



TOWN OF LEDYARD CONNECTICUT

741 Colonel Ledyard Highway
Ledyard, Connecticut 06339

Social Services Board

~ AGENDA ~

Chair
Mikayla Bozym

Regular Meeting

Tuesday, July 15, 2025

5:30 PM

Town Hall Annex - Hybrid Format

REMOTE MEETING INFORMATION

Join Zoom Meeting

<https://us06web.zoom.us/j/85719852855?pwd=v1PxUCURFJMG6l41PmxNy8A2zfbrZq.1>

Meeting ID: 857 1985 2855 Passcode: 577903 • +1 646 558 8656 US (New York)

I. CALL TO ORDER

II. ROLL CALL

III. RESIDENTS & PROPERTY OWNERS COMMENTS

IV. MEMBER COMMENTS

V. REPORTS

1. Social Services Report

Attachments: [Social Services Report Jan_March 2025](#)

VI. APPROVAL OF MINUTES

1. MOTION to approve the Social Services Board Regular Meeting Minutes of May 22, 2025.

VII. OLD BUSINESS

1. Linda C. Davis Food Pantry Update
2. Parks & Recreation Summer Camp Scholarships

Attachments: [PR Scholarship Program 2025 Application](#)
[Parks Rec Summer Camp Registration 2025](#)

3. Any Old Business proper to come before the Board.

VIII. NEW BUSINESS

1. "Pack it Back to School"- School Supply Drive
2. Discussion and possible action - Ledyard Rotary Foundation Grant

Attachments: [Ledyard Rotary Foundation Application](#)
[Ledyard Rotary Foundation Grant Guidelines](#)

3. Any New Business proper to come before the Board.

IX. ADJOURNMENT

DISCLAIMER: Although we try to be timely and accurate these are not official records of the Town.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1807

Agenda Date: 7/15/2025

Agenda #: 1.

REPORT

Staff/Committee Report:
Social Services Report

TOWN OF LEDYARD CONNECTICUT

Report for Ledyard Social Services

January – March 2025

Food Pantry Statistics

	Unduplicated People Served	Unduplicated Households Served	Total Visits
July	122	57	94
Aug	122	50	90
Sept	128	55	83
Oct	152	62	106
Nov	150	62	92
Dec	126	53	72
Jan	165	64	105
Feb	126	51	75
Mar	130	54	92
Apr*	43	21	21
May	-	-	-
June	-	-	-
YTD			830

*in progress

Referrals (January – March 2025)

211 – 2

LICEAF – 5

State Department of Social Services – 5

TVCCA - 0

Veteran Representative – 1

Other - 1

Social Services Account Balances

Linda C. Davis Food Pantry – \$90,743.47

Parks & Rec Camp Scholarships - \$1531.00

Parks & Recreation Scholarships ARPA - \$10,000.00

S.S. Miscellaneous Assistance – \$3109.68



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2203

Agenda Date: 7/15/2025

Agenda #: 1.

MINUTES

Minutes:

MOTION to approve the Social Services Board Regular Meeting Minutes of May 22, 2025.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1808

Agenda Date: 7/15/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Linda C. Davis Food Pantry Update

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1806

Agenda Date: 7/15/2025

Agenda #: 2.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Parks & Recreation Summer Camp Scholarships

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD SUMMER RECREATION SCHOLARSHIP PROGRAM

For Town of Ledyard Residents Only

Dear Parent/Guardian:

Thank you for your interest in the upcoming Summer Recreation program. If you have not yet completed a Ledyard Social Services application, please provide the application along with supporting documents to be assigned an LSS#. Our goal is to provide a fair and equitable scholarship for those who qualify.

Sincerely,
Kristen Chapman, Social Services Coordinator

INSTRUCTIONS:

- Please complete this form and Parks & Recreation Summer 2025 Camp Registration form.
- Please include 4 most recent weeks of paystubs and any other income for the household.
- Return forms to Town Hall (Social Services) at 741 Colonel Ledyard Hwy, Ledyard CT, 06339.
- Must have an up-to-date Ledyard Social Services application on file.
- Scholarship award will be determined at Social Services - your portion must be paid in full to begin the Summer Recreation Program.
- Slots in Summer Recreation Program cannot be held pending payment of balance due.
- Please allow one week for approval and processing.

Name: _____ Phone: _____

Total Number of People in Household: _____ # of Summer Camp Spots Requested: _____

Scholarship Percentage	Income Range		
	Family of 3 or less	Family Size 4-5	Family Size 6-7
100%	Under \$32,275	\$36,580 - \$45,725	\$41,960 - \$52,540
75%	\$32,276 - \$38,730	\$45,726 - \$54,870	\$52,541 - \$61,542
50%	\$38,731 - \$45,185	\$54,871 - \$64,015	\$61,543 - \$71,010
25%	\$45,186 - \$64,540	\$64,016 - \$73,160	\$71,011 - \$83,920

*Please contact Social Services for households 8+

Applicant's Signature: _____ Date: _____

DO NOT WRITE BELOW THIS SPACE - FOR OFFICE USE ONLY

Total Fee \$ _____

Scholarship Amount Approved \$ _____ Balance Due \$ _____

Staff's Signature: _____ Date: _____

The Ledyard Social Services Department recognizes that some residents may require financial assistance to participate in Ledyard Parks & Rec Summer Recreation programs. The Department has established a scholarship fund to award full and partial scholarships to residents who qualify. Scholarship funds are collected through community donations and grants. Applications are processed in the order received and awarded based on fund availability. Scholarship funds may be capped per household, per calendar year based on fund availability. All Ledyard residents are entitled to town services for which they qualify. Questions – Contact Social Services at 860-464-3222

SUMMER 2025 CAMP REGISTRATION

Disclosure:

The Ledyard Parks and Recreation Department sponsors three (3) summer camps at three (3) different locations in Ledyard. Summer camp involves a variety of physical activities, games, group activities, along with various sports. Your child's participation in our programs is by your choice and that of your child. As with any physical activity, there are risks involved that each participant must assume.

RELEASE OF LIABILITY

In consideration for the privilege of participating in Ledyard Parks and Recreation Summer Programs, the undersigned (signature of parent or legal guardian) hereby agrees that:

- 1. I fully assume all risks associated with utilization of and participation in Ledyard Parks and Recreation Summer Programs, even if due to the negligence of the Town of Ledyard, its agents, servants or employees.*
- 2. I hereby release, and agree that I will not sue, the Town of Ledyard, its agents, servants and employees, and all of its departments, boards, commissions and agencies, including the Ledyard Parks and Recreation Department, its staff members, Parks and Recreation Commission members, from all liability should an injury to my child occur during participation in Ledyard Parks and Recreation Summer Programs, even if caused by the negligence of the Town of Ledyard, its agents, servants or employees.*
- 3. I, for my child, myself and my heirs, assigns, successors, executors, administrators, and legal representatives, agree to defend, indemnify and hold harmless the Town of Ledyard, its agents, servants and employees, and all of its departments, boards, commissions and agencies, including the Ledyard Parks and Recreation Department, its staff members, Ledyard Parks and Recreation Commission members, from any and all claims, suits or demands by anyone arising from my use of or participation in the Ledyard Parks and Recreation Summer Programs, even if caused by the negligence of the Town of Ledyard, its agents, servants or employees.*

The Ledyard Parks and Recreation Department may also videotape or take photographs of participants enrolled in recreation activities, classes or programs. These photos and/or videos may be used for promotional purposes.

I certify by my signature that I have read this document carefully, understand the risks involved with the Ledyard Parks and Recreation Summer Programs participation and wish to continue with my child's participation.

The Town of Ledyard is not licensed by the Office of Early Childhood to offer this program.

Name of Child (Please Print) _____

Signature of Parent/Guardian

Date

SUMMER 2024 CAMP REGISTRATION FORM

Week(s) (circle):

1 (June 23-27) \$195

2 (June 30 - July 1,2,3) \$170

3 (July 7-11) \$195

4 (July 14-18) \$195

5 (July 21-25) \$195

6 (July 28-August 1) \$195

7 (August 4-8) \$195

FEE: _____ CK _____ Cash

Camp Site (circle):

Popcorn Kernels (ages 4-6) – Gallup Hill School

Colonels (ages 7-9) – Ledyard Middle School

Super Colonels (ages 10-13) – Colonel Ledyard Park

Child's Name _____ DOB _____ Entering Grade _____

Address _____ Home Phone _____ E-Mail _____

Father/Guardian's Name _____ Cell Phone _____

Place of Employment & Phone _____

Mother/Guardian's Name _____ Cell Phone _____

Place of Employment & Phone _____

Emergency contacts who have agreed to care for the child when parents are not available:

Name _____ Cell Phone _____

Name _____ Cell Phone _____

In the event that you need your child to be picked up by someone who is not indicated on the list above, you will need to designate a password that indicates to the camp staff that this person has been given permission to pick up your child.

PASSWORD: _____

***** Please include a wallet-size photo of your child. *****

LEDYARD PARKS AND RECREATION DEPARTMENT - HEALTH FORM

Name _____

Last Name

First Name

Family Physician _____ Phone _____

Do you have health/accident insurance? YES NO If yes, name of company _____

Please list any medical and/or limiting physical condition (temporary or permanent) which may affect your child's activities or require us to modify activities appropriately. Identify any special needs (learning disability, hearing loss, etc). _____

Is your child taking any medications? YES NO If yes, please list medications/conditions: _____

Does your child have any allergies, reactions to medications or any other medical limitations? YES NO If yes, please explain: _____

In emergency situations, I hereby authorize the Ledyard Parks and Recreation Staff to take any action it deems necessary for the well-being of my child and to authorize the appropriate medical treatment and transportation by ambulance to the nearest hospital.

Signature of Parent/Guardian

Date



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1805

Agenda Date: 7/15/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any Old Business proper to come before the Board.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2205

Agenda Date: 7/15/2025

Agenda #: 1.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

“Pack it Back to School”- School Supply Drive

Background:

(type text here)

Department Comment/Recommendation:

(type text here)



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-2204

Agenda Date: 7/15/2025

Agenda #: 2.

GRANT REQUEST

Type Motion/Request here and complete the Grant Request Form Below:

Discussion and possible action - Ledyard Rotary Foundation Grant

Background:

(Type text here)

Department Comments/Recommendation:

(Type text here)

Finance Director Comments/Recommendation:

(Type text here)

Mayor Comments/Recommendation:

(Type text here)

Please Complete the Grant Request Form Below:

TOWN OF LEDYARD
GENERAL GOVERNMENT
GRANT APPLICATION POLICY AND PROCESS

The Ledyard Town Council will approve all grant applications submitted by the Town to any governmental agency or private foundation on behalf of the Town; and any items that are offered to the Town by any entity, and items taken in forfeiture by the Town. Every department, commission, or board acting on behalf of the Town of Ledyard when seeking grants or responding to an offer to the Town of grant funds or items must follow this policy and process.

Grants, for these purposes include:

1. Grants that require a Town match -- whether the match is a dollar figure, an in-kind contribution, or a combination thereof

2. Grants that are 100% funded
3. Items or services that are offered (“gifted”) to the Town such as land, equipment, buildings, or vehicles
4. Items that are taken by forfeiture and intended to be retained by the Town
5. Items granted to a fire company’s 501(c)3 organization but expected to be maintained and/or insured by Town operating dollars

When applying for any grant, the grant seeker will create a legislative file and attach a completed GRANT REQUEST FORM and any pertinent information about the grant and grantor. The legislative file will be set up to go to the Town Council using the Finance Committee workflow.

When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).

Amended and Approved by the Town Council: on: July 22, 2020

Linda C Davis

Linda C. Davis, Chairman

Revisions: “General Government Grant Application Policy and Process” Adopted: May 8, 2018.

History: Paragraph 5 added the following: *“When applying for Federal funding, the grant seeker must include acknowledgement in the GRANT REQUEST FORM that they have read and understand the Federal Government procurement standards for federal funding in 2 CFR 200.318 through 200.325 (See Attachment 1).”*

Below the Form added: *FOR FEDERAL GRANTS: “I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325”*

Added to the Policy Attachment 1 *“Code of Federal Regulations: 2 CFR”* to Policy.

GRANT REQUEST FORM

Requestor

Date

Dept/Commission/Board

Name of Grant

Type of Grant (State of CT, Federal, Private Foundation, Individual - if combination, explain)

Reason for Applying for this Grant

Amount of Town Match

Source of Town Match

In-Kind Match - Explain

FOR FEDERAL GRANTS: I confirm that I have read and understand the federal general procurement standards in 2 CFR § 200.318 through 200.325 (Appendix 1)

Signed Name

Printed Name

Date

ATTACHMENT 1

Code of Federal Regulations: 2 CFR

§200.318 General procurement standards.

(a) The non-Federal entity must use its own documented procurement procedures which reflect applicable State, local, and tribal laws and regulations, provided that the procurements conform to applicable Federal law and the standards identified in this part.

(b) Non-Federal entities must maintain oversight to ensure that contractors perform in accordance with the terms, conditions, and specifications of their contracts or purchase orders.

(c)(1) The non-Federal entity must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration of a contract supported by a Federal award if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the non-Federal entity may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, non-Federal entities may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the non-Federal entity.

(2) If the non-Federal entity has a parent, affiliate, or subsidiary organization that is not a state, local

government, or Indian tribe, the non-Federal entity must also maintain written standards of conduct covering organizational conflicts of interest. Organizational conflicts of interest means that because of relationships with a parent company, affiliate, or subsidiary organization, the non-Federal entity is unable or appears to be unable to be impartial in conducting a procurement action involving a related organization.

(d) The non-Federal entity's procedures must avoid acquisition of unnecessary or duplicative items. Consideration should be given to consolidating or breaking out procurements to obtain a more economical purchase. Where appropriate, an analysis will be made of lease versus purchase alternatives, and any other appropriate analysis to determine the most economical approach.

(e) To foster greater economy and efficiency, and in accordance with efforts to promote cost-effective use of shared services across the Federal Government, the non-Federal entity is encouraged to enter into state and local intergovernmental agreements or inter-entity agreements where appropriate for procurement or use of common or shared goods and services.

(f) The non-Federal entity is encouraged to use Federal excess and surplus property in lieu of purchasing new equipment and property whenever such use is feasible and reduces project costs.

(g) The non-Federal entity is encouraged to use value engineering clauses in contracts for construction projects of sufficient size to offer reasonable opportunities for cost reductions. Value engineering is a systematic and creative analysis of each contract item or task to ensure that its essential function is provided at the overall lower cost.

(h) The non-Federal entity must award contracts only to responsible contractors possessing the ability to perform successfully under the terms and conditions of a proposed procurement. Consideration will be given to such matters as contractor integrity, compliance with public policy, record of past performance, and financial and technical resources. See also §200.213 Suspension and debarment.

(i) The non-Federal entity must maintain records sufficient to detail the history of procurement. These records will include, but are not necessarily limited to the following: rationale for the method of procurement, selection of contract type, contractor selection or rejection, and the basis for the contract price.

(j)(1) The non-Federal entity may use a time and materials type contract only after a determination that no other contract is suitable and if the contract includes a ceiling price that the contractor exceeds at its own risk. Time and materials type contract means a contract whose cost to a non-Federal entity is the sum of:

(i) The actual cost of materials; and

(ii) Direct labor hours charged at fixed hourly rates that reflect wages, general and administrative expenses, and profit.

(2) Since this formula generates an open-ended contract price, a time-and-materials contract provides no positive profit incentive to the contractor for cost control or labor efficiency. Therefore, each contract must set a ceiling price that the contractor exceeds at its own risk. Further, the non-Federal entity awarding such a contract must assert a high degree of oversight in order to obtain reasonable assurance that the contractor is using efficient methods and effective cost controls.

(k) The non-Federal entity alone must be responsible, in accordance with good administrative practice and sound business judgment, for the settlement of all contractual and administrative issues arising out of procurements. These issues include, but are not limited to, source evaluation, protests, disputes, and claims. These standards do not relieve the non-Federal entity of any contractual responsibilities under its contracts. The

Federal awarding agency will not substitute its judgment for that of the non-Federal entity unless the matter is primarily a Federal concern. Violations of law will be referred to the local, state, or Federal authority having proper jurisdiction.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 43309, July 22, 2015]

§200.319 Competition.

(a) All procurement transactions must be conducted in a manner providing full and open competition consistent with the standards of this section. In order to ensure objective contractor performance and eliminate unfair competitive advantage, contractors that develop or draft specifications, requirements, statements of work, or invitations for bids or requests for proposals must be excluded from competing for such procurements. Some of the situations considered to be restrictive of competition include but are not limited to:

(1) Placing unreasonable requirements on firms in order for them to qualify to do business;

(2) Requiring unnecessary experience and excessive bonding;

(3) Noncompetitive pricing practices between firms or between affiliated companies;

(4) Noncompetitive contracts to consultants that are on retainer contracts;

(5) Organizational conflicts of interest;

(6) Specifying only a “brand name” product instead of allowing “an equal” product to be offered and describing the performance or other relevant requirements of the procurement; and

(7) Any arbitrary action in the procurement process.

(b) The non-Federal entity must conduct procurements in a manner that prohibits the use of statutorily or administratively imposed state, local, or tribal geographical preferences in the evaluation of bids or proposals, except in those cases where applicable Federal statutes expressly mandate or encourage geographic preference. Nothing in this section preempts state licensing laws. When contracting for architectural and engineering (A/E) services, geographic location may be a selection criterion provided its application leaves an appropriate number of qualified firms, given the nature and size of the project, to compete for the contract.

(c) The non-Federal entity must have written procedures for procurement transactions. These procedures must ensure that all solicitations:

(1) Incorporate a clear and accurate description of the technical requirements for the material, product, or service to be procured. Such description must not, in competitive procurements, contain features which unduly restrict competition. The description may include a statement of the qualitative nature of the material, product or service to be procured and, when necessary, must set forth those minimum essential characteristics and standards to which it must conform if it is to satisfy its intended use. Detailed product specifications should be avoided if at all possible. When it is impractical or uneconomical to make a clear and accurate description of the technical requirements, a “brand name or equivalent” description may be used as a means to define the performance or other salient requirements of procurement. The specific features of the named brand which must be met by offers must be clearly stated; and

(2) Identify all requirements which the offerors must fulfill and all other factors to be used in evaluating

bids or proposals.

(d) The non-Federal entity must ensure that all prequalified lists of persons, firms, or products which are used in acquiring goods and services are current and include enough qualified sources to ensure maximum open and free competition. Also, the non-Federal entity must not preclude potential bidders from qualifying during the solicitation period.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.320 Methods of procurement to be followed.

The non-Federal entity must use one of the following methods of procurement.

(a) Procurement by micro-purchases. Procurement by micro-purchase is the acquisition of supplies or services, the aggregate dollar amount of which does not exceed the micro-purchase threshold (§200.67 Micro-purchase). To the extent practicable, the non-Federal entity must distribute micro-purchases equitably among qualified suppliers. Micro-purchases may be awarded without soliciting competitive quotations if the non-Federal entity considers the price to be reasonable.

(b) Procurement by small purchase procedures. Small purchase procedures are those relatively simple and informal procurement methods for securing services, supplies, or other property that do not cost more than the Simplified Acquisition Threshold. If small purchase procedures are used, price or rate quotations must be obtained from an adequate number of qualified sources.

(c) Procurement by sealed bids (formal advertising). Bids are publicly solicited and a firm fixed price contract (lump sum or unit price) is awarded to the responsible bidder whose bid, conforming with all the material terms and conditions of the invitation for bids, is the lowest in price. The sealed bid method is the preferred method for procuring construction, if the conditions in paragraph (c)(1) of this section apply.

(1) In order for sealed bidding to be feasible, the following conditions should be present:

(i) A complete, adequate, and realistic specification or purchase description is available;

(ii) Two or more responsible bidders are willing and able to compete effectively for the business; and

(iii) The procurement lends itself to a firm fixed price contract and the selection of the successful bidder can be made principally on the basis of price.

(2) If sealed bids are used, the following requirements apply:

(i) Bids must be solicited from an adequate number of known suppliers, providing them sufficient response time prior to the date set for opening the bids, for local, and tribal governments, the invitation for bids must be publicly advertised;

(ii) The invitation for bids, which will include any specifications and pertinent attachments, must define the items or services in order for the bidder to properly respond;

(iii) All bids will be opened at the time and place prescribed in the invitation for bids, and for local and tribal governments, the bids must be opened publicly;

(iv) A firm fixed price contract award will be made in writing to the lowest responsive and responsible

bidder. Where specified in bidding documents, factors such as discounts, transportation cost, and life cycle costs must be considered in determining which bid is lowest. Payment discounts will only be used to determine the low bid when prior experience indicates that such discounts are usually taken advantage of; and

(v) Any or all bids may be rejected if there is a sound documented reason.

(d) Procurement by competitive proposals. The technique of competitive proposals is normally conducted with more than one source submitting an offer, and either a fixed price or cost-reimbursement type contract is awarded. It is generally used when conditions are not appropriate for the use of sealed bids. If this method is used, the following requirements apply:

(1) Requests for proposals must be publicized and identify all evaluation factors and their relative importance. Any response to publicized requests for proposals must be considered to the maximum extent practical;

(2) Proposals must be solicited from an adequate number of qualified sources;

(3) The non-Federal entity must have a written method for conducting technical evaluations of the proposals received and for selecting recipients;

(4) Contracts must be awarded to the responsible firm whose proposal is most advantageous to the program, with price and other factors considered; and

(5) The non-Federal entity may use competitive proposal procedures for qualifications-based procurement of architectural/engineering (A/E) professional services whereby competitors' qualifications are evaluated and the most qualified competitor is selected, subject to negotiation of fair and reasonable compensation. The method, where price is not used as a selection factor, can only be used in procurement of A/E professional services. It cannot be used to purchase other types of services though A/E firms are a potential source to perform the proposed effort.

(e) [Reserved]

(f) Procurement by noncompetitive proposals. Procurement by noncompetitive proposals is procurement through solicitation of a proposal from only one source and may be used only when one or more of the following circumstances apply:

(1) The item is available only from a single source;

(2) The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation;

(3) The Federal awarding agency or pass-through entity expressly authorizes noncompetitive proposals in response to a written request from the non-Federal entity; or

(4) After solicitation of a number of sources, competition is determined inadequate.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014; 80 FR 54409, Sept. 10, 2015]

§200.321 Contracting with small and minority businesses, women's business enterprises, and labor surplus area firms.

(a) The non-Federal entity must take all necessary affirmative steps to assure that minority businesses, women's business enterprises, and labor surplus area firms are used when possible.

(b) Affirmative steps must include:

(1) Placing qualified small and minority businesses and women's business enterprises on solicitation lists;

(2) Assuring that small and minority businesses, and women's business enterprises are solicited whenever they are potential sources;

(3) Dividing total requirements, when economically feasible, into smaller tasks or quantities to permit maximum participation by small and minority businesses, and women's business enterprises;

(4) Establishing delivery schedules, where the requirement permits, which encourage participation by small and minority businesses, and women's business enterprises;

(5) Using the services and assistance, as appropriate, of such organizations as the Small Business Administration and the Minority Business Development Agency of the Department of Commerce; and

(6) Requiring the prime contractor, if subcontracts are to be let, to take the affirmative steps listed in paragraphs (1) through (5) of this section.

§200.322 Procurement of recovered materials.

A non-Federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

[78 FR 78608, Dec. 26, 2013, as amended at 79 FR 75885, Dec. 19, 2014]

§200.323 Contract cost and price.

(a) The non-Federal entity must perform a cost or price analysis in connection with every procurement action in excess of the Simplified Acquisition Threshold including contract modifications. The method and degree of analysis is dependent on the facts surrounding the particular procurement situation, but as a starting point, the non-Federal entity must make independent estimates before receiving bids or proposals.

(b) The non-Federal entity must negotiate profit as a separate element of the price for each contract in which there is no price competition and in all cases where cost analysis is performed. To establish a fair and reasonable profit, consideration must be given to the complexity of the work to be performed, the risk borne by the contractor, the contractor's investment, the amount of subcontracting, the quality of its record of past performance, and industry profit rates in the surrounding geographical area for similar work.

(c) Costs or prices based on estimated costs for contracts under the Federal award are allowable only to the

extent that costs incurred or cost estimates included in negotiated prices would be allowable for the non-Federal entity under Subpart E-Cost Principles of this part. The non-Federal entity may reference its own cost principles that comply with the Federal cost principles.

(d) The cost plus a percentage of cost and percentage of construction cost methods of contracting must not be used.

§200.324 Federal awarding agency or pass-through entity review.

(a) The non-Federal entity must make available, upon request of the Federal awarding agency or pass-through entity, technical specifications on proposed procurements where the Federal awarding agency or pass-through entity believes such review is needed to ensure that the item or service specified is the one being proposed for acquisition. This review generally will take place prior to the time the specification is incorporated into a solicitation document. However, if the non-Federal entity desires to have the review accomplished after a solicitation has been developed, the Federal awarding agency or pass-through entity may still review the specifications, with such review usually limited to the technical aspects of the proposed purchase.

(b) The non-Federal entity must make available upon request, for the Federal awarding agency or pass-through entity pre-procurement review, procurement documents, such as requests for proposals or invitations for bids, or independent cost estimates, when:

(1) The non-Federal entity's procurement procedures or operation fails to comply with the procurement standards in this part;

(2) The procurement is expected to exceed the Simplified Acquisition Threshold and is to be awarded without competition or only one bid or offer is received in response to a solicitation;

(3) The procurement, which is expected to exceed the Simplified Acquisition Threshold, specifies a "brand name" product;

(4) The proposed contract is more than the Simplified Acquisition Threshold and is to be awarded to other than the apparent low bidder under a sealed bid procurement; or

(5) A proposed contract modification changes the scope of a contract or increases the contract amount by more than the Simplified Acquisition Threshold.

(c) The non-Federal entity is exempt from the pre-procurement review in paragraph (b) of this section if the Federal awarding agency or pass-through entity determines that its procurement systems comply with the standards of this part.

(1) The non-Federal entity may request that its procurement system be reviewed by the Federal awarding agency or pass-through entity to determine whether its system meets these standards in order for its system to be certified. Generally, these reviews must occur where there is continuous high-dollar funding, and third party contracts are awarded on a regular basis;

(2) The non-Federal entity may self-certify its procurement system. Such self-certification must not limit the Federal awarding agency's right to survey the system. Under a self-certification procedure, the Federal awarding agency may rely on written assurances from the non-Federal entity that it is complying with these standards. The non-Federal entity must cite specific policies, procedures, regulations, or standards as being in compliance with these requirements and have its system available for review.

§200.325 Bonding requirements.

For construction or facility improvement contracts or subcontracts exceeding the Simplified Acquisition Threshold, the Federal awarding agency or pass-through entity may accept the bonding policy and requirements of the non-Federal entity provided that the Federal awarding agency or pass-through entity has made a determination that the Federal interest is adequately protected. If such a determination has not been made, the minimum requirements must be as follows:

(a) A bid guarantee from each bidder equivalent to five percent of the bid price. The “bid guarantee” must consist of a firm commitment such as a bid bond, certified check, or other negotiable instrument accompanying a bid as assurance that the bidder will, upon acceptance of the bid, execute such contractual documents as may be required within the time specified.

(b) A performance bond on the part of the contractor for 100 percent of the contract price. A “performance bond” is one executed in connection with a contract to secure fulfillment of all the contractor's obligations under such contract.

(c) A payment bond on the part of the contractor for 100 percent of the contract price. A “payment bond” is one executed in connection with a contract to assure payment as required by law of all persons supplying labor and material in the execution of the work provided for in the contract.

§200.326 Contract provisions.

The non-Federal entity's contracts must contain the applicable provisions described in Appendix II to Part 200-Contract Provisions for non-Federal Entity Contracts Under Federal Awards.

LEDYARD ROTARY FOUNDATION, INC.
Application for Grant of Funds
(Available at: www.LedyardRotary.org)

Organization Name/Address

Contact Name/Phone Number/Email Address

Purpose of Grant and Amount Requested (maximum is \$1,000)

Describe how grant will be used, what impact it will have in the community, how many people will be served, and geographic area to be served. (Attach a maximum of one additional page, if necessary.)

Signature of Authorized Representative/ Title /Date

The application must be submitted with the following attachments:

1. Organization Mission Statement
2. List of Board of Directors or equivalent governing body
3. Letter of Determination from IRS certifying tax-exempt 501(c)(3) status
4. If request over \$500, include budget or itemization

The application with the required attachments must be postmarked by May 15 and mailed to Ledyard Rotary Foundation, Inc., 12 VanTassel Dr., Gales Ferry, CT 06335 or it may be emailed with attachments to Terry Jones, President, Ledyard Rotary Foundation at ftjones@prodigy.net.

Ledyard Rotary Foundation, Inc.
12 VanTassel Drive, Gales Ferry, CT 06335

PURPOSE

The Ledyard Rotary Foundation, Inc. is a nonprofit, tax exempt 501(C)(3) organization and an affiliate of the Rotary Club of Ledyard, Connecticut. It is dedicated to supporting programs and initiatives that serve the community and to advancing the ideals of the Ledyard Rotary Club and Rotary International. It supports causes that enhance educational opportunities, improve quality of life, improve access to health care, address social problems, advance charitable giving or provide emergency relief. The foundation exists primarily for the benefit of the residents of Ledyard and Gales Ferry, but may also support regional, state, and international programs.

GRANT DISTRIBUTION POLICIES AND GUIDELINES

1. The Board of Directors of the Ledyard Rotary Foundation, Inc. is empowered to make all grants on behalf of the foundation and its members as prescribed in the foundation Bylaws and in accordance with these policies and guidelines.
2. Distributions will only be made to tax-exempt 501(C)(3) organizations or municipalities. Grants to benefit an individual will only be made if the request is submitted by a sponsoring 501(C)(3) organization or municipality.
3. The foundation board will consider the following questions, among others, when reviewing grant applications: How will the grant advance the purpose of the Ledyard Rotary Foundation? How worthy is the cause of the organization? How compelling is the specific request? What is the credibility of the organization and its board/volunteers and staff? How many people will be served? What geographic area will be served?
4. Grants will be made once annually. Up to ninety percent (90%) of the funds available for distribution shall be authorized for disbursement by May 1. A minimum of ten percent (10%) will be held back for distribution during the following 12 months for emergency requests and/or new projects.
5. Grants are typically not to be made for endowments, operating expenses, deficit financing or reimbursement for items previously purchased.
6. Requests for seed money for new initiatives are encouraged and preference is given to requests that fill needs not met by any other organization or source.
7. Applications for a project or program, in cooperation with another agency or agencies, must include letters of commitment to the project or program from the cooperating agency or agencies.
8. All requests for funds must be received or postmarked by the date specified on the application. If an application is received or postmarked after the deadlines, the board will deter-

mine whether to consider the request or defer its consideration until the next year's disbursements.

9. Grants are typically disbursed for specific purposes that do not commit the foundation to recurring expenses; however, the board may pay large grants over a multi-year period.

10. Grants cannot be used for political or religious purposes; however, grants to religious organizations for non-religious purposes may be made.

11. All applicants will be informed in writing as to the results of the board's review.

12. The size of grants should be commensurate with the nature of the project, the number of individuals served and its potential to advance the above stated purpose.

13. No single grantee shall receive all of the available funding in one fiscal year. The board may disburse grants greater or less than the amount requested by the applicant.

14. If the request is to support an activity, the applicant must demonstrate to the satisfaction of the board the project's probability of success in meeting its stated objectives.

15. Preference may be given to applicants whose programs are expected to receive matching funds.

16. Requests should be prioritized if submitting a request for more than one item or program.

17. The foundation membership will be apprised of all approved grants through the Ledyard Rotary Club newsletter and the foundation annual report.

18. Applications may not be completed or submitted by members of the foundation board.

19. Grants shall not be disbursed to foundation members or their immediate families.

20. If for any reason a grantee is unable to use the grant for the stated purpose, the grantee will immediately return the amount to the foundation, unless otherwise authorized by the foundation board.



TOWN OF LEDYARD

741 Colonel Ledyard
Highway
Ledyard, CT 06339-1511

File #: 25-1804

Agenda Date: 7/15/2025

Agenda #: 3.

AGENDA REQUEST
GENERAL DISCUSSION ITEM

Subject:

Any New Business proper to come before the Board.

Background:

(type text here)

Department Comment/Recommendation:

(type text here)