relations Officer 

DATE: July 21, 2016

RE: Memoranda of Understanding - BCSA & NAGE unions

Attached for transmittal to the City Council are copies of two (2) recently signed memoranda of understanding between the City and the BCSA and NAGE unions. 35 copies of each are provided. Please call if you need additional information.

cc: Joseph P. Ganim, Mayor
John Gomes, CAO
Janene Hawkins - Director, Labor Relations

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 21 A 10: 31
ATTEST
CITY CLERK

MEMORANDUM OF UNDERSTANDING
Between the
THE CITY OF BRIDGEPORT
And the
NATIONAL ASSOCIATION OF GOVERNMENT EMPLOYEES, RI-200

In order to assist in resolving the financial challenges currently facing the City of Bridgeport while preserving public services, the City of Bridgeport and National Association of Government Employees, RI-200 agree to the following provisions:

1. DURATION

The collective bargaining agreement between the City and the National Association of Government Employees, RI-200 which expires on June 30, 2018 is hereby modified as set forth below. Except as modified by this agreement, the provisions of the July 1, 2014 – June 30, 2018 contract remain in effect.

2. GENERAL WAGES AND MONETARY PAYMENTS

Article 26, General Increases, of the contract is amended to include the following language:

- a. 26.1 Effective July 1, 2014 there shall be a three percent (3%) increase across the board.
- b. 26.1a Effective January 1, 2016 there shall be a two and one-half percent (2.5%) increase across the board.
- c. 26.1b Effective January 1, 2017 there shall be no general wage increase across the board paid to any NAGE employee.
- d. 26.1c Effective January 1, 2018 there shall be a two percent (2%) increase across the board.

3. JOB SECURITY

From July 1, 2016 and through June 30, 2018 there shall be no loss of employment for the National Association of Government Employees, RI -200, subject to the following conditions:

- a. Protection from loss of employment is for permanent employees and does not apply to:
 - i. Employees in the initial working test period, on probation;
 - ii. Those who leave at the natural expiration of a fixed appointment term, including expiration of any employment with an end date;
 - iii. Expiration of a temporary, duration or special appointment;
 - iv. Termination of grant or other outside funding specified for a particular position;
 - v. Employees separated from employment for disciplinary reasons.

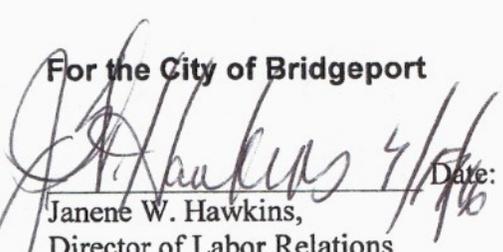
b. The City is not precluded from noticing layoff in order to accomplish any of the above, or for layoffs outside the dates July 1, 2016 – June 30, 2018.

4. APPROVAL

This agreement is subject to the approval of the City Council pursuant to City Charter, Article 5.

Signatures:

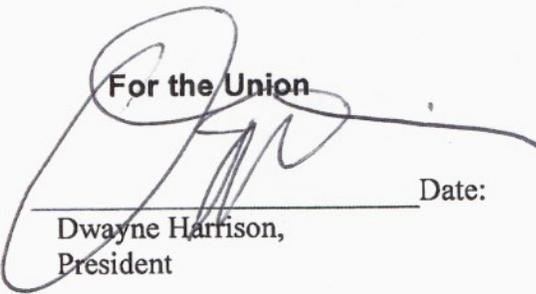
For the City of Bridgeport



Janene W. Hawkins,
Director of Labor Relations

Date:

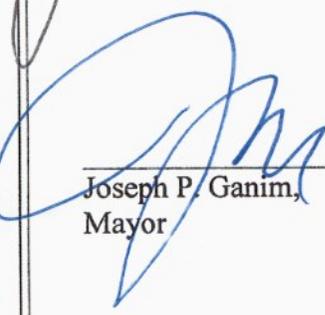
For the Union



Dwayne Harrison,
President

Date:

7-19-16



Joseph P. Ganim,
Mayor

Date:

LABOR RELATIONS OFFICE
City of Bridgeport
45 Lyon Terrace
Bridgeport, Connecticut 06604

CITY OF BRIDGEPORT, CONNECTICUT

OFFICE OF LABOR RELATIONS

45 Lyon Terrace • Bridgeport, Connecticut 06604 • Telephone (203) 576-7610

JANENE HAWKINS
Director



JOSEPH P. GANIM
Mayor

July 20, 2016

Honorable City Council Members
Office of the City Clerk
City of Bridgeport

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 21 A 10:28
ATTEST
CITY CLERK

RE: Bridgeport City Supervisors Association (BCSA)

Dear Honorable Members:

The City of Bridgeport and the Bridgeport City Supervisors Association (BCSA) have reached an agreement regarding their bargaining unit contract that provides the City with important concessions beneficial to the City.

Attached for your review is an executed Memorandum of Understanding between the City and BCSA.

Please note that Connecticut General Statute §7-474(b) imposes two (2) important time constraints related to action by a legislative body on this type of agreement. These are:

1. [The agreement] *shall be submitted by the bargaining representative of the municipality within fourteen days of the date on which such agreement is reached to the legislative body which may approve or reject such request as a whole ...* [As this agreement was signed on July 19, 2016, we have met this requirement.]
2. *Such request [to approve the agreement] shall be considered approved if the legislative body fails to vote to approve or reject such request within thirty days of the end of the fourteen-day period for submission to said body.* [Based on this language, if the City Council does not accept or reject the agreement by Thursday, September 1, 2016, the agreement will be considered approved by operation of law.]

This office respectfully requests the City Council approve the attached negotiated agreement.

Sincerely,

Janene Hawkins
Director of Labor Relations



City of Bridgeport

Office of Labor Relations and Benefits Administration

MEMORANDUM

TO: Lydia Martinez, City Clerk

FROM: Philip J. White, Labor Relations Officer *Philip J. White*

DATE: July 21, 2016

RE: Memoranda of Understanding - BCSA & NAGE unions

Attached for transmittal to the City Council are copies of two (2) recently signed memoranda of understanding between the City and the BCSA and NAGE unions. 35 copies of each are provided. Please call if you need additional information.

cc: Joseph P. Ganim, Mayor
John Gomes, CAO
Janene Hawkins - Director, Labor Relations

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 21 A 10:31
ATTEST
CITY CLERK

MEMORANDUM OF UNDERSTANDING
Between the
THE CITY OF BRIDGEPORT
And the
BRIDGEPORT CITY SUPERVISOR'S ASSOCIATION

In order to assist in resolving the financial challenges currently facing the City of Bridgeport while preserving public services, the City of Bridgeport and Bridgeport City Supervisor's Association agree to the following provisions:

1. DURATION

The collective bargaining agreement between the City of Bridgeport and the Bridgeport City Supervisor's Association which expires on June 30, 2018 is hereby modified as set forth below. Except as modified by this agreement, the provisions of the July 1, 2013 – June 30, 2018 contract remain in effect.

2. GENERAL WAGES AND MONETARY PAYMENTS

Article 18, General Increases, of the contract is amended to include the following language:

- a. 18.1A Effective July 1, 2013, the annual salary of employees covered by this agreement shall be increased by three percent (3%).
- b. 18.1B Effective July 1, 2014, the annual salary of the employees covered by this agreement shall be increased three percent (3%)
- c. 18.1C Effective July 1, 2015, the annual salary covered by this agreement shall be increased by two and one-half percent (2.5%)
- d. 18.1D *Effective July 1, 2016 there shall be **no general wage increase across the board paid to any BCSA employee.***
- e. 18.1E Effective July 1, 2017, the annual salary covered by this agreement shall be increased by two percent (2%).

3. JOB SECURITY

From July 1, 2016 and through June 30, 2018 there shall be no loss of employment for the Bridgeport City Supervisor's Association, subject to the following conditions:

- a. Protection from loss of employment is for permanent employees and does not apply to:
 - i. Employees in the initial working test period, on probation;
 - ii. Those who leave at the natural expiration of a fixed appointment term, including expiration of any employment with an end date;
 - iii. Employees separated from employment for disciplinary reasons.

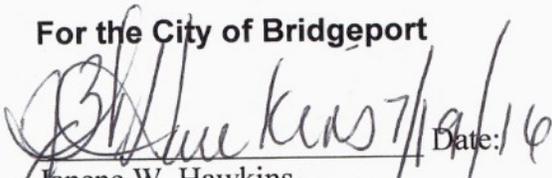
- b. The City is not precluded from noticing layoff in order to accomplish any of the above, or for layoffs outside the dates July 1, 2016 – June 30, 2018.

4. APPROVAL

This agreement is subject to the approval of the City Council pursuant to City Charter, Article 5.

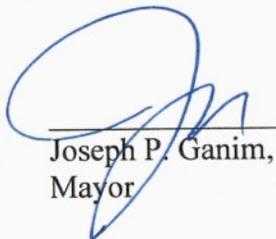
Signatures:

For the City of Bridgeport

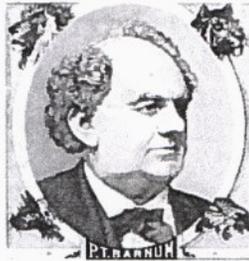

Date: 7/19/16
Janene W. Hawkins,
Director of Labor Relations

For the Union


Date: 7/19/16
Anthony Cavalli,
President


Date: 7/19/16
Joseph P. Ganim,
Mayor

The BARNUM



MUSEUM

July 25, 2016

City Clerk Lydia N. Martinez
Bridgeport City Hall
45 Lyon Terrace – rm. 204
Bridgeport, CT 06604

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 27 P 2:43
ATTEST
CITY CLERK

**Re: Items for Submittal to the City Council for the Meeting of August 1, 2016
Barnum Museum Resolutions Regarding A DECD Grant**

Dear Ms. Martinez,

On behalf of the Barnum Museum Foundation, Inc. ("Barnum Museum"), I would like to request that the attached Resolution regarding the Barnum Museum be placed on the Agenda for the Bridgeport City Council meeting of Monday, August 1, 2016.

With regard to the Museum's ongoing disaster recovery and re-envisioning, the Barnum Museum continues to raise funds for the full revitalization of the national historic site. The Barnum Museum is seeking a State of Connecticut Department of Economic & Community Development ("DECD") Urban Act Grant in the amount of \$500,000 to continue repairs, restoration and re-envisioning and revitalization of the Barnum Museum, a City-owned building.

A requirement of the DECD grant is the recording of a Negative Pledge and Agreement ("Negative Pledge") which shall provide that the Applicant shall not sell, lease, transfer, assign, or in any way encumber or otherwise dispose of the property located at 820 Main St, in part or in whole, without first obtaining the written consent of the DECD Commissioner; and the recording of a Declaration of Restrictive Covenant ("the Covenant") use restriction that the property at 820 Main St. shall be used as a Museum for a period of 10 years in a form acceptable to the Commissioner, which will protect the Barnum Museum for future generations which Negative Pledge and Covenant shall be recorded on the land records of the City of Bridgeport.

The Barnum Museum Board of Directors fully supports this ongoing initiative to continue the urgently needed repairs, restoration and re-envisioning of the Barnum Museum.

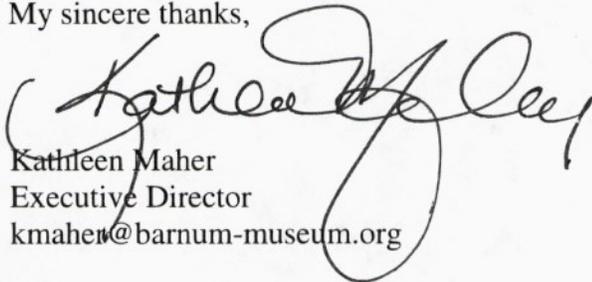


As the City of Bridgeport is the property owner, the Barnum Museum is seeking the Bridgeport City Council approval and authorization of the recording of Declaration of Preservation Restrictions and Covenants on the Barnum Museum that will protect the Barnum Museum for future generations, a requirement of the DECD Grant.

The Board of Directors of the Barnum Museum Foundation and the Museum community remain committed to the continued repairs, restoration and re-envisioning and revitalization of the Barnum Museum.

On behalf of the Barnum Museum Foundation, Inc. and the community we serve,

My sincere thanks,



Kathleen Maher
Executive Director
kmahe@barnum-museum.org



The BARNUM



MUSEUM

**A Resolution by the Bridgeport City Council
Regarding a State of Connecticut DECD Grant
for the Preservation and Restoration of the Historic
Barnum Museum
820 Main Street
Bridgeport, CT 06604**

WHEREAS, The Barnum Museum, founded by P.T. Barnum and completed in 1893 (“Barnum Museum”) is owned by the City of Bridgeport (“City”) and is listed on the National Register of Historic Places as a Nationally Significant Historic Site; and

WHEREAS, The Barnum Museum Foundation, Inc., is the non-profit (501c3) foundation (“Foundation”) authorized by the City of Bridgeport pursuant to that certain Lease and Management Agreement dated December 28, 1988, as amended to date (“Lease”) to be the tenant of the Barnum Museum and pursuant to an agreement dated December 28, 1988 (“Loan Agreement”) to be the steward of the Barnum Museum Building, artifacts collection (“Collection”) and to govern and operate the Barnum Museum; and

WHEREAS, an EF1 tornado struck the Barnum Museum in 2010 causing massive structural and environmental damage to the City owned historic building and damaging many artifacts in the Collection; and

WHEREAS, the Barnum Museum Foundation has, over the past 6 years received \$4.1 million in grants, contributions and dispositions that have been used for the benefit of the Museum Building, collection, and public programming; and

WHEREAS, the Foundation has completed an extensive Conditions Assessment and Evaluation Report of the physical conditions of the historic structure; and

WHEREAS, in 2015 the Foundation completed Phase I of the Stabilization of the East Wall at a cost of \$423,511 to protect and preserve the shell of the building and ensure the safety of the public and ongoing restoration of the historic Barnum Museum; and

WHEREAS, the Foundation is seeking additional funding from the State of Connecticut Department of Economic & Community Development (“DECD”) to continue the restoration and re-envisioning of the Barnum Museum; and



WHEREAS, the Board of Directors of the Barnum Museum Foundation, at a meeting duly called and noticed with a quorum present, voted that the Executive Director be authorized to apply for and accept grants from the State of Connecticut for design and construction to continue the restoration and re-envisioning of the Barnum Museum; and

WHEREAS, a requirement of the DECD grant is the recording of a Negative Pledge and Agreement (“Negative Pledge”) which shall provide that the Applicant shall not sell, lease, transfer, assign, or in any way encumber or otherwise dispose of the property located at 820 Main St, in part or in whole, without first obtaining the written consent of the DECD Commissioner, that will protect the Barnum Museum for future generations which Negative Pledge shall be recorded on the land records of the City of Bridgeport; and

WHEREAS, a requirement of the DECD grant is the recording of a Declaration of Restrictive Covenant (“the Covenant”) use restriction that the property at 820 Main St. shall be used as a Museum for a period of 10 years in a form acceptable to the Commissioner, that will protect the Barnum Museum for future generations which Covenant shall be recorded on the land records of the City of Bridgeport; and

WHEREAS, the City Council has previously approved historic preservation restrictions on the building in 2010 (“Endangered Property Grant”) and in 2013 (“Historic Restoration Fund Grant”) related to prior State of Connecticut grants; and

WHEREAS, the Foundation requests that the City Council authorize the Mayor or his designee and the City Attorney to work with the Foundation and to approve the placement of said required Negative Pledge and Use Restriction in a form acceptable to the City, generally in accordance with the attached Agreement.

NOW, THEREFORE BE IT:

RESOLVED THAT, the City Council of the City of Bridgeport Allows and Authorizes the placement of a Negative Pledge and Use Restriction on the Barnum Museum by the State of Connecticut DECD for the purpose of continuing the restoration and re-envisioning of the Barnum Museum in accordance with the Grant Agreement attached; and

BE IT FURTHER RESOLVED THAT the Mayor or his Designee, the Director of the Office of Planning & Economic Development is authorized to sign any documents and take all actions necessary to further the goals and intent of this Resolution.



State of Connecticut

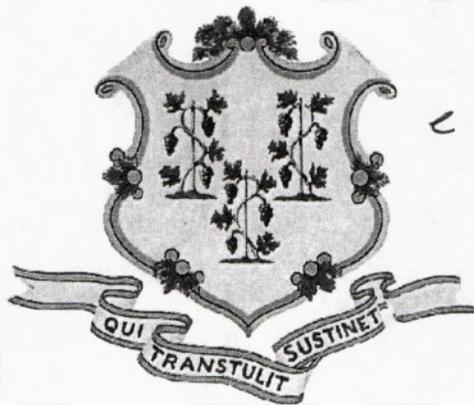
Governor Dannel P. Malloy

Department of Economic and Community Development

Commissioner Catherine H. Smi''

7/2016

Submit to
City Council



Financial Assistance Proposal

For

**The Barnum Museum
Renovations to the Barnum Museum
July 2016**



Department of Economic and
Community Development

Connecticut
still revolutionary

Tim Sullivan
Deputy Commissioner

July 26, 2016

Ms. Kathy Maher
Executive Director
The Barnum Museum
820 Main Street
Bridgeport, CT 06604

Dear Ms. Maher:

The Department of Economic and Community Development is pleased to submit a proposal for assistance in support of the Barnum Museum plans to renovate and make improvements to the Museum. The following pages contain a project description and supporting details of a financial assistance package developed jointly between your staff and ours.

This proposal represents Governor Malloy's continuing commitment to support organizations such as yours and we are pleased to have an opportunity to work with you on this project. The success of your project is important to us.

Our staff will continue to be available to you and your staff throughout the duration of the project. If you have any questions concerning this proposal please contact Vincent Lee, your Project Manager, at 860.270.8144.

Sincerely,

Tim Sullivan
Deputy Commissioner

Agreed and Accepted By:

The Barnum Museum

Kathy Maher- Executive Director

Date

TABLE OF CONTENTS

Background	1
* Applicant Description	
* Project Description	
* Source and Use of Funds	
Financial Assistance	1-7
* Department of Economic and Community Development Financing	
* Property Restrictions	
* Other Terms and Conditions	
DECD Contacts	8
* Department of Economic and Community Development Development Manager	
Client Obligation Checklist	9
Next Steps	10
* Application	
* Project Financing Plan and Budget	
* Certified Resolution	
Schedule A – Construction Related Documentation	11
Schedule B – Department of Labor Information Release	12
Schedule C - Insurance Requirements	13-14
Schedule B - DECD and State Single Audit Submission Requirements	15-20

BACKGROUND

Applicant Description:

The Barnum Museum- where the past illuminates the future! The Barnum Museum is located in Bridgeport, CT. It is constructed of stone and terra cotta in the Byzantine, Islamic, Gothic and Romanesque architectural style. P. T. Barnum financed and constructed the building himself to house the work of Bridgeport Scientific Society and the Fairfield County Historical Society. The museum was originally called the Barnum Institute of Science and History and operated as a resource library and lecture hall, attracting such luminaries as the Wright brothers and Thomas Edison to speak. It was completed in 1893 and in 1972 the building was added to the National Register of Historic Places. Unfortunately, the structure was damaged by a recent tornado and two succeeding hurricanes.

Project Description:

Funds are provided as a grant-in-aid to the Barnum Museum in Bridgeport to assist with the ongoing design of renovations and improvements to the facility. The funds will be used to design architectural drawings to help with the Museum's dome stabilizing work, and the comprehensive restoration of the entire landmark structure.

SOURCE AND USE OF FUNDS

	Sources of Funds	
DECD – Urban Act		\$500,000
Total		\$500,000
	Use of Funds	
Administration		\$ 5,000
Engineering		\$495,000
Total		\$ 500,000

** The figures above may be amended from time to time through requests for revisions to the Project Financing Plan and Budget, as approved by the Department of Economic and Community Development.*

FINANCIAL ASSISTANCE PROPOSAL

This financial assistance proposal is based upon the commitment of The Barnum Museum (hereafter, the "Applicant"), to implement the project as described herein. The State of Connecticut, acting through the Department of Economic and Community Development (hereafter, "DECD") and under the provisions of the C.G.S. Sec. 4-66c proposes a financial assistance package consisting of a grant in the total amount of \$500,000. DECD financial assistance shall not exceed \$500,000 of the total project cost as described in this proposal and as set forth in the most recently approved Project Financing Plan and Budget. The components of this financial assistance are outlined below:

Applicant: The Barnum Museum

DECD Financing:	\$500,000	Grant
Amount and Use of DECD Funds:	\$ 5,000	Administration
	\$ 45,000	Engineering
	\$450,000	Construction
	\$500,000	TOTAL

CONNECTICUT RESIDENCY REQUIREMENT

The Applicant shall not relocate any of its museum operations outside of the State for ten (10) years after the date upon which the agreement is fully executed or during the term of a loan or loan guarantee, whichever is longer. If the Applicant relocates within the State during the ten (10) year period, it shall offer employment at the new location to its employees from the original location if such employment is available.

If the Applicant, or its successors or assigns relocates any of their applicable operations outside of Connecticut during the non-relocation period the full amount of the financial assistance received from the State, shall become immediately due and payable, plus a one-time interest rate charge of 7.5% on the original amount of the financial assistance provided.

The Applicant shall provide written notification to the Commissioner of DECD of its proposed relocation prior to any public announcement.

PROPERTY RESTRICTIONS

As a requirement of State funding, the Applicant shall provide collateral that has equity equal to at least 125% of the DECD financing or an amount not less than \$625,000. In the event that the financing is pre-paid at any time, the Applicant will be required to maintain a security value equal or greater than any potential residency clause penalties. All legal matters in connection with the State financial assistance and any required security thereof shall be acceptable to DECD and its legal counsel.

Negative Pledge

The Applicant agrees that it will execute a Negative Pledge and Agreement ("Negative Pledge") in a form acceptable to the Commissioner, which Negative Pledge shall provide that the Applicant shall not sell, lease, transfer, assign, or in any way encumber or otherwise dispose of the Applicant's property, located at 820 Main Street, in whole or in part, without first obtaining the written consent of the Commissioner. The Negative Pledge shall be recorded on the land records of the City of Bridgeport.

Use Restriction

The Applicant covenants and agrees that the Applicant's property, located at 820 Main Street, shall be used as Museum for a period of 10 years. Applicant agrees that it shall execute a Declaration of Restrictive Covenant ("the Covenant") in a form acceptable to the Commissioner, which shall be filed on the land records of the City of Bridgeport. The Covenant shall be enforceable by the State and shall provide that any conveyance of Applicant's property shall be subject to the terms of the Covenant.

ENVIRONMENTAL COMPLIANCE

Connecticut Environmental Policy Act

Disbursement of state funds may be subject to the completion of the appropriate Connecticut Environmental Policy Act ("CEPA") review of project activities. If project analysis and review under the provisions of CEPA is necessary, then DECD will contract a professional engineering/planning firm experienced in preparing CEPA documents, using funds appropriated to the project. Said firm shall work at the direction of the DECD in assessing the project activities in accordance with CEPA (C.G.S. Sec. 22a-1 and R.C.S.A. Sec. 22a-1a-1 to 22a-1a-12).

Environmental Condition of the Real Property

As determined by DECD, the environmental site assessments, survey, reports and remedial action plans will be prepared for real property subject to project activities. A professional firm licensed to practice in the State of Connecticut shall prepare the reports. The scope of investigations and report shall conform to the applicable Department of Environmental Protection laws and regulations, and the applicable American Standards for Testing Materials document standards. Copies of all reports shall be made available to DECD.

If the Applicant and/or other parties for the subject properties within the project area have conducted Environmental Site Assessments, copies of such documents must be submitted to DECD.

CONSTRUCTION COMPLIANCE

The DECD requires submission of project design documents, specifications, construction bid documents and cost estimates and other documents outlined in Schedule A. All submissions are subject to review, comment, and/or approval by the DECD's Office of Financial Review and Special Projects and/or the DECD Commissioner. Unless notified by DECD, for projects with a total project cost of \$250,000 or less, the grantee will be required to certify that the project is in compliance with DECD design, bidding, contracting and construction monitoring requirements. In these cases, it will be the responsibility of the grantee to certify and submit the appropriate documentation during the pre-bid phase, construction phase and close-out phase of the project.

The Applicant shall submit for review and comment the following construction-related documents which need to comply with DECD design, bidding, contracting and construction monitoring Requirements: a) bid package(s) including procedures for bidding; b) bid selection process and results; c) bonding and insurance requirements; d) copies of contracts; e) schedule of values; f) payment requisitions and change orders.

DECD requirements for approval of the release of funds for construction include review of construction documents, latest updated budget, submittal of bidding process, project schedule and cash flow updates, monthly reports, and any appropriate back up materials as may be needed for review such as application and certificate of payment (AIA Document G702) approved by the architect and/or engineer, appropriate invoices, etc.

ADMINISTRATIVE AND PROJECT MONITORING PLAN

The Applicant shall be required to submit to the DECD a project administration plan, acceptable to the DECD, that describes how they will document and monitor the financial and construction oversight of the State funds as required by the Assistance Agreement and as approved in the DECD's Project Financing Plan and Budget. The purpose of the plan is to assure the completion of the project within the approved Financing Plan and Budget and the appropriate use of State funds. The plan should address how State funds will be disbursed in conjunction and in accordance with all contractual agreements. The plan should include the process that they will undertake to approve payment requisitions and project construction change orders.

EMPLOYMENT

Department of Labor Employment Number Access Agreement:

The Applicant agrees that the DECD may obtain directly from the Connecticut Department of Labor and disclose, as part of its reporting requirements to the Connecticut State Legislature and Auditors of Public Accounts, information pertaining to employment levels at your operation. It is acknowledged and agreed that the information so obtained and disclosed may include employer name, address, and number of employees, by facility location, for the purpose of fulfilling DECD's reporting requirements in accordance with Connecticut General Statute 32-1m, as may be amended or modified. In addition, this employment information may be utilized for purposes of performing employment reviews and research related activities conducted by DECD.

The Applicant also agrees that it will complete DECD's annual job survey that is needed to assist in the completion of DECD's annual jobs report as required under Connecticut General Statute 32-1m, as may be amended or modified.

The Authorization Form has been attached as Schedule B.

INSURANCE

The Applicant shall maintain all required insurance in amounts, form, substance, and quality acceptable to DECD, as described more fully in Schedule C, attached to this proposal. A certificate evidencing such insurance shall be delivered to the Commissioner at the time of execution of the Assistance Agreement, and annually thereafter for the duration of the Project Financing Plan and Budget. Annual submissions should be sent to DECD, Attn: Office of Financial Review and Special Projects, 505 Hudson Street, Hartford, CT 06106.

REPORTING

Project Audit

Each Applicant subject to a federal and/or state single audit must have an audit of its accounts performed annually (see Schedule B). The audit shall be in accordance with the DECD Audit Guide (located at <http://www.ct.gov/ecd/cwp/view.asp?a=1096&q=249676>) and the requirements established by federal law and state statute. All Applicants not

subject to a federal and/or state single audit shall be subject to a Project-specific audit of its accounts within ninety (90) days of the completion of the Project or at such times as required by the Commissioner. Such audit shall be in accordance with the DECD Audit Guide. An independent public accountant as defined by generally accepted government-auditing standards (GAGAS) shall conduct the audits. At the discretion and with the approval of the Commissioner, examiners from the Department of Economic and Community Development may conduct Project-specific audits.

The completion of the project will be determined by the end date of the most recently approved Project Financing Plan and Budget.

Project Financial Statements

The Applicant shall provide a cumulative Statement of Program Cost and a Detailed Schedule of Expenditures to the Commissioner in the approved DECD project statement format as outlined in the most current Accounting Manual located at <http://www.ct.gov/ecd/cwp/view.asp?a=1096&q=249670>. This information will be required to be provided within ninety (90) days after the expiration date of the Project Financing Plan and Budget or earlier as determined by the Commissioner. Further information, such as supporting documentation (i.e. copies of invoices, cancelled checks, contracts etc.) for the expenditures charged may be requested from the applicant, as necessary.

REQUIRED DOCUMENTS

The Applicant must provide the following required documents prior to contract closing. No financial assistance agreements will be signed by DECD until all required documents have been received, which include the following:

- Appraisals
- Good Standing Letters from the Department of Labor, Revenue Services and Secretary of the State

PROJECT START/END DATE

For purposes of this proposal this project will have a start date of July 12, 2016, and any eligible Applicant project expenditures after that date will be permitted as part of the project. The end date of the project will be determined by the most recently approved Project Financing Plan and Budget.

EXPIRATION

The Applicant must accept this proposal no later than 30 calendar days after the date of proposal. In the event the DECD does not receive the acceptance of this proposal by the aforementioned date, the offer will be considered null and void and withdrawn.

INSTANCES OF DEFAULT

If funding for the project is approved, the Assistance Agreement between DECD and the Applicant may be subject, but not limited to the following default provisions: breach of agreement, misrepresentation, receivership or bankruptcy, condemnation or seizure, lack of adequate security, violation of terms in other project documents. In addition to

repayment in full of the funding, DECD's remedies may include, but not be limited to, the ability to collect an additional 5% in liquidated damages on the total amount of financial assistance, and to charge a 15% per annum rate of interest on financing provided.

CLOSING AND TRANSACTION COSTS

The Applicant shall be responsible for the payment of all necessary and appropriate costs associated with this transaction, whether or not a closing takes place, including but not limited to the State's attorneys fees and other such costs incurred by the State or associated with securing the State Financial Assistance. Such costs may also include reasonable attorney fees, appraisal costs, and other possible fees and costs related to the closing. No financing will be provided until the Applicant has paid DECD's legal fees.

LABOR COMPLIANCE

Nondiscrimination

The Applicant will comply with Connecticut General Statutes section 4a-60, as may be amended, which prohibits the Applicant from discriminating or permitting discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, mental retardation, 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.

The Applicant will comply with Connecticut General Statutes section 4a-60a, as may be amended, which prohibits the Applicant from discriminating or permitting discrimination against any person or group of persons on the grounds of sexual orientation.

Affirmative Action

The Applicant will comply with Connecticut General Statutes Section 4a-60, which prohibits the Applicant from engaging in or permitting discrimination in the performance of the work involved as well as requires that the company take affirmative action to ensure that all job applicants with job related qualifications are employed and that employees are, when employed, treated in a nondiscriminatory manner.

Executive Order Number Three

The Applicant will comply with Executive Order Number Three, which gives the State Labor Commissioner continuing jurisdiction over Agreement performance in regard to nondiscrimination. It empowers the State Labor Commissioner to cancel, terminate or suspend the Assistance Agreement for violation of or noncompliance with the order or any state or federal law concerning nondiscrimination.

<http://www.cslib.org/exeorder3.htm>

Executive Order Number Sixteen

The Applicant will comply with Executive Order Number Sixteen, of Governor John G. Rowland promulgated August 4, 1999, regarding Violence in the Workplace Prevention. The Assistance Agreement may be cancelled, terminated or suspended by the State for violation or noncompliance with said Executive Order No.

Sixteen. <http://www.ct.gov/governorrowland/cwp/view.asp?A=1328&Q=255942&pp=12&n=1>

Executive Order Number Seventeen

The Applicant will comply with Executive Order Number Seventeen, which gives the State Labor Commissioner and DECD joint and several jurisdiction in respect to Agreement performance in regard to listing all employment openings with the Connecticut Employment Service. <http://www.cslib.org/exeorder17.htm>

WITHDRAWAL OF FINANCIAL ASSISTANCE PROPOSAL

Notwithstanding any other provisions of this proposal, the State, in its discretion, may elect to withdraw this proposal and withhold payment of funds if:

- The Applicant shall have made to the State any material misrepresentation in the project data supporting the funding request, in the application or any supplement thereto or amendment thereof, or thereafter in the agreement, or with respect to any document furnished in connection with the project; or
- The Applicant shall have abandoned or terminated the project, or made or sustained any material adverse change in its financial stability and structure, or shall have otherwise breached any condition or covenant, material or not, in this proposal and/or thereafter in the agreement.

ADDITIONAL TERMS AND CONDITIONS

The Applicant acknowledges that the obligation of DECD to provide the financial assistance set forth herein is subject to the normal State approval process, including but not limited to approval by the State Bond Commission, and may be subject to review and approval of any documentation by the Attorney General as to form and substance.

The State financial assistance will be subject to the standard terms and conditions established by DECD for financial assistance under Sec. 4-66c of the Connecticut General Statutes. The Applicant will enter into an Assistance Agreement with the State of Connecticut, acting through DECD, which will contain but not be limited to provisions of this proposal, and set forth the terms and conditions of the state financial assistance, and will execute and/or deliver such other documents, agreements, and instruments as DECD may require in connection with the State financial assistance or any required security.

This proposal is not a contract by the State of Connecticut or the Applicant. The State shall not be bound until a contract has all approvals required by law, and is executed in accordance with all applicable State procedures.

DECD CONTACTS

Project Manager: Your Project manager is responsible for coordinating all aspects of your project as it moves forward. Please consider the development manager as your main point of contact throughout the life of your project.

Contact: Vincent Lee

Phone #: **860.270.8144**

Director: Your Director is also available to you at any time for issues pertaining to all aspects of your project.

Contact: Nelson Tereso

Phone #: **860.270.8213**

CLIENT OBLIGATION CHECKLIST

The following is a brief outline of the documents that will be required to be provided by the municipality over the life of the agreement. This is not an attempt to define all of the terms and conditions as outlined in this proposal, but to provide a snapshot of the requirements.

General Requirement	Comment	Y E A R S										Status	
		1	2	3	4	5	6	7	8	9	10		
State Single Audit (if applicable for non-profits/municipalities) – See Schedule D	Due within 180 days of FYE until all project funds are expended	X	X	X									
Project Audit (includes non-profits if they don't qualify for state single audit)	Due within 90 days after budget expiration	X	X	X									
Unaudited balance sheet and Cumulative Statement of Program costs	Due within ninety (90) days after the expiration date of the Project Budget Financing Plan and Budget	X	X	X									
Special Reports	Due upon request												
Insurance Certificate	Due prior to expiration	X	X	X									

Applicant Initials Date

NEXT STEPS

The enclosed documents, accompanying this financial assistance proposal, must be completed and returned to DECD within thirty (30) calendar days of acceptance of this assistance proposal.

- * Application
- * Project Financing Plan and Budget
- * Corporate Resolution
- * Nondiscrimination Certification

Please return the signed acceptance letter and initialed Client Obligation Checklist to:

State of Connecticut
Department of Economic and Community Development
Office of Capital Projects
505 Hudson Street
Hartford, CT 06106

Attn: **Vincent Lee**
3rd Floor

SCHEDULE A

Schedule of Submissions and Approvals required for State Assistance

The DECD will require the Applicant to provide certain documents prior to the start of construction and through the completion of the project. In addition, DECD will require certain reviews and opportunities for comment during design and construction, through the completion of the project. The following outlines some of these documents and some of the anticipated DECD approvals:

Submissions to DECD – Start of Project to Construction Completion:

- Schematic Design Plans
- Consultant Contracts
- Consultant Engineering Reports (including civil/site, environmental, geotechnical, and structural).
- CGS 25-68(d) Floodplain Certification Submission (if applicable)
- Appraisal Reports
- Historic and Archeological Surveys, Reports, and Mitigation Deliverables (if applicable)
- Affirmative Action Compliance Reports
- Applicant Bylaws
- Applicant Conflict of Interest Policy
- Cumulative Statement of Program Cost and Project Balance Sheet
- Applicant Single Audit Act Reports
- Third Party Special Inspection Reports
- Monthly Progress Reports by Applicant (format to be approved by DECD)
- Meeting Minutes and Correspondence (between owner, architect, and/or contractor)

DECD Site Development Involvement: DECD requires on and off-site project access on regular basis for review of design and construction developments.

Submissions to DECD Upon Completion of Construction:

- Annual Audit & Management Reports
- Cumulative Statement of Project Cost and Project Balance Sheet
- Certificate of Occupancy (where applicable)
- Record documents (As Built)
- Certificate of Substantial Completion (AIA form G704)
- Contractor's Affidavit of Payment of Debts and Claims (AIA form G706)
- Contractor's Affidavit of Release of Liens (AIA form G706A)
- Subcontractors and Suppliers Release or Waiver of Liens
- Consent of Surety Company to Final Payment (AIA G707)
- Consent of Surety to a Reduction in or Partial Release of Retainage at 50% project completion, if applicable: (AIA form G707A) Requires DECD concurrence.
- Final Application and Certificate for Payment (AIA form G702, and continuation sheet G703)

If the contractor has provided Contractor's Affidavit of Release of Liens (AIA form G706A) and lien waivers from major subcontractors and suppliers, a contractor may request the balance of retainage. If these documents are not provided, retainage cannot be paid until 91 days after the date on the Certificate of Substantial Completion.

SCHEDULE B

AUTHORIZATION FOR THE RELEASE OF APPLICANT INFORMATION

I, Kathy Maher, agree that the Connecticut Department Labor may disclose information pertaining to The Barnum Museum (the Applicant), such as employer name, address, and number of employees, by facility location, to the Connecticut Department of Economic and Community Development (DECD). This authorization pertains to the following locations and their related Unemployment Insurance Number (UI #). Attach additional sheets, if necessary:

<u>Company Name</u>	<u>Location</u>	<u>UI #</u>
The Barnum Museum	Bridgeport, CT	

I further agree that DECD may, in turn, disclose such information to the Connecticut General Assembly and Auditors of Public Accounts as part of its reporting requirements pursuant to Connecticut General Statute 32-1m, as may be amended or modified. In addition, I understand that this information may be utilized for purposes of performing employment reviews and research related activities conducted by DECD.

I understand that this authorization may be revoked at any time, except to the extent that action has already been taken in reliance on it. However, I understand that revocation of this authorization may result in default under my financial assistance contract with DECD. This authorization will expire upon the Applicant fulfillment of its contractual obligations with DECD and DECD's fulfillment of its reporting requirements pursuant to Connecticut General Statute 32-1m, as may be amended or modified.

Name (Print or Type)

Title

Signature

Date

SCHEDULE C

Insurance Requirements

(A) The Barnum Museum shall procure and maintain for the duration of the Project Financing Plan and Budget (as specified within the proposal) the following types of insurance, in amounts no less than the stated limits, against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder; provided however, that if this project is (i) financial assistance of less than \$100,000, (ii) a planning grant, or (iii) a predevelopment loan, only items 1 and 2 as set forth herein shall apply:

- 1) Commercial General Liability: \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage. Coverage shall include Premises and Operation, Independent Contractors, Product and Completed Operations and Contractual Liability. If a general aggregate is used, the general aggregate limit shall apply separately to the Agreement or the general aggregate limit shall be twice the occurrence limit.
- 2) Workers' Compensation and Employer's Liability: Statutory coverage in compliance with compensation laws of the State of Connecticut. Coverage shall include Employer's Liability with a minimum limit of \$100,000 each accident, and \$500,000 Disease – Policy limit, \$100,000 each employee.
- 3) Automobile Liability: \$1,000,000 combined single limit per accident for bodily injury. Coverage extends to owned, hired and non-owned automobiles. If the vendor/contractor does not own an automobile, but one is used in the execution of the contract, then only hired and non-owned coverage is required. If a vehicle is not used in the execution of the contract then automobile coverage is not required.
- 4) Directors and Officers Liability: \$1,000,000 per occurrence limit of liability; provided, however, that Directors and Officers Liability insurance shall not be required for limited liability corporations or limited partnerships.
- 5) Comprehensive Crime Insurance: \$100,000 limit for each of the following coverages: Employee Dishonesty (Form O), Forgery/Alteration (Form B), and money and securities coverage for theft, burglary, robbery, disappearance, and destruction.
- 6) Builders Risk: (Construction Phase) With respect to any work involving the construction of real property during the construction project, if DECD is taking a collateral position in the property, the Applicant shall maintain Builder's Risk insurance providing coverage for the entire work at the project site. Coverage shall be on a Completed Value form basis in an amount equal to the projected value of the project. Applicant agrees to endorse the State of Connecticut as a Loss Payee.
- 7) Property Insurance: (Post Construction) If DECD is taking a collateral position in the property, the Applicant shall maintain insurance covering all risks of direct physical loss, damage or destruction to real and personal property and improvements and betterments (including flood insurance if property is within a duly designated Flood Hazard Area as shown on Flood Insurance Rate Maps (FIRM) set forth by the Federal Emergency

Management Agency (FEMA)) at 100% of Replacement Value for such real and personal property, improvements and betterments or the maximum amount available under the National Flood Insurance Program. The State of Connecticut shall be listed as a Loss Payee.

(B) Additional Insurance Provisions

1. The State of Connecticut Department of Economic and Community Development, its officials and employees shall be named as an Additional Insured on the Commercial General Liability policy. Additional Insured status is not required for items (A)2 through (A)7 above.
2. Described insurance shall be primary coverage and Applicant and Applicant's insurer shall have no right of subrogation recovery or subrogation against the State of Connecticut.
3. Applicant shall assume any and all deductibles in the described insurance policies.
4. Without limiting Applicant's obligation to procure and maintain insurance for the duration identified in (A) above, each insurance policy shall not be suspended, voided, cancelled or reduced except after thirty (30) days prior written notice by certified mail has been given to the State of Connecticut, with the exception that a ten (10) day prior written notice by certified mail for non-payment of premium is acceptable.
5. Each policy shall be issued by an Insurance Company licensed to do business by the Connecticut Department of Insurance and having a Best Rating of A-, VII, or equivalent or as otherwise approved by DECD.

SCHEDULE D

TO: Municipal or Nonprofit Agency Grantee – DECD Program

FROM: Donald Lapointe, Supervising Accountant
Office of Financial Review

SUBJECT: DECD and State Single Audit Submission Requirements

Pursuant to Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes, each municipality, audited agency, tourism district and not-for-profit organization that expends state financial assistance equal to or in excess of three hundred thousand dollars in any fiscal year of such nonstate entity beginning on or after July 1, 2009, shall have a single audit made for such fiscal year in accordance with the provisions of the above-referenced General Statutes. If total state financial assistance expended for the fiscal year is for a single state program, a program-specific audit may be conducted in lieu of a single audit.

Copies of the state single audit report package must be filed with the state grantor agencies, the cognizant agency and pass-through agencies (if applicable). Submission of the report package must be made within 30 days of completion of the audit report, if possible, but no later than six months after the end of the audit period. For recipients with a June 30, 2005 fiscal year end, the filing deadline is December 31, 2005. Cognizant agencies must be notified of the Independent Auditor appointed to conduct the audit. Such notification must be made not later than thirty days before the end of the fiscal year of the entity to be audited.

The Office of Policy and Management is the cognizant agency for municipalities, tourism districts, other quasi-governmental entities and nonprofit organizations under the State Single Audit Act. The Dept. of Economic & Community Development is the cognizant agency for Housing Authorities. Your Cognizant Agency has the authority under C.G.S. Section 7-393 and State Single Audit Regulations to grant an extension for filing an audit report past the statutory deadline. In order for such an extension to be considered, an Audit Submission Extension Request Form must be submitted to the cognizant agency no later than 30 days prior to the required filing date. Both the independent auditor and the Chief executive officer of the audited entity must sign the request. If the reason for the extension relates to deficiencies in the entity's accounting system, a corrective action plan must accompany the request. The request may be faxed to the cognizant agency as indicated on the request form.

The following is a list of the required components of a complete audited financial report package that must be filed by the deadline with your cognizant agency, each State agency that provides funding to you, such as the Dept. of Economic & Community Development, and pass-through agencies (if applicable):

1. The Audit Report on the Financial Statements of the auditee
 2. State Single Audit Report or program-specific audit report (if applicable)
 3. Federal Single Audit Report (if applicable)
 4. Municipal Audit Questionnaire (Municipalities & Audited Agencies)
 5. Management Letter (if applicable)
-

6. Corrective Action Plan (if applicable)
7. Report on Compliance and on Internal Control over Financial Reporting Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards

The DECD requires that the DECD Audit Guide must be used in conjunction with a State Single Audit of DECD programs. The only additional requirements are that the DECD programs be tested for compliance with laws and regulations using the compliance supplements contained in Appendix A of this guide and that the financial statement format outlined in Exhibit 4-2 of the guide be followed. The DECD *Consolidated Audit Guide for DECD Programs* is available at the following Website: <http://www.ct.gov/ecd> under Miscellaneous Publications.

State Single Audit Regulation Sec. 4-236-28, states, "In cases of continued inability or unwillingness to have a proper audit conducted of a program in accordance with these regulations, **state agencies** shall consider appropriate sanctions concerning the program including but not limited to:

- (a) withholding a percentage of awards until the audit is completed satisfactorily;
- (b) withholding or disallowing overhead costs; or
- (c) suspending state awards until the audit is completed".

Any nonstate entity, which fails to have the audit report filed on its behalf within six months after the end of its fiscal year or within the time granted by the cognizant agency, may be assessed a civil penalty of not less than \$1,000 but not more than \$10,000.

While these are strong measures and in most instances not needed, they define the measures that state agencies and OPM may take to ensure that those grantees receiving state financial assistance submit timely and appropriate audit reports.

In summary, as a grantee of a DECD program, please file the following documents as applicable with DECD and OPM by the dates indicated:

File the following with the state grantor agency – [DECD, Office of Financial Review and Special Projects, 505 Hudson Street, Hartford, CT 06106]:

- *Complete Audit Reporting Package if your entity is subject to filing a State Single Audit (must be submitted within 30 days of completion but no later than the filing period deadline),*
OR
- *State Single Audit Exemption Notification Form if your entity is exempt from filing a State Single Audit (submit as soon as possible after fiscal year end but no later than six months after your fiscal year end)*

File the following with your cognizant agency – [OPM, Intergovernmental Policy Division, Municipal Finance Services, 450 Capitol Avenue - MS-54MFS, Hartford, CT 06106]:

- *Auditor Notification Form (submit no later than thirty days before the end of the fiscal year of the entity to be audited)*

- *Extension Request For Filing Financial and State Single Audits* if the audit cannot be filed by the due date (*submit at least 30 days prior to the end of the six-month filing period*)
- *Complete Audit Reporting Package* if subject to filing State Single Audit (*submit within 30 days of completion but no later than the filing period deadline*),
- *State Single Audit Exemption Notification Form* (submit as soon as possible after fiscal year end if you determine that your organization was not subject to the State Single Audit Act but no later than six months after your fiscal year end)

If you have any questions please contact Steve Pons at (860) 270-8209.

Thank you for your attention to these matters.

Attachments:

- Extension Request for Filing Financial and State Single Audit Form
- Appointment of Auditor Notification Form
- State Single Audit Filing Exemption Notification Form

**EXTENSION REQUEST FOR FILING
FINANCIAL AND STATE SINGLE AUDITS**

Pursuant to C.G.S. 7-393 and/or S.S.A. Regulation 4-236-25, a _____ day extension
(Number of days)*
for filing the ___/___/___ Audited Financial Statements ___ State Single Audit ___ is
(Fiscal Year Ended) (Check applicable reports)
requested until ___/___/___ for _____
(New filing date) (Name of entity)

Entity Federal Employer Identification Number (FEIN): _____

Entity Address _____

Contact Person & Title _____

Telephone () _____ Facsimile () _____ Email _____

Special Reasons For the Request:

List State Agency(s) providing funds
(To be completed by entity receiving funds) _____

Requested by:
Independent Accountant or Accounting Firm _____

Address _____

_____ Zip _____

Telephone () _____ Facsimile () _____ Email _____

Independent Auditor's Signature Date _____ Auditee CEO's Signature Date _____

Mail or Fax (860) 418-6493 To OPM at least 30 days prior to the end of the 6-month filing period.

FOR OPM ACTION ONLY

Extension Approved _____ **Denied** _____ **Date** ___/___/___ **For OPM** _____

Date Auditor Notified: ___/___/___ **Date State Agencies Notified:** ___/___/___

Comments _____

* Requests for extensions should not exceed 30 days per request.

<http://www.opm.state.ct.us/igp/services/Audits.htm>

APPOINTMENT OF AUDITOR NOTIFICATION

To: *Office of Policy and Management*
Intergovernmental Policy Division
Municipal Finance Services
450 Capitol Avenue – MS-54MFS
Hartford, Connecticut 06106-1308
Tel.(860) 418-6400 **Fax (860) 418-6493** E-Mail lori.stevenson@po.state.ct.us

From: Entity Name _____
Entity Address _____
_____ Zip _____
Federal Employer Identification Number (FEIN) _____
Chief Fiscal Officer (Municipal) _____
Executive Director (Nonprofit) _____
Telephone (with area code) _____ Facsimile _____
Internet E-Mail Address _____
Chair, Board of Directors (Nonprofit) _____
Telephone Number of Bd. Chairman _____

The following information is furnished in compliance with Connecticut General Statutes 7-396 and/or 4-232:

1. Independent Accountant or Accounting Firm Performing the Audit:
Name _____
Address _____
_____ Zip _____
State of CT Board of Accountancy CPA Firm Permit to Practice Number _____
Contact Person & Title _____
Telephone (with area code) _____ Facsimile _____
Internet E-mail Address _____
2. Fiscal Period(s) of Audit From _____ To _____, From _____ To _____
3. Appointment Date of Auditor _____
4. Name/Title of Appointing Authority _____

<http://www.opm.state.ct.us/igp/services/Audits.htm>

[ORGANIZATION'S LETTERHEAD]

**STATE SINGLE AUDIT
FILING EXEMPTION NOTIFICATION**

Date: _____

Lori Stevenson, Executive Secretary
Municipal Finance Services
Office of Policy and Management
450 Capitol Avenue MS#54MFS
Hartford, CT 06106-1308

Dear Ms. Stevenson,

This letter is to inform the Office of Policy and Management that for our fiscal year, which ended _____, the total expenditures of State financial assistance was less than \$300,000 for any fiscal year beginning on or after July 1, 2009. Total expenditures of State Financial Assistance for all programs was \$ _____.

Based on the guidelines of C.G.S. 4-231(b), we are exempt from filing a State Single Audit for this fiscal period. If you have any questions please contact:

Contact Person: _____

Name of Nonprofit: _____

Address: _____

_____ Zip _____

Telephone: () _____ Facsimile () _____ Email _____

Very truly yours,

Chief Executive Officer

Chief Financial Officer

cc: Donald Lapointe, Supervising Accountant
Office of Financial Review
Department of Economic and Community Development
505 Hudson Street
Hartford, CT 06106

This form may be returned to OPM by facsimile (860) 418-6493 and DECD by facsimile (860) 270-8200.
<http://www.opm.state.ct.us/igp/services/Audits.htm>

The BARNUM



MUSEUM

July 25, 2016

PETITION #174-15 Referred to: ECD&E Committee
on 08/01/2016.

City Clerk Lydia N. Martinez
Bridgeport City Hall
45 Lyon Terrace – rm. 204
Bridgeport, CT 06604

**Re: Items for Submittal to the City Council for the Meeting of August 1, 2016
Barnum Museum Resolutions Regarding SHPO Grant**

TEST
CITY CLERK

RECEIVED
CITY CLERK'S OFFICE
2016 JUL 27 P 2:43

Dear Ms. Martinez,

On behalf of the Barnum Museum Foundation, Inc. ("Barnum Museum"), I would like to request that the attached Resolution regarding the Barnum Museum be placed on the Agenda for the Bridgeport City Council meeting of Monday, August 1, 2016.

With regard to the Museum's ongoing disaster recovery and re-envisioning, the Barnum Museum continues to raise funds for the full revitalization of this City-owned national historic site. The Barnum Museum is seeking a State of Connecticut Department of Economic & Community Development ("DECD") Historic Preservation Office ("SHPO") Threatened Property Grant in the amount of \$100,000 to continue stabilization of the massive dome structure, which was dislodged as a result of the 2010 tornado.

SHPO requires a 15 year Preservation Restriction as a condition of funding by a Threatened Property Grant. The City Council has previously approved historic preservation restrictions on the building in 2010 ("Endangered Property Grant") and in 2013 ("Historic Restoration Fund Grant") related to prior Connecticut State Historic Preservation Office grants.

The Barnum Museum Board of Directors fully supports this ongoing initiative to continue the urgently needed repairs and restoration of this City-owned building, and the re-envisioning of the Barnum Museum. The Board ensures the City that all aspects of the grant request will be administered in compliance with Department of the Interior guidelines for National Register properties as governed under SHPO.

The Resolution authorizing the Executive Director of the Foundation to apply for and receive DECD grants was approved by the Barnum Museum Board on March 15, 2016.

As the City of Bridgeport is the property owner, the Barnum Museum is seeking the Bridgeport City Council approval and authorization of the recording of Declaration of Preservation Restrictions and

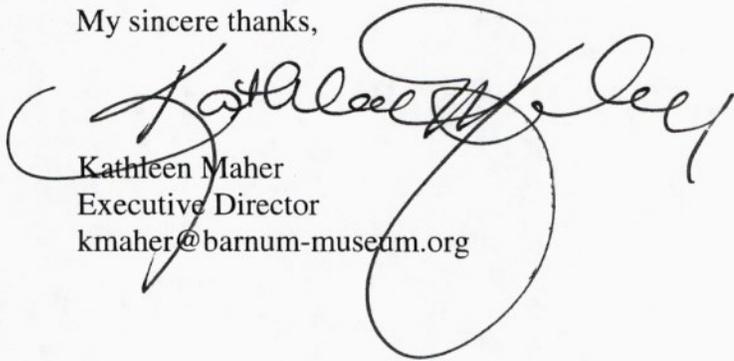


Covenants on the Barnum Museum that will protect the Barnum Museum for future generations, which is a requirement of the SHPO Grant.

The Board of Directors of the Barnum Museum Foundation and the Museum community remain committed to the continued repair, restoration, re-envisioning and revitalization of the Barnum Museum structure and the future of its programming.

On behalf of the Barnum Museum Foundation, Inc. and the community we serve,

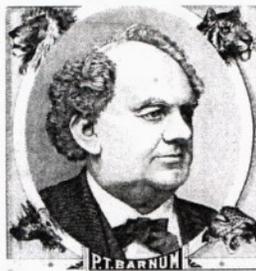
My sincere thanks,

A large, elegant handwritten signature in black ink, which appears to read "Kathleen Maher". The signature is written in a cursive style with large, sweeping loops.

Kathleen Maher
Executive Director
kmaher@barnum-museum.org



The BARNUM



MUSEUM

**A Resolution by the Bridgeport City Council
Regarding a State of Connecticut SHPO Grant
for the Preservation and Restoration of the Historic
Barnum Museum
820 Main Street
Bridgeport, CT 06604**

WHEREAS, The Barnum Museum, founded by P.T. Barnum and completed in 1893 (“Barnum Museum”) is owned by the City of Bridgeport (“City”) and is listed on the National Register of Historic Places as a Nationally Significant Historic Site; and

WHEREAS, The Barnum Museum Foundation, Inc., is the non-profit (501c3) foundation (“Foundation”) authorized by the City of Bridgeport pursuant to that certain Lease and Management Agreement dated December 28, 1988, as amended to date (“Lease”) to be the tenant of the Barnum Museum and pursuant to an agreement dated December 28, 1988 (“Loan Agreement”) to be the steward of the Barnum Museum Building, artifacts collection (“Collection”) and to govern and operate the Barnum Museum; and

WHEREAS, an EF1 tornado struck the Barnum Museum in 2010 causing massive structural and environmental damage to the City owned historic building and damaging many artifacts in the Collection; and

WHEREAS, the Barnum Museum Foundation has, over the past 6 years received \$4.1 million in grants, contributions and dispositions that have been used for the benefit of the Museum Building collection, and public programming; and

WHEREAS, the Foundation has completed an extensive Conditions Assessment and Evaluation Report of the physical conditions of the historic structure; and

WHEREAS, in 2015 the Foundation completed Phase I of the Stabilization of the East Wall at a cost of \$423,511 to protect and preserve the shell of the building and ensure the safety of the public and ongoing restoration of the historic Barnum Museum; and

WHEREAS, the Foundation is seeking additional funding from the State Historic Preservation Office (“SHPO”) exclusive to National Registered sites for historic preservation, repair and design under the guidelines and standards of the United States Department of the Interior to continue the restoration and re-envisioning of the Barnum Museum; and



WHEREAS, the Board of Directors of the Barnum Museum Foundation, at a meeting duly called and noticed with a quorum present, voted that the Executive Director is authorized to apply for and accept a grant from the SHPO for the design and construction of the iconic tower dome and roof structure; and

WHEREAS, a requirement of the SHPO grant is the recording of declaration of preservation restrictions and covenants that will protect the Barnum Museum for future generations; and

WHEREAS, the City Council has previously approved historic preservation restrictions on the building in 2010 (“Endangered Property Grant”) and in 2013 (“Historic Restoration Fund Grant”) related to prior Connecticut State Historic Preservation Office grants; and

WHEREAS, the Foundation requests that the City Council authorize the Mayor or his designee and the City Attorney to work with the Foundation and to approve the placement of said Preservation Restrictions, generally in accordance with the attached Preservation Restriction.

NOW, THEREFORE BE IT:

RESOLVED THAT, the City Council of the City of Bridgeport Allows and Authorizes the investment of the SHPO grant funding in to the Barnum Museum and the placement of a Preservation Restriction on the Barnum Museum property by the State of Connecticut SHPO for the purpose of continuing the restoration and re-envisioning of the Barnum Museum in accordance with the Grant Agreement attached; and

BE IT FURTHER RESOLVED THAT the Mayor or his Designee, or the Director of the Office of Planning & Economic Development is authorized to sign any documents and take all actions necessary to further the goals and intent of this Resolution.

2106/barnum/shpo/ccouncilresolution/sjt/7.27.16



The BARNUM



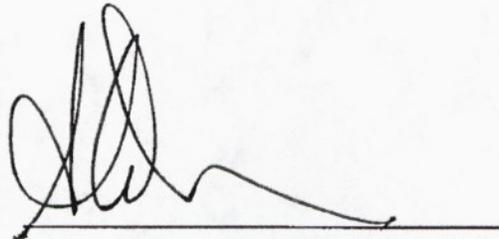
MUSEUM

CERTIFIED RESOLUTION

I Alice Ferreira, Chair of the Barnum Museum Foundation, Inc., a Connecticut corporation, do hereby certify that the following is a true and correct copy of a resolution duly adopted at a meeting of the Board of Directors of this corporation, duly held on March 15, 2016 of board meeting, at which meeting a duly constituted quorum of the Board of Directors was present and acting throughout and that such resolution has not been modified, rescinded or revoked and is at present in full force and effect:

RESOLVED, that **Kathleen Maher**, who is the **Executive Director** of this corporation, is empowered to execute and deliver in the name and on behalf of this corporation a certain contract with the State of Connecticut, Department of Economic and Community Development, and to affix the corporate seal, if any.

In Witness whereof, the undersigned has affixed his/her signature and the corporate seal of this corporation, if any, this the 15 day of March, 2016.



(Signature)

Alice Ferreira
Chair, Barnum Museum Foundation,

Date: 3/15/2016



**EASEMENTS, DECLARATION OF COVENANTS, AND DECLARATION OF
PRESERVATION RESTRICTIONS**

This grant of Easements, Declaration of Covenants, and Declaration of Preservation Restrictions, executed the _____ day of _____, 2016 by the Barnum Museum Foundation, Inc. (hereinafter referred to as Grantor”) and in favor of the STATE OF CONNECTICUT (hereinafter referred to as “Grantee”), acting by the STATE HISTORIC PRESERVATION OFFICE (SHPO), an agency of the State of Connecticut having its offices at One Constitution Plaza, 2nd Floor, Hartford, Connecticut 06103.

WITNESSETH THAT,

WHEREAS, the Grantee has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of buildings, structures, objects, districts, areas and sites significant to the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation, and in particular the Grantee has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of the site and improvements thereon (hereinafter referred to cumulatively as the “Property”) which are described in Exhibits A and B hereof, together with any further exhibits to which Exhibit B may refer, attached thereto and made a part hereof, which site and improvements are hereby declared to be significant in the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation; and

WHEREAS, the Grantee wishes to protect and further such interest by acquiring legally enforceable rights, running with the land, to ensure that the Grantor and its successors in title to the Property use and maintain said Property in a way which will advance and further such interest; and

WHEREAS, the Grantor likewise has an interest in the maintenance, protection, preservation, restoration, stabilization and adaptive use of the Property, which the Grantor acknowledges to be significant to the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation; and

WHEREAS, the Grantor has represented itself as the owner in fee simple of the Property subject only to the encumbrances recited in Exhibit A hereof; and

WHEREAS, the Grantor wishes to impose certain limitations, restrictions, obligations and duties upon itself as the owner of the Property and on the successors to its right, title or interest thereon, with respect to maintenance, protection, preservation, restoration, stabilization and adaptive use of said Property in order to protect the historical, architectural, archaeological and cultural qualities of the Property; and

WHEREAS, the grant of easements in gross from the Grantor, its heirs, successors and assigns to the Grantee, and the declaration of covenants and preservation restrictions by the Grantor on behalf of itself, its heirs, successors and assigns in favor of the Grantee, its successors and assigns, will assist, advance and protect the interests recited above; and

WHEREAS, among the purposes of this instrument is the purpose of the Grantor to guarantee the preservation of the historical and architectural qualities of the Property, as provided in Section 10-411 of the Connecticut General Statutes and as set forth in Section 10-411(b)(3) of

said Statutes, and to impose on the Property "preservation restrictions" as that term is used in Section 47-42a(b) of the Connecticut General Statutes;

NOW, THEREFORE, the Grantor, declaring its intention that it, its heirs, successors and assigns be legally bound hereby, in favor of the Grantee, its successors and assigns, and in consideration of Ten Dollars (\$10.00) and other good and valuable considerations, the receipt of which is hereby acknowledged, does hereby give, grant, bargain, sell and confirm to said Grantee, its successor's and assigns forever, easements in gross and the benefit of covenants, preservation restrictions and obligations (all as more particularly described herein and in Exhibit B hereof, together with any further exhibits to which Exhibit B may refer, attached hereto and made a part hereof) in and to the Property. The easements, covenants, preservation restrictions, and obligations herein described shall constitute binding restrictions, servitudes and obligations upon the Property of the said Grantor and upon the Grantor and its successors in title and interest for the benefit of the Grantee, its successors and assigns; and to that end the Grantor hereby grants and covenants as follows on behalf of itself, its heirs, successors and assigns, jointly and severally, to and for the benefit of the Grantee, its successors and assigns, it being the intent of the Grantor and Grantee that said grants and covenants shall run as a binding servitude with the land:

1. The Grantor agrees to assume and pay the total costs of the continued maintenance, good and sound repair, and administration of the Property, whether now existing or henceforth constructed, so as to preserve and maintain the historical, architectural, archaeological and cultural qualities of the same for a period of 15 years in a manner satisfactory to the Grantee, its successors and assigns. For this purpose, the historical, architectural, archaeological and cultural qualities of the Property shall be deemed to be those qualities described in Exhibits A and B hereof.

2. Without express prior written permission of the Grantee, signed by its duly authorized representative, or the express written permission of the Grantee's successors or assigns, signed by their duly authorized representative or representatives, no building or other structure or improvement shall be built or maintained on the Property site other than those buildings, structures and improvements which are as of this date located on the site, as shown in Exhibits A and B hereof, together with any further exhibits to which Exhibits A and B may refer, attached hereto and made a part hereof; and no alteration or any other thing shall be undertaken or permitted to be undertaken on said site which would affect more than marginally and insignificantly the appearance or the historical, architectural, archaeological and cultural qualities of the Property; PROVIDED, HOWEVER, that the maintenance, repair and preservation of the Property may be made without the written permission of the Grantee or its successors or assigns, and PROVIDED FURTHER,

HOWEVER, that the Grantor may and shall, at its own expense, restore the existing buildings, structures and improvements on the Property site as provided in Exhibit B hereof, together with any further exhibits to which Exhibit B may refer, attached hereto. The express prior written permission of the Grantee or its successors or assigns as provided in this Section 2 shall not be unreasonably withheld. Upon written request for such permission submitted via certified mail, return receipt requested by the then owner or owners of the Property site and the buildings, structures and improvements thereon, the Grantee, or its successors or assigns, shall act upon such request within ninety days of the receipt thereof, and if such request for permission is not denied in writing mailed to the said requesters at the address or addresses set forth in the request within said ninety days, such request shall be deemed approved and such permission shall be deemed granted.

3. The Property shall not be subdivided.

4. Representatives of the Grantee may inspect the Property at reasonable intervals upon reasonable notice to the possessor thereof in order to determine whether or not the covenants, restrictions, agreements and obligations recited herein are being adhered to and observed.

5. In the event of the nonperformance or violation of any duties of the Grantor, its successors, heirs or assigns, under any easement, covenant or preservation restriction provided herein, the Grantee may sue for money damages. In addition, the Grantee may institute suit to enjoin such violation and to require the restoration of the Property site, buildings, structures, or improvements thereon to the condition required by this instrument and the attachments hereto. In addition, representatives of the Grantee may do whatever is reasonably necessary, including entering upon the Property, in order to correct any such nonperformance or violation, and the Grantee may then recover the cost of said correction from the then owner or owners of the Property, site, buildings, structures and improvements. Should the Grantee resort to any of the remedies set forth in this paragraph, it may recover from the legally responsible parties all costs and expenses incurred in connection with such remedies including, but not limited to, court costs and reasonable attorney's fees.

6. The Grantee may assign the benefit of the easements, covenants, restrictions, obligations and duties set forth in this instrument to another governmental body or to any charitable corporation or trust among the purposes of which is the maintenance and preservation of buildings, structures and sites significant in the history, architecture, archaeology or culture of the State of Connecticut, its municipalities or the nation, and such assignee may act under this instrument in the same way that the Grantee would have acted, and such assignee shall have a like power of assignment.

7. Without the express prior written permission of the Grantee, its successors or assigns, the Property shall be used for the following purposes and no other

Historic Site Museum

The procedure for the requesting and granting of such express prior written permission under this section 7 shall be the same as that set forth in Section 2 of this instrument and such permission shall not be unreasonably withheld.

8. The Grantor covenants for itself, its heirs, successors and assigns that the Property shall be open to the public for viewing of its exterior and interior(s) at least twelve days a year on an equitably spaced basis between the hours of 11:00AM – 3:00PM Thursday and Friday and on Saturdays from May through August. Additional program hours for special programs and events and additional times by appointment. Hours of public operation will increase as the Museum is restored to full operational capacity. The Grantor shall publish notices, giving dates and times when the Property will be open to the public, in newspapers of general circulation in the community or area in which the Property is located. Documentation of such notices will be furnished annually to the State Historic Preservation Officer during the term of this covenant, easement and preservation agreement. No charges shall be made for the privilege of such viewing except to the extent that such charges have been approved in advance and in writing by the duly authorized representative or representatives of the Grantee. The procedure for submitting and responding to any request to the Grantee or its successors or assigns for permission to make such

charges (which request shall include a proposed schedule of such charges) shall be the same as the procedure set in Section 2 of this instrument.

9. The Grantor, its heirs, successors and assigns, shall maintain for the Property such public liability and fire and extended coverage insurance, and flood insurance if the same is available, as shall, from time to time, be required by the Grantee, its successors or assigns, and shall provide them with satisfactory evidence of such insurance. It is contemplated by the parties hereto that the proceeds of such fire and extended coverage and flood insurance shall be used to repair and restore the Property site, buildings, structures and improvements should they be damaged or destroyed by any peril which the Grantor, its successors, heirs and assigns are required to insure against or which they have insured against. To the extent that the Property is destroyed or damaged by any casualty which the Grantor or its heirs, successors or damaged by any casualty which the Grantor or its heirs, successors or assigns are not required to insure against and have not insured against, the Grantee, its successors and assigns shall have none of the remedies set forth out in Section 5 of this instrument for failure to repair such damages. The Grantor, its heirs, successors and assigns shall also maintain sufficient liability insurance to render the Grantee, its successors and assigns, harmless in any action arising from the acquisition, restoration, operation, maintenance, alteration or demolition of the Property or any portion of the Property, and shall provide them with satisfactory evidence of said insurance.

10. The Grantor warrants and represents that it is the owner in fee simple of the Property and all appurtenances thereto, and no other person or entity has any Interest therein, except as set forth in Exhibit A hereof.

11. The Grantor agrees to comply with Title VI of the Civil Rights Act of 1964 [42 USC 2000(d)] and Section 504 of the Rehabilitation Act of 1973 [29 USC Section 794]. These laws prohibit discrimination on the basis of race, religion, national origin, or handicap. In implementing public access, reasonable accommodation to qualified handicapped persons shall be made in consultation with the Grantee. The Grantor, its heirs, successors and assigns agree that discrimination on the basis of race, color, national origin or disability will not occur in implementing public access provisions in accordance with 43 CFR 17.260.

12. The Grantor agrees and covenants that the provisions of this instrument will be inserted by it into any subsequent deed or instrument of conveyance whereby it transfers title to or any interest in the Property or any portion of the Property.

13. Wherever the context of this instrument would reasonably be deemed to so require, any gender shall include any other gender, the plural shall include the plural.

14. The rights, remedies, privileges, duties and obligations of this instrument shall inure to the benefit of, and be binding upon, as the case may be, the heirs, successors and assigns of the Grantor and Grantee, and the duties set forth herein shall run with the land, except that the provisions of the first sentence of the second paragraph of Section 2 shall not run with the land.

15. The easements, covenants and restrictions set forth herein shall terminate 15 years from the date of this instrument, but such termination shall not affect rights accrued under this instrument prior to such termination.

Signed, sealed and delivered In the presence of:

Grantor Name: _____

By: _____

Name: _____

Title: _____

Witness

Name:

Witness

Name:

STATE OF CONNECTICUT
Bridgeport, CT. County of Fairfield

On this _____ day of _____, _____, before me, the undersigned officer, personally appeared _____, who acknowledged herself/himself to be the _____ of _____ and that she/he, as such _____, being authorized so to do, executed the foregoing instrument for the _____, by signing the name of the corporation as such _____.

IN WITNESS WHEREOF, I hereunto set my hand.

Commissioner of the Superior Court/Notary Public

STATE OF CONNECTICUT BY THE CONNECTICUT STATE HISTORIC
PRESERVATION OFFICE

_____ By: _____

Witness Daniel T. Forrest Name: State Historic Preservation Officer

Witness Name: STATE OF CONNECTICUT))

ss. City of Hartford COUNTY OF HARTFORD) On this _____ day of _____, _____, before me, the undersigned officer, personally appeared Christopher Bergstrom, who acknowledged that he is the State Historic Preservation Officer (SHPO) of the STATE HISTORIC PRESERVATION OFFICE and that he, as such SHPO,

being authorized so to do, executed the foregoing instrument for the State of Connecticut by signing his name as such SHPO.

IN WITNESS WHEREOF, I HEREUNTO SET MY HAND.

Commissioner of the Superior Court/Notary
Public Name Statutory Authority: C.G.S. § 10-411 Approved as to form: Attorney General Date



OFFICE OF THE CITY CLERK RESOLUTION FORM

SECTION I CITY COUNCIL SUBMISSION INFORMATION

Log ID/Item Number:	169-15		
Submitted by Councilmember(s):	Jack O. Banta		
Co-Sponsors(s):	Denese Taylor-Moye	Michelle A. Lyons	Choose an item.
District:	131ST		
Subject:	Honorary Street Naming "Officer Gerald T. DiJoseph Way"		
Referred to:	Public Safety and Transportation Committee		
City Council Date:	August 1, 2016		

RECEIVED
 CITY CLERK'S OFFICE
 2016 JUL 25 P 2:
 ATTEST
 CITY CLERK

SECTION II RESOLUTION (PLEASE TYPE BELOW)

WHEREAS, when people take on the job of a police officer, when they put on the badge, everyone knows the risks that come with it, that they can be asked to pay the ultimate price at anytime; and

WHEREAS, each day Bridgeport residents unknowingly walk past locations in the city where the supreme sacrifice has been made by those unflinching souls who have sworn to keep us safe and uphold the law even at the cost of their own lives; and

WHEREAS, such a location is 65 James Street, between Harral Avenue and Washington Avenue, two blocks from police headquarters, where on Friday afternoon, Nov. 28, 1980 Officer Gerald T. DiJoseph, 33, was killed after making a motor vehicle stop; and

WHEREAS, nearly thirty-six years after his death his wife, three children, and department miss him as much today as the day he was taken from them, he is in their hearts and minds always and they ask that a portion of James Street be named in honor of him; and

WHEREAS, Officer DiJoseph was dedicated to his family, dedicated to duty, it is important that we never forget him or any officer who has made the ultimate sacrifice for us, any time we can come back and memorialize them is an honor for them and their families; and

NOW, THEREFORE, BE IT RESOLVED, in honor of the memory and legacy of Officer Gerald T. DiJoseph, and to serve as a reminder of the respect we have and sorrow we feel for all officers who have given their lives, that James Street between Harral and Washington Avenues be given the honorary designation of "Officer Gerald T. DiJoseph Way" with appropriate signage that befits this great honor being placed at each corner.

SECTION III SUBSEQUENT REFERRALS/REPLIES AND DATE SENT/RECEIVED



OFFICE OF THE CITY CLERK RESOLUTION FORM

SECTION III SUBSEQUENT REFERRALS/REPLIES AND DATE SENT/RECEIVED

DEPARTMENT	Referral date sent	Response Received	Date reply received
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION IV PUBLIC HEARING INFORMATION

Public Hearing Required	Details	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	Public Hearing Ordered on:	
	CT Post Publication Date(s):	
	Public Hearing Held on:	

SECTION V AMENDMENTS/EXHIBITS

Choose an item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
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SECTION VI COMMITTEE ACTION/APPROVAL INFORMATION

Approved by Committee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Tabled:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Choose an item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

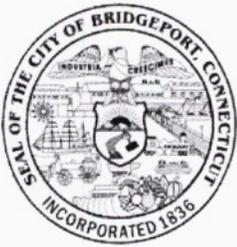
SECTION VII WITHDRAWN/SINE DIE INFORMATION

Choose an item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
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SECTION VIII DATE OF APPROVAL/DENIAL FROM CITY COUNCIL

City Council Approval Date:

SECTION IX COMMENTS (if any)



OFFICE OF THE CITY CLERK RESOLUTION FORM

SECTION I CITY COUNCIL SUBMISSION INFORMATION

Log ID/Item Number:	170-15			
Submitted by Councilmember(s):	Scott Burns			
Co-Sponsors(s):	Kathryn M. Bukovsky	Choose an item.	Choose an item.	Choose an item.
District:	130TH			
Subject:	Proposed Amendments to the Municipal Code of Ordinances, Title 3 Revenue and Finance, amend to add NEW Chapter 3.70 Surcharge on the Admission Charge at Webster Bank Arena and the Ballpark at Harbor Yard.			
Referred to:	Ordinance Committee			
City Council Date:	August 1, 2016			

SECTION II RESOLUTION (PLEASE TYPE BELOW)

BE IT ORDAINED: By the City Council of the City of Bridgeport that the Bridgeport Municipal Code of Ordinances, Title 3 – Revenue and Finance is hereby amended to include the following New Chapter 3.70 – Surcharge on the Admission Charge at Webster Bank Arena and the Ballpark at Harbor Yard.

(NEW)

Chapter 3.70 Surcharge on the Admission Charge at Webster Bank Arena and the Ballpark at Harbor Yard.

Section:

3.70.010 Established.

Sec. 3.70.010 – Established.

RECEIVED
 CITY CLERK'S OFFICE
 2016 JUL 21 A 11:43
 ATTEST
 CITY CLERK

Pursuant to Public Act No. 16-3, Section 186 there shall be imposed a surcharge on the admission charge, as defined in subdivision (3) of section 12-540 of the general statutes, for any event that is held at the Webster Bank Arena and the Ballpark at Harbor Yard. The amount of such surcharge shall be five per cent of the amount of admission. The surcharge shall not apply to events where all of the proceeds from the event inure exclusively to an entity which is exempt from federal income tax under the Internal Revenue Code.

The surcharge shall be imposed on the facility at which such event takes place, and reimbursement for the surcharge shall be collected from the purchaser upon payment of the admission charge. The surcharge, when added to the admission charge, shall be a debt from the purchaser to the facility and shall be recoverable at law. The facility shall remit the total amount of all surcharges imposed pursuant to this section to the City of Bridgeport in accordance with section 12-581 of the general statutes. Any surcharge imposed pursuant to this section shall be subject to the provisions of chapter 226a of the general statutes in the same manner as a tax imposed pursuant to said chapter.



OFFICE OF THE CITY CLERK RESOLUTION FORM

SECTION III SUBSEQUENT REFERRALS/REPLIES AND DATE SENT/RECEIVED

DEPARTMENT	Referral date sent	Response Received	Date reply received
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
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Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	
Choose an item.		<input type="checkbox"/> Yes <input type="checkbox"/> No	

SECTION IV PUBLIC HEARING INFORMATION

Public Hearing Required	Details	Date
<input type="checkbox"/> Yes <input type="checkbox"/> No	Public Hearing Ordered on:	
	CT Post Publication Date(s):	
	Public Hearing Held on:	

SECTION V AMENDMENTS/EXHIBITS

Choose an item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
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SECTION VI COMMITTEE ACTION/APPROVAL INFORMATION

Approved by Committee:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Tabled:	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
Choose an item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:

SECTION VII WITHDRAWN/SINE DIE INFORMATION

Choose an item.	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date:
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SECTION VIII DATE OF APPROVAL/DENIAL FROM CITY COUNCIL

City Council Approval Date: _____

SECTION IX COMMENTS (if any)

Item# *103-15 Consent Calendar

Grant Submission: re Bureau of Justice Assistance
Smart Policing Initiative. (Program #17338)



**Report
of
Committee
on**

Public Safety and Transportation

City Council Meeting Date: August 1, 2016

Attest: Lydia N. Martinez
Lydia N. Martinez, City Clerk

Approved by: Joseph P. Ganim
Joseph P. Ganim, Mayor

Date Signed: 8/3/16

RECEIVED
CITY CLERK'S OFFICE
2016 AUG -4 A 11: 27
ATTEST
CITY CLERK



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Public Safety and Transportation** begs leave to report; and recommends for adoption the following resolution:

Item No. *103-15 Consent Calendar

**A Resolution by the Bridgeport City Council
Regarding the
Bureau of Justice Assistance
Smart Policing Initiative
Project (#17338)**

WHEREAS, the **Bureau of Justice Assistance** is authorized to extend financial assistance to municipalities in the form of grants; and

WHEREAS, this funding has been made possible through the **Smart Policing Initiative**; and

WHEREAS, funds under this grant will be used to support the Housing and Community Policing Pilot Project; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport **Police Department** submits an application to the **Bureau of Justice Assistance** to support community policing efforts in Trumbull Gardens as well as fund research and evaluation to understand the effects these targeted, place-based community policing efforts.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application to and contract with the **Bureau of Justice Assistance** for the purpose of its **Smart Policing Initiative**; and
2. That it hereby authorizes, directs and empowers the Mayor or his designee, the **Director of Central Grants**, to execute and file such application with the **Bureau of Justice Assistance** and to provide such additional information and to execute such other contracts, amendments, and documents as may be necessary to administer this program.



City of Bridgeport, Connecticut Office of the City Clerk

Report of Committee on **Public Safety and Transportation**
Item No. *103-15 Consent Calendar

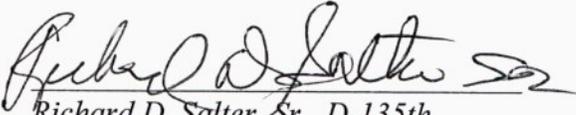
-2-

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
PUBLIC SAFETY AND TRANSPORTATION


Michelle A. Lyons, D-134th, Co-Chair

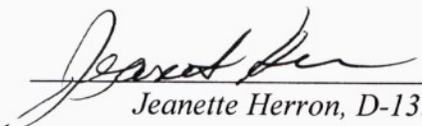

Mary McBride-Lee, D-135th, Co-Chair

Absent
Jack O. Banta, D-131st


Richard D. Salter, Sr., D-135th


Kathryn M. Bukowsky, D-130th


Eneida L. Martinez, D-139th


Jeanette Herron, D-133rd

City Council Date: August 1, 2016

Item# *104-15 Consent Calendar

Grant Submission: re FEMA Fiscal Year 2016 Port Security Grant Program (#17388, #17389, #17390 and #17391).



Report
of
Committee
on

Public Safety and Transportation

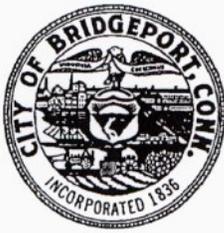
City Council Meeting Date: August 1, 2016

Attest: Lydia N. Martinez
Lydia N. Martinez, City Clerk

Approved by: Joseph P. Ganim
Joseph P. Ganim, Mayor

Date Signed: 8/3/16

RECEIVED
CITY CLERK'S OFFICE
2016 AUG - 4 A 11: 27
ATTEST
CITY CLERK



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Public Safety and Transportation** begs leave to report; and recommends for adoption the following resolution:

Item No. *104-15 Consent Calendar

**A Resolution by the Bridgeport City Council
Regarding the
FEMA
Port Security Grant Program
(#17388, #17389, #17390, and #17391)**

WHEREAS, FEMA is authorized to extend financial assistance to municipalities in the form of grants; and

WHEREAS, this funding has been made possible through the **Port Security Grant Program**; and

WHEREAS, funds under this grant will be used to support the security of the Port of Bridgeport; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport **Office of Emergency Management and Homeland Security** submits an application to FEMA to build and sustain core capabilities across prevention, protection, mitigation, response, and recovery mission areas, with specific focus on addressing the security needs of the Port of Bridgeport.

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application to and contract with FEMA for the purpose of its **Port Security Grant Program**; and
2. That it hereby authorizes, directs and empowers the Mayor or his designee, the **Director of Central Grants**, to execute and file such application with FEMA and to provide such additional information and to execute such other contracts, amendments, and documents as may be necessary to administer this program.



City of Bridgeport, Connecticut

Office of the City Clerk

Report of Committee on **Public Safety and Transportation**
Item No. *104-15 Consent Calendar

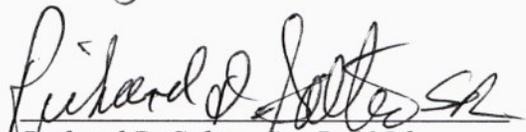
-2-

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
PUBLIC SAFETY AND TRANSPORTATION


Michelle A. Lyons, D-134th, Co-Chair


Mary McBride-Lee, D-135th, Co-Chair

absent
Jack O. Banta, D-131st


Richard D. Salter, Sr., D-135th


Kathryn M. Bukovsky, D-130th


Eneida L. Martinez, D-139th


Jeanette Herron, D-133rd

City Council Date: August 1, 2016

Item# *138-15 Consent Calendar

Grant Submission: re 2015 Federal Emergency Management Agency (FEMA) – Staffing for Adequate Fire & Emergency Response Program (Project #17332).



Report
of
Committee
on

Public Safety and Transportation

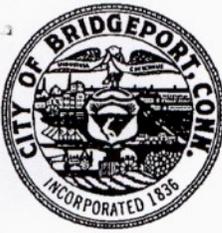
City Council Meeting Date: August 1, 2016

Attest: *Lydia N. Martinez*
Lydia N. Martinez, City Clerk

Approved by: _____
Joseph P. Ganim, Mayor

Date Signed: _____
[Signature]

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CITY CLERK'S OFFICE
2016 AUG -4 A 11: 27
ATTEST
CITY CLERK



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on **Public Safety and Transportation** begs leave to report; and recommends for adoption the following resolution:

Item No. *138-15 Consent Calendar

**A Resolution by the Bridgeport City Council
Regarding the
2015 Federal Emergency Agency (FEMA) – Staffing for Adequate Fire & Emergency
Response Program (Project #17332)**

WHEREAS, Federal Emergency Management Agency is authorized to extend financial assistance to municipalities in the form of grants; and

WHEREAS, this funding has been made possible through FEMA's Staffing for Adequate Fire & Emergency Response Program; and

WHEREAS, funds under this grant will be used to hire 17 additional firefighters for the department; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport, Central Grants Department, submit an application to the Federal Emergency Management Agency for funds to provide for hiring of 17 additional Fire Fighters; and

NOW THEREFORE, BE IT RESOLVED BY THE City Council:

1. That it is cognizant of the City's grant application and contract to the Federal Emergency Management Agency; and

2. That it hereby authorizes, directs and empowers the mayor or his designee to execute and file such application with Federal Emergency Management Agency under the Staffing for Adequate Fire & Emergency Response Grant Program, and to provide such additional information and to execute such other contracts and documents as maybe necessary under this program.



City of Bridgeport, Connecticut

Office of the City Clerk

Report of Committee on **Public Safety and Transportation**
Item No. *138-15 Consent Calendar

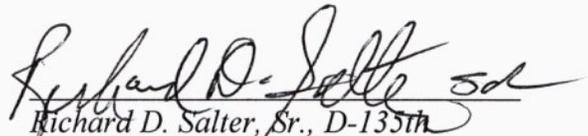
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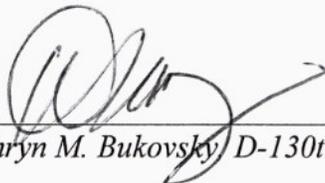
RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
PUBLIC SAFETY AND TRANSPORTATION


Michelle A. Lyons, D-134th, Co-Chair


Mary McBride-Lee, D-135th, Co-Chair

absent
Jack O. Banta, D-131st


Richard D. Salter, Sr., D-135th


Kathryn M. Bukovsky, D-130th

amaut
Eneida L. Martinez, D-139th


Jeanette Herron, D-133rd

City Council Date: August 1, 2016

Item# *139-15 Consent Calendar

Grant Submission: re 2015 Federal Emergency Management Agency (FEMA) - Assistance to Firefighters Grant (AFG) for Personal Protective Equipment and Cylinder Purchase (Project #17345).



Report
of
Committee
on

Public Safety and Transportation

City Council Meeting Date: August 1, 2016

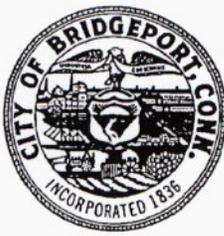
Attest: *Lydia N. Martinez*
Lydia N. Martinez, City Clerk

Approved by: *Joseph P. Ganin*
Joseph P. Ganin, Mayor

Date Signed: 8/3/16

RECEIVED
CITY CLERK'S OFFICE
2016 AUG -4 A 11: 27

ATTEST
CITY CLERK



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on Public Safety and Transportation begs leave to report; and recommends for adoption the following resolution:

Item No. *139-15 Consent Calendar

**A Resolution by the Bridgeport City Council
Regarding the
2015 Federal Emergency Management Agency (FEMA) –
Assistance to Firefighters Grant
(Project #17345)**

WHEREAS, Federal Emergency Management Agency is authorized to extend financial assistance to municipalities in the form of grants; and

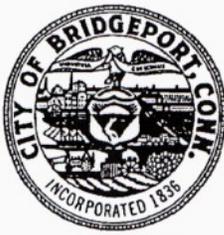
WHEREAS, this funding has been made possible through Assistance to Firefighters Grant; and

WHEREAS, funds under this grant will be used to purchase 29 SCBA and 49 spare cylinders; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport, Central Grants Department, submit an application to the Federal Emergency Management Agency for funds to provide for purchase of outdated SCBA and cylinders; and

NOW THEREFORE, BE IT HEREBY RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application and contract to the Federal Emergency Management Agency.
2. That it hereby authorizes, directs and empowers the mayor or his designee to execute and file such application with Federal Emergency Management Agency under the Assistance to Firefighters Grant and to provide such additional information and to execute such other contracts and documents as maybe necessary under this program.

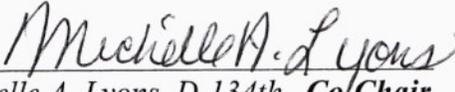


City of Bridgeport, Connecticut Office of the City Clerk

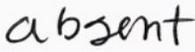
Report of Committee on **Public Safety and Transportation**
Item No. *139-15 Consent Calendar

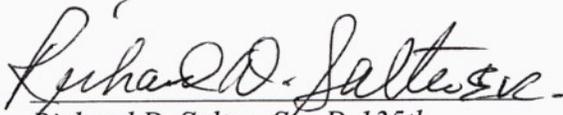
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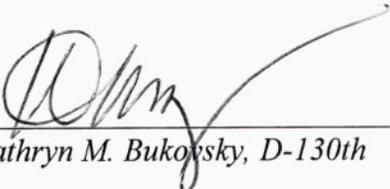
RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
PUBLIC SAFETY AND TRANSPORTATION

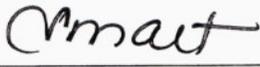

Michelle A. Lyons, D-134th, Co-Chair


Mary McBride-Lee, D-135th, Co-Chair


Jack O. Banta, D-131st


Richard D. Salter, Sr., D-135th


Kathryn M. Bukovsky, D-130th


Eneida L. Martinez, D-139th


Jeanette Herron, D-133rd

Item # *163-15 Consent Calendar

Grant Submission: re Upper East Side Public
Library Construction Grant Application to
Connecticut State Library. (Project #17268)



**Report
of
Committee
on**

CEA and Environment

City Council Meeting Date: August 1, 2016

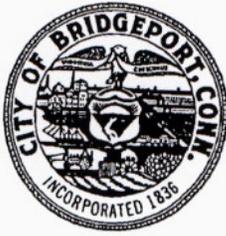
Attest: Lydia N. Martinez

Lydia N. Martinez, City Clerk

Approved by: Joseph P. Ganim
Joseph P. Ganim, Mayor

Date Signed: 8/3/16

RECEIVED
CITY CLERK'S OFFICE
2016 AUG -4 A 11: 27
ATTEST
CITY CLERK



City of Bridgeport, Connecticut Office of the City Clerk

To the City Council of the City of Bridgeport:

The Committee on Economic and Community Development and Environment begs leave to report; and recommends for adoption the following resolution:

Item No. *163-15 Consent Calendar

**A Resolution by the Bridgeport City Council
Regarding the
Upper East Side Public Library Construction Grant
(Project #17268)**

WHEREAS, the Connecticut State Library is authorized to extend financial assistance to municipalities in the form of grants; and

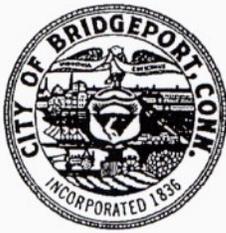
WHEREAS, this funding will be made through, an Agreement between the Connecticut State Library and the City of Bridgeport; and

WHEREAS, funds under this grant will be used for the construction of a new library at 2534-2548 East Main Street; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport Central Grants Office and the Bridgeport Public Library submits an application to the Connecticut State Library for a grant for the purpose of library construction on Upper East Side; Now, therefore be it hereby

RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application to and contract with the Connecticut State Library for financial assistance for library construction.
2. That it hereby authorizes, directs and empowers the Mayor, to execute and file such application with the Connecticut State Library for the funding for library construction and to provide such additional information and to execute such other contracts, amendments, and documents as may be necessary to administer this program.

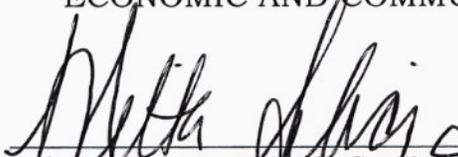


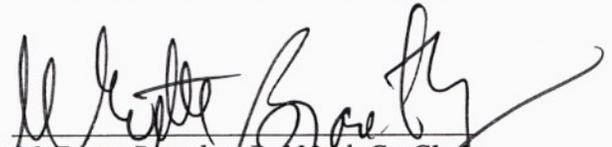
City of Bridgeport, Connecticut Office of the City Clerk

Report of Committee on ECD and Environment
Item No. *163-15 Consent Calendar

-2-

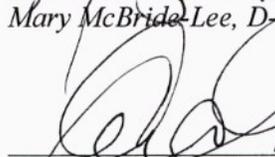
RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
ECONOMIC AND COMMUNITY DEVELOPMENT AND ENVIRONMENT


Milta F. Feliciano, D-167th, Co-Chair


M. Evette Brantley, D-132nd, Co-Chair


Mary McBride-Lee, D-135th


Michelle A. Lyons, D-134th


Ailee Nieves, D-137th


Eneida L. Martinez, D-139th


Jeanette Herron, D-133rd

City Council Date: August 1, 2016

Item# *149-15 Consent Calendar

Grant Submission: re State of Connecticut Early Childhood Department for the School Readiness Grant Program to provide preschool spaces for three and four years old who reside in the City for the period of July 1, 2016 thru June 30, 2017.



**Report
of
Committee
on**

Education and Social Services

City Council Meeting Date: August 1, 2016

Attest: *Lydia N. Martinez*
Lydia N. Martinez, City Clerk

Approved by: *Joseph P. Ganim*
Joseph P. Ganim, Mayor

Date Signed: *8/2/16*

RECEIVED
CITY CLERK'S OFFICE
2016 AUG - 4 A 11: 27
ATTEST
CITY CLERK



City of Bridgeport, Connecticut

Office of the City Clerk

To the City Council of the City of Bridgeport.

The Committee on Education and Social Services begs leave to report; and recommends for adoption the following resolution:

Item No. *149-15 Consent Calendar

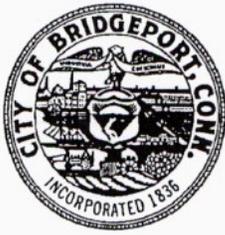
WHEREAS, this Funding has been made possible through the State of Connecticut, School Readiness Office, Office of Early Childhood; and

WHEREAS, funds under this grant will provide 1086 full day/full year preschool spaces (10 hours per day/50 weeks of the year), 370 school day/school year spaces (6 hours per day/180 days of the year), 109 part day/part year spaces (2.5 hours per day/180 days of the year) and 143 extended day spaces (for Head Start students attending a preschool program 7:30-5:30 12 months a year), for a total of 1,708 preschool spaces for children ages three and four years old who reside in Bridgeport and up to ten percent per program for non-residents whose parents/guardians work or attend school in Bridgeport; and

WHEREAS, it is desirable and in the public interest that the City of Bridgeport, School Readiness Council, to provide 1,708 preschool spaces, at fifteen public school and community programs; Now, therefore be it

RESOLVED BY THE CITY COUNCIL:

1. That it is cognizant of the City's grant application for School Readiness funding.
2. That it hereby authorizes, directs and empowers the mayor or his designee to execute the file such contract with School Readiness and to provide such additional information and to execute such other contracts and documents as may be necessary under this program.
3. That it is hereby authorized, directs and empowers the mayor or his designee to execute and file such grant application and contract with Housatonic Community College and to provide such additional information and to execute such other contracts and documents as may be necessary under this program.

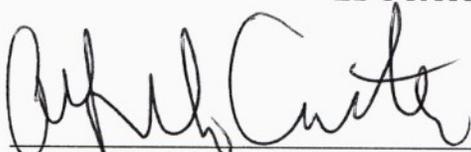


City of Bridgeport, Connecticut
Office of the City Clerk

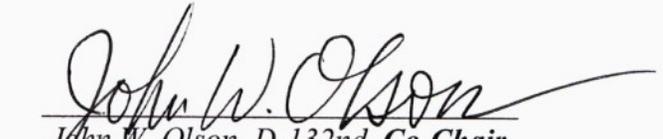
Report of Committee on **Education and Social Services**
Item No. *149-15 Consent Calendar

-2-

RESPECTFULLY SUBMITTED,
THE COMMITTEE ON
EDUCATION AND SOCIAL SERVICES



Alfredo Castillo, D-136th, Co-Chair



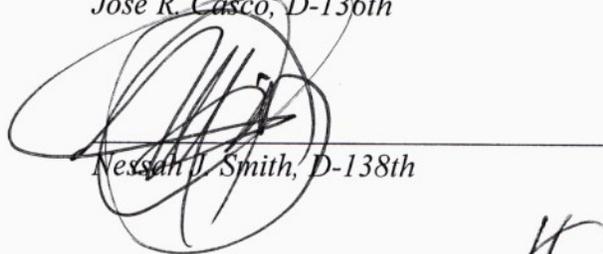
John W. Olson, D-132nd, Co-Chair

absent

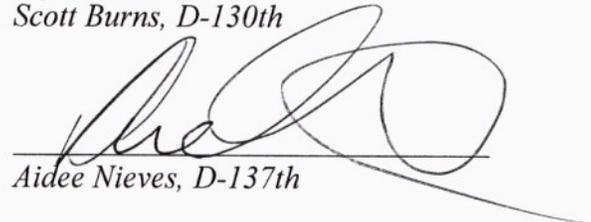
Jose R. Casco, D-136th



Scott Burns, D-130th



Nathan J. Smith, D-138th



Aidee Nieves, D-137th



Kathryn M. Bukovsky, D-130th

City Council Date: August 1, 2016

SCHOOL READINESS GRANT PROGRAM
Priority School District Grant Municipalities

This grant is supported by the Connecticut Office of Early Childhood

GRANT PERIOD
July 1, 2016, to June 30, 2017

GRANT COVER PAGE
To be Completed and Submitted with the Grant Application

<p><u>APPLICANT AGENCY:</u> (Name, Address, Telephone, Fax)</p> <p>Bridgeport School Readiness Bridgeport City Hall , Room 327 45 Lyon Terrace Bridgeport, CT 06604 Phone: 203-275-1265 Fax: 203-337-1062</p>	<p><u>LOCAL PROGRAM TITLE:</u> Bridgeport School Readiness</p> <p><u>PROGRAM FUNDING DATES:</u> From July 1, 2016, to June 30, 2017</p>
<p><u>AGENCY CONTACT PERSON:</u> (Name, Address, Telephone, E-mail, Fax)</p> <p>Amy Marshall, Co-Chair City Hall, Room 307 45 Lyon Terrace, Bridgeport, CT 06604 Phone: 203-275-1036 Fax: 203-275-0157</p>	<p><u>ESTIMATED FUNDING:</u></p> <p>School Readiness \$12,800,828 Administration \$100,000.00 Quality Enhancement \$134,851</p>

We, Joseph P. Ganim and Frances M. Rabinowitz, the undersigned authorized chief administrative officials submit this proposal on behalf of the applicant agency, attest to the appropriateness and accuracy of the information contained therein, and certify that this proposal, if funded, will comply with all relevant requirements of the state and federal laws and regulations.

In addition, funds obtained through this source will be used solely to support the purpose, goals and objectives as stated herein.

Signature: (Chief Elected Official)

Name: (typed)

Agency:

Joseph P. Ganim

City of Bridgeport

Title: Mayor

Date: _____

Signature: (Superintendent)

Name: (typed)

Agency:


Frances M. Rabinowitz

Bridgeport Public Schools

Title: Superintendent

Date: _____

TO BE SIGNED IF FISCAL AGENT IF OTHER THAN THE MUNICIPALITY OR SCHOOL DISTRICT

Name: (typed) _____
 Agency: _____

Title: _____
 Date: _____

PRIORITY SCHOOL READINESS

SCHOOL READINESS COUNCIL

1. Identify the Chairperson or Co-Chairpersons of the municipality's School Readiness Council for the School Readiness Grant Program in FY 2017

Chairperson

or Co-Chair: Amy Marshall Affiliation: Bridgeport Public Schools
 Address: Bridgeport City Hall, Room 307
45 Lyon Terrace, Room
 City, State: Bridgeport, CT Zip Code: 06604
 Telephone: 203-275-1036 Email: 203-337-0157

Co-Chair: Agnes Dubow Affiliation: Family Resource Center
 Address: Cesar Batalla School, Family Resource
Center
606 Howard Ave.
 City, State: Bridgeport, CT Zip Code: 06605
 Telephone: 203-579-8526 Email: 203-579-8528

2. School Readiness Council Members FY 2017

Council members shall be representative of the community and include the Chief Elected Official or designee, the Superintendent of Schools or designee, parents, representatives from local programs associated with young children such as Family Resource Centers, non-profit and for-profit preschool programs and Head Start, a public librarian, and other local community organizations that provide services to young children. **In FY17 the McKinney-Vento Homeless Education Act Coordinator is required to be a member of the local School Readiness Council to ensure that homeless children have equal access to high-quality preschool education.**

<u>Name</u>	<u>Address</u>	<u>Email/Telephone</u>	<u>Role/Affiliation</u>
Agnes Dubow	606 Howard Ave.	203-579-8526/203-579-8528	Mayor/Designee
Amy Marshall	45 Lyon Terrace.	203-275-1036/203337-0157	Superintendent/Designee
Nancy Sweeney	1230 Stratford Ave.	203-576-7400	Public Librarian
Erica Valentin	45 Lyon Terrace	203-275-1421	Parent(s)

Alice Malachowski 1470 Barnum Ave. Suite 303 203-384-3081/203/3323219

Health Care Provider

Julie Carey 45 Lyon Terrace Room 330 203-

McKinney-Vento Coordinator

	Name/Voting Members	Representation Category
1	Agnes Dubow, Co-Chair	Mayor's Designee
2	Amy Marshall, Co-Chair	Superintendent's Designee
3	Tina Peloso Ulreich	Bridgeport Public Schools
4	Julie Carey	McKinney-Vento Representative
5	Sweeney, Nancy	Library - Children's Librarian
6	Higgins, Sheree	Provider Network - Precious Memories , LLC
7	Moales-Byrd, Kenya	Provider Network - Kingdom's Little Ones Daycare
8	Page, Linda	Provider Network – Cooperative Educational Services (CES)
9	Lamberti, Jill	Local program – Hall Neighborhood House (CATC)
10	Szobota, Heidi	Local program – Housatonic Community College Lab School
11	Thelma Peeples	Local program – ABCD Head Start
12	Shelley Tomy	Local program - Housatonic Community College
13	Cathy Decesare	Community Agency-United Way of Coastal Fairfield County
14	Alice Malachowski	Child First
15	Cathie Vanickey	Community Agency - Bridgeport Alliance for Young Children/Member Ct Alliance of Young Children
16	Dunphy, Noraleen	Community Agency - Child Guidance/Nurturing Families Network
17	Erica Phillips	Community Agency – All Our Kin
18	Munigle-Kunsch, Margaret	Community Agency - Dept. of Children and Families
19	Sharma, Poonam	Community Agency-Dept. Social Services
20	Erica Valentin	Parent

Others (please name role)

1. Applicants must describe how the School Readiness Council participated in the writing of the grant application and what the ongoing role of the Council will be in carrying out the goals and objectives of the grant.

The School Readiness Council solicited volunteers, from the Council, to form an ad-hoc committee to review and update the current Bridgeport School Readiness By-Laws and Policies. The committee met over a several week period of time, updated the By-Laws and Policies, including the addition of the new non-resident attending School Readiness policy. The completed document was sent to the School Readiness Members for a reading and review. The voting members of the Council provide final confirmation of the updated By-Laws and Policies.

4. School Readiness Council Policies and/or Bylaws must be submitted in year two of the RFP (FY17).

See Attachments

PRIORITY SCHOOL READINESS**OTHER COMMUNITY GRANTS**

Please check those grants that are currently in your community. Please describe how each grant/program collaborates with the School Readiness Grant Program (only for “new” applicants unless changes have been made since the prior application).

 Preschool Development Grant

The Preschool Development Grant is new to Bridgeport during the 2015-2016 Grant Year. In addition to adding 270 slots for families experiencing poverty, several of the PDG classrooms are Quality Improvement classrooms. The classrooms are supported by both PDG and School Readiness funds. The classrooms involved are both public school (Beardsley and Cesar Batalla) and community programs (Y.M.C.A., A.B.C.D. at Jamie Hulley, and St. Mark’s Day Care. This collaboration has allowed for shared resources and the ability to extend the learning that has occurred to the entire classroom. Several PDG classroom were added to public schools that had no preschool classrooms.

 Smart Start Grant

The Smart Start Grant is also new to Bridgeport in the 2015-2016 Grant Year. This grant has allowed the Bridgeport Public Schools to expand by four more classrooms, for a total of 72 more preschool students. For the first time, three year old children have been offered a School Day experience. Two of the four classrooms under Smart Start are School Day/School Year classrooms for three year old children. The grant has also allowed preschool classrooms in schools that previously had no preschool. There are a number of different ways for families to access a preschool experience including: Smart Start, PDG, School Readiness, Head Start and Child Day Care. There are also a number of private preschool providers serving the city. There is a connection to All Our Kin, for families that chose home base as a means of care and education.

How does your community promote meaningful, inclusive practices for young children with disabilities? Describe how the school readiness program(s) works with the local school system in the delivery of services to meet the needs of children with disabilities.

Preschool Special Education in Bridgeport practices the use of itinerant specialist. This means that a child in a community preschool needing services, such as, speech and language, physical therapy, occupational therapy or other services will have those specialist deliver services directly in the community based classroom. Services are incorporated into the structure of the classroom setting as much as is possible. This practice means that the child remains integrated in the classroom setting.

If a child has an IEP that requires substantial services in a special education classroom for part of the day, the child is transported to a full day program, if needed and/or requested by the parent. The School Readiness program will provide services for the other part of the day, vacations, snow days and summer coverage.

Please list other state or federal grants or private grants that collaborate with School Readiness programs.

PRIORITY SCHOOL READINESS

MANAGEMENT AND ACCOUNTABILITY STRUCTURE

Section 10-16p (g) of the C.G.S. requires each School Readiness community to “*designate a person to be responsible for such coordination, program evaluation and administration and to act as a liaison between the town and the Connecticut Office of Early Childhood.*”

This section must include the following information: **(only for “new” applicants unless changes have been made since the prior application)**

1. The School Readiness Liaison is the person responsible for the management (as defined in General Policy 14-10) of the grant program. Please address the following in your response:
 - Please include a description of how that person carries out the fiscal and program monitoring of sub-grantees. **(Program classroom monitoring must be performed by an Early Childhood Educator with background in classroom practice and ELDS.)**

Programs are required to submit quarterly reports for both the parent fee and the Care for Kids usage

- How does the person monitoring the classrooms ensure that sub-grantees adhere to the 11 quality standards (see Section I), program standards, accreditation and grant policies?

The School Readiness Coordinator uses the Connecticut School Readiness Preschool Program Evaluation System (CSRPPES) as a complete review of the eleven (11) School Readiness standards. The Coordinator meets with each program and reviews the formal documentation of the program that demonstrate the adherence to the quality component of the School Readiness Grant.

- How often is each sub-grantee site visited by the liaison or persons contracted through the School Readiness Council?

There are three components to the monitoring system. One is the administrative documentation, the second is the classroom monitoring, which is a review of the Early Learning Experience Plans and the third is the full CSRPPES review. The administrative and classroom review usually occur at the same time. The coordinator visits the School Readiness sites twice a year and may visit up to three time if the administrative and classroom reviews become separated.

- How are the visits documented and what is the process for follow-up? *Please attach an electronic copy of local monitoring site visit form.*

There are two Formstack documents that are used for the administrative and ELEP segments of the monitoring. The CSRPPES, provided by OEC is the third document.

- If the Liaison identifies issues to be addressed, describe the process to resolve them.

If an issue is identified there are several things that may occur. The issue may be resolved immediately at the time the problem is identified. The issue may need a written response. A date is given for that response. In rare instances, the problem may need to go to the Executive Committee of the Council

2. Who is responsible for ensuring the accuracy of the monthly data submitted, and how is the enrollment and attendance verified?

The School Readiness Coordinator is responsible for the monthly data submission. The Bridgeport Pre-Kindergarten Attendance System (BPKAS), an electronic attendance system, is used to verify the enrollment and attendance records

3. How will the School Readiness Council be kept informed of the grant status in relationship to child and program issues identified in the community, as well as the ongoing management process?

The School Readiness Council meets monthly. At each monthly meeting, the School Readiness Coordinator reports on the status of School Readiness, including enrollment, attendance and any other School Readiness information.

Please note that the appointment of a fiscal agent other than the grantee does not relieve the grantee of their obligation for the management and accountability of this grant program.

**FISCAL YEAR 2017
ED 114 BUDGET FORM**

GRANTEE NAME:	Bridgeport School Readiness		
GRANT TITLE:	School Readiness Grant Program	Grant Period:	7/1/2016 to 6/30/2017
Project Title	Priority School Readiness Municipalities	Total Award:	\$ 12,900,828.00
Accounting Classification: Fund 11000 SPID: 17101 Year: 2017 PROG: 82056 CF1: 170002			
CODES	DESCRIPTIONS	Admin Budget	Space Allocation Budget
100	Personal Services Salaries	\$ 68,886.00	
200	Benefits	\$ 23,337.00	
300	Purchased professional and technical services	\$ 7,777.00	
500	Other purchased services	\$ -	\$ 12,800,828.00
600	Supplies		
	Subtotals	\$ 100,000.00	\$ 12,800,828.00
		Original Date:	Revised Date:

Municipality:

July 1, 2016 to June 30, 2017

Line Items	NARRATIVE		
100	PERSONAL SERVICES		ADMIN SPACE ALLOCATION
	Coordinator salaries	\$ 67,196.00	
	accounts payable .25 salary	\$ 1,690.00	
	TOTALS	\$ 68,886.00	
200	PERSONNEL SERVICES / BENEFITS		ADMIN SPACE ALLOCATION
	Coordinator benefits		
	Medicare	\$ 974.00	
	MERF	\$ 7,331.00	
	Health	\$ 8,869.00	
	Longevity	\$ 1,275.00	
	vac. Buyout	\$ 1,215.00	
	Account payable specialist		
	Medicare	\$ 170.00	
	MERF	\$ 1,275.00	
	Health	\$ 2,228.00	
	TOTALS	\$ 23,337.00	
300	PURCHASED PROFESSIONAL AND TECHNICAL SERVICES		ADMIN SPACE ALLOCATION
	Data	\$ 7,777.00	
	TOTALS	\$ 7,777.00	
500	OTHER PURCHASED SERVICES		ADMIN SPACE ALLOCATION
	Full Day /Full Year	\$ 9,753,932.00	
	School Day/School Year	\$ 2,160,000.00	
	Part Day/Part Year	\$ 490,500.00	
	Extended Day	\$ 396,396.00	
	TOTALS	\$ 12,800,828.00	
600	SUPPLIES		ADMIN SPACE ALLOCATION
	TOTALS	\$ 100,000.00	

BOARD OF EDUCATION

City Hall - 45 Lyon Terrace
Bridgeport, Connecticut 06604

FRANCES M. RABINOWITZ
Superintendent of Schools

MEMBERS OF THE BOARD

DENNIS BRADLEY
Chairperson

JOE LARCHEVEQUE
Vice-Chairperson

BEN WALKER
Secretary



"Changing Futures and Achieving Excellence Together"

MEMBERS OF THE BOARD cont.

SAUDA EFIA BARAKA

ANDRE BAKER JR.

HOWARD GARDNER

DAVID HENNESSEY

KEVIN MCSPIRIT

MARIA PEREIRA

May 18th, 2016

Gerri S. Rowell,
School Readiness Program Manager
Connecticut Office of Early Childhood
Division of Early Care and Education
165 Capitol Avenue,
Room G-17 Hartford,
Connecticut 06106

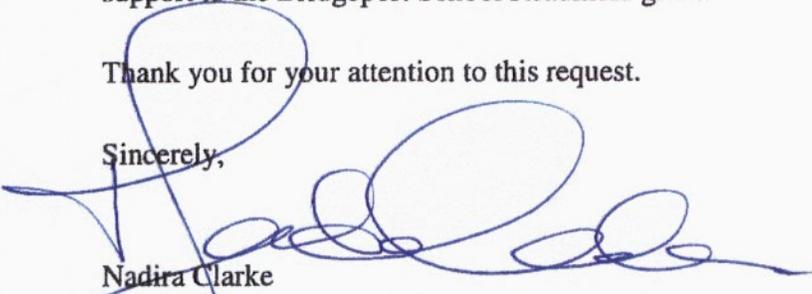
Dear Ms. Rowell,

Bridgeport School Readiness requests the use of \$100,000 in administrative funding for its 2016/2017 School Readiness Grant. Through the Bridgeport Board of Education, it has met the standard of General Policy number: GP-09-03, by providing the required \$25,000 in matching funds.

This letter is to confirm that the Bridgeport Board of Education will use \$25,000 to provide administrative support to the Bridgeport School Readiness grant.

Thank you for your attention to this request.

Sincerely,


Nadira Clarke
Director, Grants Development & Management

PROGRAM APPLICANTS FOR FY 2017

List every application approved for funding by the School Readiness Council within the community allocation for the grant period July 1, 2016 - June 30, 2017. For each applicant, indicate Council decision and scores. The name of the site(s) **MUST** match the name on the license (if applicable).

Site/Stres	Address	Town	Zip	Contact Name	Phone	Score 1	Score 2
A Child's World Inc.	1245 Fairfield Ave.	Bridgeport	06605	Simone Buster	2033300801		
ABCD Inner City	1070 Park Ave.	Bridgeport	06604	Stacy Rubenacker	203-366-8241	90	95
ABCD Jamie A. Hullely	460 Lafayette St.	Bridgeport	06604	Dawn Morton	203-367-6801	100	70
ABCD West End	361 Bird St.	Bridgeport	06605	Patty Chelbowski	203-335-0596		
ABCD Charles B. Tisdale	1795 Stratford Ave.	Bridgeport	06607	Barbara Baldwin	203-330-0166		
ABCD Trumbull Gardens	715 Trumbull Ave.	Bridgeport	06606	Tadha Younger	203-371-5117		
Affordable and Loving ChildCare	10006 Reservoir Avenue	Bridgeport	06606	Alice Williams	203-873-6360	100	100
Barnum School	495 Waterview Ave.	Bridgeport	06608	Tina Peloso-Ulreich	(203) 275-1264		
Beardsley School	500 Huntington Rd.	Bridgeport	06610	Tina Peloso-Ulreich	(203) 275-1264	100	100
Blackham School	425 Thorne St.	Bridgeport	06606	Tina Peloso-Ulreich	(203) 275-1264		
Bryant School	230 Poplar St.	Bridgeport	06605	Tina Peloso-Ulreich	(203) 275-1264		
Cesar Batalla School	606 Howard Ave.	Bridgeport	06605	Tina Peloso-Ulreich	(203) 275-1264		
Columbus School	275 George St.	Bridgeport	06604	Tina Peloso-Ulreich	(203) 275-1264		
Dunbar School	445 Union Ave.	Bridgeport	06607	Tina Peloso-Ulreich	(203) 275-1264		
Hallen School	69 Omega Ave.	Bridgeport	06606	Tina Peloso-Ulreich	(203) 275-1264		
Johnson School	475 Lexington Ave.	Bridgeport	06604	Tina Peloso-Ulreich	(203) 275-1264		
Marin School	479 Helen St.	Bridgeport	06608	Tina Peloso-Ulreich	(203) 275-1264		
Park City Magnet School	1526 Chopsey Hill Rd.	Bridgeport	06606	Tina Peloso-Ulreich	(203) 275-1264		
Read School	130 Ezra St.	Bridgeport	06606	Tina Peloso-Ulreich	(203) 275-1264		
Roosevelt School	160 Iranistan Ave.	Bridgeport	06604	Tina Peloso-Ulreich	(203) 275-1264		
Skane School	2977 Madison Ave.	Bridgeport	06606	Tina Peloso-Ulreich	(203) 275-1264		
Tisdale School	250 Hollister Ave.	Bridgeport	06607	Tina Peloso-Ulreich	(203) 275-1264		
Waltersville School	150 Hallelt St.	Bridgeport	06608	Tina Peloso-Ulreich	(203) 275-1264		
Cooperative Educational	40 Lindeman Drive	Trumbull	06611	Linda Page	203-365-8996	90	93
Care Around The Clock/HNH	500 State Street	Bridgeport,	06604	Jill Lamberti	203-345-2052	90	95
Cheyenne's Early Learning Center,	789 Reservoir Avenue	Bridgeport,	06606	Pamela Hinton	203-380-2967	100	100
Honey Bear Learning Center,	1498 North Avenue	Stratford	06614	Catherine A. Vanicky	203-375-1866	100	100
Early Childhood Laboratory	900 Lafayette Blvd	Bridgeport	06604	Kristin Lund	203-332-5030	100	100
Kingdom's Little Ones Day Care	1277 Stratford Ave	Bridgeport	06607	Kenya M. Byrd	203-336-0023	65	65
Kingdoms Little Ones Academy	1243 Stratford Ave	Bridgeport	06607	Peggy A. Moales	203-338-0221	55	70
Kingdoms Little Ones Academy	729 Union Avenue	Bridgeport	06607	Sonia Spencer	203-338-0221		
Loveable Angels Childcare	1825 East Main Street	Bridgeport	06610	Elizabeth Quimones	203-371-6992	100	100
Precious Memories I	3600 Main Street	Bridgeport	06606	Lisa Mott	203-333-1110	85	88
Precious Memories II	753 Fairfield Avenue	Bridgeport	06604	Keisha Kalonji	203-3309131		
Precious Memories III	1332 North Avenue	Bridgeport	06604	Priscilla Henchman	203-384-6023	100	100
St. Paul's Child Development Cen	1475 Noble Avenue	Bridgeport	06610	Michelle Genest	203-332-6447	100	100
YMCA PALs# 1	650 Park Avenue	Bridgeport	06604	Michelle Genest	203-332-6447	100	100
YMCA PALs #5	850 Park Avenue	Bridgeport	06604	Terry McCarthy	203-332-6447		
YMCA Koble Education Center	401 Kossuth Street	Bridgeport	06608				

LICENSING AND ACCREDITATION / APPROVAL STATUS

The name of the site(s) **MUST** match the name on the license (if applicable).

SITE	LICENSING				NAEYC STATUS				HEAD START		
	Yes	License Exp. Date	Exempt	Pending	ID#	Certificate Exp. Date	3-yr. Window Due Date	Candidacy Date (see NAEYC timeline)	Expected Date of Visit (3-month window)	Yes	No
A Child's World Inc.	X	12/31/2017	No	No	275344	12/1/2017	N/A	N/A			X
ABCD Inner City	X	12/31/2016			275224	12/1/2020				X	X
ABCD Jamie A. Hully	X	10/1/2017			727078	2/1/2019					X
ABCD West End	X	3/31/2018			N/A						X
ABCD Charles B. Tisdale	X				N/A						X
ABCD Trumbull Gardens	X				N/A						X
Affordable and Loving ChildCare	X	1/31/2018			725390	10/1/2020					X
Barnum School			*		725334	4/1/2020	4/30/2019	5/31/2019	6/1/19-11/30/19		X
Beardsley School			*		725922	3/1/2017	4/30/2016	5/31/2016	6/1/16-11/30/16		X
Blackham School			*		724909	7/1/2018	8/31/2017	9/30/2017	10/1/17-3/31/18		X
Bryant School			*		724494	5/1/2019	8/31/2018	9/30/2018	10/1/18-3/31/18		X
Cesar Batalla School			*		724493	8/1/2019	8/31/2018	9/30/2018	10/1/18-3/31/19		X
Columbus School			*		725333	2/1/2020	4/30/2019	5/31/2019	6/1/19-11/30/19		X
Dunbar School			*		N/A	will apply for	self study				X
Hallen School	X		*		725335	3/1/2020	4/30/2019	5/31/2019	6/1/19-11/30/19		X
Johnson School			*		579227	9/1/2018	10/30/2017	11/30/2017	2/1/18-7/31/18		X
Marin School			*		725923	6/1/2017	8/31/2016	9/30/2016	10/1/16-3/31/17		X
Park City Magnet School			*		726378	5/1/2017	8/31/2016	9/30/2016	10/1/16-3/31/17		X
Read School			*		725921	4/1/2021	4/30/2020	5/31/2020	6/1/20-11/30/20		X
Roosevelt School			*		597632	3/1/2020	4/30/2019	5/31/2019	6/1/19-11/30/19		X
Skane School			*		210608	waiting for	cand. approval	2/1/2016	2/1/16-7/31/16		X
Tisdale School			*		725924	5/1/2021	8/31/2020	9/30/2020	10/1/20-3/31/21		X
Waltersville School			*		725925	4/1/2021	4/30/2020	5/31/2020	6/1/20-11/30/20		X
Cooperative Educational				X	724404	4/1/2019					X
Care Around The Clock	X	7/31/2018			588192	4/1/2020					X
Chevenne's Early Learning	X	3/31/2017	N/A	N/A	725695	3/1/2017	N/A	N/A	N/A		X
Honey Bear Learning Center	X				275322	4/1/2018	4/1/2017	N/A	6/1/17-11/30/17		X
Early Childhood Laboratory	X	5/31/2017			278983	9/1/2017					X
Kingdom's Little Ones Daycare	X	12/31/2017			725081	6/1/2016					X
Kingdoms Little Ones Academy-	X	6/1/2018	N/A	N/A	602817	N/A	N/A	N/A	N/A		X
1243											X
Kingdoms Little Ones Academy-729	X	6/1/2018	N/A	N/A	602817	N/A	N/A	N/A	N/A		X
Lovable Angels Childcare	X	12/1/2018	N/A	N/A	726696	12/1/2018					X

Precious Memories I	X	9/30/2018	N/A	N/A	520864	10/1/2017	N/A	N/A	N/A	X
Precious Memories II	X	10/31/2016	N/A	N/A	520864	10/1/2017	N/A	N/A	N/A	X
Precious Memories III	X	4/30/2016	N/A	N/A	520864	10/1/2017	N/A	N/A	N/A	X
St. Paul's Child Development Center	X	8/31/2018			95310	11/1/2018				X
YMCA PALS 1	X	3/31/2017			429858	7/1/2020				X
YMCA PALS 5	X	8/31/2017			578974	10/1/2019				X
YMCA Kolbe Education Center	X	4/20/2017			478425	10/1/2017				X

PROGRAM SPACE GRID FOR FY 2017

Council-approved funded spaces within current allocation. The name of the site(s) MUST match the name on the license (if applicable).

*Indicate the first year this site received School Readiness funds.

Site	Start Date *	# FD/FY Spaces	Total FD/FY Cost	# SD/SY Spaces	Total SD/SY Cost	# PD/PY Spaces	Total PD/PY Cost	# ED/EY Spaces	Total ED/EY Cost	Total # Spaces	Total Cost
A Child's World	10/1/1997	83	\$ 740,692.00	0	\$ -	0	\$ -	0	\$ -	83	\$ 740,692.00
ABCD INNER CITY	7/1/2016	40	\$ 356,960		\$ -		\$ -		\$ -	40	\$ 356,960
ABCD JAMIE A. HULLEY	7/1/2016	110	\$ 981,640		\$ -		\$ -		\$ -	110	\$ 981,640
ABCD WEST END	7/1/2016		\$ -		\$ -		\$ -	35	\$ 97,020	35	\$ 97,020
ABCD CHARLES B. TISDALE	7/1/2016		\$ -		\$ -		\$ -	88	\$ 243,936	88	\$ 243,936
ABCD TRUMBULL GARDEN	7/1/2016		\$ -		\$ -		\$ -	20	\$ 55,440	20	\$ 55,440
Affordable and Loving ChildCare	7/1/2014	20	\$ 178,480.00		\$ -		\$ -		\$ -	20	\$ 178,480.00
Barnum School	9/1/2007		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Beardsley	12/1/2004		\$ -		\$ -	18	\$ 81,000.00		\$ -	18	\$ 81,000.00
Blackham School	12/1/2004		\$ -	36	\$ 216,000.00		\$ -		\$ -	36	\$ 216,000.00
Bryant School	8/1/2006		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Cesar Battalia School	1/1/2007		\$ -		\$ -	18	\$ 81,000.00		\$ -	18	\$ 81,000.00
Claytor Magnet School	1/1/2017		\$ -	10	\$ 60,000.00		\$ -		\$ -	10	\$ 60,000.00
Columbus School	10/1/2007		\$ -	36	\$ 216,000.00		\$ -		\$ -	36	\$ 216,000.00
Dunbar School	8/28/2014		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Hallen School	9/1/2007		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Johnson School	8/1/2013		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Marin School	8/1/2009		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Park City Magnet School	8/1/2009		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Read School	8/1/2008		\$ -	36	\$ 216,000.00		\$ -		\$ -	36	\$ 216,000.00
Roosevelt School	8/1/2003		\$ -	36	\$ 216,000.00		\$ -		\$ -	36	\$ 216,000.00
Skane School	8/1/2013		\$ -	36	\$ 216,000.00	73	\$ 328,500.00		\$ -	109	\$ 544,500.00
Tisdale School	8/1/2008		\$ -	36	\$ 216,000.00		\$ -		\$ -	36	\$ 216,000.00
Waltersville School	8/1/2008		\$ -	18	\$ 108,000.00		\$ -		\$ -	18	\$ 108,000.00
Cooperative Educational	9/1/2006	90	\$ 803,160.00		\$ -		\$ -		\$ -	90	\$ 803,160.00
Care Around The Clock	6/22/1905	155	\$ 1,383,220.00		\$ -		\$ -		\$ -	155	\$ 1,383,220.00
Cheyenne's Early Learning Center	7/1/2016	69	\$ 615,756.00		\$ -		\$ -		\$ -	69	\$ 615,756.00
Honey Bear Learning Center, Inc.	7/1/1997	28	\$ 249,872.00	0	\$ -	0	\$ -	0	\$ -	28	\$ 249,872.00
Early Childhood Lab School	10/1/1997	36	\$ 321,264.00		\$ -		\$ -		\$ -	36	\$ 321,264.00
Kingdom's Little Ones Day Care	7/1/2008	19	\$ 169,556.00		\$ -		\$ -		\$ -	19	\$ 169,556.00
KINGDOMS LITTLE ONES ACADE	7/1/2008	15	\$ 133,860.00	0	\$ -	0	\$ -	0	\$ -	15	\$ 133,860.00
KINGDOMS LITTLE ONES ACADE	8/1/2013	33	\$ 294,492.00	0	\$ -	0	\$ -	0	\$ -	33	\$ 294,492.00
Lovable Angels Childcare	7/1/2016	20	\$ 178,480.00		\$ -		\$ -		\$ -	20	\$ 178,480.00
Precious Memories I	7/1/2016	44	\$ 392,656.00		\$ -		\$ -		\$ -	44	\$ 392,656.00
Precious Memories II	7/1/2016	31	\$ 276,644.00		\$ -		\$ -		\$ -	31	\$ 276,644.00
Precious Memories III	7/1/2016	25	\$ 223,100.00		\$ -		\$ -		\$ -	25	\$ 223,100.00
St. Paul's Child Development Ce	6/19/1997	52	\$ 464,048.00		\$ -		\$ -		\$ -	52	\$ 464,048.00
YMCA PAIS 1	1/1/1998	36	\$ 321,264.00		\$ -		\$ -		\$ -	36	\$ 321,264.00
YMCA PAIS 5	2/1/2001	28	\$ 249,872.00		\$ -		\$ -		\$ -	28	\$ 249,872.00

Program Applicant Expansion Request FY 2017											
Site	Start Date*	# FD/FY Spaces	Total FD/FY Cost	# SD/SY Spaces	Total SD/SY Cost	# PD/PY Spaces	Total PD/PY Cost	# ED/EY Spaces	Total ED/EY Cost	Total # Spaces	Total Cost
Cheyenne's ELC	7/1/2016	52	464,048.00							52	464,048.00
Houstonic Early Childhood	7/1/2016	4	35,696.00							4	35,696.00
YMCA	7/1/2016	9	80,316.00							9	80,316.00
Totals		65	580,060.00							65	580,060.00

PRIORITY SCHOOL READINESS

STATEMENT OF ASSURANCES

1. **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.**

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

STATEMENT OF ASSURANCES

CONNECTICUT OFFICE OF EARLY CHILDHOOD
STANDARD STATEMENT OF ASSURANCES
GRANT PROGRAMS

PROJECT TITLE: SCHOOL READINESS GRANT PROGRAM

THE APPLICANT: _____ **HEREBY ASSURES THAT:**
Bridgeport School Readiness
(Insert Grantee Name)

- 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 Education 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 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 moneys not expended in accordance with the approved program/operation budget as determined by the audit;

L. 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, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

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 municipality, (2) a quasi-public agency, as defined in Conn. Gen. Stat. Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in Conn. Gen. Stat. Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government described in the immediately preceding enumerated items (1), (2), (3), (4) or (5).

(b)

(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 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 this 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.

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

N. 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.

O. 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.

P. 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.

PRIORITY SCHOOL READINESS
STATEMENT OF ASSURANCES SIGNATURE PAGE

We, the undersigned authorized officials, do hereby certify that these assurances shall be fully implemented.

Signature of Chief Elected Official:

Joseph P. Ganim

Name: (please type)

Mayor, City of Bridgeport

Title: (please type)

Date:

Signature of Superintendent:

Frances M. Rabinowitz

Frances M. Rabinowitz

Name: (please type)

Interim Superintendent of schools

Title: (please type)

Date:

5/31/16

To Be Signed if the Fiscal Agent is other than the Municipality or the School District:

Signature of Fiscal Agent:

Name: (please type)

Title: (please type)

Date:

PRIORITY SCHOOL READINESS

AFFIRMATIVE ACTION CERTIFICATE

CERTIFICATION THAT CURRENT AFFIRMATIVE ACTION PACKET IS ON FILE

*According to the Connecticut Commission on Human Rights and Opportunities (CHRO) **municipalities** that operate **school districts** and also file a federal and/or state Affirmative Action Plan(s) are exempt from the requirement of filing an Affirmative Action Plan with the Connecticut State Department of Education. **Agencies with an Affirmative Action Plan on file need to certify such by signing the statement below.***

I, the undersigned authorized official, hereby certify that the applying organization/agency:

Bridgeport School Readiness , has a current affirmative action packet on file with the Connecticut State Department of Education. The affirmative action packet is, by reference, part of this application.

Signature of Authorized Official: Frances M. Rabinowitz Date: 5/31/16

Name and Title: Frances M. Rabinowitz

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Bridgeport

Contractor: American Red Cross and Tricia Johnson, RN

Activity and Activity Description:

CPR/First Aid, Administration of Medication and Epi-PEN

Expected Cost:

28,000.00

Possible Resources:

The American Red Cross provides CPR/First Aid training. They are approved by Connecticut Office of Early Childhood licensing division as a provider for these services. A Registered Nurse, certified to provide Administration for Medication and EPI-Pen provides that specific training. She has also provided training for diabetic and epileptic medication.

Population (number of children, staff, and programs served by this activity):

150-200 teachers are trained in CPR/First Aid Annually. All teachers trained in Administration of Medication must renew EPI-Pen certification annually. Larger Centers use their nurse consultant to provide this training. 100-150 individuals receive Admin of Medication training annually. Training for 100-150 individuals in Administration of Medication occurs each year.

Statement of Need:

Connecticut licensing regulations require the at least one individual with CPR/First Aid training be on premises at all times. No medication may be administered without appropriate training. Bridgeport programs aim to have all of their staff trained in CPR. This assures that someone is always available to meet the standards. By following this practice, they maintain the required criteria, even if there is absent staff or staff changes. Programs assure that there are several individuals available to Admin. Medication, also allowing for absences and staff changes.

Goals:

High Quality preschools assure that children are in safe and healthy environments. Meeting all health and safety standards is necessary to achieve this quality standard.

Indicators of Progress:

Teachers will receive Red Cross CPR/First Aid certificates to demonstrate successful completion of the CPR training. A certificate is also issued for the Administration of Medication. The Connecticut School Readiness Preschool Program Evaluation system (CSRPPES) will provide information concerning other quality standards regarding universal precautions and OSHA standards.

Grant Objectives Addressed:

Providing CPR and First Aid Training meets Goal two (2) of the Quality Enhancement Grant. The training can be expensive for programs. It is more difficult for small programs to access the training because finding and supporting a small classes is harder than arranging for a larger group of teachers. The grant allows three to four classes of forty-eight participants to attend at one time.

Plan for Activity Evaluation:

The certification certificates will provide the documentation that this standard has been met.

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Bridgeport

Contractor: Admin. Specialist, LLC

Activity and Activity Description:

Date collection

Expected Cost:

17,223

Possible Resources:

Admin. Services has been the sole source provider of data collection

Population (number of children, staff, and programs served by this activity):

All School Readiness providers participate in data collection, including attendance and demographics. The data also tracks movement of families, including where they move and why they move.

Statement of Need:

School Readiness desires to understand the population of families they are successfully reaching, and the population that is in need more intensive outreach. In writing new grants and determining what the community needs, data is drives the decisions to be made by the community.

Goals:

Data has multiple uses. Data is utilized to assist in the monitoring and compliance of School Readiness requirement, such as attendance. Data also creates the picture of understanding the current perimeters of early education in the city of It providers the

Indicators of Progress:

All School Readiness centers will utilize the data inputs on a regular and consistent basis. The community will understand that School readiness houses valuable data the will assist the community on future decision making regarding early childhood

Grant Objectives Addressed:

Providing a central source for collection of data, including child information, site data, and attendance records, allows School Readiness an opportunity to assure quality assurance in programs (Goal 10). From the data collected, it can be determined that parent fees are appropriately calculated. When children enter and leave can be followed, and more importantly, why families leave centers is tracked. The data assist both center directors and School Readiness understand the families served.

Plan for Activity Evaluation:

Check of the system indicates that the data is entered at least weekly and the required PAF information is entered three times a year as the schedule indicates.

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For **each** proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Bridgeport	Contractor: Cooperative Education Services
<u>Activity and Activity Description:</u> Professional Development –Early Learning and Development Standards (ELDS)	
<u>Expected Cost:</u> \$42,000.00	
<u>Possible Resources:</u> Continuation of Early Learning and Development Standards The Professional Development plans will be two prongs. There will be plans to assure that new staff, both public school and community based, will have training in the ELDS. The staffs that received training in the 2015-2016 professional development cycles will receive continued and advanced support. For new staff, the training will concentrate on the literacy components of the ELDS. For continuing staff the training will expand into the additional domains, including, science, math, social studies.	
<u>Population (number of children, staff, and programs served by this activity):</u> Currently funds will allow School Readiness programs, both public school and community, to participate in this training. If further funds become available, it is desired to extend this training opportunity to all early education centers.	
<u>Statement of Need:</u> In order to provide quality early education opportunities, it is critical to have highly trained teachers. Supporting teachers in understanding and implementing the Early Learning and Development Standards, the framework for curriculum is essential. The ELDS are newly issued by the Office of Early childhood, and supporting full understand for all preschool teacher, regardless of their year of experience is critical. The desire is to have the community on the same page, working toward the same goals and outcomes.	
<u>Goals:</u> The goal is to assure that new teachers have an introduction to the E.L.D.S. and understand how to incorporate them in the curriculum and Early Learning Experience Plans (lesson plans). New teachers' training will center on literacy components. Teachers that will continue their learning by expanding into the math, science, social studies and received literacy training in 2014-2015r	
<u>Indicators of Progress:</u> New teachers will be identified for training. Center will provide release time for attendance to the ELDS training. Continuing teacher will participate in training across the additional domains. Early Learning and Experience Plans (lesson plans) will demonstrate implementation of and understanding of the ELDS. The ELEP will be monitored using the Office of Early Childhood provided rubric.	
<u>Grant Objectives Addressed:</u> Providing Early Learning and Development Standard Training assist directors and administrators in obtaining training (Goal 2). The Coordinator, while monitoring, has found that many teachers have still not had any ELDS. This training is crucial to assessment and curriculum development.	
<u>Plan for Activity Evaluation:</u> The trainings will provide evaluation forms for each session of training. The School Readiness Coordinator will monitor programs, inclusive of the Early Learning Experience Plan and measures understand of implementation of the ELDS to the rubric.	

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For each proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Bridgeport	Contractor: Holiday Inn + Presenter
<u>Activity and Activity Description:</u> Annual Early Care and Education	
<u>Expected Cost:</u> \$28,000.00	
<u>Possible Resources:</u> Holiday Inn of Bridgeport has provided the venue for this event for the past five years. It is large enough to house 300 participants. Holiday Inn is also local, which makes it accessible to participants	
<u>Population (number of children, staff, and programs served by this activity):</u> All licensed early education programs receive an invitation to this event. Many eagerly anticipate this event. Close to 300 individuals attend this event annually.	
<u>Statement of Need:</u> Each year, the conference addresses an issue that is critical to the community. Strategies for behavior management and SRBI have been the focus for the last several years. This year understanding and teaching dual language learners will be the topic. The purpose is to dovetail on to and support the ELDS trainings that are also supporting teaching of dual language learners.	
<u>Goals:</u> The purpose of this event is to introduce the topic to the entire community. It is to provoke the leaders of programs to think about their own program's practice and to continue the process of exploring meaningful practices of teaching the dual language learner. It is anticipated that other community groups will also offer events that continue training of teachers in supporting dual language learning.	
<u>Indicators of Progress:</u> The community will leave the training with some knowledge for addressing teaching dual language learners. They will leave with the desire to seek further training regarding dual language learners, The early education community will, as a community expand further the teaching of the dual language learner and understand and better communicate with families.	
<u>Grant Objectives Addressed:</u> The annual Early Education Conference has always been an opportunity for all of the preschool educators in the city to interact. In addition to early childhood teachers, administrator, support staff and family care providers are extended invitation to the event. It is an opportunity to extend training to the community (Goal 20 and create a supportive environment for networking (Goal 8)	
<u>Plan for Activity Evaluation:</u> A survey, indicating beginning and ending knowledge will be designed and collected at the end of training	

STATEMENT OF NEED, GOALS AND INDICATORS OF PROGRESS

For **each** proposed activity please provide a detailed description of the need for the activity, the intended goals and indicators of progress toward the goals. Provide the expected cost of each activity and the resources that could support the implementation of the activity. Copy this page as needed to describe each activity and provide a summary on the chart provided.

Town: Bridgeport Center	Contractor: Family Resource Center, Parent
<u>Activity and Activity Description:</u> Family, Friends and Neighbors	
<u>Expected Cost:</u> 15,000.00	
<u>Possible Resources:</u> The four public school Family Resource Center and the Parent Center	
<u>Population (number of children, staff, and programs served by this activity):</u> The Family Resource Centers and Parent Center provide a diverse population a parents and providers. The center provide training to unlicensed care providers, parents and other community members that wish to increase quality care to young children.	
<u>Statement of Need:</u> While support of the Family, Friends and Neighbors is no longer required, the Council is committed to supporting the Family Resource network, as a conduit to supporting Family Friends and Neighbors.	
<u>Goals:</u> To utilize the Family Resource Network, that has already established connections to the informal care community, to provide technical support and workshops to increase the quality of care in informal settings	
<u>Indicators of Progress:</u> Informal Care providers attend workshops and other support, such as CPR training that will improve the quality for children in their care. Indicated by attendance and attaining certificates	
<u>Grant Objectives Addressed:</u> The Family Resource Center and Parent Center enhance services to children birth through three, through parent interactions and informal family care. Goal 13)	
<u>Plan for Activity Evaluation:</u> Providers attend the offered trainings and are successful in completing CPR and PTLI training, gaining certificates.	

**FISCAL YEAR 2017
ED 114 BUDGET FORM**

GRANTEE NAME:	Bridgeport School Readiness		
GRANT TITLE:	School Readiness Quality Enhancement Grant	Grant Period:	7/1/2016 to 6/30/2017
Project Title	Priority SR Quality Enhancement	Total Award:	\$ 134,581.00
Accounting Classification: Fund 11000 SPID: 17097 Year: 2017 PROG: 82079 CFI: 170018			
CODES	DESCRIPTIONS	ANNUAL	
111a	Non-Instructional (Administrative/Supervisor Salaries/Clerical/Other)	\$	10,000.00
111b	Instructional	\$	-
200	Benefits	\$	-
320	Professional Education Services		
321	Tutors	\$	-
322	In-service	\$	42,000.00
323	Pupil Services	\$	-
324	Field Trips	\$	-
325	Parent Activities	\$	15,000.00
330	Employee Training and Development Services	\$	35,581.00
340	Other Professional Technical Services	\$	30,000.00
400	Purchased Property Services		
500	Other Purchased Services	\$	-
600	Supplies	\$	2,000.00
700	Property	\$	-
	TOTAL	\$	134,581.00
		Original Date:	Revised Date:

QE BUDGET JUSTIFICATION PAGE

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

Municipality:

July 1, 2016 to June 30, 2017

325	PARENT ACTIVITIES	ANNUAL
	Family, Friends and Neighbors to support Barnum, Batalla, Dunbar and Roosevelt Family Resource Centers and the Parent Center. \$3,000.00 each center to support family and imformal care activites	\$ 15,000.00
	TOTALS	\$ 15,000.00
330	EMPLOYEE TRAINING AND DEVELOPMENT SERVICES	ANNUAL
	American Red Cross/First Aid	\$ 21,000.00
	Tricia Johnson, RN, Administration of Medication	\$ 7,000.00
	Data management to support BPKAS system	\$ 7,581.00
	TOTALS	\$ 35,581.00
340	OTHER PROFESSIONAL TECHNICAL SERVICES	ANNUAL
	All day conference at Holiday Inn	\$ 22,000.00
	Presenter for the conference	\$ 5,000.00
	Betsy O'Connor, support to conference planning	\$ 3,000.00
	TOTALS	\$ 30,000.00
400	PURCHASED PROPERTY SERVICES	ANNUAL
	TOTALS	\$ -
500	OTHER PURCHASED SERVICES	ANNUAL
	TOTALS	\$ -
600	SUPPLIES	ANNUAL
	supplies such as pocket folders, copy paper, calendars etc.	\$ 2,000.00
	TOTALS	\$ 2,000.00
700	PROPERTY	ANNUAL
	TOTALS	\$ -
GRAND TOTAL		\$ 134,581.00

QE BUDGET JUSTIFICATION PAGE

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

Municipality:

July 1, 2016 to June 30, 2017

Line Items	NARRATIVE	
111A	NON-INSTRUCTIONAL	ANNUAL
	portion of salary for .25 accounts payable specialist person at comptrollers Office	\$ 10,000.00
	TOTALS	\$ 10,000.00
111B	INSTRUCTIONAL	ANNUAL
	TOTALS	\$ -
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
	Community of Learners ELDS training	\$ 22,000.00
	Community of Learners ELEP/Project development support	\$ 20,000.00
	TOTALS	\$ 42,000.00
323	PUPIL SERVICES (NON-PAYROLL SERVICES)	ANNUAL
	TOTALS	\$ -
324	FIELD TRIPS	ANNUAL

Bridgeport School Readiness Council

Bylaws, Policies and
Operating Guidelines

Restated May, 2015 final
revision 05/011/2016

Index

Bylaws	-----	Page 1
Policies & Operating Guidelines		
1. Loss of Funding and/or Reduction of Slots	-----	Page 5
2. Utilization	-----	Page 5
3. Providers Network	-----	Page 5
4. Contracts	-----	Page 5
5. Monthly and Quarterly Reports	-----	Page 5
6. Proration	-----	Page 6
7. Recapturing Funds	-----	Page 6
8. Grant Application	-----	Page 6
9. Child Eligibility	-----	Page 6
10. Fees and Subsidies	-----	Page 7
11. Professional Development	-----	Page 7
12. Attendance & Slot Definitions	-----	Page 7
13. School Readiness Site Visits and Monitoring	-----	Page 8
14. Complaints	-----	Page 8
15. Administrative Cap	-----	Page 9
16. Hours of Operation	-----	Page 9
17. Review and Selection of Sub Grantees	-----	Page 9
18. School Readiness Staffing	-----	Page 11
19. School Readiness Weeks of Service	-----	Page 11
20. Accreditation and Program Evaluation	-----	Page 11
21. Continuation of School Readiness Funding	-----	Page 13
22. Notification of Staff Changes	-----	Page 14
23. Non-Sectarian Policy	-----	Page 14
24. Infractions of Policies	-----	Page 15
25. School Readiness Children with IEPs	-----	Page 16
Appendix		

Bridgeport School Readiness Council

BYLAWS

1. Name of Organization

The name of the organization shall be the Bridgeport School Readiness Council, hereafter referred to as "the Council." The Council is created in response to the requirements of Public Act 97-259, and Act Concerning School Readiness and Child Day Care, and is vested with all the rights and responsibilities of the Council as enumerated therein.

2. Purpose

- The Council shall *integrate its activities through partnership with the community collaborative for young children by engaging* all sectors of the community in promoting high quality early care and education programs so that all children in Bridgeport enter school ready to succeed.
- The Council shall maintain and/or increase the number and the quality of early care and education spaces for three and four year old children in the city of Bridgeport as designated by Public Act 97-259.
- The Council shall make recommendations to the Mayor and the Superintendent of Schools through communication channels to be specified by the designee holders of the Superintendent/Mayor at each grant cycle on issues relating to School Readiness, including any applications for grants under the School Readiness program and the Quality Enhancement program.
- The Council shall recommend criteria for funding proposals that include all legislated and state requirements with additional local standards as determined annually.
- The Council shall identify existing and prospective resources, and shall facilitate the coordination of the delivery of services to children, age birth to five, and their families.
- The Council shall exchange information with other Councils, the Bridgeport community, and other organizations to benefit children, age birth to five, and their families.
- The Council shall make recommendations concerning transition from early care and education programs to kindergarten.
- The Council shall foster relationships among providers of services to children and families.
- The Council shall cooperate with the Office of Early Childhood in any program evaluation

and, use measures developed under the statewide evaluation of the effectiveness of local School Readiness programs.

- The Council shall identify and coordinate training, support, and resources for the professional development of all staff in early care and education programs, including family child-care and Family, Friends and Neighbors providers based on availability.
- The Council shall actively encourage the participation of the public in the work of the Council.

3. Goals

- To provide direction for the School Readiness and Child Care Grant program
- To develop, implement and regularly review the Comprehensive Strategic Plan
- To increase community awareness and support of School Readiness and Early Childhood Education needs.

4. Membership

The Bridgeport School Readiness Council (the Council) shall be comprised of representatives from school and community organizations, parents and others interested in the welfare of children. The following membership positions are required:

- The Mayor, or designee
- The Superintendent of Schools or designee
- Parents
- Representative of the local public library
- Elected liaison(s) elected by the Bridgeport Provider Network (representing programs receiving School Readiness funding; not to exceed three representatives) for a two year term.
- Representatives of local programs such as Head Start, Family Resource Centers, Community Early Childhood Education Programs, Bridgeport Public Schools, group day care homes, and nursery school, and Family Day Care homes
- Representatives from community agencies that provide services to children

Additional membership may include community representatives, business persons, clergy or other representatives of the faith community, and others recommended by the Council.

Appointment to the Council shall be effective for four (4) years and coincide with the first day of a school fiscal year following a mayoral election. Reappointment may be recommended by the Council at the end of a four year term.

All vacancies, as they occur, will be filled on recommendation of the Council to the Mayor and Superintendent of Schools. Official invitation to serve on the council from the Mayor and Superintendent will be extended by letter.

All members as delineated in section 4 are expected to attend Council meetings regularly. After three (3) consecutive, unexcused absences the member will be contacted to determine future interest and participation.

A quorum shall consist of forty percent of appointed Council members. Only officially appointed members or their designees shall vote at Council meetings.

If any member of the Council has a conflict of interest in any transaction effected or proposed by the Council, such member shall make the required disclosure and either (a) abstain from voting, (b) remove self from discussion, or (c) submit his or her resignation to the Co-Chairs of the Council.

General Policy # C- 01

5. Officers

The Council shall have Co-Chairpersons, designated by the Mayor and/or Superintendent. One Co-Chairperson will represent Bridgeport Public Schools and one will represent the Mayor.

The Co-Chairpersons shall preside at Council meetings, act as official spokespersons for the Council and act as a liaison between the Council and officials, as well as other agencies of Bridgeport.

The Co-Chairpersons (or, at their discretion, the Executive Committee) shall have the authority to act on the Council's behalf to assure timely response to the requirements and business of the School Readiness Grant between Council meetings. Decisions and/or actions of the Co-Chairs will be conveyed to the Council at the next regularly scheduled Council meeting, by mail, phone, or other means of timely communication.

Quality Enhancement funds will be used in accordance with the grant proposal and its latitudes as approved by the Council.

6. Meetings

A schedule of Council meetings shall be approved, and distributed to all Council members each year at the June meeting.

Council meetings may be rescheduled with a twenty-four (24) hour notice. In the event of inclement weather flexibility and rescheduling may be necessary.

Special meetings of the Council may be called by the Co-Chairs.

Minutes of the Council meetings shall be distributed to all members and other people as designated by the chairpersons.

7. Committees

Subcommittees advance a broad range of topics relating to School Readiness and Early Childhood Education, and support and enhance the work of the Council. Standing committees and ad hoc committees may be created as determined by the Council.

Standing Committees shall include:

1. *Executive Committee*: comprised of the Co-Chairs and three appointed members of the Council. The School Readiness Coordinator(s) shall act in an advisory capacity to the Executive Committee. This committee meets as needed and reports to the Council.

Decisions are made by majority vote, excluding School Readiness Coordinator(s)

2. *Grants Review Committee*: comprised of Council members. Members of the Grants Review Committee may not have a conflict of interest with any program applying for School Readiness funds and may not be a School Readiness provider. A Grants Review Committee shall be convened no later than March of each year. Grant readers shall sign an agreement of confidentiality.

3. *The Bridgeport Provider Network (BPN)* is a standing committee of the Council. The BPN shall consist of representatives elected by each of the funded School Readiness providers in Bridgeport. This is the vehicle through which information is shared. BPN meets monthly to discuss topics and regulations related to School Readiness and Early Childhood Education. Monthly attendance is required. After 3 unexcused absences, the BPN member will be contacted by the School Readiness Coordinator.

8. Amendment of the Bylaws

Amendments to the bylaws must be submitted in writing at least two weeks prior to a Council meeting. Discussion of such amendment(s) must be on the Agenda and discussed at that meeting. Upon notification to the membership, a vote will be taken at the following Council meeting. Bylaws are reviewed and may be updated on the even grant years by ad hoc committee. Revisions and updates must be voted on by the School Readiness Council.

Policies and Operating Guidelines

1. Loss of funding and/or Reduction of slots

The Bridgeport School Readiness Council has voted that in the necessary event of a reduction in School Readiness funding, the following process shall be used:

- a. Programs with (20) or fewer slots will not be reduced
- b. Programs with more than (20) slots may receive a reduction based on a percentage that may be determined by total loss of funding. This percentage may be distributed evenly across all programs with twenty (20) or more slots.

2. Utilization

Every effort will be made to maintain full utilization of all School Readiness slots. If an allocated School Readiness slot remains unfilled for two (2) months, the School Readiness Council has the right to recapture and re-distribute the slot to another School Readiness program. The School Readiness Coordinator(s) will notify the program of intent to re-locate slots to a program with a waiting list. Re-located slots may not be used to supplant slots with other funding.

3. Providers Network

The Bridgeport Provider's Network will be a permanent subcommittee of the Council. It will be facilitated by the School Readiness Coordinator(s) and provide support and technical assistance in the implementations of the School Readiness regulations and legislated requirements.

4. Contracts

All sub grantees of the Bridgeport School Readiness grant will receive a contract from the City that specifically spells out the obligations of the grant holder, including a process for termination and submission of yearly audits.

5. Monthly and Quarterly Reports

All sub-grantees MUST submit the required Office of Early Childhood Monthly and Quarterly Reports to School Readiness Coordinator of Early Childhood. Continued failure to provide monthly or quarterly reports may lead to a delay or to loss of School Readiness funds. Monthly reports are due the last Friday of each month, or as indicated by Office of Early Childhood (OEC) or the School Readiness Coordinator(s). Quarterly reports are due the 15th of October, January, April and July.

- a. Programs are required to submit a variety of reports throughout the year. A schedule of submission dates will be provided by School Readiness Coordinator at the beginning of each school fiscal year and Programs are expected to adhere to the schedule. The School Readiness Coordinator will maintain a record of compliance with the submission schedule for: the School Readiness Grant, budget, quarterly budget reports, Connecticut School Readiness Preschool Program Evaluation System (CSRPPES), monthly rep

invoices and other reports as necessary to meet state and local requirements. The Bridgeport School Readiness Council shall consider the failure to comply with the schedule of report submission dates when allocating funds. Continued and consistent failure to submit documents on time will be revised by the School Readiness Council when determining a Program's continuation in School Readiness. Late submission of the School Readiness Grant may cause the loss of points in grant scoring and/or loss of funding.

6. Proration

Proration is calculated by the amount approved by the Connecticut Legislature times the number of children enrolled and the number of months of service. Programs that are in operation for less than twelve (12) months of the school fiscal year will be prorated.

7. Recapturing Funds

Programs may be issued start-up funds and/or minor renovation money to start a Bridgeport School Readiness classroom(s), if such funding is identified and offered by the Office of Early Childhood. In the event that a program cannot complete the project and/or provide the services agreed upon, the start-up funds and/or minor renovation money must be returned to the Bridgeport School Readiness Council.

8. Grant Application

All interested Early Childhood Education Programs must submit a Request for Proposal (RFP) annually for consideration to the Bridgeport School Readiness Council. All programs interested in applying must attend a bidder's conference in order to receive a grant application.

The Bridgeport School Readiness Council will provide the mechanism needed to assure that local RFPs are read, recommended for funding or not recommended for funding. Programs not recommended for funding may:

- a. Request review of their grant and site
- b. Make amendments to their proposal for reconsideration
- c. Resubmit their proposal if and only if there are still slots available after all recommended programs have received their allocated slots.

9. Child Eligibility

Bridgeport School Readiness programs are open to all children, ages three and four, who reside in Bridgeport. The Bridgeport School Readiness Council recommends that a maximum of 10% of slots per program may be allocated to non-residents whose parent/guardian work in Bridgeport or attend school. In meeting the need for diversity, the Bridgeport School Readiness Council has determined that slots may be purchased from programs in the surrounding suburban communities. In order to be eligible for purchase of slots the program MUST have and maintain National Association for the Education of Young Children (NAEYC) accreditation.

10. Fees and Subsidies

The parents of Bridgeport’s School Readiness children will be charged a fee based on the sliding fee scale in accordance with the current School Readiness Income Guidelines set forth by the Office of Early Childhood.

Sub-grantees must document collection and expenditures of parent fees and submit a quarterly expenditures report.

The Council voted and agreed that a maximum of \$10 can be charged to reserve a child’s space in the Bridgeport’s School Readiness Program. This fee of \$10 must be either applied to the parent share or refunded if the parent does not pay a parent share when the child enters the program. No family should be denied entrance to the program if they do not have the \$10 fee. Further, programs may not charge Bridgeport’s School Readiness families for any additional fees (monies) for field trips, activities, tee shirts, etc. Such items must be part of the program’s annual budget.

11. Professional Development

Each staff member must have a professional development plan that is aligned with the Office of Early Childhood (OEC) and NAEYC requirements.

All staff will participate annually in 12 hours of training relating to Early Childhood Education mandatory topics:

- a. Caring for children with special needs
- b. OSHA Universal Precautions
- c. CPR, Administration of medication/Epi pen
- d. Racial, ethnic and linguistic diversity
- e. Early literacy and language development
- f. Use of the Early Learning and Development Standards (ELDS)

All School Readiness teaching staff must register and maintain CT Charts-A Course Registry. Directors must confirm staffing in the CT Charts-A Course Registry.

Administrators must have training in best business practices, supervision and/or topics directly related to early childhood practices. Upon receipt of the Director’s credentials, it is the responsibility of the director to complete any and all new requirements set forth by the Office of Early Childhood.

12. Attendance and Slot Definitions

Sub-grantees shall develop a procedure for assuring regular student attendance. All full time children attend the program a minimum of six (6) hours each day, five (5) days per week, fifty (50) weeks per year. If parents of children in full time slots are not working, the program may designate

a six hour period of time for attendance. The program must allow the child to attend during hours outside of the designated six hours when the parent may have interviews and other important appointments.

School Day, Part Day and Extended Day programs are expected to assure regular attendance for all days and hours of the program.

13. School Readiness Site Visits and Monitoring

Policy:

Programs must comply with the current Office of Early Childhood guidelines for addressing issues of Non-Compliance with Child Care Licensing regulations. The NAEYC Code of Ethical conduct is to be used as the standard for guiding all decisions regarding relationships between the School Readiness Coordinator(s) and School Readiness programs. In accordance with Office of Early Childhood/ the Liaison monitors sub-grantees annually using the Connecticut School Readiness Preschool Program Evaluation System (CSRPPES)

Process and Procedure:

1. Every classroom shall be monitored consistently and on a regular basis via a minimum of one annual monitoring visit by the School Readiness Coordinator or his/her designee.
2. A log of all visits pertaining to program monitoring shall be kept by the School Readiness Coordinator(s) and a report made to the School Readiness Council at regularly scheduled meetings.
3. When the School Readiness Coordinator(s) or his/her designee conducts a site visit, licensing and/or non-compliance issues are addressed with the person in authority at the program site.
 - a) Identified licensing and/or non-compliance issue(s) must be documented by the School Readiness Coordinator(s). This documentation must be shared with the Program Director, the Site Director, and the School Readiness Council Co-Chairs.
 - b) Identified licensing and/or non-compliance issue(s) require a written corrective plan of action to be submitted to the School Readiness Liaison within 10 business days. A mutually agreed upon date for a second visit to be scheduled within 15 days of the identified issue.
 - c) If the identified licensing and/or non-compliance issue(s) has not been corrected by the date of the second visit, the School Readiness Coordinator will inform the School Readiness Co-chairs. Further actions may be taken.
 - d) Depending upon the seriousness of the licensing and/or noncompliance issue immediate action will be taken.
(Refer to 25. Infractions of Policies)

14. Complaints

In the event that any complaint is filed with the Office of Early Childhood, the Department of Children and Families, or any other police or investigative agency concerning an alleged act at the site:

- a. The Provider shall notify the School Readiness Council of the details of the complaint within twenty-four (24) hours. The 24 hour rule applies to and is mandated by the Office of Early Childhood and NAEYC. Notification shall include the date and time of the alleged act, the nature of the complaint, the results of any investigation by Provider personnel, and any action taken by the Provider to correct the situation.
- b. The Provider shall make the Council aware of any findings made by the investigating agency.
- c. This requirement shall apply to acts affecting any child (School Readiness or non-School Readiness) receiving care at the site.

If the non-compliance issue relates to suspected child abuse or neglect, it is the responsibility of the liaison to report this directly to the Department of Children and Families (Connecticut General Statute 17a-101) and to the Office of Early Childhood.

15. Administrative Cap

Administrative costs for School Readiness programs shall not exceed twenty percent (20%) of each School Readiness allocation. Administrative costs may include, but are not limited to, the total of all expenditures listed in the budget under the following lines:

- 111A Administrators/Supervisors salaries (Check new budget codes)
- 200 Personal Services – Employee benefits (if inclusive of administrative benefits)
- 612 Administrative Supplies
- 590 Other Purchased Services

16. Hours of Operation

Sub-grantees will provide services as defined by the Office of Early Childhood. (see *School Readiness Program Operations*)

17. Review and Selection of Sub Grantees

Policy:

The School Readiness Council solicits responses to a Request for Proposals (RFP) from all early childhood providers within Bridgeport whenever funding for increasing capacity is available. All center-based providers are eligible to submit proposals on or before the deadline date set by the Council.

Process and procedures:

a. Members of the Bridgeport School Readiness Council without conflict of interest shall volunteer to participate on the Grants Review Committee (GRC). The Grants Review Committee is convened to read all RFPs, score and recommend applications for funding.

b. Ideally, the Grants Review Committee would include the following representation: Mayor's designee, Superintendent's designee, parents, agency representatives, and Department of

Social Services representative. Program representatives may not read grants.

c. Reviewers are required to sign a Statement of Confidentiality and Statement Regarding Possible or No Conflict of Interest.

d. The School Readiness Council will establish a timeline for distribution and return of the Request for Funding Proposal application. The School Readiness council will utilize the Request for Funding Proposal application (RFP) format provided by the Office of Early Childhood. Additional or modifications of the Request for Funding Proposal RFPs format may be made by the Grant Review Committee, with the consent of the Council Co-Chairs. RFP that are late may lose points or may not be considered for funding.

e. The Grants Review Committee convenes to read the RFPs. Each Request for Funding Proposal is read and rated by a minimum of two (2) committee members.

f. Each RFP is read using the "Local RFP Review Form" (see attached). Scoring criteria may be revised by the Grants Review Committee prior to each round of RFP applications.

g. Reviewers identify issues to be addressed and modifications required, if any, on RFPs recommended for funding. Agencies are notified of the recommendation and issues needed to be addressed. The Request for Funding Proposal (RFP) is resubmitted with corrections to the Grant Review Committee for final consideration.

h. The School Readiness Council will review the recommendations for funding from the Grants Review Committee. Distribution of the allocation of School Readiness funds will be determined by the School Readiness Council as follows:

- NAEYC Accreditation and compliance with the current Office of Early Childhood guidelines including licensing
- Good standing under Connecticut School Readiness Preschool Program Evaluation System (CSRPPES)
- RFP Score
- Community need as defined by the percentage of slot type across programs

The continuation, reduction, or expansion of slots will be based upon allocation of School Readiness funds to the community.

Upon approval of the Bridgeport School Readiness Council the recommendations for distribution of School Readiness funds shall be forwarded to the Mayor and Superintendent for submission to the Office of Early Childhood. Final determination of programs receiving funding is made by the Office of Early Childhood and allocation of funds from the State Legislature.

Agencies submitting an RFP not recommended for funding will be notified following the review process.

18. School Readiness Staffing

School Readiness Programs must comply with current, Office of Early Childhood (OEC) licensing and NAEYC standards.

All Programs must register staff with Connecticut Charts-a-Course and confirm staff monthly. There must be someone onsite at all times with a current pediatric CPR and First Aid Certificate. Director or site- coordinator needs to be on premise sixty (60%) of the operationally hours.

19. School Readiness Weeks of Service

The Connecticut State Legislature clearly defines full year of Early Childhood Education as comprising of fifty (50) weeks of service per year. The Bridgeport School Readiness Council recognizes and agrees with this definition. The Bridgeport School Readiness Council sees the benefit of providing available weeks to child care centers for the purposes of professional development, program improvement, cleaning, repairing and improvement of facilities and needed respite time for children and staff.

The Office of Early Childhood has expressed concern that families may not be able to find alternate care for their child when centers are closed, especially families new to the workforce with little or no available vacation time. Programs are urged to offer support in helping families define and create alternate care systems. In the event that alternate care systems fail or breakdown while a family is participating in School Readiness and the program she/he is using is closed, the following plan will be put into action: Due to the Office of Early Childhood's demand, the Council has created the following guideline for providing fifty-two (52) weeks of School Readiness service:

All programs will provide School Readiness families and the School Readiness Council with a one-year complete calendar listing any and all holidays and closed periods. These time periods will be clearly defined and articulated to families.

- a. Parents must be informed of scheduled program closings during the registration process. Programs will document that parents have signed their form indicating whether or not the parents need alternate care.
- b. Should parents need alternate care, the program that is closed will call one of the providers that is open (being sensitive to location) and make arrangements for that family to utilize the alternate site for the closed period.
- c. The program that is closed and the program that is providing alternate service will agree upon appropriate payment for such service.

Programs have agreed to this policy through a letter of agreement regarding working collaboratively to create an alternate system of care for Bridgeport School Readiness families.

20. Accreditation and Program Evaluation

All Bridgeport programs receiving School Readiness funds will meet the requirements of Connecticut General Statute, Section 10-16p. School Readiness providers must submit Bridgeport School Readiness Council evidence that they meet the accreditation appro

standard through one of the following processes:

- a. Accreditation by the National Association for the Education of Young Children (NAEYC), or
- b. Approval through the Head Start Review Instrument with resolution of compliance issues through the action plan.

Programs will submit annual documentation of accreditation/approval as required in Section 3: Continuous Quality Improvement Plan for Program Classroom in the Office of Early Childhood, Connecticut School Readiness Preschool Program Evaluation System (CSRPPES). CSRPPES requirements must be completed annually.

Programs must achieve NAEYC accreditation/approval status by the end of the third year of acceptance of School Readiness funding or they are no longer eligible to receive funding. If the program does not apply for accreditation, it is not eligible for continued funding. If a program fails to achieve accreditation within three years or loses accreditation they must become accredited before reapplying to School Readiness. Programs must maintain accreditation thereafter.

Programs that are not reaccredited by NAEYC will have slots immediately "frozen". *"Frozen" shall be defined as the number of spaces currently being utilized and new children must not be enrolled.* Accreditation must occur by the end of the school fiscal year (June 30) or the program is no longer eligible for funding beyond that School Readiness fiscal year. However, failure to adhere to required NAEYC standards of care will lead to immediate loss of funds. The program has the right to complete the full accreditation process including appeals. The Bridgeport School Readiness Council has the right to recapture vacant slots and distribute them to other School Readiness programs.

When an accredited or non- accredited program applies to NAEYC accreditation and receives a NAEYC letter of deferral, the following shall occur:

- The Applicant/Program Director shall immediately advise the School Readiness Coordinator;
- The School Readiness Coordinator shall expeditiously call a meeting of the following persons:
 - School Readiness Council Co-Chair(s)
 - Applicant/Program Director
 - NAEYC representative
 - Executive Director, Chief Operating Officer, or other person with decision-making powers, in the event that the Applicant/Program Director is part of a larger agency or community or faith-based organization.

The purpose of such meeting shall be to discuss program deficiencies cited in the NAEYC Deferral Letter; and how to, or if there is a, remedy that can be accomplished within the parameters of such letter. The Bridgeport School Readiness Council will provide support and technical assistance where feasible.

Within three (3) work days, the program, will submit in writing, what option, as outlined by NAEYC, has been chosen to pursue compliance to achieve accreditation. If the program chooses

to pursue accreditation immediately, a remediation plan with priorities, timeline, and benchmarks to be achieved will be provided to the School Funding Year. This remediation plan will be due thirty (30) days from the date of the NAEYC deferral letter. An update to the remediation plan will be submitted every thirty (30) days for three (3) months or mutually agreed time period.

If remediation cannot be accomplished by the agreed upon time frame, any commitment of funds for the current School Funding Year by the Bridgeport School Readiness Council shall be withdrawn. The program shall then decide whether to pursue remediation or submit a new application to NAEYC. Upon receipt of accreditation the program will be welcome to submit a new request for School Readiness funding however, there is no guarantee that funding would be available.

For programs evaluated by the most current Head Start review instrument documentation of the monitoring report (inclusive of all School Readiness classrooms) must be submitted when received by the Bridgeport School Readiness Council Executive Committee. Any significant findings (deficiencies) as determined by the Bridgeport School Readiness Council Executive Committee will result in immediate freezing of School Readiness slots. Slots will remain frozen and new children must not be enrolled until Head Start releases the site or classrooms from the deficiency/non-compliance status.

If School Readiness classrooms are not included in the Head Start review, they must achieve accreditation status by NAEYC within three years of acceptance of School Readiness funding.

21. Continuation of School Readiness Funding

Programs that do not achieve or maintain the standards required by the Connecticut School Readiness Preschool Program Evaluation System (CSRPPES) and/or requirements for the School Readiness contract with the city of Bridgeport are no longer eligible to receive School Readiness funds (see *Section 14: Procedures for Monitoring School Readiness Programs*).

The Bridgeport School Readiness Council, or its designee, will notify the program, in writing, when continuation of funding is jeopardized for any reason. The program will have thirty (30) calendar days to develop and submit a corrective action plan, including a timeline for addressing areas needing improvement. The plan will be submitted to the Bridgeport School Readiness Executive Committee for approval and delegation of monitoring responsibility.

The program must demonstrate aggressive improvement activity and adherence to the corrective action plan timeline in order to be considered for continuation of School Readiness funding.

22. Notification of Staff Changes

Programs receiving School Readiness funding are required to have available and up to date a list of all staff related to the early care and education program with education and relevant

credential status noted for each. All staff includes classroom staff, support staff, and administrators. Evidence of staff education and credentials (including updated Child Development Associate certificate, copy of high school diploma, copy of bachelor's degree, etc.) must be kept in the personnel file of each staff person. Staff credentials must be registered with Connecticut Charts-A-Course Registry.

In the event that a program experiences major changes in staffing, the program must notify the School Readiness Coordinator of such changes, coverage plans and replacement strategies. Notification must be in writing within five (5) working days of such changes.

Major changes include:

- a. the departure of a staff person with a Child Development Associate or better
- b. the departure of a program director
- c. the departure of two or more staff at any level in short succession
- d. any departure that jeopardizes compliance with School Readiness

Important note: Experiencing staff changes and/or notification of staff changes forwarded to the Bridgeport School Readiness Coordinator does not exempt any program from its obligation to meet all Office of Early Childhood and the Bridgeport School Readiness requirements for appropriate staff/child ratios and staff credentials.

23. Non-Sectarian Policy

Under Connecticut General Statutes (C.G.S.) Section 10-16p (a) (1), a School Readiness program must be a "nonsectarian program" which is defined in Section 10-16p (f) as "any public or private School Readiness program that is not violate of the Establishment Clause of the Constitution of the State of Connecticut or the Establishment Clause of the Constitution of the United States of America." The purpose of this GENERAL POLICY is to provide guidance to School Readiness Councils (SRCs), School Readiness Liaisons and School Readiness programs on the characteristics of a nonsectarian program. This guidance was developed by The Office of Legal and Governmental Affairs and has been reviewed by the Attorney General's Office of Connecticut.

School Readiness Councils in each community use state funds to purchase spaces from eligible providers. These providers may include faith-based organizations but the program spaces that are purchased by state funds must be nonsectarian. A recent Supreme Court decision (Agostini v. Felton 117 S. Ct. 1997) ruled that providing services at religious sites was constitutional under the safeguards existing within the program.

Based on the Agostini case and the advice issued by the U. S. Department of Education based on the case, it is important for School Readiness Councils, Liaisons, and programs to be guided by the following rules concerning "nonsectarian" programs when awarding School Readiness grants to secular programs.

1. The program must be open to all children, and cannot exclude a child based on the family's religious creed or lack thereof;

2. The program cannot attempt to persuade or convert children or their families to a religion or a particular religious persuasion;
3. The program will not implement religious observances, such as prayer, grace, confession, church attendance, religious instruction, etc.
4. The program must accommodate the practice of a child or staff member's personal religious beliefs where the practice is required during program hours (e.g., Islamic designated time for prayers); Accommodations will be made for staff members for personal or religious beliefs with regard to mandated training dependent upon funding availability.
5. The program may not require children or their families enrolled in the School Readiness Program to participate in faith-based or church sponsored activities or services;
6. Programs may not discriminate in hiring based on religious affiliation or lack of religious affiliation; and
7. Unless it is not practicable, classes should be conducted in rooms that are free of religious symbols and items.

If state funds are being used to purchase spaces for eligible children in a School Readiness program operated by faith-based organizations, these programs must be nonsectarian (non-religious) in order not to run afoul of requirements of the Establishment Clause. It is not enough to allow students or their families to "opt out" of portions of the program which are religious in nature. To be eligible for funding, programs must comply with these requirements.

24. Infractions of Policies

In order to maintain issues of confidentiality, infractions of policy are the purview of the Bridgeport School Readiness Council Executive Committee. The following steps are in place when policies are violated:

Step 1. Verbal discussion that includes a warning with a program administrator, the highest authority of the center agency and the Council Executive Committee

Step 2. If the infraction is not resolved, or further infractions occur, a written warning is issued by the Bridgeport School Readiness Executive Committee detailing corrective remedies expected. A time line for compliance is noted.

Step 3. If the infraction is still not resolved and within the specified time period, the Bridgeport School Readiness Committee will make recommendations to the Mayor and Superintendent of Schools.

Recommendations could include, but are not limited to:

- Termination of program participation in School Readiness funding
- Freezing slots

25. School Readiness Children with Individualized Education Programs (IEP)

Full day/Full year Eligibility: If a child has an IEP that calls for less than twenty (20) hours of Special Education per week and related services and the total number of hours of the continued IEP and School Readiness equals a minimum of six (6) hours per day fifty (50) weeks per year, the child is eligible for a full day/full year slot.

Extended Day Eligibility: If a child has an IEP that calls for twenty (20) hours or more per week of a Special Education Program and related service and the total number of hours of the combined IEP and School Readiness Program equals a minimum of eight (8) hours per day, fifty (50) weeks per year, the child is eligible for an extended day slot.

All children with an IEP must:

- Have a program that insures continuity between Special Education and School Readiness Programs
- Be supported by all School Readiness services
- Have ongoing communication between the Special Education and School Readiness Programs.

The School Readiness Coordinator will help sub-grantees determine the type of School Readiness slot for which the child is eligible.

Appendix

1. **The former School Readiness ALERT system** has been revised and streamlined into two categories: General Policy (GP) and Program Operations (PO). The General Policy provide guidance for School Readiness Councils to implement school readiness and quality enhancement programs. The Program Operations provide guidance to sub-grantees to implement school readiness and quality enhancement programs. General Policy and Program Operations will be posted on the State Department of Education Web site and disseminated to Mayors, Superintendents, School Readiness chairs and liaisons who in turn shall disseminate to all sub-grantees. Each General Policy and Program Operations is numbered to correspond to the state fiscal year starting in January of 2009. All documents may be found on www.oec.ct.gov

2. Confidentiality and Conflict of Interest Statement

*Confidentiality Statement
Of Reviewers of Bridgeport School Readiness and Child Care
Request for Proposals*

I, _____, recognize review information; decisions and discussions held during the review process are to be held in strict confidence and will not be discussed except with the Review Committee. Furthermore, after the recommendations for funding are made, I will not disclose any information.

Signature: _____ Date: _____

Statement Regarding Possible or No conflict of Interest

I, _____, have reviewed the list of agencies applying for funding under the School Readiness and Child Care Grant and have a personal, work-related or other relationship with the following agencies and /or staff which I believe may affect my ability to objectively review their application.

List agencies here:

Signature: _____ Date: _____

OR

I, _____ have no potential conflict of interest by reviewing the proposal assigned to my Review Committee.

Signature: _____

Date: _____