

**TOWN OF EAST WINDSOR  
BOARD OF SELECTMEN**

**REGULAR MEETING**  
*Thursday, March 21, 2024*  
*7:00 p.m.*

**THIS MEETING  
IS BEING HELD IN-PERSON**  
*In the John Daly, Jr. Meeting Room*  
*Town Hall, 11 Rye Street, Broad Brook, CT 06016*

**AND**

**REMOTELY via ZOOM Teleconference**  
**Meeting ID: 332 683 3563**  
**Passcode: townhall**

**DRAFT MEETING MINUTES**

**\*\*\*\*\*Minutes are not official until approved at a subsequent meeting\*\*\*\*\***

**Board of Selectmen**

Jason E. Bowsza, First Selectman  
Marie DeSousa, Deputy First Selectman  
Alan Baker, Selectman  
Sarah Muska, Selectman  
Keith Yagaloff, Selectman

**ATTENDANCE:** First Selectman Bowsza hosted the in-person meeting.  
Deputy Selectman DeSousa, Selectman Muska,  
Selectman Baker and Selectman Yagaloff were present at  
the in-person meeting.

**ABSENT:** All members of the Board of Selectmen were present at  
this evening's meeting.

**GUESTS/SPEAKERS in-person:** Sabohat Khalilova, Recording Secretary.

**GUESTS/SPEAKERS signing in to meeting remotely:** Gail

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**BOARD OF SELECTMEN**

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**1. TIME AND PLACE OF MEETING:**

First Selectman Bowsza called the March 21, 2024, Regular Meeting of the East Windsor Board of Selectmen to Order at 7:01 p.m. in the John Daly, Jr. Meeting Room, Town Hall, 11 Rye Street, Broad Brook, CT 06016.

**2. PLEDGE OF ALLEGIANCE:**

First Selectman Bowsza requested Selectman Muska to lead everyone in reciting the Pledge of Allegiance.

**3. ATTENDANCE:**

See Attendance noted at the beginning of the meeting.

**4. APPROVAL OF MINUTES:**

**A. March 7, 2024 Board of Selectmen Budget Workshop/Special Meeting:**

**MOTION:** To APPROVE the Board of Selectmen's Budget Workshop Special Minutes of March 7, 2024, as presented.  
Muska moved/Baker seconded/**DISCUSSION:** None

**VOTE:** In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

**B. March 7, 2024 Board of Selectmen Regular Meeting:**

**MOTION:** To APPROVE the Board of Selectmen's Regular Meeting Minutes of March 7, 2024, as presented.

Muska moved/DeSousa seconded/**DISCUSSION:**

**Corrections:**

- Selectman Muska – Page 16, correct the resident name to "Wayne Shary" from "Will Shari".
- Selectman Yagaloff – Page 17 "he supported the budget but not the fund balance".
- Deputy First Selectman DeSousa – Page 3, the corrections are not "suggestions", they are corrections that need to be corrected.
- Deputy First Selectman DeSousa – Page 4, correct the amount of \$800 for soccer light installation and \$800,000 in direct money that the Town recieved.

**VOTE:** In Favor: DeSousa/Muska/Yagaloff/Baker  
(No one opposed/No one abstained)

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**5. PUBLIC PARTICIPATION:**

Paul Anderson, 89 Main Street, brought up an issue of FaceBook censoring the information to make the Board and audience aware about the gravity of deteriorating freedom. The Broad Brook library put out the notice stating that they do not sensor the books. FaceBook took it down without any explanation. They tried to put it out again and were warned that their webpage would be taken down completely. The censorship affects everybody especially when it is occurring at the local public library. The Town must be aware that FaceBook is making decisions made by computer algorithms and many of formulations come out of Washington DC.

Thomas Buckley, 6 Kings Court, asked about the dumpster in the back corner of the Town Hall.

Answer: The Town Hall is in the process of transitioning to energy efficient lighting with 30 light fixtures being removed and the dumpster is used for that project.

**MOTION:** To TAKE item 9A out of order.

Baker moved/Muska seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**A. Discuss and Vote on Town of East Windsor Broad Brook Fire Department Budget (Attachment A):**

Chief Arcari presented the budget with amended amount of \$1,005,505.

**MOTION:** To APPROVE Broad Brook Fire Department budget in the amount of \$1,005,505 and forward it to the Board of Finance.

Muska moved/Baker seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**6. COMMUNICATION:**

**A. Community Development Block Grant Public Hearing Notice for April 4<sup>th</sup> (Attachment B):**

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First Selectman Jason Bowsza read out the notice for the Board and the audience.

7. **BOARD AND COMMISSIONS RESIGNATIONS AND APPOINTMENTS:**

A. **Resignation:** None

B. **Reappointments:**

1. Maria Wheldon (D), North Central Health District Committee for a term expiring April 1, 2027.

**MOTION:** To APPOINT Maria Wheldon to the North Central Health District Committee with a term expiring April 1, 2027.  
DeSousa moved/Yagaloff seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

C. **New Appointments:** None

8. **UNFINISHED BUSINESS:**

\*A. **Discuss Establishing Arts and Culture as a Permanent Commission to Include Debbie Williams:**

*\*This item was not discussed but will remain on the agenda pending receipt of additional information.*

9. **NEW BUSINESS:**

B. **Discuss and Approve Section 5310 Traditional Capital Grant Application to Include Melissa Maltese:**

First Selectman Jason Bowsza informed the Board not to take any action on this item as there is no need for it. Melissa Maltese, Director of Social Services, asked to rescind this item.

C. **Discuss and Vote on Employment Agreement Between the Town of East Windsor and Amy O'Toole:**

**MOTION:** To TABLE Item 9C until after the Executive Session.  
Baker moved/Muska seconded/**DISCUSSION:** None

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**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**D. Discuss Demographic Study Pertaining East Windsor Public School Enrollment Projections (Attachment C):**

Joe Sauerhoefer, Deputy Director for Public Works, presented the proposals for Demographic Study from two companies—SLAM and Cropper GIS. The CSG recommended that SLAM demographic study would give an in-depth projection for the Town's project and the cost is the lowest among the bidders.

Selectman Baker noticed that SLAM is the least expensive and the timeline of 3 month is very encouraging.

Selectman Yagaloff noticed that Cropper GIS Consulting, LLC identified 40 different projects they worked on within the State of Connecticut. It gave a good data analysis and the one from SLAM does not have any information on the work they have done.

The Board deliberated on the proposals. It was indicated that SLAM was the company located in the State of Connecticut.

Selectman Yagaloff stated that he would vote on the proposal as he supports it regardless which company it is.

Deputy First Selectman Desousa stated that she was interested in moving forward with the data that looks into the future not the past.

**MOTION:** To AUTHORIZE SLAM to conduct a demographic study in order to develop 10-year enrollment projections for the East Windsor Public Schools.  
DeSousa moved/Muska seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

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**MOTION:** To AUTHORIZE First Selectman Bowsza to sign the SLAM proposal to conduct a demographic study in order to develop 10-year enrollment projections for the East Windsor Public Schools.

Muska moved/DeSousa seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**E. Discuss MOU Between the Town of East Windsor and the Department of Emergency Services and Public Protection Regarding the Internet Crimes Against Children (ICAC) Task Force (Attachment D):**

Scott Roberts, Detective of the East Windsor Police Department (EWPDP), presented the Memorandum of Understanding (MOU) to the Board. The goal of this unit is to pre-emptively investigate the crimes of bullying and child pornography. The unit also includes sextortion to sex assaults, cellphone, search warrants, rescue of children by joint investigations via State and the local municipality. This MOU would also allow for reimbursement of training for ICAC assigned officers to attend professional development training one day per month and cell phones including digital data. Moreover, this MOU is entered into by and between the Department of Emergency Services and Public Protection pursuant to its authority under Connecticut General Statutes Section 4-8 and local Law Enforcement Agency through its Chief Elected Official.

Selectman Baker asked about the integration of this MOU into the community.

Scott Roberts, EWPDP Detective: This MOU incorporates teachers and it provides Power Point Presentations including forwarding and updating of the information to the public schools.

**MOTION:** To AUTHORIZE and DIRECT the First Selectman to sign the Memorandum of Understanding between the State of Connecticut's Department of Emergency Services and Public Protection and CT Internet Crimes Against Children (ICAC) Task Force and the Town of East Windsor.

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**VOTE:** Yagaloff moved/Muska seconded/**DISCUSSION:** None  
In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

**F. Discussion of Potential Congressionally Directed Spending Project Requests (Attachment E):**

First Selectman Bowsza presented the Congressionally Directed Spending Project Requests. He asked town staff to brainstorm ideas for the Town. The plan is to have a review sheet for April 4<sup>th</sup> to see if the staff would come up with anything and then applications must be submitted by April 14<sup>th</sup>.

**G. Discuss and Approve Advanced Benefit Strategies (ABS) Application to Include Amy O'Toole (Attachment F):**

Amy O'Toole, Director of Finance/Treasurer, presented the Advanced Benefit Strategies Applications for the Town of East Windsor. It allows for employees to put away pre-tax money for medical and childcare expenses.

**MOTION:** To APPROVE and AUTHORIZE the signature of the First Selectman for the Advanced Benefit Strategies (ABS) Application for the Town of East Windsor.  
DeSousa moved/Baker seconded/**DISCUSSION:**

**VOTE:** In Favor: DeSousa/Baker/Yagaloff/Muska  
(No one opposed/No abstentions)

**9. SELECTMEN COMMENTS AND REPORTS**

- A.** Jason Bowsza updated the Board on his assignments. On March 11, he met a High School student named Jacob at the Career Day event. The young man is impressive and interested in changing the school curriculum. The Town is moving forward with the community project. On the 19<sup>th</sup>, he joined the Middle School staff and others to present and recognize the act of kindness awards. Two events scheduled for tomorrow—the first is the Middle School chorus performing at the Senior Center; and, the second is the Basketball Game between the high school students and the Police Department Officers. Tickets are \$5 per person to support summer programs. This Saturday is annual Easter

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Brunch and the benefit would go to support summer scholarships. Congressman Larson will be at the Senior Center to discuss medicare benefits this Thursday at 1pm. The budget proposal from the Board of Education will be presented next week to the Board of Finance.

- B. **Marie DeSousa** reported on her assignments. She attended two meetings – Police Commission in which one newly hired officer decided to return to the military and resigned. She also stated that the full relationship disclosure was made regarding the new hire at the Police Commission. She also attended the Housing Authority meeting.

Matthew Carl, Police Chief, informed the Board that the officer who resigned came back for employment and rejoined the force.

- C. **Sarah Muska** updated the Board on her assignments. "On March 12, 2024 I attended the Arts and Culture Committee meeting. After some heartfelt discussion about their previous meeting, the group unanimously decided that they would like to remain a Committee at this time.

The birdhouse kits from Home Depot and Lowe's are out of stock and the Committee still had a list of 26 people that had signed up to participate in the Birdhouse Decorating Contest. During the meeting, I reached out to Charlie Nordell who agreed to make the birdhouse kits in his woodshop. Over the weekend, I helped him bag up the parts to each kit, so now everyone who signed up will still be able to take part!

Just a reminder that Open Mic Night is April 27, 2024 at the Connecticut Trolley Museum.

The preparation for Arts and Culture Day on May 18, 2024 is moving right along! 2 music acts are confirmed, 3 food trucks, 7 vendors and several demonstrations and hands-on activities will be offered to the public! The event will be from 12:00-4:00 at East Windsor Park.

On March 13, 2023 the Board of Education met. March is Board of Education Appreciation Month and board members were recognized and thanked for their dedication and service. Snacks and baked goods were provided and there were handmade thank you cards from students given to board members. Also, on behalf of



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the Board of Education, 9 books (representing 1 for each Board member) were donated to each of our school libraries.

The school district received a grant in the amount of \$183,234.00 to be used for a 2024 Summer Enrichment Program. An overview was given by Assistant Superintendent Darryl Rouillard. This program is Monday-Friday for 6 weeks, divided into 3 two-week sessions. Melissa Maltese played a significant role in the preparation for this program and it will be in conjunction with the Summer Camp at East Windsor Park. Academic Enrichment will occur from 8:00AM-11:00AM and the Parks and Recreation Camp will be from 11:30AM-4:30PM. Pre-K-4th grade students are eligible to attend. Transportation for East Windsor students will be available in the AM, but students will need to obtain means of getting home. To and from transportation will be available for Hartford Students. The program has space for 20-60 students in each session and can accommodate 50 different students during the program. The program will focus on ELA, Math SEL/Stem, fostering positive relationships and healthy development and aligns with Connecticut Literacy Standards and The Science of Reading. CREC controls the enrollment aspect and I'll provide more information as it becomes available. Breakfast, lunch and snack will be provided. It's important to note that East Windsor is only able to provide this program because the grant was secured and the school system was able to work collaboratively with Parks and Rec to design a program that fits the parameters of the grant.

There was also a presentation given on an Educator Diversity Plan. It is proven that all students benefit from the talents of teachers from a variety of different outcomes, races and ethnic groups. The goal is to focus on student outcomes and bolster the teacher pipeline (teacher prep program's enrollment is down 30% currently). At this time 50.7% of our student population are considered people of color. The district would like to attract top talent that is diversified and representative of the students we serve and create an inclusive, supportive and engaging culture that promotes a sense of staff belonging. The BOE received the presentation on the plan and voted to approve it, as it is mandated by the state.

I was unable to attend the Veterans Commission meeting as it was moved to the date of the BOE meeting.

Submitted With Sincerity,  
Sarah A. Muska, Selectman

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- F. **Alan Baker** reported on his assignments. He attended the Planning and Zoning Commission last week which was very short. They are taking comments on the Warehouse Point project. He missed the Broad Brook Fire Department meeting.

## 10. PUBLIC PARTICIPATION:

Wayne Shary, 119 Depot Street, addressed the issue of his street safety for the third time and wanted the issue to be resolved as it continues to persist.

Paul Anderson, 89 Main Street, inquired whether it would be possible to get funding or sponsorship to hide the big ugly pipe in town.

Thomas Buckley, 6 Kings Court, asked for a possibility of a grant funding to hide the pipe.

11. EXECUTIVE SESSION - Pursuant to C.G.S. 1-200(6)(B) - strategy pertaining to contract negotiations (Amy O'Toole):

**MOTION: To GO INTO EXECUTIVE SESSION** with Amy O'Toole.

Baker moved/Muska seconded/**DISCUSSION:** None

**VOTE:** In Favor: Baker/Muska/DeSousa/Yagaloff  
(No one opposed/No abstentions)

First Selectman Bowsza noted the Board had gone into EXECUTIVE SESSION AT 8:01 p.m.

The Recording Secretary signed out of the meeting at 8:01 p.m.

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First Selectman Bowsza reported the Board of Selectmen exited the  
EXECUTIVE SESSION AT 8:06 p.m.

**MOTION:** To **TAKE** Agenda Item 9C and **APPROVE** the  
Employment Contract between Amy O'Toole and  
the Town of East Windsor and **AUTHORIZE** First  
Selectman to sign it.

Baker moved/Muska seconded/**DISCUSSION:** None

**VOTE:** In Favor: DeSousa/Baker/Muska  
(No one opposed/Yagaloff abstained)

**11. ADJOURNMENT:**

**MOTION:** To **ADJOURN** this Meeting at 8:08 p.m.

Muska moved/Baker seconded/**DISCUSSION:** None

**VOTE:** In Favor: Muska/DeSousa/Yagaloff/Baker  
(No one opposed/No abstentions)

Respectfully submitted,

-----  
Sabohat Khalilova, Recording Secretary, East Windsor Board of Selectmen

**Proposed Budget 2024 - 2025**  
**Board of Fire Commissioners - Approved 1-29-2024**  
**Final Budget - with 27th Payroll Revision 3-18-2024**

FY 2023/2024      FY 2024/2025

Expenses	Budget	Proposed	Notes
Professional Services			
Copier Lease / Maintenance	\$1,500	\$1,500	0%
Supplies	\$1,600	\$1,600	0%
Postage & Mailbox fee	\$200	\$200	0%

**Total Professional Services**

\$3,300	\$0	\$3,300	0%
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**CIP**

\$200,000	\$0	\$200,000	0%
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**Total CIP**

\$200,000	\$0	\$200,000	0% <b>FY 23/24 will bring total CIP to \$600,000</b>
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**LAP Insurance**

\$27,510	\$1,375	\$28,885	5% <b>Annual Increase</b>
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*Attachment A*

<b>CIP Line Total</b>	<b>FY 23-24</b>	<b>\$457,856.80</b>	<b>FY24-25</b>	<b>\$657,856.80</b>	<b>Total CIP Account Funds YTD</b>
<b>Unfunded Fund Balance</b>	<b>FY 22-23</b>	<b>\$180,526.16</b>			<b>Fund balance</b>
<b>State of CT Highway Calls Reimbursement YTD</b>	<b>FY 23-24</b>	<b>\$1,500.00</b>			<b>Fund Balance</b>

**Phone/Cable**

ATT / Cox Cable	\$7,000	\$0	\$7,000	0%
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FY 2024/2025

Adjusted

FY 2023/2024

Adjusted

Supplies and Equipment

Cleaning Supplies  
Computer Equip & Supplies  
Equipment & Supplies  
Bunker Gear  
Hose  
Medical Supplies

\$1,000  
\$5,000  
\$4,000  
\$40,000  
\$4,000  
\$2,450

\$0  
\$0  
\$0  
\$0  
\$0  
\$0

Notes

0%  
0%  
0%  
0%  
0%  
0%

\$1,000  
\$5,000  
\$4,000  
\$40,000  
\$4,000  
\$2,450

Testing

Ladder Testing  
Hose Testing  
Air Compressor Testing  
AMKUS Testing  
Flow Testing  
Fire Extinguishers  
Mask Fit Test Cal.

\$500  
\$2,400  
\$1,200  
\$2,200  
\$1,800  
\$150  
\$1,000

\$0  
\$0  
\$0  
\$0  
\$0  
\$0  
\$0

0%  
0%  
0%  
0%  
0%  
0%  
0%

\$500  
\$2,400  
\$1,200  
\$2,200  
\$1,800  
\$150  
\$1,000

SCBA

Masks  
Repairs  
Hydro Testing  
Other

\$2,000  
\$500  
\$500  
\$300

\$0  
\$0  
\$0  
\$0

0%  
0%  
0%  
0%

\$2,000  
\$500  
\$500  
\$300

Radios

Portable Radios

Radios  
Mics

\$2,000  
\$1,500  
\$1,000  
\$1,500

\$0  
\$0  
\$0  
\$0

0%  
0%  
0%  
0%

\$2,000  
\$1,500  
\$1,000  
\$1,500

Pagers  
Mobile Radios

Signal 12

Signal 12 Refreshments

\$1,500

\$0

0%

\$1,500

	FY 2023/2024 Adjusted	FY 2024/2025 Adjusted	
Uniforms	\$5,500	\$0	0%
Uniforms			
Supplies Other	\$1,000	\$0	0%
Supplies other			
Total Supplies and Equipment	\$83,000	\$0	0%
Truck Maintenance			
Annual PM	\$17,000	\$0	0%
Truck Repairs	\$18,500	\$0	0%
Truck Supplies	\$4,500	\$0	0%
Total Maintenance	\$40,000	\$0	0%
Truck Fuel			
Gas & Diesel	\$10,000	\$1,000	10% <i>Increase in Fuel Prices</i>
Tool Fuel			

Dues and Fees		FY 2023/2024 Adjusted	FY 2024/2025 Adjusted	
Training				
	Firefighters Certification Classes	\$2,590	\$0	0%
	EMS Certification Classes	\$2,000	\$0	0%
	Professional Development	\$3,000	\$0	0%
	Other Training	\$8,500	\$0	0%
	Entre Tech.- IT Costs FD Computers	\$0	\$18,500	100% <i>Dept. Email and Virus Services</i>
Fees				
	IamResponding	\$660	\$0	0%
	First Due Reporting Software	\$7,650	\$0	0%
	IAFC Dues	\$765	\$0	0%
	CT Fire Chiefs	\$180	\$0	0%
	NE Fire Chiefs	\$75	\$0	0%
	CT State FF Dues	\$80	\$0	0%
	CT State Dues - Corp	\$50	\$0	0%
Total Dues and Fees		\$25,550	\$18,500	72%
Dispatching Fee / TN				
	Tolland County Dues	\$27,000.00	(\$1,000)	-4%

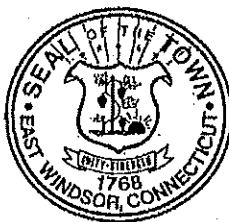
Salary - Part-time	FY 2023/2024		FY 2024/2025		Notes
	Adjusted		Adjusted		
Part Time Firefighters	\$297,856	\$3,664	\$301,520	1%	Actual Numbers if everyone worked
Recording Secretary	\$3,000	\$0	\$3,000	0%	
27th Week	\$11,000	(\$10,000)	\$1,000	-91%	
Total Part-Time	\$311,856	(\$6,336)	\$305,520	-2%	
Incentive Program	\$130,000	\$5,000	\$135,000	4%	Increase in Call Volume
Payroll Taxes	\$35,500	\$0	\$35,500	0%	
Workers Compensation	\$12,600	\$400	\$13,000	3%	Estimated by Town Treasurer
Annuity	\$23,000	\$16,500	\$39,500	72%	Increase Volunteer Pension
Department Physicals	\$15,000	\$0	\$15,000	0%	
Total Payroll, Workers Comp. and Physicals	\$216,100	\$21,900	\$238,000	10%	
Fire Marshal					
Cellular Phone	\$750	\$0	\$750	0%	
Fire Marshal / Inspector Salary	\$15,000	\$0	\$15,000	0%	
Fire Marshal Training	\$600	\$0	\$600	0%	
FMO Uniforms Protective Clothing	\$300	\$0	\$300	0%	
Postage	\$200	\$0	\$200	0%	
Mileage Reimbursement	\$0	\$0	\$0		
FMO Misc Supplies	\$1,900	\$0	\$1,900	0%	
Total Fire Marshal	\$18,750	\$0	\$18,750	0%	
Total Operating Budget inc. Fire Marshal	\$970,066.00	\$35,439	\$1,005,505	3.65%	



CIP Expenditures	Starting 23-24 Budget -	\$600,000.00
Rescue Extrication Tools		-\$37,112.00
1st Truck Lease Payment		-\$95,645.20
Battery Operated Tools		-\$9,386.00
		<u>\$457,856.80</u>
2023-2024 CIP Balance		\$200,000.00
24-25 CIP Allocation if Budget is Approved		
Total 24-25 CIP Budget if Budget is Approved		\$657,856.80

New Income - State of CT Highway Calls YTD for 23-24 FY  
 (As of Jan. 3, 2024)

	\$1,500.00	
All Increases and Decreases		
LAP	\$1,375.00	
Fuel	\$1,000.00	
Emails & IT Services	\$18,500.00	
PT Salary	\$3,664.00	
Incentive Plan	\$5,000.00	
Workers Comp	\$400.00	
Annuity	\$16,500.00	
27th Payroll	-\$10,000.00	
TN Dues	-\$1,000.00	
Total	\$35,439.00	\$970,066.00
		\$1,005,505.00
		3.65% Increase



RECEIVED  
Town of East Windsor  
Town Clerks Office

MAR 18 2024

By:

*[Signature]*  
Asst. Town Clerk

Town of East Windsor  
East Windsor Residents

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the Town of East Windsor will conduct a public hearing by the Board of Selectmen on Thursday, April 4<sup>th</sup>, 2024, at 6:30 p.m. in Town Hall, John Daly, Jr. Meeting Room, 11 Rye Steet, Broad Brook to discuss the Fiscal Year 2024 Community Development Block Grant program and to solicit citizen input.

Maximum award limits:

- Up to \$2,000,000 for Public Housing Modernization with priority to State Sponsored Housing Portfolio (SSHP).
- Up to \$1,000,000 for Infrastructure associated with the development of Affordable Housing (e.g., streets sidewalks, sewer lines, windmills).

Major activity categories are Acquisition, Housing Rehabilitation, Public Housing Modernization, Community Facilities, Public Services, and Economic Development. Projects funded with CDBG allocations must carry out at least one of three National Objectives: benefit to low- and moderate-income persons, elimination of slums and blight, or meeting urgent community development needs.

The purpose of the public hearing is to obtain citizen's views on the Town's community development and housing needs and review and discuss specific project activities in the areas of housing, economic development, or community facilities which could be part of the Town's new Application for funding for the year 2024.

Also, the public hearing will be to give citizens an opportunity to make their comments known on the program and for approval of the Program Income Reuse Plan, if applicable. If you are unable to attend the public hearing, you may direct written comments to the Town of East Windsor, First Selectman's Office, 11 Rye Street, Broad Brook, CT 06016, or you may telephone (860) 623-8122. In addition, information may be obtained at the above address between the hours of 8:30 a.m. and 4:30 p.m. Monday through Wednesday, 8:30 a.m. and 7:00 p.m. Thursday, and 8:30 a.m. and 1:00 p.m. Friday.

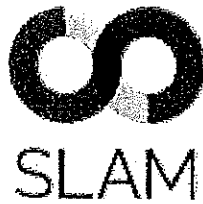
The Community Development/Housing Department on behalf of the Town of East Windsor anticipates applying for the maximum grant amount of \$2,000,000 under the Public Housing Modernization. In addition, the Town of East Windsor will create a revolving loan fund with

program income (principal and interest) generated from the grant for a housing rehabilitation loan program (if applicable).

The Town of East Windsor promotes fair housing and makes all programs available to low- and moderate-income households regardless of race, creed, color, national origin, ancestry, sex, gender identity or expression, marital status, age, lawful source of income, familial status, learning disability or physical/mental disability, or sexual orientation.

*"All are encouraged to attend. The hearing is accessible to the handicapped. Any disabled persons requiring special assistance or non-English speaking persons should contact Melissa LaBelle, ADA Coordinator at (860) 698-1320 at least five days prior to the hearing."*

Equal Opportunity/Affirmative Action



March 7, 2024

Joseph Sauerhoefer  
Deputy Director of Public Works  
Town of East Windsor  
11 Rye Street  
Broad Brook, CT 06016

RE: East Windsor Enrollment Projections

Subject: Fee Proposal for Planning Services

The SLAM Collaborative is pleased to submit its proposal to develop 10-year enrollment projections for the East Windsor Public Schools. This projection report is intended to provide an outlook on districtwide enrollment for the next decade, and to inform East Windsor's school facility planning process.

### **Project Scope**

The scope of the project will involve comprehensive enrollment projections for East Windsor Public Schools (EWPS).

### **I. Scope of Services**

#### **Task 1.1 – Project Initiation**

SLAM will conduct a virtual kickoff meeting with the East Windsor Public Schools to confirm data sources, discuss methodologies and assumptions, and agree on final schedules and deliverables.

The East Windsor School will provide the project team with the following data:

- Enrollment database extract (Excel format) that includes state unique ID (SASID), student address, grade and any other characteristics determined necessary for the current year and each of the past five (5) years. This data should be consistent with October enrollments reported to the Connecticut State Department of Education.
- Other Public/Magnet school enrollment by grade for East Windsor resident students for the current and each of the past five (5) years.
- Private and Parochial school enrollment by grade for East Windsor resident students for the current and each of the past five (5) years, if available.
- Previous enrollment projection reports from the last 5 years, if available.
- Descriptions of any recent and planned programmatic changes influencing student placement (e.g. increases in Pre-K seats, program introduction, etc.).
- Information on the District's Kindergarten Entry Age policy for 2024-25

#### **Task 1.2 – Housing, Demographic, and Economic Analysis**

The accuracy of enrollment projections depends on a thorough understanding of local, housing, demographic, and economic conditions. SLAM proposes to use a quantitative and qualitative approach to gain a solid understanding of the local and regional housing market and its impacts on enrollment. Understanding recent housing sales and permit activity is crucial to understanding enrollment trends. The project team will evaluate town-wide home sale trends using data from the Warren Group to better understand recent demographic shifts related to housing sales. Rental unit

vacancy rates over time, as well as other economic indicators such as unemployment, will be analyzed for any correlation to birth and enrollment trends. Finally, SLAM will consult with the Town's Planning and Zoning Staff to identify any planned, approved, or recently built housing developments that may impact East Windsor's school age population. This task will be augmented by an analysis of demographics from the available 2020 US Census data and provide a better understanding of demographic and housing dynamics to help inform enrollment projections.

Finally, SLAM will evaluate town-level birth records published by the Connecticut Department of Public Health. Birth records are the best data source for projecting future kindergarten classes five years later. In addition to the historic birth record analysis, births projections will be prepared for 2024-2028 to forecast incoming kindergarten classes over the last five years of the projection horizon.

### Task 1.3 – Comprehensive Enrollment Analysis and Projections

SLAM will incorporate their understanding of demographic and housing trends into their analysis of historical enrollments. SLAM will collect, analyze, and graph historical enrollment to understand enrollment trends at the school and system level. In addition to understanding total enrollment trends, it is important to identify local historic enrollments and characteristics in order to accurately project future enrollment and characteristics. Our enrollment management system allows us to identify and analyze student migration from year to year to determine the future impact on the school system and any recent localized changes. Finally, any educational programming initiatives and changes that have resulted in shifts in enrollments must be factored into enrollment projections. The Project Team will work with the designated East Windsor School Administration to understand any District program shifts that affect enrollments.

In addition to understanding East Windsor Public School enrollment trends, it is important to understand recent non-public and other public enrollment trends for resident students.

The cohort-survival method, with some modifications, will be used to develop enrollment projections. The cohort-survival method is a standard methodology for projecting populations and student enrollments and relies on observed data from the recent past to project the near future. The base enrollment forecast will be developed from the analysis of the following historical variables: school-age population, birth records, and estimates of migration. If warranted, student generation from any external growth factors, including newly constructed, planned, and approved residential development, is then added to the base school forecast.

SLAM will generate enrollment projections disaggregated by grade. These projections will forecast the overall student population for a ten-year planning horizon. Districtwide projections and school specific projections (grade grouped) will be prepared for low, medium, and high growth scenarios with all assumptions defined, and the recommended projection model will be clearly identified.

The project team will provide a digital version of the Enrollment Projections Report in PowerPoint and PDF that satisfies the requirements of the Office of School Construction Grant & Review (OSCG&R).

Should EWPS desire to have the report presented publicly outside of normal business hours that can be provided as an addendum to this agreement.

## II. Project Team

SLAM's staff of Michael Zuba, AICP and Patrick Gallagher, AICP will provide planning and demographic services for the School District

## III. Fees and Expenses

The S/L/A/M Collaborative, Inc.  
Somerset Square, 80 Glastonbury Blvd, Glastonbury, CT 06033

o 860 657.8077 w slamcoll.com

The services described above will be provided for a lump sum fee of \$8,775.

Invoices for services rendered are presented monthly; accounts over thirty (30) days are subject to a charge of prime rate plus 200 basis points per annum on the unpaid balance.

Any additional services requested would be accommodated through an amendment of this agreement.

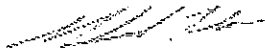
#### IV. Standard Terms and General Conditions

The attached Standard Terms and General Conditions shall apply to the services under this proposal.

#### V. Project Schedule

SLAM will commence work based upon your authorization to proceed and will complete the above scope of services in roughly 2-3 months provided that data is provided to us in a timely manner.

Regards,

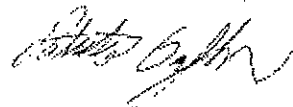


Michael Zuba, AICP

Director of Public Education Master Planning

Enclosures: Standard Terms and General Conditions

cc: Finance



Patrick Gallagher, AICP

Planning Manager

Agreed to:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

## STANDARD TERMS AND GENERAL CONDITIONS

### Introduction

The following terms and conditions set forth herein shall be an integral part of the Letter Agreement between the Owner and The S/L/A/M Collaborative, Inc. (the "Architect") when incorporated by reference in the Letter Agreement between the parties or in the proposal of the Architect accepted by the Owner.

### A. TERMINATION

1. The Letter Agreement between Owner and Architect may be terminated by either party upon seven days written notice in the event of persistent failures of performance of material terms and conditions of the Agreement by the other party through no fault of the terminating party.
2. If the Letter Agreement is terminated upon completion of any phase of the Architect's services and herein defined, payments shall be made for completed phases of work. If the Agreement is terminated during the course of performance of a phase of the work, the Architect shall be paid the reasonable value for services performed during such phase prior to effective date of termination of the Agreement.

### B. OWNERSHIP OF DOCUMENTS

All documents, including original drawings, estimates, specifications, field notes and data are and shall remain the sole and exclusive property of the Architect as instruments of service. The Architect shall provide a set of reproducible record prints of drawings and copies of other documents relevant to the Project. The Owner may use said drawings and other documents solely in connection with the construction, maintenance and occupancy of the project and not for the purpose of making subsequent extensions or enlargements thereto. Any use of the documents for purposes other than those identified in the Agreement are at the Owner's sole risk and expense.

### C. INSURANCE

The Architect shall secure and maintain such insurance as will adequately protect him from claims under the Workmen's Compensation acts and from claims for bodily injury, death or property damage which may arise from errors or omissions in the performance of his services under the Agreement with the Owner. The Architect hereby states, and the Owner acknowledges, that the Architect has professional liability insurance for claims arising out of the performance of or failure to perform professional services. The Architect, shall submit a certificate of insurance showing such coverages exist.

### D. ADDITIONAL SERVICES

Additional services required due to changes or increases in the scope of work shall be charged on a time and expense basis or as negotiated between Owner and Architect. Additional services based on time and expense will be invoiced in accordance with the attached hourly rate schedule.

If more extensive Project representation during Construction Administration is requested by Owner, and is beyond the number of site visits included in our proposal and/or our Agreement, Architect will provide the appropriate staff as requested and invoice for such representation as an Additional Service.

E. BILLING BACKUP

Architect will provide, as requested by Owner and at no additional cost, a detailed computer print-out of the reimbursable expenses billed to the Project. If copies of the actual expense receipts are required on a regular basis, the cost to gather and reproduce such receipts will be billed to the Project as an Additional Service on an hourly basis.

F. COST ESTIMATES

Unless specified otherwise, Architect's cost estimates are based on assumed labor costs and approximate quantities of material and equipment, and therefore are of a conditional character. The Architect cannot guarantee the cost of work to be performed by others since market and/or bidding conditions can change at any time and changes in the scope or quality of the project may affect estimates.

G. HAZARDOUS MATERIALS

Architect shall have no responsibility for the presence, discovery, removal, disposal, or claims for injury or death, related to the existence of pollutants, hazardous wastes, or other toxic substances at the project site. Owner shall retain, at Owner's expense, the services of a certified hazardous waste Consultant to survey and identify the existence and location of hazardous waste, pollutants or toxic substances on the Project site. Owner's hazardous waste Consultant shall develop specifications for the removal of such materials.

H. SUCCESSORS AND ASSIGNS

The Owner and the Architect each binds himself, his successors, executors, administrators and assigns in respect to all covenants contained in this Letter Agreement.

I. ASSIGNABILITY

The Owner or the Architect shall not assign, sublet or otherwise transfer any interest in the P.O without the written consent of the other party.

J. APPLICABLE LAW

Unless otherwise specified, this Letter Agreement shall be governed by the laws of the State of Connecticut.



# Proposal for Demographic Services for East Windsor Public Schools, Connecticut

February 2024

Cropper GIS

## ENROLLMENT PROJECTIONS

## DATA ANALYSIS

Peter M. Prowda  
28 Old Mill Court  
Simsbury CT 06070  
(860) 716-7971  
peteprowda@yahoo.com

### PROPOSAL FOR EAST WINDSOR

I will provide to the East Windsor superintendent a **district-wide enrollment** projection that will contain the following:

- a. An analysis of district enrollment in Connecticut public and non-public schools for the past 10 years and a projection until the year 2033 for grade levels PK-4, 5-8, 9-12 and PK-12;
- b. a history of district enrollment in Connecticut schools since 2000;
- c. births since 1980 with a projection or estimate to 2028;
- d. a ten-year analysis of kindergarten enrollment;
- e. a ten-year history of non-resident enrollment in your Open Choice program;
- f. a ten-year history of non-public enrollment of East Windsor residents;
- g. a history since 2013 of East Windsor residents enrolled in other public schools and non-resident enrollment in East Windsor schools;
- h. contextual information such as new home construction, estimated sales of existing housing, growth in the labor force, grade 9 retention (as appropriate), high school dropouts (as appropriate), and estimated migration of school-age children;
- i. an analysis of the accuracy of prior projections (if available); and
- j. an analysis of the impact of new school construction in similar communities (DRG F) on enrollment

The analysis will take into account the change in CGS 10-15c requiring students to be 5 years old at kindergarten entry. My default option is a 25% decrease in students entering late and a 50% decrease in dropouts. You will have the option of modifying those figures.

The analysis may meet the Bureau of School Construction's requirements for an individual school projection of 8-years for all three of your schools. It is possible they may not accept a projection predicated, in part, on the impact of new school on enrollment

The report will be delivered electronically. The delivery date will be mutually agreed upon. The cost is \$9,800. This proposal is good for the 2023-24 school year only.

Peter M. Prowda  
2/12/2024

EAST WINDSOR PUBLIC SCHOOLS, CT  
DEMOGRAPHIC SERVICES

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## Demographic Services

From:  
Matthew Cropper  
President  
Cropper GIS Consulting, LLC  
P.O. Box 1308  
Delaware, Ohio 43015  
(614) 451-1242 phone  
[mcropper@croppergis.com](mailto:mcropper@croppergis.com)

Date:  
February, 14, 2024

This proposal has been developed as a response to the East Windsor Public Schools (district) request for demographic consultation services. This project will be completed by Cropper GIS Consulting, LLC (Cropper). The project will be directed by Matthew Cropper.

We are confident that you will find our team to be a good fit for this project, as we have a wealth of relevant experience and have performed these services to many other satisfied clients. We thank you for the opportunity to submit this proposal for the district and look forward to the opportunity of working together.

Sincerely,

Matthew Cropper

**EAST WINDSOR PUBLIC SCHOOLS, CT**  
**DEMOGRAPHIC SERVICES**

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**Firm Profile – Cropper GIS Consulting, LLC**

Since the company was formed in 2005, Cropper GIS Consulting (Cropper) has worked with clients on various demographic, redistricting, and GIS Implementation projects. The majority of clients served by Cropper are school districts, and all projects have met/exceeded our client's expectations. Our firm's expertise is in demographic studies, K-12 school redistricting, long-range facility planning, and GIS Implementation/Training.

Some of our more recent clients include:

- Windsor Public Schools, Connecticut
- Norwich Public Schools, Connecticut
- Trumbull Public Schools, Connecticut
- Ellington Public Schools, Connecticut
- Madison Public Schools, Connecticut
- Council Rock School District, Pennsylvania
- Reading School District, Pennsylvania
- Ephrata Area Schools, Pennsylvania
- Carthage Central School District, Pennsylvania
- Upper Moreland School District, Pennsylvania
- Harrisburg School District, Pennsylvania
- Winnetka Public Schools, Illinois
- Downer's Grove Grade District 58, Illinois
- CCSD 59, Illinois
- District 126 Alsip HazelGreen Oaklawn, Illinois
- DeKalb District 428, Illinois
- Warwick Public Schools, Rhode Island
- Barrington Public Schools, Rhode Island
- Wellesley Public Schools, Massachusetts
- Nantucket Public Schools, Massachusetts
- Union County Public Schools, North Carolina
- Cabarrus County Public Schools, North Carolina
- Brunswick County Public Schools, North Carolina
- Charleston County Public Schools, South Carolina
- Lexington 5 Schools, South Carolina
- Spartanburg 2 Schools, South Carolina
- Spartanburg 5 Schools, South Carolina
- Albany Public Schools, New York
- Schenectady City School District, New York
- Buffalo Public Schools, New York
- U.S. Department of Justice, Civil Rights Division
- Baltimore County Public Schools, Maryland
- Frederick County Public Schools, Maryland
- Billings Public Schools, Montana
- Akron Public Schools, Ohio
- South-Western City Schools, Ohio
- Westerville City Schools, Ohio
- Henrico County Public Schools, Virginia
- Atlanta Public Schools, Georgia



Geographic Information Systems will be used extensively to analyze demographic data and Cropper are experts in the use of the software. Cropper are licensed consultants and resellers of ESRI GIS technology, which is utilized by local, state, and federal governments. Mr. Cropper has written multiple articles and presented at conferences across the country on GIS in educational planning. He is a pioneer in integrating new technology with age-old planning processes to refine and enhance accuracy of data when planning.

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EAST WINDSOR PUBLIC SCHOOLS, CT  
DEMOGRAPHIC SERVICES

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Introduction and Project Objectives

The District would like to have a school-level demographic study completed, which includes a 10-year population and enrollment forecasts for every school by grade.

There are 2 primary phases of the study. These phases are:

- Data Collection and Development.
- Data Analysis and Population/Enrollment forecasting

Scope of Services

Cropper has identified two (2) primary phases of the project, which are:

Phase1: Data Collection and Development

Cropper will collect data from local sources such as the county auditor/assessor's office to support the upcoming planning work. In addition to GIS data, Cropper will collect historical enrollment by school by grade, and Fall 2023-24 student enrollment database from the district. Other parts of this phase include:

- o Perform field research of school district and surrounding region.
- o Collection of information from city, county, school district, census bureau.
- o Conversion of datasets into GIS format
- o Development of Census demographic profiles for the district.

Phase 2: -Data Analysis and Population/Enrollment forecasting

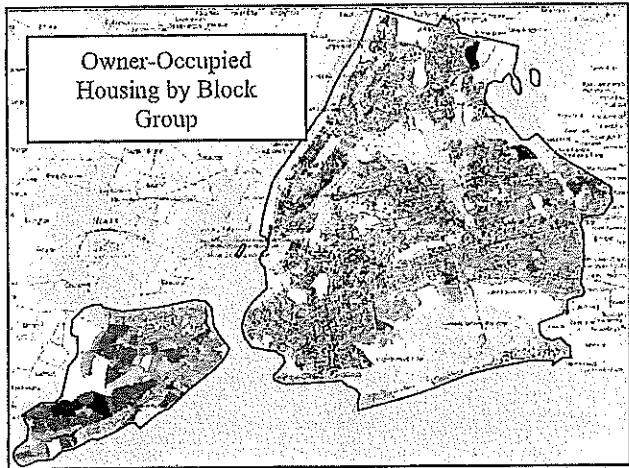
Work in this phase includes:

- o Creation of population and 10-year enrollment forecasts for the district and all schools.
- o Development of report that identifies the forecast assumptions, depicts maps used to assist in the study, and interprets the population and enrollment forecast findings.

### Forecasting Methodology

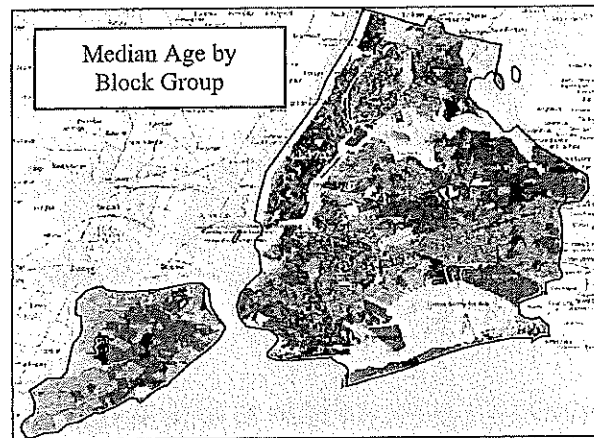
Below is the process that Cropper uses to develop a demographic study, which utilizes the best methods that are proven to have the best results.

To truly understand the complex enrollment patterns of any school district, an examination of the past, present and future demographic trends of the area is required. This does not mean just examining the school district in question, but also all of the surrounding area. In demographic terms, (as well as economic terms) no geographic area stands alone. Each area's demographic trends are interwoven with the trends in all of its neighboring areas. Furthermore, the historical trends of the number of children in each school grade have little or no effect on the future trends of a district's enrollment. The only way to accurately ascertain what the future enrollment patterns of a district be is to be able the projection the trends of the total population. Consequently, our forecast method is a three-step procedure that examines the demographic trends of both the district under study and all of its geographical areas under study.



The first step is to overlay the district's geographical boundaries with Census Bureau's 2020 TIGER maps. This allows us to identify which census tracts and blocks make up each geographical area. Once this is established, the detailed 2020 Census information can be downloaded, creating a demographic and economic profile of each individual area.

This data, which can be attained at the block or block group level, forms the base information that will be used later in the construction of the population forecast models. The variables obtained from the Census Bureau include, but are not limited to, age, gender, race, ethnicity, median family and household income, household composition, home value, median rent, age of householder, number of owner and renter households and group quarters populations.



The second step is to calculate a total population forecast for all geographic areas under study. This forecast allows us to find how differences and changes in each area's fertility, mortality and migration rates will affect the composition of the area's future population.

Issues examined include but are not limited to the following:

1. The number of women in childbearing age in both the district and the surrounding area. Changes in the number of women 20-29 years old in an area have a far greater impact on the number of births than changes in the overall fertility rate.
2. Changes in the area's Mortality rates. Significant moves up or down in the mortality rate indicate that much of the local population change is due to factors relating to the elderly population and not to young families that would have school age children.
3. The magnitude and prevalence of out migration patterns by age. Typically, most school districts have a large amount of out migration in the 18-21 age groups as these students leave their parent's home and go to college. Other major out migration patterns that need to be identified is young college graduates moving to cities to start their careers (ages 22-26), young families go to the suburbs (25-35), people buy "move up" houses (33-50), and the "downsizing" movers (ages 50-85).

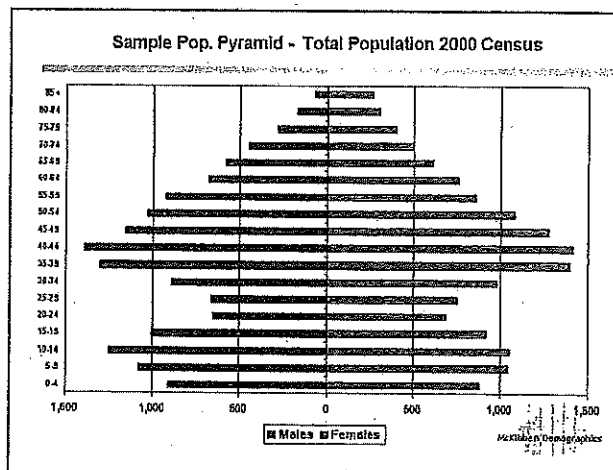
## EAST WINDSOR PUBLIC SCHOOLS, CT DEMOGRAPHIC SERVICES

4. Conversely, the magnitude and prevalence of the area's in migration patterns. For people who changes households each year, the majority of new residences are within a 30 mile radius of the old residence. Further the rate of existing home and new home sales in each area is used as a primary variable to establish both the magnitude and population composition of the in and out migration flow. This is especially key given that the current national average of existing homes to new homes sold is 8 to 1.

5. All of the geographic areas within the District have their own unique characteristics and demographic trends. To ensure that as many neighborhood social, economic and demographic factors are included in the projections modeling procedure, field research will be conducted throughout the entire district to ascertain the impact of housing changes, planned construction, infrastructure status and neighborhood dynamics.

The population forecasts are developed by using the Cohort-Component Method of population forecasting. Five data sets are required to generate population and enrollment forecasts. These five data sets are:

- a base-year population (here, the 2020 Census population for the district);
- a set of age-specific fertility rates for the district to be used over the forecast period;
- a set of age-specific survival (mortality) rates for the district;
- a set of age-specific migration rates for the district;
- Historical enrollment figures by grade for all facilities to be projected.



average rate of projected migration of 5-to-9 and 10-to-14 year olds for the first 5 years of the forecast. These survivorship rates then are adjusted to reflect the projected changes in age-specific migration the district should experience over the next five years. These modified survivorship rates are used to forecast the enrollment of grades 2 through 12 for the first five years of the forecast. The survivorship rates are adjusted again for the second 5 years of the forecast to reflect the predicted changes in the amount of age-specific migration in the districts for the period. Since the method doesn't depend on historical rates change it will more accurately reflect the current and future demographic situation as it relates to school enrollment.

State	Migration to Champaign County 2005 to 2008 From	Number of Households	Number of People	Persons Per Household
IL	Champaign Count Tot Mig-US	5,689	8,994	1.58
IL	Champaign Count Tot Mig-US	4,973	8,211	1.65
IL	Champaign Count Tot Mig-Sam	2,635	4,198	1.59
IL	Champaign Count Tot Mig-Dif	2,338	4,013	1.72
IL	Champaign Count Tot Mig-For	716	783	1.09
IL	Champaign Count Non-Migrant	61,554	126,763	2.06
IL	Cook County	472	692	1.47
IL	Vermillion County	268	489	1.82
IL	Platt County	154	256	1.66
IL	McLean County	150	233	1.55
IL	Douglas County	129	222	1.72
IL	Ford County	129	215	1.67
IL	Du Page County	102	140	1.37
IL	Coles County	94	158	1.68
IL	Sangamon County	87	135	1.55
IL	Macon County	80	133	1.66
IL	Will County	74	118	1.59
IL	Peoria County	62	104	1.68
IL	Iroquois County	59	89	1.51
IL	Kankakee County	50	66	1.32
IL	Lake County	47	64	1.36
IL	Kane County	47	64	1.36
CA	Los Angeles County	33	47	1.42
IL	Jackson County	33	47	1.42
MO	St Louis County	33	47	1.42

Sample IRS Migration  
Data used for study

The population forecasts are calculated using a cohort-component method with the populations divided into male and female groups by five-year age cohorts that range from 0-to-4 years of age to 85 years of age and older (85+). Age- and sex-specific fertility, mortality, and migration models were constructed to specifically reflect the demographic characteristics of the school district.

In the third and final step enrollment forecasts are calculated using a modified average survivorship method. Average survivor rates (i.e., the proportion of students who progress from one grade level to the next given the average amount of net migration for that grade level) over the previous five years of year-to-year enrollment data are calculated for grades two through twelve.

The survivorship rates are modified, or adjusted, to reflect the average rate of projected migration of 5-to-9 and 10-to-14 year olds for the first 5 years of the forecast. These survivorship rates then are adjusted to reflect the projected changes in age-specific migration the district should experience over the next five years. These modified survivorship rates are used to forecast the enrollment of grades 2 through 12 for the first five years of the forecast. The survivorship rates are adjusted again for the second 5 years of the forecast to reflect the predicted changes in the amount of age-specific migration in the districts for the period. Since the method doesn't depend on historical rates change it will more accurately reflect the current and future demographic situation as it relates to school enrollment.

EAST WINDSOR PUBLIC SCHOOLS, CT  
DEMOGRAPHIC SERVICES

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Birth and death data are obtained from the State Department of Health for the previous 5-6 years. The net migration values are calculated using Internal Revenue Service migration reports. The data used for the calculation of migration models come from the United States Bureau of the Census, and the models are assigned using an eco-demographic system.

Other locally obtained variables (Obtained via City Planning and Dept. of Economic Development) that will be used in the construction of the population forecast models include but are not limited to: sales of existing housing units, construction of new housing units, housing price, housing tenure, household size, household composition and planned infrastructure improvements. Other internet-based resources will be leveraged for housing sale/cost analysis including sources such as RealtyTrac and Zillow.

The forecasted enrollments for kindergarten and first grade are derived from the 5-to-9 year old population of the age-sex population projection at the attendance area and school district level. This procedure allows the changes in the incoming grade sizes to be factors of projected population change and not an extrapolation of previous class sizes. Given the potentially large amount of variation in kindergarten enrollment due to parental choice, changes in the state's minimum age requirement, and differing district policies on allowing children to start kindergarten early, first grade enrollment is deemed to be a more accurate and reliable starting point for the projections.

Historically, Population and Forecasts developed by Cropper have been highly accurate. The level of the accuracy for both the population and enrollment projections at the school district level is estimated to be +2.0% for the life of the forecast.

The forecasts assume the current economic, political, social, and environmental factors of the district remain the same through the forecast period. In particular, the forecasts assume that throughout the study period, there will be no short term economic recovery in the next 18 months and no further deterioration of the economic conditions.

**Timeline and Fees**

Once all data is received, it is anticipated to take 8-10 weeks to complete the study.

Fees for the study are \$10,000 including expenses and a virtual school board presentation of findings. This does not include an in-person presentation.

If the district wishes to have a presentation of the demographic study findings to the school board, this will cost an additional \$2,500 which includes travel expenses to visit the district. Any virtual meetings beyond 1-2 will cost an additional \$500 per meeting.



Rev. 1/2024



**STATE OF CONNECTICUT**  
**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**  
**CONNECTICUT INTERNET CRIMES AGAINST CHILDREN**  
**(ICAC) TASK FORCE**  
**MEMORANDUM OF UNDERSTANDING**

**I. Parties**

The Internet Crimes Against Children (ICAC) Task Force is a multi-agency, multi-jurisdictional initiative. This Memorandum of Understanding (MOU) is entered into by and between the Department of Emergency Services and Public Protection pursuant to its authority under Connecticut General Statutes Section 4-8 and the local law enforcement agency through its chief elected official.

**II. Mission**

The mission of the Task Force is to deter, prevent, investigate, and prosecute predators who seek to exploit or engage minors in sexual activity through the use of computers, electronic media and the Internet. The Task Force will engage in reactive and proactive investigations targeting those offenders who are actively involved in this type of criminal activity. Additionally, the Task Force will participate in a statewide effort to educate the public on issues regarding Internet safety for children. Training opportunities will be made available to Task Force members so they can become familiar with the most current trends and developments in the area of online child exploitation.

**III. Purpose**

The purpose of this MOU is to outline the relationship between all participating agencies in order to ensure that each understands and agrees to guidelines concerning policy, supervision, planning, training, and public relations. This document is devised to formalize the association between the agencies and to foster an understanding of each agency's role within the Task Force. The goal of this MOU is to promote efficiency in operations and provide guidelines necessary to ensure standardization in policies and procedures among Task Force participants.

**IV. Organizational Structure**

The Task Force is composed of representatives from all participating agencies whose authorized official has signed this MOU. This Task Force is a joint endeavor with all participating agencies acting as partners. The Connecticut State Police Computer Crimes and Electronic Evidence Unit will act as the lead law enforcement agency for purposes of grant administration and oversight and will be responsible for monitoring Task Force compliance with the policies and procedures issued by the United States Department of Justice (DOJ), Office of Juvenile Justice

and Delinquency Prevention (OJJDP). All Task Force activities are governed by these operational and investigative standards. A copy of these guidelines shall be issued to each agency upon execution of this MOU.

#### **V. Task Force Agency Participation**

A participating agency may elect to provide one or more of the following ICAC Task Force functions: 1) undercover investigators; 2) forensic analysts; and/or 3) cybertip investigations. The specific ICAC Task Force function(s) the agency agrees to provide shall be indicated on Addendum A attached hereto. The agency may elect to adjust its level of participation by completion of the Addendum A form by an authorized representative of the agency at any time during the term of this MOU. Addendum A shall then be submitted to the ICAC Commanding Officer for review and approval. The agency shall comply with all terms and conditions of the ICAC function elected as indicated on Addendum A. A formal amendment to this MOU shall not be required for any change in the level of Task Force participation.

#### **VI. Investigations**

All Task Force investigations will be conducted in the spirit of cooperation among agencies. Affiliate Task Force agencies will be encouraged to handle the ICAC investigations that occur within their own local jurisdictions. The Task Force will strive to have investigations conducted by the participating agency that has primary jurisdiction over the geographical area where the crime(s) originated. Task Force headquarters will provide support and training to participating agencies and as a matter of course not assume any investigations unless requested by the affiliate Task Force agency or extraordinary circumstances exist.

Investigations will follow ICAC operational and investigative standards, and any other policies and procedures formulated by the Connecticut ICAC Task Force Commanding Officer. Cases will be handled in compliance with each agency's case management policies and procedures.

#### **VII. Prosecution**

When necessary, case-by-case analysis will be performed on each potential prosecution to determine in which jurisdiction the case will be prosecuted. Those cases being considered for federal prosecution will be investigated pursuant to guidelines established by the appropriate United States Attorney.

#### **VIII. Information Sharing**

All Task Force members shall contribute case information for inclusion into one or more common databases. Access to the ICAC investigative website is available only to ICAC members and serves as a pointer system to assist in investigations.

Basic case information (submitting Task Force information, offender's screen name, identifiers, synopsis of investigation), as well as case update information (criminal proceedings, sentencing information, additional data on suspect) shall be submitted to the ICAC coordinator on a timely basis for inclusion in the database.

All Task Force members shall regularly conduct a de-confliction process upon the receipt of key identifying information (i.e. known IP address, real name, screen name). If any common target is identified, the initiating ICAC agency is responsible for contacting the other law enforcement agency targeting the suspect. Initiating ICAC agencies should also consider contacting other local, state, and federal agencies which may be involved in similar investigations.

#### **IX. Records, Reports, and Evidence**

All Task Force members will maintain their own agency records and reports for a minimum of 60 months or as required by law, whichever period is longer.

All necessary case information will be provided to and in the format required by the ICAC Task Force Commanding Officer on a timely basis. Each agency shall report statistics as required to the ICAC Task Force Commanding Officer on a monthly basis. Each participating agency agrees that selected Task Force cases will be made available upon request to the Connecticut ICAC Task Force Commanding Officer.

Evidence will be impounded in the Evidence Room of the appropriate participating agency. Evidence will be handled by established rules of law regarding chain of custody and property release.

The storage, security, and destruction of investigative information shall be consistent with law and agency policy. At a minimum, information should be maintained in locked cabinets and under the control of Task Force personnel. Access to these files should be restricted to authorized personnel with a legitimate need to know.

Absent the availability of a trained and experienced forensic examiner in the investigator's agency, an ICAC forensic analyst from another participating ICAC Task Force member agency may conduct forensic examinations of computers and related evidence in ICAC cases.

#### **X. Media Relations and Releases**

No information pertaining to Task Force operations will be released to the media without the prior approval of all agencies with an immediate investigative or prosecutorial interest in the case. Media releases may be made jointly by all agencies participating in the case. Media releases shall not include information regarding confidential investigative techniques.

A copy of any media releases relating to ongoing prosecutions, crime alerts, or other matters concerning ICAC operations shall be provided to the Connecticut State Police ICAC Task Force Commanding Officer.

### **XI. Training**

Each agency shall permit any of its ICAC assigned officers to attend professional development training one day per month. When available, Task Force members will be provided advanced training to improve and enhance the job skills required to combat Internet crimes against children. Grant funds may be used to finance the training, subject to the availability of funding for this purpose. Failure to attend training sessions for which an officer has been registered or cancellation less than forty-eight (48) hours prior to a training session may result in limitations on future training.

### **XII. Prevention and Education Activities**

Public education and awareness are key components of the ICAC initiative. Task Force agencies will provide information and guidance to children, parents, educators, and any other individuals concerned with child safety issues through public presentations. These public presentations shall meet all federal grant requirements. These presentations will not depict identifiable victims or use pornographic or sexually explicit images, nor will confidential investigative techniques be discussed. No member of the Task Force may endorse any product or service without the express consent of the OJJDP Program Manager.

### **XIII. Additional CSP Responsibilities**

As the lead law enforcement agency, the Connecticut State Police Computer Crimes and Electronic Evidence Unit will be responsible for:

- A. Compiling and reporting Task Force activities to the ICAC program manager at OJJDP;
- B. Handling all ICAC grant administrative functions;
- C. Contacting participating agencies to keep them apprised of new developments, training opportunities, problems, and successes within the Task Force; and
- D. Assigning and coordinating daily operational and administrative activities of the Task Force to include regular contact with ICAC officers in participating agencies to determine the status of investigations, provide supporting investigative and analytical information, and to identify and address issues pertaining to the overall operation of the Task Force.

### **XIV. Additional Participating Agency Responsibilities**

#### **A. Equipment and other Resources**

Each participating agency agrees to make available its resources in support of a joint Task Force investigation. These may include, but are not limited to:

1. Vehicles: When appropriate, each agency will supply vehicles for its participating personnel.

2. **Communication Equipment:** Each agency will supply their personnel with two-way radios, and if available, cellular telephones. A list of current email addresses and cellular telephone numbers will be provided to the ICAC Task Force Commanding Officer.
3. **Safety Equipment:** Each agency will ensure its officers and agents assigned to the Task Force shall have all necessary equipment including, but not limited to, agency-authorized firearms, handcuffs, ballistic protective vests, and any other equipment judged to be essential according to agency policy.
4. **Dedicated Computer Hardware, Software, and Network Access Services:** To the extent not already funded by ICAC grant funds, each agency shall provide or make available computer and peripheral hardware, software, and network access services dedicated to the exclusive use of its Task Force members. The Task Force Commanding Officer, in an effort to standardize certain investigative and forensic procedures, may formulate guidelines for the selection, purchase, and use of equipment and software. If sufficient funds are available, the purchase of some equipment and services may be made through the ICAC grant. Any equipment and/or software purchased with ICAC grant funds may only be used for ICAC purposes. Any equipment and/or software purchased through ICAC grant funds which is utilized in violation of the terms of this MOU shall be transferred to the ICAC Task Force Commanding Officer.
5. **Dedicated Workspace:** In lieu of establishing a centralized facility or regional locations, each agency shall make available to its Task Force personnel sufficient workspace and office equipment in a secure area. This space must allow officers, agents, and representatives to perform their duties away from public view and without undue distractions from personnel not assigned to the Task Force. However, circumstances may exist where the participating agency may choose to have its officer(s) assigned to the Connecticut ICAC Task Force HQ located in Meriden.
6. **ICAC Liaison.** Each agency shall have an ICAC liaison who shall be responsible for meeting with the Task Force on a quarterly basis to discuss Task Force matters. This liaison is responsible for entering their ICAC activity statistics into the ICAC Reporting portal on a monthly basis.

**B. Compensation**

Each participating agency agrees to provide wages and benefits for its personnel assigned to the Task Force. Payment of overtime expenses is the responsibility of each member agency.

**C. Administrative and Supervisory Responsibility**

Any participating agency personnel assigned to the Task Force will be evaluated by their respective agency heads/supervisors. Continued assignment to the Task Force will be dependent upon a satisfactory supervisory evaluation. At no time will the employees of a the participating agency be deemed employees of another participating agency. Each agency is responsible for the conduct of its Task Force personnel. Immediate notice shall be provided to the Connecticut ICAC Task Force Commanding Officer of any event which jeopardizes the ability of any assigned personnel to perform the designated ICAC function.

**D. Federal Grant Conditions**

Each participating agency agrees to comply with any federal grant conditions that may apply to such agency's participation and/or activities with the Task Force.

**E. Reimbursement Requests**

Each participating agency agrees to provide such documentation as may be required to support a request for reimbursement. Any such request for reimbursement is subject to the availability of federal grant funding and the terms and conditions of the grant and this MOU.

**XV. Liability**

Each agency shall assume responsibility and liability for the acts and omissions of its own officers, agents, or employees in connection with the performance of their official duties under this MOU.

**XVI. Executive Orders**

This Agreement is subject to the provisions of Executive Order No. 3 of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. 17 of Governor Thomas J. Meskill, promulgated February 15, 1973, concerning the listing of employment openings, Executive Order No. 16 of Governor John G. Rowland, promulgated August 4, 1999, concerning violence in the workplace, Executive Order No. 14 of Governor M. Jodi Reil, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions; and Executive Order No. 49 of Governor Dannel P. Malloy, promulgated May 22, 2015, which mandates disclosure of gifts to public employees and campaign contributions to candidates for statewide public office or the General Assembly for state contracts valued at more than \$50,000, all of which are incorporated into and are made a part of the Agreement as if they had been fully set forth in it.

**XVII. Audit**

Each participating agency shall, at its expense, provide for an audit acceptable to the Connecticut State Police in accordance with the provisions of the State Single Audit Act as provided in Sections 4-230 to 4-236 of the Connecticut General Statutes. The participating agency agrees that representatives of the Connecticut

State Police may conduct inspections and examine such records and documentation as they deem necessary to validate payment requests or compliance with this MOU at any reasonable time. The participating agency shall maintain all records pertaining to its activities and obligations under this MOU for a period of not less than five (5) years from the termination of this MOU.

**XVIII. Term of Agreement**

It is agreed that this MOU will be in force for a minimum 18-month period from the first day of the month following the date upon the MOU has been signed by both parties and approved by the Office of the Attorney General.

The MOU may be terminated at any time by a participating agency by delivering a written notice of termination to the Connecticut ICAC Task Force Commanding Officer who will, in turn, notify all other participating agencies. Upon withdrawing from the Task Force, any Connecticut State Police Computer Crimes and Electronic Evidence Unit / ICAC Task Force equipment assigned to participants will be returned to the Connecticut State Police Computer Crimes and Electronic Evidence Unit. An agency's termination of its involvement in ICAC will not negate the remaining agencies' participation and agreement under the MOU.

**XIX. Modification or Amendment**

This MOU may not be modified or amended unless in writing signed by an authorized representative of both parties.

**[Signature Page Follows]**

**SIGNATURE PAGE**

**PARTICIPATING AGENCY**

\_\_\_\_\_  
Signature of Mayor, First Selectperson, or Town Manager

\_\_\_\_\_  
Printed Name and Title of Signatory Above and Date

\_\_\_\_\_  
Agency Address Tel. w.Area Code

**DEPARTMENT OF EMERGENCY SERVICES AND PUBLIC PROTECTION**

\_\_\_\_\_  
Signature of Commissioner Date

**CONNECTICUT ICAC TASK FORCE COMMANDING OFFICER**

\_\_\_\_\_  
Signature of ICAC Commanding Officer Date

\_\_\_\_\_  
Printed Name of Commanding Officer



## **Special Addendums for ICAC MOUs**

### **1. Forensic Analysis Component**

- a. This agency agrees to report monthly ICAC stats as required
- b. This agency agrees to assist fellow agencies as resources permit
- c. This agency agrees to provide a three-year commitment to performing computer forensics examination
- d. This agency agrees that the one of the participant's primary functions includes computer forensics, for which they will be allowed time to complete at least 6-10 exams a year
- e. This agency agrees to provide a proper forensic area (evidence/examination space in the PD to properly handle a forensic function)
- f. This agency agrees to maintain forensic software/hardware necessary to meet basic forensic standards set by the committee
- g. This agency agrees that all equipment and software purchased through ICAC will be used specifically for ICAC purposes only and if it is deemed that an agency is not abiding by the MOU or its addendums, then the equipment will be returned

### **2. Undercover Investigative Component**

- a. This agency agrees to report monthly ICAC stats as required
- b. This agency agrees to follow both the ICAC guidelines and basic standards put together by the steering committee
- c. This agency agrees to allow its participants to meet one day a month for professional development
- d. This agency agrees to assist fellow agencies as resources permit
- e. This agency agrees to provide a two-year commitment to performing undercover internet investigations
- f. This agency agrees to provide a proper investigative area
- g. This agency agrees to maintain forensic software/hardware necessary to meet basic forensic standards set by the committee.
- h. This agency agrees to accept cybertips in their jurisdiction and report status on the investigations monthly
- i. This agency agrees that all equipment and software purchased through ICAC will be used specifically for ICAC purposes only and if it is deemed that an agency is not abiding by the MOU or its addendums then the equipment will be returned.

### **3. Cybertip Investigations**

- a. This agency agrees to investigate cybertip referrals associated with their jurisdiction and pursue them thoroughly
- b. This agency agrees to report monthly to the ICAC commander or his designee on the status of all referred cybertips
- c. This agency agrees to report monthly ICAC stats as required

- d. This agency agrees to follow ICAC guidelines as well as policies set forth by the steering committee

**4. ICAC Recovery Act Grant**

- a. This agency agrees to report monthly ICAC stats as required
- b. This agency agrees to submit the appropriate ICAC paperwork requested prior to reimbursement for any funds
- c. This agency agrees to attend all trainings for which they are registered. If they cancel without proper notification, future training will be limited
- d. This agency agrees that all equipment and software purchased through ICAC will be used specifically for ICAC purposes only and if it is deemed that an agency is not abiding by the MOU or its addendums, then the equipment will be returned.

**4. ICAC Task Force Continuation**

- a. This agency agrees to report monthly ICAC stats as required
- b. This agency agrees to submit the appropriate ICAC paperwork requested prior to reimbursement for any funds
- c. This agency agrees to attend all training for which they are registered. If they cancel without proper notification, future training will be limited
- d. This agency agrees that all equipment and software purchased through ICAC will be used specifically for ICAC purposes only and if it is deemed that an agency is not abiding by the MOU or its addendums, then the equipment will be returned

## ADDENDUM A

The participating agency to this MOU will be providing the following ICAC Task function(s) and agrees to the terms and conditions of the function(s) indicated [check appropriate box]:

☐

Undercover Investigators. Only those officers assigned to the undercover investigative function will be permitted to conduct ICAC online investigations pursuant to the MOU. All such investigations shall be conducted in accordance with ICAC operational and investigative guidelines. Potential ICAC investigators should be evaluated for assignment to the Task Force based upon their work history and prior investigative experience, familiarity with computers and networks, court testimony skills, ability to handle sensitive information prudently, and a genuine interest in the protection of children. Each officer assigned to the Connecticut ICAC Task Force must receive appropriate training prior to initiating online investigations. A two year commitment to the Task Force is required.

☐

Forensic Analysts. Only those officers assigned to the forensic analyst function will be permitted to conduct ICAC forensic analyses pursuant to the MOU. A three year commitment to the Task Force is required and any officer so assigned must have computer forensics as one of his or her primary functions during the period of assignment to the Task Force. All such analyses shall be conducted in accordance with ICAC operational and steering committee forensic standards. The Task Force Commanding Officer may establish minimum qualifications-including training requirements for ICAC examiners, and establish operational guidelines for conducting ICAC forensic examinations. Any established Task Force guidelines should look to compliment those of participating agencies that may already be conducting examinations rather than supersede any guidelines that the participating agency may currently have in place.

☒

Cybertip Investigations. The participating agency agrees to investigate cybertip referrals associated with their jurisdiction and pursue them thoroughly. All investigations shall follow ICAC guidelines and policies.

, Duly Authorized

Signature

Print Name:

Date:.

# Office of U.S. Senator Richard Blumenthal & Office of U.S. Senator Christopher Murphy

## CONGRESSIONALLY DIRECTED SPENDING APPLICATION GUIDANCE

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## BACKGROUND

All requests for Congressionally Directed Spending (CDS) items must comply with the requirements of Rule XLIV of the Standing Rules of the Senate, which governs CDS. This includes requiring Senators who submit CDS request to certify that neither they nor their immediate family members have any financial interest in the CDS item(s) being requested.

Additionally, the Committee will continue using the following reforms for CDS requests that were instituted in the 117th Congress:

- Funding for CDS items shall not exceed one percent of discretionary spending.
- For-profit entities are ineligible for CDS items, and Senators must certify that none of the entities for which they have requested CDS is a for-profit entity.
- Senators who submit CDS requests must publish those requests on their websites along with a letter to the Committee certifying that neither they nor their immediate family members have any financial interest in the CDS item(s) being requested. The Committee will provide a link to each Senator's disclosure on the Committee's website.
- The Committee will require the Government Accountability Office to audit a sample of enacted CDS items and report its findings to Congress.

In addition to these broad reforms, any CDS requests must satisfy all the requirements stipulated by our offices, the Senate Appropriations Committee. Successful applicants will also have to meet the requirements of the relevant federal agency from which their funds are awarded. If your award is included in one of the FY 2025 Appropriation bills, you will be barred from expending funds before completing required agency paperwork. Federal funding cannot be used to reimburse previously incurred expenses.

Each organization must submit an application for funding to our office. That application will ask you to discuss your project in detail and provide opportunities to highlight community support. You will also need to lay out the project budget and, depending on the program, come up with matching funds.

Not all applications will be selected for funding.

## FREQUENTLY ASKED QUESTIONS

If you have additional questions about your project's eligibility, please contact our offices for assistance at [Appropriations@blumenthal.senate.gov](mailto:Appropriations@blumenthal.senate.gov) and [Appropriations@murphy.senate.gov](mailto:Appropriations@murphy.senate.gov)

### GENERAL QUESTIONS

#### **What are Congressionally Directed Spending requests?**

Congressionally Directed Spending is defined in Senate Rule XLIV:

- Included primarily at the request of a Senator or Member of the House of Representatives. This means that if an item is included in the president's annual budget request, it is not a Congressionally Directed Spending request;
- Provides a specific funding amount to a specific entity or location other than through a formula-driven or competitive award; and,
- The purpose of the project must meet the objective of a federal program under existing law.

Generally speaking, this is a funding request for a specific project in a specific location.

#### **Are Congressionally Directed Spending requests publicly disclosed?**

Yes. All requests for CDS submitted by our office to the Appropriations Committee for consideration will be publicly listed on both Senator Murphy's and Senator Blumenthal's website. In addition, the final appropriation bills will include basic information on awarded project including the recipient's name, project purpose, project location (City, County, State), and the award amount.

#### **Will all applications be submitted to the Senate Appropriations Committee for consideration?**

There is no cap on the number of requests a Senate office can submit. However, the requests need to meet the requirements laid out by each Subcommittee. Senator Murphy and Senator Blumenthal will try to submit as many eligible projects as possible. If you submit multiple projects, please rank them by order of priority.

#### **Are for-profits eligible?**

No. For-profits are not eligible for any CDS awards.

## HOW TO SUBMIT A CONGRESSIONALLY DIRECTED SPENDING REQUEST

### **How do I submit a Congressionally Directed Spending Request?**

You can submit a CDS request using the applications linked on Senator Murphy's or Senator Blumenthal's websites. The websites also include information on deadlines and other requirements. As a reminder, CDS requests are different than programmatic requests. Please ensure you are submitting the appropriate application.

### **How much money should I request?**

It depends on your project, needs, and the account from which you are requesting funds. There is no limit to the amount of funding you can request, but larger projects are harder to fund. You should not request more funds than you need. Furthermore, you should only request the amount that can be expended in the upcoming fiscal year. You can view requests from previous years on Senator Blumenthal's and Senator Murphy's websites.

### **Is there a minimum or maximum funding amount an organization can request through Congressionally Directed Spending?**

No, in the Senate there is no minimum or maximum funding amount you can request. However, our applications will ask for a minimum funding necessary to move the project forward just in case we cannot get you the entire amount requested.

### **What if I do not know the appropriate Account or Agency for my project request?**

This guide is intended to help you understand what accounts are available and help you evaluate if your project fits within one of these programs. If you have any questions, please reach out to both of our offices for additional guidance.

### **Do I need to submit letters of support?**

The application will ask you about supporting organizations and provide an opportunity to attach letters of support. While this information isn't required, it is helpful to know about community support for your effort.

## HOW TO USE CONGRESSIONALLY DIRECTED SPENDING FUNDS

### **Are there limitations on what Congressionally Directed Spending can be used for?**

Yes. There are very specific restrictions on how federal funds can be used. Please read this guide, and the information from relevant agencies closely to understand the eligible uses and any

existing limitations. Generally, funding cannot be used for debt service, recurring or routine expenses, or reimbursement of costs.

### **Can I request funding for construction? What about funding for renovation?**

The majority of accounts prohibit funding for construction and renovation, but there are some exceptions under the Economic Development Initiative within the Department of Housing and Urban Development, the Health Resources and Services Administration Construction and Equipment program, as well as programs at USDA and the Small Business Administration.

## **HOW TO ACCESS A CONGRESSIONALLY DIRECTED SPENDING AWARD**

### **If my Congressionally Directed Spending award is signed into law, what happened next?**

After you receive a CDS award, you will have to take additional steps in order to receive funding. Awarded project recipients will need to submit information to the relevant federal agency before the grant can be finalized. This process ensures the federal dollars are being used correctly. Federal agencies will start working with recipients shortly after a spending bill passes. The timeline for outreach varies between departments and agencies and could take several months. Please take this timeline into consideration when you submit your application.

### **If my project is in the Senate bill, does that mean I will get all the funding for the project?**

In general, projects that are included in Senate-passed bills are well positioned to ultimately receive funding and means that your project was selected as one of the awards that could eventually be signed into law. However, a Senate bill would need to be reconciled with a House bill before it can be signed into law and in theory, there could be changes to CDS awards during that process. Then, any conferenced bill would need to pass both the House and Senate and be signed by the President.

As a reminder, even after a conferenced appropriations bill that includes your award is signed into law, you will likely still need to work with relevant agencies to ensure your project meets all the program requirements.

### **How long do recipients have to spend funding awarded through Congressionally Directed Spending?**

CDS should be available for the same period of availability as other federal funds within the same account. The timeline varies depending on the type of project.



**If I get a Congressionally Directed Spending award this year does that mean I will get one in the future?**

No. Receiving CDS funds in one fiscal year is not a guarantee for CDS funding in future fiscal years. Please remember that CDS should be viewed as a one-time infusion of dollars, not a way to sustain a project or initiative.

**WHAT IS THE TIMELINE FOR THE FEDERAL APPROPRIATIONS PROCESS**

**How long is the Fiscal Year?**

Fiscal Year 2025 runs from October 1, 2024, to September 30, 2025.

**What is a Continuing Resolution?**

When Congress is not able to complete the Appropriations process for the upcoming fiscal year before it begins (i.e. before October 1), Congress will pass a Continuing Resolution (i.e. CR) in order to avoid a government shutdown, the duration of the resolution can vary. CRs provide funding over the relevant period at the previous Fiscal Year's levels (pro-rated to the length of time over which the CR extends), but they do not include CDS. This can delay the timeline for awards to become final.

**When will I be notified about my award?**

The CDS process is long and competitive. First, Senators submit CDS requests (based on your applications eligibility) to the Senate Appropriations Committee. Then, the Senate Appropriations Committee reviews requests and finalizes a list of awards. Then, those decisions must be included in legislation and advanced through the legislative process. Senators Murphy and Blumenthal will stay in touch with applicants to keep them apprised of the process.

## AGRICULTURE, RURAL DEVELOPMENT, FOOD AND DRUG ADMINISTRATION AND RELATED AGENCIES

*Agricultural Research Service, Buildings and Facilities (ARS B&F):* Applicants can request funding within ARS B&F for repairs and maintenance to existing ARS facilities. Funding for construction of a building will not be considered.

*Animal and Plant Health Inspection Service (APHIS) (Salaries & Expenses):* APHIS works with state and local agencies and other stakeholders to protect the animal and plant resources of the Nation from diseases and pests. While the entire S&E account is open for CDS requests, below are the line items within the account that are most compatible with CDS:

- Field Crop & Rangeland Ecosystems Pests
- Pest Detection
- Plant Protection Methods Development
- Specialty Crop Pests
- Tree & Wood Pests
- Wildlife Damage Management
- Wildlife Services Methods Development
- Veterinary Diagnostics
- Equine, Cervid and Small Ruminant Health

Please note that projects must meet environmental review standards (NEPA, ESA, etc.) and that some line items within this account have matching requirements. The Field Crop and Rangeland Ecosystems Pests line item requires the Federal government to pay half of the costs on federal and state lands but 33% of the costs on private lands. Next, the cattle health line item requires a 40% state match. Finally, the Wildlife Services line item has a 50/50 cost sharing requirement.

*Watershed and Flood Prevention Operations (WFPO):* This account funds projects that prevent erosion, floodwater, and sediment damages in certain watersheds or rivers. The program also works to further the conservation and proper utilization of water and land in authorized watersheds. There are a few requirements applicants must meet in order to apply through this account:

- WFPO applicants must have a local sponsor. Eligible local sponsors include any state, political subdivision, soil or water conservation district, flood prevention or control district, or combinations thereof; any irrigation or reservoir company or water users' association; or any Indian tribe or tribal organization.
- Each project may not exceed a watershed or sub-watershed size of 250,000 acres.
- At least 20% of the project's benefits must be directly related to agriculture.
- Projects are required to complete a four-step process including:
  - Preliminary feasibility study (PIFR)
  - Watershed Plan development

- Implementation of Watershed Plan
  - Commencement of construction for authorized watershed conservation
- If a project is a “new start” it is eligible only for Preliminary Investigation Feasibility Report (PIFR) funding at a level of \$55,000.
- Applicants must illustrate that they have contacted Connecticut’s Natural Resources Conservation Service (NRCS) office and that their proposal meets the requirements of the program.

*Rural Development, Community Facilities grants:* This account funds grants for the purchase, construction, or improvement of rural community facilities (i.e. healthcare, public safety, community support services, etc.) or to purchase equipment, and pay other related project expenses. More information on eligible entities and uses can be found in 7 CFR 3570.

The following eligibility criteria must be met prior to a CDS request being approved:

- The Community Facilities (CF) Grant program has a match requirement on a sliding scale based on population size. CF Grants can cover up to 75% of the total project costs. The match requirements based on population are as follows:
  - Maximum of 75% when the proposed project is located in a rural community with a population of 5,000 or fewer
  - Maximum of 55% when the proposed project is located in a rural community with a population of 12,000 or fewer
  - Maximum of 35% when the proposed project is located in a rural community with a population of 20,000 or fewer
  - Towns with populations over 20,000 are not eligible for this program.
- The Connecticut Rural Development office must verify your area’s population size using the 2020 census. In order to determine whether a project is eligible, please contact your Connecticut Rural Development office. Contact information can be found here.
- The match requirements are outlined in the CF regulation: 7 CFR 3570.63(b).
- In general, CF matching funds must come from a non-federal source. However, there are two exceptions: (1) when a Federal source states that it can be used as a match for other Federal Grants and (2) when a Federal source loses its Federal identity -- such as Community Development Block Grant funds that are distributed through a Governor’s office (not the CDBG entitlement funding), a CF project using these funds as a part of the capital stack can be used for applicant required contribution.
- CDS requests will be considered outside of the CF state allocations. Therefore, the sole cap that will determine the maximum grant assistance is the match requirements described above. Note, the average CF CDS project size funded in FY23 was \$1,000,000.
- Funds may not be used for the following activities:
  - To reimburse funds for projects already constructed/acquired or projects that will be completed before the passage of the bill.
  - To pay initial operating expenses or annual recurring costs, including purchases or rentals that are generally considered to be operating and maintenance expenses
  - (unless a CF loan is part of the funding package)

- To fund facilities to be used primarily for recreational purposes
  - To fund facilities to be used primarily for business entrepreneur purposes
- Applicants must meet environmental review requirements (i.e. NEPA).
- Applicants must complete a separate CF grant application if your proposal is chosen for a CDS award/included in the final bill. Note: there are several set-asides within the CF grant program, but Congressionally Directed Spending requests will only be eligible for the general CF Grant program.

*Rural Development, Distance Learning, Telemedicine, and Broadband Program (DLT) grants:* This account helps rural communities acquire the technology and training to connect educational and medical professionals with students, teachers, and patients in rural areas. More information on the program and eligible entities can be found in 7 CFR Part 1734 Subpart A and B.

The following project and applicant eligibility criteria must be met prior to a CDS request being approved:

- There is a flat 15% match (matching funds cannot come from another Federal source).
- The maximum grant size is \$1,000,000.
- Normally for-profit entities are eligible for this program, but they are not eligible for CDS requests.
- Broadband deployment is not an eligible use of funds for DLT.
- Applicants must complete a separate DLT grant application if your proposal is chosen and included in the final Appropriations bill.

## COMMERCE, JUSTICE, SCIENCE AND RELATED AGENCIES

### DEPARTMENT OF COMMERCE - NATIONAL INSTITUTE OF STANDARDS AND TECHNOLOGY:

- *National Institute of Standards and Technology (NIST) Scientific and Technical Research Services (STRS)—External Projects:* This program is an intramural research program made up of laboratories and technical programs and national research facilities. The laboratories and technical programs develop and disseminate measurement techniques, reference data and materials, test methods, standards, and other infrastructural technologies and services required by U.S. industry. The Committee considers projects through this account that address standards-related research and technology development. This account cannot be used to fund construction projects.
- *NIST Construction of Research Facilities; Extramural Construction:* This account funds the construction of non-Federal research facilities at research institutions and colleges and universities. However, given the significant investments necessary for construction projects, only a very limited number of projects can be supported on an annual basis.

DEPARTMENT OF COMMERCE - NATIONAL OCEANIC AND ATMOSPHERIC  
ADMINISTRATION:

- *NOAA Operations, Research, and Facilities— Special Projects:* This account funds projects related to fisheries, marine mammals, ocean, climate, weather, and atmospheric research and programs. This account cannot be used to fund construction projects.

DEPARTMENT OF JUSTICE:

- *Byrne Discretionary:* This account helps states, localities, and tribal law enforcement efforts prevent crime, improve the criminal justice system, and provide victims' services. Applicants can submit requests to provide additional personnel, equipment, supplies, contractual support, training, technical assistance, and information systems for criminal justice systems.

Awarded grants will be subject to the requirements of 2 CFR Part 200 and the DOJ Grants Financial Guide. Allowable costs are those costs consistent with the principles set out in the 2 CFR Part 200, Subpart E, and those permitted by the grant program's authorizing legislation. To qualify for Federal awards, costs must be reasonable, allocable, and necessary to the project, and they must also comply with the funding statute and agency requirements. This funding cannot be used for land acquisition or construction.

- *COPS Law Enforcement Technology and Equipment:* This account provides funding the development of technologies and automated systems to assist law enforcement agencies in investigating, responding to, and preventing crime. Eligible recipients are states, localities, tribes, and territorial governments and their public agencies (for example, police and/or sheriff's departments). Allowable activities are limited to the statutorily allowable purpose areas under the COPS Office statute, including the procurement of equipment, technology, or support systems, and the development of new technologies to assist recipient entities in reorienting the emphasis of their activities from reacting to crime to preventing crime. Even though this line funds equipment, please do not specify brand names of equipment you are considering purchasing to ensure fair and open competition.

Awarded grants will be subject to the requirements of 2 CFR Part 200 and the DOJ Grants Financial Guide, and the applicable Award Owner's Manual. Applicants are cautioned against requests for vehicles and vessels that carry with them a high maintenance cost at the conclusion of the CDS request.

Applicants should consider the full range of potential implications of their request for legal, constitutional, and civil liberties and privacy. In addition, if applicants are looking to purchase unmanned aircraft systems, please review the federal guidance around safe

and legal operation of these devices. Other technologies often carry similar privacy concerns to unmanned aircraft systems.

## NATIONAL AERONAUTICS AND SPACE ADMINISTRATION

- *Safety, Security and Mission Support:* This account will support science education, research, and technology development projects related to NASA's mission. Projects should focus on science education, research, and technology development related to NASA's mission. Medical research projects and projects at NASA owned Visitor Centers or a State's designated Space Grant Consortium will not be funded. This account cannot fund construction but may be used for equipment, research funding, or education programs.

## U.S. ARMY CORPS OF ENGINEERS AND DEPARTMENT OF ENERGY

### U.S. ARMY CORPS OF ENGINEERS

The Senate is accepting CDS requests for a number of accounts within USACE. The Appropriations Committee will only consider requests for authorized projects and programs. However, please note that many authorized projects or programs have not received funding in previous years. Very few "new starts", if any, will be funded. If a program or project is in the President's budget request, that project is not considered CDS.

Projects must execute their funding within a year of appropriations, therefore CDS eligibility is further limited by the capability of the agency to obligate the funding. This means that award amounts can change and be reduced throughout the process based on agency capability, as determined by the agencies.

- *Investigations:* Funding to develop feasibility studies and conduct preconstruction engineering and design to address the Nation's water infrastructure needs.
- *Construction:* Funding for construction, major rehabilitation, and related activities for water resources development projects having navigation, flood and storm damage reduction, water supply, hydroelectric, environmental restoration, etc. This account also uses funding from the Harbor Maintenance Trust Fund to cover the Federal share of the Dredged Material Disposal Facilities Program.
- *Operation & Maintenance:* Funding for operations, maintenance, and related activities at water resource projects that the Corps operates and maintains. These activities include dredging, repair, and operation of structures and other facilities, as authorized in the various river and harbor, flood control, and water resources development acts. Related activities include aquatic plant control, monitoring completed projects, removal of sunken vessels, and the collection of domestic waterborne commerce statistics.

- *Mississippi Rivers & Tributaries*: Funds for planning, construction, and operation and maintenance activities associated with water resource projects located in the lower Mississippi River Valley from Cape Girardeau, Missouri to the Gulf of Mexico.

*Bureau of Reclamation*: Similar to USACE, the Committee will only consider authorized projects and few, if any, new starts will be funded. This program does not provide funding to Connecticut, but a brief description is included below for your reference.

- *Water and Related Resources*: This account supports water and related natural resources needs in the 17 western States. The account includes funds for operating and maintaining existing facilities to obtain the greatest overall level of benefits, to protect public safety, and to conduct studies on ways to improve the use of water and related natural resources.

## DEPARTMENT OF ENERGY

While the Subcommittee will consider requests in the five areas within the Department of Energy, very few requests are granted. Projects should be in line with current Department of Energy missions that focus on transformative science and technology research, development, and demonstration under the five topic areas listed below:

- Renewable and Clean Energy projects
- Electricity and Energy Resiliency projects
- Cybersecurity and Energy Security projects
- Nuclear Energy Projects
- Fossil Energy or Carbon Management Projects

The Committee will not fund projects for multiple years so the funding requested should reflect a funding amount that can complete the entire project.

The Committee is more likely to grant requests that are not eligible for funding through tax credits or other federal incentives, such as the energy efficiency and clean energy tax credits included in the Inflation Reduction Act. Even if you successfully funded a similar project in this account in prior fiscal years, new criteria changes may make that project not eligible this year.

The Committee will not fund the following projects:

- Projects that do not follow statutory cost sharing requirements. Statutory cost sharing requirements may apply to these projects, as required by section 988 of the Energy Policy Act of 2005. In short, the amount of required cost sharing will depend on the scope and technological maturity of the project:
  - Research or development activities of a basic or fundamental nature: no minimum cost share.
  - Research or development activities of an applied nature: minimum 20% cost share.
  - Demonstration or commercial application: minimum 50% cost share.

- Some projects may contain elements of more than one of the categories listed above. Therefore, some projects may have a blended cost share.
- Projects that require multiple years of funding.
- Construction of buildings or new facilities (no brick and mortar), even if it will have clean energy associated with it.
- Vehicle charging projects, unless the project is connected to larger clean energy sources (like a battery) or has clean energy applications beyond the charging station.
- Electrical substation replacement or routine grid upgrades that could otherwise be funded under ratepayer contracts or through existing federal incentives.
- Planning studies for a forthcoming project.

## FINANCIAL SERVICES AND GENERAL GOVERNMENT

### SMALL BUSINESS ADMINISTRATION (SBA)

- *Administrative Provision:* This account will fund for initiatives related to small business development and entrepreneurship. Funding can be provided for projects in support of small businesses, including but not limited to entrepreneur training, counseling, research, and construction or acquisition of facilities. SBA CDS funding cannot be used to provide seed capital for small businesses nor can it be used by the CDS recipient to make grants/loans.

### NATIONAL ARCHIVES AND RECORD ADMINISTRATION (NARA)

- *National Historical Publications and Records Commission:* This account will fund projects that help ensure online public discovery and use of historical records collections, encourage public engagement with historical records, strengthen the nation's archival network, or publish documentary editions of historical records. This includes initiatives like record digitization, programming, and online availability of records.
- *Repair and Restoration:* This account funds the repair, alteration, and improvement of archives facilities and presidential libraries nationwide, and provides adequate storage for holdings. Funding enables NARA to maintain its facilities in proper condition for public visitors, researchers, and NARA employees, and also maintain the structural integrity of the buildings.

### GENERAL SERVICES ADMINISTRATION

- *Federal Buildings Fund, Construction and Acquisition:* The Federal Buildings Fund (FBF) finances the activities of the Public Buildings Service, which provides space and services for Federal agencies in a relationship similar to that of landlord and tenant. Congress makes funds available through a process of placing limitations on obligations from the FBF as a



way of allocating funds for various FBF activities. The Construction and Acquisition program funds finances the site, design, construction, management, and inspection costs of new Federal facilities. Construction projects typically include federal courthouses, federal buildings, or land ports-of-entry. Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities.

- *Federal Buildings Fund, Repairs and Alterations:* This program funds repairs and alterations to federal facilities. Repairs projects must be federally-owned properties in need of repair or alteration and are typically federal buildings or federal courthouses. Eligible projects do not include state or county facilities, DOD facilities, VA facilities, or transportation infrastructure facilities.

## OFFICE OF NATIONAL DRUG CONTROL POLICY

- *Prevention Grants:* This program funds drug prevention programs. This would include community-based coalitions which, as part of their application, propose data-driven, evidence-based prevention interventions; have established measurable objectives; and proposed implementing a comprehensive mix of strategies. Also, DFC-funded coalitions recently trained by CDC to implement Adverse Childhood Experiences (ACEs) as part of their substance use prevention efforts are encouraged. Projects should not be substance specific and treatment programs are not eligible.

## HOMELAND SECURITY

- *Federal Emergency Management Agency (FEMA) Pre-Disaster Mitigation (PDM) Projects:* This program funds states, local communities, tribes and territories to complete hazard mitigation projects, reducing the risks they face from disasters and natural hazards. Requested projects must meet the eligibility requirements of the PDM program, including nonfederal cost-share requirement, benefit-cost ratio, and environmental and historic preservation requirements. Requirements can be found in the Fiscal Year 2023 PDM Notice of Funding Opportunity.

For any projects that receive CDS funding, the state agency responsible for administering mitigation grants in the applicant's state must submit an application to FEMA, and that entity will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate state agency affirming that it believes the project is eligible.

- *FEMA Emergency Operations Center Grant Program:* This program provides funding for construction or renovation of an Emergency Operations Center. Requested projects must meet the eligibility requirements of the EOC grant program, including the non-federal cost share requirement and environmental and historic preservation requirements. Requirements can be found in the Fiscal Year 2023 Notice of Funding Opportunity. For any projects that receive CDS funding, the state administrative agency (SAA) must submit

an application to FEMA, and that agency will serve as the administrative agent for the grant. Therefore, all project proposals must be accompanied by a letter of support from the appropriate SAA affirming that it believes the project is eligible.

## INTERIOR, ENVIRONMENT, AND RELATED AGENCIES

### ENVIRONMENTAL PROTECTION AGENCY

- *State and Tribal Assistance Grants, Clean Water and Drinking Water State Revolving Funds:* This program funds water infrastructure grants to support local wastewater and drinking water infrastructure projects. This includes construction of, and modifications to, municipal sewage treatment plants and drinking water treatment plants. Privately-owned projects are not eligible. Projects included in Connecticut's most recently finalized Clean Water or Drinking Water State Revolving Fund Intended Use Plan (IUP) are most likely to be receive funding, but the Committee may consider projects that are eligible for funding under State Revolving Loan Fund (SRF) guidelines, but are not on the state IUP list.

This program has a 20% cost share requirement and a project cannot use other federal funds to satisfy the match. For example, a \$1 million dollar project could receive a maximum of \$800,000 CDS award, and the grantee is responsible for allocating the remaining \$200,000. In almost all cases, other federal funds cannot be used to meet this 20% cost share requirement. Please note that only the non-federal portion of assistance provided by a State Revolving Loan Fund can be applied towards a project's matching requirement.

Projects generally NOT eligible for SRF funding	
Clean Water / Wastewater	Drinking Water
Land, except for projects described in the subsequent table	Dams or rehabilitation of dams
Operations and maintenance costs	Operations and maintenance costs
Non-municipal point source control	Water rights, except if the water rights are owned by a system that is being purchased through consolidation as part of a capacity development strategy or if the water rights purchase is covered by EPA's DWSRF Class Deviation for Water Rights 2019

Flood Control Projects, unless the project is otherwise managing, reducing, treating, or recapturing storm water	Reservoirs, except for finished water reservoirs and those reservoirs that are part of the treatment process and are located on the property where the treatment facility is located
Ambient water quality monitoring	Laboratory fees for monitoring
Acid drainage correction	Projects needed mainly for fire protection
Privately owned sewer pipes	Projects for systems that lack adequate technical, managerial, and financial capability, unless assistance will ensure compliance
	Projects for systems in significant noncompliance, unless funding will ensure compliance
	Projects primarily intended to serve future growth

<b>Generally eligible projects for SRF funding</b> <i>Please note: this is not an exhaustive list</i>	
Clean Water / Wastewater	Drinking Water
Wastewater treatment plants, including sludge handling facilities.	Facilitate compliance with national drinking water regulations or address serious risks to public health including non-regulated contaminants (i.e. PFAS).
Collector Sewers - Small sewers that convey wastewater from residences, commercial establishments, and industrial sites.	Rehabilitate or develop water sources (excluding reservoirs, dams, dam rehabilitation and water rights) to replace contaminated sources.
Interceptor Sewers - Large sewers that convey wastewater from collector sewers directly to a wastewater treatment facility.	Install or upgrade treatment facilities.

Sewer Pipes – Rehabilitation is only eligible if the pipes are publicly owned.	Install or upgrade storage facilities, including finished water reservoirs, to prevent microbiological contaminants from entering the water system.
Outfall Sewer - A sewer that conveys treated wastewater from a wastewater treatment facility to the receiving waters.	Install or replace transmission and distribution pipes to prevent contamination caused by leaks or breaks in the pipe, or improve water pressure to safe levels.
Storm Water Management – Measures to manage, reduce, treat, or recapture storm water	Projects to consolidate water supplies – for example,
or subsurface drainage water (storm sewers, green infrastructure, etc).	when individual homes or other public water supplies have a water supply that is contaminated, or the system is unable to maintain compliance for financial or managerial reasons – are eligible for DWSRF assistance.
Combined sewer overflow (CSO) control and sanitary sewer overflow (SSO) control.	Land is eligible only if it is integral to a project that is needed to meet or maintain compliance and further public health protection.
Infiltration/Inflow Correction - Construction activities that prevent surface water or groundwater from entering the sewer system.	Project planning, design and other related costs.
Water Security - Installation or upgrade of physical security infrastructure such as lighting, fencing, monitoring and access control. Also, cybersecurity measures, installation of safer treatment technologies, and more secure storage of on-site treatment.	
Septic Tanks - Remediation, rehabilitation, removal and replacement of failing tanks are eligible, as well as installation of new tanks.	
Land - The leasing and fee-simple purchase of land, including surface and subsurface easements, needed to locate eligible municipal or Tribal projects, and land integral to the treatment process. Municipal purchase of land and/or conservation easements for source water protection are also eligible.	

Water Reuse - Projects involving the municipal reuse or recycling of wastewater, stormwater, or subsurface drainage water.	
Capital Nonpoint Source Pollution Control Projects – e.g., river or streambank restoration, agricultural best management practices (i.e., buffer strips, manure containment structures), wetlands restoration, etc.	

## INDIAN HEALTH SERVICE

- *Sanitation Facilities Construction, Sanitation Facilities Construction:* Projects must be included on the Indian Health Services' (IHS) Sanitation Deficiency System (SDS) list to qualify for funding. In exceptional circumstances, the Committee may consider projects that are eligible for funding under the criteria for the Sanitation Facilities Construction Program but are not on the SDS list.

## NATIONAL PARK SERVICE

- *Historic Preservation Fund (HPF):* The Historic Preservation Fund (HPF), established to help fund the programs engendered by the National Historic Preservation Act (Public Law 89-665; 54 USC 300301 et seq.), was designed to preserve historical and archaeological sites in the United States of America. All HPF applicants must meet standards set by the Secretary of the Interior and comply with the audit requirements, and each successful CDS recipient must complete an application through grants.gov. The Committee will accept CDS requests for non-formula funded activities within HPF that meet the qualifications of HPF programs. Please note that acquisitions of collections or historic properties are not eligible under the HPF. The maximum project amount is \$500,000. Please note, all projects are required to be listed as an historic place on the National Register of Historic Places or as a National Historic Landmark.

## U.S. FOREST SERVICE

- *State and Private Forestry, Forest Resource Information and Analysis:* This program provides technical and financial assistance grants to non-federal forest landowners, including state, tribal and local governments. Activities within this account include forest health management, cooperative fire protection, wood innovation, and urban and community forestry. Requests must meet USFS eligibility requirements for the appropriate grant program. Project requests should be part of the state's Forest Action Plan, or contribute to meeting the goals of the Forest Action Plan.

- *Projects on Agency Lists*: This includes funding for various public lands projects that are not in the President's Fiscal Year 2025 budget. Only requests for projects that are not included in the President's Budget or for funding levels that are above the amounts provided in the President's Budget will be eligible. The Committee will have a strong preference for projects included on agency submitted priority lists.
- *LWCF*: Great American Outdoors Act, Land and Water Conservation Fund: Pursuant to the Great American Outdoors Act of 2020 and the Consolidated Appropriations Act, 2022, prioritized project lists will accompany the President's budget request in five LWCF accounts. This requirement is delivered in two separate lists:
  1. a list of projects proposed for funding in the President's Budget; and
  2. a supplemental list of projects that are ready but unfunded. There will be a high bar for considering any projects not present on the current year's lists. The grantee for federal acquisition is the federal agency that will eventually manage the land (BLM, FWS, NPS, or USFS), or in the case of the Forest Legacy Program, it is the state.
- *LRF*: Great American Outdoors Act, Legacy Restoration Fund: Pursuant to the Great American Outdoors Act of 2020 and the Consolidated Appropriations Act, 2022, prioritized project lists for deferred maintenance projects to be funded by the National Parks and Public Lands Legacy Restoration Fund will accompany the President's budget request for BLM, FWS, NPS, USFS, and BIE schools. There will be a high bar for considering any projects not present on the current year's lists. Note that the Grantee is the federal agency.
- *LMCON*: Land Management Agency Construction: The four land management agencies (BLM, FWS, NPS, and USFS) receive annual appropriations for new construction and other capital improvement projects and typically include a short list of specific projects in the President's budget request. There will be a high bar for considering any projects not present on the current year's lists. Note that the Grantee is the federal agency.

## OTHER PROJECTS

The Committee may also consider CDS request within these accounts, but only on a case-by-case basis.

- *Land Management Agencies, Local Projects and Research*: In order for requests to be considered within this category, they must be relevant to the specified mission area within the bureaus listed below and contribute to responsible stewardship of land, wildlife, and recreation resources or contribute to priority research areas that inform stewardship of those resources. Proposed projects should contribute to local, state, and federal efforts to benefit species, habitat, and/or enhanced stewardship of land and water resources. Project funding is not intended to primarily fund annual operations and maintenance of existing programs at the state, federal, or local level.

- BLM, Management of Land and Resources, Habitat Management Priorities – project requests may be considered for activities related to wildlife and aquatic habitat management.
  - NPS, National Recreation and Preservation, Statutory and Contractual Aid – project requests may be considered for activities relating to operating, managing, and preserving resources, including as authorized by law.
  - FWS, Resource Management, Stewardship Priorities – project requests may be considered for fish and aquatic conservation, habitat conservation, recovery, and restoration activities.
  - USGS, Surveys Investigations and Research, Special Initiatives – project requests may be considered for high priority and core science research, and ecosystem and water resources related activities.
- *BIA, Operation of Indian Programs, Special Initiatives:* BIA provides direct services and funding for compacts and contracts for Tribes to provide programs for a wide range of activities. Requests for CDS projects for individual tribes will not be considered but requests from other eligible entities that honor the commitment to invest in Tribal communities, create economic opportunities, foster cultural heritage, promote efficient and effective Tribal governance, and conserve natural resources are allowed.
  - *EPA, Science and Technology, Research:* National Priorities: Project requests may be considered for high priority lines of research related to environmental quality and human health.
  - *EPA, State and Tribal Assistance Grants, STAG Infrastructure Grants:* Requests will only be considered for projects related to existing funding categories and activities within the STAG account that will result in improvements in environmental quality and/or human health.

## LABOR, HEALTH AND HUMAN SERVICES, EDUCATION AND RELATED AGENCIES

### DEPARTMENT OF LABOR

- *Employment and Training Administration—Training and Employment Services:* This account supports projects funded through the Workforce Innovation and Opportunity Act (WIOA) demonstration authority. Projects must be focused on meeting the employment and training needs of workers. Generally, these projects should include direct services which include career services, training services (including work-based training), supportive services, and other permissible services, as defined in WIOA. Please note projects will be required to report performance outcomes for participants and applications should include a meaningful connection to the local workforce development system.

CDS funding may be used for the purchase of equipment, but generally only if it is an incidental part of the larger project. A similar standard applies to curriculum development, which should be incidental to the project's emphasis on direct services to individuals. If a large portion of the CDS funding will be used for equipment or curriculum development, please provide a detailed justification for how such costs relate to meeting the employment and training needs of workers. CDS cannot be used for construction, renovation, the purchase of land or buildings, or for Sub-granting.

## DEPARTMENT OF HEALTH AND HUMAN SERVICES

- *Health Resources and Services Administration—Construction and Equipment:* supports the cost of construction, renovation, or capital equipment purchase for facilities for health, mental health, or substance abuse services, training of health professionals, or medical research. Examples of eligible facilities include hospitals; health centers and clinics; skilled nursing facilities; mental health centers; facilities for schools of medicine, nursing, or other health professions; and medical research laboratories. In addition to construction and renovation, funding can be used to acquire capital equipment, such as lab equipment, x-ray machines, or telehealth and information technology.

Equipment-only grants—that is, grants not involving construction—are permissible. Generally, any equipment having a useful life of more than one year and a unit cost of at least \$5,000 will be eligible as capital equipment. Equipment with lower costs may also be eligible, provided that it is treated as an item of capital expense under the recipient institution's pre-existing, written accounting policies. Equipment expenses for health information systems and electronic medical records systems are permitted expenditures.

Funding cannot be used to acquire land or purchase existing buildings, or to pay salaries or other operating costs. Funding cannot be used to pay for previously incurred costs. The costs of expendable supplies such as pharmaceuticals, lab chemicals, or office paper are not eligible. Sub-granting to other organizations or agencies is not permitted.

Funding can be used for architectural and engineering costs associated with an eligible construction project, but cannot be used for general feasibility studies or planning and design.

- *Health Resources and Services Administration—Rural Health:* supports projects to improve health care in rural areas. Examples of eligible activities include medical, dental, or mental health care services; health promotion and education; chronic disease management; telehealth services; and improvements to emergency medical services. Grant funds can be used for services only in areas that meet HRSA's definition of rural. For lists of eligible areas and further information regarding that definition see [here](#). If the project address is different than the legal entity's address, please make sure to specify that in your application. Sub-granting to other organizations or agencies is not permitted.



- *Substance Abuse and Mental Health Services Administration—Health Surveillance and Program Support*: applications within this program must fall under one of the following categories. Funding cannot be used for construction, but funds can be used to do limited renovation that is necessary to complete a project. Please note, funding cannot go towards needle exchange programs or promoting legalization of illegal drugs or substances. Sub-granting to other organizations or agencies is not permitted
  - *Mental Health*: supports programs that promote the prevention or treatment of mental health disorders, including rehabilitation, outreach, and other support services.
  - *Substance Abuse Treatment*: supports programs that improve access, reduce barriers, and promote high quality, effective treatment and recovery services.
  - *Substance Abuse Prevention*: supports programs that prevent the onset of illegal drug use, prescription drug misuse and abuse, alcohol misuse and abuse, and underage alcohol and tobacco use.
- *Administration for Children and Families—Child Abuse Prevention*: supports programs that improve the prevention, assessment, identification, and treatment of child abuse and neglect through research, model service improvement, information dissemination, and technical assistance. This funding must be targeted towards abused and/or neglected children and families. Cannot be used for construction or renovation of facilities. Sub-granting to other organizations or agencies is not permitted.
- *Administration for Children and Families—Social Services Research and Demonstration*: supports programs that help families gain financial self-sufficiency in order to reduce poverty and promote the healthy development and greater well-being of children and families. Projects can serve a diverse population including: low-income individuals, children, youth, families, individuals with developmental disabilities, and Native Americans. Cannot be used for construction or renovation of facilities. Sub-granting to other organizations or agencies is not permitted.
- *Administration for Community Living—Aging and Disability Services Programs*: supports programs that improve the ability of older adults and individuals of all ages with disabilities to live independently and participate fully in their communities through improving access to or the quality of, education, training, support services, and independent living services. This account cannot be used for construction or renovation of facilities. Sub-granting to other organizations or agencies is not permitted.

## DEPARTMENT OF EDUCATION

- *Innovation and Improvement—Fund for the Improvement of Education*: supports programs that fund a wide variety of early, elementary and secondary education projects, including instructional services, afterschool centers, curricula development, teacher training, acquisition of books and computers, arts education, social and emotional learning

activities, full-service community schools, and early childhood education. In general, the focus of elementary and secondary education requests should be providing early childhood or K-12 educational services. In addition, requests to provide and improve special education services at the elementary and secondary levels are also eligible under this heading. These CDS may include early intervention services for infants and toddlers, transition services, and postsecondary education services.

Eligible grantees are state education agencies, school districts, colleges and universities, and other public and private nonprofit entities. Generally, awards are provided to the applicable school district and not directly to the individual school. Daycare and childcare projects that do not include educational services are also not eligible under this account.

CDS cannot be used for construction or renovation of school buildings, except in the case of minor remodeling required as part of technology upgrades.

- *Fund for the Improvement of Postsecondary Education (FIPSE)*: supports programs that fund projects primarily focused on improving access to, or the quality of, postsecondary education. This can include a range of activities as authorized and specified in section 741(a) of the Higher Education Act (i.e. the FIPSE authorization). Grantees are usually colleges and universities, but may include other public and private nonprofit organizations. This includes Projects used to hire and train faculty, establish and improve degree programs, improve teacher preparation programs, develop and improve curricula, upgrade technology, equipment, and telecommunications, provide student support, and implement university partnerships with school districts.

If a significant portion of grant funds are expected to be used for the purchase of equipment make sure to note that and include a justification for that use of funds. CDS funding cannot be used for construction or renovation of facilities, except in the case of minor remodeling required as part of technology upgrades

## TRANSPORTATION, HOUSING AND URBAN DEVELOPMENT, AND RELATED AGENCIES

### DEPARTMENT OF TRANSPORTATION

- *Transportation Planning, Research, and Development (TPR&D)*: supports transportation research projects eligible under title 23 or title 49, of the U.S. Code. This includes research activities and studies that assist the Secretary of Transportation in the formulation of national transportation policies. Planning for specific local highway, transit, or rail projects that are eligible under the Highway Improvement Program, Transit Infrastructure Grants, or Consolidated Rail Infrastructure and Safety Improvement should not be submitted under this account.

- *Grants-in-Aid for Airports (Airport Improvement Program)*: supports airport capital projects eligible under chapter 471 of title 49 of the U.S. Code. The Airport Improvement Program (AIP) provides grants for the planning and development of public-use airports that are included in the National Plan of Integrated Airport Systems (NPIAS). As a reminder, Congressionally Directed Spending cannot go towards for-profit entities. For large and medium primary hub airports, CDS can cover 75% of eligible costs (or 80% for noise program implementation). For small primary, reliever, and general aviation airports, CDS can cover a range of 90-95% of eligible costs, based on statutory requirements. Please provide the status of the planning and environmental work and a description of all other sources of funding contributing to the total cost of the project.
- *Facilities and Equipment (F&E)*: supports terminal air traffic control facility replacement projects eligible under part A of subtitle VII of title 49, but only for terminal air traffic control tower facility replacement projects.
- *Highway Infrastructure Program*: supports for highway capital projects eligible under title 23, US Code. This includes funding to improve highway safety and efficiency by completing projects like highway and bridge construction projects, planning, environmental review, design, and right-of-way acquisition. Operational expenses are not eligible. Projects on the Connecticut Statewide Transportation Improvement Program (STIP) will be the most competitive. Please provide the STIP ID number for the project as it appears in the STIP. If a project is not on the Connecticut STIP, the State DOT must provide a letter confirming that:
  1. the project is eligible for Federal-aid highway funding under title 23, United States Code;
  2. the State DOT is willing to carry out the project if funding is enacted; and
  3. the State DOT will include the project on the STIP once funding for the project is enacted. The project recipient for this program can only be the State Department of Transportation, individual towns cannot directly receive grants. Applicants must provide the status of any planning and environmental work and provide a description of other sources of funding that will contribute to the overall project cost.
- *Transit Infrastructure Grants*: Funding for transit capital projects eligible under chapter 53 of title 49. This includes funding projects addressing targeted capital, operating, and state of good repair needs for public transportation providers and services across America. Projects on the Connecticut Statewide Transportation Improvement Program (STIP) will be the most competitive. Please provide the STIP ID number for the project as it appears in the STIP. If a project is not on the Connecticut STIP, but for which the State DOT must provide a letter confirming that:
  1. the project is eligible for Federal-aid highway funding under title 23, United States Code;

2. the State DOT is willing to carry out the project if funding is enacted; and
  3. the State DOT will include the project on the STIP or TIP once funding for the project is enacted. Applicants must provide the status of any planning and environmental work and provide a description of other sources of funding that will contribute to the overall project cost.
- *Consolidated Rail Infrastructure and Safety Improvement Grants:* Supports rail capital projects eligible under section 22907 of title 49. This includes funding projects that improve the safety, efficiency, and reliability of intercity passenger and freight rail. Projects on the state rail plan will be the most competitive. You can receive funding for rail projects that are not currently on State rail plan, but for which a State rail agency or State DOT has provided a letter confirming that:
    1. the project is eligible for rail funding under section 22907 of title 49, United States Code;
    2. the State rail agency, State DOT, or other relevant State agency is willing to carry out the project if funding is enacted; and
    3. the State rail agency or State DOT will include the project on the State Rail Plan once funding for the project is enacted. Applicants must provide the status of any planning and environmental work and provide a description of other sources of funding that will contribute to the overall project cost.

## DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT

*Community Development Fund within the "Economic Development Initiatives (EDI):* supports projects eligible under section 5305 of chapter 69 of title 42 of U.S. Code, as well as for affordable housing construction. For more information on types of eligible activities, applicants should review HUD's resources on the Community Development Block Grants program here. While there is a range of eligible activities, projects that address affordable housing, community services, and economic development are more likely to be successful. Please note, reimbursements of previously incurred expenses are not allowed.

Examples of eligible EDI projects include, but are not limited to:

- Acquisition of real property (land, water rights, buildings);
- Construction of new affordable housing;
- Blight removal or remediation; and
- Construction, rehabilitation, and improvements of public facilities (except buildings for general conduct of government), such as neighborhood centers, parks, and shelter for persons having special needs such as survivors of domestic violence and the homeless.

EDIs are subject to other Federal requirements including the Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards at 2 CFR Part 200, the National Environmental Policy Act (NEPA), HUD's NEPA-implementing regulations at 24

CFR Part 50 or 24 CFR Part 58, and all appropriate Federal environmental and historic preservation laws, regulations, and Executive Orders. Your organization must be able to comply with these requirements. To review HUD's current implementation of the EDI program and the applicable Federal requirements, [click here](#).

Applicants should identify which of the three National Objectives of the broader CDBG program the EDI project and its activities meets and include relevant data or a description indicating how it meets such National Objective(s). The three CDBG program National Objectives are:

1. benefit low- and moderate-income (LMI) persons or communities;
2. prevent or eliminate slums or blight; or
3. address community development needs having a particular urgency because existing conditions pose a serious and immediate threat to the health or welfare of the community for which other funding is not available.

If your projects meet the LMI National Objective, please review this [HUD resource](#) and use the "[Map Application](#)" tool to provide the necessary data points demonstrating the LMI benefit.

Third Party Administrator
Flexible Spending Account
PEPM Fee per account
Minimum Fee Per Month
Implementation Fee
Renewal Fee
Debit Card Included
Plan Documents
Dedicated Account Manager
Rate Guarantee
Notes

3D Degree Benefits
Flexible Spending Account/DCA
\$5.95
\$100
\$550
\$500
No. \$5 per card. Card valid for 3 years
\$450
Yes

Advanced Benefit Strategies
Flexible Spending Account/DCA
\$4.75
\$0
\$420
\$420
Yes
Included
Yes
2 Yr RG
TPA to a large number of municipalities in CT

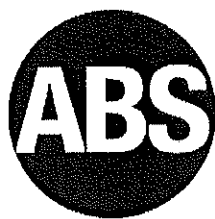
Benefit Resource, Inc (BRI)
Flexible Spending Account/DCA
\$4.00
\$125
\$0
\$0
Yes
\$395

Progressive Benefit Solutions (PBS)
Flexible Spending Account/DCA
\$4.50
\$50
\$0.00
\$0
Yes. \$10 per card.
\$250
Yes
2 Yr RG

OneDigital Recommendation

Attachment F

9G



# Advanced Benefit Strategies, Inc.

*Your Flexible Benefits Specialists*

## ABS Intake Form

Flexible Spending, Limited Flexible Spending, Dependent Care

### BASIC ADMINISTRATION REQUIREMENTS

There is no 1099 requirement. Please do not provide a 1099.

Please set up two vendor accounts – one to pay plan fees/expenses and the other to remit plan contributions/employee salary reduction elections.

- **Average set up time:** 15 - 20 business days for most plans.
- **Timing of reimbursement:** Within 10 business days when claims are in good order, or when the total reimbursement first equals or exceeds \$20.00.
- **Enrollment Reporting:** After you return the completed Set-Up Report, your Account Manager will provide you with guidance on reporting employee enrollments.
- **Run out period:** Claims may be submitted up to 90 days after the plan ends. Claims run out after date of termination is 60 days past the termination date (FSA).
- **Debit card refunds:** Transactions on the debit card can't be reversed by ABS. The participant must reach out to the vendor where the transaction occurred.
- **Claim adjudication:** This is an IRS sanctioned program and claim adjudication is required. In most instances an Explanation of Benefit is required. Other types of receipts may be requested for any and all claims.
- **PCORI fee:** Certain employer funded Section 125 Flexible Spending plans are subject to the Patient Centered Outcome Research Institute fee (PCORI). ER funded flex means the employer contributes more than \$500.00 not including employee contributions to the Plan. IRS Form 720 is completed and submitted by the employer. ABS will assist with compliance but we are barred from completing and submitting the form for you.
- **COBRA Eligibility:** FSA is eligible for COBRA coverage under certain circumstance.
- **Monthly reports** are available on the Employer portal reflecting the amount of claims paid and the balance of funds in the account etc.

## EMPLOYER INFORMATION

### Client Information

Exact Legal Name of Company: Town of East Windsor

DBA (if applicable):

Company Address: 11 Rye Street

City: Broad Brook

State: CT

ZIP Code: 06016

Enter Full Billing Address (if applicable):

Enter Billing Email: gcarolus@eastwindsorct.com

Federal Tax ID: 06-6001993

State Incorporated: CT

Total # of Employees of the Employer: 84 FT

Do you want an employee meeting? ☒ Yes ☐ No

Enrollment Platform: ☐ ABS Online ☐ Your Current Online Platform ☒ Paper

Other participating employers? ☐ Yes ☒ No If yes, please list:

Does the Company sponsor a group health plan for its eligible employees? ☒ Yes ☐ No

### Organization Type

☐ C-Corporation

☐ Professional Corporation

☐ Partnership

☒ Government Agency

☐ Non-Profit

☐ Sub-Chapter "S" Corporation

☐ Professional Association

☐ Sole Proprietorship

☐ LLC - Limited Liability Company

☐ Other (please specify):

### Plan Administrator(s)

The "Plan Administrator" should be the individual authorized to sign/execute the legal plan documents at the organization and will also be given online access. The "Internal Contact" listed below is the individual who ABS will contact to conduct basic administration.

**Plan Administrator** Name: Jason Bowsza

jbowsza@eastwindsorct.com

Phone: 860-623-8122 Ext: Fax: 860-623-479 Email:

**Internal Contact 1** Name: Amy O'Toole

aotoole@eastwindsorct.com

Phone: 860-292-5909 Ext: Fax: 860-623-47 Email:

**Internal Contact 2** Name: Melissa LaBelle

mlabelle@eastwindsorct.com

Phone: 860-623-8122 Ext: Fax: 860-623-47 Email:

**Payroll Contact** Name: Gayle Carolus

gcarolus@eastwindsorct.com

Phone: 860-292-5909 Ext: Fax: 860-623-47 Email:

### Broker Contact Information

Firm Name: One Digital

Contact Name: Anika Grochowski

Phone: 860-773-6586 Ext: Fax:

Email: anika.grochowski@onedigital.com

### Services (check all that apply)

☒ FSA (Medical Flexible Spending Account Dependent Care FSA) ☐ 125 POP (Premium Only)

☐ Will there be a file transmission for enrollment? If yes what platform No

☐ Who in your organization should receive the funding notices, reports etc.?

• Provide a name and email: Gayle Carolus gcarolus@eastwindsorct.com



## FLEXIBLE SPENDING ACCOUNT and DEPENDENT CARE

### Plan Details

Plan Effective Date:

07/01/2024 /  
(MM/DD/YYYY)

Subsequent Plan Year (i.e. Jan – Dec): July - June

Do you currently have an FSA plan? ☐ Yes ☒ No

IF YES, please complete the below section:

First year of the plan (original plan year): \_\_\_\_\_

Plan Number: \_\_\_\_\_

If you are changing TPA's would you like ABS to handle the run-out period for this plan? ☐ Yes ☐ No

- This is typically handled by your current TPA.
- If yes, ABS will need the claim history for the prior plan year as well as confirmation of the FSA plan design. A \$600.00 fee will apply.

Do you currently have a Premium Only Plan (POP)?  
☒ Yes ☐ No

IF YES, please complete the below section:

Would you like a POP (Premium Only Plan) incorporated into the plan document? ☒ Yes ☐ No

If yes, what was the first year of the plan (original plan year): \_\_\_\_\_

And what is the Plan Number: \_\_\_\_\_

If you have a wrap plan document for your benefits, is this or will this health FSA be part of it? ☐ Yes ☒ No

IF YES ABS will provide you or your broker the enrollment numbers for IRS form 5500? (i.e. employer, broker, etc.): \_\_\_\_\_

### Eligibility

Who is eligible to participate?

Minimum hours worked per week to be eligible for health benefits: 25 hours/week

New Hire wait period to enroll in benefits: 0 \_\_\_\_\_ 1<sup>st</sup> of the month after wait period? ☒ Yes ☐ No  
(Must Fill Out)

Usually stated in days. For Example: 30 days, 60 days, etc. New Hire wait period cannot be greater than 90 days

### Grace Period and Carry Over Funds (Choose only one)

☒ 2 ½ month Grace Period ☐ Annual Carry Over of funds (IRS Max allowed) ☐ Neither

If YES to Carry Over:

- Do you want the 2 ½ month Grace Period for Dependent Care Reimbursement? ☐ Yes ☒ No
- Do you want to limit the Carry Over to only employees who elect for a minimum amount in the next plan year?  
☐ Yes ☐ No If yes, enter minimum \$ \_\_\_\_\_

Limited HCR -Do you want to add a Limited HCR for those who are contributing to an HSA? ☐ Yes ☒ No

Do you want to include the HEROES Act? ☒ Yes ☐ No

ADDITIONAL PLAN INFORMATION ON NEXT PAGE

## Minimum and Maximum Elections and Employer Funding

- A minimum annual election will not be prorated for an enrollment that is less than 12 months. **Example:** If the minimum annual election is \$250.00 and an employee enrolls mid plan year, the minimum election is still \$250.00.
- If there is employer funding for the FSA or DCR, the minimum annual election must be **zero**. Employer funding may be prorated for mid-year enrollees if desired.

### Flexible Spending Account

☒ Minimum Annual Election \$ 250.00

☒ IRS Maximum Annual Election of \$ 3,200.00 (eff. 2024). This rate is subject to change. Check this box if you want to allow for automatic changes based on IRS COLA rates.

☐ Custom Maximum Annual Election \$ \_\_\_\_\_  
(enter an amount equal to IRS max or less.) Check this box if you want to establish your own annual maximum and **NOT** have it subject to IRS COLA rate changes.

### Dependent Care

☒ Minimum Annual Election \$ 250.00

☒ IRS Maximum Annual Election of \$5,000.00

Does your payroll system adjust the last pay deduction in the plan year to reach the exact election amount?

☐ Yes ☒ No

If there is an extra payroll in the plan year (weekly or biweekly pay dates falling on the 1<sup>st</sup> of the month, leap years), how should deductions be calculated?

☒ Split deductions evenly across all payrolls

☐ Skip first pay date in the plan year

☐ Skip last pay date in the plan year

Will there be Employer Funding for this plan? ☐ Yes ☒ No

IF YES, how much will the annual benefit be (employer funding ONLY)? \$ \_\_\_\_\_

Will employer funding be prorated based on month of enrollment for mid-year enrollees? ☐ Yes ☐ No

Employer Funding schedule (if applicable):

☐ As claims are paid (**PREFERRED – Claims Based funding ONLY\***)

**\*See PAYROLL and FUNDING on page 5 for more information on Claims Based and Contribution Based funding options**

## DEBIT CARD

### Debit Card Set-up – Complete ONLY if electing the debit card

Would you like to offer a debit card for your FSA (does not include Dependent Care)?

☒ Yes ☐ No

- When debit card is unavailable, alternate reimbursement options include checks and direct deposit.

#### FACTS about the debit card

Non-qualified expenses charged on the debit card may require the participant to reimburse this plan. Non-qualified charges on the debit card cannot be reversed by ABS.

Do you want the debit card suspended on participants who do not respond to requests for receipts?

2 requests are sent over a period of 60 days, after which the card would be suspended. ☐ Yes ☒ No

☒ **DEBIT CARD AGREEMENT:** I have read the facts above and understand the potential loss of money to the Plan due to inappropriate use or use outside the design of the Employer's Plan. I wish to enroll my company for the Benefit Debit Card. I understand that *all* participants in the Plan will be issued debit cards. **No cards will be issued without written approval.**

Initial required: \_\_\_\_\_ Date: \_\_\_\_\_

## PAYROLL and FUNDING

### Payroll

Number of Payrolls per Year: 26

1<sup>st</sup> Pay Date after Effective Date: 7/3/24 1<sup>st</sup> Deduction after Effective Date: 7/3/24

### Funding

#### Claims-Based Funding

- We pay the claim using our bank account's check or direct deposit processes. We then replenish our account via an ACH transferring the funds from your bank account to ABS.
- We will notify you on **2 days** ahead of time (Wednesday) and process the transaction to fund only the claims (Friday). You don't need to do anything but make sure the funds are there when we need them. (typically done Wednesday for Friday)
- Convenient, requires less reconciliation at the end of the year. Keep your plan funds in your general account (earning interest) until we need them to pay claims.

#### Debit Card Funding:

ABS provides funding for your debit card throughout the Plan years. However, there is a small initial collateral collection that occurs when the Plan is established. ABS will collect the potential outlay divided by 26. This amount is returned to you at the date of Plan termination. For example: 5 employees sign up for a maximum of \$16,000 for the year,  $\$16,000/26 = \$615.38$ . This is the amount ABS will initially draw from your bank account provided below for the debit card.

### Banking Information (additional signature of authorized person required for deductions)

Name of Depositor (as shown on bank records): \_\_\_\_\_

Checking Account Number: \_\_\_\_\_

Routing Number: \_\_\_\_\_

Bank Name and Address: \_\_\_\_\_

Name of Employer Auth. Person: \_\_\_\_\_

Email: \_\_\_\_\_

Depositor authorizes ADVANCED BENEFIT STRATEGIES, Unionville, CT to present automated debits and credits via Automated Clearing House (ACH) to the above listed account related to processing of claim reimbursements for

participants in association with Depositor's Section 125 Flexible Spending program and/or Section 105 HRA program and/or Section 132 Commuting program and/or Health Savings Account (HSA).

This authorization will remain in effect until revoked by Depositor in writing and until you actually receive such notice. Depositor agrees that you shall be fully protected in honoring any such ACH.

Depositor agrees that your treatment of each such ACH and your rights in respect to it shall be the same as if it were a check signed by Depositor.

Please check with your above listed banking partner to make sure that if you have a ACH **debit block**, Advanced Benefit Strategies, ID# 1061471862, Webster Bank account #9085448, and routing # 211170101 has been listed allowing ACH activity.

**A signature from someone with authority to make changes to the organization's benefits and/or banking information is required. This signature indicates that you have had an opportunity to review this document in its entirety and that you agree to the terms and conditions set forth by ABS.**

**Signature of Depositor in Agreement with bank Records**

**Signature:**

**Print Name:**

SIGN NAME HERE

PRINT NAME HERE  
Jason Bowsza

**Title:**

**Date:**

ENTER TITLE HERE **First Selectman**

ENTER DATE HERE

**Additional Information**

**Pre-Tax Programs and Employer Provided HRA** – Restricts self-employed (sole proprietors, partners in a partnership, and a more than 2% subchapter S corporation shareholders) from participating.

**Discrimination testing** – The benefit test and eligibility test apply for the purposes of code 105(h). Different treatment for employees in different classes is a red flag, especially if a class of employees includes mostly highly compensated employees. Treating all employees the same – for example, by providing the same eligibility, waiting periods, and reimbursement options – will ensure that the plan is not discriminatory. **Included in the annual fee.**

**Employee** – An individual whose relationship with an Employer is, under common law, that of an employee and meets the eligibility requirements as set forth in the attached Adoption Agreement.

**Which plan pays first:** The health plan must consider claims for payment first, then the HRA Plan will consider, and any remainder may be submitted to the Health FSA if applicable.

**Heroes Act:** The Heroes Act allows for an active military Reservist who has been called to duty for at least 179 days to receive any funds that he/she has contributed to the Plan without the need to submit a receipt for a qualified medical expense. The Reservist has to make the request for the funds to the Plan Administrator who will in turn contact their ABS Account Manager

**2 ½ month grace period:** The 2 ½ month grace period allows a participant to incur an expense in the first 2 ½ months of the new Plan Year to use up any money left over from the previous Plan Year. For example, if your Plan Year ends December 31 and a participant has \$50 left, he would have until March 15<sup>th</sup> of the following Plan Year to incur an expense to use up that \$50 before spending his new annual election. The 2 ½ month grace period and the 90 day run off run concurrently.

**Carry Over:** The Carry Over allows a participant to carry over into the new Plan Year a maximum of \$640.00 to be available for use *after* the 90 day run off (current IRS max). The Plan Administrator may choose to have the 2 ½ month grace period OR the Carry Over but not both. Fund balances at the end of the Plan Year greater than IRS max will be forfeited. The Plan Administrator will pay a monthly headcount fee for the participant with carryover funds even if the participant does not enroll for the new Plan Year. The IRS considers this a new annual election and therefore all standard Section 125 rules apply. In addition the Plan Administrator may require that a participant enroll in the new Plan Year with at least a new minimum annual election in order to receive Carry Over funds.