

# **TOWN OF CHESHIRE**

Cheshire Town Council  
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## **TOWN COUNCIL SPECIAL MEETING 7:00 P.M., TUESDAY, JANUARY 26, 2021 VIRTUAL MEETING**

This meeting can be viewed live at  
[youtube.com/c/CheshireChannel14](https://www.youtube.com/c/CheshireChannel14) or on Channel 14  
Public comments can be made virtually via email at [Comments@cheshirect.org](mailto:Comments@cheshirect.org),  
and by voice message prior to the meeting at 203 271-6638

### **AGENDA:**

1. Roll Call.
2. Pledge of Allegiance.
3. Bartlem Park South update.
4. Authorization to apply for a Department of Aging and Disability Services CARES Act grant for \$2,500 for pandemic services for older adults.
5. Discussion regarding Town Attorney appointment and contract negotiations, executive session.
6. Adjournment.

BE IT RESOLVED, That the Town Council approves Resolution #012621-1

RESOLUTION #012621-01

BE IT RESOLVED, that the Town Council authorizes application for a Department of Aging and Disability Services State Union on Aging CT Senior Center Project: CARES Act Funding Opportunity grant for \$2,500 for pandemic services for older adults, and

BE IT FURTHER RESOLVED, that the Town Council accepts and appropriates such grant if secured.

Item 4



RECEIVED  
JAN 15 2021  
TOWN MANAGER

**REQUEST FOR COUNCIL ACTION OR REVIEW**

**DATE:** 1/15/21

**FROM:** Michelle Piccerillo, Human Services Director

**FINANCIAL IMPACT** (actual or estimated \$, or none): \$2500 Grant Award

**ACTION REQUESTED** (include all details and language that must be in the Council resolution)

I am writing to request authorization to apply for a grant through the Department of Aging and Disability Services State Unit on Aging CT Senior Center Project: CARES Act Funding Opportunity in the amount of \$2500. The funds would be used to support the Cheshire Senior Center as we serve older adults safely during the pandemic through the purchase of program related equipment.

**BACKGROUND/HISTORY**

I have attached the RFP for your information.

**DATE NEEDED/DEADLINE:** 1/29/2021

**ATTACHMENTS** (bulleted list): Grant RFP

## **Department of Aging and Disability Services**

### **State Unit on Aging**

#### **Connecticut Senior Center Project: CARES Act Funding Opportunity**

The Department of Aging and Disability Services (ADS) is a state agency that seeks to maximize opportunities for the independence and well-being of people with disabilities and older adults in Connecticut. As part of ADS, the State Unit on Aging (SUA) ensures that Connecticut's older adults have access to the supportive services necessary to live with dignity, security, and independence. The SUA is responsible for planning, developing, and administering a comprehensive and integrated service delivery system for older individuals in Connecticut.

#### **Background:**

There are more than 150 senior centers in Connecticut. Senior centers connect older adults to vital community services to help them stay healthy and independent. Senior centers offer a broad spectrum of programs, activities, and services that may include meals and nutrition; health, fitness and wellness; transportation; public benefits counseling; employment assistance; volunteer and civic engagement; social and recreational; and education and arts.

Due to the Coronavirus pandemic (COVID-19), senior centers across the state closed to the public in March 2020. During the pandemic, many senior centers continued to provide services: telephone reassurance, "grab and go" meals to congregate meal site participants, and programs and services through the telephone, remotely through the internet, and through outdoor settings. Senior centers are looking at options for reopening slowly and safely. As senior centers continue to provide services, serve as a resource for older adults in their communities, and plan for reopening, the SUA is looking to support the centers in this process.

#### **Purpose/Goal:**

The purpose of this project is to support senior centers in their goal to serve older adults safely during the Coronavirus pandemic. The SUA is accepting applications from senior centers for a one-time funding opportunity to help support the centers efforts to prevent the spread, prepare for reopening and respond to COVID-19-related issues.

The SUA will reimburse the centers for purchases made that are directly associated to the centers' COVID-19 preparedness and response. The SUA will not make purchases for the centers. The SUA will provide reimbursement for purchases made from March 1, 2020 through March 31, 2021. This project is non-competitive. This project is funded using federal CARES Act funding from the Administration for Community Living.

#### **Eligibility/Qualifications:**

Connecticut senior centers are eligible for funding through this opportunity. Senior centers include municipal senior centers and 501(c)(3) senior centers. For the purposes of this funding opportunity, senior centers are defined as those that provide multiple services including the core services of

information, referral and assistance. Additional services may include nutrition, wellness, educational, social and recreational activities.

**Amount:**

The maximum funding under this funding opportunity is \$2,500 per senior center.

**Use of the funding:**

Funds shall be reimbursed to a senior center for the purchase of equipment or tangible good(s). The purchase shall be related to the COVID-19 and shall be used to enhance the function of the senior center with an emphasis on safety and well-being of participants. The reimbursement may be requested for the purchase of multiple items but must be submitted to the SUA in a single reimbursement request. The reimbursement may also cover the partial cost(s) of equipment or tangible good(s) not to exceed \$2,500 as long as another source of funding is used to complete the purchase. Reimbursement shall be for purchases that were not previously reimbursed through CARES Act funding.

Examples of purchases eligible for reimbursement include:

- Personal Protective Equipment for staff or participants (contactless thermometers, masks, hand sanitizers, touchless dispensers, face shields, etc.)
- software to be utilized for participant registration to visit the center and potential COVID-19 contact tracing and occupancy tracking
- computer equipment and other technology for staff or participants to utilize for virtual interactions
- sanitizing equipment or supplies for cleaning of loaned electronic devices
- video conferencing platform subscription (such as Zoom)
- personal hygiene kits (including supplies such as soap, shampoo, toothpaste, other oral health items, sanitary wipes, incontinent supplies, toilet paper)
- social isolation prevention kit (such as crafts, puzzles, note cards)
- surveillance cameras to monitor social distancing and to increase the safety of participants,
- devices necessary to increase the safety of participants such as automatic door openers or touchless auto-faucets
- cleaning/disinfecting products and equipment
- signage to communicate public health guidance
- tables and chairs to increase social distancing
- room dividers to increase social distancing
- tents/canopies for outside use to assure social distancing
- heaters for outside patio events
- safety shields for desks or buses

Examples of purchases not eligible for reimbursement include:

- construction or installation expenses,
- the cost of other services paid to another party,

- salaries or wages,
- gift cards.

## **Part I: Application Package**

### **Application Form:**

In order to be considered for this funding, an application shall be submitted on the Application Form provided. A typed signature is acceptable on the Application Form; an electronic signature is not required for this form.

Note that if awarded the one-time funding, the senior center must be able to support any recurring expenses that result from the one-time expenditure.

### **Vendor Profile Form and W-9:**

Applicants shall complete the Vendor Profile Form and W-9 and submit with the application package.

A signature must be included on these forms. To include electronic signatures on these forms, follow the instructions in the document, "How to add your signature to a PDF document", then return the Vendor Profile and W-9 forms with the Application Form. If an electronic signature cannot be obtained, you must print out the forms, sign them, scan them and return them electronically with the Application Form.

### **Deadline for Application package:**

Application packages will be accepted beginning **December 9, 2020 through January 29, 2021**. The deadline for submitting the application packages is **January 29, 2021, 3:00 PM**. Electronic submissions only. Only one application shall be accepted per senior center.

You are strongly encouraged to submit your application a minimum of 3-5 days prior to the application closing date. Do not wait until the last day in the event you encounter technical difficulties, either on your end or, with [stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov).

### **Submission of Application package:**

Checklist for Submission (for Applicant use only - do not submit this checklist with Application package):

- Application Form
- Vendor Profile Form
- W-9 Form

Email Application package with the Application Form, Vendor Profile Form and W-9 Form together to:

Aging and Disability Services, State Unit on Aging

## **Part 2: SUA Letter of Commitment**

The SUA will review the application package for consideration of approval. Following the approval of the completed application package, the SUA shall provide a letter of commitment to the senior center, formally obligating the SUA to the reimbursement of their purchase(s). The requirements in the "Reimbursement and Reporting" section below must be met in order for the senior center to receive their approved reimbursement. Incomplete application packages and requests for the purchase of items not eligible for reimbursement will not be approved by the SUA and will be returned to the senior center along with a letter of explanation.

The Reimbursement Invoice and Reporting Form will be sent with the Letter of Commitment. A sample Reimbursement Invoice and Reporting Form accompanies this document.

## **Part 3: Reimbursement and Reporting**

### **Deadline for Reimbursement and Reporting:**

Following the receipt of the letter of commitment and the Reimbursement Invoice and Reporting Form from the SUA, the senior center shall request reimbursement and provide the required reporting information. As mentioned above, the SUA will provide reimbursement for purchases made from March 1, 2020 through **March 31, 2021**. The deadline for submitting the completed Reimbursement Invoice and Reporting Form with the receipt(s) for the equipment/tangible good(s) is **April 15, 2021**. Electronic submissions only. Only one Reimbursement Invoice and Reporting Form will be accepted per senior center; however, multiple items may be purchased and submitted for reimbursement (See Use of Funding Section). When the Reimbursement Invoice and Reporting Form and receipt(s) are received and approved, the payment is expected within 45 days.

### **Submission of Reimbursement and Reporting:**

Checklist for Reimbursement and Reporting (for senior center use only - do not submit this checklist with the Reimbursement Invoice and Reporting Form):

- Reimbursement Invoice and Reporting Form
- Copy of paid receipt(s) from purchase(s), showing final purchase cost

Email the Reimbursement Invoice and Reporting Form along with the receipt for the purchase to:

Aging and Disability Services, State Unit on Aging  
[stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov)

### **Contact for questions:**

Sandra Leubner, State Unit on Aging

[stateunitonaging@ct.gov](mailto:stateunitonaging@ct.gov) or (860) 424-5023