

**REGULAR MEETING MINUTES**  
**COLUMBIA BOARD OF SELECTMEN**  
**Tuesday, April 5, 2016 - 7 pm.**  
**Adella G. Urban Administrative Offices Conference Room**  
**323 Route 87, Columbia, CT**

**Members Present:** First Selectman Carmen Vance; Deputy Selectman Steven Everett; Selectman William O'Brien; Selectman Robert Hellstrom; Selectman Robert Bogue.

**Also Present:** Town Administrator Natasha Nau; Ann Dunnack; *The Chronicle* Reporter Kimberly Wetzel.

**CALL TO ORDER:** C. Vance called the meeting to order at 7 pm.

1. **PLEDGE OF ALLEGIANCE:** The Pledge of Allegiance was recited.
2. **MINUTES: BOS 3/15/16 Regular Meeting Minutes:** R. Bogue MOVED to approve. MOTION CARRIED 5:0.
3. **AUDIENCE OF CITIZENS:** None.
4. **OLD BUSINESS:**
  - 4.1 **Proposed Ordinance #23-2: Tax Bills and Excess Payments Less than \$5.00:** N. Nau stated that a Public Hearing will be required to approve the new ordinance if approved by the BOS and that it must then be published in the paper in full. She stated that the total of bills and excess payments less than \$5 in town is \$112.27. R. Bogue MOVED to bring the Proposed Ordinance presented (to be effective on May 31, 2016) to a Public Hearing on April 19<sup>th</sup> at 6:45 pm. MOTION CARRIED 5:0.
  - 4.2 **FY 2016-2017 Budget:** C. Vance explained that at the March 30, 2016 FiPAC Special Meeting, the following was cut: \$200,000 from the BOE Operating Budget, \$635,000 from the Capital Budget it was agreed to use \$400,000 from the Undesignated Fund Balance. N. Nau explained that FiPAC removed the allocation for Land Acquisition along with other Capital expenses from the proposed Capital Budget. Discussion followed. The BOS would like a copy of the originally proposed budget, the budget approved by the BOS to send to FiPAC and a copy of the latest budget which includes the recent FiPAC cuts. N. Nau will get this to the BOS. FiPAC will hold a special meeting on April 7, 2016. The BOE and BOS will be present to discuss budget cuts with FiPAC.
5. **NEW BUSINESS:**
  - 5.1 **POCD:** C. Vance asked the BOS to review the POCD draft created by Town Planner Paula Stahl. P. Stahl will be present at the April 19, 2016 BOS meeting to answer questions regarding the POCD draft.
  - 5.2 **Letter of Support for AHM Grant Application for OPM Police and Youth Program:** N. Nau stated that AHM Director Michelle Hamilton contacted her hoping for a letter of support for a highly competitive OPM Police and Program Grant. The grant is due April 18, 2016. W. O'Brien MOVED to approve a letter of support to AHM. MOTION CARRIED 5:0.
6. **COLUMBIA LAKE / DAM / BEACH:**
  - 6.1 **Application of Dan O'Neill for an extension of previously approved permit to replace a dock, install a second dock and a raft at 46 Route 87:** C. Vance MOVED to approve the extension contingent upon recommendations set forth by LMAC. MOTION CARRIED 5:0.

**7. APPOINTMENTS / RESIGNATIONS:**

**7.1 Appointment of Lifeguards and Sub Lifeguards:** C. Vance MOVED to appoint the following Lifeguards and Sub Lifeguards:

- Jeff Minicucci
- Rebecca Ray
- Allison Cox
- Gianna Mohammed
- Rachel Horvath
- Jayne Lemire
- Matthew Gorman (sub)
- Chloe Weston (sub)
- Maizey Mabry Smith (sub)
- Luke Stover (sub)

MOTION CARRIED 5:0.

**7.2 Appointment of Terri Ingersoll as Board Clerk:** C. Vance MOVED to appoint T. Ingersoll as Board Clerk. MOTION CARRIED 5:0.

**7.3 Appointment of Mildred Ramsey as Aquatics Director:** C. Vance MOVED to appoint M. Ramsey as Aquatics Director and Town Meeting Moderator. MOTION CARRIED 5:0.

**7.4 Appointment of Mildred Ramsey as Moderator:** (See item 7.3).

**7.5 Appointment of the following individuals to EDC:**

Jeanne Crum; Christopher Crum; Tom Currier: C. Vance MOVED to appoint the following individuals to the EDC:

- Tom Currier
- Jeanne Crum
- Christopher Crum

MOTION CARRIED 5:0.

**8. TOWN ADMINISTRATOR REPORT:** *See report.*

**9. CORRESPONDENCE:** None.

**10. BUDGET:**

**10.1 Transfers:** R. Bogue MOVED to approve the following transfers:

TRANSFER # / AMOUNT	FROM A/C #, DESCRIPTION	TO A/C #, DESCRIPTION
2016-027 / \$25	10-4132-710, Assessor Professional Improvement	10-4132-720, Assessor Professional Dues
2016-028 / \$500	10-4133-505, Tax Collector State DMV Fees	10-4133-500, Tax Collector Professional Tech
2016-029 / \$360	10-4420-011, Waste Disposal Salaries – OT	10-4420-630, Waste Disposal Rental
2016-030 / \$400	10-4420-011, Waste Disposal Salaries – OT	10-4420-230, Waste Disposal Electricity
2016-031 / \$500	10-4420-011, Waste Disposal Salaries – OT	10-4116-230, Chapel on the Green Electricity
2016-032 / \$700	10-4134-710, Public Records Professional Improvements	10-4134-130, Public Records Legal Notices
2016-032 / \$150	10-4134-600, Public Records Rep/Maint.	10-4134-130, Public Records Legal Notices

MOTION CARRIED 5:0.

**10.2 Refunds:** C. Vance MOVED to approve the following refund:

AMOUNT	FROM	TO
\$7.22	Town of Columbia	Kenneth Shirshac

MOTION CARRIED 5:0.

**11. APPROVE PAYMENT OF BILLS:** C. Vance MOVED to approve the payment of bills including regular bills, emergency bills, credit cards and paychex totaling \$235,836.02. MOTION CARRIED 5:0.

**12. BOARD MEMBER COMMENTS:** S. Everett asked why the Rec Department is not open on Fridays now that the Director of Parks and Recreation is full time. N. Nau stated that M. Volza modified his schedule so he is in the office from 8 am to 7 pm on Thursdays to accommodate those residents who can only visit the office after regular working hours. She explained that an ad for a Recreation Floater has been published and

that once a Rec Floater is hired, M. Volza will utilize the Floater as needed to accommodate residents.

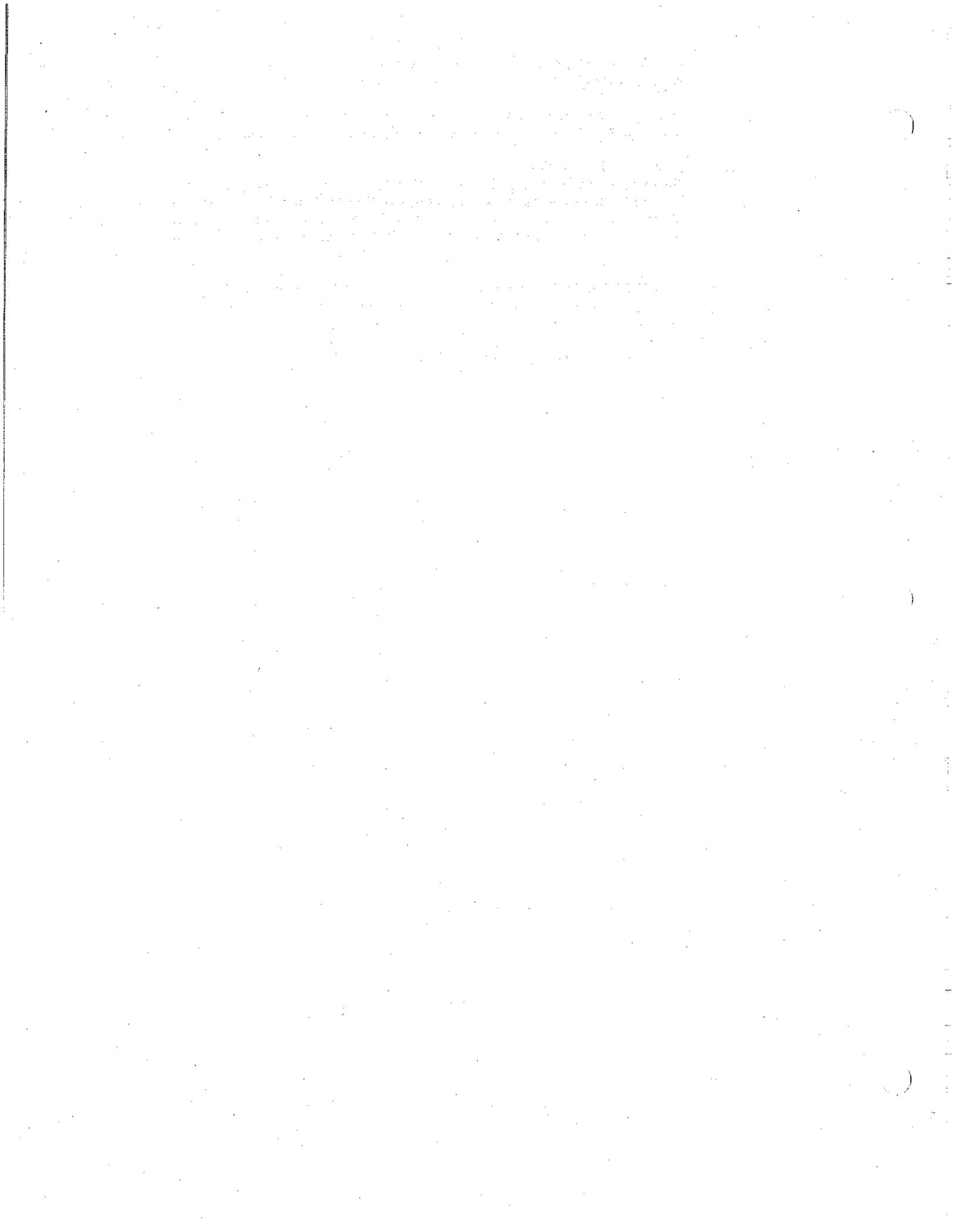
S. Everett complimented N. Nau regarding the second issue of the "Columbia Chatter" newsletter. He stated that it was put together nicely and that he found it very informative.

**13. EXECUTIVE SESSION**

**13.1 Real estate per State Statutes Section 1-200(6)(D); Pending Litigation per State Statutes Section 1-200(6)(B); Personnel per State Statues Section 1-200(6)(A); C. Vance MOVED to enter into executive session at 7:52 pm with N. Nau and A. Dunnack present. A. Dunnack exited executive session at 8:18 pm. Executive session ended at 8:30 pm.**

**14. ADJOURNMENT: C. Vance MOVED to ADJOURN at 8:31 pm and the MOTION CARRIED UNANIMOUSLY. The next meeting is scheduled for Tuesday, April 19, 2016 at 7 pm.**

Respectfully submitted by Kimberly A. Bona





# TOWN OF COLUMBIA

## Ordinance 18-5: Tax Bills and Excess Payments Less than \$5.00

### Section 1:

#### **Retention of Excess Property Taxes Less than \$5.00**

Pursuant to the Connecticut General Statute Section 12-129, the Tax Collector is hereby authorized to retain any property tax payment in excess of the amount due, whether for principal, legal interest, penalty or fees, provided that the amount of such excess payment is less than Five Dollars (\$5.00).

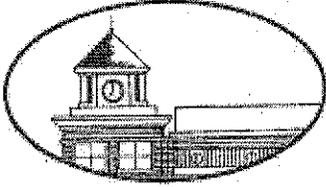
### Section 2:

#### **Waiver of Property Taxes Less than \$5.00**

Pursuant to the Connecticut General Statute Section 12-144c, the Tax Collector is hereby authorized to waive the payment of any property tax due in any amount less than Five Dollars (\$5.00).

DRAFT





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**COLUMBIA SCHOOL SYSTEM**

**LOL FEARON, SUPERINTENDENT**

3 SCHOOLHOUSE ROAD

P.O. Box 166

COLUMBIA, CT 06237

860-228-8590

860-228-8592 (FAX)

LFearon@HWPorter.org

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To: Carmen Vance, First Selectman

From: Lol Fearon, Superintendent 

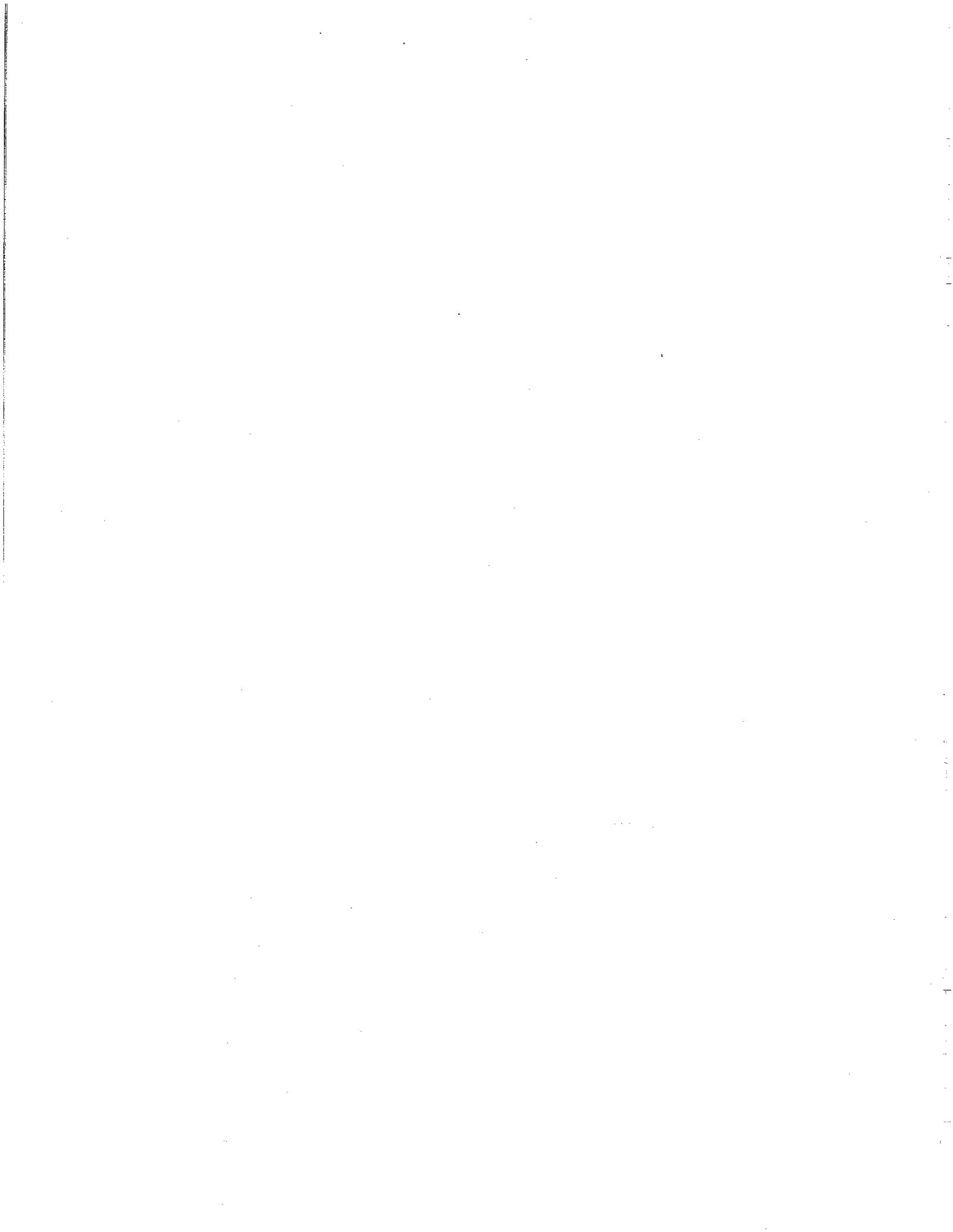
Date: April 14, 2016

Re: Board of Education Supplemental Appropriation

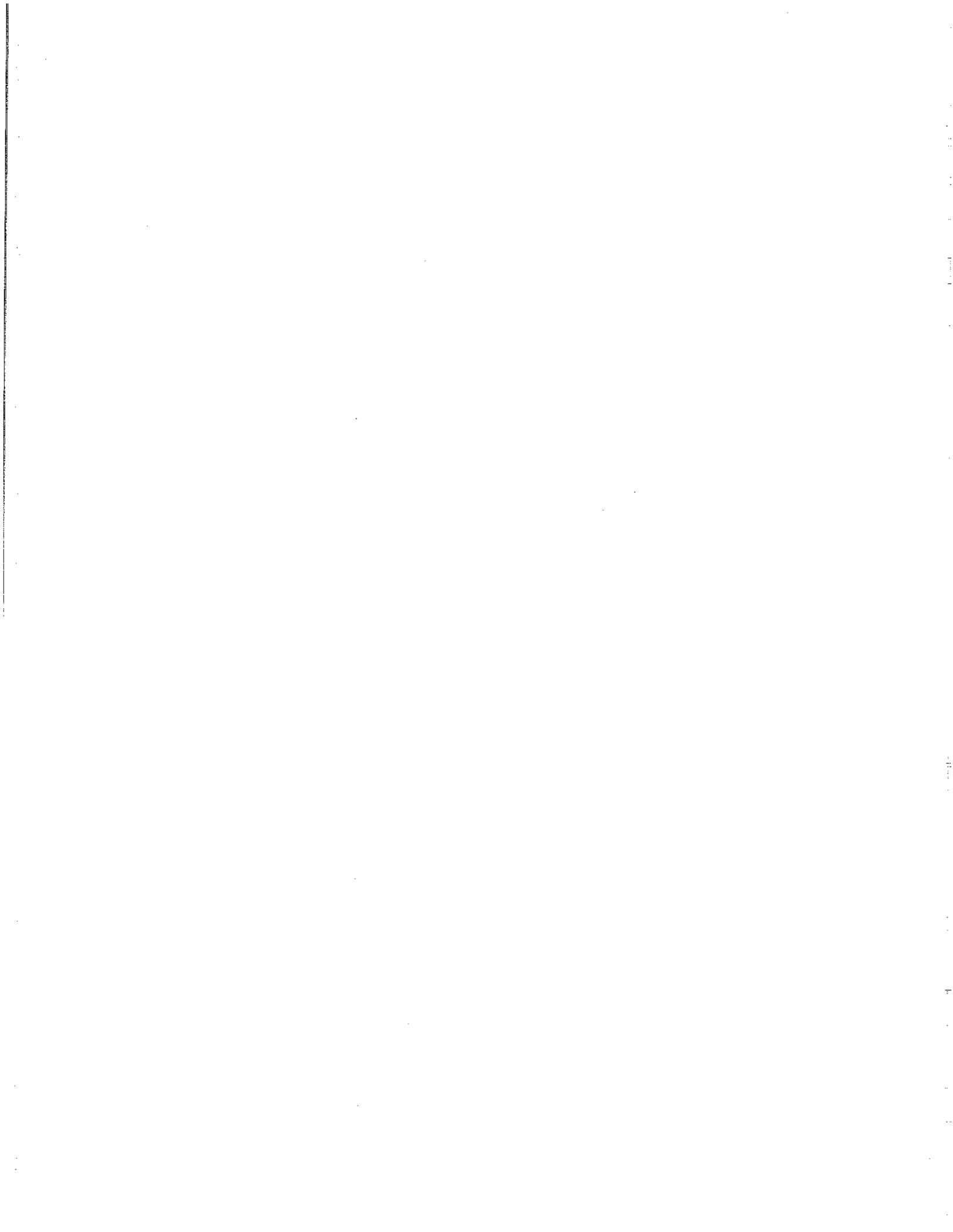
I am writing on behalf of the Columbia Board of Education to request that the Columbia Board of Selectmen schedule a Special Town Meeting in order to discuss and vote upon a supplemental appropriation to the education budget of \$400,000 for the 2015/16 fiscal year. I will be happy to meet with the Board of Selectmen to discuss this request in detail.

Thank you for your attention to this matter.

Cc: Christopher Lent, Chairman, Board of Education  
Earnest Sharpe, Chairman, FiPAC  
Beverly Ciurylo, Finance Director and Treasurer



The Town of Columbia will hold its annual Boat Mooring Lottery at the Board of Selectmen meeting scheduled for Tuesday, April 19, 2016 at 7:00 PM in the Adella G. Urban Administrative Offices Conference Room. The purpose of the lottery is twofold. First, it establishes eligibility to rent a mooring (since there are usually more applicants than available moorings). Second, it establishes the order in which residents will choose the location of their boat mooring. Generally, a resident that fares well in the lottery will choose a mooring closer to shore. Any resident wishing to enter the lottery should submit the following information to Town Administration: name, address, phone number, boat type, make, length and motor size. The information may be delivered via email to [kbona@columbiact.org](mailto:kbona@columbiact.org) or by postal service or walk-in. Those awarded a mooring will be notified and will be required to supply proof of residency, boat registration information, a Safe Boating Certificate, and a non-refundable fee of \$100.00. The Town of Columbia limits motor size on Columbia Lake to 80 horsepower for outboard engines and 150 horsepower for inboard engines. For more information, please contact Kim at (860) 228-0110.





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



March 25, 2016

The Honorable Carmen L. Vance  
First Selectwoman  
Town of Columbia  
323 Route 87  
Columbia, CT 06237

Dear Ms. Vance:

I am pleased to forward for your signature the Emergency Management Performance Grant sub-grant award 015E030A in the amount of **\$3,010.00** (of which **\$1,505.00** is federal funding and **\$1,505.00** is sub-grantee match). The aim of this funding is to assist your community in maintaining a robust local emergency management program.

Please review the award carefully and pay particular attention to the general and special grant conditions. Afterwards, sign and date the award, initial as indicated, and return it to:

Michael Caplet  
DEMHS Region 4 Coordinator  
State Police Troop K  
15-B Old Hartford Road  
Colchester, CT 06415

Consistent with previous years, this sub-grant award is based on your approved grant application and your community's population.

Audit quality documentation of allowable expenditures must accompany reimbursement requests and should be submitted to Michael Caplet, DEMHS Region 4 Coordinator, for processing. Please note that all requests must include an original signature by the local finance director or someone of equal authority on the EMPG SLA Financial Tool.

You will be sent a fully executed copy of the subgrant award for your files. We thank you for your participation in the EMPG program and your community's continued commitment to the protection of our citizens.

Sincerely,

William P. Shea  
Deputy Commissioner  
Department of Emergency Services and Public Protection  
Division of Emergency Management and Homeland Security

CC:

Mr. Jerry James, Emergency Management Director  
Michael Caplet, DEMHS Region 4 Coordinator

25 Sigourney Street, 6<sup>th</sup> floor, Hartford, CT 06106

Phone: 860.256.0800 / Fax: 860.256.0815

An Affirmative Action/Equal Employment Opportunity Employer



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



**NOTICE OF GRANT AWARD**

**Purpose:** This document is the obligating contract between the Grantor and Grantee.

**Signatory:** DESPP/DEMHS Deputy Commissioner William P. Shea or designee.

**Authorizing Legislation:** Department of Homeland Security Appropriations Act, 2015, (Pub. L. No. 114-4)

GRANTEE INFORMATION		GRANT INFORMATION		GRANTOR INFORMATION	
<b>Grantee:</b>	Town of Columbia	<b>DEMHS Grant #:</b>	015E030A	<b>Grantor:</b>	DESPP/DEMHS
<b>Address:</b>	323 Route 87 Columbia, CT 06237	<b>Funding Type:</b>	Federal	<b>Unit:</b>	Strategic Planning Comm. Preparedness
<b>FEIN:</b>	06-0849153	<b>Date of Award:</b>	March 25, 2016	<b>Address:</b>	1111 Country Club Rd. Middletown, CT 06457
<b>POC:</b>	Mr. Jerry James	<b>Start Date:</b>	10/1/2015	<b>POC:</b>	Michael Caplet
		<b>End Date:</b>	9/30/2016	<b>Phone #:</b>	
				<b>Email:</b>	Michael.caplet@ct.gov

**FUNDING BREAKDOWN (Summary of Attached Budget)**

<b>Total Budget:</b>	\$3,010.00	<b>State Match:</b>	\$ 0.00
<b>Total State Funding:</b>	\$ 0.00	<b>Grantee Match:</b>	\$1,505.00
<b>Total Federal Funding:</b>	\$1,505.00		

**Federal Grant No.:** EMW-2015-EP-00074-S01

**CFDA No:** 97.042

**SUMMARY DESCRIPTION OF FUNDING**

Through this accord, the Town of Columbia will use grant funding in the amount of \$1,505.00 from the 2015 Emergency Management Performance Grant for costs related to supporting all-hazards emergency management mission areas.

**AUTHORIZATION OF AGREEMENT**

My signature below, for and on behalf of the above named grantee, indicates acceptance of the above referenced award and further certifies that:

- I have the authority to execute this agreement on behalf of the grantee, and the grantee acknowledges that they have read, understand and will comply the attached budgets, general and Special Grant Conditions contained within this grant award package on the following pages.

By: \_\_\_\_\_ (Date) \_\_\_\_\_  
 \_\_\_\_\_ (Signature of Authorized Officials)  
 \_\_\_\_\_ (Typed Name of Authorized Official)

**For DESPP**

By: \_\_\_\_\_ (Date) \_\_\_\_\_  
 \_\_\_\_\_ (Signature of Authorized Officials)  
 DEPUTY COMMISSIONER, WILLIAM P. SHEA  
 \_\_\_\_\_ (Typed Name of Authorized Official)

**CORE CT INFORMATION (FOR DESPP OFFICE USE)**

<b>Contract #:</b>	<b>PO #:</b>	<b>Receipt Date:</b>							
Amount	Fund	Dept.	SID	Program	Account	CH 1	CH 2	Bud Ref.	Proj.
\$1,505.00	12060	32160	21881	27570	55050	190103		2015	20130



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



**Federal Assurances and Certifications**

The following assurances and federal forms are required by Department of Homeland Security/FEMA and the Connecticut Department of Emergency Services and Public Protection. Form usage is dependent on the project and funding source (*see breakdown below*).

**Form Usage Requirements:**



**FEMA Form 20-16 Summary/Signature Sheet:**

This is the signature page for the required assurances. Signature on this form is **REQUIRED** by all subrecipients. The subrecipient should select all that apply and sign.

**FEMA Form 20-16A Assurances-Nonconstruction Programs:**

This form includes all assurances for non-construction related projects (ie. salary/equipment) and is required when completing such projects with federal funding received in this grant.

**FEMA Form 20-16B Assurances-Construction Programs:**

This form includes all assurances for construction related projects (ie. EOC Construction) and is required when completing such projects with federal funding received in this subgrant.

**FEMA Form 20-16C Certification Regarding Lobbying; Debarment:**

This form explains rules regarding lobbying, debarment and other subrecipient responsibility matters. **REQUIRED** by all subrecipients.

**OMB SF-LLL Disclosure of Lobbying Activities:**

Only required if using federal funds for lobbying purposes.

Please initial here to indicate that you have read and understand these conditions  
Federal Assurances and Certifications



U.S. DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**SUMMARY SHEET FOR ASSURANCES AND CERTIFICATIONS**

O.M.B. No. 1660-0025  
Expires July 31, 2007

FOR  
FY 2014

CA FOR (Name of Recipient)

This summary sheet includes Assurances and Certifications that must be read, signed, and submitted as a part of the Application for Federal Assistance.

An applicant must check each item that they are certifying to:

- Part I  FEMA Form 20-16A, Assurances-Nonconstruction Programs
- Part II  FEMA Form 20-16B, Assurances-Construction Programs
- Part III  FEMA Form 20-16C, Certification Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements
- Part IV  SF LLL, Disclosure of Lobbying Activities *(If applicable)*

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the identified attached assurances and certifications.

\_\_\_\_\_  
Typed Name of Authorized Representative

\_\_\_\_\_  
Title

\_\_\_\_\_  
Signature of Authorized Representative

\_\_\_\_\_  
Date Signed

**NOTE:** By signing the certification regarding debarment, suspension, and other responsibility matters for primary covered transaction, the applicant agrees 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 debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by FEMA entering into this transaction.

The applicant further agrees by submitting this application that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion-Lower Tier Covered Transaction," provided by the FEMA Regional Office entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions. (Refer to 44 CFR Part 17.)

**Paperwork Burden Disclosure Notice**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing, reviewing, and maintaining the data needed, and completing and submitting the form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington DC 20472. You are not required to complete this form unless a valid OMB control number is displayed in the upper corner on this form. **Please do not send your completed form to the above address.**



U.S DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**ASSURANCES-NONCONSTRUCTION PROGRAMS**

O.M.B. No. 1660-0025  
Expires July 31, 2007

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**NOTE:**

Certain of these assurances may not be applicable to your project or program. If you have any questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project costs) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. Section 4727-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's Standards for Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P. L. 88-352) which prohibits discrimination on the basis of race, color, or national origin; (b) Title IV of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Section 794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970, (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912, (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Acts of 1968 (42 U.S.C. Section 3601 et. seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provision in the specific statute(s) under which application for Federal assistance is being made; and (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Title II and III of the Uniformed Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or Federally assisted programs. These requirements apply to all interest in real property acquired for project purposes regardless of Federal participation in purchase.
8. Will comply with provisions of Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employees whose principle employment activities are funded in whole or in part with Federal funds.
9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 276a to 276a-7) the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Sections 874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333), regarding labor standards for federally assisted construction subagreements.
10. Will comply, if applicable with flood insurance purchase requirements of Section 102a of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clear Air) Implementation Plans under Section 176 (c) of the Clear Air Act of 1955, as amended (42 U.S.C. Section et seq.); (g) protection underground sources of drinking water under Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); and (h) protection of endangered species under the Endangered Species Act of 1973, as amended, (P.L. 93-205).
12. Will comply with the wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components of the national wild and scenic rivers systems.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 469a-et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. 2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801 et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations and policies governing this program.
19. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.



U. S. DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**ASSURANCES-CONSTRUCTION PROGRAM**

**O.M.B. No. 1660-0025**  
**Expires July 31, 2007**

**PAPERWORK BURDEN DISCLOSURE NOTICE**

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**NOTE"**

Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the Awarding Agency. Further, certain federal assistance awarding agencies may require applicants to certify additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance, and the institutional, managerial and financial capability (*including funds sufficient to pay the non-Federal Share of project cost*) to ensure proper planning, management, and completion of the project described in this application.
2. Will give the awarding agency, the comptroller General of the United States, and if appropriate, the States, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the assistance; and will establish a paper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will not dispose of, modify the use of, or change the terms of the real property title, or other interest in the site and facilities without permission and instructions from the awarding agency. Will record the Federal interest in the title of real property in accordance with awarding agency directives and will include a covenant in the title of real property acquired in whole or in part with Federal assistance funds to assure nondiscrimination during the useful life of the project.
4. Will comply with the requirements of the assistance awarding agency with regard to the drafting, review and approval of construction plans and specifications.
5. Will provide and maintain competent and adequate engineering supervision at the construction site to ensure that the complete work conforms with the approved plans and specifications and will furnish progress reports and such other information as may be required by the assistance awarding agency or state.
6. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
7. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
8. Will comply with Intergovernmental Personnel Act of 1970 (42 U.S.C. Sections 4728-4763) relating to prescribed standards for merit systems for programs funded under one of the nineteen statutes or regulations specified in Appendix A of OPM's standards for a Merit System of Personnel Administration (5 C.F.R. 900-subpart F).
9. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. Sections 4801-et seq.) which prohibits the use of lead based paint in construction or rehabilitation of residence structures.
10. Will comply with all Federal statutes relating to non-discrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. Sections 1681-1683, and 1685-1686) which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. Sections 794) which prohibits discrimination on the basis of; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. Sections 6101-61-7) which prohibits discrimination on the basis of age; (e) the Drug Abuse Office Treatment Act of 1972 (P.L. 93-255), as amended, relating to non-discrimination on the bases of abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the bases of alcohol abuse or alcoholism; (g) Sections 523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. 290 dd-3 and 290 ee-3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. Sections et seq.), as amended, relating to non-discrimination in the sale, rental or financing of housing; (i) and other non-discrimination provisions in the specific statutes(s) under which application for Federal assistance is being made, and (j) the requirements on any other non-discrimination Statutes(s) which may apply to the application.
11. Will comply, or has already complied, with the requirements of Title II and III of the Uniform Relocation Assistance and Real Property Acquisition policies Act of 1970 (P.L. 91-646) which provides for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal and Federally assisted programs. These requirements apply to all interest in real property acquired for project purpose regardless of Federal participation in purchases.
12. Will comply with the provisions of the Hatch Act (5 U.S.C. Sections 1501-1508 and 7324-7328) which limit the political activities of employment activities are funded in whole or in part with Federal funds.
13. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. Sections 27a to 276a-7), the Copeland Act (40 U.S.C. Section 276c and 18 U.S.C. Section 874), the Contract Work Hours and Safety Standards Act (40 U.S.C. Sections 327-333) regarding labor standards for Federally assisted construction subagreements.



14. Will comply with the flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance in the total cost of insurable construction and acquisition is \$ 10,000 or more.

15. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (E.O.) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management programs developed under the Coastal Zone Management Act of 1973 (16 U.S.C. Sections 1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementations Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. Section 7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended, (P.L. 93-523); (h) Protection of Endangered species Act of 1973, as amended, (P.L. 93-205).

16. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. Sections 1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.

17. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. 470), EO 11593 (identification and preservation of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. 46s-1 et seq.).

18. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act of 1984.

19. Will comply with all applicable requirements of all other Federal laws, Executive Orders, regulations and policies governing this program.

20. It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act (29 U.S.C. 201), as they apply to employees of institutions of higher education, hospitals, and other non-profit organizations.

21. It will obtain approval by the appropriate Federal agencies of the final working drawings and specifications before the project is advertised or placed on the market for bidding; that it will construct the project, or cause it to be constructed, to final completion in accordance with the application and approved plans and specifications; that it will submit to the appropriate Federal agency for prior approval changes that alter the cost of the project, use of space, or functional layout; that it will not enter into a construction contract(s) for the project or undertake other activities until the conditions of the construction grant program(s) have been met.

22. It will operate and maintain the facility in accordance with the minimum standards as may be required or prescribed by the applicable Federal, State, and local agencies for the maintenance and operation of such facilities.

23. It will require the facility to be designed to comply with the "American Standard Specifications for Making Buildings and Facilities Accessible to, and Usable by, the Physically Handicapped," Number A117-1961, as modified (41CFR 101-17.703). The applicant will be responsible for conducting inspections to ensure compliance with these specifications by the contractor.

24. If any real property or structure thereon is provided or improved with the aid of Federal financial assistance extended to the applicant, this assurance shall obligate the applicant, or in the case of any transfer of such property, any transferee, for the period during which the real property or structure is used for a purpose for which the Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits.

25. In making subgrants with nonprofit institutions under this Comprehensive Cooperative Agreement, it agrees that such grants will be subject to OMB Circular A-122, "Cost Principles for Non-profit Organization" including but not limited to, the "Lobbying Revision" published in vol 49, Federal Register, pages 18260 through 18277 (April 27, 1984).



U. S. DEPARTMENT OF HOMELAND SECURITY  
FEDERAL EMERGENCY MANAGEMENT AGENCY  
**CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND  
OTHER RESPONSIBILITY MATTERS; AND DRUG-FREE WORKPLACE REQUIREMENTS**

O.M.B. No. 1660-0025  
Expires July 31, 2007

**PAPERWORK BURDEN DISCLOSURE NOTICE**

Public reporting burden for this form is estimated to average 1.7 hours per response. The burden estimate includes the time for reviewing instructions and searching existing data sources, gathering and maintaining the data needed and completing, and submitting the form. You are not required to respond to this collection of information unless a valid OMB control number appears in the upper right corner of this form. Send comments regarding the accuracy of the burden estimate and any suggestions for reducing the burden to: Information Collections Management, U.S. Department of Homeland Security, Federal Emergency Management Agency, 500 C Street, SW, Washington, DC 20472, Paperwork Reduction Project (1660-0001). **NOTE: Do not send your completed form to this address.**

Applicants should refer to the regulations cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations before completing this form. Signature of this form provides for compliance with certification requirements under 44 CFR Part 18, "New Restrictions on Lobbying" and 28 CFR Part 17, "Government-wide Debarment and Suspension (Nonprocurement) and Government-wide Requirements for Drug-Free Workplace (Grants)." The certifications shall be treated as a material representation of fact upon which reliance will be placed when the Federal Emergency Management Agency (FEMA) determines to award the transaction, grant, or cooperative agreement.

**1. LOBBYING**

As required by section 1352, Title 31 of the U.S. Code, and implemented at 44 CFR Part 18, for persons entering into a grant or cooperating agreement over \$ 100,000, as defined at 44 CFR Part 18, the applicant certifies that:

(a) 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 making of any Federal grant, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement.

(b) If any other funds than Federal appropriated funds have been paid or will be paid to any other person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or an employee of Congress, or employee of a member of Congress in connection with this Federal Grant or cooperative agreement, the undersigned shall complete and submit Stand Form-LLL, "Disclosure of Lobbying Activities," in accordance with its instructions

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

Standard Form-LLL "Disclosure of Lobbying Activities" attached  
(This form must be attached to certification if nonappropriated funds are to be used to influence activities.)

**2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS (DIRECT RECIPIENT)**

As required by Executive Order 12549, Debarment and Suspension, and implemented at 44 CFR Part 67, for prospective participants in primary covered transactions, as defined at 44 CFR Part 17, Section 17.510-A. The applicant certifies that it and its principals:

(a) Are not presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) Have not within a three-year period preceding this application been convicted of a or had a civilian judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or perform 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 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 had one or more public transactions (Federal, State, or local) terminated for cause of default; and

B. Where the applicant is unable to certify to any of the statements in this certification, he or she shall attach an explanation to this application.

**3. DRUG-FREE WORKPLACE (GRANTEE OTHER THAN INDIVIDUALS)**

As required by the Drug-Free Workplace Act of 1988, and implemented at 44 CFR Part 17, Subpart F, for grantees, as defined at 44 CFR Part 17.615 and 17.620-

A. The applicant certifies that it will continue to provide a drug-free workplace by:

- (a) Publishing a statement notifying employees that the unlawful manufacture, distributions
- (b) Establishing an on-going drug free awareness program to inform employees about-

- (1) The dangers of drug abuse in the workplace;
- (2) The grantee's policy of maintaining a drug-free workplace;
- (3) Any available drug counseling, rehabilitation, and employee assistance programs; and
- (4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the grant to be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the grant, the employee will-

- (1) Abide by the term of the statement; and
- (2) Notify the employee in writing of his or her conviction for a violation of a criminal drug statute occurring ion the workplace no later than five calendar days after such convictions;

(e) Notifying the agency, in writing, with 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position, title, to the applicable FEMA awarding office, i.e., regional office or FEMA office.



(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is convicted-

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation act of 1973, as amended; or

(2) Requiring such an employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency;

(g) Making a good faith effort to continue to maintain a drug free workplace through implementation of paragraphs (a),(b),(c),(d),(e) and (f).

B. The grantee may insert in the space provided below the site(s) for the performance of work done in connection with the specific grant:

Place of Performance (Street address, City, County, State, Zip code)

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Check  If there are workplaces on file that are not identified here.

Section 17.830 of the regulations provide that a grantee that is a State may elect to make one certification in each Federal fiscal year. A copy of which should be included with each application for FEMA funding. States and State agencies may elect to use a state wide certification.



## DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352

Approved by OMB

0348-0046

(See reverse for public burden disclosure.)

<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year _____ quarter _____ date of last report _____
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier _____, if known:  Congressional District, if known: <sup>4c</sup>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b>  Congressional District, if known:	
<b>6. Federal Department/Agency:</b>	<b>7. Federal Program Name/Description:</b>  CFDA Number, if applicable: _____	
<b>8. Federal Action Number, if known:</b>	<b>9. Award Amount, if known:</b> \$	
<b>10. a. Name and Address of Lobbying Registrant</b> (if individual, last name, first name, MI):	<b>b. Individuals Performing Services</b> (including address if different from No. 10a) (last name, first name, MI):	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: _____ Print Name: _____ Title: _____ Telephone No.: _____ Date: _____	
<b>Federal Use Only</b>		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)



## INSTRUCTIONS FOR COMPLETION OF SF-LLL, DISCLOSURE OF LOBBYING ACTIVITIES

This disclosure form shall be completed by the reporting entity, whether subawardee or prime Federal recipient, at the initiation or receipt of a covered Federal action, or a material change to a previous filing, pursuant to title 31 U.S.C. section 1352. The filing of a form is required for each payment or agreement to make payment to any lobbying entity 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 a covered Federal action. Complete all items that apply for both the initial filing and material change report. Refer to the implementing guidance published by the Office of Management and Budget for additional information.

1. Identify the type of covered Federal action for which lobbying activity is and/or has been secured to influence the outcome of a covered Federal action.
2. Identify the status of the covered Federal action.
3. Identify the appropriate classification of this report. If this is a followup report caused by a material change to the information previously reported, enter the year and quarter in which the change occurred. Enter the date of the last previously submitted report by this reporting entity for this covered Federal action.
4. Enter the full name, address, city, State and zip code of the reporting entity. Include Congressional District, if known. Check the appropriate classification of the reporting entity that designates if it is, or expects to be, a prime or subaward recipient. Identify the tier of the subawardee, e.g., the first subawardee of the prime is the 1st tier. Subawards include but are not limited to subcontracts, subgrants and contract awards under grants.
5. If the organization filing the report in item 4 checks "Subawardee," then enter the full name, address, city, State and zip code of the prime Federal recipient. Include Congressional District, if known.
6. Enter the name of the Federal agency making the award or loan commitment. Include at least one organizational level below agency name, if known. For example, Department of Transportation, United States Coast Guard.
7. Enter the Federal program name or description for the covered Federal action (item 1). If known, enter the full Catalog of Federal Domestic Assistance (CFDA) number for grants, cooperative agreements, loans, and loan commitments.
8. Enter the most appropriate Federal identifying number available for the Federal action identified in item 1 (e.g., Request for Proposal (RFP) number; Invitation for Bid (IFB) number; grant announcement number; the contract, grant, or loan award number; the application/proposal control number assigned by the Federal agency). Include prefixes, e.g., "RFP-DE-90-001."
9. For a covered Federal action where there has been an award or loan commitment by the Federal agency, enter the Federal amount of the award/loan commitment for the prime entity identified in item 4 or 5.
10. (a) Enter the full name, address, city, State and zip code of the lobbying registrant under the Lobbying Disclosure Act of 1995 engaged by the reporting entity identified in item 4 to influence the covered Federal action.  
  
(b) Enter the full names of the individual(s) performing services, and include full address if different from 10 (a). Enter Last Name, First Name, and Middle Initial (MI).
11. The certifying official shall sign and date the form, print his/her name, title, and telephone number.

According to the Paperwork Reduction Act, as amended, no persons are required to respond to a collection of information unless it displays a valid OMB Control Number. The valid OMB control number for this information collection is OMB No. 0348-0046. Public reporting burden for this collection of information is estimated to average 10 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0046), Washington, DC 20503.





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



General Grant Conditions

**SECTION 1: Use of Grant Funds.**

The grantee agrees to expend the grant funds awarded pursuant to this agreement for allowable purposes only and to comply with all of the terms and conditions of the grant award and any related documents that set forth its obligations as grantee. Grant funds shall not, without advance written approval by DEMHS, be obligated prior to the starting date or subsequent to the termination date of the grant period.

**SECTION 2: Fiscal Control.**

The grantee shall maintain accounting records and establish policies and provide procedures to assure sound fiscal control, effective management, and efficient use of grant funds. The grantee shall establish fiscal control and accounting procedures to assure proper disbursement of, and accounting for, grant funds. Accounting procedures must provide for the accurate and timely recording of receipt of funds by source, expenditures made from such funds, and unexpended balances. Controls must be adequate to insure that expenditures charged to grant activities are made for allowable purposes only.

**SECTION 3: Retention of Records and Records Accessibility.**

- 3.1. Financial records, supporting documents, statistical records, and all other records pertaining to this grant shall be retained for a period of three years starting from the date of the submission of the final expenditure report, with the following qualifications.
- 3.2. If any litigation, claim or audit is started before the expiration date of the three-year period, the records shall be retained until all litigation, claims or audit findings involving the records have been resolved.
- 3.3. Records for the purchase of equipment (i.e., non-expendable, tangible personal property) acquired with grant funds shall be retained for three years after the final disposition of said property.
- 3.4. The State or its representatives shall have the right at reasonable hours to examine any books, records and other documents of the grantee or its subcontractors or subgrantees pertaining to work performed under this agreement. The State will give grantee or such subcontractor or sub-grantee at least twenty-four hours' notice of such intended examination. At the State's request, the grantee shall provide the State with hard copies of or magnetic tape containing any data or information relating to the State's business, which data or information is in the possession or control of the grantee. The grantee shall incorporate this paragraph verbatim into any agreement it enters into with any subcontractor or sub-grantee relating to this grant.

**SECTION 4: Insurance.**

The grantee agrees that while performing any service specified in this grant, the grantee shall maintain sufficient insurance (liability and/or other), according to the nature of the service to be performed, so as to "save harmless" the State of Connecticut from any insurable cause whatsoever. If requested,

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
General Grant Conditions

certificates of insurance shall be filed with the Division of Emergency Management and Homeland Security prior to the performance of services.

**SECTION 5: Conflict of Interest.**

No person who is an officer, employee, consultant or review board member of the grantee shall participate in the selection, award or administration of a contract, subcontract, subgrant or agreement or in the selection and supervision of an employee if a conflict of interest, real or apparent, would be involved. Such a conflict would arise when the officer, employee, consultant or review board member or any member of his/her immediate family, or his/her partner, or an organization which employs, or is about to employ any of the above has a financial interest in the entity or firm selected for the contract, subcontract, or subgrant or when the individual employed is related to any of the foregoing persons.

**SECTION 6: Reports.**

The grantee shall submit such reports as the Division of Emergency Management and Homeland Security shall reasonably request and shall comply with all provisions regarding the submission of such reports. Reports shall include, but not be limited to, revised project narratives, revised budgets and budget narratives, progress reports, financial reports, cash requests, grantee affirmative action packets, and sub-grantee packets and budgets. Cash requests may be withheld by the Division of Emergency Management and Homeland Security until complete and timely reports are received and approved.

**SECTION 7: Funding Limitation.**

Funding of this project in no way obligates the Division of Emergency Management and Homeland Security to fund the project in excess of this grant, beyond the period of this grant, or in future years.

**SECTION 8: Revised Budget.**

If the grant amount and/or the distribution of funds between categories of funds, as identified on the Notice of Grant Award, is different from the amount and/or the distribution in the grant application budget, the grantee agrees to submit to the Division of Emergency Management and Homeland Security a revised budget and budget narrative equal to and in the same distribution as the grant award not later than 30 days after signing of the grant. Cash requests will be withheld until the revision is received and approved.

**SECTION 9: Audits.**

- 9.1. In accordance with the following conditions, the grantee agrees to conduct and submit to the Division of Emergency Management and Homeland Security a completed audit package with management letters and corrective action plans for audits of each of the fiscal years included in the period of this grant and any amendments thereto.
- 9.2. If the grantee meets the requirements of the State Single Audit Act, Sections 4-230 through 4-236, as amended, of the Connecticut General Statutes (C.G.S.), the grantee is required to submit a State Single Audit Report to the Office of Policy and Management. C.G.S. Section 4-231 requires those non-state entities which expended a total amount of State Financial Assistance equal to or in excess of \$100,000 in any fiscal year to have either a single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the grantee received State Financial Assistance from the Division of Emergency Management and Homeland Security for this grant and it is the only State Financial Assistance that the grantee has received during this fiscal period. The State Single Audit Report should be filed with the Office of Policy and Management no later than six months after the end of the audit period.

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
General Grant Conditions

- 9.3. If the grantee receives any federal funds in this grant as identified on the Notice of Grant Award, and meets the requirements of OMB Circular A-133, Audits of State and Local Governments and Non Profit Organizations, the grantee is required to submit an audit conducted in accordance with Generally Accepted Accounting Principles (GAAP) and/or Generally Accepted Governmental Auditing Standards (GAGAS) issued by the Comptroller General of the United States, as well as OMB Circular A-133. This circular requires those state and local governments and non profit organizations which expended a total amount of Federal Financial Assistance equal to or in excess of \$300,000 in any fiscal year to have a federal single audit or a program-specific audit conducted for such fiscal year. A program-specific audit may be conducted if the grantee receives Financial Assistance under only one Federal program. For audit purposes, State or grantee match funds as identified on the Notice of Grant Award, are subject to the same requirements as the federal monies. OMB Circular A-133 requires that the audit report be submitted by the earlier of 30 days after the date of receipt of the auditor's report(s), or 9 months after the end of the audit period.

**SECTION 10: Unexpended Funds and/or Disallowed Costs.**

If project costs are less than the grant, and/or any project costs have been disallowed, the grantee agrees to return the unexpended/disallowed funds to Division of Emergency Management and Homeland Security not later than 60 days following closeout of the grant.

**SECTION 11: Nondiscrimination and Affirmative Action.**

- 11.1. The grantee agrees and warrants that in the performance of the grant such grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such grantee that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut.
- 11.2. The grantee agrees to take affirmative action to insure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, mental retardation, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such grantee that such disability prevents performance of the work involved.
- 11.3. The grantee agrees, in all solicitations or advertisements for employees placed by or on behalf of the grantee, to state that it is an "affirmative action-equal opportunity employer" in accordance with regulations adopted by the State Commission on Human Rights and Opportunities.
- 11.4. The grantee agrees and warrants that in the performance of the grant such grantee will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation.
- 11.5. The grantee agrees to provide each labor union or representative of workers with which such grantee has a collective bargaining agreement or other contract or understanding and each vendor with which such grantee has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
General Grant Conditions

union or workers' representative of the grantee's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment.

- 11.6. The grantee agrees to comply with each provision of this section and Connecticut General Statute sections 46a-68e and 46a-68f and with each regulation or relevant order issued by the Commission on Human Rights and Opportunities pursuant to Connecticut General Statute sections 46a-56, 46a-68e and 46a-68f.
- 11.7. The grantee agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the grantee which relate to the provisions of this section and Connecticut General Statute section 46a-56.
- 11.8. If the grant is a public works contract, the grantee agrees and warrants that the grantee will make good faith efforts to employ minority business enterprises as subcontractors and suppliers of materials on such public works project.
- 11.9. Determination of the grantee's good faith efforts shall include but shall not be limited to the following factors: The grantee's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission on Human Rights and Opportunities may prescribe that are designed to ensure the participation of minority business enterprises in public works projects. The grantee shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts. For the purposes of this paragraph, "minority business enterprise" means any small contractor or supplier of materials fifty-one per cent or more of the capital stock, if any, or assets of which is owned by a person or persons who are active in the daily affairs of the enterprise, who have the power to direct the management and policies of the enterprise and who are members of a minority, as such term is defined in subsection (a) of Connecticut General Statute section 32-9n; "good faith" means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations; "good faith efforts" includes, but is not limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements; and "public works contract" means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.
- 11.10. The grantee shall include the provisions of subsections 11.1 to 11.8, inclusive, in every subcontract or purchase order entered into in order to fulfill any obligation of a grant with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission on Human Rights and Opportunities. The grantee shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with Connecticut General Statute section 46a-56; provided, if such grantee becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission, the grantee may request the State of Connecticut to

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enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.

11.11 The following subsections are set forth here as required by Section 4a-60a of the Connecticut General Statutes:

a) The contractor agrees and warrants that in the performance of the contract such contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or of the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (2) the contractor agrees to provide each labor union or representative of workers with which such contractor has a collective bargaining agreement or other contract or understanding and each vendor with which such contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (3) the contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said commission pursuant to section 46a-56; and (4) the contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the commission, and permit access to pertinent books, records, and accounts, concerning the employment practices and procedures of the contractor which relate to the provisions of this section and section 46a-56.

11.12 The contractor shall include the provisions of section (g) above in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the state and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the commission. The contractor shall take such action with respect to any such subcontract or purchase order as the commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with section 46a-56; provided, if such contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the commission, the contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the state and the state may so enter.

11.13 For the purposes of this entire Non-Discrimination section, "contract" includes any extension or modification of the contract, "contractor" includes any successors or assigns of the contractor, "marital status" means being single, married as recognized by the State of Connecticut, widowed, separated or divorced, and "mental disability means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association's "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders. For the purposes of this section, "contract" does not include a contract where each contractor is (1) a political subdivision of the state, including but not limited to, a municipality, (2) a quasi-public agency, as defined in CGS Section 1-120, (3) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in CGS Section 1-267, (4) the federal government, (5) a foreign government, or (6) an agency of a subdivision, agency, state or government as described in the immediately preceding enumerated items (11.1 – 11.12).

## **SECTION 12: Executive Orders.**

12.1. This Agreement is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill regarding nondiscrimination promulgated June 16, 1971, and such Executive Order is

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incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the State Labor Commissioner shall have continuing jurisdiction in respect to contract performance in regard to nondiscrimination until the Agreement is completed or terminated prior to completion. This Agreement may be canceled, terminated or suspended by the State Labor Commissioner for violation of or noncompliance with said Executive Order or any state or federal law concerning nondiscrimination, notwithstanding that the Labor Commissioner is not a party to this Agreement.

12.2. This Agreement is subject to the provisions of Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, requiring contractors and subcontractors to list employment openings with the Connecticut State Employment Service and such Executive Order is incorporated herein by reference and made a part thereof. The parties agree to abide by said Executive Order and agree that the granting agency and the State Labor Commissioner shall have joint and several continuing jurisdiction in respect to performance in regard to listing all employment openings with the Connecticut State Employment Service. This Agreement may be canceled, terminated, or suspended by the granting agency or the State Labor Commissioner for violation of or noncompliance with said Executive Order No. Seventeen, notwithstanding that the Labor Commissioner is not a party to this Agreement.

12.3. This Agreement is subject to the provisions of Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, regarding Violence in the Workforce Prevention and, such Executive Order is incorporated herein by reference and made a part thereof. This agreement may be canceled, terminated, or suspended by the State for violation of or noncompliance with said Executive Order No. Sixteen.

**SECTION 13: Americans with Disabilities Act.**

This section applies to those grantees, which are or will become responsible for compliance with the terms of the Americans with Disabilities Act of 1990 during the period of award of the grant. The grantee represents that it is familiar with the terms of this Act and that it is in compliance with the law. Failure of the grantee to satisfy this standard either now or during the period of the grant as it may be amended will render the grant voidable at the option of the State upon notice to the grantee. The grantee warrants that it will hold the State harmless from any liability, which may be imposed upon the State as a result of any failure of the grantee to be in compliance with this Act.

**SECTION 14: Independent Contractor.**

The grantee shall act as an independent contractor in performing this agreement, maintaining complete control over its employees and all of its subcontractors. Before hiring outside consultants or entering into contractual agreements with persons, partnerships or companies, the grantee will notify the Division of Emergency Management and Homeland Security of the contractor's identity.

**SECTION 15: Federal Compliance and Assurances.**

15.1 If the grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the grantee and all its subgrantees will comply with the nondiscrimination requirement of Title VI of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973 as amended, and the Age Discrimination Act of 1975 to the effect that, no person shall, on the grounds of race, color, national origin, age, sex, or disability, be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination

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under, or denied employment in connection with any program or activity funded in whole or in part with funds made available in this grant.

- 15.2 The grantee will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measurer under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands.

**SECTION 16: Non-Supplanting.**

- 16.1. If the grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the grantee agrees that these grant funds will be used so as to supplement and increase, but not supplant, the level of state, local, private and federal funds that would otherwise be made available for this project and to serve this target population, and will in no event replace such state, local, private and federal funds.
- 16.2. The grantee shall not use state funds conveyed by the grant to supplant any local funds, if a municipality, or other state funds, if a state agency, which were budgeted for purposes analogous to that of the state grant funds. Division of Emergency Management and Homeland Security may waive this provision upon request and for good cause shown, when it is satisfied that the reduction in local funds or other state funds, as the case may be, is due to circumstances not related to the grant.

**SECTION 17: Additional Federal Conditions.**

If the grantee receives any federal funds in this grant as identified on the Notice of Grant Award, the grantee agrees to comply with the attached Additional Federal Conditions which have been issued by the federal grantor agency to the Division of Emergency Management and Homeland Security and which are hereby made a part of this grant award.

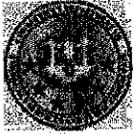
**SECTION 18: Indemnification.**

The grantee shall indemnify, defend and hold harmless the State and its successors and assigns from and against any and all (1) actions, suits, claims, investigations and legal, administrative or arbitration proceedings pending or threatened, whether mature, un-matured, contingent, known or unknown, at law or in equity, in any forum (collectively, "Claims") arising in connection with this Agreement including, but not limited to, acts of commission or omission (collectively, the "Acts") by the grantee or any of its members, directors, officers, shareholders, representatives, agents, servants, consultants, employees or any other person or entity with whom the grantee is in privity of oral or written contract; (2) liabilities arising in connection with this Agreement, out of the Grantee's Acts concerning its or their duties and obligations as set forth in this Agreement; and (3) all damages, losses, costs and expenses, including but not limited to, attorneys' and other professionals' fees, that may arise out of such Claims and/or liabilities for bodily injury, death and/or property damages. The Grantee shall reimburse the State, for any and all damages to the real or personal property of the State caused by the Acts of the Grantee. The State shall give to the grantee reasonable notice of any such Claim. The Grantee shall also use counsel reasonably acceptable to the State in carrying out its obligations under this section. This Section shall survive the expiration or early termination of this Agreement, and shall not be limited by reason of any insurance coverage.

**SECTION 19: Special Grant Conditions.**

The grantee agrees to comply with the attached Special Grant Conditions, which have been issued in connection with this specific program, and which are hereby made a part of this award

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



Federal Grant Conditions

**Article I- Acknowledgement of Federal Funding from DHS:** All recipients must acknowledge their use of federal funding when issuing statements, press releases, requests for proposals, bid invitations, and other documents describing projects or programs funded in whole or in part with Federal funds.

**Article II - Activities Conducted Abroad:** All recipients must ensure that project activities carried on outside the United States are coordinated as necessary with appropriate government authorities and that appropriate licenses, permits, or approvals are obtained.

**Article III - Age Discrimination Act of 1975:** All recipient must comply with the requirements of the Age Discrimination Act of 1975 (42 U.S. C § 6101 et seq.) which prohibits discrimination on the basis of age in any program or activity receiving Federal financial assistance.

**Article IV - Americans with Disabilities Act of 1990:** All recipients must comply with the requirements of Titles I, II and III of the Americans with Disabilities Act, which prohibits recipients from discriminating on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities. (42 U.S.C § 12101-12213)

**Article V- Best Practices for Collection and Use of Personally Identifiable Information (PII):** All recipients who collect PII are required to have a publically-available privacy policy that describes what PII they collect, how they use the PII, whether they share PII with third parties and how individuals may have their PII corrected where appropriate.

Award recipients may also find as a useful resource the DHS Privacy Impact Assessments: Privacy Guidance and Privacy template respectively.

**Article VI- Civil Rights Act of 1964 :** All recipients of financial assistance will comply with the requirements of Title VI of the Civil Rights act of 1964 (42 U.S.C § 200d et seq.), which provides that no person in the United States will, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any program or activity receiving Federal financial assistance. Implementing regulations for the Act are found at 6 C.F.R. Part 21 and 44 C.F.R. Part 7.

**Article VII - Civil Rights Act of 1968:** All recipients must comply with Title VIII of the Civil Rights Act of 1968, which prohibits recipients from discriminating in the sale, rental, financing, and advertising of dwellings, or in the provision of services in connection therewith, on the basis of race, color national origin, religion, disability, familial status and sex (42 U.S.C § 3601 et seq.), as implemented by the Department of Housing and Urban Development at 24 C.F.R. Part 100. The prohibition on disability discrimination includes the requirement that new multifamily housing with four or more dwelling units- i.e., the public and common use areas and individual apartment units (all units in building with elevators and ground floor units in building without elevators) – be designed and constructed with certain accessible features (See 24 C.F.R § 100.201)

**Article VIII – Copyright:** All recipients must affix the applicable copyright notices of 17 U.S.C. § 401 or 402 and an acknowledgement of Government sponsorship (including award number) to any work first

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produced under Federal financial assistance awards, unless the work includes any information that is otherwise controlled by the Government (e.g., classified information or other information subject to national security or export control laws or regulations).

**Article IX - Assurances, Administrative Requirements and Cost Principles:** Recipients of DHS federal financial assistance must complete OMB Standard Form 424B Assurances – Non-Construction Programs. Certain assurances in this form may not be applicable to your project or program, and the awarding agency may require applicants to certify to additional assurances. Please contact the program awarding office if you have any questions. The administrative requirements that apply to DHS award recipients originate from 2 C.F.R. Part 200 Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards as adopted by DHS at 2 C.F.R. Part 3002.

**Article X - Debarment and Suspension:** All recipients must comply with Executive Orders 12549 and 12689, which provide protection against waste, fraud and abuse by debarring or suspending those persons deemed irresponsible in their dealings with the Federal government.

**Article XI - Drug-Free Workplace Regulations:** All recipients must comply with the Drug-Free Workplace Act of 1988 (41 U.S.C. § 701 et seq.), which requires that all organizations receiving grants from any Federal agency agree to maintain a drug-free workplace. DHS has adopted the Act's implementing regulations at 2 CFR Part 3001.

**Article XII - Duplication of Benefits:** Any cost allocable to a particular Federal award provided for in 2 CFR Part 200, Subpart E, may not be charged to other Federal awards to overcome fund deficiencies, to avoid restrictions imposed by Federal statutes, regulations or terms and conditions of the Federal awards, or for other reasons. However, this prohibition would not preclude the non-Federal entity from shifting costs that are allowable under two or more Federal awards in accordance with existing Federal statutes, regulations, or the terms and conditions of the Federal Awards.

**Article XIII - Energy Policy and Conservation Act:** All recipients must comply with the requirements of 42 U.S.C § 6201 which contains policies relating to energy efficiency that are defined in the state energy conservation plan issued in compliance with this Act.

**Article XIV - Reporting Subawards and Executive Compensation**

A. Reporting of first-tier subawards.

1. Applicability. Unless you are exempt as provided in paragraph d. of this award term, you must report each action that obligates \$25,000 or more in Federal funds that does not include Recovery funds (as defined in section 1512(a)(2) of the American Recovery and Reinvestment Act of 2009, Pub. L. 111-5) for a subaward to an entity (see definitions in paragraph e. of this award term).
2. Where and when to report.
  - a. You must report each obligating action described in paragraph a.1. of this award term to <http://www.fsrs.gov>.
  - b. For subaward information, report no later than the end of the month following the month in which the obligation was made. (For example, if the obligation was made on

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November 7, 2010, the obligation must be reported by no later than December 31, 2010.)

3. What to report. You must report the information about each obligating action that the submission instructions posted at <http://www.fsrs.gov> specify.

**B. Reporting Total Compensation of Recipient Executives.**

1. Applicability and what to report. You must report total compensation for each of your five most highly compensated executives for the preceding completed fiscal year, if

- a. the total Federal funding authorized to date under this award is \$25,000 or more;
- b. in the preceding fiscal year, you received
  - i. 80 percent or more of your annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
  - ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and
- c. The public does not have access to information about the compensation of the executives

through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. Where and when to report. You must report executive total compensation described in paragraph b.1. of this award term:
  - a. As part of your registration profile at <http://www.sam.gov>.
  - b. By the end of the month following the month in which this award is made, and annually thereafter.

**C. Reporting of Total Compensation of Subrecipient Executives.**

1. Applicability and what to report. Unless you are exempt as provided in paragraph d. of this award term, for each first-tier subrecipient under this award, you shall report the names and total compensation of each of the subrecipient's five most highly compensated executives for the subrecipient's preceding completed fiscal year, if
  - a. in the subrecipient's preceding fiscal year, the subrecipient received

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i. 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2 CFR 170.320 (and subawards); and

ii. \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

b. The public does not have access to information about the compensation of the executives

through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986. (To determine if the public has access to the compensation information, see the U.S. Security and Exchange Commission total compensation filings at <http://www.sec.gov/answers/excomp.htm>.)

2. Where and when to report. You must report subrecipient executive total compensation described in paragraph c.1. of this award term:

a. To the recipient.

b. By the end of the month following the month during which you make the subaward. For example, if a subaward is obligated on any date during the month of October of a given year (i.e., between October 1 and 31), you must report any required compensation information of the subrecipient by November 30 of that year.

D. Exemptions

1. If, in the previous tax year, you had gross income, from all sources, under \$300,000, you are exempt from the requirements to report:

a. Subawards, and

b. The total compensation of the five most highly compensated executives of any subrecipient.

E. Definitions. For purposes of this award term:

1. Entity means all of the following, as defined in 2 CFR Part 25;

a. A Governmental organization, which is a State, local government, or Indian tribe;

b. A foreign public entity;

c. A domestic or foreign nonprofit organization;

d. A domestic or foreign for-profit organization;

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- e. A Federal agency, but only as a subrecipient under an award or subaward to a non-Federal entity.
2. Executive means officers, managing partners, or any other employees in management positions,
3. Subaward,
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see Sec. \_\_.210 of the attachment to OMB Circular A-133, "Audits of States, Local Governments, and Non-Profit Organizations").
  - c. A subaward may be provided through any legal agreement, including an agreement that you or a subrecipient considers a contract.
4. Subrecipient, as defined in 2 CFR § 25.360, means an entity that:
  - a. Receives a subaward from you (the recipient) under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.
5. Total compensation means the cash and noncash dollar value earned by the executive during the recipient's or subrecipient's preceding fiscal year and includes the following (for more information see 17 CFR 229.402(c)(2)):
  - a. Salary and bonus.
  - b. Awards of stock, stock options, and stock appreciation rights. Use the dollar amount recognized for financial statement reporting purposes with respect to the fiscal year in accordance with the Statement of Financial Accounting Standards No. 123 (Revised 2004) (FAS 123R), Shared Based Payments.
  - c. Earnings for services under non-equity incentive plans. This does not include group life, health, hospitalization or medical reimbursement plans that do not discriminate in favor of executives, and are available generally to all salaried employees.
  - d. Change in pension value. This is the change in present value of defined benefit and actuarial pension plans.
  - e. Above-market earnings on deferred compensation which is not tax-qualified.
  - f. Other compensation, if the aggregate value of all such other compensation (e.g. severance, termination payments, value of life insurance paid on behalf of the employee, perquisites or property) for the executive exceeds \$10,000.

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**Article XV -False Claims Act and Program Fraud Civil Remedies:** All recipients must comply with the requirements of 31 U.S.C § 3729 which set forth that no recipients of federal payments shall submit a false claim for payment. See also 38 U.S.C. § 3801-3812 which details the administrative remedies for false claims and statements made.

**Article XVI- Federal Debt Status:** All recipients are required to be non-delinquent in their repayment of any Federal dept. Examples of relevant debt include delinquent payroll and other taxes, audit disallowances and benefit overpayments. See OMB Circular A-129 and form SF-424B, item number 17 for additional information and guidance.

**Article XVII -Fly America Act of 1974:** All recipients must comply with Preference for U.S. Flag Air Carriers: (air carriers holding certificates under 49 U.S.C § 41102) for internal air transportation of people and property to the extent that such service is available, in accordance with the International Air Transportation Fair competitive Practices Act of 1974 (49 U.S.C § 40118) and the interpretative guidelines issued by the Comptroller General of the United State in the March 31, 1981, amendment to Comptroller General Decision B-138942.

**Article XVIII - Hotel and Motel Fire Safety Act of 1990:** In accordance with Section 6 of the Hotel and Motel Fire Safety Act of 1990, 15 U.S.C. § 2225a, all recipients must ensure that all conference, with the fire prevention and control guidelines of the Federal Fire Prevention and Control Act of 1974, as amended, 15 U.S.C. § 2225.

**Article XIX - Limited English Proficiency (Civil Rights Act of 1964, Title VI)** All recipients must comply with the Title VI of the Civil Right Act of 1964, (Title V) prohibition against discrimination on the basis of national origin, which requires that recipients of federal financial assistance take reasonable steps to provide meaningful access to persons with limited English proficiency (LEP) to their programs and services, including oral interpretation and written translation. In order to facilitate compliance with Title VI, recipients are encouraged to consider the need for language services for LEP persons served or encountered in developing program budgets. Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency (August 11, 2000), required federal agencies to issue guidance to recipients, assisting such organizations, and entities in understanding their language access obligations. DHS published the required recipient guidance in April 2011, DHS guidance to Federal financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons, 76Fed. Reg. 21755-21768, (April 18, 2011). The guidance provides helpful information such as how a recipient can determine the extent of its obligation to provide language services; selecting language services and elements of an effective plan on language assistance for LEP persons. For additional assistance and information regarding language access obligations, please refer to the DHS Recipient Guidance. <https://www.dhs.gov/guidance-published-help-department-supported-orgainzations-provide-meaningfful-access-people-limited> and additional resources on <http://www.lep.gov>

**Article XX - Lobbying Prohibitions:** All recipients must comply with 31 U.S.S. § 1352, which provide that none of the funds provided under an award may be expended by the recipient to pay any person to influence or attempt to influence an officer of 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 any Federal action concerning the award or renewal.

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**Article XXI - Non-supplanting Requirement:** All recipients who receive awards made under programs that prohibit supplanting by law must ensure that the Federal funds do not replace (supplant) funds that have been budgeted for the same purpose through non-federal sources. Where federal statutes for a particular program prohibit supplanting, applicants or recipients may be required to demonstrate and document that a reduction in non-Federal sources occurred for reasons other than the receipt of expected receipt of Federal funds.

**Article XXII- Patents and Intellectual Property Rights:** Unless otherwise provided by law, recipients are subject to the Bayh-Dole Act, Pub. L. No. 96-517, as amended, and codified in 35 U.S.C § 200 et seq. All recipients are subject to the specific requirements governing the development, reporting and disposition of rights to inventions and patents resulting from financial assistance awards are in 37 C.F.R. Part 401 and the standard patent rights clause in 37 C.F.R. § 401.14.

**Article XXIII - Procurement of Recovered Materials:** All recipients must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F. R. Part 247 that contain the highest percentage of recovered materials practicable, consists with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired by the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

**Article XXIV - Contract Provisions for Non-federal Entity Contracts under Federal Awards:**

a. Contracts for more than the simplified acquisition threshold set at \$150,000

All recipients who have contracts exceeding the acquisition threshold currently set at \$150,000, which is the inflation adjusted amount determined by Civilian Agency Acquisition Council and the Defense Acquisition Regulation Council as authorized by 41 U.S.C. § 1908, must address administrative, contractual or legal remedies in instance where contractors violate or breach contract terms and provide such sanctions and penalties as appropriate.

b. Contracts in excess of \$10,000

All recipients that have contracts exceeding \$10,000 must address termination for cause and for convenience by the non-Federal entity including the manner by which it will be effected and the basis for settlement.

**Article XXV - SAFECOM:** All recipients who receive awards made under programs that provide emergency communications equipment and its related activities must comply with the SAFECOM Guidance for Emergency Management Grants, including provisions on technical standards that ensure and enhance interoperable communications.

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**Article XXVI- Terrorist Financing E.O. 13224:** All recipients must comply with U.S. Executive Order 13224 and U.S. law the prohibit transactions with, and the provisions of resources and support to, individuals and organizations associated with terrorism. It is the legal responsibility of recipients to ensure compliance with the E.O. and laws.

**Article XXVII Title IX of the Education Amendments of 1972 (Equal Opportunity in Education Act):** All recipients must comply with the requirements of title IX of the Education Amendments of 1972 (20 U.S.C. § 1681 et seq.) which provides that no person in the United States will on the basis of sex be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any educational program or activity receiving Federal financial assistance. Implementing regulations are codified at 6 C.F.R. Part 17 and 44 C.F. R. Part 19.

**Article XXVIII - Trafficking Victims Protection Act of 2000:** All recipients must comply with the requirements of the government –wide award term which implements Section 106(g) of the Trafficking Victims Protection Act (TVPA) of 2000, as amended (22 U.S.C. § 7104). This is implemented in accordance with OMB Interim Final Guidance, Federal Register, Volume 72, No .218, November 13, 2007. Full text of the award term is located at 2.CFR § 175.15.

**Article XXIX - Rehabilitation Act of 1973:** All recipients must comply with the requirements of Section 504 of the Rehabilitation Act of 1973, 29 U.S.C § 794, as amended, which provides that no otherwise qualified handicapped individual in the United States will, solely by reason of the handicap, be excluded from participation in, be denied the benefits of or be subjected to discrimination under any program or activity receiving Federal financial assistance. These requirements pertain to the provision of benefits or services as well as to employment.

**Article XXX - System of Award Management and Universal Identifier Requirements:**

**A. Requirement for System of Award Management:** Unless you are exempted from this requirements under 2 CRF 25,100, you as the recipient must maintain the currency of your information in the SAM until you submit the final financial report required under this award or receive the final payment, whichever is later. This requires that you review and update the information at least annually after the initial registration, and more frequently f required by changes in your information or another award term.

**B. Requirements for unique entity identifier:**

If you are authorized to make subawards under this award, you:

1. Must notify potential subrecipients that no entity (see definition in paragraph C of this award term) may receive a subaward from you unless the entity has provided its unique entity identifier to you.
2. May not make a subaward to an entity unless the entity has provided its unique entity identifier to you.

**C. Definitions:**

For purposes of this award term:

1. System of Award Management (SAM) means that the Federal repository into which an entity must provide information required for the conduct of business as a recipient. Additional information about registration procedures may be found at the SAM Internet site (currently at <http://www.sam.gov>).

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
Federal Grant Conditions

2. Unique entity identifier means the identifier required for SAM registration to unique identify business entities.
3. Entity as it is used in this award term, means all of the following as defined at 2 CFR part 25, subpart C:
  - a. A government organization, which is State, local government or Indian Tribe;
  - b. A foreign public entity;
  - c. A domestic or foreign nonprofit organization;
  - d. A domestic or foreign for-profit organization; and,
  - e. A Federal agency, but only as a sub-recipient under an award of sub-award to a non-federal entity.
4. Sub-award:
  - a. This term means a legal instrument to provide support for the performance of any portion of the substantive project or program for which you received this award and that you as the recipient award to an eligible subrecipient.
  - b. The term does not include your procurement of property and services needed to carry out the project or program (for further explanation, see (CFR 200.330).
  - c. A subaward may be provided through any legal agreement, including an agreement that you consider a contract.
5. Subrecipient means an entity that:
  - a. Receive a subaward from you under this award; and
  - b. Is accountable to you for the use of the Federal funds provided by the subaward.

**Article XXXI - USA Patriot Act of 2001:** All recipients must comply with the requirements of the Uniting and Strengthening America by Providing Appropriate Tools Required to Intercept and Obstruct Terrorism Act (USA PATRIOT Act), which amends 18 U.S.C. §§ 175–175c. Among other things, the USA PATRIOT Act prescribes criminal penalties for possession of any biological agent, toxin, or delivery system of a type or in a quantity that is not reasonably justified by a prophylactic, protective, bona fide research, or other peaceful purpose.

**Article XXXII - Use of DHS Seal, Logo and Flags:** All recipients must obtain DHS's approval prior to using the DHS seal(s), logos, crests or reproductions of flags or likenesses of DHS agency officials, including use of the United States Coast Guard seal, logo, crests or reproductions of flags or likenesses of Coast Guard officials.

**Article XXXIII - Whistleblower Protection Act :** All recipients must comply with the statutory requirements for whistleblower protections (if applicable) at 10 U.S.C § 2409, 41 U.S.C.4712, and 10 U.S.C. §§ 4304 and 4310.

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
Federal Grant Conditions

**Article XXXIV - DHS Specific Acknowledgements and Assurances:** All recipients must acknowledge and agree-and require any sub-recipients, contractors, successors, transferees, and assignees acknowledge and agree – to comply with applicable provision governing DHS access to records, accounts, documents, information, facilities and staff.

1. Recipients must cooperate with any compliance review of complaint investigation conducted by DHS.
2. Recipients must give DHS access to and the right to examine and copy records, accounts and other documents and sources of information related to the grant and permit access to facilities, personnel and other individuals and information as may be necessary, as required by DHS regulations and other applicable laws or program guidance.
3. Recipients must submit timely, complete and accurate reports to the appropriate DHS officials and maintain appropriate backup documentation to support the reports.
4. Recipients must comply with all other special reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.
5. If, during the past three years, the recipient has been accused of discrimination on the grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion, or familial status, the recipient must provide a list of such proceedings, pending or completed including outcome and copies of settlement agreements to the DHS awarding office and the DHS Component and/or awarding office.
6. In the event any court or administrative agency makes a finding of discrimination on grounds of race, color, national origin (including limited English proficiency), sex, age, disability, religion or familial status against the recipient, or the recipient settles a case or matter alleging such discrimination, recipients must forward a copy of the complaint and finding to the DHS Component and/or awarding office.

The United States has the right to seek judicial enforcement of these obligations.

**Article XXXV - Disposition of Equipment Acquired under the Federal Award:** When original or replacement equipment acquired under this award by the recipient or its sub-recipients is no longer needed for the original project or program or for other activities currently or previously supported by DHS/FEMA, you must request instructions from DHS/FEMA to make proper disposition of the equipment pursuant to 2 C.F.R. § 200.313.

**Article XXXVI- Prior Approval for Modification of Approved Budget:** Before making any change to the DHS/FEMA approved budget for this award, you must request prior written approval from DHS/FEMA where required by 2 C.F.R. § 200.308. For awards with an approved budget greater than \$150,000, you may not transfer funds among direct cost categories, programs, functions, or activities without prior written approval from DHS/FEMA where the cumulative amount of such transfers exceeds or is expected to exceed ten percent (10%) of the total budget DHS/FEMA last approved. You must report any deviations from your DHS/FEMA approved budget in the first Federal Financial Report (SF-425) you submit following any budget deviation, regardless of whether the budget deviation requires prior written approval.

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
Federal Grant Conditions



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



Special Grant Conditions

1. The grantee agrees to complete and submit to DEMHS a revised project narrative not later than thirty (30) days after signing this grant award. The grantee must contact DEMHS program staff at 860-685-8038 regarding the required revisions.
2. Specific funding limitations have been applied to this grant. The grantee will complete the Interoperable Communications Request Form and submit it for approval in advance of any purchase of interoperable radio communications equipment. No funds may be expended until approval has been secured.
3. The grantee is required to participate in training session(s) on \_\_\_\_\_. The grantee must contact \_\_\_\_\_ to schedule training and determine if there are other technical assistance opportunities.
4. The grantee must submit to DEMHS for review and approval a revised budget itemization for any proposed change 1) which will alter a budget category by more than 10% of the budget category or by more than \$500, whichever is greater; or 2) which places resources in a budget category not previously funded. Significant changes in the use of funds within a budget category, while not requiring a formal budget revision, should be reported to DEMHS by letter.
5. The grantee, including all other recipients of assistance under the grant, whether by contract, subcontract, or subgrant, upon request, agrees to cooperate with research and evaluation efforts of DEMHS or any party designate by DEMHS for such purpose. The grantee further agrees that such cooperation includes but is not limited to: 1) collecting and maintaining project data, including client data, 2) supplying project data to DEMHS or its designee; and 3) permitting access by DEMHS or its designee to any and all project information whether stored by manual or electronic means.
6. All training events, seminars, and conferences must be approved by DEMHS prior to submitting registration for the event. Requests to attend training events must include names of staff, purpose of training, justification/need for training, location, dates, and costs. Staff attending training events may be required to present a summary of the training to DEMHS and/or other grantees.
7. It will be the sole responsibility of the grantee, and its staff, to insure that any report, article, computer program, database, or other product or publication, whether oral or in writing resulting from the performance of duties pursuant to this grant application and grant award, protects the privacy of confidential information and complies with confidentiality and privacy rights and obligations created by any federal and state law, court rules, or rules of professional conduct applicable to the work performed by the grantee.
8. The grantee shall comply with the following statutes and regulations:
- Section 3789d(c), Omnibus Crime Control and Safe Streets Act of 1968, as amended;
  - Title VI of the Civil Rights Act of 1964, as amended;
  - 28 C.F.R. Part 42, Subparts C, D, E;
  - Section 504, Rehabilitation Act of 1973, as amended (28 C.F.R. Part 42, Subpart G);
  - Title II of the Americans with Disabilities Act, (28 C.F.R. Part 35);
  - Title IX of the Education Amendments of 1972, (28 C.F.R. Part 54);
  - The Age Discrimination Act of 1975, (28 C.F.R. Part 24, Subpart I).

9.  a) The grantee must obtain DEMHS Training Coordinator approval for all grant-funded training. The DEMHS Training Coordinator can be reached at 860-256-0840. DEMHS training approval and all related documentation for participating staff, including training certificates and time and attendance records must be retained by the sub-grantee in the grant file.
- b) The grantee must obtain Connecticut Intelligence Center (CTIC) Director approval for all grant-funded CTIC training. The CTIC director can be reached at 860-256-0800. DEMHS training approval and all related documentation for participating staff, including training certificates and time and attendance records must be retained by the sub-grantee in the grant file.
- c) The grantee agrees that all publications created with funding under this grant shall prominently contain the following statement: "This document was prepared under a grant from the Federal Emergency Management Agency's Grant Programs Directorate (FEMA/GPD) within the U.S. Department of Homeland Security. Points of view or opinions expressed in this document are those of the authors and do not necessarily represent the official position or policies of FEMA/GPD or the U.S. Department of Homeland Security." The recipient also agrees that, when practicable, any equipment purchased with grant funding shall be prominently marked as follows: "Purchased with funds provided by the U.S. Department of Homeland Security."
- d) The grantee agrees to comply with DEMHS Grant Policy #1 regarding the use of grant funds for overtime and backfill reimbursement, which are limited to the maximum payment of \$200 per person per day.
- e) The grantee agrees to submit to DEMHS upon request project deliverables including but not limited to: plans, evaluations, reports, and research results.
- f) The receipt of EMPG funding brings with it a commitment on the part of the municipality to increase operational capability through the funding of personnel and administrative expenses.
- g) Any individual whose salary is paid on a part-time or full-time basis under the EMPG program shall be placed under the merit system personnel procedures promulgated by and meeting the standards of the Federal Office of Management and Budget.
- h) Acceptance of an award under this program, as demonstrated in the execution of this application package and the issuance of a sub-grant by DESPP / DEMHS, constitutes a legally binding agreement, including an agreement to abide by and comply with all relevant and applicable state and federal statutes, regulations and conditions.
- i) The municipality shall submit promptly to DEMHS excerpts of all audit reports prepared in accordance with the Single Audit Act (P.L. 98-502) and/or State statute, sufficient to identify the jurisdiction, the auditor(s) and the period audited, to include all references to funds received from DESPP / DEMHS or the Federal Emergency Management Agency.

«AddCond»

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
Special Grant Conditions



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



**Requesting Reimbursement-EMPG**

The following forms and supporting documentation are required for reimbursement under this grant program. The grantee may find these forms on the DESPP/DEMHS website at <http://www.ct.gov/demhs/cwp/view.asp?a=1910&q=411684&demhsNav=1>

**1. Reimbursement Request Data Sheet:**

PAGE 1: EMPG REIMBURSEMENT REQUEST DATA SHEET								
Subgrantee Name: Address: Municipality F&IN: Phone Number:			SPGA UNIT USE ONLY					
<b>SECTION I &amp; II: Reimbursement and Quarterly Information:</b> Please complete this report for the quarters in which you are seeking reimbursement and attach the financial reports as depicted by quarter in the EMPG Financial Tool.								
<b>Funding Period:</b>		1st	2nd	3rd	4th	Final		
Amount Seeking Reimbursement:		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____		
Total: \$ 0.00								
Sub Grant Award Number: 018E - A								
1. Please briefly explain your project milestones over the selected quarters. (E.g. enhancements of emergency management capabilities in your jurisdiction or new strategies)								
<b>Section III: Documentation:</b> Check all that apply to your program and attach documentation to this form with the corresponding quarters from the EMPG Financial Tool.								
<b>Personnel/Fringe</b>		<b>Organization/Equipment/Other</b>			<b>In-Kind</b>			
<input type="checkbox"/> Financial system payroll report with the following: <input type="checkbox"/> Employer Name <input type="checkbox"/> Dates of Service <input type="checkbox"/> Check Numbers <input type="checkbox"/> Number of Hours <input type="checkbox"/> Hourly rate <input type="checkbox"/> Actual Fringe <input type="checkbox"/> Identify Payroll codes if other than regular and overtime. <input type="checkbox"/> Submit documentation if fringe is other than the standard rate. <input type="checkbox"/> Stipend: provide copy of check with indication that this is a stipend payment.		<input type="checkbox"/> Invoices <input type="checkbox"/> Copy of checks or financial accounting system report with vendor name, invoice number, check number, amount and date. <input type="checkbox"/> If reimbursement documentation does not agree to invoice amount highlight and provide calculation used for reimbursement (ie. phone bills, reimbursable items on credit cards) <input type="checkbox"/> Mileage: submit completed mileage reporting form or subgrantee (municipal) form with the same information that is on our mileage form.			<input type="checkbox"/> Volunteer Time - In-Kind Services Form attached or internal form with the same information <input type="checkbox"/> Donated Equipment: <input type="checkbox"/> Donation Date <input type="checkbox"/> Market value or substantiation <input type="checkbox"/> Description			
<i>For DESPP/DEMHS Use Only Below this point:</i>								
<b>National Coordinator Check:</b>								
<input type="checkbox"/> The grantee has provided the required documentation and project outline match the documentation provided. <input type="checkbox"/> If equipment has been purchased in excess of \$1,000.00, the Equipment/Property Reporting Form is attached. <input type="checkbox"/> The required reimbursement items are attached for the quarters seeking reimbursement (EMPG Financial Tool Financial Report) and all documentation has been checked for accuracy. <input type="checkbox"/> All items are allowable under EMPG.								
Signature of National Coordinator:		Date:	Signature of Grants Supervisor:		Date:			
Signature of EMPG:		Date:						
Form	Dept	SP	Program	Account	CH1	CH2	Fund Ref	Project
2050	2210	21881	20130		19003		2015	20130

Please initial here to indicate that you have read and understand these conditions \_\_\_\_\_  
Reimbursement Requirements





## CONNECTICUT DEPARTMENT OF TRANSPORTATION

### APPLICATION FOR THE USE OF STATE HIGHWAYS FOR SPECIAL EVENTS

**NAME OF APPLICANT(S):** Steeple Chase Bike Tour c/o Sandy Stevens

**ADDRESS/PHONE NUMBER:** 415 Bassetts Bridge Rd, Mansfield Center, Ct 06250  
**Email:** [sandyzerio@aol.com](mailto:sandyzerio@aol.com)  
**Cell Phone:** 860-965-1413

**DESCRIPTION OF EVENT** – Include name of event, date, time, and route(s) to be used (attach additional sheet if needed):

**Twenty Fifth Annual Steeple Chase Bike Tour Fund Raiser – Saturday August 20, 2016**

Our town has received route maps and pertinent safety information about this event and a copy of the liability insurance for that day.

**NOTE:** Please return the signed application to Sandy Stevens for inclusion in the package to be sent to The Department of Transportation for permit to use state roads for this event. Thank You

Please use one of the following methods:

**Email:** [Sandyzerio@aol.com](mailto:Sandyzerio@aol.com)

In the event a police escort is required, a traffic plan (map) must be submitted to the Connecticut Department of Public Safety, Division of State Police, Traffic Services Unit, 1111 Country Club Road, Middletown, Connecticut and the Legal Traffic Authority for each town involved in the event detailing the route along with all intersections where traffic control will be utilized. The State Police must be notified and concur with the traffic plan for the event. Verification must be forwarded to the Department of Transportation District Office. Visit [www.ct.gov/dot](http://www.ct.gov/dot) for additional information.

**APPROVAL SIGNATURE OF THE CONNECTICUT DEPARTMENT OF PUBLIC SAFETY (only if a police escort is required),** Division of State Police, Traffic Services Unit, 1111 Country Club Road, Middletown, Connecticut:

\_\_\_\_\_  
Signature

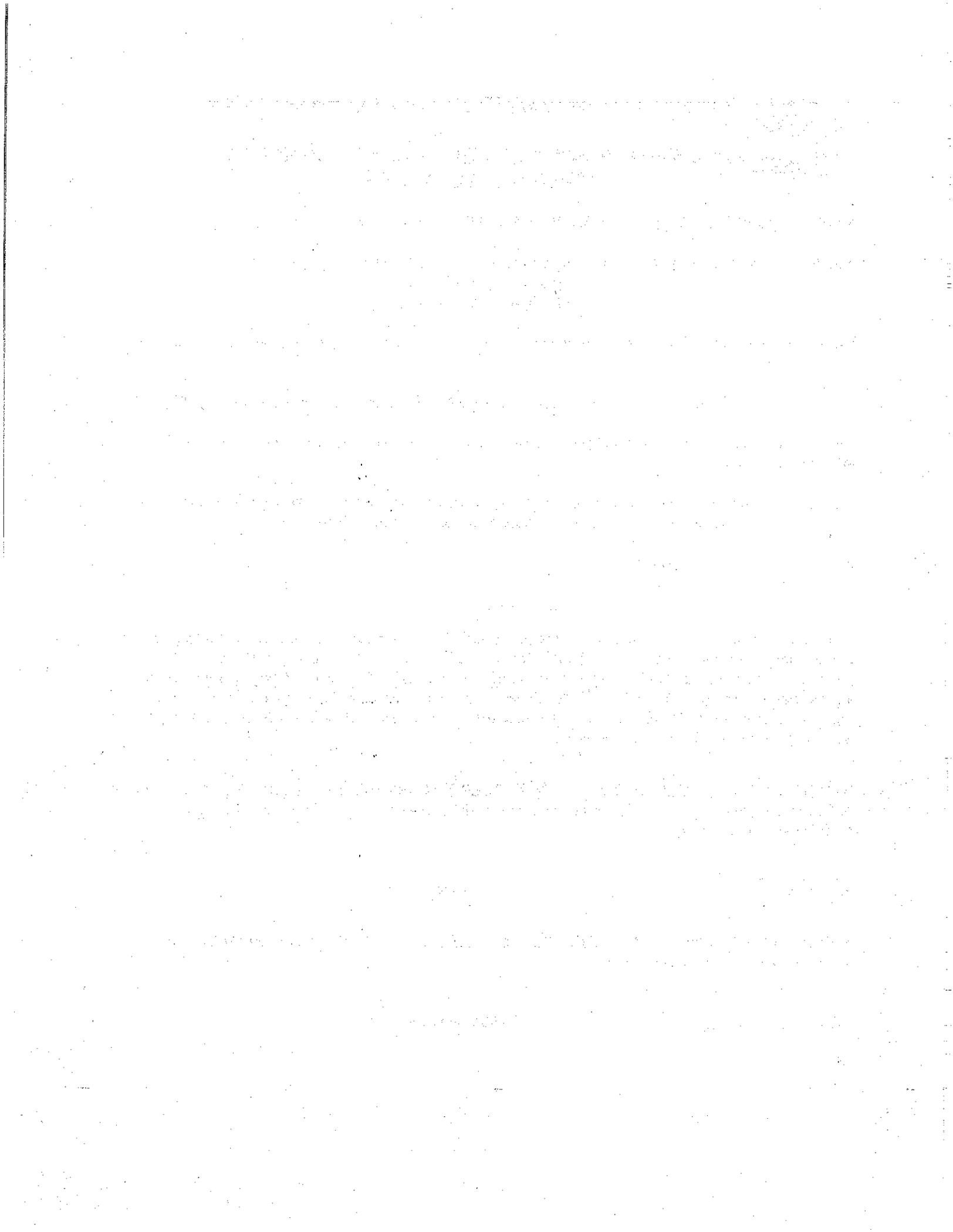
\_\_\_\_\_  
Date

**APPROVAL SIGNATURE OF CORRESPONDING LEGAL TRAFFIC AUTHORITIES (LTA'S)** of town(s) which proposed event will travel:

**TOWN (please print)**

**SIGNATURE (LTA)**

\_\_\_\_\_





# CERTIFICATE OF LIABILITY INSURANCE

PERGPRO-01 PETRAITISDA

DATE (MM/DD/YYYY)

6/24/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Willis of Connecticut, LLC c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 37230-5191	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (877) 945-7378		FAX (A/C, No): (888) 467-2378
	<b>E-MAIL ADDRESS:</b>		
<b>INSURED:</b>  Perception Programs, Inc. 54 North Street Willimantic, CT 06226	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Hanover Insurance Company		22292
	<b>INSURER B:</b> Allmerica Financial Benefit Insurance Company		41840
	<b>INSURER C:</b> Workers' Compensation Trust		C9871
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

**COVERAGES**                      **CERTIFICATE NUMBER:**                      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OR INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOG OTHER:	<input checked="" type="checkbox"/>	ZBEA66140100	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 20,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COMPROP AGG \$ 3,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS		AWEA661406	07/01/2015	07/01/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		UHEA66140200	07/01/2015	07/01/2016	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/> N/A	00631-15	07/01/2015	07/01/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 2,500,000 E.L. DISEASE - EA EMPLOYEE \$ 2,500,000 E.L. DISEASE - POLICY LIMIT \$ 2,500,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES. (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

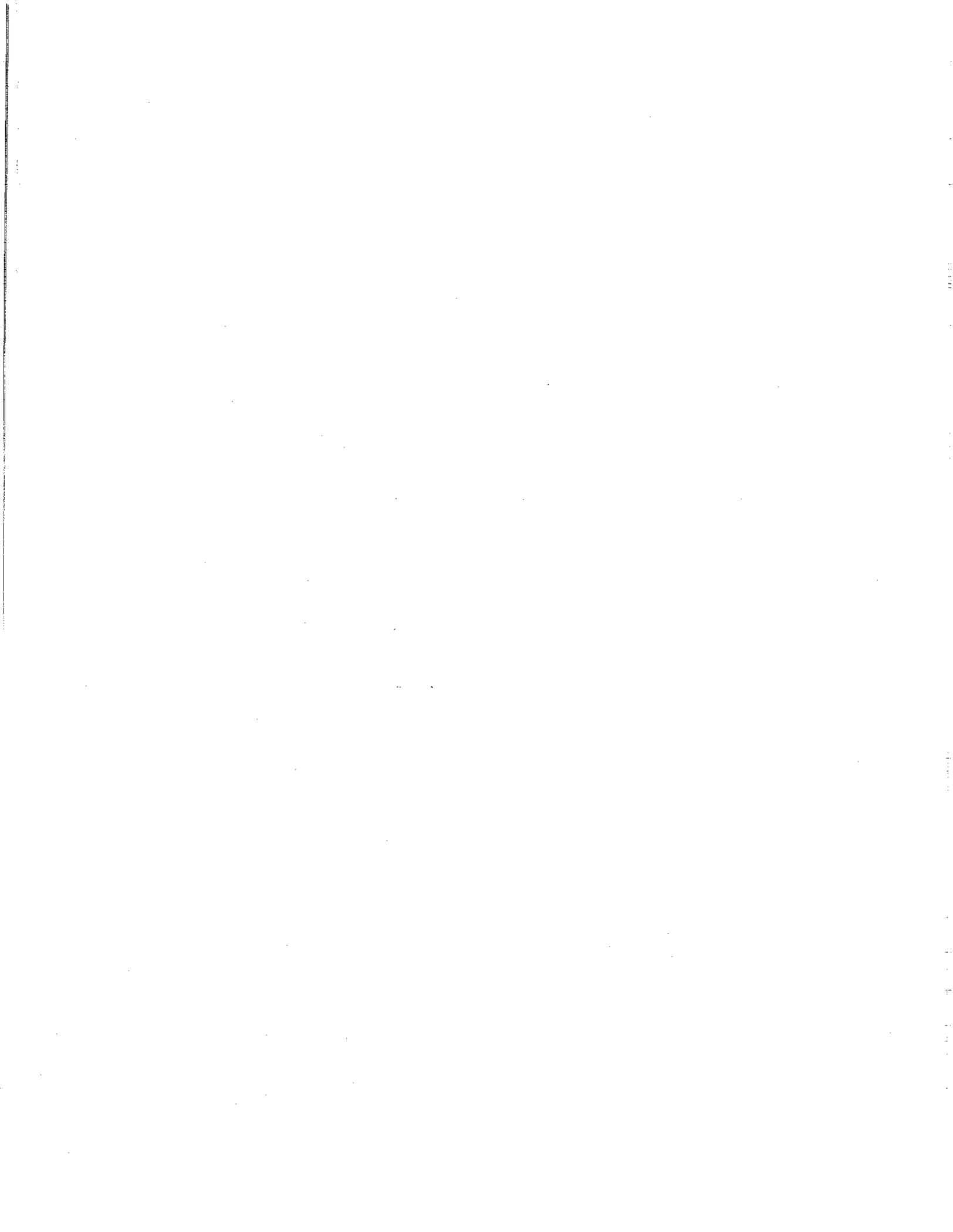
Re: Steeple Chase August 15, 2015

State of CT and Eastern CT State University are included as Additional Insureds as respects to General Liability.

**CERTIFICATE HOLDER****CANCELLATION**

Eastern Connecticut State University Institutional Advancement 83 Windham Street, Gelsi-Young Willimantic, CT 06226	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
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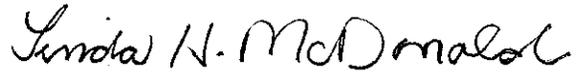
©1988-2014 ACORD CORPORATION. All rights reserved.



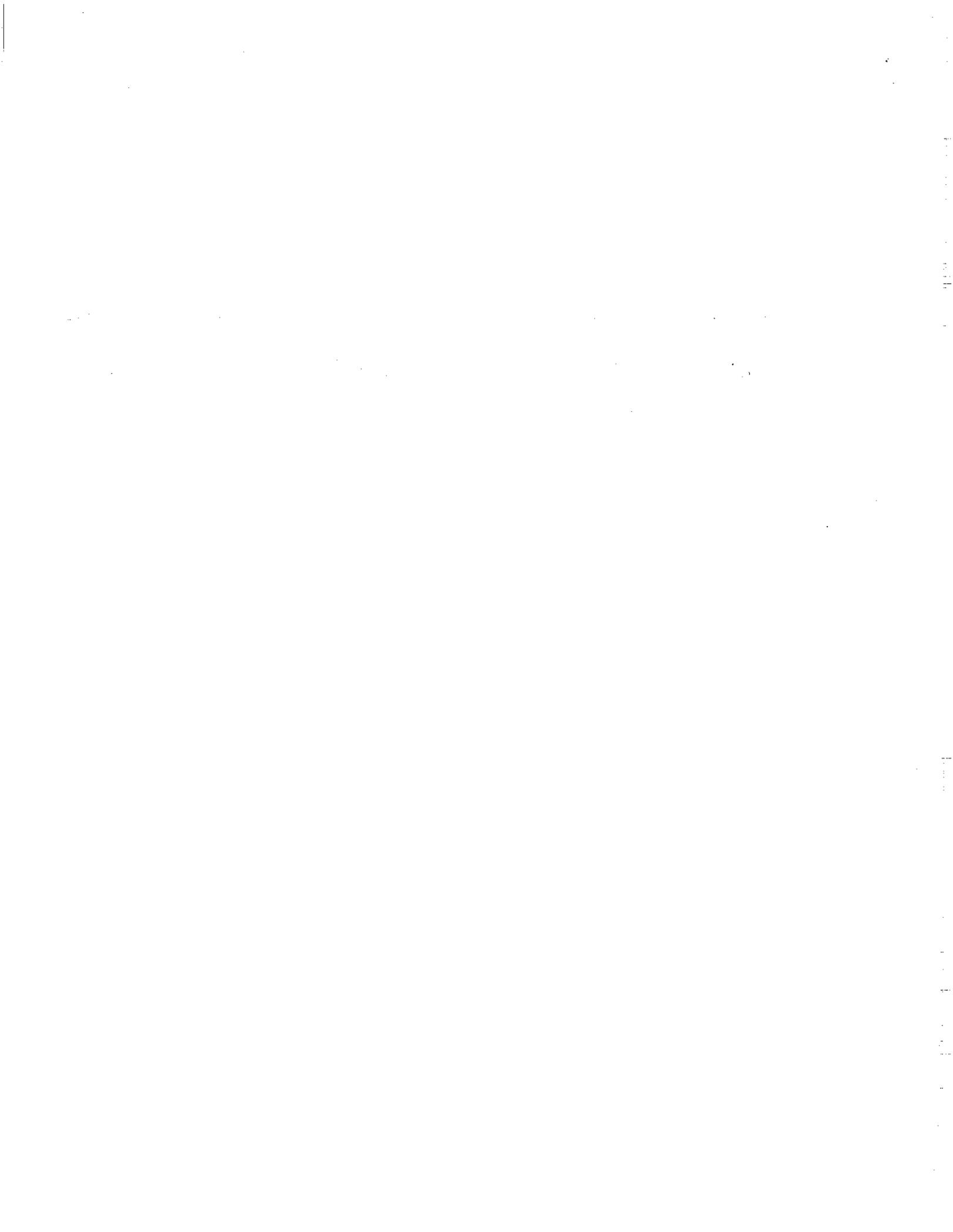
April 6, 2016

To: Columbia Board of Selectmen

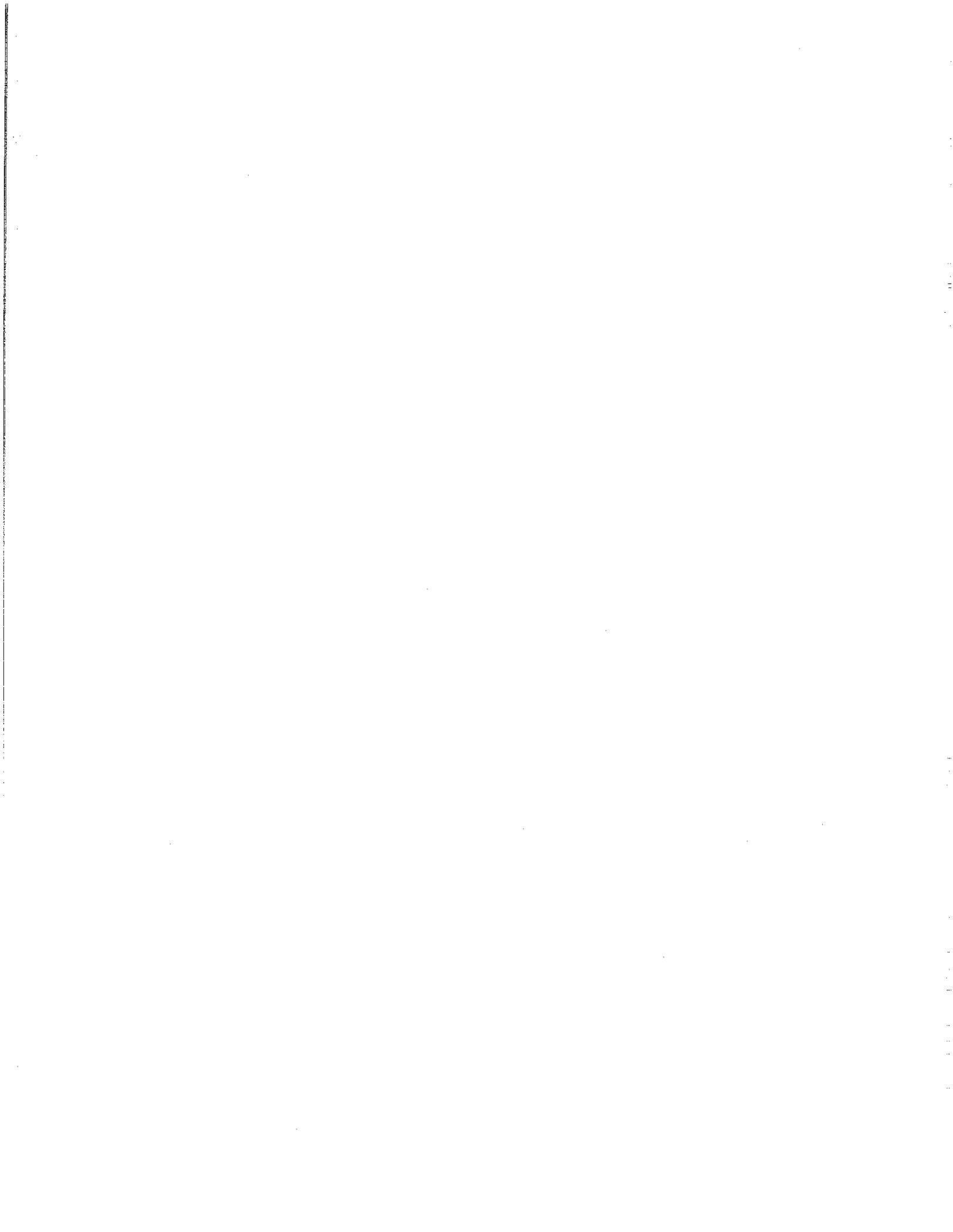
I am resigning my position as Land Use Board Clerk for the Town of Columbia. My last day of work will be April 15, 2016.

A handwritten signature in black ink that reads "Linda H. McDonald". The signature is written in a cursive style with a large, stylized 'L' and 'M'.

Linda H. McDonald







**Kim Bona**

---

**From:** Rec Director  
**Sent:** Monday, April 18, 2016 11:46 AM  
**To:** Kim Bona  
**Subject:** Rec Floater

Hi Kim,

The name for the Rec Floater position is Alexa Potter, the rate is 13.27 and the position is a max of 10 hrs per a week (just included that because Carmen had asked me), not sure if you will need it.

Thanks!! ☺

Marc Volza  
Director of Parks and Recreation  
Town of Columbia  
Phone: (860) 228-8513







**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

**2016-034**

**DATE:**  
 04/19/16

**Budget Transfer #**

**TO:** Board of Selectmen

**FROM:** Parks and Recreation 670  
(Department Name) Dept. No.)

**SUBJECT:** REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <i>A/C#</i>	<i>Description</i>	<i>To</i> <i>A/C #</i>	<i>Description</i>
<b>\$ 43.00</b>	10-4640-300	Beach Supplies	10-4670-120	Rec Telephone
<b>\$100.00</b>	10-4640-300	Beach Supplies	10-4670-770	Rec Transportation
<b>\$</b>				

**REASON:**

To transfer funds to cover the additional costs above budget for the full time Parks and Recreation Director (cell phone reimbursement and mileage).

Signature of Finance Director: *Beverly Cuneo*  
 Date: 4/19/16

Date of BOS Meeting: 04/19/2016	Refer to FIPAC <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO
<input type="checkbox"/> Approved by the Board of Selectmen	<input type="checkbox"/> Not Approved
First Selectman Signature: _____	Date: _____

Date of FIPAC Meeting:	
<input type="checkbox"/> Approved by FIPAC	<input type="checkbox"/> Not Approved
FIPAC Chairman Signature: _____ N/A _____	Date: _____

**Beverly Ciurylo**

**From:** Rec Director  
**Sent:** Monday, April 11, 2016 3:40 PM  
**To:** Beverly Ciurylo  
**Subject:** RE: Transer

Hi Bev

Can you make the amount going into rec Telephone \$43 total and the total transfer \$243

Thanks!

Marc Volza  
Director of Parks and Recreation  
Town of Columbia  
Phone: (860) 228-8513

---

**From:** Rec Director  
**Sent:** Monday, April 11, 2016 10:54 AM  
**To:** Beverly Ciurylo  
**Subject:** RE: Transer

Thanks!!

Marc Volza  
Director of Parks and Recreation  
Town of Columbia  
Phone: (860) 228-8513

---

**From:** Beverly Ciurylo  
**Sent:** Monday, April 11, 2016 10:53 AM  
**To:** Rec Director  
**Subject:** RE: Transer

Hi Marc,

I will write these up and submit to the next BOS meeting.

- Bev

---

**From:** Rec Director  
**Sent:** Monday, April 11, 2016 10:22 AM  
**To:** Beverly Ciurylo  
**Subject:** Transer

Hi Bev,

Can I make a transfer from Beach #300 (supplies) of ~~\$240~~ <sup>\$243</sup>, ~~\$40~~ <sup>\$43</sup> going into Rec Telephone #120, \$100 going into transportation #770, and \$100 going into Beach Telephone #120.

Thanks!!

**Town of Columbia**  
**Budget Transfer Request**  
 FY: 2015-2016

**2016-035**

**DATE:**  
 04/19/16

**Budget Transfer #**

**TO:** Board of Selectmen

**FROM:** Beach 640  
(Department Name) Dept. No.)

**SUBJECT:** REQUEST FOR TRANSFER OF FUNDS

I hereby request the following transfer of funds:

In-Budget (up to \$500)  From Contingency (requires FIPAC)  
 In-Budget (\$501 - \$10,000 requires FIPAC)  Town Meeting

<i>Amount</i> <small>(whole dollars only)</small>	<i>From</i> <i>A/C#</i>	<i>Description</i>	<i>To</i> <i>A/C #</i>	<i>Description</i>
\$ 100.00	10-4640-300	Beach Supplies	10-4640-120	Rec Telephone
\$				
\$				

**REASON:**

To transfer funds to cover the unbudgeted cost of the Beach staff cell phone .

Signature of Finance Director: *Beverly Curcio*  
 Date: 4/19/16

Date of BOS Meeting: 04/19/2016 Refer to FIPAC  YES  NO

Approved by the Board of Selectmen  Not Approved

First Selectman Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Date of FIPAC Meeting:

Approved by FIPAC  Not Approved

FIPAC Chairman Signature: \_\_\_\_\_ N/A \_\_\_\_\_ Date: \_\_\_\_\_

**Beverly Ciurylo**

**From:** Rec Director  
**Sent:** Monday, April 11, 2016 3:40 PM  
**To:** Beverly Ciurylo  
**Subject:** RE: Transer

Hi Bev

Can you make the amount going into rec Telephone \$43 total and the total transfer \$243

Thanks!

Marc Volza  
Director of Parks and Recreation  
Town of Columbia  
Phone: (860) 228-8513

**From:** Rec Director  
**Sent:** Monday, April 11, 2016 10:54 AM  
**To:** Beverly Ciurylo  
**Subject:** RE: Transer

Thanks!!

Marc Volza  
Director of Parks and Recreation  
Town of Columbia  
Phone: (860) 228-8513

**From:** Beverly Ciurylo  
**Sent:** Monday, April 11, 2016 10:53 AM  
**To:** Rec Director  
**Subject:** RE: Transer

Hi Marc,

I will write these up and submit to the next BOS meeting.

- Bev

**From:** Rec Director  
**Sent:** Monday, April 11, 2016 10:22 AM  
**To:** Beverly Ciurylo  
**Subject:** Transer

Hi Bev,

Can I make a transfer from Beach #300 (supplies) of ~~\$240~~ <sup>\$43</sup> ~~\$40~~ going into Rec Telephone #120, \$100 going into transportation #770, and \$100 going into Beach Telephone #120.

Thanks!!

Posted Refund Transaction (s)  
 Condition(s) : Name : HIGHT  
 Bill Name  
 Dist/Susp/Bank Address

TOWN OF COLUMBIA

Int Date: 04/18/2016  
 Prop Loc/Vehicle Info.  
 UniqueID/Reason

Date: 04/18/2016 Page: 1

Int Date	Paid Date	Tax	Int	L/F	Total Adjusted	Overpaid Tax
2001/1FTZR15EX1PA76874 52598	11/23/2015	122.63 135.80	0.00 9.20	0.00 1.00	122.63 146.00	-13.17
Sec. 12-129 Refund of Excess Payments.						
TOTAL	1	122.63 135.80	0.00 9.20	0.00 1.00	122.63 146.00	-13.17

2014-03-0052598 HIGHT TIMOTHY ADAM  
 140 HILLIARD ST  
 MANCHESTER CT 06042

**REQUEST FOR ABATEMENT OR REFUND OF PROPERTY TAXES**

Sec. 12-81(20), Sec. 12-124, 12-125, 12-126, 12-127, 12-127a, 12-128, 12-129 Rev. as Amended  
 This is to certify that HIGHT TIMOTHY ADAM

has presented satisfactory proof that he/she is entitled to an exemption on the assessment list of 10/01/2014

- Sec. 12-81 (20) Servicemen Having Disability Rating.
- Sec. 12-124 Abatement to poor.
- Sec. 12-125 Abatement of Taxes of Corporations.
- Sec. 12-126 Tangible Personal Property Assessed in more than one Municipality.
- Sec. 12-127 Abatement or Refund to Blind Persons.
- Sec. 12-127A Abatement of Taxes on Structures of Historical or Architectural Merit.
- Sec. 12-128 Refund of Taxes Erroneously Collected from Veterans and Relatives.
- Sec. 12-129 Refund of Excess Payments.

HIGHT TIMOTHY ADAM  
 140 HILLIARD ST  
 MANCHESTER CT 06042

2014-03-0052598  
 52598

/1FTZR15EX1PA76874



To CAROL W. PRICE CCMC Collector of TOWN OF COLUMBIA State of Connecticut.

I hereby apply for ~~abatement or refund~~\* of such part of my tax as shall represent:

~~The service exemption or Sec. 12-129 Refund of Excess Payments.~~  
 (State reason -- Cross out service exemption if it does not apply)

*2001 Ford Ranger -  
 overpaid taxes*

		Tax	Interest	Lien	Fee	Total	Overpaid Tax
Total Due	07/01/2015	122.63	0.00	0.00	0.00	122.63	
Total Paid	11/23/2015	135.80	9.20	0.00	1.00	146.00	-13.17 ***
Adjusted Refund		-13.17	0.00	0.00	0.00	13.17	

**PLEASE READ, SIGN, AND DATE BELOW:**

I am entitled to this refund because I made the payments from funds under my control, and no other party will be requesting this refund. I understand that false or deliberately misleading statements subject me to penalties for perjury and/or for obtaining money under false pretenses.

*X Timothy Hight* *X [Signature]* *X 4/2/16*  
 Print Name Signature of Taxpayer Date

*Vehicle was JUNKED*

**COLLECTOR'S RECOMMENDATION TO THE GOVERNING BODY**

To the First Selectman, or \_\_\_\_\_  
 It is recommended that refund\* of property taxes and interest in the amount of 13.17  
 be made to the above-named taxpayer in accordance with the provisions of Section (s):

Sec. 12-129 Refund of Excess Payments.

DATED AT TOWN OF COLUMBIA, CONNECTICUT THIS 30 DAY OF November 2015

*Carol W. Price*  
 CAROL W. PRICE CCMC  
 (860) 228-0230

**ACTION TAKEN BY GOVERNING BODY**

The First Selectman, as authorized by the Board of Selectman, or \_\_\_\_\_  
 approved on the \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_. It was voted to refund  
 Property Taxes and Interest amounting to \$ \_\_\_\_\_ to \_\_\_\_\_.

\_\_\_\_\_  
 First Selectman

\_\_\_\_\_  
 Other Governing Body

\_\_\_\_\_  
 Clerk

\*\*Cross out abatement or refund as required.



ACCOUNTS PAYABLE POSTING REGISTER

Document Ct1# 002032-02

Sequenced By Voucher Number

Type Column: \*S=Sng Chk; \*A=Ach Pay

Period: April 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042216	*** Void A/P Check Voucher ***		ACCESS THE ACCESS AGENCY, INC.	695.83	V	051674		01/19/16	0.00

Register Totals:

Number of Vouchers = 1

Total of Vouchers = 0.00

Void & Reissue

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002033-01

Sequenced By Voucher Number

Type Column: \*S=Sng Chk; \*A=Ach Pay

Period: April 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042217	FIPAC MAILER	POST	POSTMASTER		R			04/13/16	500.00
042218	TRANSFER STATION STICKER MAIL	POST	POSTMASTER		R			04/13/16	300.00
042219	BEACH SEASON MAILER	POST	POSTMASTER		R			04/13/16	200.00

Register Totals:

Number of Vouchers = 3

Total of Vouchers = 1,000.00

Page 000001

Period: April 2016

Total of Vcr Totals

04/13/16

04/13/16

04/13/16

1,000.00

Page 000001

Period: April 2016

Total of Vcr Totals

04/13/16

04/13/16

04/13/16

1,000.00

Page 000001

Period: April 2016

Total of Vcr Totals

04/13/16

04/13/16

04/13/16

1,000.00

Page 000001

Period: April 2016

ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002034-01

Sequenced By Voucher Number

Type Column: \*S=Sng Chk; \*A=Ach Pay

Period: April 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042220	*** Void A/P Check Voucher ***	NAUNAT	NATASHA NAU		V	051479		12/01/15	0.00

*\$11.00*

Register Totals:

Number of Vouchers = 1

Total of Vouchers =

0.00

*Void & Reissue*

## ACCOUNTS PAYABLE POSTING REGISTER

Document Ctl# 002035-01

Sequenced By Voucher Number

Type Column: \*S=Sng Chk; \*A=Ach Pay

Period: April 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042221	SOCIAL SVCS MARCH 2016		ACCESS THE ACCESS AGENCY, INC.	1-APR-16	R			04/19/16	556.66
042222	UNEMPLOYMENT CLAIMS FEB. 2016	ADMUNS	ADMIN, UNEMPL COMPENSATION	00-000-30	R			04/04/16	5.00
042223	WELDING TORCH TANK RENTAL	AIRGAS	AIRGAS USA, LLC	9935250602	R			05/01/16	165.60
042224	REPAIR PARTS 20016 SCAG MOWER	ADVAVT	ADVANCE AUTO PARTS	4434610331	R			05/01/16	7.28
042225	REVAL MAP UPDATES	APPGEO	AppGEO	17723	R			04/12/16	940.00
042226	CVFD MEDICAL EXPENSES	BERGSC	BERGER M.D., SCOTT		R			04/05/16	210.00
042227	TIRE REMOVAL TRANSFER STATION	BOBSTI	BOB'S TIRE CO.	460725	R			05/01/16	30.00
042228	AAT HP12C WORKSHOP	CAAO	CAAO		R			04/18/16	10.00
042229	SAFETY CHAIN CERT./REPL./REP.	CABLWO	CABLEWORKS, INC.	54424	R			04/18/16	449.24
042230	XEROX MACHINE CONTRACT	CONNBU	CONNECTICUT BUSINESS SYSTEMS	122005	R			04/13/16	14.59
042231	JANITORIAL SUPPLIES	C&C	C & C JANITORIAL SUPPLIES, INC	318074	R			04/13/16	482.63
042232	DPW PHONE/INTERNET 4/15-5/14	CHARDP	CHARTER COMMUNICATIONS	8350160280	R			04/07/16	121.72
042233	ST. TROOPER INTERNET 4/17-5/16	CHARST	CHARTER COMMUNICATIONS	8350160280	R			04/09/16	79.99
042234	TELEPHONE/CABLE SNR CENTER	CHARSC	CHARTER COMMUNICATIONS	8350160280	R			04/09/16	136.89
042235	LEGAL BOUNDARY AGREEMENT	CHRON	CHRONICLE	560296	R			04/01/16	224.20
042236	PRIMARY LEGAL & DEM LEGAL	CHRON	CHRONICLE	561583	R			03/24/16	593.75
042237	PRIMARY LEGAL & DEM LEGAL	CHRON	CHRONICLE	562031	R			03/31/16	135.38
042238	LEGAL NOTICE RFP MASTER PLAN	CHRON	CHRONICLE	51	R			03/31/16	134.43
042239	IT SERVICES	CCAT	CONNECTICUT CENTER FOR	13383	R			04/01/16	1,155.00
042240	SUPPLIES ENERGY EVENT	COLECA	CAROL COLEY	PARTY CITY	R			04/14/16	40.27
042241	QUARTERLY ED FEE	STCTED	STATE OF CONNECTICUT		R			04/14/16	311.69
042242	TOWN REVENUE	STCTED	STATE OF CONNECTICUT		M			04/04/16	-11.99
042243	BUS TRIP DEPOSIT	CONSCO	CONSTITUTION COACH	DEPOSIT	R			04/11/16	100.00
042244	MONTHLY MAINTENANCE	COTTSY	COTT SYSTEMS, INC.	109202	R			05/01/16	525.00
042245	DOG TAGS	DEPTAG	DEPARTMENT OF AGRICULTURE	STMT	R			05/01/16	39.50
042246	QUARTERLY DEP FEE	STCTDE	DEPT. OF ENERGY AND ENVIRO.		R			04/04/16	1,620.00
042248	ZUMBA 4/6 4/11 4/13	DESIAM	AMIE DESIMONE	4/7-4/13	R			04/18/16	189.00
042249	ITEMS INSTALL SOLAR PUMP SZEGD	D&SPUM	D & S PUMP AND SUPPLY CO., INC	053553	R			04/18/16	490.03
042250	SUPPLIES ENERGY EVENT	DRABAN	ANDREA DRABICKI	PARTY CITY	R			04/15/16	8.84
042251	ELECTR STREET LIGHTS 3/1-4/1	EVERS	EVERSOURCE	5156752405	R			04/15/16	27.13
042252	ELECTR STREET LIGHTS 3/1/-4/1	EVERS	EVERSOURCE	5122070402	R			04/01/16	699.97
042253	ELECTR STREET LIGHTS	EVERS	EVERSOURCE	5166182404	R			04/01/16	228.86
042254	TOWN REVENUE	STCTDE	DEPT. OF ENERGY AND ENVIRO.		M			04/04/16	-54.00
042255	GAAFR REVIEW NEWSLETTER RENEW	GFOABO	GOV'T FINANCE OFFICERS ASSOC.	01747975	R			04/04/16	50.00
042256	YOGA 4/7 4/14	JACQLA	LAURA JACQUES	4/7 & 4/14	R			04/18/16	87.00
042257	MILEAGE CONFERENCE	KENERO	KENEFICK, ROBIN	MILEAGE	R			04/18/16	89.64
042258	ELEVATOR MAINT. 4/1-4/30	KONE	KONE INC.	949259532	R			04/18/16	243.36
042259	FM INSP. MILES	LESTMI	MICHAEL LESTER	MILEAGE	R			04/07/16	102.60
042260	MILEAGE PROBATE CLASS	LEWIKE	KERILYNN LEWIS	MILEAGE	R			04/11/16	60.48

## ACCOUNTS PAYABLE POSTING REGISTER

Document Ct1# 002035-01

Sequenced By Voucher Number

Type Column: \*S=Sng Chk; \*A=Ach Pay

Period: April 2016

Vcr#	Voucher Description	Vnd#	Vendor Name	Invoice#	Type	Ref#	PO#	Due Date	Vcr Total
042261	FILTERS	LIFTEC	LIFTECH EQUIPMENT COS., INC.	Y11213	R			04/11/16	177.04
042262	LIBRARY PROJ. STORAGE MARCH	WILLIA	WILLIAM B MEYER, INC.	0113801	R			04/07/16	585.00
042263	ICE-B-GONE 65.84 TONS	MORTSA	MORTON SALT	5401039226	R		008590	04/06/16	5,962.47
042264	SUPPLIES ENERGY EVENT	NAUNAT	NATASHA NAU	STOP/SHOP	R			04/16/16	39.90
042265	INSURANCE PREMIUM APRIL	NATWIN	NATIONAL INS. SVCS. OF WI, INC	1208270	R			04/16/16	445.33
042266	REPLACEMENT FUEL LINE '99 INT.	NUTMEG	NUTMEG INTERN'L TRUCKS, INC.	5260960024	R			04/13/16	30.15
042267	REPAIR PARTS '99 INT. EXHAUST	NUTMEG	NUTMEG INTERN'L TRUCKS, INC.	5260980023	R			04/07/16	242.78
042268	POSTAGE	PETTBD	PETTY CASH FUND-BLDG DEPT	PETTY CASH	R			04/19/16	21.14
042269	SUPPLIES	QUILL	QUILL CORP	4318061	R			04/19/16	38.93
042270	SUPPLIES	QUILL	QUILL CORP	4421401	R			03/24/16	29.99
042271	SUPPLIES	QUILL	QUILL CORP	4464788	R			03/25/16	20.99
042272	FIT FUSION 4/6 4/11 4/13	RITCCA	CAROLYN A RITCHIE	4/6-4/13	R			04/13/16	63.00
042273	REFUND MV TAX	SHIRKE	SHIRSHAC, KENNETH H	REFUND	R			04/13/16	7.22
042274	EASTER EGG HUNT PUBLIC CELEBR.	SUNNBU	SUNNY BUNNY EASTER EGGS	22557	R			04/06/16	275.02
042275	DPW UNIFORM RENTAL 4/11	SWISS	SWISS UNIFORM SERVICES	41588	R			04/11/16	51.20
042276	DPW UNIFORM RENTAL 4/18	SWISS	SWISS UNIFORM SERVICES	42607	R			04/18/16	51.20
042277	WATER TANK REPAIR PARTS	TRUEVA	TRUE VALUE HOME CENTERS	91665	R			04/18/16	11.77
042278	STAMPED ENVELOPES	STAMPF	US POSTAL SERVICE		R			04/11/16	1,352.00
042279	MARINE PATROL PHONE 3/10-4/9	VERIZN	VERIZON WIRELESS	9763467935	R			04/11/16	12.74
042280	DPW PHONE 3/10-4/9	VERIZN	VERIZON WIRELESS	9763467935	R			04/09/16	56.68
042281	SPRAY PAINT	WALMAR	WALMART COMMUNITY	6099008521	R			04/09/16	7.36
042282	SUPPLIES	WALMAR	WALMART COMMUNITY	6099008521	R			04/08/16	35.43
042283	TEEN NIGHT SUPPLIES	WALMAR	WALMART COMMUNITY	6109005689	R			04/18/16	18.68
042284	'99 INT. EXHAUST CLAMPS	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	792127	R			04/18/16	29.12
042285	RETURN CLAMP	WILLAU	WILLIMANTIC AUTO & TRUCK SUPPL	792181	M			04/07/16	-22.58
042286	HAULING/RECYCLING/BULKY WASTE	WILLWP	WILLIMANTIC WASTE PAPER CO, INC	1831626	R			04/07/16	1,955.40
042287	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO, INC	CM1831626	M			03/31/16	-50.70
042288	HAULING/RECYCLING/BULKY WASTE	WILLWP	WILLIMANTIC WASTE PAPER CO, INC	1833024	R			04/09/16	1,549.16
042289	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO, INC	CM1833024	M			04/09/16	-29.15
042290	HAULING/RECYCLING/BULKY WASTE	WILLWP	WILLIMANTIC WASTE PAPER CO, INC	1833529	R			04/16/16	2,303.02
042291	SINGLESTREAM RECYCLING	WILLWP	WILLIMANTIC WASTE PAPER CO, INC	CM1833529	M			04/16/16	-54.10
042292	CVFD PER CAPITA 4/1-6/30/16	WINDPA	WINDHAM HOSPITAL PARAMEDICS	1546	R			04/16/16	1,365.25
042293	WORK GLOVES	GALETO	GALETON	1334683-00	R			04/19/16	92.22
042294	1/1-3/31 COLUMBIA SHARE EXPENS	MIDNER	MID-NEROC		R			04/14/16	250.61
042295	LEGAL SERVICES	PULLMA	PULLMAN & COMLEY LLC	306533	R			04/14/16	973.50
042296	LEGAL SERVICES	PULLMA	PULLMAN & COMLEY LLC	305394	R			04/14/16	560.50

Register Totals:

Number of Vouchers = 75

Total of Vouchers = 28,758.01

**TOWN OF COLUMBIA**  
**REQUEST FOR PAYMENT - OPERATING EXPENDITURE**  
*(Green)*

PAYMENT TO: Credit Card  
Amazon

VENDOR NUMBER _____	
Ck # _____	Dated _____
\$ _____ of Total Ck of \$ _____	

PURCHASED WITH PO # \_\_\_\_\_

Attached Invoice(s) (please also date and initial invoice to indicate approval)

Invoice # _____	Dated <u>4/12/2016</u>	\$ <u>47.36</u>
Invoice # _____	Dated _____	_____
Invoice # _____	Dated _____	_____
Invoice # _____	Dated _____	_____
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____
Total of Invoices:		\$ <u>47.36</u>
Mileage as follows:		
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
Total miles at .555 per mile =		\$ _____
Postage (attach receipt)		\$ _____
Other (describe and attach receipt)		\$ _____

<u>FUND</u>	<u>DEPT / AGENCY</u>	<u>ACTIVITY</u>	<u>AMOUNT</u>	<u>DESCRIPTION</u>
<u>29</u>	<u>4270</u>	<u>120</u>	\$ <u>47.36</u>	<u>Advertising</u>
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	

I have indicated the budget account(s) that should be charged.

Date: 4/12/16

  
 \_\_\_\_\_  
 Authorized Signature



**Details for Order #112-0835285-4402623**

Print this page for your records.

**Order Placed:** April 12, 2016  
**Amazon.com order number:** 112-0835285-4402623  
**Order Total: \$13.16**

**Not Yet Shipped**

<b>Items Ordered</b>	<b>Price</b>
1 of: <i>Accuform Signs PDM215 Galvanized Wire Step Stake Frame, 15" Length x 10" Width (Pack of 10)</i>	\$13.16
Sold by: Amazon.com LLC	
Condition: New	

**Shipping Address:**  
Beverly Ciurylo / Town of Columbia  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237  
United States

**Shipping Speed:**  
Two-Day Shipping

**Payment information**

**Payment Method:**  
Visa | Last digits: 2670

Item(s) Subtotal: \$13.16  
Shipping & Handling: \$0.00

**Billing address**  
Beverly Ciurylo / Town of Columbia  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237  
United States

Total before tax: \$13.16  
Estimated tax to be collected: \$0.00

**Grand Total: \$13.16**

To view the status of your order, return to [Order Summary](#).

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**Final Details for Order #112-5646455-9701060**

Print this page for your records.

**Order Placed:** April 12, 2016  
**Amazon.com order number:** 112-5646455-9701060  
**Order Total: \$34.20**

**Shipped on April 12, 2016**

**Items Ordered**

1 of: *Corrugated Plastic 4MM WHITE Sign Blanks - 24"x18" BNDL/25*  
Sold by: GSP Inc. ([seller profile](#))

**Price**  
\$34.20

Condition: New

**Shipping Address:**

Beverly Ciurylo / Town of Columbia  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237  
United States

Item(s) Subtotal: \$34.20  
Shipping & Handling: \$0.00  
Total before tax: \$34.20  
Sales Tax: \$0.00

**Shipping Speed:**

Standard Shipping

**Total for This Shipment: \$34.20**

**Payment information**

**Payment Method:**

Visa | Last digits: 2670

Item(s) Subtotal: \$34.20  
Shipping & Handling: \$0.00

**Billing address**

Beverly Ciurylo / Town of Columbia  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237  
United States

Total before tax: \$34.20  
Estimated tax to be collected: \$0.00

**Grand Total: \$34.20**

**Credit Card transactions**

Visa ending in 2670: April 12, 2016: \$34.20

To view the status of your order, return to [Order Summary](#).

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**TOWN OF COLUMBIA**  
**REQUEST FOR PAYMENT - OPERATING EXPENDITURE**  
*(Green)*

PAYMENT TO: Credit Card-Amazon

VENDOR NUMBER _____	
CK # _____	Dated _____
\$ _____ of Total Ck of \$ _____	

PURCHASED WITH PO #: \_\_\_\_\_

     Attached Invoice(s): *(please also date and initial invoice to indicate approval)*

Invoice # _____	Dated <u>4/13/2016</u>	\$ <u>39.04</u>
Invoice # _____	Dated _____	\$ -
Invoice # _____	Dated _____	\$ -
Invoice # _____	Dated _____	\$ -
Invoice # _____	Dated _____	\$ -
Invoice # _____	Dated _____	\$ -

Total of invoices: . . . . . \$ 106.00

     Mileage as follows:

_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____

0 Total miles at .555 per mile = . . . . . \$ -

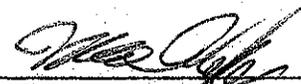
     Postage (attach receipt) . . . . . \$ -

     Other (describe and attach receipt) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_ \$ -

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
<u>29</u>	<u>4270</u>	<u>100</u>	\$ <u>39.04</u>	<u>Supplies for Paint and Sip</u>
<u>29</u>			\$ _____	_____
<u>29</u>			\$ _____	_____
<u>29</u>			\$ _____	_____
<u>29</u>			\$ _____	_____
<u>29</u>			\$ _____	_____

I have indicated the budget account(s) that should be charged.

Date: 4/13/16

  
 \_\_\_\_\_  
 Authorized Signature



## Details for Order #106-8663772-8710633

Print this page for your records.

**Order Placed:** April 13, 2016

**Amazon.com order number:** 106-8663772-8710633

**Order Total: \$39.04**

### Preparing for Shipment

Items Ordered	Price
1 of: <i>Colored Pencil Set with Case, 7-Inch, Pack of 72</i> Sold by: MMJ Productions ( <a href="#">seller profile</a> )	\$19.99
Condition: New	
1 of: <i>Crayola 80 Count SuperTips Markers</i> Sold by: Amazon.com LLC	\$19.05
Condition: New	

#### Shipping Address:

Beverly Ciurylo / Town of Columbia  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237  
United States

Item(s) Subtotal: \$39.04  
Shipping & Handling: \$0.00  
-----  
Total before tax: \$39.04  
Sales Tax: \$0.00  
-----

#### Shipping Speed:

Two-Day Shipping

**Total for This Shipment: \$39.04**  
-----

### Payment information

#### Payment Method:

Visa | Last digits: 2670

Item(s) Subtotal: \$39.04  
Shipping & Handling: \$0.00  
-----

#### Billing address

Beverly Ciurylo / Town of Columbia  
323 Jonathan Trumbull Highway  
Columbia, Connecticut 06237  
United States

Total before tax: \$39.04  
Estimated tax to be collected: \$0.00  
-----

**Grand Total: \$39.04**

#### Credit Card transactions

Visa ending in 2670: April 13, 2016: \$0.00

To view the status of your order, return to [Order Summary](#).

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**TOWN OF COLUMBIA**  
**REQUEST FOR PAYMENT - OPERATING EXPENDITURE**  
*(Green)*

PAYMENT TO Credit Card-Supplies Outlet

VENDOR NUMBER \_\_\_\_\_

CK # \_\_\_\_\_ Dated \_\_\_\_\_

\$ \_\_\_\_\_ of Total CK of \$ \_\_\_\_\_

PURCHASED WITH PO # \_\_\_\_\_

Attached Invoice(s): *(please also date and initial invoice to indicate approval)*

Invoice #	Dated	Amount
_____	4/13/2016	\$ 26.98
Invoice # _____	Dated _____	_____
Invoice # _____	Dated _____	_____
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____
Invoice # _____	Dated _____	\$ _____

Total of Invoices \$ 26.98

Mileage as follows:

_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____
_____ miles on _____	for _____	_____

Total miles at 55¢ per mile = \_\_\_\_\_

\$ \_\_\_\_\_

Postage (attach receipt) \_\_\_\_\_

\$ \_\_\_\_\_

Other (describe and attach receipt) \_\_\_\_\_

\$ \_\_\_\_\_

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10	4670	300	\$ 26.98	Printer Ink
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	

I have indicated the budget account(s) that should be charged

Date 7/13/16

  
 \_\_\_\_\_  
 Authorized Signature

# SuppliesOutlet.com

Quality Printer Supplies At Outlet Prices!

500 Damonte Ranch Parkway #944  
 Reno, NV 89521  
 (877) 822-8659

Date:  
 04/13/2016

Order#:  
**1290701**

**Bill To:** (Customer ID#724889)

Town of Columbia  
 Marc Volza  
 323 Route 87  
 Columbia, CT 06237  
 United States  
 860-228-8513  
 recreation@columbiact.org

**Ship To:**

Town of Columbia  
 Marc Volza  
 323 Route 87  
 Columbia, CT 06237  
 United States  
 860-228-8513

**Payment Method:**

**Credit Card:** Visa  
 Beverly Ciurylo  
 \*\*\*\*\*2670

**Shipping Method:**

Economy Shipping By USPS-Up To 1lb (2 to 5 days)

Code	Description	Qty	Price	Total
CX8560BK3	Xerox 108R00727 Compatible 3 Black Ink Sticks	1	\$22.99	\$22.99
			Subtotal:	\$22.99
			Tax:	\$0.00
			Shipping & Handling:	\$3.99
			<b>Grand Total:</b>	<b>\$26.98</b>

Pick \_\_\_\_\_  
 Check \_\_\_\_\_  
 Pack \_\_\_\_\_

\*\*\*Credit Card Payment\*\*\*

TOWN OF COLUMBIA  
REQUEST FOR PAYMENT - OPERATING EXPENDITURE  
(Green)

PAYMENT TO CREDIT CARD / Kiefer Swim Shop

4/100.10  
Swim Outlet 253.37

VENDOR NUMBER	_____
CK #	_____ Dated _____
\$ _____	of Total CK of \$ _____

PURCHASED WITH PO # \_\_\_\_\_

Attached Invoice(s) (please also date and initial invoice to indicate approval)

Invoice #	<u>11174077</u>	Dated	<u>4/18/2016</u>	\$	<u>253.37</u>
Invoice #	_____	Dated	<u>4/18/2016</u>	\$	<u>100.10</u>
Invoice #	_____	Dated	_____	\$	_____
Invoice #	_____	Dated	_____	\$	_____
Invoice #	_____	Dated	_____	\$	_____
Invoice #	_____	Dated	_____	\$	_____

Total of Invoices \$ 353.47

Mileage as follows

_____ miles on _____	for _____
_____ miles on _____	for _____
_____ miles on _____	for _____
_____ miles on _____	for _____
_____ miles on _____	for _____

Total miles at 55¢ per mile = \$ \_\_\_\_\_

Postage (attach receipt) \$ \_\_\_\_\_

Other (describe and attach receipt) \$ \_\_\_\_\_

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
<u>10</u>	<u>4640</u>	<u>300</u>	\$ <u>353.47</u>	<u>Life Guard Uniforms</u>
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	

I have indicated the budget account(s) that should be charged

Date 4/18/16

  
Authorized Signature

In Stock

**KIEFER GUARD TANK TOP**

9

\$69.30

Color: White

Size: M

In Stock

**KIEFER GUARD TANK TOP**

2

\$15.40

Color: White

Size: L

In Stock

Subtotal: \$100.10

Sales Tax: \$0.00

Shipping: \$0.00

**TOTAL: \$100.10**

**Card Type**

VISA

**Card Number**

XXXX-XXXXXXXX-2670

**Expiration**

XXXXXX

**Credit Card Zip Code**

06237

**TOTAL: \$100.10**

**PRINT RECEIPT**

*Order Number: 180708 Date: April 18, 2016*

**NEED HELP?**



Toll Free: 1-800-451-1594

Town of Columbia  
Westy Curly's  
23 Route 87  
Columbia, CT 06237  
United States  
860-228-8513  
creation@columbiact.org

Payment Method:  
Credit Card / Visa  
Westy Curly's  
Westy Curly's  
860-228-8513  
02/02/2018

Date: 4/18/2018

Order / Invoice # 11174077



Ship To:  
Town of Columbia  
Xi Swenson  
223 Route 87  
Columbia, CT 06237  
United States  
860-228-8513

Shipping Method:  
1-2 Days FREE

SKU	Description	Qty	Price	Total
449-4004	Waterpro Men's Lifeguard Swim Trunks - Red - Medium	5	\$21.89	\$109.45
478-4010	Sport Guard Piped Thin Strap Swimsuit - Red/Navy - 32	4	\$17.99	\$71.96
478-4014	Sport Guard Piped Thin Strap Swimsuit - Red/Navy - 36	1	\$17.99	\$17.99
478-4014	Sport Guard Piped Thin Strap Swimsuit - Red/Navy - 34	3	\$17.99	\$53.97
Subtotal:				\$253.37
Tax (6.35%):				\$16.09
Shipping Fee:				\$0.00
Grand Total:				\$269.46
Total Due:				\$0.00

**CREDIT CARD PAYMENT**

**TOWN OF COLUMBIA**

**REQUEST FOR PAYMENT - OPERATING EXPENDITURE**

(Green)

PAYMENT TO Credit Card-Averity

VENDOR NUMBER \_\_\_\_\_

CK# \_\_\_\_\_ Dated \_\_\_\_\_

\$ \_\_\_\_\_ of Total CK of \$ \_\_\_\_\_

PURCHASED WITH PO # \_\_\_\_\_

Attached Invoice(s) (please also date and initial invoice to indicate approval)

Invoice # _____	Dated: <u>4/19/2016</u>	\$ <u>8.00</u>
Invoice # _____	Dated: _____	\$ _____
Invoice # _____	Dated: _____	\$ _____
Invoice # _____	Dated: _____	\$ _____
Invoice # _____	Dated: _____	\$ _____
Invoice # _____	Dated: _____	\$ _____

Total of Invoices \$ 8.00

Mileage as follows

_____ miles on _____	for _____
_____ miles on _____	for _____
_____ miles on _____	for _____
_____ miles on _____	for _____
_____ miles on _____	for _____

Total miles at .555 per mile \$ \_\_\_\_\_

Postage (attach receipt) \$ \_\_\_\_\_

Other (describe and attach receipt) \$ \_\_\_\_\_

FUND	DEPT / AGENCY	ACTIVITY	AMOUNT	DESCRIPTION
10	4412	500	\$ 8.00	Background Check Rec Floater
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	
			\$ _____	

I have indicated the budget account(s) that should be charged

Date: 4/19/16

  
Authorized Signature



0 Messages ?

### Background Checks: Complete

Last Name:

Reference:

Alert Recommendation Requested Reference Position Depa

Department: All

Filter

<input type="checkbox"/>	Report	Training	Auth	Status	First	Last	Alert Recommendation	Requested	Reference	Position	Depa
<input type="checkbox"/>	C		✓	VIEWED	Alexa	Potter		04/18/2016		Standard	None

# INVOICE

**PAYCHEX OF NEW YORK LLC  
714 BROOK STREET  
SUITE 120  
ROCKY HILL, CT 06067**

**COLUMBIA BOARD OF EDUCATION - T713  
3 SCHOOL HOUSE ROAD  
COLUMBIA, CT 06237**

**INVOICE DATE 04/11/2016  
INVOICE NUMBER 688846  
INVOICE AMOUNT \$ 355.72**

**CHECK DATE 04/14/2016  
A/R NUMBER 1**

**TERMS : PLEASE DO NOT PAY THIS BILL. THE TOTAL AMOUNT DUE WILL BE DEDUCTED FROM  
YOUR ACCOUNT NUMBER: XXXXXXXXXX5485 ON YOUR CHECK DATE.**

PRODUCT SERVICE	(QUANTITY	x	PER ITEM) +	FLAT FEE =	SUB TOTAL -	PRODUCT	=	TOTAL	TAX-
			CHARGE			DISCOUNT			ABLE
*BNDBI PAYROLL PROCESSING BUNDLE BI	50		3.38	150.00					
	25		2.86	0.00					
	46		2.56	0.00					
					508.26	(167.73)		340.53	N
*MNEWH NEW HIRE REPORTING	2		3.50	0.00	7.00	(2.31)		4.69	N
*GPS GARNISHMENT PAYMENT SERVICE								0.00	N
*DELCR DELIVERY - COURIER				10.50	10.50			10.50	N
<b>TOTALS</b>					<b>525.76</b>	<b>(170.04)</b>		<b>355.72</b>	

TOTAL INVOICE 355.72



# INVOICE

**PAYCHEX OF NEW YORK LLC**  
**714 BROOK STREET**  
**SUITE 120**  
**ROCKY HILL, CT 06067**

**TOWN OF COLUMBIA-OFFICE OF BOARD OF - T712**  
**SELECTMAN**  
**323 RT 87**  
**COLUMBIA, CT 06237**

**INVOICE DATE** 04/18/2016  
**INVOICE NUMBER** 689782  
**INVOICE AMOUNT** \$ 203.85

**CHECK DATE** 04/22/2016  
**A/R NUMBER** 1

**TERMS : PLEASE DO NOT PAY THIS BILL. THE TOTAL AMOUNT DUE WILL BE DEDUCTED FROM YOUR ACCOUNT NUMBER: XXXXXXXXX5485 ON YOUR CHECK DATE.**

PRODUCT SERVICE	(QUANTITY	x PER ITEM) +	FLAT FEE	=	SUB TOTAL	- PRODUCT	=	TOTAL	TAX-
		CHARGE				DISCOUNT			ABLE
*BNDBI PAYROLL PROCESSING BUNDLE BI	41	3.38	150.00		288.58	(95.23)		193.35	N
*MNEWH NEW HIRE REPORTING								0.00	N
*GPS GARNISHMENT PAYMENT SERVICE								0.00	N
*DELCR DELIVERY - COURIER			10.50		10.50			10.50	N
<b>TOTALS</b>					299.08	(95.23)		203.85	
					<b>TOTAL INVOICE</b>			203.85	



HUMAN RESOURCE SERVICES  
1175 JOHN ST  
WEST HENRIETTA, NY 14586-9199

CLIENT NUMBER: 0414-T712  
STATEMENT DATE: 04/05/2016  
STATEMENT NUMBER: 14524568  
CUSTOMER SERVICE: 1-800-472-0072  
8 AM TO 8 PM ET  
MON - FRI

TOWN OF COLUMBIA  
323 RT 87  
COLUMBIA, CT 06237

ACCOUNT SUMMARY		
TOTAL FROM xxxxxxxx5485	\$ 208.50	<b>PLEASE DO NOT PAY.</b> TOTAL WILL BE DEDUCTED FROM YOUR DESIGNATED ACCOUNT(S) ON OR AFTER <b>04/15/16</b>
<b>TOTAL:</b>	<b>\$ 208.50</b>	

DESCRIPTION OF SERVICES	CHARGES & ADJUSTMENTS	AMOUNT
<b>COMPLETE ANALYSIS AND MONITORING SERVICE</b>		
COMPLETE ANALYSIS & MONITORING SERV ADMINISTRATION APR-16		
DISCOUNT	\$ -25.00	
PAYCHEX ESR SERVICES BASE FEE	\$100.00	
DISCOUNT	\$ -44.50	
PAYCHEX ESR SERVICES PER EMPLOYEE FEE 178 @ \$1.00 EACH	\$178.00	
<b>TOTAL COMPLETE ANALYSIS AND MONITORING SERVICE ACH FROM ACCOUNT xxxxxxxx5485</b>		<b>\$208.50</b>

SERVICE TOTALS		
COMPLETE ANALYSIS AND MONITORING SERVICE	\$ 208.50	<b>PLEASE DO NOT PAY - ELECTRONIC PAYMENT</b>
<b>GRAND TOTAL:</b>	<b>\$ 208.50</b>	



Commanding Officer  
Lieutenant Eric Murray

# State of Connecticut



## Connecticut State Police Troop K - Colchester

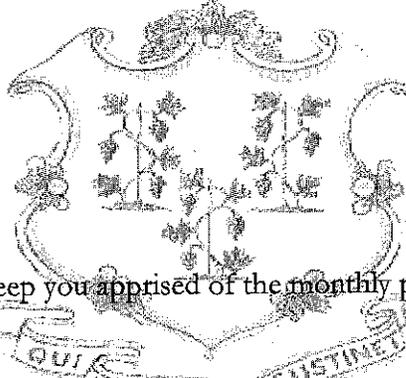


Executive Officer  
Master Sergeant Robert Grega

Date: April 6, 2016

Ms. Carmen Vance  
Columbia First Selectman  
323 Jonathan Trumbull Highway  
Columbia, CT 06237

Dear Ms. Carmen Vance



This correspondence is an effort to keep you apprised of the monthly police services occurring within the Town of Columbia.

During the month of March 2016 the Columbia Resident Trooper as well as Troop K Troopers responded to 274 Calls for Service in the Town of Columbia. Of these Calls for Service the most notable are:

- Accidents: 7
- Burglaries: 2
- Larcenies: 3
- Other Criminal: 4
- Other Non-Criminal: 2
- Non Reportable Matters: 196
- Other Noteworthy Events (List): One narcotics arrest, A burglary into Dunkin Donuts, A burglary of dirt bike into garage on Szedga Road

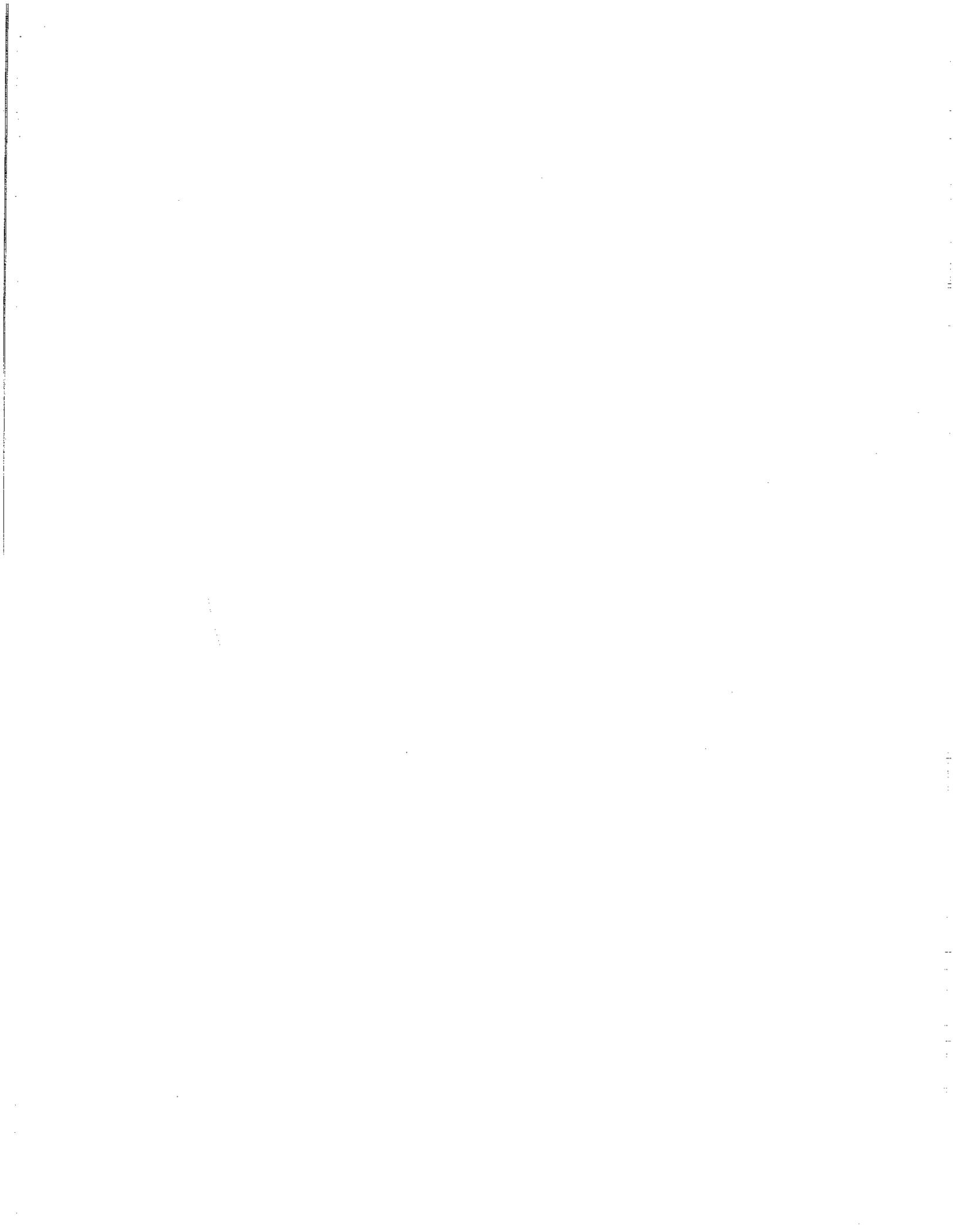
In addition to the above investigations Troopers conducted the following motor vehicle enforcement:

- On-Sight DWI: 0
- Traffic Citations: 63
- Written Warnings: 22

Sincerely,

**Lieutenant Eric Murray**  
**COMMANDING OFFICER**  
**Troop "K" Colchester, CT**

15A Old Hartford Road  
Colchester, Connecticut 06415  
Phone (860) 537-7500  
FAX (860) 537-7550



Town of Columbia CT

Savings Report by Month

1/1/2012 12:00:00 AM - 3/31/2016 12:00:00 AM



Year	Month	Total Claims	Total Cards Used	Member Rx Cost	Avg. Member Rx Cost	Price Savings	Avg. Price Savings	% Savings
2013	Mar-13	3	2	\$29.78	\$9.93	\$17.94	\$5.98	38%
2013	Apr-13	8	5	\$322.40	\$40.30	\$131.88	\$16.49	29%
2013	May-13	12	8	\$500.08	\$41.67	\$141.25	\$11.77	22%
2013	Jun-13	12	7	\$357.18	\$29.77	\$181.46	\$15.12	34%
2013	Jul-13	16	9	\$570.56	\$35.66	\$1,447.48	\$90.47	72%
2013	Aug-13	12	9	\$384.81	\$32.07	\$1,933.57	\$161.13	83%
2013	Sep-13	20	7	\$729.59	\$38.48	\$1,118.59	\$55.93	61%
2013	Oct-13	19	10	\$712.18	\$37.48	\$2,575.35	\$135.54	78%
2013	Nov-13	7	5	\$173.51	\$24.79	\$1,272.68	\$181.81	88%
2013	Dec-13	12	5	\$474.25	\$39.52	\$713.72	\$59.48	60%
2013	<b>Year Total:</b>	<b>121</b>	<b>67</b>	<b>\$4,254.34</b>	<b>\$35.16</b>	<b>\$9,533.92</b>	<b>\$78.79</b>	<b>69%</b>
2014	Jan-14	11	7	\$527.21	\$47.93	\$1,672.48	\$152.04	76%
2014	Feb-14	16	10	\$515.77	\$32.24	\$1,270.31	\$79.39	71%
2014	Mar-14	4	3	\$126.09	\$31.52	\$105.98	\$26.50	46%
2014	Apr-14	18	9	\$519.85	\$28.88	\$729.38	\$40.52	58%
2014	May-14	13	7	\$1,073.45	\$82.57	\$1,264.05	\$97.23	54%
2014	Jun-14	7	6	\$124.40	\$17.77	\$213.46	\$30.49	63%
2014	Jul-14	5	4	\$67.80	\$13.56	\$111.94	\$22.39	62%
2014	Aug-14	12	9	\$526.22	\$43.85	\$995.70	\$82.98	65%
2014	Sep-14	6	4	\$191.18	\$31.86	\$338.31	\$56.39	64%
2014	Oct-14	10	6	\$226.94	\$22.69	\$420.98	\$42.10	65%
2014	Nov-14	10	6	\$377.81	\$37.78	\$229.43	\$22.94	38%
2014	Dec-14	8	4	\$346.66	\$43.33	\$205.58	\$25.70	37%
2014	<b>Year Total:</b>	<b>120</b>	<b>75</b>	<b>\$4,623.38</b>	<b>\$38.53</b>	<b>\$7,557.60</b>	<b>\$62.98</b>	<b>62%</b>
2015	Jan-15	13	6	\$182.65	\$14.05	\$138.36	\$10.64	43%
2015	Feb-15	11	7	\$152.14	\$13.83	\$490.96	\$44.63	76%
2015	Mar-15	8	5	\$364.50	\$45.56	\$75.83	\$9.48	17%
2015	Apr-15	8	4	\$112.32	\$14.04	\$463.51	\$57.94	80%
2015	May-15	8	5	\$96.86	\$12.11	\$535.49	\$66.94	85%
2015	Jun-15	9	6	\$179.16	\$19.91	\$172.36	\$19.15	49%
2015	Jul-15	11	5	\$449.47	\$40.86	\$389.73	\$35.43	48%
2015	Aug-15	10	6	\$218.89	\$21.89	\$426.94	\$42.69	66%
2015	Sep-15	9	7	\$411.09	\$45.68	\$323.65	\$35.96	44%
2015	Oct-15	14	6	\$299.09	\$21.36	\$599.59	\$42.83	67%
2015	Nov-15	14	7	\$210.48	\$15.03	\$443.38	\$31.67	68%
2015	Dec-15	9	7	\$524.35	\$58.26	\$888.07	\$98.67	63%
2015	<b>Year Total:</b>	<b>124</b>	<b>71</b>	<b>\$3,201.00</b>	<b>\$25.81</b>	<b>\$4,947.87</b>	<b>\$39.90</b>	<b>61%</b>
2016	Jan-16	7	5	\$189.98	\$27.14	\$382.61	\$54.66	67%
2016	Feb-16	6	5	\$152.28	\$25.38	\$477.96	\$79.66	76%
2016	Mar-16	2	3	\$92.41	\$46.21	\$5.17	\$2.59	5%
2016	<b>Year Total:</b>	<b>15</b>	<b>13</b>	<b>\$434.67</b>	<b>\$28.98</b>	<b>\$865.74</b>	<b>\$57.72</b>	<b>67%</b>
<b>Total</b>		<b>380</b>	<b>226</b>	<b>\$12,513.39</b>	<b>\$32.93</b>	<b>\$22,905.13</b>	<b>\$60.28</b>	<b>65%</b>

