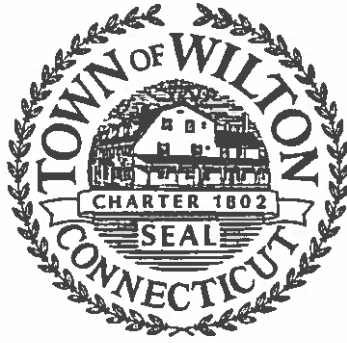


INLAND WETLANDS  
COMMISSION  
Telephone (203) 563-0180  
Fax (203) 563-0284



TOWN HALL  
238 Danbury Road  
Wilton, Connecticut 06897

September 3, 2020

### **2020 Neglected Cemetery Account Grant Program**

Board of Selectmen:

The Department of Environmental Affairs is in the process of applying for funding through the 2020 Neglected Cemetery Account Grant Program. Our department applied for and received funding from the 2018 Neglected Cemetery Grant for the Ruscoe Family Cemetery on Silver Spring Road. That grant helped to clear invasive species, open the accessway, and remove overgrowth from the cemetery. This year's grant will help our department to maintain the property and preserve the work that has already been accomplished.

We are requesting to be put on the agenda for the September 8, 2020 Board of Selectmen meeting in order to have the First Selectwoman identify that she is authorized to apply for, and accept, on behalf of the town, the grant; as well as, that she is authorized to enter and execute the grant if it is awarded. Thank you for your consideration.

Sincerely,

A handwritten signature in blue ink, appearing to read "Zen Herter", is written over a light blue horizontal line.

Zen Herter  
Environmental Analyst

Office of Policy and Management  
**2020 NEGLECTED CEMETERY ACCOUNT GRANT PROGRAM**  
Request for Applications (RFA)

**INTRODUCTION:**

The Office of Policy and Management (OPM) is accepting applications from eligible Connecticut municipalities seeking grant funds from the Neglected Cemetery Account.

**OVERVIEW:**

**Program:**

C.G.S. Sec. 19a-308b established the Neglected Cemetery Account and authorizes OPM to make grants to eligible municipalities for the purpose of municipal maintenance of neglected burial grounds and cemeteries, as described in C.G.S. Sec. 19a-308.

Pursuant to C.G.S. Sec. 19a-308(a) a “neglected cemetery” is:

- a burial ground or cemetery containing more than six places of interment;
- a burial ground or cemetery that is not under the control or management of any currently functioning cemetery association; and
- a burial ground or cemetery which has been neglected and allowed to grow up to weeds, briars and bushes, or about which the fences have become broken, decayed or dilapidated.

Subsection (b) of C.G.S. Sec. 19a-308 relieves municipalities, municipal employees, and agents and officers of municipalities from criminal or civil liability for undertaking the care and maintenance of a neglected cemetery.

**Allowable Use of Grant Funds:**

In accordance with C.G.S. Sec. 19a-308(a), only expenditures for the following four types of work can be reimbursed with Neglected Cemetery Account Grant funds:

- Clearing of weeds, briars and bushes;
- Mowing of the ground's lawn areas;
- Repairing of the ground's fences or walls; and
- Straightening of memorial stones.

Municipal labor utilized to perform only the specific work listed above will be considered an allowable expenditure only if such labor is performed **OUTSIDE** the course of the employee's regular work schedule.

**Award Amounts and Terms:**

Awards will be made on a first-come, first-served basis until the funds in the Neglected Cemetery Account are exhausted. Grants will be awarded as follows:

- \$2,000 for a 12-month term per successful applicant; and
- If funding is available, up to an additional \$2,000 for a second 12-month term. Should additional funding be available for a second 12-month term, a new RFA in 2021 will not be released. Only those successful applicants who respond to this RFA will be eligible to receive any such additional funding for a second 12-month term.

**Eligibility:**

- The state reserves the right to not award new grant funds from this program to those municipalities that have unexpended grant funds from a previously awarded Neglected Cemetery Account grant.
- Additionally, pursuant to C.G.S. Sec. 8-23, as amended by P.A. 15-95, eligible municipalities will be those that have adopted a plan of conservation and development (POCD) within the past ten years. Municipalities that have not adopted a POCD within the past ten years may be eligible for funding if (1) in accordance with C.G.S. Sec. 8-23(a)(2), the municipality submits a notice to the OPM Secretary and the Commissioners of the Department of Energy and Environmental Protection, Department of Economic and Community Development and the Department of Transportation, explaining why the POCD has not been adopted within the past ten years, and (2) in accordance with C.G.S. Sec. 8-23(b), the OPM Secretary expressly waives the prohibition of discretionary state funding. Additional information, guidance, and forms are available at [this link](#).

**Official State Contact:**

OPM has designated the individual below as the Official State Contact for purposes of this RFA. The Official State Contact is the **only authorized contact** for this RFA and, as such, handles all related communications on behalf of OPM. Applicants, prospective applicants, and other interested parties are advised that any communication with any other OPM employee (including appointed officials) or personnel under contract to OPM about this RFA is strictly prohibited. Applicants or prospective applicants who violate this instruction may risk disqualification from further consideration.

*Martin Heft  
Office of Policy and Management  
450 Capitol Avenue, MS# 54 GSU  
Hartford, CT 06040  
Phone: 860-418-6355  
E-Mail: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov)*

**Application Information:**

- The complete RFA, any associated updates, addendums or related documents are available in electronic format from the Official State Contact or on the Internet at the following locations:
  - DAS State Contracting Portal at:  
[https://biznet.ct.gov/SCP\\_Search/Default.aspx?AccLast=2](https://biznet.ct.gov/SCP_Search/Default.aspx?AccLast=2)
  - OPM RFP Web Page: <https://portal.ct.gov/OPM/Root/RFP/Request-For-Proposals>

- It is strongly recommended that all applicants or prospective applicants interested in this RFA establish a BizNet account to receive e-mail alerts from the State Contracting Portal. Subscribers will receive notifications announcing procurements and addendums that are posted on the portal. This service is provided as a courtesy to assist in monitoring activities associated with State contracting, including this RFA. Follow this link to create an account:
  - <http://portal.ct.gov/DAS/Procurement/Contracting/DAS-Procurement-BizNet-Accounts>

**APPLICATION INSTRUCTIONS:**

- All submissions related to this RFA must be sent via email to the Official State Contact: [Martin.Heft@ct.gov](mailto:Martin.Heft@ct.gov) . The subject line of the email must include the town's name and include "Neglected Cemetery Grant Application".
- REVISED: Applications are due on SEPTEMBER 18, 2020 ~~August 31, 2020~~ by 12:00 PM/EST
- Eligible municipalities may submit **one application only**, on the prescribed application form included with the RFA.
- Eligible municipalities must submit certified minutes of the meeting of its Board of Selectmen, Town or City Council (or equivalent body) which:
  - identifies the Chief Elected Official by name and title, and states:
    - that the Chief Elected Official is authorized to apply for and accept, on behalf of the town, a grant from the Neglected Cemetery Account, and
    - that said official is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award.
    - If an embossed certification seal is used, please darken with graphite so the seal will be seen on the scanned copy.
- Submit one completed and signed Municipal Certification of Eligibility for Discretionary State Funding form (including associated attachments as noted on form, if applicable).
- Submit one completed and signed OPM Vendor/Bidder/Applicant Profile Sheet – Form OPM-A-15
- Attach a completed copy of the "Neglected Cemetery RFA Checklist"

**Project Timeline:**

RFA Release Date: July 31, 2020  
 Application Due Date: REVISED: September 18, 2020 ~~August 31, 2020~~, 12:00 PM EDT  
 Award Date: On or about September 30, 2020

**RFA Results:** Municipalities selected to receive a grant will be listed on OPM's website. It is anticipated that municipalities selected to receive a grant will be contacted on or about September 30, 2020 on how

to proceed with the grant process including how to obtain a fully executed Notice of Grant Award (Contract), which is needed prior to incurring grant funded expenditures. Once a municipality has a fully executed Contract, such Contract will be posted to the DAS State Contracting portal.

#### **GRANT CONDITIONS AND RIGHTS RESERVED TO THE STATE:**

##### **General Grant Conditions:**

Submission of an application in response to any RFA seeking funding through this program certifies that the applicant agrees to comply with OPM's General Grant Conditions should the applicant be selected to receive an award.

The applicant also agrees to comply with the following:

##### **Rights Reserved to the State:**

**A.** The State reserves the right to award in part, to reject any and all applications in whole or in part for misrepresentation or if the applicant is in default of any prior State contract, or if the application limits or modifies any of the terms and conditions and/or specifications of the RFA. The State also reserves the right to waive technical defect, irregularities and omissions if, in its judgment, the best interest of the State will be served.

**B.** The State reserves the right to correct inaccurate awards resulting from its clerical errors. This may include, in extreme circumstances, revoking the awarding of a grant already made to an applicant and subsequently awarding the grant to another. Such action on the part of the State shall not constitute a breach of contract on the part of the State since the grant with the initial applicant is deemed to be void *ab initio* and of no effect as if no grant ever existed between the State and the applicant.

**C.** The State may amend or cancel this RFA, prior to the due date and time, if the State deems it to be necessary, appropriate or otherwise in the best interests of the State. Failure to acknowledge receipt of amendments, in accordance with the instructions contained in the amendments, may result in an application not being considered.

**D.** Any costs and expenses incurred by applicants in preparing or submitting applications are the sole responsibility of the applicant.

**E.** No additions or changes to the original application will be allowed after submission. While changes are not permitted, clarification of applications may be required by the State at the applicant's sole cost and expense.

**F.** All responses to the RFA must conform to instruction. Failure to include any required signatures, provide the required number of copies, meet deadlines, answer all questions, follow the required format, or failure to comply with any other requirements of this RFA may be considered appropriate cause for rejection of the response.

**G.** This RFA is not an offer and neither this RFA nor any subsequent discussions shall give rise to any commitment on the part of the State or confer any rights on any applicant unless and until a contract is fully executed by the necessary parties. The contract document will represent the entire agreement between the applicant and the State and will supersede all prior negotiations, representations or agreements, alleged or made, between the parties. The State shall assume no liability for payment of services under the terms of the grant until the successful applicant is notified that the grant has been accepted and approved by the State. The grant may be amended only by means of a written instrument signed by the State and the applicant.

**H.** The applicant represents and warrants that the application is without collusion or fraud. The applicant further represents and warrants that they did not participate in any part of the RFA development process, had no knowledge of the specific contents of the RFA prior to its issuance, and that no agent, representative or employee of the State participated directly in the applicant's application preparation.

**POST SELECTION INFORMATION:**

Municipalities selected to receive a grant will be required to submit additional paperwork. Once the paperwork has been submitted to and approved by OPM, a fully executed Contract will be issued to the grantee. No grant funds will be paid to any municipality which fails to fully execute a Contract with OPM. Grantees should not incur any grant related expenditures until they have received a copy of their fully executed Contract.

Grants will be paid on a reimbursement basis, and reimbursements will only be made for allowable expenditures incurred between the start and end dates of the grant. The start and end dates of the grant will be provided by OPM to the municipality upon notification of a fully executed Contract. Reimbursement will only be made for the allowable specified work performed at the specific locations as submitted on the municipality's application.

## NEGLECTED CEMETERY RFA CHECKLIST

*This checklist MUST be submitted when submitting your response to the RFA.*

Town/City Name: **Type Town Name**

I have noted our town's name and included "Neglected Cemetery Grant Application" in the subject line of the email being sent to OPM.

I have included a completed and signed application.

I have included a certified copy (with embossed seal darkened, if applicable) of the minutes of the meeting of its Board of Selectmen, Town or City Council (or equivalent body) which:

o identifies the Chief Elected Official by name and title, and states:

1. that the Chief Elected Official is authorized to apply for and accept, on behalf of the town, a grant from the Neglected Cemetery account, and

2. that said official is authorized to enter into and execute any and all agreements, contracts and documents necessary to obtain said grant should the town be selected for a grant award.

I have included a completed and signed Municipal Certification of Eligibility for Discretionary State Funding form form (including a copy of any associated attachments as noted on form, if applicable).

I have included a completed and signed OPM Vendor/Bidder/Applicant Profile Sheet – Form OPM-A-15

I am including a completed copy of the "Neglected Cemetery RFA Checklist"

Completed by: **Type Name** E-Mail Address: **enter e-mail address**

Date: **Click here to enter a date.**