

**AGENDA**  
**LEGISLATIVE COUNCIL MEETING**

**October 5, 2020**

**7:00 PM**

**Electronic Meeting Pursuant to Paragraph 1 of Executive Order 7B<sup>i</sup>**

**THIS MEETING WILL BE A 100% ELECTRONIC MEETING**

**LEGISLATIVE COUNCIL CHAMBERS AT MEMORIAL TOWN HALL WILL BE  
CLOSED PURSUANT TO THE GOVERNOR'S EXECUTIVE ORDERS 7B and 7D**

**All public comments for this meeting agenda should be sent to  
[LCpublicinput@hamden.com](mailto:LCpublicinput@hamden.com) by 5:00 PM on October 5, 2020**

Please click the link below to join the webinar:

<https://zoom.us/j/96032210583>

Password: Dragons

**Meeting ID: 960-3221-0583 Password: Dragons**

**\*If you experience difficulty signing in with the above link, scroll to the bottom of this agenda for alternate sign in instructions.**

- 1. CALL OF THE MEETING AND TAKING OF THE ROLL**
- 2. PLEDGE OF ALLEGIANCE AND MOMENT OF SILENCE**
- 3. PUBLIC INPUT SESSION**
- 4. REPORT OF THE PRESIDENT**
- 5. REPORT OF BOARDS AND DEPARTMENTS**
- 6. REPORTS OF COUNCIL LIAISONS**
- 7. APPROVAL OF PREVIOUS MINUTES – September 21, 2020**
- 8. CONSENT CALENDAR – None**
- 9. REGULAR AGENDA: (Requires a vote of 2/3<sup>rds</sup> of the members present and voting for suspension of the Rules under §14(a) of the Standing Rules)**

1. Vote to fill the 7<sup>th</sup> District Vacancy

2. Order authorizing intradepartmental transfer 2020-2021 Fiscal Year Budget – (Youth Services – Juvenile Review Board) - \$15,000
3. Order authorizing the Town of Hamden to accept and expend funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) from the U.S. Department of Justice (\$24,474)
4. Order to accept and expend grant funds from the State of Connecticut Department of Transportation 2021 Distracted Driving High Visibility Enforcement Program - \$60,000
5. Order authorizing interdepartmental transfer 2019-2020 Fiscal Year Budget (Year-end close out for various departments) - \$2,850,000

**Information Items:**

**10. ADJOURNMENT**

**Scroll down for ZOOM sign in info**

**1. Join using Zoom from your computer, tablet or smartphone by using the following link:** <https://zoom.us/j/96032210583> Password: Dragons

**2. If you already have the Zoom App or go to the Zoom.com website, simply select “join a meeting” and complete the following: Webinar ID: 960-3221-0583 Password: Dragons**

**Or iPhone one-tap :**

**US: +13017158592,,96032210583# or +13126266799,96032210583#**

**Or Telephone:**

**Dial (for higher quality, dial a number based on your current location):**

**US: +1 301 715 8592 or +1 312 626 6799 or +1 646 558 8656 or +1 253 215 8782 or +1 346 248 7799 or +1 669 900 9128**

International numbers available: <https://zoom.us/u/aH73IUf9D>

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<sup>i</sup> Under Executive Order 7B Electronic Meetings are subject to the following: (a) The public shall have the ability to view or listen to each meeting or proceeding in real time, by telephone, video, or other technology; (b) Any such meeting or proceeding shall be recorded or transcribed, and such recording or transcript shall be posted on the Town's website within seven (7) days of the meeting or proceeding, and made available within a reasonable time in the Town Clerk's office; (c) The required notice and agenda for each meeting or proceeding is posted on the agency's website and shall include information about how the meeting will be conducted and how the public can access it; (d) Any materials relevant to matters on the agenda, including but not limited to materials related to specific applications, if applicable, shall be submitted to the agency a minimum of twenty four (24) hours prior and posted to the agency's website for public inspection prior to, during, and after the meeting, and any exhibits to be submitted by members of the public shall, to the extent feasible, also be submitted to the agency a minimum of twenty-four (24) hours prior to the meeting and posted to the agency's website for public inspection prior to, during, and after the meeting; and, (e) All speakers taking part in any such meeting or proceeding shall clearly state their name and title, if applicable, before speaking on each occasion that they speak.



## TOWN OF HAMDEN OFFICE OF THE MAYOR

**Curt Balzano Leng**  
*Mayor*

**Hamden Government Center  
2750 Dixwell Avenue  
Hamden, Connecticut 06518  
Tel: (203) 287-7100  
Fax: (203) 287-7101**

September 30, 2020

Legislative Council  
Hamden Memorial Town Hall  
Hamden, CT 06518

Re: Order Authorizing Intradepartmental Transfer 2020-2021 Fiscal Year Budget (Youth Services - Juvenile Review Board - \$15,000)

From:	12002 0590	YS Professional Technical	\$15,000
To:	12002 0366	YS Juvenile Review Board	\$15,000

Honorable Members:

Attached please find an intradepartmental transfer order to reallocate funds in the amount of \$15,000 for the Youth Services Juvenile Review Board (JRB). These funds will be used to hire a part-time case manager to assist the Senior Case Manager in maintaining the Hamden JRB, establish a relationship with the Hamden Police Department, Hamden Public School, New Haven Juvenile Probation, Hamden Youth Services and other community resource providers. The funds for this transfer will be coming from the Youth Services Professional and Technical account, enabled due to decrease of in-person events and programs during the coronavirus pandemic.

Attached for your review is correspondence from Youth Services Coordinator Susan Rubino with more information pertaining to this transfer order.

By copy of this letter, Youth Services Coordinator Susan Rubino is hereby requested to attend your meeting to answer any questions you might have.

Your approval of this order is respectfully requested.

Sincerely,

Curt Balzano Leng, Mayor

CBL/tr  
Enclosure

Cc: Youth Services Coordinator Susan Rubino, Finance Director Curitis Eatman, Deputy Finance Director Rick Galarza, Town Attorney Sue Gruen, COS David Garretson, DCOS Patrick Donnelly, DOLA Walter Morton, Mayor's Office File

**TOWN OF HAMDEN  
LEGISLATIVE COUNCIL**

**Order authorizing intradepartmental transfer  
2020- 2021 fiscal year budget**

Presented by: \_\_\_\_\_

WHEREAS, pursuant to Section 10-7.D (1)(b) of the Charter, no Intradepartmental transfer in excess of the amount authorized in the Budget Ordinance shall be implemented unless it shall be (i) by Order proposed by the Mayor or any Public Official of the Department, Commission or Board designated by the Mayor; and (ii) approved by majority vote of the Legislative Council; and

WHEREAS, subject to the provisions outlined above, and pursuant to Sections 10-7. (D)(1)(b), the Mayor and the Finance Director hereby request transfers as set forth below.

NOW THEREFORE, BE IT ORDERED that pursuant to Section 10-7.D (1) b) of the Charter, the Legislative Council hereby approves and authorizes the transfers as set forth above.

Adopted by the Legislative Council at its meeting held on \_\_\_\_\_ 2020.

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan Gruen  
Town Attorney

\_\_\_\_\_  
Michael McGarry, President  
Legislative Council

APPROVED:

\_\_\_\_\_  
Kim Renta, Clerk  
Legislative Council

\_\_\_\_\_  
Curt Balzano Leng  
Mayor

Date: \_\_\_\_\_

From:	12002 0590	YS Professional Technical	\$15,000
To:	12002 0366	YS Juvenile Review Board	\$15,000

# Memo

To: Curtis Eatman, Finance Director  
Adam Sendroff, Community Development Manager  
Curt B. Leng, Mayor  
Philip Goodwin, Purchasing Agent

From: Susan Rubino, Youth Services Coordinator

Date: September 15, 2020

Re: Intradepartmental transfer request PT to JRB FY 2020-21

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Please see attached Intradepartmental Transfer Request (line items) and contact me should you have any questions and/or require additional information. Please see attached contract for detailed budget.

The increase of \$15,000.00 will enable UCAINC to hire a part time case manager to assist the Senior Case Manager with increasing referrals including Families with Service Needs (FWSN). FWSN cases are being referred by Youth Service Bureaus. In the past they were referred directly to DCF. They now must be referred to the YSB.

Job description below.

The Case Manager(s) will assist the Program Manager in maintaining the Hamden JRB. He/she will establish relationships with the Hamden Police Department, Hamden Public Schools, New Haven Juvenile Probation, Hamden Youth Services and other community resource providers;

- (i) assist in maintaining the forms for the community JRB; obtain incident reports, medical, academic, social, and physical histories of youth referred to the community JRB and provide these materials to the community JRB members; meet with each youth and his/her family to (in) determine eligibility for the JRB,
- (ii) to gain parental and youth agreement to participate in the JRB program and abide by its procedures,
- (iii) to hear an admission of responsibility and accountability on the part of the youth,
- (iv) to ensure the signing of appropriate forms by the parent (s) and youth, and
- (v) perform required assessments with the youth and prepare reports for the community JRB concerning those assessments, including a determination concerning whether more comprehensive assessments are recommended; present cases to the JRB; make arrangements with community resource providers to implement the community JRB recommendations; conduct weekly visits with youth and community resource providers; write progress reports; assist in training of community JRB members and community agencies in the workings of the JRB and perform all other related duties as required.

Thank you.

Town of Hamden  
 General Fund and Special Fund Transfer Request  
 Fiscal Year 2020-21

Date: 9/15/2020

Requesting Department: Youth Services

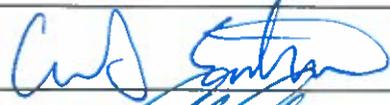
*It is respectfully requested that approval be granted for the following transfer:*

FROM:			
Account #	Account Name	Amount	Reason
1 12002 0590	YS Professional Technical	\$ 15,000.00	not needed as HYS is not having large in person events due to COVID-19
2			
3			

TO:			
Account #	Account Name	Amount	Reason
1 12002 0366	Juvenile Review Board	\$ 15,000.00	needed for part time case manager
2			
3			

Approved By:

Department Head: Susan Rubino Date: 9/15/2020

Finance Director:  Date: 10/1/2020

Mayor:  Date: 10/1/20

Finance Tracking # \_\_\_\_\_



**CONTRACT**

Contract No.

Term of Contract: 07/01/2020 to 06/30/2021

The Contract between Urban Community Alliance, Inc. and the Town of Hamden, which was executed by the parties.

1. The total maximum amount payable under this contract is \$75,000.
2. Scope of Services for Juvenile Review Board Program effective 07/01/2020. Specific services to be provided by the contractor are described on pagethrough page 2.
3. Town of Hamden Purchase of Service Part II. Part II. Mandatory Terms and Conditions  
pages 11 through 12.
4. The contractor shall adhere to the approved budget, negotiated with the Town of Hamden, in compliance with Part I, Section D of this Contract. The approved budget consists of page 10 of this Contract.

**Contract between Urban Community Alliance, Inc. and Town of Hamden For Juvenile Review Board**

Agency: Town of Hamden

Street: \_\_\_\_\_

City: Hamden State: CT Zip: 06514

Tel#: \_\_\_\_\_ ("Agency" and/or "Department"), hereby enters into a Contract with:

**Contractor's Name:** Urban Community Alliance, Inc. Street: 446A

Blake Street, Suite 200

City: New Haven State: CT Zip: 06515 Tel#:

203-786-5970

FEIN/SS#: 06-1324343

("Contractor"), for the provision of services outlined in Part I and for the compliance with Part II. The Agency and the Contractor shall collectively be referred to as "Parties". The Contractor shall comply with the terms and conditions set forth in this Contract as follows:

<b>Contract Term</b>	This Contract is in effect from 07/01/2020 through 06/30/2021.
<b>Effective Date</b>	This Contract shall become effective only as of the date of signature by the Agency's authorized official (s) and, where applicable, the date of approval by the Office of the Town's Attorney. Upon such execution, this Contract shall be deemed effective for the entire term specified above.
<b>Contract Amendment</b>	This Contract may be amended only by means of a written instrument signed by the Agency and/or the Contractor with 30 days -notice.

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**Part I**

**Scope of Services, Contract Performance, Budget, Reports,  
Program-Specific and Agency-Specific Sections**

**Part II**

**Terms and Conditions**

**A. Client-Related Safeguards**

1. Inspection of Work Performed
2. Safeguarding Client Information
3. Reporting of Client Abuse or Neglect
4. Background Checks

**B. Changes to the Contract, Termination,  
Cancellation and Expiration**

1. Contract Amendment
2. Contractor Changes and Assignment

**I. SCOPE OF SERVICES, CONTRACT PERFORMANCE BUDGET, REPORTS AND OTHER PROGRAM-SPECIFIC PROVISIONS**

The Contractor will provide the following specific services for the **Juvenile Review Board** program and agrees to comply with the terms and conditions set forth as required by the Town of Hamden, including but not limited to the requirements and measurements for scope of services, contract performance, quality assurance, reports, terms of payment and budget. No provisions will be contained in this Part I that negate, supersede or contradict any provision of Part II. In the event of any such inconsistency between Part I and Part II, the provisions of Part II will control.

<b>Scope of Services Program Specific Information</b>	
<b>Contractor Legal Name:</b> Urban Community Alliance, Inc. <b>Service Type:</b> Juvenile Review Board	<b>Program Name: (if applicable)</b>  Juvenile Diversion Board
<b>Towns Served:</b>  Hamden	
<b>Program Contact Information</b>	
<b>Program Contact:</b> Shirley Ellis-West	<b>Title:</b> Executive Director
<b>Phone:</b> 203-786-5970	<b>Fax:</b> 203-777-5839
<b>Phone:</b> 203-786-5970	<b>Email Address:</b> <a href="mailto:shirley.west@ucainc.org">shirley.west@ucainc.org</a>
<b>Fiscal Contact:</b> Jessica Mommens	<b>Title:</b> Director of Operations
<b>Phone:</b> 203-387-9400 ext. 303	<b>Fax:</b> 888 -772-2160
<b>Phone:</b> 203-387-9400 ext. 303	<b>Email Address:</b> <a href="mailto:jmommens@integratedwellnessgroup.org">jmommens@integratedwellnessgroup.org</a>
<b>Program Site</b>	<b>Contact Information</b>
<b>Address# 1:</b> 446A Blake Street, Suite 200 New Haven, CT 06515	<b>Contact Person (Name, Title, Phone, Email)</b> Felder Jean-Baptiste, Program Manager 203 786-5970 <a href="mailto:Felder.ianbaptiste@ucainc.org">Felder.ianbaptiste@ucainc.org</a>
<b>Address# 2:</b> Hamden Board of Education, 60 Putnam Avenue, Hamden , CT 06517	<b>Contact Person (Name, Title, Phone, Email)</b> Mary Hall JRB Lead Case Manager <a href="mailto:mary.hall@ucainc.org">mary.hall@ucainc.org</a>

## **A. Service Description and Contract Capacity**

### **1. Service Description**

This service will continue the implementation of a community based Juvenile Review Board and provide services through the Juvenile Review Board (JRB) for children and youth who reside in the Town of Hamden. The panels of community volunteers will divert, from the juvenile justice system, first time misdemeanor offenders or any other qualifying children and youth under the Families with Service Needs (FWSN) statutes.

### **2. Contract Capacity**

The Contractor will provide services for a maximum of 70 youth annually.

### **3. Payment Mechanism**

The annual funding provided for services is an amount covering all expenses including, but not limited to, transportation; direct services; supervision; program supplies/equipment; and related incidentals.

## **B. Service Delivery Requirements**

### **1. Target Population**

The Contractor will serve children and youth referred to the Juvenile Review Boards who are first-time offenders, residents of the Town of Hamden, and who have committed a misdemeanor or who would otherwise be referred to court and youth service bureau for behaviors under a Family with Service Needs ("FWSN") petition. Second time offenders will be served on a case by case basis after screening by the Hamden Police Department and Urban Community Alliance, Inc., Juvenile Review Board program manager.

### **2. Access and Referral Processing**

The Contractor will accept all referrals made by the Hamden Youth Services, Hamden Police Department and referrals, made by the Hamden Public Schools. All referrals will be processed through the Contractor and the Hamden Police Department, Hamden Youth Services including those from the Hamden Public Schools, to assure that the child is a first-time offender and/or meets the eligibility criteria for JRB services. After receiving the referral, eligibility will be determined and a referral will be made to the Hamden JRB. There will be no waitlist for this service.

When a case is referred to the Hamden JRB, the referral form, which was completed by either the Hamden Youth Services, Board of Education or the Police Department, with an incident report and records, will be sent to the JRB Program Manager. If the child and family agree in writing to proceed with the JRB, a Victim Consent Form as appropriate, JRB Case Summary form and JRB Contract/Waiver of Rights/Release of Information form will be completed.

### **3. Length of Service**

The length of service for each child will be determined on a case by case basis not to exceed 6-months.

### **4. Operating Hours**

The Contractor will accept all referrals, Monday through Friday, 8:30 AM through 5:00 PM, fifty-two (52) weeks per year.

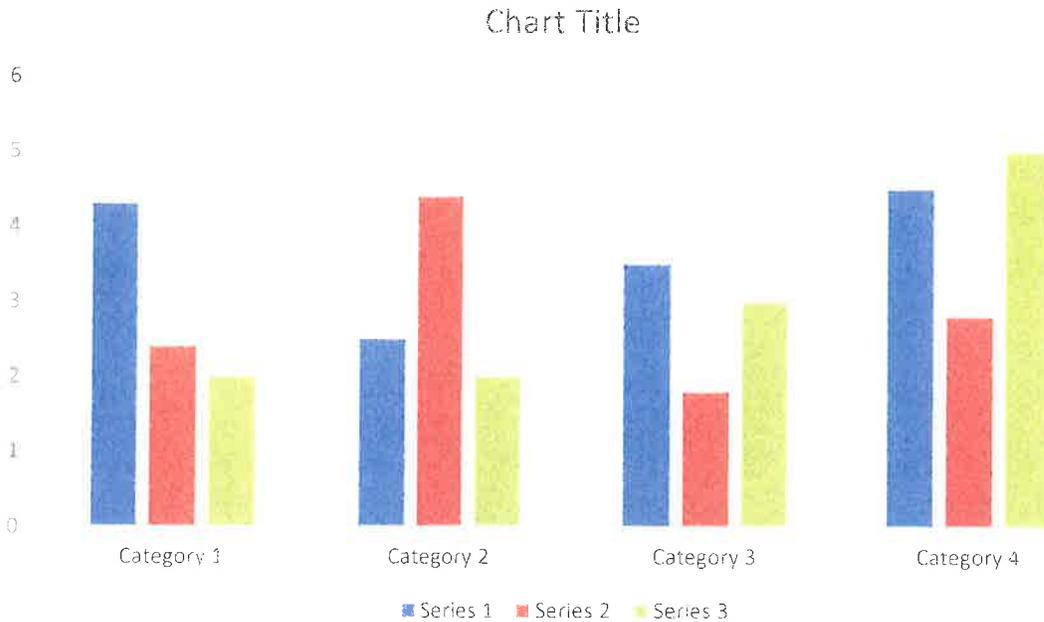
### **5. Service Model**

The Contractor will base the work of the Juvenile Review Boards on the Balanced and Restorative Justice ("BARJ") model. Using this model, the JRB will assist each child/youth to:

- a. Develop an understanding of how his/her inappropriate behavior adversely affects other individuals and the child or youth's community as a whole;
- b. Acknowledge that his/her behavior was harmful to his/her community and/or the specific victim;
- c. Agree to a plan of action to repair the harm; and

- d. Develop competencies that will enable him/her to avoid re-offending and participate positively in their community.

Another key principle of BARJ and an Asset-Based Youth and Community Development (ABYCD) approach is the building of relationships and empowering of the community to take responsibility for the well-being of its members. The work of the community JRB will become a primary vehicle through which Hamden neighborhoods will assume responsibility for their youth. The community JRB will recommend a diversion plan for each youth and family for whom the community JRB believes it is



Successful discharge from the community JRB means that the child no longer is accountable to either the JRB or to the referral source for the incident that led to the referral.

**6. Staffing Model**

The Contractor will oversee the staff for the Hamden JRB and assure the capacity to provide the following model:

Position	Full Time Equivalent and/or Hours per week	Required Credentials
Program Manager	0.25 FTE	Bachelor's Degree in juvenile/criminal justice, community planning, social work administration or the equivalent.
Senior Lead Case Manager	1.0 FTE	Bachelor's Degree in social work, psychology, criminal justice or counseling or equivalent experience.

**a. Program Manager**

The Program Manager is responsible for maintaining a plan and facilitating two JRB Panels per month for the Town of Hamden. He/she will maintain strong working relationships with the Hamden Police Department, Hamden Public Schools, New Haven Juvenile Probation, Hamden Youth Services and all area service providers who may provide services to children, youth and families appearing before the community JRB panels. The Manager will maintain referral procedures; provide regular program reports to the JRB Advisory Board and Town of Hamden; maintain and manage all contracts for services provided through the community JRB; recruit community leaders in education, law enforcement, business, social services and child advocacy for community JRB membership; ensure that community representation is maintained on each community JRB; develop and maintain a training plan for orientation and ongoing training of community JRB members; recruit, hire, train, supervise and evaluate the Case Manager; monitor all referral and case management forms; maintain all data for evaluations; schedule and manage community JRB meetings and represent the Contractor at these and other meetings as required; be knowledgeable about BARJ and ensure that BARJ

strategies are incorporated into the community JRB and perform all other related duties as required.

**b. Case Manager**

The Case Manager(s) will assist the Program Manager in maintaining the Hamden JRB. He/she will establish relationships with the Hamden Police Department, Hamden Public Schools, New Haven Juvenile Probation, Hamden Youth Services and other community resource providers;

(i) assist in maintaining the forms for the community JRB; obtain incident reports, medical, academic, social, and physical histories of youth referred to the community JRB and provide these materials to the community JRB members; meet with each youth and his/her family to (in) determine eligibility for the JRB,

(ii) to gain parental and youth agreement to participate in the JRB program and abide by its procedures,

(iii) to hear an admission of responsibility and accountability on the part of the youth,

(iv) to ensure the signing of appropriate forms by the parent or guardian (s) and youth, and

(v) perform required assessments with the youth and prepare reports for the community JRB concerning those assessments, including a determination concerning whether more comprehensive assessments are recommended; present cases to the JRB; make arrangements with community resource providers to implement the community JRB recommendations; conduct weekly visits with youth and community resource providers; write progress reports; assist in training of community JRB members and community agencies in the workings of the JRB and perform all other related duties as required.

## **7. Juvenile Review Board Development and Implementation**

The Contractor will recruit parent or guardians and volunteers who live or work in the Town of Hamden for the community JRB.

The Contractor will maintain two community JRB panels with the following elements:

- a. **Community JRB Geographic Service Areas:** The Contractor will develop and implement community review boards so that they reflect the composition of people living and working in the Hamden neighborhoods the JRBs serve. The Contractor will develop the community JRBs in the following order: 1) North end of Hamden, 2) South end of Hamden.
- b. **Community JRB Membership:** Membership on each community JRB will be limited to those who either live in or provide service to the residents in the identified neighborhoods served by that particular community JRB. At a minimum, each community JRB's membership will include:
  - I. A member of the police department with responsibility for the neighborhood over which the JRB has purview;
  - II. A parent or guardian and/or a parent advocate;
  - III. A community behavioral health provider;
  - IV. Two persons from the community;
  - V. A member of the Board of Education with responsibility for the neighborhood over which the JRB has purview; and
  - VI. A staff member of the Department of Children and Families.
- c. **Participation in the Review Process by Parents/Guardians of Children and Youth Being Served**

The parents/guardians of the children and youth appearing before the community JRB will play an integral part in the services provided. The parent/guardian, in addition to the child or youth, must sign a written agreement to participate in the services recommended by the community JRB and to attend the community JRB meetings with their child. In addition, the parent/guardian must support and participate in supervising the imposition of the sanctions imposed and must participate in recommended treatment. He/she must allow the JRB staff to follow up to determine whether progress is being made and to provide whatever support the families may need to encourage progress.
- d. **Advisory Board:** The Steering Committee members and key individuals from the community will act as the formal Advisory Board for the community JRBs.

## **8. Memorandum of Agreement for Clinical Supervision**

The Contractor will provide clinical supervision to staff providing services to children and families involved in or at risk of involvement in the juvenile justice system. The Contractor will provide consultation to staff on specific cases and will review the results of the MAYSI II when it is administered.

## **9. Service Linkage, Transition and Closure**

The Contractor will establish connections to a broad array of behavioral health, educational, physical health, mentoring, and mediation services, as well as community service options that will be available to children, youth and families appearing before the community JRBs. These services will be provided either "in kind" or "at cost". In order to maximize positive outcomes, the Contractor will coordinate its interventions with other service providers involved with the child, youth and family appearing before the community JRB.

## **C. Data and Outcome Reporting Requirements**

### **1. Data Requirements**

The Contractor will submit to the Town of Hamden the required statistical, financial and programmatic reports necessary for establishing payment schedules and grant formula, monitoring and evaluation and the establishment of management information systems.

The Contractor will use a data collection system that provides an accurate, unduplicated count<sup>1</sup> of the children/children and families receiving JRB services, utilizing a unique identifier in conformance with the Town's directives. The Contractor will generate and forward complete and clean data reports to the Town of Hamden. Failure to submit complete and clean data in the requested format and in a timely manner can lead to withholding of payments. Such reports will include, at minimum, basic demographic information, service volume, and performance-based outcome measures.

Data Reporting Categories and Elements will include, but are not limited to the following:

- a. Client Enrollment Data (e.g., demographics, educational/vocational, family status/living arrangements);
- b. Service Encounter Data (e.g., service utilization, availability of services);
- c. Educational Data (e.g., attendance, grades, academic testing results);
- d. Client Outcomes (e.g., recidivism, school attendance, academic success);
- e. System Performance Indicators (e.g., access, quality, appropriateness, site and mode of service).

### **2. Safeguarding Client Information and Client Records**

The Contractor will safeguard the use and disclosure of information concerning all children who receive service through this contract in accordance with all applicable Federal and State laws concerning confidentiality. The Contractor will seek the guidance of the Town of Hamden prior to any disclosure of personally identifiable information. The Contractor will maintain an individual record on each child and family served by the JRB.

### **3. Outcome Measures**

The Contractor will adhere to no less than the following objectives and outcomes. The Town of Hamden reserves the right to establish additional objectives and outcomes to support the ongoing accountability and effective provision of the JRB service:

<sup>1</sup>*Unduplicated Count*: Counting a client and their services uniquely.

**2019- 2020 OBJECTIVES AND OUTCOMES**

- The Hamden Juvenile Review Board received 70 new referrals in the 2019- 2020 program year. In addition, 22 cases were carried over from program year 2018 and 24 were non JRB clients totaling 116 served. During 2019-2020. Of the 70 new referrals 67 were male and 29 were female. Of the 92 clients served, 51 African Americans, 9 Hispanics, 2 Asians and 30 Whites. Referral sources included 27 police referrals, 55 school referrals and 7 court referrals and 3 community. In addition, 5 Hamden JRB clients graduated High School. All of those clients are going onto college. 10 Hamden JRB clients graduated Middle School. 11 Hamden JRB clients have summer jobs. The JRB Tutoring Initiative in partnership with Hamden Youth Services and funded by CSSD engaged 22 Youth who took part in the Tutoring Initiative between May- August. Also, during COVID-19. The JRB collaborated with the High-Risk Youth Task Force in their efforts to outreach and engage high risk youth identified by the Hamden Police.

**UCA proposes the same objective and outcome measures for the 2020-2021 program year.**

OBJECTIVE	OUTCOMES
<p><b>A. Increase the number of children engaged in the community and reduce recidivism through individualized service planning.</b></p>	<p><b>A1. 100% of all children participating in the Hamden JRBs will be diverted from court proceedings at the New Haven Court for Juvenile Matters.</b>  <i>All youth referred to JRB who accepted services (92) were successfully diverted. Police referrals (27); court referrals (7); School referrals (55) and community (3) were all successfully diverted from court.</i></p> <p>A2. 100% of children will have individualized case management plans developed no more than 15 business days from referral to the JRB.  <i>Individualized service plans were development for 100% of participating youth</i></p> <p>A3. 100 % of children will be contacted by the JRB case manager within 3 days of referral to obtain all necessary approvals for participation. The case manager will collect all medical, psychological, academic and police or school incident reports.  <b>90%</b> of referred cases were contacted within 3 business days of referral. <b>The remaining 10%</b>were contacted with 5 business days of referral.</p> <p>A4. 100% of children will be assessed using the MAYSI II assessment tool to determine whether a more in depth assessment is warranted.  <i>All engaged youth were assessed using the MAYSI II mental health screening tool.</i></p> <p><b>A5. 80% of children will increase school attendance based on prior performance in the Hamden Public Schools or attended public schools.</b>   <i>85% of engaged youth needing to increase school attendance (truant) increased school attendance.</i></p>

	<p>A6. 75% of children will have a reduction in school suspensions/expulsions based on prior school history. Of the 70%</p> <p>of students entering services with prior suspensions/expulsions, 90% demonstrated a reduction in suspensions/expulsions</p> <p>A7. 75% of children will complete the diversion program successfully and will not enter the juvenile justice system. 95% of participants completed diversion program successfully.</p>
<p><b>B. Increase collaboration between the local school district, community providers, and the juvenile justice system.</b></p>	<p>BI. Members of the JRB will collaborate with the Hamden Public Schools, Hamden Police Department, New Haven Juvenile Probation Services, Hamden Youth Services and other community services agencies.</p> <p><i>The JRB continue to collaborate with the Hamden public schools, police department, juvenile court and the Hamden Youth Service department. These collaborators participate on panels, and are the primary sources of referrals.</i></p>
<p>C. Increase services to engage families in their child's service plan and provide parent support and advocacy.</p>	<p>CI. 50% of children's families will participate in parent advocacy and parental support services that will specifically engage them in the program activities.</p> <p>All parents/guardians of participating youth must be involved in the JRB process as a requirement of participation. 70% of participant parents/guardians remained involved in JRB program activities and/or services.</p>

**D. Approved Budget and Narrative**

		<b>Hamden Juvenile Review Board – Urban Community Alliance</b>	
		<b>Budget</b>	
	<b>Line Item</b>	<b>2020-2021</b>	<b>Budget Narrative</b>
A	Personnel Position - Program Manager	5,100	The program manager will develop, implement and supervise the daily operation of the Hamden JRB.
A	Personnel Position - Case Manager Full-Time	32,004	See Job Description.
B	Fringe Benefits	11,100	Fringe Benefits are computed by a percentage of gross salaries. Fringe Benefits include employer's FICA, Unemployment and Workers Compensation, Health, Life, and Dental Insurance, and Short-term Disability. All items noted are paid by the employer.
C	Travel	756	It is estimated that the JRB staff assigned to the project will utilize approximately 1,400 miles during the year. The staff assigned to the project will be reimbursed at a rate of .53 cents a mile.
D	Equipment	420	This is for One computer.
E	Supplies	720	General office supplies (stationary, pens, pencils, paper, copy paper, postage, copying, etc.)
F	Telephone	1,560	This is for office telephone services cost of \$900 and cell phone services costing \$840. The amount demonstrated for telephone charges is a contribution by the program for the usage of the services for the program.
G	Family Support	3,420	This item will be used to support positive youth development and/or family needs of approximately 75 participants to be served in the JRB-Hamden program. This item is also to support successful participation of the juveniles participating. Positive youth development includes strength-based activities that may be fee based.
H	Administrative Costs	4,920	This is for Urban Community Alliance Administrative Costs that includes fiscal management, rent, training materials, marketing materials and other cost associated with operating the program.
<b>Total Expenditures</b>		<b>\$60,000</b>	

## **PART II. TERMS AND CONDITIONS**

The Contractor shall comply with the following terms and conditions.

### **A. Client-Related Safeguards.**

**1. Inspection of Work Performed.** The Agency or its authorized representative shall at all times have the right to enter into the Contractor's premises, or such other places where duties under the Contract are being performed, to inspect, to monitor or to evaluate the work being performed. The Contractor must provide all reasonable facilities and assistance to Town representatives. All inspections and evaluations shall be performed in such a manner as will not unduly delay work. The Contractor shall disclose information on clients, applicants and their families as requested unless otherwise prohibited by federal or state law. Written evaluations pursuant to this Section shall be made available to the Contractor.

**2. Safeguarding Client Information.** The Agency and the Contractor shall safeguard the use, publication and disclosure of information on all applicants for and all Clients who receive Services under this Contract with all applicable federal and state law concerning confidentiality and as may be further provided under the Contract.

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

**4. Background Checks.** The Agency may require that the Contractor and Contractor Parties undergo criminal background checks as provided for in the State of Connecticut Department of Public Safety Administration and Operations Manual or such other State document as governs procedures for background checks. The Contractor shall cooperate fully as necessary or reasonably requested with the State, Town of Hamden and its agents in connection with such background checks.

### **B. Changes to the Contract, Termination, Cancellation and Expiration.**

#### **1. Contract Amendment.**

- (a) No amendment to or modification or other alteration of this Contract shall be valid or binding upon the parties unless made in writing, signed by the parties.

#### **2. Contractor Changes and Assignment.**

- (a) The Contractor shall notify the Agency in writing:
  - (1) at least ninety (90) days prior to the effective date of any fundamental changes in the Contractor's corporate status, including merger, acquisition, transfer of assets, and any change in fiduciary responsibility;
  - (2) No later than ten (10) days from the effective date of any change in:

- (A) Its certificate of incorporation or other organizational document;
  - (B) More than a controlling interest in the ownership of the Contract;
  - (C) or the individual (s) in charge of the performance.
- (b) No such change shall relieve the Contractor of any responsibility for the accuracy and completeness of the performance. The Agency, after receiving written Notice from the Contractor of any such change, may require such contracts, releases and other instruments evidencing, to the Agency's satisfaction, that any individuals retiring or otherwise separating from the Contractor have been compensated in full or that allowance has been made for compensation in full, for all work performed under terms of the Contract. The Contractor shall deliver such documents to the Agency in accordance with the terms of the Agency's written request. The Agency may also require, and the Contractor shall deliver, a financial statement showing that solvency of the Contractor is maintained. The death of any Contractor Party, as applicable, shall not release the Contractor from the obligation to perform under the Contract; the surviving Contractor Parties, as appropriate, must continue to perform under the Contract until performance is fully completed.
- (c) Assignment. The Contractor shall not assign any of its rights or obligations under the Contract, voluntarily or otherwise, in any manner without the prior written consent of the Agency.
- (1) The Contractor shall comply with requests for documentation deemed to be appropriate by the Agency in considering whether to consent to such assignment.
- (2) The Agency shall notify the Contractor of its decision no later than forty-five (45) days from the date the Agency receives all requested documentation.
- (3) The Agency may void any assignment made without the Agency's consent and deem such assignment to be in violation of this Section and to be in Breach of Consent. Any cancellation of this Contract by the Agency for a Breach shall be without prejudiced to the Agency's rights or possible claims against the contractor.

### **3. Breach**

(a) If either party breaches this Contract in any respect, the non-breaching party shall provide written notice of the breach to the breaching party and afford the breaching party an opportunity to cure within ten (10) business days from the date that the breaching party receives the notice. In the case of a Contractor's Breach, the Agency may modify the ten (10) day cure period in the notice of Breach. The right to cure period shall be extended if the non-breaching party is satisfied that the breaching party is making a good faith effort to cure, but the nature of the breach is such that it cannot be cured within the right to cure period. The Notice may include an effective contract Termination date if the Breach is not cured by the stated date and, unless otherwise modified by the non-breaching party in writing prior to the Termination date no further action shall be required of any party to effect the Termination as of the stated date. If the notice does not set forth an effective Contract Termination date then the non-breaching party may terminate the Contract by giving the breaching party no less than 24 hours prior written notice after the expiration of the cure period.

(b) If the Agency believes that the Contractor has not performed according to the Contract, the Agency may:

- (1) withhold payment in whole or in part pending resolution of the performance issue, provided that the Agency notifies the Contractor in writing prior to the date that the payment would have been due in accordance with the budget;
- (2) temporarily discontinue all or part of the Services to be provided under the Contract;
- (3) permanently discontinue part of the Services to be provided under the contract;
- (4) assign appropriate personnel to provide for contractual services to assure continued performance under the contract until such time as the contractual Breach has been corrected to the satisfaction of the Agency;
- (5) require that the contract funding be used to enter into a subcontract with a person or persons designated by the Agency in order to bring the program into contractual compliance.
- (6) take such other actions of any nature whatsoever as may be deemed appropriate for the best interests of the Town or the program(s) provided for under this Contract or both; or
- (7) any combination of the above actions.

4. Non-Enforcement Not to Constitute Waiver. No waiver of any Breach of the Contract shall be interpreted or deemed to be a waiver of any other or subsequent Breach. All remedies afforded in the Contract shall be taken and construed as cumulative, that is, in addition to any other remedy provided in the contract or at law or in equity.

5. Suspension. If the Agency determines in its sole discretion that the health and welfare of the clients or public safety is being adversely affected, the Agency may immediately suspend in whole or in part the contract without prior notice and take any action that it deems to be necessary or appropriate for the benefit of the clients. The Agent shall notify the contractor of the specific reasons for taking such action in writing within 5 business days of immediate suspension. Within 5 business days of receipt of this notice, the Contractor may request in writing a meeting with the Agency Head or designee. Any such meeting shall be held within 5 business days of the written request or such later time as mutually agreeable to the parties. At the meeting the Contractor shall be given an opportunity to present information on why the Agency's actions should be reversed or modified. Within 5 business days of such meeting the Agency shall notify the Contractor in writing of his/her decision upholding, reversing or modifying the action of the Agency head or designee. This action of the Agency head or designee shall be considered final.

6. Ending the Contractual Relationship.

(a) This Contract shall remain in full force and effect for the duration of the entire term or until such time as it is terminated earlier by either party. Either party may terminate this contract by providing at least 60 calendar days prior written notice pursuant to the notice requirements of the contract.

(b) The Agency may immediately terminate the Contract in whole or in part whenever the Agency determines that such a termination is in the best interest of the Town.

(c) The Agency shall notify the Contractor in writing of Termination pursuant to subsection (b) above which shall specify the effective date of the termination and the extent to which the Contractor must complete or immediately cease performance. Upon receipt of the Notice from the Agency, the Contractor shall immediately discontinue all Service affected in

accordance with the Notice, undertake all reasonable and necessary efforts to mitigate any losses or damages and deliver to the Agency all Records and take all actions that are necessary or appropriate or that the Agency may reasonably direct for the protection of the Client and preservation of the property.

(d) The Agency may terminate the Contract at any time without prior notice when the funding for the Contract is no longer available.

#### 7. Transition after Termination or Expiration of Contract.

(a) If this Contract is terminated for any reason or it expires in accordance with its term, the Contractor shall do and perform all things which the Agency determines to be necessary or appropriate to assist in the orderly transfer of Clients served under this Contract and shall assist in the orderly cessation of Services it performs under this Contract.

(b) If this Contract is terminated, canceled or not renewed the Contractor shall return to the Agency any equipment, deposits or down payments made or purchased with start up funds or other funds specifically designed for such purpose under this Contract.

8. Liaison. Each Party shall designate a liaison to facilitate a cooperative working relationship between the Contractor and the Agency in the performance and administration of this Contract.

9. Independent Capacity of Contractor. The Contractor and Contractor Parties acknowledge that they are independent contractors and not employees, officials or officers of the Town of Hamden.

#### 10. Indemnification.

(a) The Contractor shall indemnify, defend and hold harmless the Town of Hamden and its officers, officials, representatives, agents, servants, employees, successors and assigns from and against any and all:

(1) claims arising directly or indirectly in connection with the Contract including the acts of commission or omission (collectively the "Acts") of the Contractor or the Contractors' parties.

(2) liabilities, damages, losses, costs and expenses, including but not limited to attorneys' and other professional fees, arising directly or indirectly, in connection with this Contract. The Contractor shall use counsel reasonably acceptable to the Town in carrying out its indemnification and hold-harmless obligations under this Contract. The Contractor's obligations under this section to indemnify, defend and hold harmless against claims includes claims concerning confidentiality of any and all records, documents, etc.

(b) The Contractor shall reimburse the Town of any and all damages to the real or personal property of the Town caused by the Acts or omissions of the contractor or any Contractor Parties. The Town shall give the Contractor reasonable notice of any such claims.

(c) The Contractor's duties under this section shall remain fully in effect and binding in accordance with the terms and conditions of the Contract, without being lessened or compromised in any way, even where the Contractor is alleged or is found to have merely contributed in part to the Acts giving rise to the claims and/or where the Town is alleged or is found to have contributed to the Acts giving rise to the claims.

(d) The Contractor shall carry and maintain at all times during the term of the Contract, and during the time that any sections survive the term of the Contract, sufficient general liability insurance to satisfy its obligations under this Contract. The Contractor shall name the Town of Hamden as an additional insured on the policy and shall provide a copy of the policy to the Agency.

(e) The rights provided in this section for the benefit of the town shall encompass the recovery of attorneys' fees and other professional fees expended in pursuing a claim against a third party.

(f) This section shall survive the Termination, Cancellation or Expiration of the contract and shall not be limited by reason of any insurance coverage.

12. Insurance. Before commencing performance, the Agency may require the Contractor to obtain and maintain insurance as required by the Town's Risk Manager. The Agency shall name the Town of Hamden as an additional insured on all required policies.

13. Choice of Law/Forum, Settlement of Disputes.

(a) The contract shall be deemed to have been made in the Town of Hamden, State of Connecticut and shall be governed by the laws of the State of Connecticut.

(b) Any disputes concerning the interpretation or application of this Contract shall be decided by the Agency head or his/her designee whose decision shall be final subject to any rights the Contractor may have pursuant to state law. In appealing a dispute to the Agency Head pursuant to this section, the Contractor shall be afforded an opportunity to be heard and to offer evidence in support of its appeal. Pending final resolution of a dispute, the Contractor and the agency shall proceed diligently with the performance of the Contract.

14. Compliance. Contractor shall comply with all pertinent local, state and federal laws and regulations as well as Agency policies and procedures applicable to the Contractor's programs as specified in this Contract.

15. Representations and Warranties. Contractor shall:

(a) perform fully under the Contract;

(b) pay for and secure all necessary permits, licenses and fees and give all required notices with respect to the provision of Services described in this Contract.

(c) ensure the confidentiality of all records of all Records that the Contractor has access to and are exempt from the disclosure under the Freedom of Information Act or any other applicable law.

16. Reports. The contract shall provide the Agency with such statistical, financial and programing information necessary to monitor and evaluate compliance with the Contract. All requests for such information shall comply with all applicable state and federal confidentiality laws. The Contractor shall provide the agency with such reports as the Agency requests as required by this contract.

17. Record Keeping and Access. The Contractor shall maintain books, records, documents, program and individual service records and other evidence of its accounting and billing practices which sufficiently and properly reflects all direct and indirect costs and any nature incurred in the performance of this Contract. These records shall be subject at all personal times to monitoring, inspection, review or audit by authorized employees or agents of the Town, or where applicable State or Federal agencies. The contractor shall retain all such records concerning this Contract for a period as required by law.

### C. Billing and Payment for Services.

1. Billing Invoice. Invoice will be submitted on a quarterly basis.

(a) An initial contract payment representing ¼ of total contract amount will be made upon execution of contract.

(b) In the second and third quarterly payments will be made at the beginning of each quarter.

(c) The final payment representing ¼ of the total contract amount will be made following receipt and review of final report.

SIGNATURES AND APPROVAL

Contractor

\_\_\_\_\_  
Contractor – Urban Community Alliance, Inc.

Shirley Ellis-West  
Signature (Authorized Official)

Shirley Ellis-West, Executive Director  
(Typed/Printed Name and Title of Authorized Official)

Agency

\_\_\_\_\_  
Agency – Town of Hamden:

\_\_\_\_\_  
Signature (Authorized Official)

\_\_\_\_\_  
(Typed/Printed Name and Title of Authorized Official)

Office of the Attorney for Town of Hamden

\_\_\_\_ Part I of this Contract, having been reviewed and approved by the Attorney for the Town of Hamden, is exempt from review pursuant a Memorandum of Agreement between the Agency and the Attorney's office dated: \_\_\_\_\_, 2020

\_\_\_\_\_  
Signature of Attorney



## TOWN OF HAMDEN OFFICE OF THE MAYOR

**Curt Balzano Leng**  
*Mayor*

**Hamden Government Center  
2750 Dixwell Avenue  
Hamden, Connecticut 06518  
Tel: (203) 287-7100  
Fax: (203) 287-7101**

September 29, 2020

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: **Order Authorizing the Town of Hamden to Accept and Expend Funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) from the U.S. Department of Justice (\$24,474)**

Honorable Members:

Enclosed please find an order for the Town of Hamden on behalf of the Hamden Police Department to accept and expend grant funds in the amount of \$24,474 from the Department of Justice Edward Byrne Memorial JAG Program for FY 2020. The funds will be used for traffic safety supplies, which includes 150 traffic safety cones, 10 portable traffic safety stop signs, and 62 Taser 7CQ Plan, to be utilized by sworn HPD members who will be fully trained and certified in their use.

Attached please find correspondence from Acting Police Chief John Sullivan with more information pertaining to this order.

By copy of this letter, Acting Police Chief John Sullivan is asked to attend your meeting to respond to any questions you may have.

Your approval of this order is respectfully requested.

Sincerely,

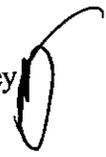
Curt Balzano Leng, Mayor

CBL/rr

Enclosures

cc: Acting Chief of Police John Sullivan, Town Attorney Sue Gruen, Finance Director Curtis Eatman, Deputy Finance Director Rick Galarza, COS David Garretson, DCOS Patrick Donnelly, DOLA Walter Morton, Mayor's file

# Memo

To: Mayor Curt Leng  
From: Sue Gruen, Town Attorney   
Date: September 29, 2020  
Cc: Acting Police Chief John Sullivan  
Dave Garretson, COS  
Patrick Donnelly, DCOS  
Curtis Eatman, Finance Director  
Re: JAG Order- Program Year 2020

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Attached is an Order authorizing the acceptance and expenditure of \$24,474.00 in grant funds from the Edward Byrne Memorial Justice Assistance Grant (JAG) from the U.S. Department of Justice. The Hamden Police Department will use the grant funds to purchase traffic safety supplies (150 safety cones at \$17.59 each total \$2,638.50 and 10 portable stop signs at \$190.65 each total \$1,906.50) and sixty-two (62) Tasers (Taser 7CQ Plan) total \$19,929.00.

Please forward this to the Legislative Council for approval.

**TOWN OF HAMDEN  
LEGISLATIVE COUNCIL**

**ORDER AUTHORIZING THE TOWN OF HAMDEN TO ACCEPT AND EXPEND THE  
EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT  
FROM THE U.S. DEPARTMENT OF JUSTICE**

Presented by: \_\_\_\_\_

WHEREAS, the Town of Hamden on behalf of the Hamden Police Department seeks to accept and expend funds from the Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2020 in the amount of \$24,474.00; and

WHEREAS, such funds shall be used to acquire traffic safety supplies (150 safety cones at \$17.59 each total \$2,638.50 and 10 portable stop signs at \$190.65 each total \$1,906.50) and sixty-two (62) Tasers (Taser 7CQ Plan) total \$19,929.00;

NOW, THEREFORE, BE IT ORDERED that the Town of Hamden on behalf of the Hamden Police Department is authorized to accept and expend a grant in the amount of \$24,474.00 from the U.S. Department of Justice for fiscal year 2020 and such funds shall be used to acquire traffic safety supplies (150 safety cones at \$17.59 each total \$2,638.50 and 10 portable stop signs at \$190.65 each total \$1,906.50) and sixty-two (62) Tasers (Taser 7CQ Plan) total \$19,929.00.

BE IT FURTHER ORDERED that the Finance Director is authorized to borrow from the General Fund an amount up to \$24,474.00 for expenditures to facilitate the acquisition of acquire traffic safety supplies (150 safety cones at \$17.59 each total \$2,638.50 and 10 portable stop signs at \$190.65 each total \$1,906.50) and sixty-two (62) Tasers (Taser 7CQ Plan) total \$19,929.00 and upon receipt of such funding from the U.S. Department of Justice, shall reimburse the General Fund.

BE IT FURTHER RESOLVED that Hamden Curt Balzano Leng is hereby authorized to enter into any agreements necessary to implement the grant.

BE IT FURTHER RESOLVED that the expenditure of grant funds shall be subject to proper fiscal controls and procedures as set forth in the Town Charter, the Code of Ordinances and the Purchasing Procedures.

Adopted by the Legislative Council at its meeting held on \_\_\_\_\_, 2020.

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan Gruen  
Town Attorney

\_\_\_\_\_  
Michael McGarry, President  
Legislative Council

\_\_\_\_\_  
Kim Renta, Clerk  
Legislative Council

APPROVED:

\_\_\_\_\_  
Curt Balzano Leng  
Mayor

Date: \_\_\_\_\_



# HAMDEN POLICE DEPARTMENT

2900 Dixwell Avenue, Hamden, CT 06518

Tel: (203) 230-4015 Fax: (203) 288-4876

*John Sullivan*

*Acting Chief of Police*

[jsullivan@hamdenpd.com](mailto:jsullivan@hamdenpd.com)

September 22, 2020

Mayor Curt Leng Balzano  
2750 Dixwell Avenue  
Hamden, CT 06518

**RE:** Resolution authorizing the Hamden Police Department to accept and expend funds from the Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2020 in the amount of \$24,474.00

Dear Mayor Leng:

The Hamden Police Department is seeking a resolution to accept and expend funds from the Department of Justice Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2020 Local Solicitation in the amount of \$24,474.00 to be utilized for the purchase of Traffic Safety supplies (150 safety cones and 10 portable stop signs) and sixty-two (62) Taser 7CQ Plan.

The traffic safety supplies will be used in conjunction with performing traffic related duties on our roadways. The Taser units will be used by sworn members of the department who will be trained, and certified in their use, the expenses will be offset by trading-in older models which are expired or expiring within the year. The approved grant application, including the program guidelines and the budget detail, are attached to this letter.

We appreciate your assistance in forwarding this request to the Legislative Council for their approval.

Sincerely,

John Sullivan  
Acting chief of Police

CC: Town Attorney Susan Gruen  
Chief of Staff David Garretson

/sa

Attachment(s)



HAMDEN CT



Department of Justice (DOJ)  
Office of Justice Programs  
Office of Civil Rights

September 19, 2020

Washington, DC 20531

The Honorable Curt B. Leng  
Town of Hamden, Incorporated  
2900 Dixwell Avenue  
Hamden, CT 06518-3132

Dear Mayor Leng:

Congratulations on your recent award. The Office for Civil Rights (OCR), Office of Justice Programs (OJP), U.S. Department of Justice (DOJ) has been delegated the responsibility for ensuring that recipients of federal financial assistance from the OJP, the Office of Community Oriented Policing Services (COPS), and the Office on Violence Against Women (OVW) are not engaged in discrimination prohibited by law. Several federal civil rights laws, such as Title VI of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, require recipients of federal financial assistance to give assurances that they will comply with those laws. In addition to those civil rights laws, many grant program statutes contain nondiscrimination provisions that require compliance with them as a condition of receiving federal financial assistance. For a complete review of these civil rights laws and nondiscrimination requirements, in connection with OJP and other DOJ awards, see <https://ojp.gov/funding/Explore/LegalOverview/CivilRightsRequirements.htm>

Under the delegation of authority, the OCR investigates allegations of discrimination against recipients from individuals, entities, or groups. In addition, the OCR conducts limited compliance reviews and audits based on regulatory criteria. These reviews and audits permit the OCR to evaluate whether recipients of financial assistance from the Department are providing services in a non-discriminatory manner to their service population or have employment practices that meet equal-opportunity standards.

If you are a recipient of grant awards under the Omnibus Crime Control and Safe Streets Act or the Juvenile Justice and Delinquency Prevention Act and your agency is part of a criminal justice system, there are two additional obligations that may apply in connection with the awards: (1) complying with the regulation relating to Equal Employment Opportunity Programs (EEOs); and (2) submitting findings of discrimination to OCR. For additional information regarding the EEO requirement, see 28 CFR Part 42, subpart E, and for additional information regarding requirements when there is an adverse finding, see 28 C.F.R. §§ 42.204(c), .205(c)(5). Please submit information about any adverse finding to the OCR at the above address.

We at the OCR are available to help you and your organization meet the civil rights requirements that are associated with OJP and other DOJ grant funding. If you would like the OCR to assist you in fulfilling your organization's civil rights or nondiscrimination responsibilities as a recipient of federal financial assistance, please do not hesitate to let us know.

Sincerely,

Michael L. Alston  
Director

cc: Grant Manager  
Financial Analyst



Department of Justice (DOJ)  
Office of Justice Programs  
Bureau of Justice Assistance

Grant

PAGE 1 OF 30

1. RECIPIENT NAME AND ADDRESS (Including Zip Code)

Town of Hamden, Incorporated  
2900 Dixwell Avenue  
Hamden, CT 06518-3132

4. AWARD NUMBER: 2020-DJ-BX-0194

5. PROJECT PERIOD: FROM 10/01/2019 TO 09/30/2021  
BUDGET PERIOD: FROM 10/01/2019 TO 09/30/2021

2a. GRANTEE IRS/VENDOR NO.  
066002019

2b. GRANTEE DUNS NO.  
105300821

6. AWARD DATE 09/19/2020

8. SUPPLEMENT NUMBER  
00

7. ACTION  
Initial

3. PROJECT TITLE  
Town of Hamden Officer Safety Program

9. PREVIOUS AWARD AMOUNT \$ 0

10. AMOUNT OF THIS AWARD \$ 24,474

11. TOTAL AWARD \$ 24,474

12. SPECIAL CONDITIONS

THE ABOVE GRANT PROJECT IS APPROVED SUBJECT TO SUCH CONDITIONS OR LIMITATIONS AS ARE SET FORTH ON THE ATTACHED PAGE(S).

13. STATUTORY AUTHORITY FOR GRANT

This project is supported under FY20(BJA - JAG State and JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10101-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a)

14. CATALOG OF DOMESTIC FEDERAL ASSISTANCE (CFDA Number)

16.738 - Edward Byrne Memorial Justice Assistance Grant Program

15. METHOD OF PAYMENT

GPRS

AGENCY APPROVAL

GRANTEE ACCEPTANCE

16. TYPED NAME AND TITLE OF APPROVING OFFICIAL

Katharine T. Sullivan  
Principal Deputy Assistant Attorney General

18. TYPED NAME AND TITLE OF AUTHORIZED GRANTEE OFFICIAL

Curt B. Leng  
Mayor

17. SIGNATURE OF APPROVING OFFICIAL

19. SIGNATURE OF AUTHORIZED RECIPIENT OFFICIAL

19A. DATE

AGENCY USE ONLY

20. ACCOUNTING CLASSIFICATION CODES

FISCAL YEAR	FUND CODE	BUD. ACT.	OFC.	DIV. REG.	SUB.	POMS	AMOUNT
X	B	DJ	80	00	00		24474

21. VDJUST3163

**Budget Summary-** When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.

Budget Category	Amount
A. Personnel	\$0.00
B. Fringe Benefits	\$0.00
C. Travel	\$0.00
D. Equipment	\$24,474.00
E. Supplies	\$0.00
F. Construction	\$0.00
G. Consultants/Contracts	\$0.00
H. Other	\$0.00
<b>Total Direct Costs</b>	<b>\$24,474.00</b>
I. Indirect Costs	\$0.00
<b>TOTAL PROJECT COSTS</b>	<b>\$24,474.00</b>

Federal Request	\$24,474.00
Non-Federal Amount	\$0.00

**C. Travel** - Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at \$X airfare, \$X lodging, \$X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.

Purpose of Travel	Location	Item	Computation	Cost

**TOTAL** \$0.00

**D. Equipment** - List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of \$5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than \$5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.

Item	Computation	Cost
Traffic Safety Cones	Quote from Vendor = 150 @ \$17.59 each with printing	\$2,638.50
Traffic Safety Portable Stop Signs	Quote from Vendor = 10 @ \$190.65 each	\$1,906.50
Tasers (Taser 7 CQ Plan)	Quote from Vendor = 1st payment of \$19,929.00	\$19,929.00

**TOTAL** \$24,474.00



Department of Justice (DOJ)  
Office of Justice Programs  
Bureau of Justice Assistance

AWARD CONTINUATION  
SHEET  
Grant

PAGE 2 OF 30

PROJECT NUMBER 2020-DJ-BX-0194

AWARD DATE 09/19/2020

*SPECIAL CONDITIONS*

I. Requirements of the award; remedies for non-compliance or for materially false statements

The conditions of this award are material requirements of the award. Compliance with any assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance also is a material requirement of this award.

Limited Exceptions. In certain special circumstances, the U.S. Department of Justice ("DOJ") may determine that it will not enforce, or enforce only in part, one or more requirements otherwise applicable to the award. Any such exceptions regarding enforcement, including any such exceptions made during the period of performance, are (or will be during the period of performance) set out through the Office of Justice Programs ("OJP") webpage entitled "Legal Notices: Special circumstances as to particular award conditions" ([ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm](http://ojp.gov/funding/Explore/LegalNotices-AwardReqts.htm)), and incorporated by reference into the award.

By signing and accepting this award on behalf of the recipient, the authorized recipient official accepts all material requirements of the award, and specifically adopts, as if personally executed by the authorized recipient official, all assurances or certifications submitted by or on behalf of the recipient that relate to conduct during the period of performance.

Failure to comply with one or more award requirements -- whether a condition set out in full below, a condition incorporated by reference below, or an assurance or certification related to conduct during the award period -- may result in OJP taking appropriate action with respect to the recipient and the award. Among other things, the OJP may withhold award funds, disallow costs, or suspend or terminate the award. DOJ, including OJP, also may take other legal action as appropriate.

Any materially false, fictitious, or fraudulent statement to the federal government related to this award (or concealment or omission of a material fact) may be the subject of criminal prosecution (including under 18 U.S.C. 1001 and/or 1621, and/or 34 U.S.C. 10271-10273), and also may lead to imposition of civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. 3729-3730 and 3801-3812).

Should any provision of a requirement of this award be held to be invalid or unenforceable by its terms, that provision shall first be applied with a limited construction so as to give it the maximum effect permitted by law. Should it be held, instead, that the provision is utterly invalid or -unenforceable, such provision shall be deemed severable from this award.



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2. Applicability of Part 200 Uniform Requirements

The Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") apply to this FY 2020 award from OJP.

The Part 200 Uniform Requirements were first adopted by DOJ on December 26, 2014. If this FY 2020 award supplements funds previously awarded by OJP under the same award number (e.g., funds awarded during or before December 2014), the Part 200 Uniform Requirements apply with respect to all funds under that award number (regardless of the award date, and regardless of whether derived from the initial award or a supplemental award) that are obligated on or after the acceptance date of this FY 2020 award.

For more information and resources on the Part 200 Uniform Requirements as they relate to OJP awards and subawards ("subgrants"), see the OJP website at <https://ojp.gov/funding/Part200UniformRequirements.htm>.

Record retention and access: Records pertinent to the award that the recipient (and any subrecipient ("subgrantee") at any tier) must retain -- typically for a period of 3 years from the date of submission of the final expenditure report (SF 425), unless a different retention period applies -- and to which the recipient (and any subrecipient ("subgrantee") at any tier) must provide access, include performance measurement information, in addition to the financial records, supporting documents, statistical records, and other pertinent records indicated at 2 C.F.R. 200.333.

In the event that an award-related question arises from documents or other materials prepared or distributed by OJP that may appear to conflict with, or differ in some way from, the provisions of the Part 200 Uniform Requirements, the recipient is to contact OJP promptly for clarification.

3. Compliance with DOJ Grants Financial Guide

References to the DOJ Grants Financial Guide are to the DOJ Grants Financial Guide as posted on the OJP website (currently, the "DOJ Grants Financial Guide" available at <https://ojp.gov/financialguide/DOJ/index.htm>), including any updated version that may be posted during the period of performance. The recipient agrees to comply with the DOJ Grants Financial Guide.

4. Reclassification of various statutory provisions to a new Title 34 of the United States Code

On September 1, 2017, various statutory provisions previously codified elsewhere in the U.S. Code were editorially reclassified (that is, moved and renumbered) to a new Title 34, entitled "Crime Control and Law Enforcement." The reclassification encompassed a number of statutory provisions pertinent to OJP awards (that is, OJP grants and cooperative agreements), including many provisions previously codified in Title 42 of the U.S. Code.

Effective as of September 1, 2017, any reference in this award document to a statutory provision that has been reclassified to the new Title 34 of the U.S. Code is to be read as a reference to that statutory provision as reclassified to Title 34. This rule of construction specifically includes references set out in award conditions, references set out in material incorporated by reference through award conditions, and references set out in other award requirements.



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5. Required training for Point of Contact and all Financial Points of Contact

Both the Point of Contact (POC) and all Financial Points of Contact (FPOCs) for this award must have successfully completed an "OJP financial management and grant administration training" by 120 days after the date of the recipient's acceptance of the award. Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

In the event that either the POC or an FPOC for this award changes during the period of performance, the new POC or FPOC must have successfully completed an "OJP financial management and grant administration training" by 120 calendar days after -- (1) the date of OJP's approval of the "Change Grantee Contact" GAN (in the case of a new POC), or (2) the date the POC enters information on the new FPOC in GMS (in the case of a new FPOC). Successful completion of such a training on or after January 1, 2018, will satisfy this condition.

A list of OJP trainings that OJP will consider "OJP financial management and grant administration training" for purposes of this condition is available at <https://www.ojp.gov/training/fmts.htm>. All trainings that satisfy this condition include a session on grant fraud prevention and detection.

The recipient should anticipate that OJP will immediately withhold ("freeze") award funds if the recipient fails to comply with this condition. The recipient's failure to comply also may lead OJP to impose additional appropriate conditions on this award.

6. Requirements related to "de minimis" indirect cost rate

A recipient that is eligible under the Part 200 Uniform Requirements and other applicable law to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f), and that elects to use the "de minimis" indirect cost rate, must advise OJP in writing of both its eligibility and its election, and must comply with all associated requirements in the Part 200 Uniform Requirements. The "de minimis" rate may be applied only to modified total direct costs (MTDC) as defined by the Part 200 Uniform Requirements.

7. Requirement to report potentially duplicative funding

If the recipient currently has other active awards of federal funds, or if the recipient receives any other award of federal funds during the period of performance for this award, the recipient promptly must determine whether funds from any of those other federal awards have been, are being, or are to be used (in whole or in part) for one or more of the identical cost items for which funds are provided under this award. If so, the recipient must promptly notify the DOJ awarding agency (OJP or OVW, as appropriate) in writing of the potential duplication, and, if so requested by the DOJ awarding agency, must seek a budget-modification or change-of-project-scope grant adjustment notice (GAN) to eliminate any inappropriate duplication of funding.



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8. Requirements related to System for Award Management and Universal Identifier Requirements

The recipient must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at <https://www.sam.gov/>. This includes applicable requirements regarding registration with SAM, as well as maintaining the currency of information in SAM.

The recipient also must comply with applicable restrictions on subawards ("subgrants") to first-tier subrecipients (first-tier "subgrantees"), including restrictions on subawards to entities that do not acquire and provide (to the recipient) the unique entity identifier required for SAM registration.

The details of the recipient's obligations related to SAM and to unique entity identifiers are posted on the OJP web site at <https://ojp.gov/funding/Explore/SAM.htm> (Award condition: System for Award Management (SAM) and Universal Identifier Requirements), and are incorporated by reference here.

This condition does not apply to an award to an individual who received the award as a natural person (i.e., unrelated to any business or non-profit organization that he or she may own or operate in his or her name).



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9. Employment eligibility verification for hiring under the award

1. The recipient (and any subrecipient at any tier) must--

A. Ensure that, as part of the hiring process for any position within the United States that is or will be funded (in whole or in part) with award funds, the recipient (or any subrecipient) properly verifies the employment eligibility of the individual who is being hired, consistent with the provisions of 8 U.S.C. 1324a(a)(1) and (2).

B. Notify all persons associated with the recipient (or any subrecipient) who are or will be involved in activities under this award of both--

(1) this award requirement for verification of employment eligibility, and

(2) the associated provisions in 8 U.S.C. 1324a(a)(1) and (2) that, generally speaking, make it unlawful, in the United States, to hire (or recruit for employment) certain aliens.

C. Provide training (to the extent necessary) to those persons required by this condition to be notified of the award requirement for employment eligibility verification and of the associated provisions of 8 U.S.C. 1324a(a)(1) and (2).

D. As part of the recordkeeping for the award (including pursuant to the Part 200 Uniform Requirements), maintain records of all employment eligibility verifications pertinent to compliance with this award condition in accordance with Form I-9 record retention requirements, as well as records of all pertinent notifications and trainings.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. Staff involved in the hiring process

For purposes of this condition, persons "who are or will be involved in activities under this award" specifically includes (without limitation) any and all recipient (or any subrecipient) officials or other staff who are or will be involved in the hiring process with respect to a position that is or will be funded (in whole or in part) with award funds.

B. Employment eligibility confirmation with E-Verify

For purposes of satisfying the requirement of this condition regarding verification of employment eligibility, the recipient (or any subrecipient) may choose to participate in, and use, E-Verify ([www.e-verify.gov](http://www.e-verify.gov)), provided an appropriate person authorized to act on behalf of the recipient (or subrecipient) uses E-Verify (and follows the proper E-Verify procedures, including in the event of a "Tentative Nonconfirmation" or a "Final Nonconfirmation") to confirm employment eligibility for each hiring for a position in the United States that is or will be funded (in whole or in part) with award funds.

C. "United States" specifically includes the District of Columbia, Puerto Rico, Guam, the Virgin Islands of the United States, and the Commonwealth of the Northern Mariana Islands.

D. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or



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any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.

E. Nothing in this condition, including in paragraph 4.B., shall be understood to relieve any recipient, any subrecipient at any tier, or any person or other entity, of any obligation otherwise imposed by law, including 8 U.S.C. 1324a(a)(1) and (2).

Questions about E-Verify should be directed to DHS. For more information about E-Verify visit the E-Verify website (<https://www.e-verify.gov/>) or email E-Verify at [E-Verify@dhs.gov](mailto:E-Verify@dhs.gov). E-Verify employer agents can email E-Verify at [E-VerifyEmployerAgent@dhs.gov](mailto:E-VerifyEmployerAgent@dhs.gov).

Questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

10. Requirement to report actual or imminent breach of personally identifiable information (PII)

The recipient (and any "subrecipient" at any tier) must have written procedures in place to respond in the event of an actual or imminent "breach" (OMB M-17-12) if it (or a subrecipient) -- (1) creates, collects, uses, processes, stores, maintains, disseminates, discloses, or disposes of "personally identifiable information (PII)" (2 CFR 200.79) within the scope of an OJP grant-funded program or activity, or (2) uses or operates a "Federal information system" (OMB Circular A-130). The recipient's breach procedures must include a requirement to report actual or imminent breach of PII to an OJP Program Manager no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

11. All subawards ("subgrants") must have specific federal authorization

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements for authorization of any subaward. This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a "subaward" (and therefore does not consider a procurement "contract").

The details of the requirement for authorization of any subaward are posted on the OJP web site at <https://ojp.gov/funding/Explore/SubawardAuthorization.htm> (Award condition: All subawards ("subgrants") must have specific federal authorization), and are incorporated by reference here.

12. Specific post-award approval required to use a noncompetitive approach in any procurement contract that would exceed \$250,000

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements to obtain specific advance approval to use a noncompetitive approach in any procurement contract that would exceed the Simplified Acquisition Threshold (currently, \$250,000). This condition applies to agreements that -- for purposes of federal grants administrative requirements -- OJP considers a procurement "contract" (and therefore does not consider a subaward).

The details of the requirement for advance approval to use a noncompetitive approach in a procurement contract under an OJP award are posted on the OJP web site at <https://ojp.gov/funding/Explore/NoncompetitiveProcurement.htm> (Award condition: Specific post-award approval required to use a noncompetitive approach in a procurement contract (if contract would exceed \$250,000)), and are incorporated by reference here.



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13. Unreasonable restrictions on competition under the award; association with federal government

SCOPE. This condition applies with respect to any procurement of property or services that is funded (in whole or in part) by this award, whether by the recipient or by any subrecipient at any tier, and regardless of the dollar amount of the purchase or acquisition, the method of procurement, or the nature of any legal instrument used. The provisions of this condition must be among those included in any subaward (at any tier).

1. No discrimination, in procurement transactions, against associates of the federal government

Consistent with the (DOJ) Part 200 Uniform Requirements -- including as set out at 2 C.F.R. 200.300 (requiring awards to be "manage[d] and administer[ed] in a manner so as to ensure that Federal funding is expended and associated programs are implemented in full accordance with U.S. statutory and public policy requirements") and 200.319(a) (generally requiring "[a]ll procurement transactions [to] be conducted in a manner providing full and open competition" and forbidding practices "restrictive of competition," such as "[p]lacing unreasonable requirements on firms in order for them to qualify to do business" and taking "[a]ny arbitrary action in the procurement process") -- no recipient (or subrecipient, at any tier) may (in any procurement transaction) discriminate against any person or entity on the basis of such person or entity's status as an "associate of the federal government" (or on the basis of such person or entity's status as a parent, affiliate, or subsidiary of such an associate), except as expressly set out in 2 C.F.R. 200.319(a) or as specifically authorized by USDOJ.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions designed to ensure compliance with this condition.

4. Rules of construction

A. The term "associate of the federal government" means any person or entity engaged or employed (in the past or at present) by or on behalf of the federal government -- as an employee, contractor or subcontractor (at any tier), grant recipient or -subrecipient (at any tier), agent, or otherwise -- in undertaking any work, project, or activity for or on behalf of (or in providing goods or services to or on behalf of) the federal government, and includes any applicant for such employment or engagement, and any person or entity committed by legal instrument to undertake any such work, project, or activity (or to provide such goods or services) in future.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, or any person or other entity, to violate any federal law, including any applicable civil rights or nondiscrimination law.



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14. Requirements pertaining to prohibited conduct related to trafficking in persons (including reporting requirements and OJP authority to terminate award)

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of recipients, subrecipients ("subgrantees"), or individuals defined (for purposes of this condition) as "employees" of the recipient or of any subrecipient.

The details of the recipient's obligations related to prohibited conduct related to trafficking in persons are posted on the OJP web site at <https://ojp.gov/funding/Explore/ProhibitedConduct-Trafficking.htm> (Award condition: Prohibited conduct by recipients and subrecipients related to trafficking in persons (including reporting requirements and OJP authority to terminate award)), and are incorporated by reference here.

15. Determination of suitability to interact with participating minors

SCOPE. This condition applies to this award if it is indicated -- in the application for the award (as approved by DOJ) or in the application for any subaward, at any tier, the DOJ funding announcement (solicitation), or an associated federal statute -- that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age.

The recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OJP web site at <https://ojp.gov/funding/Explore/Interact-Minors.htm> (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

16. Compliance with applicable rules regarding approval, planning, and reporting of conferences, meetings, trainings, and other events

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this award appears in the DOJ Grants Financial Guide (currently, as section 3.10 of "Postaward Requirements" in the "DOJ Grants Financial Guide").

17. Requirement for data on performance and effectiveness under the award

The recipient must collect and maintain data that measure the performance and effectiveness of work under this award. The data must be provided to OJP in the manner (including within the timeframes) specified by OJP in the program solicitation or other applicable written guidance. Data collection supports compliance with the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, and other applicable laws.

18. OJP Training Guiding Principles

Any training or training materials that the recipient -- or any subrecipient ("subgrantee") at any tier -- develops or delivers with OJP award funds must adhere to the OJP Training Guiding Principles for Grantees and Subgrantees, available at <https://ojp.gov/funding/Implement/TrainingPrinciplesForGrantees-Subgrantees.htm>.



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19. Effect of failure to address audit issues

The recipient understands and agrees that the DOJ awarding agency (OJP or OVW, as appropriate) may withhold award funds, or may impose other related requirements, if (as determined by the DOJ awarding agency) the recipient does not satisfactorily and promptly address outstanding issues from audits required by the Part 200 Uniform Requirements (or by the terms of this award), or other outstanding issues that arise in connection with audits, investigations, or reviews of DOJ awards.

20. Potential imposition of additional requirements

The recipient agrees to comply with any additional requirements that may be imposed by the DOJ awarding agency (OJP or OVW, as appropriate) during the period of performance for this award, if the recipient is designated as "high-risk" for purposes of the DOJ high-risk grantee list.

21. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 42

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

22. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 54

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "education programs."

23. Compliance with DOJ regulations pertaining to civil rights and nondiscrimination - 28 C.F.R. Part 38

The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable requirements of 28 C.F.R. Part 38 (as may be applicable from time to time), specifically including any applicable requirements regarding written notice to program beneficiaries and prospective program beneficiaries.

Currently, among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38, currently, also sets out rules and requirements that pertain to recipient and subrecipient ("subgrantee") organizations that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to recipients and subrecipients that are faith-based or religious organizations.

The text of 28 C.F.R. Part 38 is available via the Electronic Code of Federal Regulations (currently accessible at <https://www.ecfr.gov/cgi-bin/ECFR?page=browse>), by browsing to Title 28-Judicial Administration, Chapter 1, Part 38, under e-CFR "current" data.



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24. Restrictions on "lobbying"

In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a recipient (or subrecipient) would or might fall within the scope of these prohibitions, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

25. Compliance with general appropriations-law restrictions on the use of federal funds (FY 2020) The recipient, and any subrecipient ("subgrantee") at any tier, must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions that may be set out in applicable appropriations acts are indicated at <https://ojp.gov/funding/Explore/FY20AppropriationsRestrictions.htm>, and are incorporated by reference here. Should a question arise as to whether a particular use of federal funds by a recipient (or a subrecipient) would or might fall within the scope of an appropriations-law restriction, the recipient is to contact OJP for guidance, and may not proceed without the express prior written approval of OJP.

26. Reporting potential fraud, waste, and abuse, and similar misconduct

The recipient, and any subrecipients ("subgrantees") at any tier, must promptly refer to the DOJ Office of the Inspector General (OIG) any credible evidence that a principal, employee, agent, subrecipient, contractor, subcontractor, or other person has, in connection with funds under this award-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this award should be reported to the OIG by--(1) online submission accessible via the OIG webpage at <https://oig.justice.gov/hotline/contact-grants.htm> (select "Submit Report Online"); (2) mail directed to: U.S. Department of Justice, Office of the Inspector General, Investigations Division, ATTN: Grantee Reporting, 950 Pennsylvania Ave., NW, Washington, DC 20530; and/or (3) by facsimile directed to the DOJ OIG Investigations Division (Attn: Grantee Reporting) at (202) 616-9881 (fax).

Additional information is available from the DOJ OIG website at <https://oig.justice.gov/hotline>.



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27. Restrictions and certifications regarding non-disclosure agreements and related matters

No recipient or subrecipient ("subgrantee") under this award, or entity that receives a procurement contract or subcontract with any funds under this award, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this award, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

1. In accepting this award, the recipient--

a. represents that it neither requires nor has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b. certifies that, if it learns or is notified that it is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.

2. If the recipient does or is authorized under this award to make subawards ("subgrants"), procurement contracts, or both--

a. it represents that--

(1) it has determined that no other entity that the recipient's application proposes may or will receive award funds (whether through a subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

(2) it has made appropriate inquiry, or otherwise has an adequate factual basis, to support this representation; and

b. it certifies that, if it learns or is notified that any subrecipient, contractor, or subcontractor entity that receives funds under this award is or has been requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, it will immediately stop any further obligations of award funds to or by that entity, will provide prompt written notification to the federal agency making this award, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by that agency.



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28. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

The recipient (and any subrecipient at any tier) must comply with, and is subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

The recipient also must inform its employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

Should a question arise as to the applicability of the provisions of 41 U.S.C. 4712 to this award, the recipient is to contact the DOJ awarding agency (OJP or OVW, as appropriate) for guidance.

29. Encouragement of policies to ban text messaging while driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), DOJ encourages recipients and subrecipients ("subgrantees") to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this award, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

30. Requirement to disclose whether recipient is designated "high risk" by a federal grant-making agency outside of DOJ

If the recipient is designated "high risk" by a federal grant-making agency outside of DOJ, currently or at any time during the course of the period of performance under this award, the recipient must disclose that fact and certain related information to OJP by email at [OJP.ComplianceReporting@ojp.usdoj.gov](mailto:OJP.ComplianceReporting@ojp.usdoj.gov). For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the recipient's past performance, or other programmatic or financial concerns with the recipient. The recipient's disclosure must include the following: 1. The federal awarding agency that currently designates the recipient high risk, 2. The date the recipient was designated high risk, 3. The high-risk point of contact at that federal awarding agency (name, phone number, and email address), and 4. The reasons for the high-risk status, as set out by the federal awarding agency.



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31. Authority to obligate award funds contingent on noninterference (within the funded "program or activity") with federal law enforcement: information-communication restrictions; unallowable costs; notification

1. If the recipient is a "State," a local government, or a "public" institution of higher education:

A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded wholly or partly with award funds is subject to any "information-communication restriction."

B. Also, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the program or activity of the recipient (or of any subrecipient, at any tier, described in par. 1.A of this condition) that would be reimbursed wholly or partly with award funds was subject to any information-communication restriction.

C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) described in par. 1.A of this condition, is in compliance with the award condition entitled "Noninterference (within the funded 'program or activity') with federal law enforcement: information-communication restrictions; ongoing compliance."

D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient (at any tier) described in par. 1.A of this condition, may be subject to any information-communication restriction. Also, any subaward (at any tier) to a subrecipient described in paragraph 1.A of this condition must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.

2. Any subaward (at any tier) to a subrecipient described in par. 1.A of this condition must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.

3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the "Noninterference ... information-communication restrictions; ongoing compliance" award condition.

4. Rules of Construction

A. For purposes of this condition "information-communication restriction" has the meaning set out in the "Noninterference ... information-communication restrictions; ongoing compliance" condition.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference ... information-communication restrictions; ongoing compliance" condition are incorporated by reference as though set forth here in full.



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*SPECIAL CONDITIONS*

32. Authority to obligate award funds contingent on no use of funds to interfere with federal law enforcement: information-communication restrictions; unallowable costs; notification
1. If the recipient is a "State," a local government, or a "public" institution of higher education:
- A. The recipient may not obligate award funds if, at the time of the obligation, the "program or activity" of the recipient (or of any subrecipient at any tier that is a State, a local government, or a public institution of higher education) that is funded in whole or in part with award funds is subject to any "information-communication restriction."
- B. In addition, with respect to any project costs it incurs "at risk," the recipient may not obligate award funds to reimburse itself if -- at the time it incurs such costs -- the program or activity of the recipient (or of any subrecipient, at any tier, described in paragraph 1.A of this condition) that would be reimbursed in whole or in part with award funds was subject to any information-communication restriction.
- C. Any drawdown of award funds by the recipient shall be considered, for all purposes, to be a material representation by the recipient to OJP that, as of the date the recipient requests the drawdown, the recipient and each subrecipient (regardless of tier) described in paragraph 1.A of this condition, is in compliance with the award condition entitled "No use of funds to interfere with federal law enforcement: information-communication restrictions; ongoing compliance."
- D. The recipient must promptly notify OJP (in writing) if the recipient, from its requisite monitoring of compliance with award conditions or otherwise, has credible evidence that indicates that the funded program or activity of the recipient, or of any subrecipient (at any tier) described in paragraph 1.A of this condition, may be subject to any information-communication restriction. In addition, any subaward (at any tier) to a subrecipient described in paragraph 1.A of this condition must require prompt notification to the entity that made the subaward, should the subrecipient have such credible evidence regarding an information-communication restriction.
2. Any subaward (at any tier) to a subrecipient described in paragraph 1.A of this condition must provide that the subrecipient may not obligate award funds if, at the time of the obligation, the program or activity of the subrecipient (or of any further such subrecipient at any tier) that is funded in whole or in part with award funds is subject to any information-communication restriction.
3. Absent an express written determination by DOJ to the contrary, based upon a finding by DOJ of compelling circumstances (e.g., a small amount of award funds obligated by the recipient at the time of a subrecipient's minor and transitory non-compliance, which was unknown to the recipient despite diligent monitoring), any obligations of award funds that, under this condition, may not be made shall be unallowable costs for purposes of this award. In making any such determination, DOJ will give great weight to evidence submitted by the recipient that demonstrates diligent monitoring of subrecipient compliance with the requirements set out in the "No use of funds to interfere ... information-communication restrictions; ongoing compliance" award condition.
4. Rules of Construction
- A. For purposes of this condition "information-communication restriction" has the meaning set out in the "No use of funds to interfere ... information-communication restrictions; ongoing compliance" condition.
- B. Both the "Rules of Construction" and the "Important Note" set out in the "No use of funds to interfere ... information-communication restrictions; ongoing compliance" condition are incorporated by reference as though set forth here in full.



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*SPECIAL CONDITIONS*

33. Noninterference (within the funded "program or activity") with federal law enforcement: information-communication restrictions; ongoing compliance

1. With respect to the "program or activity" funded in whole or part under this award (including any such program or activity of any subrecipient at any tier), throughout the period of performance, no State or local government entity, -agency, or -official may prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status to/from DHS; or (2) a government entity or -agency from sending, requesting or receiving, or exchanging information regarding immigration status to/from/with DHS, or from maintaining such information. Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.

2. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

3. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

4. Rules of Construction

A. For purposes of this condition:

(1) "State" and "local government" include any agency or other entity thereof (including any public institution of higher education), but not any Indian tribe.

(2) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).

(4) "Immigration status" means what it means under 8 U.S.C. 1373 and 8 U.S.C. 1644; and terms that are defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa.

(5) "DHS" means the U.S. Department of Homeland Security.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.



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*SPECIAL CONDITIONS*

34. No use of funds to interfere with federal law enforcement: information-communication restrictions; ongoing compliance

1. Throughout the period of performance, no State or local government entity, -agency, or -official may use funds under this award (including under any subaward, at any tier) to prohibit or in any way restrict-- (1) any government entity or -official from sending or receiving information regarding citizenship or immigration status to/from DHS; or (2) a government entity or -agency from sending, requesting or receiving, or exchanging information regarding immigration status to/from/with DHS, or from maintaining such information. Any prohibition (or restriction) that violates this condition is an "information-communication restriction" under this award.

2. The recipient's monitoring responsibilities include monitoring of subrecipient compliance with the requirements of this condition.

3. Allowable costs. Compliance with these requirements is an authorized and priority purpose of this award. To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) that the recipient, or any subrecipient at any tier that is a State, a local government, or a public institution of higher education, incurs to implement this condition.

4. Rules of Construction

A. For purposes of this condition:

(1) "State" and "local government" include any agency or other entity thereof (including any public institution of higher education), but not any Indian tribe.

(2) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(3) "Program or activity" means what it means under title VI of the Civil Rights Act of 1964 (see 42 U.S.C. 2000d-4a).

(4) "Immigration status" means what it means under 8 U.S.C. 1373 and 8 U.S.C. 1644; and terms that are defined in 8 U.S.C. 1101 mean what they mean under that section 1101, except that "State" also includes American Samoa.

(5) "DHS" means the U.S. Department of Homeland Security.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.



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*SPECIAL CONDITIONS*

35. Noninterference (within the funded "program or activity") with federal law enforcement: No public disclosure of certain law-enforcement-sensitive information

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts this award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference: No public disclosure of federal law-enforcement information in order to conceal, harbor, or shield

Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no public disclosure may be made of any federal law-enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12 -- without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

- A. For purposes of this condition--

(1) the term "alien" means what it means under section 101 of the Immigration and Nationality Act (see 8 U.S.C. 1101(a)(3));

(2) the term "federal law-enforcement information" means law-enforcement-sensitive information communicated or made available, by the federal government, to a State or local government entity, -agency, or -official, through any means, including, without limitation-- (1) through any database, (2) in connection with any law enforcement partnership or -task-force, (3) in connection with any request for law enforcement assistance or -cooperation, or (4) through any deconfliction (or courtesy) notice of planned, imminent, commencing, continuing, or impending federal law enforcement activity;

(3) the term "law-enforcement-sensitive information" means records or information compiled for any law-enforcement purpose; and

(4) the term "public disclosure" means any communication or release other than one-- (a) within the recipient, or (b) to any subrecipient (at any tier) that is a government entity.

B. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: information-communication restrictions; ongoing compliance" award condition are incorporated by reference as though set forth here in full.



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*SPECIAL CONDITIONS*

36. No use of funds to interfere with federal law enforcement: No public disclosure of certain law-enforcement-sensitive information

SCOPE. This condition applies as of the date the recipient accepts this award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward (at any tier).

1. No use of funds to interfere: No public disclosure of federal law-enforcement information in order to conceal, harbor, or shield

Consistent with the purposes and objectives of federal law enforcement statutes and federal criminal law (including 8 U.S.C. 1324 and 18 U.S.C. chs. 1, 49, 227), no funds under this award may be used to make any public disclosure of any federal law-enforcement information in a direct or indirect attempt to conceal, harbor, or shield from detection any fugitive from justice under 18 U.S.C. ch. 49, or any alien who has come to, entered, or remains in the United States in violation of 8 U.S.C. ch. 12 -- without regard to whether such disclosure would constitute (or could form a predicate for) a violation of 18 U.S.C. 1071 or 1072 or of 8 U.S.C. 1324(a).

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. For purposes of this condition--

(1) the term "alien" means what it means under section 101 of the Immigration and Nationality Act (see 8 U.S.C. 1101(a)(3));

(2) the term "federal law-enforcement information" means law-enforcement-sensitive information communicated or made available, by the federal government, to a State or local government entity, -agency, or -official, through any means, including, without limitation-- (1) through any database, (2) in connection with any law enforcement partnership or -task-force, (3) in connection with any request for law enforcement assistance or -cooperation, or (4) through any deconfliction (or courtesy) notice of planned, imminent, commencing, continuing, or impending federal law enforcement activity;

(3) the term "law-enforcement-sensitive information" means records or information compiled for any law-enforcement purpose; and

(4) the term "public disclosure" means any communication or release other than one-- (a) within the recipient, or (b) to any subrecipient (at any tier) that is a government entity.

B. Both the "Rules of Construction" and the "Important Note" set out in the "No use of funds to interfere with federal law enforcement: information-communication restrictions; ongoing compliance" award condition are incorporated by reference as though set forth here in full.



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*SPECIAL CONDITIONS*

37. Noninterference (within the funded "program or activity") with federal law enforcement: Notice of scheduled release

SCOPE. This condition applies with respect to the "program or activity" that is funded (in whole or in part) by the award, as of the date the recipient accepts the award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward at any tier.

1. Noninterference with "removal" process: Notice of scheduled release date and time

Consonant with federal law enforcement statutes -- including 8 U.S.C. 1231 (for an alien incarcerated by a State or local government, a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien from the U.S. "begins" no later than "the date the alien is released from ... confinement"; also, the federal government is expressly authorized to make payments to a "State or a political subdivision of the State ... with respect to the incarceration of [an] undocumented criminal alien"); 8 U.S.C. 1226 (the federal government "shall take into custody" certain criminal aliens "when the alien is released"); and 8 U.S.C. 1366 (requiring an annual report to Congress on "the number of illegal alien[ felons] in Federal and State prisons" and programs underway "to ensure the prompt removal" from the U.S. of removable "criminal aliens") -- within the funded program or activity, no State or local government entity, -agency, or -official (including a government-contracted correctional facility) may interfere with the "removal" process by failing to provide -- as early as practicable (see para. 4.C. below) -- advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity or individual to maintain (or detain) any individual in custody beyond the date and time the individual otherwise would have been released.

B. Applicability

(1) Current DHS practice is ordinarily to request advance notice of scheduled release "as early as practicable (at least 48 hours, if possible)." (See DHS Form I-247A (3/17)). If (e.g., in light of the date DHS made such request) the scheduled release date and time for an alien are such as not to allow for the advance notice that DHS has requested, it shall NOT be a violation of this condition to provide only as much advance notice as practicable.

(2) Current DHS practice is to use the same form for a second, distinct purpose -- to request that an individual be detained for up to 48 hours AFTER the scheduled release. This condition does NOT encompass such DHS requests for detention.

C. Both the "Rules of Construction" and the "Important Note" set out in the "Noninterference (within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens" award condition are incorporated by reference as though set forth here in full.



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38. No use of funds to interfere with federal law enforcement: Notice of scheduled release

SCOPE. This condition applies as of the date the recipient accepts the award, and throughout the remainder of the period of performance. Its provisions must be among those included in any subaward at any tier.

1. No use of funds to interfere with "removal" process: Notice of scheduled release date and time

Consonant with federal law enforcement statutes -- including 8 U.S.C. 1231 (for an alien incarcerated by a State or local government, a 90-day "removal period" during which the federal government "shall" detain and then "shall" remove an alien from the U.S. "begins" no later than "the date the alien is released from ... confinement"; also, the federal government is expressly authorized to make payments to a "State or a political subdivision of the State ... with respect to the incarceration of [an] undocumented criminal alien"); 8 U.S.C. 1226 (the federal government "shall take into custody" certain criminal aliens "when the alien is released"); and 8 U.S.C. 1366 (requiring an annual report to Congress on "the number of illegal alien[ felons] in Federal and State prisons" and programs underway "to ensure the prompt removal" from the U.S. of removable "criminal aliens") -- no State or local government entity, -agency, or -official (including a government-contracted correctional facility) may use funds under this award to interfere with the "removal" process by failing to provide -- as early as practicable (see para. 4.C. below) -- advance notice to DHS of the scheduled release date and time for a particular alien, if a State or local government (or government-contracted) correctional facility receives from DHS a formal written request pursuant to the INA that seeks such advance notice.

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, or any other entity or individual to maintain (or detain) any individual in custody beyond the date and time the individual otherwise would have been released.

B. Applicability

(1) Current DHS practice is ordinarily to request advance notice of scheduled release "as early as practicable (at least 48 hours, if possible)." (See DHS Form I-247A (3/17)). If (e.g., in light of the date DHS made such request) the scheduled release date and time for an alien are such as not to allow for the advance notice that DHS has requested, it shall NOT be a violation of this condition to provide only as much advance notice as practicable.

(2) Current DHS practice is to use the same form for a second, distinct purpose -- to request that an individual be detained for up to 48 hours AFTER the scheduled release. This condition does NOT encompass such DHS requests for detention.

C. Both the "Rules of Construction" and the "Important Note" set out in the "No use of funds to interfere with federal law enforcement: Interrogation of certain aliens" award condition are incorporated by reference as though set forth here in full.



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39. Noninterference (within the funded "program or activity") with federal law enforcement: Interrogation of certain aliens  
SCOPE. This condition applies with respect to the "program or activity" funded (wholly or partly) by this award, as of the date the recipient accepts the award, and throughout the rest of the award period of performance. Its provisions must be among those included in any subaward (at any tier).

1. Noninterference with statutory law enforcement access to correctional facilities

Consonant with federal law enforcement statutes and regulations--including 8 USC 1357(a), under which certain federal officers and employees "have power without warrant ... to interrogate any alien or person believed to be an alien as to his right to be or to remain" in the U.S., and 8 CFR 287.5(a), under which that power may be exercised "anywhere in or outside" the U.S.--within the funded program or activity, no State or local government entity, -agency, or -official may interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose of "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. For purposes of this condition:

(1) The term "alien" means what it means under sec. 101 of the Immigration and Nationality Act (INA) (8 USC 1101(a)(3)), except that, with respect to a juvenile offender, it means "criminal alien."

(2) The term "juvenile offender" means what it means under 28 CFR 31.304(f) (as in effect on Jan. 1, 2020).

(3) The term "criminal alien" means, with respect to a juvenile offender, an alien who is deportable on the basis of-

(a) conviction described in 8 USC 1227(a)(2), or

(b) conduct described in 8 USC 1227(a)(4).

(4) The term "conviction" means what it means under 8 USC 1101(a)(48). (Adjudication of a juvenile as having committed an offense does not constitute "conviction" for purposes of this condition.)

(5) The term "correctional facility" means what it means under 34 USC 10251(a)(7) as of January 1, 2020.

(6) The term "impede" includes taking or continuing any action, or implementing or maintaining any law, policy, rule, or practice, that-

(a) is designed to prevent or to significantly delay or complicate, or

(b) has the effect of preventing or of significantly delaying or complicating.



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(7) "State" and "local government" include any agency or other entity thereof (including any public institution of higher education), but not any Indian tribe.

(8) A "public" institution of higher education is one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(9) "Program or activity" means what it means under 42 USC 2000d-4a.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.



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*SPECIAL CONDITIONS*

40. No use of funds to interfere with federal law enforcement: Interrogation of certain aliens

SCOPE. This condition applies as of the date the recipient accepts this award, and throughout the remainder of the period of performance for the award. Its provisions must be among those included in any subaward (at any tier).

1. No use of funds to interfere with statutory law enforcement access to correctional facilities

Consonant with federal law enforcement statutes and regulations -- including 8 USC 1357(a), under which certain federal officers and employees "have power without warrant ... to interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States," and 8 CFR 287.5(a), under which that power may be exercised "anywhere in or outside the United States" -- no State or local government entity, -agency, or -official may use funds under this award to interfere with the exercise of that power to interrogate "without warrant" (by agents of the United States acting under color of federal law) by impeding access to any State or local government (or government-contracted) correctional facility by such agents for the purpose of "interrogat[ing] any alien or person believed to be an alien as to his [or her] right to be or to remain in the United States."

2. Monitoring

The recipient's monitoring responsibilities include monitoring of subrecipient compliance with this condition.

3. Allowable costs

To the extent that such costs are not reimbursed under any other federal program, award funds may be obligated for the reasonable, necessary, and allocable costs (if any) of actions (e.g., training) designed to ensure compliance with this condition.

4. Rules of construction

A. For purposes of this condition:

(1) The term "alien" means what it means under section 101 of the Immigration and Nationality Act (INA) (8 USC 1101(a)(3)), except that, with respect to a juvenile offender, it means "criminal alien."

(2) The term "juvenile offender" means what it means under 28 CFR 31.304(f) (as in effect on Jan. 1, 2020).

(3) The term "criminal alien" means, with respect to a juvenile offender, an alien who is deportable on the basis of—

(a) conviction described in 8 USC 1227(a)(2), or

(b) conduct described in 8 USC 1227(a)(4).

(4) The term "conviction" means what it means under 8 USC 1101(a)(48). (Adjudication of a juvenile as having committed an offense does not constitute "conviction" for purposes of this condition.)

(5) The term "correctional facility" means what it means under the title I of the Omnibus Crime Control and Safe Streets Act of 1968 ( 34 USC 10251(a)(7)).

(6) The term "impede" includes taking or continuing any action, or implementing or maintaining any law, policy, rule, or practice, that—

(a) is designed to prevent or to significantly delay or complicate, or



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(b) has the effect of preventing or of significantly delaying or complicating.

(7) "State" and "local government" include any agency or other entity thereof (including any public institution of higher education), but not any Indian tribe.

(8) A "public" institution of higher education is defined as one that is owned, controlled, or directly funded (in whole or in substantial part) by a State or local government. (Such a public institution is considered to be a "government entity," and its officials to be "government officials.")

(9) "Program or activity" means what it means under 42 USC 2000d-4a.

B. Nothing in this condition shall be understood to authorize or require any recipient, any subrecipient at any tier, any State or local government, any public institution of higher education, or any other entity (or individual) to violate any federal law, including any applicable civil rights or nondiscrimination law.

IMPORTANT NOTE: Any questions about the meaning or scope of this condition should be directed to OJP, before award acceptance.

41. Requirement to collect certain information from subrecipients

Except as provided in this condition, the recipient may not make a subaward to a State, a local government, or a "public" institution of higher education, unless it first obtains from the proposed subrecipient responses to the questions identified in the program solicitation as "Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)." All subrecipient responses must be collected and maintained by the recipient, consistent with document retention requirements, and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

42. Cooperating with OJP Monitoring

The recipient agrees to cooperate with OJP monitoring of this award pursuant to OJP's guidelines, protocols, and procedures, and to cooperate with OJP (including the grant manager for this award and the Office of Chief Financial Officer (OCFO)) requests related to such monitoring, including requests related to desk reviews and/or site visits. The recipient agrees to provide to OJP all documentation necessary for OJP to complete its monitoring tasks, including documentation related to any subawards made under this award. Further, the recipient agrees to abide by reasonable deadlines set by OJP for providing the requested documents. Failure to cooperate with OJP's monitoring activities may result in actions that affect the recipient's DOJ awards, including, but not limited to: withholdings and/or other restrictions on the recipient's access to award funds; referral to the DOJ OIG for audit review; designation of the recipient as a DOJ High Risk grantee; or termination of an award(s).

43. Required monitoring of subawards

The recipient must monitor subawards under this award in accordance with all applicable statutes, regulations, award conditions, and the DOJ Grants Financial Guide, and must include the applicable conditions of this award in any subaward. Among other things, the recipient is responsible for oversight of subrecipient spending and monitoring of specific outcomes and benefits attributable to use of award funds by subrecipients. The recipient agrees to submit, upon request, documentation of its policies and procedures for monitoring of subawards under this award.



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44. Use of program income

Program income (as defined in the Part 200 Uniform Requirements) must be used in accordance with the provisions of the Part 200 Uniform Requirements. Program income earnings and expenditures both must be reported on the quarterly Federal Financial Report, SF 425.

45. Law enforcement task forces - required training

Within 120 days of award acceptance, each current member of a law enforcement task force funded with award funds who is a task force commander, agency executive, task force officer, or other task force member of equivalent rank, must complete required online (internet-based) task force training. Additionally, all future task force members must complete this training once during the period of performance for this award, or once every four years if multiple OJP awards include this requirement.

The required training is available free of charge online through the BJA-funded Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)). The training addresses task force effectiveness, as well as other key issues including privacy and civil liberties/rights, task force performance measurement, personnel selection, and task force oversight and accountability. If award funds are used to support a task force, the recipient must compile and maintain a task force personnel roster, along with course completion certificates.

Additional information regarding the training is available through BJA's web site and the Center for Task Force Integrity and Leadership ([www.ctfli.org](http://www.ctfli.org)).

46. Submission of eligible records relevant to the National Instant Background Check System

Consonant with federal statutes that pertain to firearms and background checks -- including 18 U.S.C. 922 and 34 U.S.C. ch. 409 -- if the recipient (or any subrecipient at any tier) uses this award to fund (in whole or in part) a specific project or program (such as a law enforcement, prosecution, or court program) that results in any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the National Instant Background Check System (NICS), or that has as one of its purposes the establishment or improvement of records systems that contain any court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS, the recipient (or subrecipient, if applicable) must ensure that all such court dispositions, information, or other records that are "eligible records" (under federal or State law) relevant to the NICS are promptly made available to the NICS or to the "State" repository/database that is electronically available to (and accessed by) the NICS, and -- when appropriate -- promptly must update, correct, modify, or remove such NICS-relevant "eligible records".

In the event of minor and transitory non-compliance, the recipient may submit evidence to demonstrate diligent monitoring of compliance with this condition (including subrecipient compliance). DOJ will give great weight to any such evidence in any express written determination regarding this condition.



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*SPECIAL CONDITIONS*

47. Compliance with National Environmental Policy Act and related statutes

Upon request, the recipient (and any subrecipient at any tier) must assist BJA in complying with the National Environmental Policy Act (NEPA), the National Historic Preservation Act, and other related federal environmental impact analyses requirements in the use of these award funds, either directly by the recipient or by a subrecipient. Accordingly, the recipient agrees to first determine if any of the following activities will be funded by the grant, prior to obligating funds for any of these purposes. If it is determined that any of the following activities will be funded by the award, the recipient agrees to contact BJA.

The recipient understands that this condition applies to new activities as set out below, whether or not they are being specifically funded with these award funds. That is, as long as the activity is being conducted by the recipient, a subrecipient, or any third party, and the activity needs to be undertaken in order to use these award funds, this condition must first be met. The activities covered by this condition are:

- a. New construction;
- b. Minor renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

The recipient understands and agrees that complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. The recipient further understands and agrees to the requirements for implementation of a Mitigation Plan, as detailed at <https://bj.gov/Funding/nepa.html>, for programs relating to methamphetamine laboratory operations.

Application of This Condition to Recipient's Existing Programs or Activities: For any of the recipient's or its subrecipients' existing programs or activities that will be funded by these award funds, the recipient, upon specific request from BJA, agrees to cooperate with BJA in any preparation by BJA of a national or program environmental assessment of that funded program or activity.

48. Establishment of trust fund

If award funds are being drawn down in advance, the recipient (or a subrecipient, with respect to a subaward) is required to establish a trust fund account. Recipients (and subrecipients) must maintain advance payments of federal awards in interest-bearing accounts, unless regulatory exclusions apply (2 C.F.R. 200.305(b)(8)). The trust fund, including any interest, may not be used to pay debts or expenses incurred by other activities beyond the scope of the Edward Byrne Memorial Justice Assistance Grant Program (JAG). The recipient also agrees to obligate the award funds in the trust fund (including any interest earned) during the period of performance for the award and expend within 90 days thereafter. Any unobligated or unexpended funds, including interest earned, must be returned to OJP at the time of closeout.



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49. Prohibition on use of award funds for match under BVP program

JAG funds may not be used as the 50% match for purposes of the DOJ Bulletproof Vest Partnership (BVP) program.

50. Certification of body armor "mandatory wear" policies

If recipient uses funds under this award to purchase body armor, the recipient must submit a signed certification that law enforcement agencies receiving body armor purchased with funds from this award have a written "mandatory wear" policy in effect. The recipient must keep signed certifications on file for any subrecipients planning to utilize funds from this award for ballistic-resistant and stab-resistant body armor purchases. This policy must be in place for at least all uniformed officers before any funds from this award may be used by an agency for body armor. There are no requirements regarding the nature of the policy other than it be a mandatory wear policy for all uniformed officers while on duty.

51. Body armor - compliance with NIJ standards and other requirements

Ballistic-resistant and stab-resistant body armor purchased with JAG award funds may be purchased at any threat level, make or model, from any distributor or manufacturer, as long as the body armor has been tested and found to comply with applicable National Institute of Justice ballistic or stab standards and is listed on the NIJ Compliant Body Armor Model List (<https://nij.gov/topics/technology/body-armor/Pages/compliant-ballistic-armor.aspx>). In addition, ballistic-resistant and stab-resistant body armor purchased must be made in the United States and must be uniquely fitted, as set forth in 34 U.S.C. 10202(c)(1)(A). The latest NIJ standard information can be found here: <https://nij.gov/topics/technology/body-armor/pages/safety-initiative.aspx>.

52. Body armor - impact on eligibility for other program funds

The recipient understands that the use of funds under this award for purchase of body armor may impact eligibility for funding under the Bulletproof Vest Partnership (BVP) program, a separate program operated by BJA, pursuant to the BVP statute at 34 USC 10531(c)(5).

53. Reporting requirements

The recipient must submit quarterly Federal Financial Reports (SF-425) and annual performance reports through OJP's GMS (<https://grants.ojp.usdoj.gov>). Consistent with the Department's responsibilities under the Government Performance and Results Act (GPRA) and the GPRA Modernization Act of 2010, the recipient must provide data that measure the results of its work. The recipient must submit quarterly performance metrics reports through BJA's Performance Measurement Tool (PMT) website ([www.bjaperformancetools.org](http://www.bjaperformancetools.org)). For more detailed information on reporting and other JAG requirements, refer to the JAG reporting requirements webpage. Failure to submit required JAG reports by established deadlines may result in the freezing of grant funds and future High Risk designation.

54. Required data on law enforcement agency training

Any law enforcement agency receiving direct or sub-awarded funding from this JAG award must submit quarterly accountability metrics data related to training that officers have received on the use of force, racial and ethnic bias, de-escalation of conflict, and constructive engagement with the public.



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*SPECIAL CONDITIONS*

55. Expenditures prohibited without waiver

No funds under this award may be expended on the purchase of items prohibited by the JAG program statute, unless, as set forth at 34 U.S.C. 10152, the BJA Director certifies that extraordinary and exigent circumstances exist, making such expenditures essential to the maintenance of public safety and good order.

56. JAG FY 2020 - Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2019 [BJA]

Authorization to obligate (federal) award funds to reimburse certain project costs incurred on or after October 1, 2019

The recipient may obligate (federal) award funds only after the recipient makes a valid acceptance of the award. As of the first day of the period of performance for the award (October 1, 2019), however, the recipient may choose to incur project costs using non-federal funds, but any such project costs are incurred at the recipient's risk until, at a minimum-- (1) the recipient makes a valid acceptance of the award, and (2) all applicable withholding conditions are removed by OJP (via a Grant Adjustment Notice). (A withholding condition is a condition in the award document that precludes the recipient from obligating, expending, or drawing down all or a portion of the award funds until the condition is removed.)

Except to the extent (if any) that an award condition expressly precludes reimbursement of project costs incurred "at-risk," if and when the recipient makes a valid acceptance of this award and OJP removes each applicable withholding condition through a Grant Adjustment Notice, the recipient is authorized to obligate (federal) award funds to reimburse itself for project costs incurred "at-risk" earlier during the period of performance (such as project costs incurred prior to award acceptance or prior to removal of an applicable withholding condition), provided that those project costs otherwise are allowable costs under the award.

57. Use of funds for DNA testing; upload of DNA profiles

If award funds are used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System ("CODIS," the DNA database operated by the FBI) by a government DNA laboratory with access to CODIS.

No profiles generated under this award may be entered or uploaded into any non-governmental DNA database without prior express written approval from BJA.

Award funds may not be used for the purchase of DNA equipment and supplies unless the resulting DNA profiles may be accepted for entry into CODIS.

58. Encouragement of submission of "success stories"

BJA strongly encourages the recipient to submit annual (or more frequent) JAG success stories. To submit a success story, sign in to a My BJA account at <https://www.bja.gov/Login.aspx> to access the Success Story Submission form. If the recipient does not yet have a My BJA account, please register at <https://www.bja.gov/profile.aspx>. Once registered, one of the available areas on the My BJA page will be "My Success Stories." Within this box, there is an option to add a Success Story. Once reviewed and approved by BJA, all success stories will appear on the BJA Success Story web page at <https://www.bja.gov/SuccessStoryList.aspx>.



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59. Initial period of performance; requests for extension

The recipient understands that the initial period of performance for this award is two years. The recipient further understands that any requests for an extension of the period of performance for this award will be approved automatically for up to a total of two additional years, pursuant to 34 U.S.C. 10152(f) and in accordance with the program solicitation associated with this award.

Any request for an extension of the period of performance beyond a four-year award period will require approval, and the approval (if any) will be at the discretion of the Director of BJA.



Department of Justice (DOJ)

Office of Justice Programs

Bureau of Justice Assistance

Washington, D.C. 20531

**Memorandum To:** Official Grant File  
**From:** Orbin Terry, NEPA Coordinator  
**Subject:** Incorporates NEPA Compliance in Further Developmental Stages for Town of Hamden, Incorporated

The Edward Byrne Memorial Justice Assistance Grant Program (JAG) allows states and local governments to support a broad range of activities to prevent and control crime and to improve the criminal justice system, some of which could have environmental impacts. All recipients of JAG funding must assist BJA in complying with NEPA and other related federal environmental impact analyses requirements in the use of grant funds, whether the funds are used directly by the grantee or by a subgrantee or third party. Accordingly, prior to obligating funds for any of the specified activities, the grantee must first determine if any of the specified activities will be funded by the grant.

The specified activities requiring environmental analysis are:

- a. New construction;
- b. Any renovation or remodeling of a property located in an environmentally or historically sensitive area, including properties located within a 100-year flood plain, a wetland, or habitat for endangered species, or a property listed on or eligible for listing on the National Register of Historic Places;
- c. A renovation, lease, or any proposed use of a building or facility that will either (a) result in a change in its basic prior use or (b) significantly change its size;
- d. Implementation of a new program involving the use of chemicals other than chemicals that are (a) purchased as an incidental component of a funded activity and (b) traditionally used, for example, in office, household, recreational, or education environments; and
- e. Implementation of a program relating to clandestine methamphetamine laboratory operations, including the identification, seizure, or closure of clandestine methamphetamine laboratories.

Complying with NEPA may require the preparation of an Environmental Assessment and/or an Environmental Impact Statement, as directed by BJA. Further, for programs relating to methamphetamine laboratory operations, the preparation of a detailed Mitigation Plan will be required. For more information about Mitigation Plan requirements, please see <https://www.bja.gov/Funding/nepa.html>.

Please be sure to carefully review the grant conditions on your award document, as it may contain more specific information about environmental compliance.



Department of Justice (DOJ)  
Office of Justice Programs  
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# GRANT MANAGER'S MEMORANDUM, PT. I: PROJECT SUMMARY

## Grant

PROJECT NUMBER

2020-DJ-BX-0194

PAGE 1 OF 1

This project is supported under FY20(BJA - JAG State and JAG Local) Title I of Pub. L. No. 90-351 (generally codified at 34 U.S.C. 10101-10726), including subpart 1 of part E (codified at 34 U.S.C. 10151 - 10158); see also 28 U.S.C. 530C(a)

1. STAFF CONTACT (Name & telephone number)

Shaketta Cunningham  
(202) 514-4493

2. PROJECT DIRECTOR (Name, address & telephone number)

Anthony Diaz  
Police Sergeant  
2900 Dixwell Avenue  
Hamden, CT 06518-3132  
(203) 230-4027

3a. TITLE OF THE PROGRAM

JAG Local: Eligible Allocation Amounts of Less than \$25,000

3b. POMS CODE (SEE INSTRUCTIONS  
ON REVERSE)

4. TITLE OF PROJECT

Town of Hamden Officer Safety Program

5. NAME & ADDRESS OF GRANTEE

Town of Hamden, Incorporated  
2900 Dixwell Avenue  
Hamden, CT 06518-3132

6. NAME & ADDRESS OF SUBGRANTEE

7. PROGRAM PERIOD

FROM: 10/01/2019 TO: 09/30/2021

8. BUDGET PERIOD

FROM: 10/01/2019 TO: 09/30/2021

9. AMOUNT OF AWARD

\$ 24,474

10. DATE OF AWARD

09/19/2020

11. SECOND YEAR'S BUDGET

12. SECOND YEAR'S BUDGET AMOUNT

13. THIRD YEAR'S BUDGET PERIOD

14. THIRD YEAR'S BUDGET AMOUNT

15. SUMMARY DESCRIPTION OF PROJECT (See instruction on reverse)

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program allows states and units of local government, including tribes, to support a broad range of activities to prevent and control crime based on their own state and local needs and conditions. Grant funds can be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and information systems for criminal justice, including for any one or more of the following program areas: 1) law enforcement programs; 2) prosecution and court programs; 3) prevention and education programs; 4) corrections and community corrections programs; 5) drug treatment and enforcement programs; 6) planning, evaluation, and technology improvement programs; and 7) crime victim and witness programs (other than compensation) and 8) mental health programs and related law enforcement and corrections programs.

This JAG award will be used to support criminal justice initiatives that fall under one or more of the allowable program areas above. Funded programs or initiatives may include multijurisdictional drug and gang task forces, crime prevention and domestic violence programs, courts, corrections, treatment, justice information

sharing initiatives, or other programs aimed at reducing crime and/or enhancing public/officer safety.

NCA/NCF



## TOWN OF HAMDEN OFFICE OF THE MAYOR

**Curt Balzano Leng**  
*Mayor*

**Hamden Government Center  
2750 Dixwell Avenue  
Hamden, Connecticut 06518  
Tel: (203) 287-7100  
Fax: (203) 287-7101**

September 29, 2020

Legislative Council  
Hamden Government Center  
Hamden, CT 06518

Re: ORDER TO ACCEPT AND EXPEND GRANT FUNDS FROM THE STATE OF CONNECTICUT DEPARTMENT OF TRANSPORTATION 2021 DISTRACTED DRIVING HIGH VISIBILITY ENFORCEMENT PROGRAM (DDHVE) \$60,000

Honorable Members:

Enclosed please find an Order authorizing the Hamden Police Department to accept and expend a grant in the amount of \$60,000 from the State of Connecticut Department of Transportation (DOT) Fiscal Year 2021 DDHVE program.

This grant will cover 100% of all Hamden Police Department staffing expenses associated with this program. The benefits of this grant program is to help Hamden enforce laws against distracted driving to reduce the cause of accidents and injuries resulting from drivers distracted by handheld mobile devices, in addition to minimizing other motor vehicle driver distractions.

Please see attached correspondence from Town Attorney Sue Gruen and Acting Police Chief John Sullivan for more information.

By copy of this letter, Acting Police Chief John Sullivan is asked to attend your meeting to respond to any questions you may have.

Your approval of this Order is respectfully requested.

Sincerely,

Curt Balzano Leng, Mayor

CBL/rr

Enclosures

cc: Acting Police Chief John Sullivan, Town Attorney Sue Gruen, Finance Director Curtis Eatman, Deputy Finance Director Rick Galarza, COS David Garretson, DCOS Patrick Donnelly, DOLA Walter Morton, Mayor's file



# HAMDEN POLICE DEPARTMENT

2900 Dixwell Avenue, Hamden, CT 06518

Tel: (203) 230-4015 Fax: (203) 288-4876

*John Sullivan*

*Acting Chief of Police*

[jsullivan@hamdenpd.com](mailto:jsullivan@hamdenpd.com)

September 29, 2020

Mayor Curt Balzano Leng  
Town of Hamden  
2750 Dixwell Avenue  
Hamden, CT 06518

RE: Resolution- FY 2021 Distracted Driving High Visibility Enforcement (DDHVE) Program

Dear Mayor Leng,

The Hamden Police Department is seeking a resolution to accept and expend funds from the State of Connecticut Department of Transportation to perform distracted driving enforcement between October 1-15, 2020 and April 1-30, 2021. The objective of this program is to reduce fatalities and injuries resulting from crashes caused by distracted driving, with a focus on those caused by the use of hand held mobile phones.

As you know, we were officially notified on September 29, 2020 that our application for this grant program was approved by the Governor's Highway Safety Representative, Joseph T. Cristalli. The approved grant application, including the program guidelines, activities, and as well as the budget detail, are attached to this letter.

I respectfully ask that you forward this request to the Legislative Council for their acceptance of this grant award.

Sincerely,

John Sullivan  
Acting Chief of Police

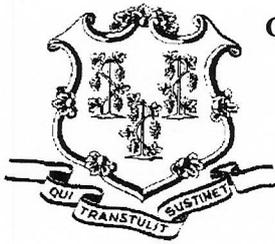
/sa

CC: Town Attorney Susan Gruen  
Chief of Staff David Garretson

Attachment



HAMDEN CT



CONNECTICUT DEPARTMENT OF TRANSPORTATION  
 HIGHWAY SAFETY OFFICE  
 2800 BERLIN TURNPIKE PO BOX 317546  
 NEWINGTON, CT 06131-7546



**GRANT APPROVAL CONFIRMATION**

APPROVAL DATE: **SEPTEMBER 16, 2020**  
 DELIVERED BY EMAIL TO: **cleng@hamden.com**  
 APPROVED PROJECT PERIOD: **October 1, 2020-April 30, 2021**  
 STATE PROJECT NUMBER: **0201-0745-2-AK**  
 PROJECT NAME: **FY 2021 Distracted Driving High Visibillity Enforcement**  
 GOVERNMENTAL UNIT: **Town of Hamden**  
 APPLICANT: **Hamden Police Department**  
 FEDERAL FUNDS: **\$60,000.00**  
 MUNICIPAL/OFFICER/CONSTABLE FRINGE RATE OVERTIME % **0.00%**  
 STATE POLICE/RESIDENT TROOPER FRINGE RATE OVERTIME % **0.00%**  
 CFDA: **20.616**

The Department of Transportation would like to notify you of the approval of the Town of Hamden's Highway Safety project application entitled FY 2021 Distracted Driving High Visibillity Enforcement effective: October 1, 2020-October 15, 2020 & April 1, 2021-April 30, 2021.

Federal funds in the amount of \$60,000.00 are allocated to this project in accordance with the approved 2021 Fiscal Year Connecticut Highway Safety Plan. The total project cost may not exceed this amount for the approved project period.

All grants greater than or equal to \$25,000 are subject to FFATA (Federal Funding Accountability and Transparency Act) sub-award reporting requirements. For more information go to: <https://www.fsr.gov/#a-faqs>.

All costs incurred under this project must be in full compliance with both federal and State regulations, policies, and procedures that govern the use of highway safety funds. Costs are subject to review by both Internal and External Auditors.

Please note that deviations from the specifics of the approved budget must be reviewed and approved by the Highway Safety Office prior to their implementation in order for related costs to be eligible for reimbursement.

The DDHVE reimbursement package will be sent to your agency point of contact. All final claims against this project, together with all supporting financial documentation, must be submitted to the Highway Safety Office no later than thirty (30) days after the project period ending date.

If you have any additional questions or concerns regarding this program, please contact me at Joseph.Cristalli@ct.gov or 860-594-2412.

Joseph T. Cristalli, Jr.  
 Transportation Principal Safety Program Coordinator

cc'd by email to:  
 jsullivan@hamdenpd.com  
 rgalarza@hamden.com

**PRINT CONFIRMATION AND GRANT FOR YOUR OWN RECORDS**



FY 2021 HIGHWAY SAFETY PROJECT APPLICATION

CT-DOT/HSO

CT DEPARTMENT OF TRANSPORTATION

FORM

DDHVE GRANT

SHADED AREA FOR HSO USE ONLY

CFDA #

20.616

PROJECT NO:

0201-0745-2- AK

HSO Stamp  
Received  
Department of Transportation  
09/09/2020  
Highway Safety Office

REVISION:

August 19, 2020

PROGRAM AREA:

405 e-2 (M8DDLE)

EXPIRES:

September 30, 2021

PROGRAM AREA DESCRIPTION:

Distracted Driving High Visibility Enf.

ACCEPTANCE - IT IS UNDERSTOOD AND AGREED BY THE UNDERSIGNED THAT FUNDS RECEIVED AS A RESULT OF THIS APPLICATION IS SUBJECT TO THE REGULATIONS GOVERNING HIGHWAY SAFETY PROJECTS THIS AGREEMENT MAY BE TERMINATED BY EITHER PARTY IN ACCORDANCE WITH TRANSPORTATION SAFETY SECTION POLICY COPY OF POLICY OBTAINED UPON REQUEST.

PROJECT TITLE:

FY 2021 Distracted Driving High Visibility Enforcement

GOVERNMENTAL UNIT:

Town of Hamden

ADDRESS OF GOVERNMENTAL UNIT:

2750 Dixwell Avenue Hamden, CT 06518

APPLICANT:

Hamden Police Department

ADDRESS OF APPLICANT:

2900 Dixwell Avenue Hamden, CT 06518

FEIN:

66002014

DUNS NUMBER:

105300821

ANTICIPATED PROJECT STARTUP DATE:

October 1, 2020

PROJECT DIRECTOR:

John Sullivan

TITLE:

Acting Chief of Police

TELEPHONE NUMBER:

(203) 230-4015

FAX NUMBER:

(203) 230-4876

SIGNATURE:

ADDRESS & ZIP CODE:

2900 Dixwell Avenue  
Hamden, CT 06518

E-MAIL ADDRESS:

jsullivan@hamdenpd.com

FINANCIAL OFFICER:

Rick Galarza

TITLE:

Deputy Finance Director

TELEPHONE NUMBER:

(203) 287-7014

FAX NUMBER:

(203) 287-7005

SIGNATURE:

ADDRESS & ZIP CODE:

2750 Dixwell Avenue  
Hamden, CT 06518

E-MAIL ADDRESS:

rgalarza@hamden.com

AUTHORIZING OFFICIAL:

Curt B. Leng

TITLE:

Mayor, Town of Hamden

TELEPHONE NUMBER:

(203) 287-7100

FAX NUMBER:

(203) 287-7101

SIGNATURE:

ADDRESS & ZIP CODE:

2750 Dixwell Avenue  
Hamden, CT 06518

E-MAIL ADDRESS:

cleng@hamden.com

FOR HSO USE ONLY

APPROVED PROJECT PERIOD:

FROM: 10/01/2020

THROUGH:

April 30, 2021

FISCAL REVIEW COMPLETED BY:

Biske, Christine

Digitally signed by  
Biske, Christine  
Date: 2020.09.10  
16:04:25-04'00'

Christine Biske or Anlia Hafeez

DATE:

09/10/2020

PROJECT MANAGER REVIEW COMPLETED BY:

DATE:

9/9/20

Phyllis DiFlore

PROGRAM COORDINATOR REVIEW COMPLETED BY:

KR

DATE:

9/11/2020

Joseph T. Cristalli, Jr.

REQUESTED AMOUNT:

\$60,365.80

GOVERNOR'S HIGHWAY SAFETY REP:

DATE:

HSO APPROVED \$

\$60,000.00

Garrett T. Eucalitto

Digitally signed by Garrett  
Eucalitto

Date: 2020.09.16 10:37:43 -04'00'

TOTAL ALLOTTED:

\$60,000.00

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department	
	<b>PROBLEM ID</b>	<b>PAGE 1 OF 1</b>

**STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION  
PROBLEM IDENTIFICATION**

To date, identifying the role distracted driving has played in fatality and serious injury crashes has been a challenge in Connecticut, due to the way crash data is collected and limitations of the crash reporting form (PR-1) itself. In order to effectively allocate 405(e) funds to multiple areas including enforcement mobilizations, the HSO chose to use an index of a combination of factors to best identify where the largest volumes of crashes, non-interstate roadway use, and population centers intersect. The goal of which is to target suspected locations where distraction as a result of hand held mobile phone use by drivers leads to crashes; and to identify areas where enforcement of Connecticut's hand held mobile phone for drivers can most be effective.

The applicant was selected by the HSO to conduct High Visibility Enforcement (HVE) based on a combination of the following data, weighted and ranked to determine areas where traffic volumes are highest, and the most crashes occur by town. The following ranking system was used by our data consultant.

- Fatal and injury crashes 2015-2019
- Daily Vehicle Miles Traveled (DVMT) (2017)
- Population (2017)
- Crash rate per DVMT
- Crash Rate per population
- Past High Visibility Enforcement grant performance

**ENTER YOUR AGENCY'S STATEMENT OF THE PROBLEM AND BACKGROUND INFORMATION**  
\*\*Press "ALT"&"Enter" together to insert new line

The Town of Hamden has a population of approximately 60,000 residents and an additional 10,000 when Quinnipiac University is in session (school calendar year). The department has participated in the DDHVE program for many years and the number of violations we have during each session is indicative of the seriousness of the problem we face. During the past 2 years alone, the department issued over 1250 infractions each year during the enforcement campaign, and on many occasions the officers had to advise the spotter to stand by as all officers were tied up issuing infractions. The funding will go a long way in our efforts to curb the use of cell phones while driving motor vehicles on our roadways and to promote driving safely.

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>FY 2021 Distracted Driving High Visibillity Enforcement</b>	<b>Hamden Police Department</b>	
	<b>OBJECTIVES</b>	<b>PAGE 1 OF 1</b>

**OBJECTIVES**

**\*\*Press "ALT"&"Enter" together to insert new line**  
 To decrease fatalities and injuries as a result of crashes caused by driver distraction, especially those caused by hand held mobile phone use by:

- Increasing enforcement, especially HVE of Connecticut's hand held mobile phone ban for drivers in areas identified to have high rates of fatal and injury crashes

The Hamden Police Department will conduct Distracted Driving High Visibility Enforcement in areas known to have many violators. Our objective will be to educate the traveling motorists on the dangers of Distracted Driving by conducting enforcement in highly visible locations. Placards / signs will be displayed at the locations during the enforcement's dates and times. Officers (except spotters) will be dressed in full duty uniforms with reflective shirts and/or vests and use fully marked police cruisers during the enforcement to enhance our presence and for officer safety.

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>FY 2021 Distracted Driving High Visibility Enforcement</b>	<b>Hamden Police Department</b>	
	<b>ACTIVITIES</b>	<b>PAGE 1 OF 3</b>

**ACTIVITIES:**

The following enforcement parameters will be required of participating municipal law enforcement agencies:

- Spotter-type enforcement strategy – Spotter type enforcement is required unless other enforcement strategies are described in HS-1 in detail to plan enforcement schedules and strategies. This must be pre-approved in HS-1 grant application.

- Spotter type enforcement can be done in teams or individually. Please note – spotter -self initiated is not roving. Rather, this category involves an officer choosing a strategic, covert location advantageous to the observation of all types of hand held mobile phone use. When this behavior is observed, the officer then “self-initiates” the stop.

SCROLL DOWN TO LAST ACTIVITY SHEET TO SUPPLY A DETAILED EXPLANATION IF YOUR AGENCY INTENDS TO PROPOSE A DIFFERENT ENFORCEMENT STRATEGY.

- Non-spotter type enforcement explanation:

- Enforcement Schedule

- Daytime Enforcement – Daytime enforcement changes with seasonal patterns. Enforcement must take place during daylight hours

- 7 days per week eligible

- Minimum of 4 hours shifts/Maximum 8 hour shifts

- Must include at least 1 AM/PM peak drive time (7am-10am/3pm-5pm seasonal) on weekdays.

If possible the HSO would encourage both the AM/PM peak drive times as enforcement times but agencies must enforce during at least 1.

- Enforcement Locations

- Enforcement areas should include intersections and other areas where traffic naturally slows.

Enforcement locations should be included in grant applications with narrative for rationale as to why locations were chosen (\*example – CT statute makes manipulating a hand held mobile device at a traffic sign or signal a violation)

- Enforcement Schedule

- Fall Wave: October 1 to October 15, 2020

- Spring Wave: April 1 to April 30, 2021

- Personnel

- Minimum of 2 Officers/Maximum of 8

Earned media participation:

- Participating agencies are required to take part in earned media activity related to DDHVE. This could include the following:

- Hosting a kick-off press event

- Conducting ride-alongs or interviews with media at enforcement locations

- Notification of media outlets through the use of interview opportunities, press releases and media advisories

- Cooperation with the HSO earned media contractor including:

- Distribution of press releases

- Use of Approved Talking points

- Creation and submission of earned media activity with reimbursement documentation

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>FY 2021 Distracted Driving High Visibility Enforcement</b>	<b>Hamden Police Department</b>	
	<b>ACTIVITIES</b>	<b>PAGE 2 OF 3</b>

**ACTIVITIES CONTINUED: LOCATION & JUSTIFICATION**

**\*\*Press "ALT"&"Enter" together to insert new line  
List proposed enforcement locations and provide a justification for each location.**

- Location: Dixwell Avenue and Skiff Street  
Justification: High volume of traffic flow and an elevated area with a clear view of violators. Multiple lanes in all directions of the intersection provide adequate space for conducting motor vehicle stops.
- Location: Mix Avenue and Benham Street  
Justification: High volume of traffic flow and an area with a history of distracted driving violators. Parking lot in front of the Hamden Ice Rink provides adequate space for conducting motor vehicle stops.
- Location: State Street and Merritt Street  
Justification: High volume of traffic flow and wide lanes provide adequate space for conducting motor vehicle stops.
- Location: Whitney Avenue and Mount Carmel Avenue  
Justification: High volume of traffic flow and the area has an elevated parking lot adjacent to the roadway which provides an ideal vantage point for a spotter.
- Location: Dixwell Avenue and Putnam Avenue  
Justification: High volume of traffic flow; buildings and parking lots on corners of intersection provide an area for a spotter and wide double lanes provide enough space for conducting motor vehicle stops.
- Location: Dixwell Avenue and Connolly Parkway  
Justification: High volume of traffic flow and parking lots adjacent to roadway provide an ideal vantage point for a spotter, as well as providing space to conduct motor vehicle stops.
- Location: Whitney Avenue and Dixwell Avenue  
Justification: High volume of traffic flow with multiple lanes in each direction. Elevated area provides a clear view of violators and parking lots provide adequate space for conducting motor vehicle stops.
- Location: Whitney Avenue and Sherman Avenue  
Justification: High volume of traffic flow with multiple lanes in each direction. Parking lot adjacent to roadway provides adequate space for conducting motor vehicle stops.

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department	
	<b>ACTIVITIES</b>	<b>PAGE 3 OF 3</b>

**ACTIVITIES CONTINUED:**

**\*\*Press "ALT"&"Enter" together to insert new line**  
**Explain your type of enforcement.**

Spotter and non-spotter enforcement

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2021 Distracted Driving High Visibillity Enforcement	Hamden Police Department	
	<b>ENFORCEMENT</b>	<b>PAGE 1 of 2</b>

**FALL WAVE: OCTOBER 1ST TO OCTOBER 15TH**

**8 OFFICERS PER ENFORCEMENT ACTIVITY MAXIMUM.  
8 HOUR SHIFTS MAXIMUM.**

Parameters: Use an average rate for the overtime hourly rate. Hours per shift must be between 4 hours and 8 hours per day.

Sub-grantee Type	Enforcement Type	Hrs	Rate	Total
Municipal PD	Spotter	5	\$75.88	\$379.40
	Spotter	5	\$75.88	\$379.40
	Non-Spotter	5	\$69.83	\$349.15
	Non-Spotter	5	\$69.83	\$349.15
	Non-Spotter	5	\$64.34	\$321.70
	Non-Spotter	5	\$64.34	\$321.70
	Non-Spotter	5	\$64.34	\$321.70
	Non-Spotter	5	\$64.34	\$321.70

**Enforcement Total: \$2,743.90**  
**Number of Planned Days: 9**  
**Municipal PD Fall Wave Total: \$24,695.10**

**Select Dates and Enter Locations for all the Planned Enforcement Dates:**

Date:	Location:	Date:	Location:
10/1/2020	Dixwell Ave., and Skiff St.		
10/2/2020	Mix Ave., and Benham St.		
10/5/2020	State St., and Merritt St.		
10/6/2020	Whitney Ave., and Mt. Carmel Ave.		
10/7/2020	Dixwell Ave., and Putnam Ave.		
10/8/2020	Dixwell Ave., and Connolly Pkwy.		
10/9/2020	Whitney Ave., and Sherman Ave.		
10/12/2020	Dixwell Ave., and Skiff St.		
10/13/2020	Mix Ave., and Benham St.		

**Page Total: \$24,695.10**

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department	
	<b>ENFORCEMENT</b>	<b>PAGE 2 of 2</b>

**SPRING WAVE : APRIL 1ST TO APRIL 30TH**

**8 OFFICERS PER ENFORCEMENT ACTIVITY MAXIMUM.  
8 HOUR SHIFTS MAXIMUM.**

Parameters: Use an average rate for the overtime hourly rate. Hours per shift must be between 4 hours and 8 hours per day.

Sub-grantee Type	Enforcement Type	Hrs	Rate	Total
Municipal PD	Spotter	5	\$75.88	\$379.40
	Spotter	5	\$75.88	\$379.40
	Non-Spotter	5	\$69.83	\$349.15
	Non-Spotter	5	\$69.83	\$349.15
	Non-Spotter	5	\$64.34	\$321.70
	Non-Spotter	5	\$64.34	\$321.70
	Non-Spotter	5	\$64.34	\$321.70
	Non-Spotter	5	\$64.34	\$321.70
<b>Enforcement Total:</b>				<b>\$2,743.90</b>
<b>Number of Planned Days:</b>				<b>13</b>
<b>Municipal PD Spring Wave Total:</b>				<b><u>\$35,670.70</u></b>

**Select Dates and Enter Locations for all the Planned Enforcement Dates:**

Date:	Location:	Date:	Location:
4/1/2021	Dixwell Ave., and Skiff St.		
4/2/2021	Mix Ave., and Benham St.		
4/5/2021	State St., and Merritt St.		
4/6/2021	Whitney Ave., and Mt. Carmel Ave.		
4/7/2021	Dixwell Ave., and Putnam Ave.		
4/8/2021	Dixwell Ave., and Connolly Pkwy.		
4/9/2021	Whitney Ave., and Dixwell Ave.		
4/12/2021	Whitney Ave., and Sherman Ave.		
4/13/2021	Dixwell Ave., and Skiff St.		
4/14/2021	Mix Ave., and Benham St.		
4/15/2021	State St., and Merritt St.		
4/16/2021	Whitney Ave., and Mt. Carmel Ave.		
4/19/2021	Dixwell Ave., and Putnam Ave.		

**Page Total: \$35,670.70**

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department
	<b>FRINGE</b>

**FRINGE BENEFIT CERTIFICATION STATEMENT**

**NOTE:** If fringe rate is being charged/reimbursed, this page should be completed and signed. Fringe benefit charges should NOT be included in the hourly rate. No hourly rate should be inflated--all hourly rates should be reported as actuals.

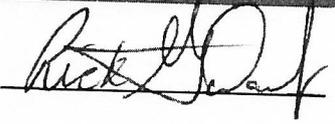
I hereby certify that the information below is the true and accurate and authorized by the City/Town/Agency of Hamden Police Department for hours worked by personnel for the following time period:

FROM Date: 1-Oct-20 TO Date: 30-Apr-21

#	Actual Cost Category	Officer's Fringe Rate OVT %	*Submitting for Reimbursement	Trooper's Fringe Rate OVT %	*Submitting for Reimbursement
1	Medical Benefits	0.00%	NO	0.00%	
2	Pension Employer	0.00%	NO	0.00%	
3	Workers Compensation	0.00%	NO	0.00%	
4	Medicare Employer Share	0.00%	NO	0.00%	
5		0.00%		0.00%	
6		0.00%		0.00%	
7		0.00%		0.00%	
8		0.00%		0.00%	
9		0.00%		0.00%	
10		0.00%		0.00%	
<b>Total Fringe Rate</b>		<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>	<b>0.00%</b>

I further certify that this statement is correct in all respects and that the fringe benefit rate(s) identified above accurately represents the fringe benefit costs to the city/town/agency for the individuals employed under or working on this project.

**City/Town/Agency's Chief Financial Officer or Authorized Official**

NAME: Rick Galarza SIGNATURE: 

TITLE: Deputy Finance Director DATE: 9/8/2020

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2021 Distracted Driving High Visibillity Enforcement	Hamden Police Department
	<b>BUDGET</b>

**BUDGET DETAIL**

**ONLY FILLOUT THE DATA IN YELLOW HIGHLIGHTED BOXES**

**(A) SALARIES:**

Category:	Enforcement	Total
Municipal PD	\$60,365.80	\$60,365.80
Resident Trooper	\$0.00	\$0.00
Officer/Constable	\$0.00	\$0.00
State Police	\$0.00	\$0.00
<b>Total Estimated Wages:</b>	<b>( A )</b>	<b>\$60,365.80</b>

**(B) FRINGE BENEFITS:**

Overtime Fringe Benefit of:	Rate	Salary Breakdown	Fringe Benefits
Municipal PD @	0.00%	\$60,365.80	\$0.00
Resident Trooper @	0.00%	\$0.00	\$0.00
Officer/Constable @	0.00%	\$0.00	\$0.00
State Police @	0.00%	\$0.00	\$0.00
<b>Total Fringe Benefits Costs:</b>	<b>( B )</b>		<b>\$0.00</b>

**(C) INDIRECT COST:**

Indirect Rate (please attach approved agreement):	0.00%
List here Indirect Rate Base Categories (i.e. A,B,C):	
Sum of Indirect Cost Base Categories	\$0.00
<b>Total Indirect Costs:</b>	<b>( C )</b> <b>\$0.00</b>

**(D) NOTES:**

Please add any budget specific notes here:

<b>Grand Total Amount:</b>	<b>\$60,365.80</b>
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<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department
	<b>REIMBURSEMENT</b>

**PROJECT EXPENDITURES --- REIMBURSEMENT REQUIREMENTS**

*NOTE: This is a federally reimbursable program. The cost of all expenses incurred under this project must first be paid for with municipal or state agency funds. The sub-grantee may then apply for reimbursement based on the procedures and policies listed below.*

<b>Project Start Date</b>		
<b>1st Billing Start Date</b> October 1, 2020	<b>1st Billing Ending Date</b> October 15, 2020	<b>Reimbursement Deadline</b> November 15, 2020
<b>2nd Billing Start Date</b> April 1, 2021	<b>2nd Billing Ending Date</b> April 30, 2021	<b>Reimbursement Deadline</b> May 31, 2021

- All reimbursements must be signed and dated by the sub-grantee's authorizing official.
- Reimbursements should be submitted on a quarterly/monthly basis, per program, per program manager, during the term of the approved grant.
- Under the terms and conditions of this project application, **ALL SUPPORTING DOCUMENTATION** must be submitted to the Highway Safety Office no later than thirty ( 30 ) days after the project's ending date. Please verify the project start date, project ending date, and reimbursement deadline prior to any project activity.
- All reimbursements must include the invoice as well as proof of payment (examples: for airfare or hotel; a billing statement showing a zero balance, a screen shot from system showing vendor and payment amount with voucher number, copy of front and back of canceled check, or notarized letter which includes check number and date when expenditure was paid).
- Deadline for all federal reimbursements for salary positions must be invoiced to the CT Highway Safety Office (HSO) no later than October 30<sup>th</sup>. Failure to do so may jeopardize your reimbursement.
- All salary reimbursements must be accompanied by signed timesheets and/or reports. Signature of both the employee and authorizing Supervisor is required.
- Deadline for all federal reimbursements for commodity purchases and other pre-approved grant items should be submitted to the HSO no later than October 30<sup>th</sup>.
- Photocopies of any media coverage (if applicable) or supportive documentation can be included.
- Grant category budgets should be adhere to. funding is not fluid between budget categories. Only expenses contained in the approved Highway Safety Project application may be claimed for reimbursement.

**FAILURE TO MEET THE REIMBURSEMENT REQUIREMENTS SET FORTH WILL RESULT IN YOUR CLAIM BEING DENIED.**

PROJECT TITLE	APPLICANT
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department
	AUDIT REQ

**ATTACHMENT A  
SINGLE AGENCY AUDITING REQUIREMENTS AND PROCEDURES  
EFFECTIVE OCTOBER 1, 2020**

**AUDIT REQUIREMENT STATEMENT:**

The town/city/agency of Hamden Police Department declares that for the fiscal year ending September 30, 2021, the sum total of Federal funds awarded to local government agencies from all sources DOES exceed \$750,000 and that it will conduct an audit report as required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26

NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_  
TITLE: \_\_\_\_\_ DATE: \_\_\_\_\_



(NOTE: PLEASE DO NOT SIGN FOR BOTH STATEMENTS)

**AUDIT EXEMPTION STATEMENT:**

The town/city/agency of Hamden Police Department declares that for the fiscal year ending September 30, 2021, the sum total of Federal funds awarded to local government agencies from all sources DOES NOT exceed \$750,000 and that an independent audit is not required under 2 CFR part 200 subpart F (REVISED) AUDITS OF STATES, LOCAL GOVERNMENTS, AND NON-PROFIT ORGANIZATIONS AND 49 CFR UNIFORM ADMINISTRATIVE REQUIREMENTS FOR GRANTS AND COOPERATIVE AGREEMENTS TO STATE AND LOCAL GOVERNMENTS PART 18.26

NAME: Rick Galarza SIGNATURE: *Rick Galarza*  
TITLE: Deputy Finance Director DATE: 9/8/2020

The following sanctions policy will be in effect for sub grantees who do not submit Audit Reports or who do not correct findings in those reports:

- a. Any sub grantee receiving \$750,000 or more in Federal funds from all sources who fails to submit an audit report two or more sequential fiscal years will not be eligible for highway safety grants until all audit reporting requirements are met.
- b. Any sub grantee who has not taken corrective action on an audit finding within six months of the submission of an audit report will have funds automatically deducted from any pending claims. If there are no pending claims with the HSO, the sub grantee will not be eligible for highway safety grants until a corrective action has been negotiated with the HSO.

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visiblility Enforcement	Hamden Police Department	
	CERTS & ASSURANCES	PAGE 1 OF 7

**Certifications and Assurances  
for Fiscal Year 2021 Highway Safety Grants  
(23 U.S.C. Chapter 4; Sec. 1906, Public Law 109-59, As Amended)**

**NONDISCRIMINATION**

(applies to subrecipients as well as States)

The Subgrantee will comply with all Federal statutes and implementing regulations relating to nondiscrimination ("Federal Nondiscrimination Authorities"). These include but are not limited to:

- **Title VI of the Civil Rights Act of 1964** (42 U.S.C. 2000d *et seq.*, 78 stat. 252). (prohibits discrimination on the basis of race, color, national origin) and 49 CFR part 21.
- **The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970**. (42 U.S.C. 4601). (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects).
- **Federal-Aid Highway Act of 1973**. (23 U.S.C. 324 *et seq.*), and **Title IX of the Education Amendments of 1972**, as amended (20 U.S.C. 1681-1683 and 1685-1686) (prohibit discrimination on the basis of sex);
- **Section 504 of the Rehabilitation Act of 1973**. (29 U.S.C. 794 *et seq.*), as amended. (prohibits discrimination on the basis of disability) and 49 CFR part 27;
- **The Age Discrimination Act of 1975**, as amended. (42 U.S.C. 6101 *et seq.*), (prohibits discrimination on the basis of age);
- **The Civil Rights Restoration Act of 1987**. (Pub. L. 100-209). (broadens scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal aid recipients, subrecipients and contractors, whether such programs or activities are Federally-funded or not);
- **Titles II and III of the Americans with Disabilities Act** (42 U.S.C. 12131-12189) (prohibits discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing) and 49 CFR parts 37 and 38;
- **Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations** (prevents discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations); and
- **Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency** (guards against Title VI national origin discrimination/discrimination because of limited English proficiency (LEP) by ensuring that funding recipients take reasonable steps to ensure that LEP persons have meaningful access to programs (70 FR 74087-74100).

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visibillity Enforcement	Hamden Police Department	
	CERTS & ASSURANCES	PAGE 2 OF 7

The Subgrantee—

- Will take all measures necessary to ensure that no person in the United States shall, on the grounds of race, color, national origin, disability, sex, age, limited English proficiency, or membership in any other class protected by Federal Nondiscrimination Authorities, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any of its programs or activities, so long as any portion of the program is Federally-assisted.
- Will administer the program in a manner that reasonably ensures that any of its subrecipients, contractors, subcontractors, and consultants receiving Federal financial assistance under this program will comply with all requirements of the Non-Discrimination Authorities identified in this Assurance;
- Agrees to comply (and require its subrecipients, contractors, subcontractors, and consultants to comply) with all applicable provisions of law or regulation governing US DOT's or NHTSA's access to records, accounts, documents, information, facilities, and staff, and to cooperate and comply with any program or compliance reviews, and/or complaint investigations conducted by US DOT or NHTSA under any Federal Nondiscrimination Authority;
- Acknowledges that the United States has a right to seek judicial enforcement with regard to any matter arising under these Non-Discrimination Authorities and this Assurance;
- Agrees to insert in all contracts and funding agreements with other State or private entities the following clause:  
 "During the performance of this contract/funding agreement, the contractor/funding recipient agrees—
  - a. To comply with all Federal nondiscrimination laws and regulations, as may be amended from time to time;
  - b. Not to participate directly or indirectly in the discrimination prohibited by any Federal non-discrimination law or regulation, as set forth in appendix B of 49 CFR part 21 and herein;
  - c. To permit access to its books, records, accounts, other sources of information, and its facilities as required by the State highway safety office, US DOT or NHTSA;
  - d. That, in event a contractor/funding recipient fails to comply with any nondiscrimination provisions in this contract/funding agreement, the State highway safety agency will have the right to impose such contract/agreement sanctions as it or NHTSA determine are appropriate, including but not limited to withholding payments to the contractor/funding recipient under the contract/agreement until the contractor/funding recipient complies; and/or cancelling, terminating, or suspending a contract or funding agreement, in whole or in part; and
  - e. To insert this clause, including paragraphs (a) through (e), in every subcontract and subagreement and in every solicitation for a subcontract or sub-agreement, that receives Federal funds under this program.

<b>PROJECT TITLE</b>	<b>APPLICANT</b>	
<b>FY 2021 Distracted Driving High Visibility Enforcement</b>	<b>Hamden Police Department</b>	
	<b>CERTS &amp; ASSURANCES</b>	<b>PAGE 3 OF 7</b>

**POLITICAL ACTIVITY (HATCH ACT)**  
 (applies to subrecipients as well as States)

The Subgrantee will comply with provisions of the Hatch Act (5 U.S.C. 1501-1508), which limits the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds

**CERTIFICATION REGARDING FEDERAL LOBBYING**  
 (applies to subrecipients as well as States)

Certification for Contracts, Grants, Loans, and Cooperative Agreements

The undersigned certifies, to the best of his or her knowledge and belief, that

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement;

2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions;

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-award at all tiers (including subcontracts, subgrants, and contracts under grant, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

**RESTRICTION ON STATE LOBBYING**  
 (applies to subrecipients as well as States)

None of the funds under this program will be used for any activity specifically designed to urge or influence a State or local legislator to favor or oppose the adoption of any specific legislative proposal pending before any State or local legislative body. Such activities include both direct and indirect (e.g., "grassroots") lobbying activities, with one exception. This does not preclude a State official whose salary is supported with NHTSA funds from engaging in direct communications with State or local legislative officials, in accordance with customary State practice, even if such communications urge legislative officials to favor or oppose the adoption of a specific pending legislative proposal.

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visiblility Enforcement	Hamden Police Department	
	CERTS & ASSURANCES	PAGE 4 OF 7

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION**  
(applies to subrecipients as well as States)

Instructions for Primary Tier Participant Certification (States)

1. By signing and submitting this proposal, the prospective primary tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective primary tier participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary tier participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default or may pursue suspension or debarment.
4. The prospective primary tier participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary tier participant learns its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
6. The prospective primary tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visibillity Enforcement	Hamden Police Department	
	CERTS & ASSURANCES	PAGE 5 OF 7

8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)

9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency may terminate the transaction for cause or default.

*Certification Regarding Debarment, Suspension, and Other Responsibility Matters—Primary Tier Covered Transactions*

(1) The prospective primary tier participant certifies to the best of its knowledge and belief, that it and its principals:

- (a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency;
- (b) Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
- (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State or Local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
- (d) Have not within a three-year period preceding this application proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.

(2) Where the prospective primary tier participant is unable to certify to any of the Statements in this certification, such prospective participant shall attach an explanation to this proposal.

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department	
	CERTS & ASSURANCES	PAGE 6 OF 7

Instructions for Lower Tier Participant Certification

1. By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below and agrees to comply with the requirements of 2 CFR parts 180 and 1200.
2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
3. The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
4. The terms *covered transaction*, *civil judgment*, *debarment*, *suspension*, *ineligible*, *participant*, *person*, *principal*, and *voluntarily excluded*, as used in this clause, are defined in 2 CFR parts 180 and 1200. You may contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.
5. The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
6. The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Instructions for Lower Tier Participant Certification" including the "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transaction," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions and will require lower tier participants to comply with 2 CFR parts 180 and 1200.
7. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 CFR part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant is responsible for ensuring that its principals are not suspended, debarred, or otherwise ineligible to participate in covered transactions. To verify the eligibility of its principals, as well as the eligibility of any prospective lower tier participants, each participant may, but is not required to, check the System for Award Management Exclusions website (<https://www.sam.gov/>)
8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
9. Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 CFR part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.

PROJECT TITLE	APPLICANT	
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department	
	CERTS & ASSURANCES	PAGE 7 OF 7

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions:

1. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participating in covered transactions by any Federal department or agency.
2. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

**BUY AMERICA ACT**  
(applies to subrecipients as well as States)

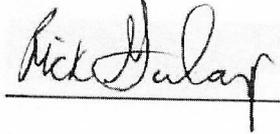
The Subgrantee will comply with the Buy America requirement (23 U.S.C. 313) when purchasing items using Federal funds. Buy America requires a State, or subrecipient, to purchase with Federal funds only steel, iron and manufactured products produced in the United States, unless the Secretary of Transportation determines that such domestically produced items would be inconsistent with the public interest, that such materials are not reasonably available and of a satisfactory quality, or that inclusion of domestic materials will increase the cost of the overall project contract by more than 25 percent. In order to use Federal funds to purchase foreign produced items, the State must submit a waiver request that provides an adequate basis and justification for approval by the Secretary of Transportation.

**PROHIBITION ON USING GRANT FUNDS TO CHECK FOR HELMET USAGE**  
(applies to subrecipients as well as States)

The Subgrantee will not use 23 U.S.C. Chapter 4 grant funds for programs to check helmet usage or to create checkpoints that specifically target motorcyclists.

**CITY/TOWN/AGENCY'S AUTHORIZED OFFICIAL**

I understand that my statements in support of this application for Federal grant funds are statements upon which the Federal/State Government will rely in determining qualification for grant funds, and that knowing misstatements may be subject to civil or criminal penalties under 18 U.S.C. 1001. I sign these Certifications and Assurances based on personal knowledge, and after appropriate inquiry.

NAME: Rick Galarza SIGNATURE: 

TITLE: Deputy Finance Director DATE: 9/8/2020

<b>PROJECT TITLE</b>	<b>APPLICANT</b>
FY 2021 Distracted Driving High Visibility Enforcement	Hamden Police Department
	<b>SUMMARY</b>

**BUDGET SUMMARY APPROVAL**

<b>TOTAL FEDERAL BUDGET</b>	\$60,365.80	<b>FEDERAL SHARE</b>	100.00%
<b>TOTAL MATCH BUDGET</b>	\$0.00	<b>NON-FEDERAL SHARE</b>	0.00%

<b>FEDERAL AWARD IDENTIFIER NUMBER (FAIN):</b>	69A3751930000405eCTC
	69A3752030000405eCTC
	69A3752130000405eCTC

COST CATEGORY	AMOUNT	BUDGET SUMMARY APPROVAL		
		APPROVED	NOT APPROVED	N/A
OFFICERS-SALARIES	\$60,365.80	<input checked="" type="checkbox"/> APPROVED for \$60,000.00	<input type="checkbox"/> NOT APPROVED	<input type="checkbox"/> N/A
OFFICERS-FRINGE BENEFITS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input checked="" type="checkbox"/> N/A
TROOPER-SALARIES	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input checked="" type="checkbox"/> N/A
TROOPER-FRINGE BENEFITS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input checked="" type="checkbox"/> N/A
STATE POLICE-SALARIES	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input checked="" type="checkbox"/> N/A
STATE POLICE-FRINGE BENEFITS	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input checked="" type="checkbox"/> N/A
INDIRECT COST	\$0.00	<input type="checkbox"/> APPROVED	<input type="checkbox"/> NOT APPROVED	<input checked="" type="checkbox"/> N/A
<b>TOTAL FEDERAL BUDGET</b>	\$60,365.80	<b>APPROVED \$: \$60,000.00</b>		

**Notes:** The budget is approved for \$60,000.00, which is the approved amount in the Highway Safety Plan.

# Memo

To: Mayor Curt Leng  
From: Sue Gruen, Town Attorney  
Date: October 1, 2020  
Cc: Acting Chief John Cappiello  
Curtis Eatman, Finance Director  
Rick Galarza, Deputy Finance Director  
Dave Garretson, COS  
Patrick Donnelly, DCOS  
Re: Order to Accept and Expend- State of Connecticut Department of Transportation  
Distracted Driving High Visibility Enforcement Program Grant - 2021

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Attached please find an Order authorizing the Hamden Police Department to accept and expend grant funds the State of Connecticut Department of Transportation. The funds will be used by the department to perform distracted driving enforcement between October 1<sup>st</sup> - 30<sup>th</sup> 2020 and April 1<sup>st</sup> – 30<sup>th</sup> 2021. The grant provides for 100% reimbursement for wage costs (\$60,000). The order also allows for temporary borrowing pending reimbursement of the grant funds from the State.

Please forward this to the Legislative Council for approval.

**TOWN OF HAMDEN  
LEGISLATIVE COUNCIL**

**ORDER TO ACCEPT AND EXPEND GRANT FUNDS FROM THE STATE OF  
CONNECTICUT DEPARTMENT OF TRANSPORTATION  
2021 DISTRACTED DRIVING HIGH VISIBILITY ENFORCEMENT PROGRAM**

Presented by: \_\_\_\_\_

WHEREAS, the Hamden Police Department has been awarded grant funds from the State of Connecticut Department of Transportation 2021 Distracted Driving High Visibility Enforcement Program (“the Program”) ; and

WHEREAS, the Hamden Police Department wishes to accept and expend such funds to perform distracted driving enforcement between October 1<sup>st</sup> - 30<sup>th</sup> 2020 and April 1<sup>ST</sup> – 30<sup>th</sup> 2021; and

WHEREAS, the wage costs for the grant are 100% reimbursable (\$60,000).

NOW, THEREFORE, BE IT ORDERED that the Hamden Police Department is authorized to accept and expend grant funds from the State of Connecticut Department of Transportation 2021 Distracted Driving High Visibility Enforcement Program.

BE IT FURTHER ORDERED that the Finance Director is hereby authorized to temporarily borrow up to \$60,000 from the General Fund for the purpose of the Program and upon receipt of grant funds from the State of Connecticut, the General Fund shall be reimbursed.

BE IT RESOLVED that Hamden Mayor Curt Balzano Leng or his designee is hereby authorized to enter into any agreements necessary for the acceptance and expenditure of such funds.

Adopted by the Legislative Council at its meeting held on \_\_\_\_\_ 2020.

APPROVED AS TO FORM:

\_\_\_\_\_  
SUSAN GRUEN  
Town Attorney

\_\_\_\_\_  
MICHAEL MCGARRY, President  
Legislative Council

\_\_\_\_\_  
KIM RENTA, Clerk  
Legislative Council

APPROVED:

\_\_\_\_\_  
CURT BALZANO LENG  
Mayor

Date: \_\_\_\_\_



## TOWN OF HAMDEN OFFICE OF THE MAYOR

**Curt Balzano Leng**  
*Mayor*

**Hamden Government Center  
2750 Dixwell Avenue  
Hamden, Connecticut 06518  
Tel: (203) 287-7100  
Fax: (203) 287-7101**

October 1, 2020

Legislative Council  
Hamden Memorial Town Hall  
Hamden, CT 06518

Re: ORDER AUTHORIZING INTERDEPARTMENTAL TRANSFER 2019- 2020 FISCAL YEAR BUDGET (Year End Close-out – Various Departments) \$2,850,000

Honorable Members:

Enclosed please find an interdepartmental transfer order to reallocate funds in the amount of \$2,850,000. These funds are being moved from accounts with available funds to cover current deficits within our Fringes Benefits – Town/BOE and Expenditure and Program Reductions/Attrition accounts.

For more information pertaining to this transfer request, please see attached correspondence from Finance Director Curtis Eatman.

By copy of this letter, Finance Director Curtis Eatman is hereby requested to attend your meeting to answer any questions you might have.

Your approval of this order is respectfully requested.

Sincerely,

Curt Balzano Leng, Mayor

CBL/rr

Enclosure

Cc: Finance Director Curtis Eatman, Deputy Finance Director Rick Galarza, Town Attorney Sue Gruen, COS David Garretson, DCOS Patrick Donnelly, DOLA Walter Morton, Mayor's Office File

**TOWN OF HAMDEN  
LEGISLATIVE COUNCIL**

**ORDER AUTHORIZING INTERDEPARTMENTAL TRANSFER  
2019- 2020 FISCAL YEAR BUDGET**

Presented by: \_\_\_\_\_

WHEREAS, pursuant to Section 10-7.D (2) (b) of the Charter, the Council may by Order, upon approval of the Mayor, transfer any unencumbered appropriations balance or portions thereof from one Department, Board of Commission to another.

WHEREAS, subject to the provisions outlined above, and pursuant to Sections 10-7. (D)(2)(b), the Mayor hereby requests transfers as set forth below.

NOW THEREFORE, BE IT ORDERED that pursuant to Section 10-7.D (2) (b) of the Charter, the Legislative Council hereby approves and authorizes the transfers as set forth above.

Adopted by the Legislative Council at its meeting held on \_\_\_\_\_ 2020.

APPROVED AS TO FORM:

\_\_\_\_\_  
Susan Gruen  
Town Attorney

\_\_\_\_\_  
Michael McGarry, President  
Legislative Council

APPROVED:

\_\_\_\_\_  
Kim Renta, Clerk  
Legislative Council

\_\_\_\_\_  
Curt Balzano Leng  
Mayor

Date: \_\_\_\_\_



## TOWN OF HAMDEN FINANCE DEPARTMENT

Hamden Government Center  
2750 Dixwell Ave  
Hamden, CT 06518  
Tel: (203) 287-7010  
Fax: (203) 287-7005

Curtis M. Eatman  
Finance Director  
[ceatman@hamden.com](mailto:ceatman@hamden.com)

Legislative Council  
Hamden Memorial Town Hall  
Hamden, CT, 06518

### **Re: Fiscal Year (FY) 2019-2020 Audit Closeout Process**

Honorable Council Members:

The Town of Hamden is currently in the process of closing out FY 2019-2020 in preparation for the Town Audit. As a result, we are submitting a final year-end budget transfer, similar to what the Town has done in past years.

Attached you will find a budget transfer from various Town expenditure accounts in the amount of \$2,850,000 to cover the planned/budgeted savings throughout the FY 19-20 Town Adopted Budget. This will comply with the Town's budget and adjust the following accounts:

- 10201-3636 Expenditure and Program Reduction/ Attrition
- 14211-0221 Town-Wide Savings (Attrition, Concessions, Incentive Savings, Efficiency Efforts)

Upon your review and consideration, please feel free to contact myself or any Town Department-Head to discuss any details.

Sincerely,

Curtis M. Eatman, Finance Director

Visit us at [www.hamden.com](http://www.hamden.com)

**Town of Hamden  
General Fund and Special Fund Transfer Request  
Fiscal Year 2019-2020**

**Date: 9/28/2020**

**Requesting Department: Various - Audit Process for Year End Close-out FY19-20**

*It is respectfully requested that approval be granted for the following transfer:*

<b>FROM:</b>				
<b>Department #</b>	<b>Account #</b>	<b>Account Name</b>	<b>Amount</b>	<b>Reason</b>
01 LEGISLATIVE COUNCIL	10101 0510	ADVERTISING	25,000.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10101 0576	SPECIAL PROJECTS	2,000.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10101 0592	LEGAL LAWYER	5,000.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10101 0595	ANNUAL AUDIT	2,500.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10101 0965	EMERG & CONTINGENCY FUND	11,950.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10142 0231	ACCRUED BENEFITS/RETIREMENT	702.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10143 0590	PROFESSIONAL/TECH SERVICE	35,284.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10143 0670	FOOD PRODUCTS	181.00	YE Account Balance
01 LEGISLATIVE COUNCIL	10143 0933	SETTLEMENT RESERVE	62,502.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0110	REGULAR SALARIES	1,958.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0130	OVERTIME	433.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0172	EXPENSE REIMBURSEMENT	484.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0329	TOWN EVENTS	1,666.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0350	PROFESSIONAL MEETINGS	4,220.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0510	ADVERTISING	50.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0541	DUES/SUBSCRIPTIONS	900.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0542	VETERANS MEMORIAL PARADE	2,172.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0558	MUNICIPAL SERVICE FEES	3,448.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0590	PROFESSIONAL/TECH SERVICE	9,261.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0609	RECYC. COORD. SUPPLIES	1,500.00	YE Account Balance
02 MAYOR'S OFFICE	10201 0966	COMMISSION EXPENSES	374.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0110	REGULAR SALARIES	635.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0130	OVERTIME	521.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0460	TELEPHONE SERVICE	742.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0510	ADVERTISING	150.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0513	CONTRACT SERVICES	135.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0515	PRINTING/REPRODUCTION	416.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0575	EQUIPMENT MAINT.	740.00	YE Account Balance
04 REGISTRAR OF VOTERS	10401 0615	ELECTION SUPPLIES	2,787.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0460	TELEPHONE SERVICE	794.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0510	ADVERTISING	300.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0513	CONTRACT SERVICES	10,560.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0515	PRINTING/REPRODUCTION	2,223.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0590	PROFESSIONAL/TECH SERVICE	27,544.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0615	ELECTION SUPPLIES	16,200.00	YE Account Balance
04 REGISTRAR OF VOTERS	10488 0670	FOOD PRODUCTS	2,044.00	YE Account Balance
05 FINANCE OFFICE	10501 0110	REGULAR SALARIES	7,350.00	YE Account Balance
05 FINANCE OFFICE	10501 0130	OVERTIME	188.00	YE Account Balance
05 FINANCE OFFICE	10501 0134	PAY DIFFERENTIAL	1,008.00	YE Account Balance
05 FINANCE OFFICE	10501 0310	MILEAGE	1,169.00	YE Account Balance
05 FINANCE OFFICE	10501 0350	SEMINARS/PROFESSIONAL MEET.	174.00	YE Account Balance
05 FINANCE OFFICE	10501 0541	DUES/SUBSCRIPTIONS	65.00	YE Account Balance
05 FINANCE OFFICE	10501 0590	PROFESSIONAL/TECH SERVICE	1,670.00	YE Account Balance
05 FINANCE OFFICE	10501 0677	RESERVE FOR NEGOTIATIONS	50,000.00	YE Account Balance

05 FINANCE OFFICE	10517	0937	INSURANCE MANAGEMENT	4,883.00	YE Account Balance
05 FINANCE OFFICE	10517	0938	INSURANCE LIABILITY	69,603.00	YE Account Balance
05 FINANCE OFFICE	10517	0958	INSURANCE CLAIMS	20,000.00	YE Account Balance
05 FINANCE OFFICE	10517	0965	EMERGENCY & CONTINGENCY F	11,718.00	YE Account Balance
05 FINANCE OFFICE	10517	0985	ENVIRONMENTAL COMPLIANCE	4,175.00	YE Account Balance
05 FINANCE OFFICE	10580	0575	EQUIPMENT MAINTENANCE	4,310.00	YE Account Balance
06 ASSESSOR'S OFFICE	10601	0130	OVERTIME	1,205.00	YE Account Balance
06 ASSESSOR'S OFFICE	10601	0351	EDUCATION SEMINARS	779.00	YE Account Balance
06 ASSESSOR'S OFFICE	10601	0541	DUES/SUBSCRIPTIONS	1,647.00	YE Account Balance
06 ASSESSOR'S OFFICE	10601	0590	PROFESSIONAL/TECH SERVICE	1,634.00	YE Account Balance
06 ASSESSOR'S OFFICE	10601	0718	BOOKS, MAPS, MANUALS	925.00	YE Account Balance
06 ASSESSOR'S OFFICE	10601	0781	GIS UPDATES	5,100.00	YE Account Balance
07 REVIEW OF ASSESSMENTS	10701	0942	STIPEND	1,200.00	YE Account Balance
08 TAX OFFICE	10801	0110	REGULAR SALARIES	20,391.00	YE Account Balance
08 TAX OFFICE	10801	0130	OVERTIME	998.00	YE Account Balance
08 TAX OFFICE	10801	0140	LONGEVITY	745.00	YE Account Balance
08 TAX OFFICE	10801	0351	EDUCATION SEMINARS	303.00	YE Account Balance
08 TAX OFFICE	10801	0510	ADVERTISING	247.00	YE Account Balance
08 TAX OFFICE	10801	0541	DUES/SUBSCRIPTIONS	105.00	YE Account Balance
09 TOWN ATTORNEY	10901	0110	REGULAR SALARIES	515.00	YE Account Balance
09 TOWN ATTORNEY	10901	0140	LONGEVITY	1,025.00	YE Account Balance
09 TOWN ATTORNEY	10901	0541	DUES/SUBSCRIPTIONS	125.00	YE Account Balance
09 TOWN ATTORNEY	10901	0718	BOOKS, MAPS, MANUALS	92.00	YE Account Balance
09 TOWN ATTORNEY	10918	0940	FEE REIMBURSEMENT	466.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0110	REGULAR SALARIES	921.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0130	OVERTIME	476.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0134	PAY DIFFERENTIAL	72.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0510	ADVERTISING	4,289.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0518	BINDING	867.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0541	DUES/SUBSCRIPTIONS	85.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0581	RECORD REPRODUCTION	319.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11001	0615	ELECTION SUPPLIES	2,421.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11012	0510	ADVERTISING	79.00	YE Account Balance
10 TOWN CLERK'S OFFICE	11012	0590	PROFESSIONAL/TECH SERVICE	7,215.00	YE Account Balance
11 PLANNING & ZONING	11101	0110	REGULAR SALARIES	9,814.00	YE Account Balance
11 PLANNING & ZONING	11101	0130	OVERTIME	2,494.00	YE Account Balance
11 PLANNING & ZONING	11101	0350	PROFESSIONAL MEETINGS	200.00	YE Account Balance
11 PLANNING & ZONING	11101	0541	DUES/SUBSCRIPTIONS	228.00	YE Account Balance
11 PLANNING & ZONING	11101	0590	PROFESSIONAL/TECH SERVICE	1,700.00	YE Account Balance
11 PLANNING & ZONING	11101	0718	BOOKS, MAPS, MANUALS	150.00	YE Account Balance
12 PERSONNEL OFFICE	11201	0110	REGULAR SALARIES	1,574.00	YE Account Balance
12 PERSONNEL OFFICE	11201	0120	TEMPORARY WAGES	1,920.00	YE Account Balance
12 PERSONNEL OFFICE	11201	0350	PROFESSIONAL MEETINGS	400.00	YE Account Balance
12 PERSONNEL OFFICE	11201	0541	DUES/SUBSCRIPTIONS	233.00	YE Account Balance
12 PERSONNEL OFFICE	11229	0612	TEST SUPPLIES	1,087.00	YE Account Balance
12 PERSONNEL OFFICE	11294	0240	PHYSICAL EXAMS	5,906.00	YE Account Balance
12 PERSONNEL OFFICE	11294	0590	PROFESSIONAL/TECH SERVICE	1,285.00	YE Account Balance
14 ECONOMIC DEVELOPMENT	11411	0320	MONTHLY ALLOWANCE	101.00	YE Account Balance
14 ECONOMIC DEVELOPMENT	11411	0350	PROFESSIONAL MEETINGS	355.00	YE Account Balance
14 ECONOMIC DEVELOPMENT	11411	0360	BUSINESS TRAVEL	339.00	YE Account Balance
14 ECONOMIC DEVELOPMENT	11411	0511	CONTRACT SERV-GRANT WRITER	25,718.00	YE Account Balance
14 ECONOMIC DEVELOPMENT	11411	0541	DUES/SUBSCRIPTIONS	565.00	YE Account Balance
14 ECONOMIC DEVELOPMENT	11411	0548M	MARKETING CONSULTANT	5,000.00	YE Account Balance
17 PURCHASING	11701	0440	STREET LIGHTING	720.00	YE Account Balance
17 PURCHASING	11701	0451	HYDRANT WATER SERVICE	651.00	YE Account Balance
17 PURCHASING	11701	0515	PRINTING/REPRODUCTION	4,324.00	YE Account Balance
17 PURCHASING	11701	0556	RENTAL - EQUIPMENT	487.00	YE Account Balance

17 PURCHASING	11701	0610	OFFICE SUPPLIES	39.00	YE Account Balance
17 PURCHASING	11701	0665	DUPLICATE/PHOTO SUPPLIES	196.00	YE Account Balance
17 PURCHASING	11701	0681	COMPUTER SUPPLIES	344.00	YE Account Balance
18 INFORMATION & TECHNOLOGY D	11801	0110	REGULAR SALARIES	2,972.00	YE Account Balance
18 INFORMATION & TECHNOLOGY D	11801	0130	OVERTIME	275.00	YE Account Balance
18 INFORMATION & TECHNOLOGY D	11801	0590	PROFESSIONAL/TECH SERVICE	25,357.00	YE Account Balance
18 INFORMATION & TECHNOLOGY D	11801	0785	COMPUTER EQUIPMENT	2,157.00	YE Account Balance
19 ELDERLY SERVICES	11901	0110	REGULAR SALARIES	3,101.00	YE Account Balance
19 ELDERLY SERVICES	11901	0120	TEMPORARY WAGES	3,500.00	YE Account Balance
19 ELDERLY SERVICES	11901	0140	LONGEVITY	150.00	YE Account Balance
19 ELDERLY SERVICES	11901	0541	DUES/SUBSCRIPTIONS	50.00	YE Account Balance
19 ELDERLY SERVICES	11901	0606	SPECIAL PROGRAMS	1,486.00	YE Account Balance
19 ELDERLY SERVICES	11901	0650	RECREATION SUPPLIES	830.00	YE Account Balance
19 ELDERLY SERVICES	11901	0728	TRANSPORTATION AGREEMENT	87,676.00	YE Account Balance
23 ANIMAL CONTROL	12301	0110	REGULAR SALARIES	534.00	YE Account Balance
23 ANIMAL CONTROL	12301	0510	ADVERTISING	1,000.00	YE Account Balance
23 ANIMAL CONTROL	12301	0590	PROFESSIONAL/TECH SERVICE	220.00	YE Account Balance
23 ANIMAL CONTROL	12301	0673	UNIFORM STIPEND ALLOWANCE	450.00	YE Account Balance
23 ANIMAL CONTROL	12317	0552	LAND/BUILDINGS - RENTAL	35,873.00	YE Account Balance
23 ANIMAL CONTROL	12323	0755	SAFETY EQUIPMENT	950.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0110	REGULAR SALARIES	404,866.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0110E	EXTRA DUTY SALARIES	29,020.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0110T	EXTRA DUTY TOWN JOBS	5,678.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0130	OVERTIME	68,890.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0131	SHIFT DIFFERENTIAL	923.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0132	BICYCLE UNIT O/T	69,030.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0138	GARCIA OVERTIME	308.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0139	OVERTIME-MUNICIPAL EVENTS	2,004.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0140	LONGEVITY	54,499.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0150	HOLIDAY PAY	1,231.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0170	MEAL ALLOWANCE	78.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0332	ANIMAL ACQ/CARE/TREATMENT	6,053.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0360	BUSINESS TRAVEL	755.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0515	PRINTING/REPRODUCTION	482.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0541	DUES/SUBSCRIPTIONS	1,275.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0550	POSTAGE	311.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0556	RENTAL - EQUIPMENT	1,070.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0575	COMPUTER EQPT/MAINT.	3,750.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0590	PROFESSIONAL/TECH SERVICE	23,566.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0610	OFFICE SUPPLIES	1,967.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0670	FOOD PRODUCTS	123.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0710	OFFICE EQUIPMENT	289.00	YE Account Balance
24 POLICE DEPARTMENT	12401	0718	BOOKS, MAPS, MANUALS	100.00	YE Account Balance
24 POLICE DEPARTMENT	12401	7074	STREET OUTREACH PROGRAM	28,000.00	YE Account Balance
24 POLICE DEPARTMENT	12452	0110	REGULAR SALARIES	45,776.00	YE Account Balance
24 POLICE DEPARTMENT	12452	0140	LONGEVITY	1,151.00	YE Account Balance
24 POLICE DEPARTMENT	12452	0180	SCHOOL CLOSING	2,251.00	YE Account Balance
24 POLICE DEPARTMENT	12452	0672	UNIFORM PURCHASE ALLOW.	900.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0175	EDUCATION INCENTIVE	13,104.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0590	PROFESSIONAL/TECH SERVICE	7,128.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0616	EDUCATIONAL MATERIAL	1,520.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0672	UNIFORM PURCHASE ALLOW.	14,669.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0674	UNIFORM CLEANING ALLOW.	3,296.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0710	OFFICE EQUIPMENT	42.00	YE Account Balance
24 POLICE DEPARTMENT	12453	0718	BOOKS,MAPS,MANUALS	107.00	YE Account Balance
24 POLICE DEPARTMENT	12454	0506	CONFIDENTIAL EXPENDITURE	1,000.00	YE Account Balance
24 POLICE DEPARTMENT	12454	0611	GENERAL SUPPLIES	1,000.00	YE Account Balance

24 POLICE DEPARTMENT	12454	0710	OFFICE EQUIPMENT	288.00	YE Account Balance
24 POLICE DEPARTMENT	12455	0536	COMPUTER CRIME LAB	1,947.00	YE Account Balance
24 POLICE DEPARTMENT	12455	0561	EQUIPMENT REPAIRS - OTHER	50.00	YE Account Balance
24 POLICE DEPARTMENT	12455	0611	GENERAL SUPPLIES	55.00	YE Account Balance
24 POLICE DEPARTMENT	12455	0665	MEDIA PRODUCTION SUPPLIES	1,649.00	YE Account Balance
24 POLICE DEPARTMENT	12455	0784	MEDIA PRODUCTION EQPT	1,500.00	YE Account Balance
24 POLICE DEPARTMENT	12456	0611	GENERAL SUPPLIES	50.00	YE Account Balance
24 POLICE DEPARTMENT	12459	0130	OVERTIME	38,332.00	YE Account Balance
24 POLICE DEPARTMENT	12459	0351	EDUCATION SEMINARS	250.00	YE Account Balance
24 POLICE DEPARTMENT	12459	0611	GENERAL SUPPLIES	455.00	YE Account Balance
24 POLICE DEPARTMENT	12459	0710	OFFICE EQUIPMENT	3,244.00	YE Account Balance
24 POLICE DEPARTMENT	12459	0782	RADIO/COMMUNICATION EQUIP	485.00	YE Account Balance
24 POLICE DEPARTMENT	12460	0590	PROFESSIONAL/TECH SERVICE	8,056.00	YE Account Balance
24 POLICE DEPARTMENT	12460	0611	GENERAL SUPPLIES	4,461.00	YE Account Balance
24 POLICE DEPARTMENT	12460	0650	RECREATION SUPPLIES	610.00	YE Account Balance
24 POLICE DEPARTMENT	12460	0670	FOOD PRODUCTS	1,008.00	YE Account Balance
24 POLICE DEPARTMENT	12460	0762	POLICE EXPLORER PROGRAM	7,487.00	YE Account Balance
24 POLICE DEPARTMENT	12460	0784	GENERAL EQUIP OTHERS	3,585.00	YE Account Balance
24 POLICE DEPARTMENT	12461	0611	GENERAL SUPPLIES	537.00	YE Account Balance
24 POLICE DEPARTMENT	12461	0784	GENERAL EQUIP OTHERS	2,755.00	YE Account Balance
24 POLICE DEPARTMENT	12462	0741	VEHICLE RENTAL	1,140.00	YE Account Balance
24 POLICE DEPARTMENT	12463	0506	CONFIDENTIAL EXPENDITURES	22.00	YE Account Balance
24 POLICE DEPARTMENT	12463	0611	GENERAL SUPPLIES	1,000.00	YE Account Balance
24 POLICE DEPARTMENT	12463	0791	PHOTO/DUPLICATING EQUIP.	200.00	YE Account Balance
24 POLICE DEPARTMENT	12464	0559	TOWING	1,453.00	YE Account Balance
24 POLICE DEPARTMENT	12464	0566	VEHICLE MAINTENANCE	961.00	YE Account Balance
24 POLICE DEPARTMENT	12464	0628	UNLEADED GAS	1,089.00	YE Account Balance
24 POLICE DEPARTMENT	12465	0719	TRAFFIC EQUIPMENT	1,316.00	YE Account Balance
24 POLICE DEPARTMENT	12465	0755	SAFETY EQUIPMENT	3,442.00	YE Account Balance
24 POLICE DEPARTMENT	12491	0599	CASH MATCH	450.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0110	REGULAR SALARIES	120,750.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0110H	HFD CODE ENFORCEMENT	15,000.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0130	OVERTIME	1,988.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0131	SHIFT DIFFERENTIAL	4,880.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0133	ACTING DIFFERENTIAL	2,084.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0135	PARAMEDIC/EMS DIFF.	10,132.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0136	SUBSTITUTES/STRAIGHT TIME	39,419.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0138	GARCIA OVERTIME	40,259.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0140	LONGEVITY	2,020.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0150	HOLIDAY PAY	4,978.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0175	EDUCATION INCENTIVE	1,250.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0240	PHYSICAL EXAMS-OSHA	3,023.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0545	MED-COM	3,675.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0672	UNIFORM PURCHASE ALLOW.	4,694.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0673	UNIFORM STIPEND ALLOWANCE	2,352.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0718	BOOKS, MAPS, MANUALS	293.00	YE Account Balance
25 FIRE DEPARTMENT	12501	0942	STIPEND	144.00	YE Account Balance
25 FIRE DEPARTMENT	12553	0590	PROFESSIONAL/TECH SERVICE	282.00	YE Account Balance
25 FIRE DEPARTMENT	12553	0616	EDUCATIONAL MATERIAL	48.00	YE Account Balance
25 FIRE DEPARTMENT	12553	0718	BOOKS, MAPS, MANUALS	137.00	YE Account Balance
25 FIRE DEPARTMENT	12559	0571	RADIO REPAIRS	108.00	YE Account Balance
25 FIRE DEPARTMENT	12564	0561	REPAIRS-FIRE EXTINGUISHER	335.00	YE Account Balance
25 FIRE DEPARTMENT	12564	0626	LUBRICANTS	24.00	YE Account Balance
25 FIRE DEPARTMENT	12564	0632	TIRES/TUBES/WHEELS	67.00	YE Account Balance
25 FIRE DEPARTMENT	12564	0635	VEHICLE EQPT REPAIR/MAINT.	1,185.00	YE Account Balance
25 FIRE DEPARTMENT	12567	0572	FIRE HYDRANT REPAIRS	739.00	YE Account Balance
25 FIRE DEPARTMENT	12567	0611	GENERAL SUPPLIES	4,013.00	YE Account Balance

25 FIRE DEPARTMENT	12567	0690	SAFETY SUPPLIES	720.00	YE Account Balance
25 FIRE DEPARTMENT	12568	0616	EDUCATIONAL MATERIAL	323.00	YE Account Balance
25 FIRE DEPARTMENT	12569	0710	PROTECTIVE EQUIP.	905.00	YE Account Balance
25 FIRE DEPARTMENT	12570	0680	MEDICAL SUPPLIES	608.00	YE Account Balance
25 FIRE DEPARTMENT	12570	0730	MECHANICAL EQUIPMENT	700.00	YE Account Balance
25 FIRE DEPARTMENT	12570	0788	COMPUTER SOFTWARE & TRAINING	928.00	YE Account Balance
25 FIRE DEPARTMENT	12570	6122	MOBILE DATA	4,395.00	YE Account Balance
25 FIRE DEPARTMENT	12571	0645	HOUSEKEEPING SUPPLIES	706.00	YE Account Balance
25 FIRE DEPARTMENT	12572	0611	GENERAL SUPPLIES	46.00	YE Account Balance
25 FIRE DEPARTMENT	12572	0718	BOOKS,MAPS,MANUALS	300.00	YE Account Balance
26 BUILDING DEPARTMENT	12601	0110	REGULAR SALARIES	27,763.00	YE Account Balance
26 BUILDING DEPARTMENT	12601	0130	OVERTIME	386.00	YE Account Balance
26 BUILDING DEPARTMENT	12601	0140	LONGEVITY	820.00	YE Account Balance
26 BUILDING DEPARTMENT	12601	0541	DUES/SUBSCRIPTIONS	455.00	YE Account Balance
26 BUILDING DEPARTMENT	12601	0718	BOOKS, MAPS, MANUALS	920.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0110	REGULAR SALARIES	15,955.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0120	TEMPORARY WAGES	6,197.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0130	OVERTIME	268.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0140	LONGEVITY	845.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0170	MEAL ALLOWANCE	50.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0549	LINE PAINTING	3,020.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0583	HEAVY EQUIPMENT REPAIRS	100.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0590	PROFESSIONAL/TECH SERVICE	8,172.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0610	OFFICE SUPPLIES	237.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0661	TRAFFIC SIGN SUPS.	2,216.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0662	TRAFFIC SIGNAL PARTS	2,702.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0666	BUS SHELTER PARTS	725.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0672	UNIFORM PURCHASE ALLOW.	200.00	YE Account Balance
29 TRAFFIC DEPARTMENT	12901	0690	SAFETY SUPPLIES	1,000.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0110	REGULAR SALARIES	77,192.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0120	TEMPORARY WAGES	1,464.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0130	OVERTIME	21,814.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0133	ACTING DIFFERENTIAL	1,137.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0140	LONGEVITY	4,096.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0160	STAND-BY	1,552.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0170	MEAL ALLOWANCE	750.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0517	GRAFFITI/BLIGHT REMOVAL	1,044.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0541	DUES/SUBSCRIPTIONS	575.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0546	TRANSFER STATION	580.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0553	WASTE REMOVAL-CONDOS	8,563.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0556	RENTAL - EQUIPMENT	708.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0672	UNIFORM PURCHASE ALLOW.	246.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13001	0690	SAFETY SUPPLIES	966.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13075	0165	SNOW REMOVAL	153.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13075	0620	ROAD MAINTENANCE SUPPLIES	3,047.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13075	0696	SNOW REMOVAL SUPPLIES	669.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13076	0578	FIELD RENOVATIONS	1,313.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13076	0667	HORTICULTURE SUPPLIES	1,599.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13076	0691	PARKWAY/TREE MAINTENANCE	599.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13076	0693	TREE STUMP REMOVAL SUPP.	800.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13076	0695	PARKWAY/TREES	59.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13076	0727	COMMUNITY GARDEN	500.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13077	0565	STORM SEWER MAINT.	22.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13079	0561	EQUIPMENT REPAIRS-OTHER	963.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13079	0640	BLDG/GROUND MAINT SUPP.	723.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0525	TIRE REPAIRS/ROAD SERVICE	3,617.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0562	VEHICLE REPAIRS	309.00	YE Account Balance

30 PUBLIC WORKS DEPARTMENT	13081	0566	VEHICLE MAINTENANCE	177.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0585	HAZARDOUS WASTE	233.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0625	UNLEADED GASOLINE	1,304.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0626	LUBRICANTS	6,500.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0627	DIESEL FUEL	589.00	YE Account Balance
30 PUBLIC WORKS DEPARTMENT	13081	0694	TOOL ALLOWANCE	400.00	YE Account Balance
32 ENGINEERING DEPARTMENT	13201	0110	REGULAR SALARIES	9,164.00	YE Account Balance
32 ENGINEERING DEPARTMENT	13201	0351	EDUCATION SEMINARS	960.00	YE Account Balance
32 ENGINEERING DEPARTMENT	13201	0590	PROFESSIONAL/TECH SERVICE	58,633.00	YE Account Balance
32 ENGINEERING DEPARTMENT	13201	0613	ENGINEERING SUPPLIES	2,516.00	YE Account Balance
34 MENTAL HEALTH	13401	9036	YALE CHILD STUDY	58,000.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0110	REGULAR SALARIES	92,000.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0120	SEASONAL /TEMP WAGES	3,250.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0130	OVERTIME	1,582.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0130S	O/T SUNDAY HOURS	4,990.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0134	PAY DIFFERENTIAL	1,019.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0140	LONGEVITY	25.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0175	EDUCATION INCENTIVE	500.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0310	MILEAGE	300.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0515	PRINTING/COPIER COST	4,192.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0518	BINDING	200.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0541	DUES/SUBSCRIPTIONS	734.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0575	EQUIPMENT MAINT.	47.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0590	PROFESSIONAL/TECH SERVICE	2,165.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0640	BLDG/GROUND MAINT. SUP	310.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0650	RECREATION SUPPLIES	163.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0664	LIBRARY PROCESSING SPPLS.	220.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0672	UNIFORM PURCHASE ALLOW	34.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0680	MEDICAL SUPPLIES	20.00	YE Account Balance
36 LIBRARY DEPARTMENT	13601	0715	LIBRARY MATERIALS	494.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0120	TEMPORARY WAGES	1,178.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0130	OVERTIME	1,533.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0140	LONGEVITY	845.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0541	DUES/SUBSCRIPTIONS	666.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0573R	RENTAL PORTABLE TOILETS	4,086.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0573S	YOUTH SPORTS CONTRIBUTION	1,000.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0598	RECREATION-YEARLY	15,465.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0606	PARK & REC SPEC PROG EXP	26,271.00	YE Account Balance
37 RECREATION ADMINISTRATION	13701	0770	RECREATION EQUIPMENT	750.00	YE Account Balance
41 PENSION PLANS - TOWN/BOE	14100	0224	TWN/BOE CONTRIBUTION CMERS	111,000.00	YE Account Balance
42 FRINGES BENEFITS - TOWN/BO	14201	0213	WORKERS' COMPENSATION	118,438.00	YE Account Balance
42 FRINGES BENEFITS - TOWN/BO	14201	0953	HEART/HYPERTENSION	110,160.00	YE Account Balance
42 FRINGES BENEFITS - TOWN/BO	14211	0210	SOCIAL SECURITY	317.00	YE Account Balance
42 FRINGES BENEFITS - TOWN/BO	14211	0211	UNEMPLOYMENT COMPENSATION	2,745.00	YE Account Balance
43 ARTS & CULTURE DEPARTMENT	14301	0110	REGULAR SALARIES	2,692.00	YE Account Balance
43 ARTS & CULTURE DEPARTMENT	14301	0510	ADVERTISING	101.00	YE Account Balance
43 ARTS & CULTURE DEPARTMENT	14301	0576	SPECIAL PROJECTS	1,732.00	YE Account Balance
43 ARTS & CULTURE DEPARTMENT	14301	0590	PROFESSIONAL/TECH SERVICE	2,540.00	YE Account Balance
43 ARTS & CULTURE DEPARTMENT	14301	0606	SPECIAL PROGRAMS	2,164.00	YE Account Balance
50 BOARD OF EDUCATION	15001	1000	BOARD OF EDUCATION BUDGET	86,166.00	YE Account Balance
52 VISITING NURSE ASSOC - CONTRIB.	15201	0940	FEE REIMBURSEMENT	39,394.00	YE Account Balance
53 BOARD OF ETHICS	15301	0592	LEGAL/LAWYER	5,000.00	YE Account Balance

TO:

Department #	Account #		Account Name	Amount	Reason
02 MAYOR'S OFFICE	10201	3636	Expenditure Reductions/ Effeciency Efforts	\$ (350,000.00)	YE Audit Adjustment
42 FRINGES BENEFITS - TOWN/BOE	14211	0221	Town Wide Savings- Attrition, Concessions, Incentive Savings, Effeciency Efforts	\$ (2,500,000.00)	YE Audit Adjustment

Approved By:

Department Head:

Finance Director:

Mayor: