

**Connecticut State Department of Education
Bureau of Health, Nutrition, and Family Services**

ARPA - Summer Mental Health Supports Grant Program – 2 Year Grant
Request for Proposal #843

June 30, 2024 – June 30, 2026

Grants must be in “LEA Superintendent / Authorized Representative Approved”
status in eGMS by 4:00 P.M.
May 30, 2024

Purpose: To support the delivery of mental health services for students when school is not in session by Connecticut local and regional school districts, operators of youth camps and other summer programs.

Pursuant to Section 85 of [Public Act No. 23-167](#).

The grant application must be completed on-line in eGMS.

<https://connecticut.egrantsmanagement.com>

No paper or email applications will be accepted.

Applicants that do not have an eGMS account should contact April Swain at April.Swain@ct.gov, for assistance with obtaining an account.



**Charlene M. Russell-Tucker
Commissioner of Education**

An Equal Opportunity/Affirmative Action Employer

The Connecticut State Department of Education is committed to a policy of equal opportunity/affirmative action for all qualified persons. The Connecticut Department of Education does not discriminate in any employment practice, education program, or educational activity on the basis of: race; color; religious creed; age; sex; pregnancy; sexual orientation; workplace hazards to reproductive systems; gender identity or expression; marital status; national origin; ancestry; retaliation for previously opposed discrimination or coercion; intellectual disability; genetic information; learning disability; physical disability (including, but not limited to, blindness); mental disability (past/present history thereof); military or veteran status; status as a victim of domestic violence; or criminal record in state employment, unless there is a bona fide occupational qualification excluding persons in any of the aforementioned protected classes. Inquiries regarding the Connecticut State Department of Education's nondiscrimination policies should be directed to: Attorney Louis Todisco, Connecticut State Department of Education, by mail (450 Columbus Boulevard, Suite 605, Hartford, CT 06103-1841; or by telephone 860-713-6594; or by email louis.todisco@ct.gov).

The Connecticut State Department of Education is an affirmative action/equal opportunity employer.

Table of Contents

I.	Introduction	3
II.	Eligible Applicants and Grant Requirements	4
III.	Grant Award Options	5
IV.	Eligible Activities and Spending	5
V.	Program Requirements	5
VI.	Data Monitoring and Program Implementation	6
VII.	Budget	6
VIII.	Selection and Notification	8
IX.	How to Apply	8
X.	Other Application Requirements	9
XI.	Resources to Support Student Mental Health	10
	Appendix A: Scoring Rubric for Summer Mental Health Supports Grant,	11
	Appendix B: Standard Statement of Assurances for Grant Programs	14
	Appendix C: Affirmative Action Certification Form	19
	Appendix D: ARPA – Agreement with Subrecipient	20

I. Introduction

Purpose and General Information

The impact of the global COVID-19 pandemic continues to be felt by our school-aged children across the state. According to *The Health of Teens in Connecticut, Results from the Connecticut School Health Survey*¹ “1 in 3 students felt sad or hopeless for 2 weeks or more. Only 1 out of 4 students get the help they need when feeling this way.” The *Evaluation of the State of Connecticut Summer Enrichment Grants*², conducted January 31, 2022, by the Connecticut COVID-19 Education Research Collaborative, stated that “a primary challenge across all sites was not having enough social work staff to attend to children’s mental health needs as they arose or give in-depth training for youth counselors on how to handle mental health concerns.” The Connecticut General Assembly recognized the need for mental health supports during the summer months and passed Public Act No. 23-167 (PA 23-167) to address this concern for children and families. PA 23-167 provided \$8 million in American Rescue Plan Act (ARPA) funds to support local and regional school districts and summer programs.

In spring 2023, the ARPA Summer Mental Health Grant was launched, offering 49 three-year grants ranging from \$13,932 to \$135,000. These grants aimed to provide direct mental health supports for students, facilitate professional development for staff, and enhance mental health programming for summer camps. A second-round of grant funding aims to expand this initiative to additional districts and summer camp programs through the ARPA – Summer Mental Health Supports Grant – 2 Year Grant beginning in fiscal year (FY) 2025 and continuing into FY 2026. With approximately \$3,355,950 remaining from the original \$8 million allocation, roughly 40 more grants will be provided across the state. Eligible entities may apply for grants between \$10,000 and \$50,000 for the first fiscal year for the purpose of hiring mental health staff, providing professional development to current staff, contracting with mental health support agencies, or developing programs focused on mental health for the summer months when school is out of session. This grant will be awarded each year, for two consecutive fiscal years, FY 2025 and FY 2026. Successful awardees will receive 100% of their awarded amount in FY 2025 and 70% of the awarded amount in FY 2026.

Applicants wishing to submit an application must apply for the grant through the eGMS system, beginning April 30, 2024. The number of grants awarded will depend on the number of applicants, the quality of the proposals, and the amount of the funds available.

Legal Authority

Section 85 of [Public Act No. 23-167](#) directs the Connecticut State Department of Education (CSDE) to establish grant programs to assist Connecticut local and regional school districts and operators of youth camps and other summer programs for the delivery of mental health services for students.

Note: The CSDE reserves the right to modify awards if there are state or federal statutory changes that affect the fiscal years for which funds may be utilized or expended. Proposals submitted in response to this request for proposal (RFP) will be scored and awards made in accordance with the rubric included herein.

¹ [The Health of Teens in Connecticut, Results from the Connecticut Health Survey](#)

² [Evaluation of the State of Connecticut Summer Enrichment Grant Final Reports](#)

II. Eligible Applicants and Grant Requirements

Local or regional boards of education, charter schools, regional education service centers (RESA), community-based organizations (CBO) and other summer programs may apply for these grants. Recipients of the FY 2023 ARPA Summer Mental Health Support Grant awarded through RFP # 843 are not eligible for this grant.

Applicants must submit a plan for the expenditure of grant funds which must include the following:

1. Narrative describing the needs of the applicant.
2. Applicants UEI Number.
3. A project description.
4. Project details.
5. An anticipated project timeline.
6. Description of the targeted population and how this project meets their needs that were a result of the effects of COVID-19.
7. An entity risk assessment.
8. Describe evidence-based interventions.
9. Describe the equity efforts.
10. Describe the project's community engagement.
11. Describing connections between schools and community-based supports.
12. Describe the scope of work and type of services that will be supported by the grant.
13. Estimated number of students receiving direct services through this grant funding.
14. Provide the current number of mental health professionals working with your district or agency.
15. Expenditure plan for grant funds for the duration of the grant.
16. Identify in-kind and/or matching contributions not derived by state or federal funds.
17. Provide a narrative for how the position(s), contracted services, professional development and/or programming will be sustained in year three, when the funding will be decreased and how the applicant will sustain the position(s) or project beyond the grant funding.
18. Provide the number of additional mental health professionals to be hired through this grant.

All applications submitted become the property of the CSDE and become part of the public domain. The CSDE reserves the right to make necessary policy and programmatic changes after proposals are submitted and to negotiate awards with potential recipients.

In determining if an agency shall be granted funds, the Commissioner of Education shall give priority to programs serving:

- disproportionately impacted populations;
- low-income households or populations; and
- towns with a population of less than 13,000 residents.

Please Note: The APRA-Summer Mental Health Supports – 2 Year Grant Program is funded through the federal ARPA and appropriated by the Connecticut General Assembly. The Period of Performance, in accordance with Public Act No. 23-167 will be June 30, 2024 to June 30, 2026

Technical Assistance and Management

All questions regarding this RFP may be directed to James Mandracchia at James.Mandracchia@ct.gov. The CSDE reserves the right to monitor program progress at least annually, including examination and approval of all reports and data collection.

III. Grant Award Options

The estimated funding available statewide for the ARPA - Summer Mental Health Supports – 2 Year Grant for FY 2025 is \$1,973,500 and \$1,381,450 for FY 2026. The minimum grant award per applicant for FY 2025 is \$10,000, with a maximum award of \$50,000. This amount will be awarded as 100% in the first year of the grant, FY 2025, and 70% in FY 2026

The CSDE shall pay the grant to each grant recipient in each FY ending June 30, 2025, and 2026 on a reimbursement basis. No encumbrances or expenditures may be incurred after June 30, 2026.

Funding for each year is subject to state budget appropriations. Grantees will be required to submit an End-of-Year Report (EYR) for year 1 and a budget for year 2 prior to receiving year two funding. The second year of funding is also contingent upon adequate progress toward program goals and use of funds in the first year.

IV. Eligible Activities and Spending

A. Eligible Spending Categories

1. Personal services – salaries.
2. Personal services – employee benefits.
3. Purchased professional development and in-service training.
4. Professional education services – proposed mental health service workers can be contracted with outside agencies or individuals.
5. Supplies – specifically required for supporting mental health services.

B. Ineligible Spending Categories

1. Grant funds cannot be used to purchase office or computer equipment that does not directly support mental health supports.
2. Funds cannot be used to purchase motor vehicles, facilities, or to support new construction.

V. Program Requirements

Management Control of the Program

The grantee has complete management responsibility for this grant. While the CSDE staff may be consulted for their expertise, they will not be directly involved in the selection of personnel.

The CSDE reserves the right to make awards under this program without discussion with the applicants. Therefore, applications should represent the best effort from both a technical and cost standpoint.

Other required documentation to be completed in eGMS:

- Standard Statement of Assurances for Grant Programs (See Appendix B)
- Affirmative Action Certification Form (See Appendix C)

VI. Data Monitoring and Program Implementation

Grant recipients will be required to submit the following performance indicators on an annual basis:

1. National Center for Education Statistics School ID or District ID for all schools participating in the program or representative of the participating students.
2. Demographic data of students participating in the program, disaggregated by the following categories: race, ethnicity, gender, and household income.
3. Data on the utilization rates of the grant, including the number of students served and the hours of service provided using the grant funds awarded under the program.
4. A narrative description of the outcomes and overall impact on the students and community.

In addition to the data listed above, applicants will need to submit annual expenditure reports with the CSDE.

VII. Budget

Applications must include budget details and budget narratives. This information must be entered into eGMS in the Budget Details section. Budget narratives must include descriptions of the proposed project including the time commitment for all grant funded staff and the scope and activities of all grants funded work.

Grant recipients shall file expenditure reports with the Commissioner of Education in eGMS. A grant recipient shall only expend grant funds received in accordance with the plan submitted, and a grant recipient may not use such grant funds received through this grant for the purpose of any operating expenses that existed prior to receipt of such grant. Grant recipients shall forfeit to the Department of Education any unexpended amounts at the close of the fiscal year in which the grant was awarded, and refund any amounts not expended in accordance with the plan for which such grant application was approved.

Budget Detail Narratives

Provide a detailed description of the proposed use of funds for each Budget Detail. Wherever applicable, cite local policy and/or contractual basis for amounts requested. Examples:

1. “The salary amount is projected at the first step of the school counselor salary range established in the local education agency's collective bargaining agreement.”

2. “Line 322 represents the contracted services of a mental health provider who will be paid x dollars per day for y days.”

Please respond to this task with as much detail as possible in order to avoid requests for more information, which may delay the granting process.

Budget Object Codes

This list is a description of the object codes in the budget. The list is provided to help applicants in designing budgets for the program. Not all budget codes are eligible for this grant program as described in this RFP.

- 100 **Personal Services - Salaries.** Amounts paid to both permanent and temporary grantee employees, including personnel substituting for those in permanent positions. This includes gross salary for personal services rendered while on the payroll of the grantees.
- 200 **Personal Services - Employee Benefits.** Amounts paid by the grantee on behalf of the employees whose salaries are reported in line 100. These amounts are not included in the gross salary but are in addition to that amount. Such payments are fringe benefit payments and, while not paid directly to employees, nevertheless are part of the cost of personal services. Included are the employer’s cost of group insurance, social security contribution, retirement contribution, tuition reimbursement, unemployment compensation and workmen’s compensation insurance.
- 300 **Purchased Professional and Technical Services.** Services which, by their nature, can be performed only by persons or firms with specialized skills and knowledge. While a product may or may not result from the transaction, the primary reason for the purchase is the service provided. Included are the services of architects, engineers, auditors, dentists, medical doctors, lawyers, consultants, teachers, accountants, etc.
- 500 **Other Purchased Services.** Amounts paid for services rendered by organizations or personnel not on the payroll of the grantee (separate from Professional and Technical Services or Property Services). While a product may or may not result from the transaction, the primary reason for the purchase is the service provided.
- 600 **Supplies.** Amounts paid for items that are consumed, worn out, or deteriorated through use, or items that lose their identity through fabrication or incorporation into different or more complex units or substances.

VIII. Selection and Notification

Review Process and Criteria

The CSDE will convene a panel to review and score all completed applications received by the due date and time.

Grant awards will be negotiated and accepted with modifications, if necessary, in time for final award notification via the eGMS system. Each application will be rated according to the criteria in the scoring rubric which can be found in the Resources section of the eGMS System.

The CSDE will notify applicants in writing of the acceptance or rejection of submitted proposals. If a proposal is selected for funding, the Division of School Health, Nutrition, and Family Services will initiate a grant award notification. The level of funding and effective dates of the projects will be set forth in the notification of the grant award. All grant awards are subject to availability of funds. Grants are not final until award notifications are executed.

IX. How to Apply

Minimum Requirements

Applicants must complete a narrative to address each of the components listed below:

- A. Need for Project:
1. Introduction and Rationale: Provide a rationale to describe the need for this funding. Please include what other federal or state funding the applicant is currently using to fund mental health supports. Include what funding federal COVID relief funds the applicant has received for mental health supports. Priority will be given to applicants with limited access to funding to support mental health services.
 2. Provide the applicant's UEI number.
 3. Provide a project description which includes details of the project's purpose, the desired outcomes from the project, and how the outcomes will be measured, along with any current data towards the desired outcome.
 4. Provide the project details, an overview of the main project activities, primary delivery mechanism, and external partners, if applicable. Include a link to the project website, if available.
 5. Describe your anticipated timeline for this project. Include projected outcome benchmarks.
 6. Describe the target population and how the proposed project or positions will successfully address the needs of the target population. Please include demographics and economic information of the community being served.
 7. Provide the current overall town population for the town to be served. (If the proposal will serve multiple towns, provide the average population of all towns to be served with the grant funding.)
 8. Provide information on the fiscal stability of the applicant organization using the Office of Policy and Management's (OPM) Risk Assessment included in the eGMS application.

9. Describe how this project is supported through evidence-based practices and interventions. This may include citations or links to at least one research study with an experimental design that shows positive finding for the intended outcome.
10. Describe how this project is promoting equitable outcomes.
11. Describe how the project will incorporate community engagement.
12. Describe connections between schools and community-based supports that are in place or will be established to support the mental health of students or campers.
13. Describe the scope of work and type of services that will be supported by the grant funding, including personnel, contracted services, professional development and/or programming.
14. Provide the number of students or campers to be served through this grant funding.
15. Provide the current number of mental health professionals working with your school district or agency. Please provide the number of mental health professionals and their titles.

B. Expenditures & Sustainability

1. Provide a budget and detailed budget narrative that describes use of grant funds for the duration of the grant period, as well as funds from other sources, including:
 - a. Costs in relation to the number of students to be served and to the anticipated results and benefits.
 - b. Proposed personnel.
2. Provide a description of how the services will be sustained in year two, when the funding will be decreased to 70 percent. Indicate how the applicant will sustain the services beyond the grant.
3. Provide the number of additional mental health professionals FTEs to be supported through this grant. (For example: 1.0 FTE or 0.5 FTE, etc.)

X. Other Application Requirements

A. Obligations of Grantees

All bidders are hereby notified that the grant to be awarded is subject to contract compliance requirements as set forth in Section 4a-60 and 60a of the Connecticut General Statutes (C.G.S) and Sections 46a-68j-23 et seq. of the Regulations of Connecticut State Agencies.

Furthermore, the grantee must submit periodic reports of its employment and subcontracting practices in such form, in such manner, and in such time as may be prescribed by the Commission on Human Rights and Opportunities (CHRO).

B. Freedom of Information Act

All of the information contained in a proposal submitted in response to this RFP is subject to the provisions of the Freedom of Information Act (FOIA) Sections 1-200 et seq. of the C.G.S. The FOIA declares that except as provided by federal law or state statute, records maintained or kept on file by any public agency (as defined in the statute) are public records and every person has the right to inspect such records and receive a copy of such records.

C. ARPA Required Documentation

All ARPA Grants Applications are required to provide the following required documentation:

- ARPA- Agreement with Subrecipient (see Appendix D)

Non-LEA applicants must also provide the following documentation.

- ARPA Assessment - 3 years tax returns or Status Letter (Letter of Good Standing)
- ARPA Assessment - Audited Financial Statements (last 3 years)
- ARPA Assessment - Certificate of Legal Existence

XI. Resources to Support Student Mental Health

- [Aperture Education Connecticut](#)
- [CDC: Adolescence and School Health](#)
- [CDPH: The Connecticut School Health Survey](#)
- [Evaluation of the State of Connecticut Summer Enrichment Grants Final Report](#)
- [Social Emotional Learning Hub, CSDE](#)

Appendix A

Scoring Rubric for ARPA- Summer Mental Health Supports – 2 Year Grant

	Exemplary	Adequate	Marginal	Inadequate
A. Need for the Project (max. 41 points)	(Well-conceived and thoroughly developed)	(Clear and Complete)	(Requires additional clarification)	(Information not provided)
1. Introduction and Rationale: Provided a rationale to describe the need for this funding. Included what other federal or state funding the applicant is currently using to fund mental health supports. Include what funding federal COVID relief funds the applicant has received for mental health supports. Priority will be given to applicants with limited access to funding to support mental health services.	3	2	1	0
2. Provided the application UEI number	1	-	-	0
3. Provided a project description which included details of the project’s purpose, the desired outcomes from the project, and how the outcomes will be measured, along with any current data towards the desired outcome.	3	2	1	0
4. Provided the project details, an overview of the main project activities, primary delivery mechanism, and external partners, if applicable. Included a link to the project website, if available.	3	2	1	0
5. Described your anticipated timeline for this project. Included projected outcome benchmarks.	3	2	1	0
6. Described the target population and how the proposed project or positions will successfully address the needs of the target population. Included demographics and economic information of the community being served.	3	2	1	0
7. Provided the current overall town population. (Applicants can average the town population if they serve multiple towns.)	3 Less than 13,000	2 Between 13,000 and 24,999	1 Between 25,000 and 50,000	0 Greater than 50,000

8. Provided information on the financial stability of your organization through OPM Risk Assessment.	3	2	1	0
9. Described how this project is supported through evidence-based practices and interventions. This may have included citations or links to at least one research study with an experimental design that shows positive finding for the intended outcome.	3	2	1	0
10. Described how this project is promoting equitable outcomes.	3	2	1	0
11. Described how the project will incorporate community engagement.	3	2	1	0
12. Described connections between schools and community-based supports that are in place or will be established to support the mental health of students or campers.	3	2	1	0
13. Described the scope of work and type of services that will be support by the grant.	3	2	1	0
14. Provided an estimated number of students receiving direct services through this grant funding.	3	2	1	0
15. Provided the current number of mental health professionals working with your district or agency.	1	-	-	0

B. Expenditures & Sustainability (max. 13 points)	Exemplary	Adequate	Marginal	Inadequate
	(Well-conceived and thoroughly developed)	(Clear and Complete)	(Requires additional clarification)	(Information not provided)
1. Provided a budget and detailed budget narrative that describes use of grant funds for the duration of the grant period, as well as funds from other sources, including:				
a. costs are reasonable in relation to the number of students to be served and to the anticipated results and benefits	3	2	1	0
b. proposed personnel are appropriate for the needs stated	3	2	1	0
2. Provided a narrative describing how the position/s or program will be sustained in year two, when the funding will be decreased to 70 percent and how the applicant will	3	2	1	0

ARPA - Summer Mental Health Supports Grant – 2 Year Grant RFP #843

sustain the position beyond the grant funding.				
3. Provide the number of additional mental health professionals FTEs to be supported through this grant. (For example: 1.0 FTE or 0.5 FTE, etc.)	1	-	-	0

Appendix B

Standard Statement of Assurances for Grant Programs

Connecticut State Department of Education

Project Title:	
Applicant:	

The Applicant hereby assures the Connecticut State Department of Education that:

- A. The applicant has the necessary legal authority to apply for and receive the proposed grant.
- B. The filing of this application has been authorized by the applicant's governing body, and the undersigned official has been duly authorized to file this application for and on behalf of said applicant, and otherwise to act as the authorized representative of the applicant in connection with this application.
- C. The activities and services for which assistance is sought under this grant will be administered by or under the supervision and control of the applicant.
- D. The project will be operated in compliance with all applicable state and federal laws and in compliance with regulations and other policies and administrative directives of the State Board of Education and the Connecticut State Department of Education.
- E. Grant funds shall not be used to supplant funds normally budgeted by the agency.
- F. Fiscal control and accounting procedures will be used to ensure proper disbursement of all funds awarded.
- G. The applicant will submit a final project report (within 60 days of the project completion) and such other reports, as specified, to the Connecticut State Department of Education, including information relating to the project records and access thereto as the Connecticut State Department of Education may find necessary.
- H. The Connecticut State Department of Education reserves the exclusive right to use and grant the right to use and/or publish any part or parts of any summary, abstract, reports, publications, records and materials resulting from this project and this grant.
- I. If the project achieves the specified objectives, every reasonable effort will be made to continue the project and/or implement the results after the termination of state/federal funding.

- J. The applicant will protect and save harmless the State Board of Education from financial loss and expense, including legal fees and costs, if any, arising out of any breach of the duties, in whole or part, described in the application for the grant.
- K. At the conclusion of each grant period, the applicant will provide for an independent audit report acceptable to the grantor in accordance with Sections 7-394a and 7-396a of the C.G.S., and the applicant shall return to the Connecticut State Department of Education any moneys not expended in accordance with the approved program/operation budget as determined by the audit.

- L. Nondiscrimination
 - 1) For purposes of this Section, the following terms are defined as follows:
 - a. “Commission” means the Commission on Human Rights and Opportunities;
 - b. “Contract” and “contract” means this grant;
 - c. “Contractor” and “contractor” means the applicant and any successors or assigns;
 - d. “Gender identity or expression” means a person’s gender-related identity, appearance or behavior, whether or not that gender-related identity, appearance or behavior is different from that traditionally associated with the person’s physiology or assigned sex at birth, which gender-related identity can be shown by providing evidence including, but not limited to, medical history, care or treatment of the gender-related identity, consistent and uniform assertion of the gender-related identity or any other evidence that the gender-related identity is sincerely held, part of a person’s core identity or not being asserted for an improper purpose.
 - e. “good faith” means that degree of diligence which a reasonable person would exercise in the performance of legal duties and obligations;
 - f. “good faith efforts” shall include, but not be limited to, those reasonable initial efforts necessary to comply with statutory or regulatory requirements and additional or substituted efforts when it is determined that such initial efforts will not be sufficient to comply with such requirements;
 - g. “marital status” means being single, married as recognized by the State of Connecticut, widowed, separated or divorced;
 - h. “mental disability” means one or more mental disorders, as defined in the most recent edition of the American Psychiatric Association’s "Diagnostic and Statistical Manual of Mental Disorders", or a record of or regarding a person as having one or more such disorders;
 - i. “minority business enterprise” means any small contractor or supplier of materials fifty-one percent or more of the capital stock, if any, or assets of which is owned by a person or persons: (1) who are active in the daily affairs of the enterprise, (2) who have the power to direct the management and policies of the enterprise, and (3) who are members of a minority, as such term is defined in subsection (a) of C.G.S. § 32-9n; and
 - j. “public works contract” means any agreement between any individual, firm or corporation and the State or any political subdivision of the State other than a municipality for construction, rehabilitation, conversion, extension, demolition or repair of a public building, highway or other changes or

improvements in real property, or which is financed in whole or in part by the State, including, but not limited to, matching expenditures, grants, loans, insurance or guarantees.

- 2) For purposes of this Section, the terms “Contract” and “contract” do not include a contract where each contractor is (a) a political subdivision of the state, including, but not limited to, a municipality, unless the contract is a municipal public works contract or quasi-public agency project contract, (b) any other state, including but not limited to any federally recognized Indian tribal governments, as defined in C.G.S. § 1-267, (c) the federal government, (d) a foreign government, or (e) an agency of a subdivision, state or government described in the immediately preceding enumerated items (a), (b), (c), or (d).
- 3) (a) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by such Contractor that such disability prevents performance of the work involved, in any manner prohibited by the laws of the United States or of the State of Connecticut; and the Contractor further agrees to take affirmative action to ensure that applicants with job-related qualifications are employed and that employees are treated when employed without regard to their race, color, religious creed, age, marital status, national origin, ancestry, sex, gender identity or expression, status as a veteran, intellectual disability, mental disability or physical disability, including, but not limited to, blindness, unless it is shown by the Contractor that such disability prevents performance of the work involved; (b) the Contractor agrees, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, to state that it is an “affirmative action equal opportunity employer” in accordance with regulations adopted by the Commission; (c) the Contractor agrees to provide each labor union or representative of workers with which the Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which the Contractor has a contract or understanding, a notice to be provided by the Commission advising the labor union or workers’ representative of the Contractor's commitments under this section and to post copies of the notice in conspicuous places available to employees and applicants for employment; (d) the Contractor agrees to comply with each provision of this Section and C.G.S. §§ 46a-68e and 46a-68f and with each regulation or relevant order issued by said Commission pursuant to C.G.S. §§ 46a-56, 46a-68e, 46a-68f and 46a-86; and (e) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor as relate to the provisions of this Section and C.G.S. § 46a-56. If the contract is a public works contract, municipal public works contract or contract for a quasi-public agency project, the Contractor agrees and warrants that he or she will make good faith efforts to employ minority business enterprises as

- subcontractors and suppliers of materials on such public works or quasi-public agency projects.
- 4) Determination of the Contractor's good faith efforts shall include, but shall not be limited to, the following factors: The Contractor's employment and subcontracting policies, patterns and practices; affirmative advertising, recruitment and training; technical assistance activities and such other reasonable activities or efforts as the Commission may prescribe that are designed to ensure the participation of minority business enterprises in public works projects.
 - 5) The Contractor shall develop and maintain adequate documentation, in a manner prescribed by the Commission, of its good faith efforts.
 - 6) The Contractor shall include the provisions of subsection (3) of this Section in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and in every subcontract entered into in order to fulfill any obligation of a municipal public works contract for a quasi-public agency project, and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding the State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
 - 7) The Contractor agrees to comply with the regulations referred to in this Section as they exist on the date of this Contract and as they may be adopted or amended from time to time during the term of this Contract and any amendments thereto.
 - 8) (a) The Contractor agrees and warrants that in the performance of the Contract such Contractor will not discriminate or permit discrimination against any person or group of persons on the grounds of sexual orientation, in any manner prohibited by the laws of the United States or the State of Connecticut, and that employees are treated when employed without regard to their sexual orientation; (b) the Contractor agrees to provide each labor union or representative of workers with which such Contractor has a collective bargaining Agreement or other contract or understanding and each vendor with which such Contractor has a contract or understanding, a notice to be provided by the Commission on Human Rights and Opportunities advising the labor union or workers' representative of the Contractor's commitments under this section, and to post copies of the notice in conspicuous places available to employees and applicants for employment; (c) the Contractor agrees to comply with each provision of this section and with each regulation or relevant order issued by said Commission pursuant to C.G.S. § 46a-56; and (d) the Contractor agrees to provide the Commission on Human Rights and Opportunities with such information requested by the Commission, and permit access to pertinent books, records and accounts, concerning the employment practices and procedures of the Contractor which relate to the provisions of this Section and C.G.S. § 46a-56.

- 9) The Contractor shall include the provisions of the foregoing paragraph in every subcontract or purchase order entered into in order to fulfill any obligation of a contract with the State and such provisions shall be binding on a subcontractor, vendor or manufacturer unless exempted by regulations or orders of the Commission. The Contractor shall take such action with respect to any such subcontract or purchase order as the Commission may direct as a means of enforcing such provisions including sanctions for noncompliance in accordance with C.G.S. § 46a-56, as amended; provided, if such Contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction by the Commission regarding a State contract, the Contractor may request the State of Connecticut to enter into any such litigation or negotiation prior thereto to protect the interests of the State and the State may so enter.
- 10) Nondiscrimination Certification. Pursuant to subsection (c) of section 4a-60 and subsection (b) of section 4a-60a of the Connecticut General Statutes, the Contractor, for itself and its authorized signatory of this Contract, affirms that it understands the obligations of this section and that it will maintain a policy for the duration of the Contract to assure that the Contract will be performed in compliance with the nondiscrimination requirements of such sections. The Contractor and its authorized signatory of this Contract demonstrate their understanding of this obligation by signing this Statement of Assurances below.

- M. The grant award is subject to approval of the Connecticut State Department of Education and availability of state or federal funds.
- N. The applicant agrees and warrants that Sections 4-190 to 4-197, inclusive, of the C.G.S. concerning the Personal Data Act and Sections 10-4-8 to 10-4-10, inclusive, of the Regulations of Connecticut State Agencies promulgated there under are hereby incorporated by reference.

I, the undersigned authorized official, hereby certify that these assurances shall be fully implemented.

Signature of Authorized Official:	
Name: <i>(typed)</i>	
Title: <i>(typed)</i>	
Date:	

Appendix C

Affirmative Action Certification Form

The certification below should be completed by those applicant organizations that have an Affirmative Action Plan on file with the CSDE.

Applicant organizations that do not have an Affirmative Action Plan on file with the CSDE must complete and submit the Affirmative Action Compliance Report with their application. That form is available at <https://portal.ct.gov/-/media/CHRO/NotificationtoBidderspdf.pdf>.

Affirmative Action Certification Form

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

I, the undersigned authorized official, hereby certify that the applying organization/agency: _____, has a current Affirmative Action packet on file with the Connecticut State Department of Education. The Affirmative Action packet is, by reference, part of this application.

Signature of Authorized Official: _____ Date: _____

Name and Title: _____

Appendix D

AGREEMENT WITH SUBRECIPIENT OF FEDERAL RECOVERY FUNDS

Section 602(b) of the Social Security Act (the “SSA”), as added by section 9901 of the American Rescue Plan Act (“ARPA”), Pub. L. No. 117-2 (March 11, 2021), authorizes the Department of the Treasury (“Treasury”) to make payments to certain Subrecipients from the Coronavirus State Fiscal Recovery Fund. The State of Connecticut has signed and certified a separate agreement with Treasury as a condition of receiving such payments from the Treasury. This agreement is between your organization and the State and your organization is signing and certifying the same terms and conditions included in the State’s separate agreement with Treasury. Your organization is referred to as a Subrecipient.

As a condition of your organization receiving federal recovery funds from the State, the authorized representative below hereby (i) certifies that your organization will carry out the activities listed in section 602(c) of the SSA and (ii) agrees to the terms attached hereto. Your organization also agrees to use the federal recovery funds as specified in bills passed by the General Assembly and signed by the Governor.

Under penalty of perjury, the undersigned official certifies that the authorized representative has read and understood the organization’s obligations in the Subrecipient Award Terms and Conditions and Civil Rights Requirements, that any information submitted in conjunction with this assurances document is accurate and complete, and that the organization is in compliance with the nondiscrimination requirements.

Subrecipient Name _____

Authorized Representative: _____

Title: _____

Signature: _____

Sworn as true to the best of my knowledge and belief, subject to the penalties of false statement.

Printed Contractor Name

Printed Name of Authorized Official

Signature of Authorized Official

Subscribed and acknowledged before me this _____ day of _____, 20____.

Commissioner of the Superior Court (or Notary Public)

My Commission Expires: _____