



Finance Committee Agenda

City of Newton In City Council

Wednesday, October 14th, 2020

The Finance Committee will hold this meeting as a virtual meeting on Wednesday, October 14th, 2020 at 7:00 pm. To view this meeting using Zoom use this link: <https://us02web.zoom.us/j/84471803230> or call 1-646-558-8656 and use the following Meeting ID: 844 7180 3230

Item scheduled for discussion:

- #392-20** **Authorization to accept and expend a \$26,711.43 grant from the CESFP**
HER HONOR THE MAYOR requesting authorization to accept and expend a twenty-six thousand seven hundred eleven dollar and forty-three cent grant from the Executive Office of Public Safety and Security's Office of Grants and Research FY2020 Coronavirus Emergency Supplemental Funding Program (CESFP) for prevention, preparation and response to Coronavirus.
- #394-20** **Authorization to accept and expend a \$37,146 grant from the CTCL**
City Clerk requesting authorization to accept and expend a thirty-seven thousand one hundred forty-six dollar grant from the Center for Tech and Civic Life for planning and operationalizing safe and secure election administration in the City of Newton in 2020.
- #395-20** **Request for updates on budget and possible reimbursements at Newton Public Schools**
The President of the Council, on behalf of the City Council, requesting updates to the Finance Committee from the Chief Financial Officer regarding budget expenditures and possible reimbursements related to school reopening at each meeting this fall.

Chairs Note: *Chief Financial Officer Maureen Lemieux will provide an update on the expenditure of funds for COVID-19 as related to item #239-20.*

Respectfully submitted,

Rebecca Walker Grossman, Chair

The location of this meeting is accessible and reasonable accommodations will be provided to persons with disabilities who require assistance. If you need a reasonable accommodation, please contact the city of Newton's ADA Coordinator, Jini Fairley, at least two business days in advance of the meeting: jfairley@newtonma.gov or (617) 796-1253. The city's TTY/TDD direct line is: 617-796-1089. For the Telecommunications Relay Service (TRS), please dial 711.



RUTHANNE FULLER
MAYOR

City of Newton, Massachusetts
Office of the Mayor

392-20

Telephone
(617) 796-1100

Telefax
(617) 796-1113

TDD
(617) 796-1089

E-mail
rfuller@newtonma.gov

September 28, 2020

Honorable City Council
Newton City Hall
1000 Commonwealth Avenue
Newton Centre, MA 02459

Councilors:

I respectfully submit a docket item to your Honorable Council requesting authorization to accept, appropriate and expend the sum of \$26,711.43 from the Executive Office of Public Safety and Security's Office of Grants and Research FY2020 Coronavirus Emergency Supplemental Funding Program (CESFP).

Funds requested through this grant will be used to help the Newton Police Department (NPD) in its ongoing COVID-19 efforts. The funds will allow NPD to hire a professional cleaning service to do a deep sanitization of Police Headquarters, including the cell block, locker rooms, and the console areas of the dispatch center which is used 24 hours a day by multiple users. Additionally, the department will use these funds to purchase N95 masks for officers and drums of disinfectant liquid.

Thank you for your consideration of this matter.

Sincerely,

Ruthanne Fuller
Mayor

CITY CLERK
NEWTON, MA. 02459

2020 SEP 28 PM 3:37

RECEIVED



COMMONWEALTH OF MASSACHUSETTS ~ STANDARD CONTRACT FORM

This form is jointly issued and published by the Office of the Comptroller (CTR), the Executive Office for Administration and Finance (ANF), and the Operational Services Division (OSD) as the default contract for all Commonwealth Departments when another form is not prescribed by regulation or policy. The Commonwealth deems void any changes made on or by attachment (in the form of addendum, engagement letters, contract forms or invoice terms) to the terms in this published form or to the Standard Contract Form Instructions and Contractor Certifications, the Commonwealth Terms and Conditions for Human and Social Services or the Commonwealth IT Terms and Conditions which are incorporated by reference herein. Additional non-conflicting terms may be added by Attachment. Contractors are required to access published forms at CTR Forms: <https://www.ma.comptroller.org/forms>. Forms are also posted at OSD Forms: <https://www.mass.gov/lists/osd-forms>.

CONTRACTOR LEGAL NAME: City of Newton / Newton Police Department (and d/b/a):		COMMONWEALTH DEPARTMENT NAME: Executive Office of Public Safety and Security MMARS Department Code: EPS	
Legal Address: (W-9, W-4): 1000 Commonwealth Ave, Newton, MA, 02459-1400		Business Mailing Address: 10 Park Plaza, Suite 3720A, Boston, MA, 02116	
Contract Manager: Sergeant Daniel Devine	Phone: (617) 796-2136	Billing Address (if different):	
E-Mail: ddevine@newtonma.gov	Fax: (617) 796-3679	Contract Manager: Corina Pryme	Phone: (617) 725-3322
Contractor Vendor Code: VC6000192120		E-Mail: corina.a.pryme@mass.gov	Fax: (617) 725-0260
Vendor Code Address ID (e.g. "AD001"): AD001 (Note: The Address ID must be set up for EFT payments.)		MMARS Doc ID(s): SCEPSSFY21COVIDNEWTP	
<input checked="" type="checkbox"/> NEW CONTRACT PROCUREMENT OR EXCEPTION TYPE: (Check one option only) <input type="checkbox"/> Statewide Contract (OSD or an OSD-designated Department) <input type="checkbox"/> Collective Purchase (Attach OSD approval, scope, budget) <input checked="" type="checkbox"/> Department Procurement (includes all Grants - 815 CMR 2.00) (Solicitation Notice or RFR, and Response or other procurement supporting documentation) <input type="checkbox"/> Emergency Contract (Attach justification for emergency, scope, budget) <input type="checkbox"/> Contract Employee (Attach Employment Status Form, scope, budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language, legislation with specific exemption or earmark, and exception justification, scope and budget)		<input type="checkbox"/> CONTRACT AMENDMENT Enter Current Contract End Date <i>Prior</i> to Amendment: ____, 20 ____. Enter Amendment Amount: \$ _____. (or "no change") AMENDMENT TYPE: (Check one option only. Attach details of amendment changes.) <input type="checkbox"/> Amendment to Date, Scope or Budget (Attach updated scope and budget) <input type="checkbox"/> Interim Contract (Attach justification for Interim Contract and updated scope/budget) <input type="checkbox"/> Contract Employee (Attach any updates to scope or budget) <input type="checkbox"/> Other Procurement Exception (Attach authorizing language/justification and updated scope and budget)	
The Standard Contract Form Instructions and Contractor Certifications and the following Commonwealth Terms and Conditions document are incorporated by reference into this Contract and are legally binding: (Check ONE option): <input checked="" type="checkbox"/> Commonwealth Terms and Conditions <input type="checkbox"/> Commonwealth Terms and Conditions For Human and Social Services <input type="checkbox"/> Commonwealth IT Terms and Conditions			
COMPENSATION: (Check ONE option): The Department certifies that payments for authorized performance accepted in accordance with the terms of this Contract will be supported in the state accounting system by sufficient appropriations or other non-appropriated funds, subject to intercept for Commonwealth owed debts under 815 CMR 9.00. <input type="checkbox"/> Rate Contract. (No Maximum Obligation) Attach details of all rates, units, calculations, conditions or terms and any changes if rates or terms are being amended.) <input checked="" type="checkbox"/> Maximum Obligation Contract. Enter total maximum obligation for total duration of this contract (or new total if Contract is being amended). \$26,711.43			
PROMPT PAYMENT DISCOUNTS (PPD): Commonwealth payments are issued through EFT 45 days from invoice receipt. Contractors requesting accelerated payments must identify a PPD as follows: Payment issued within 10 days ___% PPD; Payment issued within 15 days ___% PPD; Payment issued within 20 days ___% PPD; Payment issued within 30 days ___% PPD. If PPD percentages are left blank, identify reason: <input checked="" type="checkbox"/> agree to standard 45 day cycle <input type="checkbox"/> statutory/legal or Ready Payments (M.G.L. c. 29, § 23A); <input type="checkbox"/> only initial payment (subsequent payments scheduled to support standard EFT 45 day payment cycle. See Prompt Pay Discounts Policy.)			
BRIEF DESCRIPTION OF CONTRACT PERFORMANCE OR REASON FOR AMENDMENT: (Enter the Contract title, purpose, fiscal year(s) and a detailed description of the scope of performance or what is being amended for a Contract Amendment. Attach all supporting documentation and justifications.) Coronavirus Emergency Supplemental Funding ; FSJAG20GRT ; 2020-VD-BX-0436 ; CFDA: 16.034 ; \$26,711.43			
ANTICIPATED START DATE: (Complete ONE option only) The Department and Contractor certify for this Contract, or Contract Amendment, that Contract obligations: <input checked="" type="checkbox"/> 1. may be incurred as of the Effective Date (latest signature date below) and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 2. may be incurred as of ____, 20 ____, a date LATER than the Effective Date below and no obligations have been incurred prior to the Effective Date. <input type="checkbox"/> 3. were incurred as of ____, 20 ____, a date PRIOR to the Effective Date below, and the parties agree that payments for any obligations incurred prior to the Effective Date are authorized to be made either as settlement payments or as authorized reimbursement payments, and that the details and circumstances of all obligations under this Contract are attached and incorporated into this Contract. Acceptance of payments forever releases the Commonwealth from further claims related to these obligations.			
CONTRACT END DATE: Contract performance shall terminate as of 08/31/2021, with no new obligations being incurred after this date unless the Contract is properly amended, provided that the terms of this Contract and performance expectations and obligations shall survive its termination for the purpose of resolving any claim or dispute, for completing any negotiated terms and warranties, to allow any close out or transition performance, reporting, invoicing or final payments, or during any lapse between amendments.			
CERTIFICATIONS: Notwithstanding verbal or other representations by the parties, the "Effective Date" of this Contract or Amendment shall be the latest date that this Contract or Amendment has been executed by an authorized signatory of the Contractor, the Department, or a later Contract or Amendment Start Date specified above, subject to any required approvals. The Contractor certifies that they have accessed and reviewed all documents incorporated by reference as electronically published and the Contractor makes all certifications required under the Standard Contract Form Instructions and Contractor Certifications under the pains and penalties of perjury, and further agrees to provide any required documentation upon request to support compliance, and agrees that all terms governing performance of this Contract and doing business in Massachusetts are attached or incorporated by reference herein according to the following hierarchy of document precedence, the applicable Commonwealth Terms and Conditions, this Standard Contract Form, the Standard Contract Form Instructions and Contractor Certifications, the Request for Response (RFR) or other solicitation, the Contractor's Response (excluding any language stricken by a Department as unacceptable, and additional negotiated terms, provided that additional negotiated terms will take precedence over the relevant terms in the RFR and the Contractor's Response only if made using the process outlined in 801 CMR 21.07, incorporated herein, provided that any amended RFR or Response terms result in best value, lower costs, or a more cost effective Contract.			
AUTHORIZING SIGNATURE FOR THE CONTRACTOR: X: <u>[Signature]</u> Date: <u>9/2/20</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>George McManus</u> Print Title: <u>Executive Officer</u>		AUTHORIZING SIGNATURE FOR THE COMMONWEALTH: X: <u>[Signature]</u> Date: <u>9/1/20</u> (Signature and Date Must Be Handwritten At Time of Signature) Print Name: <u>Kevin J. Stanton</u> Print Title: <u>Executive Director</u>	

Commonwealth of Massachusetts
 Executive Office of Public Safety and Security
 Office of Grants & Research
 Coronavirus Emergency Supplemental Funding (CESF) Program
Attachment A
Application Template for CESF

Section I. Applicant Information

Name of Municipality: Newton

Department Type: Police Department

Name of Department Head: Chief David MacDonald

Funding Requested: \$ 26,711.43

Phone: (617) 796-2101 Email Address: dmacdonald@newtonma.gov

Department Mailing Address:
 Street: 1321 Washington Street City: Newton Zip Code: 02465
 County: Middlesex Phone: (617) 796-2101 Fax: 617-796-3679

Grant Contact Name: Daniel Devine Title: Sergeant
 (Note: The person designated within the department shall serve as the project's point person and be responsible for receiving and responding to OGR's project related requests)

Grant Contact Mailing Address:Same as Above

Street: _____ City: _____ Zip Code: _____
 County: _____ Phone: (617) 796-2136 Fax: 617-796-3679
 E-mail: ddevine@newtonma.gov

Fiscal Point of Contact for Grant: Name: Susan Dzikowski Title: Comptroller

Fiscal Contact Mailing Address:Same as Above

Street: 1000 Commonwealth Ave. City: Newton Zip Code: 02459
 County: Middlesex Phone: (617) 796-1300 Fax: 617-796-1196
 E-mail: sdzikowski@newtonma.gov

DUNS Number 948 891 163 Currently registered in SAM Yes No

Project Summary: Four sentences (250 characters *maximum*), summarizing the departments proposal.

The Newton Police Department is seeking grant funds to help purchase materials, supplies, and services to help protect officers and members of the public in their interactions with officers at our headquarters and for officers on the street.

Non- Supplant

I hereby certify that, in accordance with DOJ Financial Guidelines, the Newton Police Department
(NAME OF APPLICANT)

has been informed by the Office of Grants and Research (OGR) that supplanting of CESF funds is strictly prohibited and if awarded will not use grant funds to replace state, local and/or other federal funds that would, in the absence of such assistance, otherwise be made available for this purpose.

Statewide Interoperability Interoperable Communications Investment Proposal (ICIP)

CESF proposals that request funds for interoperable communications components such as the purchase of radios are subject to an additional review and approval process per Executive Order 493 (SIEC) or a representative thereof. Departments requesting to purchase this type of equipment must also complete an additional Interoperable Communications Investment Proposal (ICIP) form to submit with this application. The ICIP form is located under Attachment D.

Are you requesting funds for interoperable communications and believe your application requires SIEC review and approval? Yes No

If Yes, did you complete the ICIP required form (**Attachment D**)? Yes No

THIS SIGNATURE PAGE MUST BE SIGNED AND MAILED WITH YOUR HARD COPY APPLICATION

Signature Page

The following must be completed and signed by the Municipal Authorizing Official that resides over the Department submitting this application. Remember to also complete Attachment C (Signatory Authorized Listing Form).

Municipal Authorizing Official

As the Chief Executive Officer of this City or Town, I am authorizing the Police Department to solicit funds for a Coronavirus Emergency Supplemental Funding (CESF) grant from the Office of Grants and Research. I have reviewed and approve the content contained in this application being submitted for consideration of a grant award.

Name of City/Town Newton

Authorizing Official Name-Printed Maureen Lemieux Date 07/09/20

Signature Maureen Lemieux Digitally signed by Maureen Lemieux
Date: 2020.07.09 13:43:42 -04'00'

(This must be signed in blue ink and mailed with your application)

Section II. Application Template, Narrative Section

1. Needs Assessment (2 page limit)

Use the space provided to describe the applicant community, including population size, number of confirmed Coronavirus cases to date, and the make-up of the police and/or fire department associated with this application. Describe in detail the current unmet needs as they relate to the prevention, preparation for and response to Coronavirus. Describe the sources and methods used for assessing the problem. Describe the negative effect, potential consequences or impact against the department and/or community as a result of not having the items requested.

Newton is a City of approximately 87,000 people and is located bordering the City of Boston to the west. With Newton's close proximity to Boston, Newton has commuter rail and green line train stops along with numerous buses and motor vehicle commuters that use Newton as a means to get to work. Newton is also an emergency evacuation route for the City of Boston.

Besides Newton's resident population and high commuter volume, Newton is also home to higher education schools like Boston College and Lasell University. Young adults from all over the world come to these institutions for their college degrees. Newton is home to Newton Wellesley Hospital. Newton has many senior assisted living centers and almost 41% of Newton's households have one or more people 60 years and over living in these households.

The City of Newton like the rest of Massachusetts has not been exempt from the Coronavirus. As of July 7th, there has been 773 Newton residents that have tested positive for COVID-19. Sadly, Newton has had to report the death of 119 residents who have passed since tracking of the virus began.

The Newton Police Department has also felt the burden of this pandemic. Newton is budgeted for 148 officers. Part of our daily task is to respond to all calls in which COVID-19 is the underlying call. As of July 5th, Newton Police have responded to 291 calls in which the pandemic illnesses in the reason for police and medical response. This does not include the countless calls in which Newton Police have had to respond in which the pandemic is not the reason for the call but is considered in each and every response. The Coronavirus quarantine has caused an increase in family disturbance calls in which officers have to take additional precautions so that they do not expose themselves and their families to this virus.

As a result of this pandemic the Newton Police Department has had to review and modify almost every procedure in how they take and process a call for service. As much as Newton tries to minimize direct interactions with the population, this is not possible to eliminate. Due to the nature of our role in society, face to face interaction is a must. All Newton cruisers and officers have been supplied with N95 mask, face shields, and sanitizing equipment to keep officer's as safe as possible.

Not only did Newton alter how we dealt with public but also how we interact with each other. In-person role calls have been temporarily eliminated, the number of officers and personnel in the building have been limited or heavily restricted, and social distancing is mandatory. The wiping down of computers and equipment is done daily and also heavily encouraged in between usages.

As a result of all these safety processes and cleanings, this has caused a strain on the department budget. To keep visitors and employees safe, Newton has purchased numerous mask, cleaners, sanitizers, and has used outside contractors to help clean police headquarters from any possible contamination.

From current national outlooks and the recent rise in COVID-19 cases nationally, Newton is currently preparing for the second eventual wave of this pandemic. In preparing for this second wave Newton is seeking funds to help assist the cost of materials and services that Newton needs. Newton Police Department's current supply of N95 mask and sanitation supplies that officers were asked to use are beginning to run low. The funds requested for this grant will be used to support officers and their interactions with the public as we prepare for the next wave of this pandemic.

Newton PD has been fortunate, in that our preparedness and the emergency equipment provided has significantly limited the number of officers who have been exposed to the virus and missed work. Unfortunately we do not have unlimited resources and our supplies have begun to run low. In preparation for the next wave, Newton will use all funds requested from this grant to order and restock our dwindling supplies and to continue to perform cleaning services of headquarters to help protect our officers and visiting members of the public.

Section II. Application Template Continued, Narrative Section

2. Project Description (2 page limit)

Clearly describe each of the items to be requested and how this request will assist the police or fire department in preventing, preparing for and responding to Coronavirus. Discuss how such purchase(s) directly correlate to the needs assessment provided. Cite any local procurement rules/regulations required in order to purchase the items described. If known, include information as to the vendor that will be utilized for state project and/or describe the process utilized to select vendor/contractor. Describe the expected outcome for the police or fire department and/or community as a result of receiving a grant award. Include any other information that may be relevant for reviewers when evaluating request for funding.

All the items requested by Newton Police Department will be used to help protect our officers and interacting members of the public as we try to prevent any more spreading of this lethal virus. A bulk of the funds requested will be used to hire Servpro Professional Cleaner to thoroughly sanitize Police Headquarters. Newton had Servepro come to headquarters in March to clean the lower level of our facility. The goal was to thoroughly clean the cell block, locker rooms, and gym to help sanitize the facility for officers who need to use this area. Newton is very much aware that it is important to limit the spread of this virus. With funds from this grant Newton will be looking to thoroughly sanitize the entire building, making it safe for both the public and for its officers and civilian employees. The first wave saw a severe restriction and closure of city facilities including police headquarters. Now as headquarters begins to open to the public, and its demands for permits and other needs grows, cleaning these areas has increased in importance. As Massachusetts enters a new phase of movement our goal is to make sure that police headquarters is a safe place to visit and work.

One of the most vital components of any police agency is their Dispatch Center. To help protect dispatchers Newton is seeking grant funds to hire Evans Consoles Inc., an independent contractor hired to clean and disinfect the console areas for the dispatch center which is used 24 hours a day, by multiple users.

Besides a complete cleaning of our facilities, Newton Police will be looking to purchase numerous disinfectants, safety supplies, and cleaning materials to keep our officers and their cruisers safe. With these grant funds Newton is seeking to purchase N95 masks and drums of disinfectant liquids for officers and their cruisers. Newton is seeking to buy 88 boxes (10 to a box) of masks so that officers and cruisers will be provided with mask for daily interactions with the public. Newton has previously purchased and will be purchasing another drum of disinfectant solution that officers will use to wipe down their cruisers during their shift. Newton Police Support Services are seeking additional disinfectant liquid for the station fogger which is used by staff to clean potentially contaminated work areas in headquarters.

Part of Newton Police Department's adjustment and modifications to this virus is the process in which we maintain our continuous training program. State regulations and accreditation requirements make mandatory annual police training in fire arms, CPR and first aid, and legal updates. With the impact of the Coronavirus, Newton was able to temporarily delay but can not stop these training requirements. State Coronavirus distancing regulations and requirements have forced Newton to alter our training methods. Most training is conducted at an off site facility on Charlemont Street in our City. This facility also needs disinfectant materials to help clean the building and to protect training officers. As part of our attempt to protect our officers and to maintain social distancing requirements, Newton is seeking grant funds to purchase from ULINE (16) plastic seminar tables, (20) padded folding chairs, and one chair and table dolly to help transport these items. By purchasing these materials we will be better able to spread out our officers to appropriate social distancing requirements during training. This equipment is easy to clean and maintain after each and every use.

Section II. Application Template Continued, Narrative Section

CITY OF NEWTON

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council

Date: October 1, 2020

From (Docketer): David Olson, City Clerk

Address: _____

Phone: _____

E-mail: _____

Additional sponsors: _____

1. Please docket the following item (it will be edited for length if necessary):

City Clerk requesting authorization to accept and expend a thirty-seven thousand one hundred forty-six dollar grant from the Center for Tech and Civic Life for planning and operationalizing safe and secure election administration in the City of Newton in 2020.

RECEIVED
20 OCT - 1 PM 2:50
CITY CLERK
NEWTON, MA 02459

2. The purpose and intended outcome of this item is:

- | | |
|--|---|
| <input type="checkbox"/> Fact-finding & discussion | <input type="checkbox"/> Ordinance change |
| <input checked="" type="checkbox"/> Appropriation, transfer, | <input type="checkbox"/> Resolution |
| <input type="checkbox"/> Expenditure, or bond authorization | <input type="checkbox"/> License or renewal |
| <input type="checkbox"/> Special permit, site plan approval, | <input type="checkbox"/> Appointment confirmation |
| <input type="checkbox"/> Zone change (public hearing required) | <input type="checkbox"/> Other: _____ |

3. I recommend that this item be assigned to the following committees:

- | | | |
|--|---|--|
| <input type="checkbox"/> Programs & Services | <input checked="" type="checkbox"/> Finance | <input type="checkbox"/> Real Property |
| <input type="checkbox"/> Zoning & Planning | <input type="checkbox"/> Public Safety | <input type="checkbox"/> Special Committee |
| <input type="checkbox"/> Public Facilities | <input type="checkbox"/> Land Use | <input type="checkbox"/> No Opinion |

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
- In due course, at discretion of Committee Chair
- When certain materials are made available, as noted in 7 & 8 on reverse
- Following public hearing

PLEASE FILL OUT BOTH SIDES

5. I estimate that consideration of this item will require approximately:

- One half hour or less
- More than one hour
- More than one meeting
- Up to one hour
- An entire meeting
- Extended deliberation by subcommittee

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel

Citizens (include telephone numbers/email please)

- _____
- _____
- _____
- _____
- _____

- _____
- _____
- _____
- _____
- _____

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)

Please check the following:

- 9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
- 10. I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
- 11. I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

David A. Olson
Signature of person docketing the item

[Please retain a copy for your own records]



CENTER FOR
TECH AND
CIVIC LIFE

September 29, 2020

Newton City, Massachusetts
City Clerk
Newton City Hall
1000 Commonwealth Avenue
Newton, MA 02459

Dear David Olson,

I am pleased to inform you that based on and in reliance upon the information and materials provided by Newton City, the Center for Tech and Civic Life ("CTCL"), a nonprofit organization tax-exempt under Internal Revenue Code ("IRC") section 501(c)(3), has decided to award a grant to support the work of Newton City ("Grantee").

The following is a description of the grant:

AMOUNT OF GRANT: \$37,146.00 USD

PURPOSE: The grant funds must be used exclusively for the public purpose of planning and operationalizing safe and secure election administration in Newton City in 2020 ("Purpose").

Before CTCL transmits these funds to Grantee, CTCL requires that Grantee review and sign this agreement ("Grant Agreement") and agree to use the grant funds in compliance with the Grant Agreement and with United States tax laws and the laws and regulations of your state and jurisdiction ("Applicable Laws"). Specifically, by signing this letter Grantee certifies and agrees to the following:

1. Grantee is a local government unit or political subdivision within the meaning of IRC section 170(c)(1).
2. This grant shall be used only for the Purpose described above, and for no other purposes.

3. Grantee has indicated that the amount of the grant shall be expended on the following specific election administration needs: Non-partisan voter education, Poll worker recruitment funds, hazard pay, and/or training expenses, Polling place rental and cleaning expenses for early voting or Election Day, Temporary staffing, and Vote-by-mail/Absentee voting equipment or supplies. Grantee may allocate grant funds among those needs, or to other public purposes listed in the grant application, without further notice to or permission of CTCL.
4. Grantee shall not use any part of this grant to make a grant to another organization, except in the case where the organization is a local government unit or political subdivision within the meaning of IRC section 170(c)(1) or a nonprofit organization tax-exempt under IRC section 501(c)(3), and the subgrant is intended to accomplish the Purpose of this grant. Grantee shall take reasonable steps to ensure that any such subgrant is used in a manner consistent with the terms and conditions of this Grant Agreement, including requiring that subgrantee agrees in writing to comply with the terms and conditions of this Grant Agreement.
5. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs may be applied to the grant. The Grantee shall expend the amount of this grant for the Purpose by December 31, 2020.
6. Grantee is authorized to receive this grant from CTCL and certifies that (a) the receipt of these grant funds does not violate any Applicable Laws, and (b) Grantee has taken all required, reasonable and necessary steps to receive, accept and expend the grant in accordance with the Purpose and Applicable Law.
7. The Grantee shall produce a brief report explaining and documenting how grant funds have been expended in support of the activities described in paragraph 3. This report shall be sent to CTCL no later than January 31, 2021 in a format approved by CTCL and shall include with the report a signed certification by Grantee that it has complied with all terms and conditions of this Grant Agreement.
8. This grant may not supplant previously appropriated funds. The Grantee shall not reduce the budget of the Town Clerk (“the Election Department”) or fail to appropriate or provide previously budgeted funds to the Election Department for the term of this grant. Any amount supplanted, reduced or not provided in contravention of this paragraph shall be repaid to CTCL up to the total amount of this grant.
9. CTCL may discontinue, modify, withhold part of, or ask for the return all or part of the grant funds if it determines, in its sole judgment, that (a) any of the above terms and conditions of this grant have not been met, or (b) CTCL is required to do so to comply with applicable laws or regulations.
10. The grant project period of June 15, 2020 through December 31, 2020 represents the dates between which covered costs for the Purpose may be applied to the grant.



Your acceptance of and agreement to these terms and conditions and this Grant Agreement is indicated by your signature below on behalf of Grantee. Please have an authorized representative of Grantee sign below, and return a scanned copy of this letter to us by email at grants@techandcivicliflife.org.

On behalf of CTCL, I extend my best wishes in your work.

Sincerely,

Tiana M. Johnson

Tiana Epps Johnson

Executive Director

Center for Tech and Civic Life

GRANTEE

By: 

Title: *City Clerk*

Date: *9-30-20*



RECEIVED

2020 OCT -1 PM 4:14

DOCKET REQUEST FORM

DEADLINE NOTICE: Council Rules require items to be docketed with the Clerk of the Council NO LATER THAN 7:45 P.M. ON THE MONDAY PRIOR TO A FULL COUNCIL MEETING.

To: Clerk of the City Council

Date: September 30, 2020

From (Docketer): Susan Albright

Address: _____

Phone: _____ E-mail: _____

Additional sponsors: _____

1. Please docket the following item (it will be edited for length if necessary):

The President on behalf of the City Council requesting updates to the Finance Committee from the Chief Financial Officer regarding budget expenditures and possible reimbursements related to school reopening at each meeting this fall.

2. The purpose and intended outcome of this item is:

- Fact-finding & discussion
- Appropriation, transfer,
- Expenditure, or bond authorization
- Special permit, site plan approval,
- Zone change (public hearing required)
- Ordinance change
- Resolution
- License or renewal
- Appointment confirmation
- Other: _____

3. I recommend that this item be assigned to the following committees:

- Programs & Services
- Zoning & Planning
- Public Facilities
- Finance
- Public Safety
- Land Use
- Real Property
- Special Committee
- No Opinion

4. This item should be taken up in committee:

Immediately (Emergency only, please). Please state nature of emergency:

- As soon as possible, preferably within a month
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- An entire meeting
- Extended deliberation by subcommittee

6. The following people should be notified and asked to attend deliberations on this item. (Please check those with whom you have already discussed the issue, especially relevant Department Heads):

City personnel

Citizens (include telephone numbers/email please)

Maureen Lemieux _____

Liam Hurley _____

7. The following background materials and/or drafts should be obtained or prepared by the Clerk's office prior to scheduling this item for discussion:

8. I have or intend to provide additional materials and/or undertake the following research independently prior to scheduling the item for discussion. *

(*Note to docketer: Please provide any additional materials beyond the foregoing to the Clerk's office by 2 p.m. on Friday before the upcoming Committee meeting when the item is scheduled to be discussed so that Councilors have a chance to review all relevant materials before a scheduled discussion.)

Please check the following:

- 9. I would like to discuss this item with the Chairman before any decision is made on how and when to proceed.
- 10. I would like the Clerk's office to contact me to confirm that this item has been docketed. My daytime phone number is:
- 11. I would like the Clerk's office to notify me when the Chairman has scheduled the item for discussion.

Thank you.

Susan Albright
Signature of person docketing the item

[Please retain a copy for your own records]